

### 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

December 20, 2018

10:00 a.m.

High Prairie (Health Learning Complex) 5106 – 50 Street, Classroom 102

#### Present:

Governors		
Daniel Vandermeulen - <i>Public Member (Chair)</i>		✓
Fern Welch - <i>Public Member</i>		✓
Ray Stern - <i>Public Member</i>		X
Tim Murphy - <i>Faculty Association-nominated Member</i>		✓
Edith Mackenzie – <i>Staff Association-nominated Member</i>	<i>via telephone</i>	✓
Candice Calliou – <i>Public Member</i>		X
Gloria Fierro – <i>Student nominated Member</i>		✓
Inier Cardinal – <i>Public Member</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, VP, Corporate Services and CIO</i>		✓
Tracey Solcan, <i>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 10:02 a.m. by Chair, Daniel Vandermeulen.

**1.3 Conflict of Interest:** No conflict was declared.

#### 2. Consent Items:

**2.1 Adoption of Public Meeting Agenda**

Amendments to the agenda:

6.1.1 Shall be corrected to 3.5 Risk Management Report

6.2.2 Shall be corrected to 3.6 Post- Secondary Collaboration

Additions to the agenda:

6.3 Board Retreat

**MOTION 053-18/19:** Moved by **Ernst**

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

**CARRIED**

## **2.2 Acceptance of Minutes**

The November 30, 2018 minutes were reviewed for any errors or omissions.

**MOTION 054-18/19:** Moved by **Marie**

That the November 30, 2018 minutes be accepted.

**CARRIED**

## **3. Reports**

### **3.1 Board Chair's Report: Daniel Vandermeulen**

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

- Bill 19 was provided to the Board.

### **3.2 President's Report: Ann Everatt**

The President's report was presented to the Board.

### **3.3 High Prairie Campus Construction Committee Update: Tabled**

### **3.4 Council of Community Education Committee Report**

The President presented the Council of Community Education Committee Report to the Board.

### **3.5 Risk Management Report: Robert LeSage**

Robert presented the Risk Management Report to the Board.

- Processes and workflows are under review for contracts as per Office of the Auditor General recommendations.
- \$882 000 grant has been consumed. Funds are now being utilized from College Restricted Surplus.
- PCI Compliance is required, and current processes are under review.
- IT Risk Report – Newly implemented Facilities system furthers need for conversation and software approval prior to launch.

### **3.6 Post-Secondary Collaborations: Ann Everatt**

Ann provided a brief update of the collaborations the College is working on:

- Lethbridge College
- Medicine Hat College
- SAIT

#### 4. Committees

The Board broke away for committee meetings at 11:09 a.m.

#### 5. Lunch: 12:00 p.m. -12:30 p.m.

The Board meeting resumed at 12:41 p.m.

#### 6. Business:

##### 6.1 Audit & Finance Committee Report

Marie provided an overview of the Audit and Finance Committee meeting.  
As a result of the meeting, the following motions were necessary:

##### **MOTION 055-18/19:** Moved by Marie

To approve tender for \$852,104 plus GST totaling \$894,709.20 for HVAC improvements in Grouard and authorize President to sign for the same which exceeds her signing authority.

**CARRIED**

##### **MOTION 056-18/19:** Moved by Dan

To amend **MOTION 024-18/19** to increase amount of security contract from \$402,963.75 to \$423,111.94 to accommodate for GST and authorize President to sign the same which exceeds her signing authority.

**CARRIED**

##### 6.2 Programs & Services Committee Report

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

##### **MOTION 057-18/19:** Moved by Fern

Seconded by Dan

To approve suspension of Emergency Medical Responder Program for 2 years.

**CARRIED**

##### **MOTION 058-18/19:** Moved by Fern

To redesign Social Work Program.

**CARRIED**

##### 6.3 Board Retreat

Ann spoke to rescheduling Board Retreat for January 23 & 24, 2019 to accommodate trainer. Retreat will focus on visioning for NLC and Indigenization training. Location will be in Slave Lake.

**7. Policies:**

**7.1 Smoke Free Policy**

**MOTION 059-18/19:** Moved by Ernst  
To approve the third reading of the Smoke Free Policy  
**CARRIED**

**8. Next Agenda:**

The next meeting will be held in Grouard on February 21, 2019.

**9. In Camera Session**

No in camera session was needed today.

**10. Conclusion of Public Meeting**

**MOTION 060-18/19:** Moved by Tim  
To adjourn the meeting.  
**CARRIED**

The meeting adjourned December 20, 2018 at 12:59 p.m.