

#### 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

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January 23, 2020

10:00 a.m.

Gift Lake Campus, Gift Lake, AB

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### 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>	
Vacant, <i>Student Nominated Member</i>	
Kelsey Gladue, <i>Student Nominated Member</i>	✓
Ann Everatt - <i>President and CEO</i>	✓
Staff	
Rob 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	
Lynette Lambert, <i>President, Northern Lakes College Student Association Representative</i>	✓
Trina Genowish, <i>Business Manager, Northern Lakes College Student Association</i>	✓

### 1. Opening:

**1.1 Confirm Quorum:** Quorum established.

**1.2 Call to Order:** The January 23, 2020 public meeting of the Board of Governors was called to order at 10:01 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 047-19/20:** That the agenda for the January 23, 2020 public meeting of the Board of Governors be adopted as presented.

Moved by Ernst Grach  
CARRIED

### 2.2 Acceptance of Minutes

The December 19, 2019 minutes were reviewed for errors or omissions.

**MOTION 048-19/20:** That the December 19, 2019 minutes of the public meeting of the Board of Governors be accepted as presented.

Moved by Tim Murphy  
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:

- NLCSA Role Model Award Nominee
- High Prairie Campus Construction Committee Meeting
- Meeting with Bigstone Cree Nation Chief & Councilor
- Communications from Minister of Advanced Education

### 3.2 Presidents' Report

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

The Board of Governors, after discussion, has concluded that a retreat will be held on Wednesday, February 19, 2020 followed by the standard Board of Governors meeting scheduled for Thursday, February 20, 2020. The location for the meeting and retreat has been modified from Driftpile to Slave Lake to accommodate lodging.

### 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:

- Construction progress
- Budget
- High Prairie Health Campus
- Plus One

### 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:

- February 5, 2020 meeting in Slave Lake
- April 29, 2020 meeting in High Prairie

### **3.5 Risk Management Report**

The Risk Management Report was presented to the Board of Governors by Vice President, Corporate Services & CFO Robert LeSage.

### **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
- Bigstone Cree Nation

### **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
- 2018-2019 Annual Report

### **3.8 50th Anniversary**

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

- 50<sup>th</sup> Anniversary book, video & advertisements

The Board of Governors broke away for committee meetings at 10:59 a.m.

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

The Board of Governors as a whole resumed meeting at 12:58 p.m.

Northern Lakes College Student Association representatives Lynette Lambert and NLCSA Business Manager Trina Genowish joined the meeting of the Board of Governors at 12:58 p.m.

### **6.1 1<sup>st</sup> Tuition and Fees Consultation – Northern Lakes College Students Association**

President Ann Everatt and Executive Director, Student Services, Diane Smith provided an overview on 2020-2021 tuition and fees proposed in accordance with Alberta Tuition Framework and determined by Alberta Advanced Education. Modifications were proposed to the Learning Resource Fee, addition of a technology fee, and addition of application fee. The second consult will occur in February 2020.

Results of the NLCSA focus group were discussed with the Board of Governors.

### **6.2 2019-2020 Tuition & Fee Recommendations – 1<sup>st</sup> Reading**

Executive Director, Student Services spoke to modifications to tuition and fees proposed in accordance with Alberta Tuition Framework and determined by Alberta Advanced Education. Modifications were proposed to the Learning Resource Fee, addition of a technology fee, and addition of application fee. Members of the Board of Governors reviewed fee recommendations.

**MOTION 049-19/20:** To approve the 1<sup>st</sup> reading of the 2020-2021 Tuition & Fee recommendations as presented.  
Moved by Ray Stern  
CARRIED

Northern Lakes College Student Association representatives Lynette Lambert and NLCSA Business Manager Trina Genowish exited the meeting of the Board of Governors at 1:30 p.m.

### 6.3 Audit & Finance Committee Report

Inier Cardinal, Chair, Audit & Finance Committee provided a report to the Board of Governors.

Highlights include:

- Progress on Facilities projects
- IT Services update
- Budget & quarterly forecasts
- Royal Bank of Canada presentation
- Tax and payroll compliance update
- Contract and procurement policy

### 6.2 Programs & Services Committee Report

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

Highlights include:

- Tolko partnership with career fair in High Prairie
- Partnerships with Business Administration program
- Conservation & Reclamation Program with Lakeland College
- Enrollment report
- Key Performance Indicators
- Plus Two evaluation and criteria

Criteria was set to evaluate candidates for the Plus Two site including but not limited to: full-load equivalent, student usage, and proximity to sister NLC campus.

**MOTION 050-19/20:** To approve Peavine Metis Settlement as the Plus Two site.  
Moved by Ray Stern  
CARRIED

## 7. Policies:

### 7.1 Human Resources – Fraud Policy

President Ann Everatt spoke to renewal of the Human Resources – Fraud Policy and minor amendments to the same.

**MOTION 051-19/20:** To approve the reaffirmation of the Human Resources – Fraud Policy as presented.  
Moved by Tim Murphy  
CARRIED

## 7. Next Agenda:

The next meeting will be held in Slave Lake on February 20, 2020 preceded by a Board of Governors retreat on February 19, 2020.

- 2019-2020 Fee Recommendations – 2<sup>nd</sup> & Final Reading
- 2<sup>nd</sup> & Final Consultation on Fees with Northern Lakes College Student Association

## 8. In Camera Session

**MOTION 052-19/20:** To approve the public meeting of the Board of Governors to go in camera to discuss an item related to personnel.  
Moved by Candice Calliou  
CARRIED

The Board broke away for in camera session at 2:36 p.m.

The Board broke from in camera session at 2:45 p.m.

**MOTION 053-19/20:** To approve the public meeting of the Board of Governors to break from in camera session.  
Moved by Ray Stern  
CARRIED

**9. Conclusion of Public Meeting**

**MOTION 054-19/20:** To conclude the January 23, 2020 public meeting of the Board of Governors for Northern Lakes College.  
Moved by Tim Murphy  
CARRIED

The meeting adjourned January 23, 2020 at 2:29 p.m.