

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

September 20, 2018

10:00 a.m.

Athabasca University – President’s Boardroom

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>	✓
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>	✓
Wendy Ramjit, <i>Executive Assistant - Vice President, Corporate Services & CFO</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 10:07 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

No additions to the agenda:

MOTION 012-18/19: Moved by **Ernie**

That the agenda for September 20, 2018 be adopted as amended.

CARRIED

2.2 Acceptance of Minutes

The August 23, 2018 minutes were reviewed for any errors or omissions.

MOTION 013-18/19: Moved by **Marie**

That the August 23, 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.

- Minister Marlin Schmidt will be at the Sod Turning ceremony for the new High Prairie Campus on Monday, September 24th.
- Minister Schmidt will also be in Athabasca for the signing ceremony for our collaboration with Athabasca University.
- ATB Financial has confirmed they will deliver nine modules of financial literacy program for our students.

3.3 Risk Management Report: Rob LeSage

Rob presented the Risk Management report to the Board.

- During the removal of the old High Prairie campus, a gas line was broken. The town was called in and the gas was shut off. This could have been a serious event.
- We have increased our testing of the generators to ensure they are in good working order.
- Termination of contractor accounts may remain open on the audit recommendations.

3.4 High Prairie Campus Construction Committee Update:

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

- We have signed off on the footprint.
- Alberta Infrastructure – Dollar amount coming in higher than historical.

- Plus-One – Core and one modular for replacement. We need to consider teacher accommodations and using apprenticeship students to build houses for staff accommodations.
- In July we had decided to no longer use old building when we are replacing campuses. This changed how and what process we now will follow with new builds.

3.5 Economic & Social Impact

There is a provincial document with employment stats that the presidents are reviewing. Ann will bring to the next meeting.

3.6 Post-Secondary Collaborations

Ann informed the Board of all the collaborations the College is working on:

- Lakeland College – Collaboration on Practical Nurse program and Academic Upgrading
- Keyano College - Early Learning Child Care Diploma
- Newfoundland - Primary Care Paramedic
- Lethbridge College - Curriculum exchange they want our Primary Care Paramedic curriculum and we are interested in their Computer Technician curriculum
- Portage College – Working with them for Culinary Arts – High Prairie Campus
- University of Alberta - Aboriginal Teacher Education Program
- University of Calgary - Social Work diploma
- SAIT – BEL level programming; Pipeline monitoring
- North West Airlines – Rainbow Lake – Bush Pilot training
- Wabasca – Nurses to staff seniors extend care facility.
- Kayas College – Bachelor of Education: first two years with NLC and third and fourth years with degree granting partner.

4. Committees

The Board broke away for committee meetings at 11:20 a.m.

- Committee Meetings adjourned for lunch at 12:12 p.m.
- Committee Meetings resumed at 1:13 p.m.

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

The Board of Governors meeting resumed after committee meetings ended at 2:10 p.m.

Candice left the meeting at 12:45

6. Business:

6.1 Audit & Finance Committee Report

Ray provided an overview of the Audit and Finance Committee meeting. It was a busy summer and lots of projects were worked on.

6.1.1 HVAC Upgrade in Grouard

The cost of the HVAC upgrade in Grouard is over the signing authority limit of the President. A motion is required.

MOTION 014-18/19: Moved by **Ray**

To approve request for President to sign contract that exceeds her signing authority.

CARRIED

6.2 Programs & Services Committee Report

Fern provided an update on the Programs and Services Committee and a couple of motions were needed:

6.2.1 – Board Appointments to Academic Council

MOTION 015-18/19: Moved by **Fern**

To approve the recommended regular and alternate members to Academic Council for 2018-2019.

CARRIED

6.2.2 – Loon River Campus

MOTION 016-18/19: Moved by **Fern**

To include Loon River Campus in the preliminary budget preparations for 2019-2020.

CARRIED

6.3 Annual Report

Ann presented the Annual Report for first reading.

MOTION 017-18/19: Moved by **Fern**

To approve first reading of the Annual Report.

CARRIED

Board Orientation

The Chair informed the governors that there is a Board Orientation in Edmonton on October 22 and asked for names for the four seats available: Governors who are interested in attending are:

- Ernie Grach
- Marie Dyck
- Tim Murphy – will check his schedule to see if he's able to go.
- Fern Welch
- Gloria Fierro

7. Policies:

7.1 Respectful Workplace Policy

This policy was reviewed for first reading.

MOTION 018-18/19: Moved by **Ray**

To approve first reading of the Respectful Workplace Policy.

CARRIED

7.2 Employees Code of Conduct Policy

This new policy has been approved by the Ethics Committee.

MOTION 019-18/19: Moved by **Ernie**
To approve first reading of the Employees Code of
Conduct Policy.
CARRIED

7.3 Board of Governors Code of Conduct Policy

MOTION 020-18/19: Moved by **Tim**
To approve first reading of the Board of Governors Code
of Conduct Policy

7.4 Travel Expense, Hospitality & Public Disclosure Policy

MOTION 021-18/19: Moved by **Gloria**
To approve the amendments to the Travel Expense,
Hospitality & Public Disclosure Policy.
CARRIED

7.5 Development of College Policy

This policy was only for information purposes: This policy states that new policies must have three readings; for policies without substantive changes only one reading is needed for re-approval.

8. Next Agenda:

The next meeting will be held in Slave Lake.

9. In Camera Session

The meeting adjourned September 20, 2018 at 3:02 p.m.