

#### 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, September 17, 2020

10:00 a.m.

Collaborate

### Present:

Governors	
Daniel Vandermeulen, <i>Public Member (Chair)</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>	-
Vacant, <i>Public Member</i>	-
Tim Murphy, <i>Faculty Association Nominated Member</i>	✓
Vacant, <i>Staff Association Nominated Member</i>	-
Vacant, <i>Student Nominated Member</i>	-
Patrick Meneen, <i>Student Nominated Member</i>	-
Glenn Mitchell, <i>President &amp; CEO</i>	✓
Staff	
Vacant, <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 &amp; CEO and Board of Governors</i>	✓
Guests	
Michelle Mitchell, <i>Dean, Academic Development Quality and Interim Dean, Health</i>	✓
Kevin Crosby, <i>Dean, Business, Academics, Trades and Regional Stewardship</i>	✓
Paul Chaulk, <i>Senior Director, Facilities and Ancillary Services</i>	✓
Noreen Tomkins, <i>Executive Assistant, Vice President, Academic</i>	✓

### 1. Opening:

**1.1 Call to Order:** The September 18, 2020 public meeting of the Board of Governors was called to order at 10:14 a.m. by Chair, Daniel Vandermeulen.

**1.2 Confirmation of Quorum:** Chair, Daniel Vandermeulen roll called for confirmation of quorum. Quorum was not established.

To accommodate schedules for members, public meetings of the Northern Lakes College Board of Governors shall move from the second last Thursday of each month to the second last Wednesday.

## **2. Consent Items:**

September 4, 2020 the following motions were made and unanimously supported by the Board of Governors as a whole via e-mail and therefore shall be reflected in the minutes of the September 17, 2020 meeting for transparency:

**Motion 005-20/21:** That the Board of Governors approve rescinding any and all prior motions related to position titles and names of incumbents delegating signing authority for financial institutions, including but not limited to motion 001-08/09 and motion 0178-12/13.

Moved by Ray Stern  
CARRIED

**Motion 006-20/21:** That the Board of Governors approve signing authority for all Northern Lakes College accounts in RBC Wealth Management and Royal Bank Canada to the following positions and subsequent incumbents:

Chair, Board of Governors, Daniel Vandermeulen  
President & CEO, Glenn Mitchell  
Executive Director, Finance Services, Sergey Semagin.  
Moved by Ray Stern  
CARRIED

**Motion 007-20/21:** That the Board of Governors approve signing authority for all Northern Lakes College accounts in Raymond James Ltd. to the following positions and subsequent incumbents:

President & CEO, Glenn Mitchell  
Executive Director, Finance Services, Sergey Semagin  
Executive Director, Human Resources and Health & Safety, Dana Hynes  
Moved by Ray Stern  
CARRIED

### **2.1 Adoption of Public Meeting Agenda**

The September 17, 2020 agenda for the Board of Governors meeting was reviewed and modified to accommodate the combination of the Programs & Services Committee, Audit & Finance Committee and Board of Governors as a whole.

**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 August 27, 2020 minutes for the Board of Governors meeting will be reviewed for errors or omissions at the October 22, 2020 meeting.

## **3. Reports:**

### **Programs & Services Committee:**

#### **Academic Report**

Dean, Business, Academics, Trades and Regional Stewardship Kevin Crosby and Dean, Academic

Development Quality and Interim Dean, Health Michelle Mitchell presented the Academic Report to the Board of Governors for information. Highlights include:

- Academic Upgrading: Driftpile Campus
- Community Adult Learning Program (CALP)
- Business and Administrative Programs
- Peace River Correctional Centre
- Continuing Education & Corporate Training
- Trades & Resource Technology
- Nursing and Paramedic Programs
- Human Services: Accreditation report and related issues
- University Studies
- Collaborations

#### **Student Services Report:**

Executive Director, Student Services Diane Smith presented the Student Services Report to the Board of Governors for information. Highlights include:

- Audited Enrolment Reporting
- Remote ACCUPLACER Testing
- Dual Credit Tuition Relief
- Student Awards
- Student Wellness and Counselling Services
- Accessibility Services
- Library Services
- Communications

#### **Enrolment Report**

President Glenn Mitchell and Executive Director, Student Services Diane Smith spoke to the Enrolment Report to the Board of Governors for information. Enrolment numbers are underway and discussions have occurred regarding Alberta Works funding applications. Enrolment numbers are predicted to decline as a result of COVID-19 and direct and indirect repercussions of the same.

#### **University of Calgary Community Based Bachelor of Education and Bachelor of Social Work**

Dean, Academic Development Quality and Interim Dean, Health Michelle Mitchell presented information to the Board of Governors regarding the University of Calgary Community Based Bachelor of Education and Bachelor of Social Work. Highlights include:

- 4-year degree; kindergarten to grade 12
- Specializations include English, Social Studies, Indigenous Languages and Early Childhood Education; Math & Sciences are available
- BSW Residency requirement modification

#### **Audit & Finance Committee:**

##### **IT Services Report**

- IT Strategic Workshops
- Intranet launch
- D2L Brightspace Learning Management System
- High Prairie Campus hardware installation and sourcing

### **Finance Services Report**

Executive Director, Finance Services Sergey Semagin spoke to the Finance Services Report to the Board of Governors report for information. Highlights include:

- Office of the Auditor General; draft statements were submitted on schedule
- Report Card
- First quarter forecast will be presented at the October 22, 2020 meeting

### **Facilities and Ancillary Services Report**

Senior Director, Facilities and Ancillary Services Paul Chaulk provided an update to the Board of Governors for information. Highlights include:

- Deferred Maintenance & Infrastructure Maintenance Program projects are underway and, in some instances, ahead of schedule. Progress is being made and recognized.

### **3.1 Chairman's Report**

The Chairman's Report was presented to the Board of Governors by Chair, Daniel Vandermeulen.

Highlights include:

- Meeting with President recruitment committee
- Meetings with President
- Alberta 2030 Roundtable

### **3.2 Presidents' Report**

The Presidents' Report was presented to the Board of Governors by President Glenn Mitchell.

Highlights include:

- Emergency Medical Responder Program in Newfoundland
- Alberta 2030
- Student Information System
- Student & staff welcome message
- COVID-19 and related concerns and planning
- Meeting of CCC Presidents and sister Institution Presidents
- Northern Lights Aquatic Centre
- Community Adult Learning Program
- Whitefish First Nation
- Kapawe'no First Nation
- 50<sup>th</sup> Anniversary is virtual with development of the 50<sup>th</sup> Anniversary Celebrations resuming but experiencing delays

### **3.3 High Prairie Campus Construction Committee**

The High Prairie Campus Construction Committee was presented to the Board of Governors for information by Senior Director, Facilities and Ancillary Services Paul Chaulk. Highlights include:

- Project is on budget and schedule
- Site visits from Ministry of Infrastructure and Ministry of Advanced Education
- Receipt of 2 grants; Slave Lake boiler replacement and asbestos abatement

## **4. Policies:**

There were no policies requiring reaffirmation or approval.

## **5. Next Agenda**

The next meeting will be held via Collaborate on Wednesday, October 21, 2020.

**6. In Camera Session**

No in camera session was required for the September 17, 2020 meeting of the Board of Governors.

**7. Conclusion of Public Meeting**

The public meeting of the Board of Governors adjourned September 17, 2020 at 12:10 p.m.