

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

October 18, 2018

10:00 a.m.

Council Chambers – Slave Lake 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</i>	X
Gloria Fierro – <i>Student nominated Member</i>	✓
Inier Cardinal – <i>Public Member – Via Phone</i>	✓
Marie Dyck – <i>Public Member</i>	✓
Ernst (Ernie) Grach – <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>	✓
Tracey Solcan, <i>Executive Assistant – Chief Information Officer & President</i>	✓
Noreen Tomkins, <i>A/Executive Assistant Board of Governors</i>	✓

1. Opening

1.1 Confirm Quorum: Quorum established

1.2 Call to Order: The meeting was called to order at 10:06 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

Additions to the agenda:

3.7 Big Lakes County Report – Fern Welch

3.8 Atoske Report – Ernie Grach

MOTION 022-18/19: Moved by **Fern**

That the agenda for October 18, 2018 be adopted as amended.

CARRIED

2.2 Acceptance of Minutes

The September 20, 2018 minutes were reviewed for any errors or omissions.

MOTION 023-18/19: Moved by **Ernie**

That the September 20, 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.

- Enrollments are up in credit programs and dual credit
- Two full days of health and safety training for all of our management staff
- Met with U of A to discuss ATEP

3.3 Risk Management Report: Rob LeSage

Rob presented the Risk Management report to the Board.

- Health and Safety issues should be handled at the campus level.
- There was another cyber-attack on October 7
 - No privacy was breached
 - 12 applications were not processed and had to be entered manually
 - Denial of Services – not able to process the applications for these students.

3.4 High Prairie Campus Construction Committee Update:

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

- Bids are coming in at or below projected costs
- Need assurances that the bridge financing comes through
- Major construction done in spring. We would like to keep up the pace but need assurance of bridging finances.

3.5 Economic & Social Impact

Ann provided documents that have been reviewed by the Presidents.
Ann to email to the Board members.

3.6 Post-Secondary Collaborations

Ann briefly updated the Board of the collaborations the College is working on:
Athabasca University and Kings University – ATEP
SAIT – Foundational Learning
Newfoundland – Primary Care Paramedic
Lethbridge College – Curriculum exchange
Keyano – Early Learning & Child Care
Lakeland – Practical Nurse, Academic Upgrading
University of Calgary – Bachelor of Social Work – Peace River Campus only
Athabasca University has been offered space at our campuses.

3.7 Big Lakes County Update

Fern provided an update from Big Lakes County
Forestry & Transportation information session:

- What is needed in MD?
- More trades programs needed
- 4 companies expressed interest in trades (WestFraser/Tolko)
- Apprenticeship numbers are down this year
- We can only provide training to registered apprentices - industry needs to hire apprentices

3.8 Atoske Report

Opened the new health lab in Wabasca, it was very successful and a good event.
Health Care Aide will start in February 2019

- 18 students have been accepted
 - They will be ready for new long-term care facility once it opens.
- HCA – Dual Credit to start for grade 10 and students will be done at grade 12

4. Committees

The Board broke away for committee meetings at 11:25 a.m.

5. Lunch: 12:12 p.m. - 1:13 p.m.

The Board meeting resumed at 2:25 p.m.

6. Business:

6.1 Audit & Finance Committee Report

Ray provided an overview of the Audit and Finance Committee meeting.
OAG Audit review of financial statements.

Motions that are required from the Audit and Finance meeting will be done at next month's meeting, with the exception of the motion needed for President to sign the security contract.

MOTION 024-18/19: Moved by **Ray**

To approve request for the President to sign the security contract in the amount of \$402,963.75 that exceeds her signing authority.

CARRIED

Daniel is not available to chair November's Board meeting. Ray Stern has agreed to chair the November meeting.

6.2 Programs & Services Committee Report

Fern provided an update on the Programs and Services Committee meeting.

- The College hosts a Métis Celebration each year that rotates between High Prairie, Slave Lake, Peace River and High Level. We would like this celebration to be held during Metis Week.

MOTION 025-18/19: Moved by **Fern**

That the Métis Celebration be held during Métis Week.

CARRIED

- Can we use the Slave Lake kitchen as a teaching kitchen and as a Continuing Education kitchen used for cooking classes? Or Local FCSS – Meals on Wheels.

6.3 Annual Report

Ann presented the Annual Report for second reading.

MOTION 026-18/19: Moved by **Ernie**

To approve second reading of the Annual Report.

CARRIED

7. Policies:

7.1 Respectful Workplace Policy

This policy was reviewed for second reading. No changes since first reading.

MOTION 027-18/19: Moved by **Ray**

To approve second reading of the Respectful Workplace Policy.

CARRIED

7.2 Drug and Alcohol Policy – Amendment

This policy was recently approved and has had one minor amendment that needs approval. More discussion is needed. Policy to come back in November.

7.3 Board of Governors Code of Conduct Policy

This policy was presented for second reading.

MOTION 028-18/19: Moved by **Tim**

To approve second reading of the Board of Governors Code of Conduct Policy.

CARRIED

7.4 Employees Code of Conduct Policy

This policy was presented for second reading. This policy to be brought back in November, after review by the Employee Management Advisory Committee.

7.5 Employee Awards Policy

This policy was recently reviewed and there were minor changes made. Based on their start date, wage employees will have their years of services included as long as there was no break in service.

MOTION 029-18/19: Moved by **Tim**

To approve the amendment to the Employee Awards Policy.

CARRIED

7.6 Safe Disclosure Policy

This policy was presented for approval as it has one amendment on gross mismanagement.

MOTION 030-18/19: Moved by **Marie**

To approve the amendment to the Safe Disclosure Policy.

CARRIED

7.7 Delegation of Authority – Information Technology

MOTION 031-18/19: Moved by **Ernie**

To reaffirm the Delegation of Authority – Information Technology Policy.

CARRIED

7.8 Smoke Free Policy

MOTION 032-18/19: Moved by **Ernie**

To approve the first reading of the Smoke Free Policy with the understanding that it is to be brought to the Students' Association and a new policy for cultural activities is developed.

CARRIED

7.9 Delegation of Authority – Human Resources

Not ready to re-approve this policy, will approve once the Code of Conduct is approved.

8. Next Agenda:

The next meeting will be held in Peace River on November 22, 2018.

9. In Camera Session

No in camera session was needed today.

10. Conclusion of Public Meeting

The meeting adjourned October 18, 2018 at 3:33 p.m.

Gloria challenged Ann to do the Baby Shark Song as part of the Student Wellness Initiative for the November meeting.

11. Social Media

Review the social media package at your leisure.