

**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**

**May 24<sup>th</sup>, 2018**

**10:00 a.m.**

**High Prairie Health Learning Campus**

**Present:**

<b>Governors</b>	
Daniel Vandermeulen - <i>Public Member (Chair)</i>	√
Fern Welch - <i>Public Member</i>	X
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>	X
Gloria Fierro – <i>Student nominated Member</i>	√
Inier Cardinal – <i>Public Member (teleconference)</i>	√
Marie Dyck – <i>Public Member</i>	√
Ernst (Ernie) Grach – <i>Public Member</i>	√
Ann Everatt – <i>President and CEO</i>	√
<b>Staff</b>	
Madeline McVey, <i>Vice President, Academic</i>	√
Rob LeSage, <i>Vice President, Corporate Services and Chief Financial Officer</i>	X
Bruce D’Sena, <i>Chief Information Officer</i>	√
Lisa Richard, <i>Executive Assistant Board of Governors</i>	√
<b>Guests</b>	
Sergey Semagin, <i>Senior Director Finance</i>	√
Paul Chalk, <i>Senior Director Facilities &amp; Ancillary Services</i>	√
Wendy Ramjit, <i>Executive Assistant CFO, VP Corporate Services</i>	√
Brian Stephenson, <i>JRL Development Corporation</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:** Public member, Edith expressed a potential conflict of interest related to 6.1.1.; Discussions concluded that no conflict exists.

## 2. Consent Items:

### 2.1 Adoption of Public Meeting Agenda

No additions or deletions.

**MOTION 065-17/18:** Moved by **Tim**  
That the agenda for May 24<sup>th</sup>, 2018 be adopted as presented.  
**CARRIED**

### 2.2 Acceptance of Minutes

The April 19<sup>th</sup>, 2018 Minutes were accepted as presented.

**MOTION 066-17/18:** Moved by **Ray**  
That the April 19<sup>th</sup>, 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: Ann Everatt, Bruce D'Sena

The Risk Management report was presented to the Board. Action item from April 19<sup>th</sup> remains.

**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 1<sup>st</sup> 2018.

**Action:** Succession planning will be added as a risk item on the Program and Services agenda for further discussion in June; Succession planning will also be covered in the Audit & Finance Committee under the Human Resources presentation.

### 3.4 High Prairie Campus Construction Committee Update:

Ray presented the High Prairie Campus Construction Committee update. Highlights include:

- Site location selection – NLC Land; adjacent land purchase no longer needed
- Change order
- Space requirements
- Changes to the conceptual design
  - Redraw provided for members to discuss/provide input in order for construction to move forward as planned.
  - Modularity/budget considerations

Brian Stephenson, with JRL Development Corporation joined the meeting at 2:00pm to discuss changes to the 2<sup>nd</sup> story design and to discuss the veil.

**MOTION 067-17/18:** Moved by **Ray**  
That the Board approve the design concepts for the main floor, second floor, and changes to the veil.  
**CARRIED**

### **3.5 Economic & Social Impact: Ann Everatt**

President reported on Economic and Social Impact. Members were provided with a copy of “Growing the Digital Economy in Rural and Remote Northern Communities” as information.

### **3.6 Post Secondary Collaboration: Ann Everatt**

Post-Secondary Collaboration was discussed with the Board

#### **3.6.1 Kayas College**

Collaborations are currently underway with Kayas College for NLC to deliver the first two years of University Studies at three Kayas College locations.

#### **3.6.2 Athabasca University**

Collaborations are ongoing with Athabasca University. Members were provided with a copy of the recently signed Memorandum of Action between Northern Lakes College and Athabasca University.

#### **3.6.3 NAIT**

Collaboration discussions include visiting NAIT’s Culinary Arts Program and a potential to acquire the curriculum.

## **4. Committees**

The Board broke away into Committees. Board Chair appointed new Public member, Ernst (Ernie) Grach to the Program and Services Committee.

## **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 reports
- 2018-2019 planning schedule
- Internal funding of capital replacement
- Budget 3rd reading
- Restricted accumulated surplus
- Q3 financial forecast
- Proforma template with prior year
- Moosehorn lodge

### **6.1.1 2018/19 Operating and Capital Budget 3rd Reading**

The 2018/19 Operating and 2018/19 Capital budget were presented to the Board for 3<sup>rd</sup> and final reading.

**MOTION 068-17/18:** Moved by **Ray**  
That the Board approve the 2018/19 Operating Budget and 2018/19 Capital Budget 3<sup>rd</sup> and final Reading.  
**CARRIED**

### **6.1.2 2018-2019 Audit & Finance Schedule/Workplan**

**MOTION 069-17/18:** Moved by **Ray**  
That the Board approve the 2018/19 Audit & Finance schedule and working plan  
**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
- Student information: where students go
- Graduate employment outcome survey
- Distance library services conference report
- CALPs – presentation
- Medical Receptionist program
- Plus One

### **6.2.1 Gift Lake**

Members discuss the decreasing enrollments at the Gift Lake campus.

**MOTION 070-17/18:** Moved by **Dan** that the Board put the Gift Lake Campus on notice for the 2018-2019 first term.  
**CARRIED**

### **6.2.2 Plus One**

With the building of a new High Prairie Campus, the existing modulars have been identified as a plus one opportunity, and Driftpile selected as the location. The Board has identified \$0.5 Million from the High Prairie Campus budget to support the Plus One initiative, with the Audit & Finance Committee tasked with identifying where the remaining \$0.5 million will come from. The Programs and Services Committee has also identified the community of Atikameg to be the recipient of a Plus Two in 2019-2020, should the opportunity present itself.

**MOTION 071-17/18:** Moved by **Dan** that the Board engage in discussions with the Driftpile First Nations to make preparations for receiving the Plus One Modulars from the existing High Prairie Campus.  
**CARRIED**

### **6.2.3 Medical Receptionist Program Termination**

The Programs and Services Committee recommended to the Board that the Medical Receptionist Program be terminated, effective July 1<sup>st</sup>, 2018 due to low enrollment.

**MOTION 072-17/18:** Moved by **Dan** that the Board approve the request to terminate the *Medical Receptionist Program* effective July 1<sup>st</sup>, 2018 due to low enrollment.  
**CARRIED**

### **6.3 2018-2021 CIP 3<sup>rd</sup> & Final Reading**

Ann provided members with a copy of the 2018-2021 Comprehensive Plan for 3<sup>rd</sup> and Final Reading.

**MOTION 073-17/18:** Moved by **Marie**  
That the Board approve the 2018-2021  
Comprehensive Institutional Plan for 3<sup>rd</sup> and final  
Reading  
**CARRIED**

### **6.4 2018-2019 Work Plan**

Members reviewed the 2018-2019 Board Meeting Schedule and Work Plan reflecting reduced travel distances for meetings during winter months.

**MOTION 074-17/18:** Moved by **Tim**  
That the Board approve the 2018-2019 Board Meeting Schedule and Workplan  
**CARRIED**

**6.5 Students' Association Financial Statements**

Members were provided copies of the Students' Association's audited financial statements from 2016 and 2017 submitted for information. Bring back with Income Statements.

**6.6 Facilities Master Plan 3<sup>rd</sup> Reading**

Tabled.

**6.7 Out of Country Travel - Unit 4 Conference**

The President brought forward a request for 7 staff members to attend the Unit 4 I.T Conference in Indianapolis, Indiana (Oct 16-19, 2018). This is the annual conference for Unit 4 software, the primary supporter of Unit4 Education for Northern Lakes College.

**MOTION 075-17/18:** Moved by **Edith**  
That the Board approve the out of country travel request for 7 staff members to attend the Unit 4 I.T Conference in Indianapolis, Indiana from Oct 16/18 – Oct 19/18.  
**CARRIED**

**7. Policies**

**7.1 Drug & Alcohol Policy – 2<sup>nd</sup> Reading**

Members reviewed the Drug & Alcohol Policy brought forward for 2<sup>nd</sup> reading.

**MOTION 076-17/18:** Moved by **Marie**  
That the Board approve the Drug & Alcohol Policy for 2<sup>nd</sup> reading.  
**CARRIED**

**7.2 Travel Expense Hospitality & Public Disclosure Policy**

Members reviewed the Travel Expense Hospitality & Public Disclosure Policy brought forward for 1<sup>st</sup> reading.

**MOTION 077-17/18:** Moved by **Ernie**  
That the Board approve the Travel Expense, Hospitality, & Public Disclosure Policy for 1<sup>st</sup> reading.  
**CARRIED**

### **7.3 Governance Policy**

Members reviewed changes made to the “purpose statement” in the Governance Policy approved for reaffirmation at the April 2018 board meeting.

**MOTION 078-17/18:** Moved by **Ray**  
That the Board approve the changes made to the Governance Policy, brought forward for reaffirmation.  
**CARRIED**

### **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**

Members moved in camera

**MOTION 079-17/18:** Moved by **Marie**  
That the Board move in camera.  
**CARRIED**

**MOTION 080-17/18:** Moved by **Marie**  
That the Board accept the Northern Lakes College Faculty Association Collective Agreement effective July 1, 2016 – June 30, 2019  
**CARRIED**

**MOTION 081-17/18:** Moved by **Marie**  
That the Board move out of camera and resume the regular Board meeting.  
**CARRIED**

The meeting adjourned May 24<sup>th</sup>, 2018 at 3:43pm.