

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, June 18, 2020

1:00 p.m.

Videoconference/Teleconference

Present:

Governors	
Daniel Vandermeulen, <i>Public Member (Chair)</i>	✓
Candice Calliou, <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>	-
Vacant, <i>Public Member</i>	-
Tim Murphy, <i>Faculty Association Nominated Member</i>	✓
Vacant, <i>Staff Association Nominated Member</i>	-
Kelsey Gladue, <i>Student Nominated Member</i>	✓
Patrick Meneen, <i>Student Nominated Member</i>	✓
Ann Everatt, <i>President & 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>	✓
Tracey Solcan, <i>Executive Assistant, President & CEO and Board of Governors</i>	✓

1. Opening:

1.1 Call to Order: The June 18, 2020 public meeting of the Board of Governors was called to order at 1:03 p.m. by Chair, Daniel Vandermeulen.

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

2. Consent Items:

2.1 Adoption of Public Meeting Agenda

The June 18, 2020 agenda for the Board of Governors meeting was reviewed.

Motion 097-19/20: That the agenda for the June 18, 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 May 21, 2020 minutes for the Board of Governors meeting were reviewed for errors or omissions.

Motion 098-19/20: That the May 21, 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:

- High Prairie Campus Construction Committee meeting
- Teleconference with PSI Chairs and Minister of Advanced Education regarding COVID-19 and related updates
- Communications with Minister of Advanced Education
- Teleconference with Lakeland College and Portage College
- Expenditure Target abolishment
- Alberta 2030 system review
- Teleconference of PSI Chairs with Minister of Advanced Education
- Upcoming fiscal update in summer 2020

3.2 Presidents' Report

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

- COVID-19 relaunch plans and related personal protective equipment implementation
- Revision of 2020-2021 budget due to expenditure target elimination
- Investment Management Agreements will be implemented in the 2021-2022 year
- Communications with Members of the Legislative Assembly
- Communications with Member of the Legislative Assembly for Drayton Valley
- Meeting with Plains Midstream Canada
- Campus Alberta
- Skills for Jobs Task Force meeting
- Apply Post-Secondary Application System Meeting
- Meeting with Northern Lakes College Students Association
- Sunshine List

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:

- Meeting May 22 – construction is on schedule and on budget

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:

- Scheduling is underway 2020-2021 meetings

3.5 Risk Management Report

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

- COVID-19 mitigation and relaunch strategies and planning; self-assessments will be required
- IT Strategic planning workshops with Lakeland College and Portage College
- Universal Broadband Fund; confirmation of engagement received from potential partner

3.6 Post-Secondary Collaborations

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

- Collaboration with Lakeland College and Portage College
- Student housing collaboration and related discussions

3.7 Communication Plan

The Communication Plan was presented to the Board of Governors by President Ann Everatt. The Communication has occurred with Members of the Legislative Assembly due to current circumstances related to COVID-19 regarding support. Maps were distributed to the Board of Governors for review displaying students across the world in various programs. These graphics were shared with the Ministry of Advanced Education.

3.8 50th Anniversary

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

- Delay of 50th Anniversary Celebrations due to COVID-19 restrictions
- Development of 50th Anniversary book continues
- Virtual Anniversary or celebration

3.9 Collaboration

President Ann Everatt spoke to collaborations occurring with sister institutions including: Medicine Hat College, Portage College and Lakeland College and spoke to a draft letter addressed to the Panel Chair for information. A request has been submitted to present to the Alberta Rural Caucus. A meeting occurred between the Executives of Athabasca University and Northern Lakes College regarding current relationship and future opportunities.

4. Business:

4.1 Audit & Finance Committee Report

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

Highlights include:

- Presentation on revised 2020-2021 budget; revision occurred due to removal of expenditure targets. Additions include professional development, curriculum development, 4 positions, and contingency.

4.1.1 2020-2021 Revised Capital & Operating Budget – Final Reading

Revisions were required based on communications from the Ministry of Advanced Education removing expenditure targets. Items included in the revised budget are the addition of \$962,299, for a total of \$42,228, 804, in to curriculum development, professional development, Continuing Education department, Health & Safety department, and Fox Creek campus recommitment. The remainder of the funds shall be placed in to a contingency fund.

Motion 099-19/20: To approve the third and final reading of the revised 2020-2021 Operating Budget.
 Moved by Marie Dyck
 CARRIED

Revisions were required based on communications from the Ministry of Advanced Education removing expenditure targets. The presented revised capital budget for \$8,094,300 included the removal of Trout Peerless Campus and the addition of equipment for Health labs meaning a reduction of \$810,000.

Motion 100-19/20: To approve the third and final reading of the revised 2020-2021 Capital Budget.
 Moved by Marie Dyck
 CARRIED

4.2 Programs & Services Committee Report

Tim Murphy, Chair, Programs & Service Committee provided a report to the Board of Governors. Highlights include:

- Health labs will occur and be in compliance with recommendations from Alberta Health Services
- New Health Care Aide curriculum
- Peace River Corrections Centre has requested year round instruction; review is underway
- Trades programs will commence in September
- Indigenous Languages courses
- Application processing is underway
- Enrollment report for

Tim Murphy spoke to Dual Credit Programming and related funding received from the Ministry of Advanced Education. Dual Credit Funding has been modified and experienced a decrease. Programs & Services Committee has proposed partially funding Dual Credit Programming for students to a maximum of \$100,000.00 for the 2020-2021 Academic year.

Motion 101-19/20: To approve the support of Dual Credit Programming to a maximum amount of \$100,000.00 for the year 2020-2021 Academic year within the approved revised budget.
 Moved by Tim Murphy
 CARRIED

4.3 Investment Management Agreement

President Ann Everatt provided the draft of the Investment Management Agreement to the Board of Governors. Northern Lakes College Mandate Statement is included within the Investment Management Agreement. Unmet targets will result in a loss of funding from the Ministry of Advanced Education. The Investment Management Agreement will be forwarded to the Ministry of Advanced Education upon approval.

Motion 102-19/20: To approve Investment Management Agreement as presented.
Moved by Marie Dyck
CARRIED

4.4 Videoconferencing

Executive Assistant provided a list of videoconferencing options for the Board of Governors to consider. Discussion was held by the Board of Governors as a whole to proceed with Blackboard Collaborate as a videoconferencing platform for the 2020-2021 year.

6. Policies:

There were no policies requiring reaffirmation or approval.

7. Next Agenda

The next meeting will be held via teleconference/videoconference on August 20, 2020.

8. In Camera Session

No in camera session was required for the June 18, 2020 meeting of the Board of Governors.

9. Conclusion of Public Meeting

The public meeting of the Board of Governors adjourned June 18, 2020 at 3:23 p.m.