

Mission Statement

With respect for cultures and the needs of communities, Northern Lakes College provides quality educational programs and services which enable adults to continue their education, to improve their employment opportunities, and to enhance their quality of life.



MINUTES
The Board of Governors of Northern Lakes College

April 19th, 2018
10:00 a.m.
Grouard Campus

Present:

Governors	
Daniel Vandermeulen - <i>Public Member (Chair)</i>	√
Fern Welch - <i>Public Member</i>	√
Ray Stern - <i>Public Member</i>	√
Tim Murphy - <i>Faculty Association-nominated Member</i>	√
Edith Mackenzie – <i>Staff Association-nominated Member</i>	√
Candice Calliou – <i>Public Member (teleconference)</i>	√
Gloria Fierro – <i>Student nominated Member</i>	√
Inier Cardinal – <i>Public Member (teleconference)</i>	√
Marie Dyck – <i>Public Member</i>	√
Ann Everatt – <i>President and CEO</i>	√
Staff	
Madeline McVey, <i>Vice President, Academic</i>	√
Rob LeSage, <i>Vice President, Corporate Services and Chief Financial Officer</i>	√
Bruce D’Sena, <i>Chief Information Officer</i>	√
Lisa Richard, <i>Executive Assistant Board of Governors</i>	√
Guests	
Sergey Semagin, <i>Senior Director Finance</i>	√

1. Opening

1.1 Confirm Quorum: Quorum established

1.2 Call to Order: The meeting was called to order at 10:01 a.m. by the Chair, Daniel Vandermeulen.

1.3 Conflict of Interest: No conflict was declared.

2. Consent Items:

2.1 Adoption of Public Meeting Agenda

MOTION 057-17/18: Moved by **Fern**
That the agenda for April 19th, 2018 be adopted as presented
CARRIED

2.2 Acceptance of Minutes

The March 22nd, 2018 Minutes were accepted as presented.

MOTION 058-17/18: Moved by **Tim**
That the March 22nd, 2018 Minutes be accepted as presented.
CARRIED

3. Reports

3.1 Board Chair's Report: Daniel Vandermeulen

The Board Chair's report was presented to the Board.

3.2 President's Report: Ann Everatt

The President's report was presented to the Board.

3.3 Risk Management Report: Rob LeSage, Bruce D'Sena

The Risk Management report was presented to the Board.

Action: Bruce & Rob to develop a building security plan (including budget for security/IT upgrades) for each campus. Bring forward a plan in May & June, with full implementation targeted for Sept 1st 2018.

3.4 High Prairie Campus Construction Committee Update:

The Board Chair presented the High Prairie Campus Construction Committee update. Highlights include:

- Site location
- Net Zero Readiness
- Clark Builders – Cost Analysis
- Upcoming meetings with Manasc Isaac scheduled for April 26th

Action: Dan to schedule a meeting with Stakeholders to determine funding commitments towards the High Prairie Campus as soon as possible.

3.5 Economic & Social Impact: Ann Everatt

President reported on Economic and Social Impact. CCI Presidents have completed a provincial impact study. NLC will be releasing their own regional impact studies shortly. A copy of the news release was shared with the members.

3.6 Post Secondary Collaboration: Ann Everatt

Post-Secondary Collaboration was discussed with the Board

3.6.1 Kayas College

Kayas College is under new leadership. NLC is waiting to reconnect with collaboration efforts as soon as Kayas is ready.

3.6.2 Athabasca University

Collaboration discussions are ongoing. Discussion continues around providing NLC space at the Athabasca main campus. A memorandum of action between NLC & Athabasca University is now finalized.

Action: Ann will proceed with arranging for a signing ceremony.

4. Committees

The Board broke away into Committees

5. Lunch

6. Business:

6.1 Audit & Finance Committee Report: Ray Stern

Ray provided an overview of the Audit and Finance Committee. Highlights include:

- Corporate Services Report
- IT Services Report
- Risk Report
 - Accounts Receivable – aging report
 - Prior Year Adjustment
- Transfer of Funds
- Budget 2nd Reading
- Restricted Accumulated Surplus
- GST Notice of Assessment

6.1.1 2018/19 Operating and Capital Budget 2nd Reading

The 2018/19 Operating and 2018/19 Capital budget were presented to the Board for 2nd reading.

MOTION 059-17/18:

Moved by **Ray**

That the Board approve the 2018/19 Operating Budget and 2018/19 Capital Budget 2nd Reading

CARRIED

6.1.2 Restricted Accumulated Surplus Change

- MOTION 060-17/18:** Moved by **Ray**
That the Board make the following changes to the Restricted Accumulated Surplus
- Increasing the amount for Peace River Land to \$500,000
 - Increasing the amount for the High Prairie Campus Consolidation to \$300,000*
 - Removing the restriction for the High Prairie School co-build (\$200,000)
- CARRIED**

*There was an error detected in these minutes after they were posted; the amount of increase for the High Prairie Campus Consolidation should have been increased to \$3,000,000 instead of \$300,000 as shown above. Amendment to **Motion 060-17/18** was done at the July 26, 2018 Board of Governors' meeting.

- MOTION 005-18/19:** Moved by **Ray**
That **Motion 060-17/18** be amended to reflect \$3,000,000 for the High Prairie Campus Consolidation:
- That the Board make the following changes to the Restricted Accumulated Surplus
- Increasing the amount for Peace River Land to \$500,000
 - Increasing the amount for the High Prairie Campus Consolidation to \$3,000,000*
 - Removing the restriction for the High Prairie School co-build (\$200,000)
- CARRIED**

6.1.3 Recommendation for Prior Year Adjustment

- MOTION 061-17/18** Moved by **Ray** that the Board restate the 2016-2017 prior year financials to correct the \$680,000 error.
CARRIED

6.2 Programs & Services Committee Report:

Dan provided an update on the Programs and Services Committee. Highlights include:

- Academic Report
- Enrollment Report
- Risk Management Report
- Student Analytics

- Outreach Student Conversion
- Truth and Reconciliation Committee Report
- Plus One – Campus Capacity

6.3 Corporate Accounting Policy, Related Party Transactions

Sergey provided an overview on the new corporate accounting policy and related party transactions.

6.4 2018-2021 Comprehensive Institutional Plan 2nd Reading

Ann provided handouts on the progress to date towards the 2018-2021 Comprehensive Institutional Plan.

MOTION 062-17/18: Moved by **Ray**
That the Board approve the 2018-2021
Comprehensive Institutional Plan 2nd Reading
CARRIED

6.5 Facilities Master Plan 2nd Reading

Members were provided with a copy of the Facilities Master Plan. Members are encouraged to supply any feedback/edits regarding the Facilities Master Plan to Rob for incorporation prior to the next reading.

MOTION 063-17/18: Moved by Tim
That the Board approve the Facilities Master Plan
2nd Reading
CARRIED

6.6 2018-2019 Board Meeting Schedule & Workplan

A draft 2018-2019 Board Meeting schedule was reviewed reflecting reducing travel distances for meetings during winter months. Bring back.

7. Policies

7.1 Drug & Alcohol Policy – 2nd Reading

Tabled. Will be discussed at EMAC first

7.2 Governance Policy

Members reviewed the Governance Policy brought forward for reaffirmation

MOTION 064-17/18: Moved by Tim
That the Board approve the Governance Policy for
reaffirmation.
CARRIED

7.3 Travel Expense, Hospitality & Public Disclosure Policy – 1st Reading

Tabled.

7.4 Code of Conduct

A draft “Employee Code of Conduct” and “Board Code of Conduct” was provided as information.

8. Next Agenda:

3.9 High Prairie Campus Committee

4.1 Audit and Finance Committee

4.2 Program and Services Committee

7.1 Policy Review

9. In Camera Session

None at this time.

The meeting adjourned April 19th, 2018 at 4:09pm.