

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

Wednesday, October 21, 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>	-
Kayla French, <i>Student Nominated Member (non-voting)</i>	✓
Patrick Meneen, <i>Student Nominated Member</i>	✓
Glenn Mitchell, <i>President & 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 & CEO and Board of Governors</i>	✓
Guests	
Rachel Ouellette, <i>Director, External Relations, Marketing & Communications</i>	✓
Robert Driesen, <i>Assistant Auditor General, Office of the Auditor General</i>	✓
John Zabos, <i>Principal, Office of the Auditor General</i>	✓
Amarveer Bajwa, <i>In-charge, Office of the Auditor General</i>	✓

1. Opening:

1.1 Call to Order: The October 21, 2020 public meeting of the Board of Governors was called to order at 10:00 a.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:

September 17, 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 October 21, 2020 meeting for transparency:

Motion 008-20/21: To approve appointment of Michelle Mitchell, Jasmine Light, Joanne Hunter, Rachel Ouellette, and Tammy Purchase as regular members and Sheldon Bossert and Kevin Crosby as alternate members to Northern Lakes College Academic Council for 2020-2021.
Moved by Tim Murphy
CARRIED

Motion 009-20/21: To approve first the first reading of the 2019-2020 Northern Lakes College Annual Report as presented.
Moved by Tim Murphy
CARRIED

September 25, 2020 the following motion was 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 October 21, 2020 meeting for transparency:

Northern Lakes College has received a grant to support replacement of the Slave Lake campus boiler replacement. The grant shall cover the project in full. 10 tenders were received with the successful tender submission as \$649,369.00 plus GST. A motion is required to approve the tender and subsequent authorization for the President to sign for the same which exceeds his signing authority.

Motion 010-20/21: To approve the tender for \$649,369.00 plus GST for boiler replacement at the Slave Lake campus and authorize the President to sign for the same which exceeds his signing authority.
Moved by Tim Murphy
CARRIED

2.1 Adoption of Public Meeting Agenda

The October 21, 2020 agenda for the Board of Governors meeting was reviewed. Item 2.4 Alberta 2030 Workbook was added.

Motion 011-20/21: That the agenda for the October 21, 2020 public meeting of the Board of Governors be adopted as amended.
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 August 27, 2020 and September 17, 2020 minutes for the public meeting of the Board of Governors were reviewed for errors or omissions.

Motion 012-20/21: The August 27, 2020 minutes of the public meeting of the Board of Governors be accepted as presented.
Moved by Tim Murphy
CARRIED

Motion 013-20/21: The September 17, 2020 minutes of the public meeting of the Board of Governors be accepted as presented.
Moved by Tim Murphy
CARRIED

2.4 Alberta 2030 Workbook

President Glenn Mitchell spoke to the Alberta 2030: Building Skills for Jobs workbook. A selection of questions was posed to the Board of Governors for completion as a whole.

3. Reports:

3.1 Chairman's Report

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

- Alberta 2030 Roundtable
- Meetings with President
- Council of Community of Education Committee AGM and meeting
- High Prairie Campus Construction Committee meeting

3.2 Presidents' Report

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

- Meeting with Assistant Deputy Minister, Advanced Education
- High Prairie Campus Construction Committee
- Alberta 2030 Roundtable
- Meeting with Chief Halcrow, Kapawe'no First Nation
- Meeting with Portage College and Executive Teams
- Tour of High Prairie Campus
- Council of Community Education Committee AGM and meeting
- Meeting with Town of Drayton Valley
- Interview with Lakeside Leader
- Meeting with Norquest College
- Meeting with Northern Lakes College Student Association
- Meeting with Town of Fox Cree CAO
- Compressed term approval and start
- Alberta Colleges Economic Recovery Task Force

President Glenn Mitchell spoke to the Public Sector Compensation Transparency Act and compensation disclosure for members of the Board of Governors.

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:

- Project is nearing completion and on budget
- Concern related to water pressure and effect on system

3.4 Council of Community Education Committee

The Council of Community Education Committee report was presented orally to the Board of Governors for information. The next meeting of the Council of Community Education Committee is scheduled for December 2, 2020. Alberta 2030: Building Jobs for Skills workbook sessions were held with Community Education Committees with more scheduled for completion prior to the November 1, 2020 deadline. Draft minutes of the Annual General meeting and meeting for the Council of Community Education Committee from September 30, 2020 were reviewed by the Board of Governors.

3.5 Risk Management Report

President Glenn Mitchell presented the Risk Management Report orally to the Board of Governors for information. Highlights include:

- COVID-19 and classroom functions for the 2020-2021 academic year
 - Ongoing communications to students and staff regarding protocol and precautions based on Alberta Health Services recommendations and guidance
- Alberta 2030: NLC Stakeholder Engagement Strategy
 - Alberta 2030 worked collaboratively to engage students, staff, community, Board of Governors, elected officials, economic development agencies through e-mail, telephone, website, NLC Connect app and social media platforms
- Provincial Economy

3.6 Collaborations

President Glenn Mitchell provide the Collaborations report orally to the Board of Governors for information. Highlights include:

- Town of Fox Creek agreement is in development; lease costs will commence in March 2021 and students will occupy the campus in January 2021
- Portage College meeting of Deans and Executive teams discussing areas of collaboration and assistance

Rachel Ouellette, Director, External Relations, Marketing & Communications entered the public meeting of the Board of Governors at 1:45 p.m.

3.7 Media, Communications & External Relations

President Glenn Mitchell provided the Media, Communications & External Relations report orally to the Board of Governors for information. Highlights include:

- Virtual Farewell for retired President & CEO Ann Everatt
- President & CEO Twitter Account
- Marketing campaign deployment
- Convocation 2021; plans are underway for virtual and in-person

Rachel Ouellette, Director, External Relations, Marketing & Communications presented a report on High Prairie Campus Initiatives to the Board of Governors for information. The campaign is an opportunity for members of the public to participate with a three-phase outline. High Prairie Campus grand opening will be virtual due to the COVID-19 pandemic.

Rachel Ouellette, Director, External Relations, Marketing & Communications exited the public meeting of the Board of Governors at 2:03 p.m.

4. Business:

4.1 2019-2020 Financial Results and Statements

Executive Director, Finance Services presented the 2019-2020 Financial Results and Statements to the Board of Governors for information. Highlights include:

- Audit was conducted remotely and in three weeks versus five
- Reduction on Operating Grant
- IMP Grant not provided
- Statements of financial position saw increase in capital assets; main reason was High Prairie Campus construction
- Operating surplus saw reduction of \$1.5 million
- Increase in amortization expense from \$3.2 million to \$3.6 million
- Reduction in internally restricted accumulated surplus

The following personnel from the Office of the Auditor General entered the Board of Governors meeting at 11:00 a.m. to discuss the Office of the Auditor General Exit Conference Report for the 2019-2020 fiscal year: Robert Driesen, John Zabos, and Amarveer Bajwa.

4.2 Office of the Auditor General Exit Conference Report

Executive Director, Finance Services presented the Office of the Auditor General Exit Conference Report for the 2019-2020 fiscal year to the Board of Governors for information.

Daniel Vandermeulen, Chair, spoke to concerns regarding segregation of duties as mentioned in the Office of the Auditor General Exit Conference Report. As reduction in funding is put forth to post-secondary institutions and subsequently Northern Lakes College, this will further the aforementioned concern of duty segregation.

Marie Dyck, Chair, Audit & Finance Committee and Glenn Mitchell, President & CEO provided declaration that neither representative was aware of items not included in the financial statements for the 2019-2020 fiscal year.

4.3 Office of the Auditor General – In Camera

Motion 014-20/21: To approve the public meeting of the Board of Governors to go in-camera to discuss the Office of the Auditor General report.
Moved by Daniel Vandermeulen
CARRIED

Motion 015-20/21: To approve the public meeting of the Board of Governors to break from in-camera session.
Moved by Daniel Vandermeulen
CARRIED

The following personnel from the Office of the Auditor General exited the Board of Governors meeting at 11:30 a.m.: Robert Driesen, John Zabos, and Amarveer Bajwa.

4.4 2019-2020 Financial Statements & Office of the Auditor General Report and Exit Meeting

Executive Director, Finance Services presented the Financial Statements and Office of the Auditor General Exit Conference Report for the 2019-2020 fiscal year to the Board of Governors for approval.

Motion 016-20/21: To approve the financial statements for the 2019-2020 fiscal year for Northern Lakes College as presented.

Moved by Tim Murphy
CARRIED

Motion 017-20/21: To approve the Office of the Auditor General Exit Conference Report for the 2019-2020 fiscal year as presented.
Moved by Marie Dyck
CARRIED

4.5 Annual Report – Second Reading

President Glenn Mitchell provided the 2019-2020 Annual Report for Northern Lakes College to the Board of Governors for approval.

Motion 018-20/21: To approve the second reading of the 2019-2020 Northern Lakes College Annual Report as presented.
Moved by Marie Dyck
CARRIED

5. Policies:

5.1 Honorific and Philanthropic Naming Policy

President Glenn Mitchell provided the Honorific and Philanthropic Naming Policy to the Board of Governors for reaffirmation. Changes were made to the existing policy to include definitions, references and ensure cohesion with sister documents. The name of the policy was changed from Honorific Naming to Honorific and Philanthropic Naming.

Motion 019-20/21: To approve the reaffirmation of the Honorific and Philanthropic Naming Policy as presented.
Moved by Tim Murphy
CARRIED

6. Next Agenda

The next meeting will be held via Collaborate on Wednesday, November 18, 2020.

7. In Camera Session

No in camera session was required for the October 21, 2020 meeting of the Board of Governors external to the Office of the Auditor General Exit Meeting session.

8. Conclusion of Public Meeting

The public meeting of the Board of Governors adjourned October 21, 2020 at 2:18 p.m.