

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.

Vision Statement

Northern Lakes College will be recognized as a first-choice community-based college with the most accessible programs and services in Alberta.



MINUTES
The Board of Governors
of Northern Lakes College

December 19, 2019

10:00 a.m.

High Prairie Health Campus, 5106 – 50 Street, High Prairie AB

Present:

Governors	
Daniel Vandermeulen - <i>Public Member (Chair)</i>	✓
Ray Stern, <i>Public Member</i>	✓
Fern Welch, <i>Public Member</i>	✓
Inier Cardinal, <i>Public Member</i>	
Marie Dyck, <i>Public Member</i>	
Ernst Grach, <i>Public Member</i>	✓
Candice Calliou, <i>Public Member</i>	
Tim Murphy, <i>Faculty Association Nominated Member</i>	✓
Rachel Ouellette, <i>Staff Association Nominated Member</i>	
Gloria Fierro, <i>Student Nominated Member</i>	✓
Kelsey Gladue, <i>Student Nominated Member</i>	✓
Ann Everatt - <i>President and CEO</i>	✓
Staff	
Robert LeSage, <i>Vice President, Corporate Services and Chief Financial Officer</i>	
Bruce D’Sena, <i>Chief Information Officer</i>	✓
Diane Smith, <i>Executive Director, Student Services</i>	✓
Glenn Mitchell, <i>Vice President, Academic</i>	✓
Tracey Solcan, <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 December 19, 2019 public meeting of the Board of Governors was called to order at 10:04 a.m. by Chair, Daniel Vandermeulen.

1.3 Conflict of Interest: Chair, Daniel Vandermeulen called for declaration of conflict of interest. No conflict was declared.

2. Consent Items:

2.1 Adoption of Public Meeting Agenda

MOTION 039-19/20: That the agenda for the December 19, 2019 public meeting of the Board of Governors be adopted as presented.

Moved by Ray Stern

CARRIED

2.2 Acceptance of Minutes

The November 21, 2019 minutes were reviewed for errors or omissions.

MOTION 040-19/20: That the November 21, 2019 minutes of the public meeting of the Board of Governors be accepted as presented.

Moved by Kelsey Gladue

CARRIED

3. Reports:

3.1 Chairmans' Report

The Chairmans' Report was presented to the Board of Governors by Chair of the Board, Daniel Vandermeulen. Highlights include:

- High Prairie Campus Construction Committee Meetings
- Meeting with President
- Ministry of Advanced Education Communications
 - Tuition Cap Removal
 - Governance Structure Review
 - Office of the Auditor General Report

3.2 Presidents' Report

The Presidents' Report was presented to the Board of Governors by President Ann Everatt. Highlights include:

- Budget Impact Analysis and submission of same to Ministry of Advanced Education
- Skills for Jobs Task Force Meeting
- Meeting with Medicine Hat College Executive Team
- COPPOA
- Meeting with President of Lakeland College
- Meeting with President of Portage College
- Meeting with Assistant Deputy Minister
- Meeting with Deputy Minister
- Dual Credit Agreements; Bonnyville & St. Paul with further discussions occurring
- NLC Students Association Tuition & Fee Consultation
- High Prairie Campus Construction Committee Meetings
- Revised funding model: historical grant, at-risk (performance based funding), achievement
- Red Tape Reduction
- Stakeholder Consultations

3.3 High Prairie Campus Construction Committee Report

The High Prairie Campus Construction Committee Report was presented to the Board of Governors by Ray Stern. Highlights include:

- Build is on schedule and on budget
- Change to one successful bidder and re-tender is required
- Expected standstill over holiday season
- Plus One and Two: design of core-model is complete
- Driftpile Campus progress

3.4 Council of Community Education Committee Report

The Council of Community Education Committee report was presented to the Board of Governors by President Ann Everatt. Highlights include:

- Next scheduled meeting is January 9, 2020

3.5 Risk Management Report

The Risk Management Report was presented to the Board of Governors by Chief Information Officer, Bruce D'Sena.

3.6 Post-Secondary Collaborations

The Post-Secondary Collaboration Report was presented to the Board of Governors by President Ann Everatt. Highlights include:

- Medicine Hat College
- Lakeland College
- Portage College

3.7 Communication Plan

The Communication Plan was presented to the Board of Governors by President Ann Everatt. Highlights include:

- Meeting with MLA Pat Rehn scheduled for January 24, 2020

3.8 50th Anniversary

President Ann Everatt spoke to Northern Lakes College upcoming 50th anniversary. Highlights include:

- 50th Anniversary commemorative book
- Gala with a spring timeline
- Activities occurring in all campuses
- Viewbook with 50th anniversary highlights
- 50th anniversary logo

The Board of Governors broke away for committee meetings at 11:07 a.m.

Lunch: 12:30 p.m. -1:00 p.m.

The Board of Governors as a whole resumed meeting at 1:07 p.m.

6.1 Audit & Finance Committee Report

Gloria Fierro, Chair, Audit & Finance Committee provided a report to the Board of Governors. Highlights include:

- Corporate Services Report
- IT Progress Report 2018-2019
- 2020-2021 IT Plan
- Finance Update
- OAG Recommendations and observations - nil

- Moosehorn Lodge
- Campus Security
- Employee Engagement Survey
- Paddle Prairie CAP site health & safety concerns

Unit4 Student Information System Contract

Bruce D'Sena, Chief Information Officer spoke to the final negotiated contract with Unit4 for the Student Information System. The costs for the contract over the course of seven (7) years are as follows:

Year 1: \$67,996 for licensing costs

Year 2-7: \$194,800 per year for licensing costs

Total vendor implementation cost of \$655,000

MOTION 041-19/20: To approve the seven (7) year contract for the Unit4 Student Information System for \$1,891,796 to reference the contract information as presented to the Board of Governors. Approval is required for the President to sign for the same which exceeds her signing authority.

Moved by Ernst Grach

CARRIED

6.2 Programs & Services Committee Report

Ray Stern, Chair, Programs & Services Committee provided a report to the Board of Governors.

Highlights include:

- Key Performance Indicators
- Program additions
- Continuing Education & Corporate Training
- Dual Credit Program Agreements
- Enrollment Report – 1% increase
- Academic Upgrading enrollments
- Tuition & Fee Consultations with Student Association
- Tuition & Fee increase

MOTION 042-19/20: To amend the name of the Oilfield Operator Training Program to Oilfield Operator.

Moved by Ray Stern

CARRIED

6.3 Naming of High Prairie Trades Multi-function Trades Lab

President Ann Everatt spoke to a donation from Shell Canada for \$50,000. Naming rights will be in effect for 10 years commencing in 2020.

MOTION 043-19/20: To approve the naming rights of the High Prairie multi-function Trades lab, 139, to Shell Canada.

Moved by Ray Stern

CARRIED

7. Policies:

7.1 Delegation of Authority – Programs and Services Policy

President Ann Everatt spoke to renewal of the Delegation of Authority – Programs and Services Policy and minor amendments to the same. Modification will be made to reflect recommendation of “should” to “shall” in 3 and 5 of the Policy Statement.

MOTION 044-19/20: To approve the Delegation of Authority – Programs and Services Policy with modifications as recommended.

Moved by Fern Welch

CARRIED

7.2 Travel Expense, Hospitality and Public Disclosure Policy

President Ann Everatt presented the Travel Expense, Hospitality and Public Disclosure Policy, scheduled renewal, and minor amendments to the same. Modification will be made to reflect recommendation of Schedule A, IEA, EA and wage/sessional employees to reflect a travel rate of 50% of Government of Alberta rate.

MOTION 045-19/20: To approve the Travel Expense, Hospitality and Public Disclosure Policy with modification of IEA, EA and wage/sessional employee mileage to reflect mileage rate of 50% of Government of Alberta rate.

Moved by Ray Stern

CARRIED

Gloria Fierro, Student-nominated member for Northern Lakes Board of Governors expressed thanks and has notified of her resignation effective immediately.

7. Next Agenda:

The next meeting will be held in Gift Lake on January 23, 2020.

- 1st Tuition and Fees Consultation with NLCSA

8. In Camera Session

No in camera session was required for the December 19, 2019 meeting.

9. Conclusion of Public Meeting

MOTION 046-19/20: To conclude the December 19, 2019 public meeting of the Board of Governors for Northern Lakes College.

Moved by Ray Stern

CARRIED

The meeting adjourned December 19, 2019 at 1:58 p.m.