

#### 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

Thursday, April 23, 2020

1:00 p.m.

Teleconference

### Present:

Governors	
Daniel Vandermeulen - <i>Public Member (Chair)</i>	✓
Candice Calliou, <i>Public Member</i>	✓
Ernst Grach, <i>Public Member</i>	-
Inier Cardinal, <i>Public Member</i>	-
Marie Dyck, <i>Public Member</i>	✓
Ray Stern, <i>Public Member</i>	✓
Vacant, <i>Public Member</i>	-
Tim Murphy, <i>Faculty Association Nominated Member</i>	✓
Rachel Ouellette, <i>Staff Association Nominated Member</i>	-
Kelsey Gladue, <i>Student Nominated Member</i>	✓
Patrick Meneen, <i>Student Nominated Member</i>	✓
Ann Everatt, <i>President &amp; CEO</i>	✓
Staff	
Glenn Mitchell, <i>Vice President, Academic</i>	✓
Diane Smith, <i>Executive Director, Student Services</i>	✓
Sergey Semagin, <i>Executive Director, Finance Services</i>	✓
Bruce D'Sena, <i>Chief Information Officer</i>	-
Dana Hynes, <i>Executive Director, Human Resources and Health &amp; Safety</i>	✓
Noreen Tomkins, <i>Executive Assistant, Vice President, Academic</i>	✓
Guests	
Lynette Lambert, <i>Northern Lakes College Students Association President</i>	✓
Lindsay Orr-Anderson, <i>Northern Lakes College Students Association Secretary/Treasurer</i>	✓

### 1. Opening:

**1.1 Call to Order:** The April 23, 2020 public meeting of the Board of Governors was called to order at 1:05 p.m. by Chair, Daniel Vandermeulen.

**1.2 Confirmation of Quorum:** Chair, Daniel Vandermeulen role called for confirmation of quorum. Quorum was established.

## 2. Consent Items:

### 2.1 Adoption of Public Meeting Agenda

The April 23, 2020 agenda for the Board of Governors meeting was reviewed.

**Motion 075-19/20:** That the agenda for the April 23, 2020 public meeting of the Board of Governors be adopted as presented.

Moved by Marie Dyck  
CARRIED

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

### 2.3 Approval of Public Meeting Minutes

The April 9, 2020 minutes for the Board of Governors meeting were reviewed for errors or omissions.

**Motion 076-19/20:** That the April 9, 2020 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, Daniel Vandermeulen.

Highlights include:

- Meeting with High Prairie Construction Committee; tour of High Prairie Campus
- Teleconference with Ministry; Fiscal Restraints, PSI Review – Alberta 2030
- Meeting with Ministry and Northern Board Chairs
- Meeting with Portage College

### 3.2 Presidents' Report

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

Highlights include:

- Meetings with Ministry and PSI Presidents regarding Post-Secondary System Review
- Investment Management Agreement submission extension date
- Communications with CCC Committee regarding re-opening strategies
- Convocation 2020 cancellation due to COVID-19 in accordance with provincial guidelines

### 3.3 High Prairie Campus Construction Committee

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

- Build is on schedule; slight delay related to COVID-19

### 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:

- April 29, 2020 CCEC meeting at 1:00 p.m. via Skype

### **3.5 Risk Management Report**

The Risk Management Report was presented to the Board of Governors by President Ann Everatt.

- COVID-19 Update
- Vacant campus was vandalized

### **3.6 Post-Secondary Collaborations**

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

- Grande Prairie Regional College
- Lakeland College
- Portage College
- Lakeland College

### **3.7 Communication Plan**

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

Highlights include:

- Reduction in funding
- Post-Secondary System Review
- Scheduling of meetings with MLA's are underway

### **3.8 50<sup>th</sup> Anniversary**

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

- Events are on hold; celebrations may occur at a later date

## **5. Business:**

Northern Lakes College Students Association representatives Lynette Lambert and Lindsey Orr-Anderson joined the public meeting of the Board of Governors at 1:00 p.m.

### **5.1 Northern Lakes College Students Association Financial Statements**

Northern Lakes Student Association representatives presented the financial statements for the Students Association ending June 30, 2019 for informational purposes. Highlights include:

- Increase of Student Association Fees
- 10% of fees expressed in bursaries and scholarships
- Increase in fees will eliminate deficit

Northern Lakes College Students Association representatives Lynette Lambert and Lindsey Orr-Anderson exited the public meeting of the Board of Governors at 1:16 p.m.

### **5.2 Audit & Finance Committee Report**

Marie Dyck, Chair, Audit & Finance Committee provided a report to the Board of Governors.

Highlights include:

- Employee Engagement Survey
- OAG Entry meeting
- OAG Report Card – Three greens

### **5.2.1 2020-2021 Capital & Operating Budget – 2<sup>nd</sup> Reading**

**Motion 077-19/20:** To approve the 2<sup>nd</sup> Reading of the Capital and Operating Budget.  
Moved by Marie Dyck  
CARRIED

### **5.2.2 Restricted Accumulated Surplus**

Tabled.

## **5.3 Programs & Services Committee Report**

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

Highlights include:

- COVID-19 challenges and comprehensive planning
- Supported Distance Learning initiatives including disbursement of computer hardware and printed material.

## **5.4 Peace River Property**

President Ann Everatt spoke to an offer of interest put forth from the Properties Division of the Government of Alberta for the land located at 81066 – 99 Avenue in Peace River with an appraised value of \$300,000.00. Discussion was held by the Board of Governors and decision was made not to put forth an expression of interest.

## **6. Policies:**

### **6.1 Governance Policy**

President Ann Everatt spoke to renewal of the Governance Policy and minor amendments to the same. The Governance Policy was tabled to the May 21, 2020 Board of Governors meeting.

### **6.2 Board Communication Policy**

President Ann Everatt spoke to renewal of the Board Communication Policy and minor amendments to the same.

**MOTION 078-19/20:** To approve the reaffirmation of the Board Communication Policy as presented.  
Moved by Kelsey Gladue  
CARRIED

### **6.3 Development of College Policy Policy**

President Ann Everatt spoke to the Development of College Policy Policy and minor amendments to the same. The Development of College Policy Policy was tabled to the May 21, 2020 Board of Governors meeting.

### **6.4 Safe Disclosure Policy**

President Ann Everatt spoke to the Safe Disclosure Policy and minor amendments to the same.

**MOTION 079-19/20:** To approve the reaffirmation of the Safe Disclosure Policy as presented.  
Moved by Tim Murphy  
CARRIED

### **6.5 Honoric Naming Policy**

President Ann Everatt spoke to renewal of the Honoric Naming Policy and minor amendments to the same.

**MOTION 080-19/20:** To approve the reaffirmation of the Honoric Naming Policy as presented.  
Moved by Marie Dyck  
CARRIED

### **6.6 Research Ethics Policy**

President Ann Everatt spoke to renewal of the Research Ethics Policy and minor amendments to the same.

**MOTION 081-19/20:** To approve the reaffirmation of the Research Ethics Policy as presented.  
Moved by Ray Stern  
CARRIED

### **6.7 Institutional Research Policy**

President Ann Everatt spoke to renewal of the Institutional Research Policy and minor amendments to the same.

**MOTION 082-19/20:** To approve the reaffirmation of the Institutional Research Policy as presented.  
Moved by Tim Murphy  
CARRIED

### **6.8 Health and Safety Policy**

President Ann Everatt spoke to renewal of the Health and Safety Policy and minor amendments to the same.

**MOTION 083-19/20:** To approve the reaffirmation of the Health and Safety Policy as presented.  
Moved by Tim Murphy  
CARRIED

### **6.9 Donor Recognition Policy**

President Ann Everatt spoke to renewal of the Donor Recognition Policy and minor amendments to the same.

**MOTION 084-19/20:** To approve the reaffirmation of the Donor Recognition Policy as presented.  
Moved by Kelsey Gladue  
CARRIED

## **7. Next Agenda**

The next meeting will be held via teleconference/videoconference on May 21, 2020.

- 2020-2021 Budget – 3<sup>rd</sup> and Final Reading
- Restricted Accumulated Surplus
- Governance Policy
- Development of College Policy Policy

## **8. In Camera Session**

No in camera session was required for the April 23, 2020 meeting of the Board of Governors.

**9. Conclusion of Public Meeting**

**MOTION 085-19/20:** To conclude the April 23, 2020 public meeting of the Board of Governors for Northern Lakes College.  
Moved by Daniel Vandermeulen  
CARRIED

The public meeting of the Board of Governors adjourned April 23, 2020 at 3:58 p.m.