

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, December 16, 2020

1:00 p.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>	✓
Kyle Paulson, <i>Staff Association Nominated Member</i>	✓
Kayla French, <i>Student Nominated Member</i>	✓
Patrick Meneen, <i>Student Nominated Member</i>	✓
Glenn Mitchell, <i>Ex-Officio, President & CEO</i>	✓
Executive Team	
Vacant, <i>Vice President, Academic</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	
Paul Chaulk, <i>Senior Director, Facilities and Ancillary Services</i>	✓
Tammy Purchase, <i>Registrar</i>	✓
Jasmine Light, <i>Chair, Academic Upgrading</i>	✓
Lynette Lambert, <i>President, Northern Lakes College Student Association</i>	✓
Steven Alook, <i>Vice President, Northern Lakes College Student Association</i>	✓
Lindsey Orr-Anderson, <i>Treasurer, Northern Lakes College Student Association</i>	✓

1. Opening:

1.1 Call to Order: The December 16, 2020 public meeting of the Board of Governors was called to order at 1:00 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:

December 1, 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 December 16, 2020 meeting for transparency:

Northern Lakes College Building Envelope Grant includes window replacement for the Valleyview Campus. Timeline delays may occur due to the upcoming holiday season and complications related to the COVID-19 pandemic. The tender was posted and advertised on APC in addition to contacting local contractors regarding notification of the same. Two bids were received and a recommendation was made by Northern Lakes College consultants after confirming review of the submissions for compliance and completeness. After review, concurrence with the recommendation was made. The project is part of the ongoing work under the Building Envelope Grant and was initially delayed due to the COVID-19 pandemic. The work is submitted as an ongoing project under Northern Lakes College Infrastructure and Maintenance Program/Capital Maintenance Renewal Plan.

Motion 024-20/21 To approve the tender for \$420,967 plus GST for window repair at the Valleyview campus and authorize the President to sign for the same which exceeds their signing authority.
Moved by Marie Dyck
CARRIED

2.1 Adoption of Public Meeting Agenda

The December 16, 2020 agenda for the Board of Governors meeting was reviewed. Item 4.8 Application Fee and 4.9 Board of Governors Member Recruitment and Replacement were added.

Motion 025-20/21: That the agenda for the December 16, 2020 public meeting of the Board of Governors be adopted as amended.
Moved by Tim Murphy
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 November 18, 2020 minutes for the public meeting of the Board of Governors were reviewed for errors or omissions.

Motion 026-20/21: The November 18, 2020 minutes of the public meeting of the Board of Governors be accepted as presented.
Moved by Marie Dyck
CARRIED

3. Reports:

3.1 Chairman's Report

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

- Ministry of Advanced Education communications
- Alberta 2030
- Council of Community Education Committee
- High Prairie Campus Construction Committee
- Virtual Farewell for Ann Everatt
- Meeting with NLC President Mitchell

3.2 Presidents' Report

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

- Activity Update
 - Meeting with Faculty Association
 - Meeting with Minister Nicolaides
 - Alberta 2030
 - International Students Forum
 - Meeting with Town of High Prairie CAO
 - COPPOA
 - Freedom of Information Privacy Training
 - Meeting with Town of Drayton Valley
 - Meeting with Portage College
- Class 1 Driver Training
- Application Fee: Academic Upgrading and Foundational Learning

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 near completion and has temporary occupancy

Chair, Academic Upgrading Jasmine Light entered the meeting of the Board of Governors at 2:14 p.m.

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 draft meeting minutes for the December 2, 2020 meeting of the Council of Community Education Committee (CCEC) meeting was provided to the Board of Governors for information.

Chair, Academic Upgrading Jasmine Light provided information to the Board of Governors regarding workshops scheduled for the 2020-2021 year sponsored by the CCEC. Highlights include:

- Start Suicide Awareness and Prevention Training
- Trauma Informed Care – Building a Culture of Strength
- Speaker Kendal Netmaker
 - Indigenous Entrepreneurship
 - World-Class Brand
 - Indigenous Leadership/The Leader Within
 - Indigenous Diversity & Inclusion
 - Indigenous Economic Development & Prosperity
 - Storytelling Secrets/Speak Like A Leader
- Chief Clarence Louie
 - Half-day Workshop
 - Workshop; topic to be determined

- Other workshops are in development with a focus on Mental Health and Wellness, Leadership and Business

The next meeting of the Council of Community Education Committee is scheduled for February 3, 2021.

Chair, Academic Upgrading Jasmine Light exited the meeting of the Board of Governors at 2:30 p.m.

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
- Alberta 2030

3.6 Collaborations

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

- Town of Fox Creek
- Town of Drayton Valley

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 Ann Everatt
- Twitter
- 2019/2020 Annual Report Submission
- High Prairie Campus Capital Campaign

4. Business:

Northern Lakes College Student Association representatives President Lynnette Lambert, Vice President Steven Alook, and Treasurer Lindsey Orr-Anderson joined the meeting of the Board of Governors at 1:15 p.m.

Registrar Tammy Purchase joined the meeting of the Board of Governors at 1:15 p.m.

4.1 Tuition & Fee Consultation with Northern Lakes College Student Association – First

President Glenn Mitchell and Registrar Tammy Purchase provided an overview on 2021-2022 tuition and fees proposed in accordance with the Alberta Tuition Framework and determined by Alberta Advanced Education. Modifications were proposed and supported by the Northern Lakes College Student Association (NLCSA). The second consultation will occur in January 2020. Results of the NLCSA focus group were discussed with the Board of Governors.

4.2 2020-2021 Fee Recommendations – First Reading

President Glenn Mitchell and Registrar Tammy Purchase spoke to modifications to tuition and fees proposed in accordance with Alberta Tuition Framework and determined by Alberta Advanced Education. Modifications were proposed related to an increase in tuition. Members of the Board of Governors reviewed fee recommendations.

Motion 027-20/21: To approve the first reading of the 2021-2022 Tuition & Fee recommendations as presented.
Moved by Marie Dyck
CARRIED

Northern Lakes College Student Association representatives President Lynnette Lambert, Vice President Steven Alook and Treasurer Lindsey Orr-Anderson exited the meeting of the Board of Governors at 1:44 p.m.

Registrar Tammy Purchase exited the meeting of the Board of Governors at 1:44 p.m.

4.3 Audit & Finance Committee Report

Chair, Audit & Finance Committee Marie Dyck, provided a report to the Board of Governors for information. Highlights include:

- Investments Summary Comparison from sister institutions
- Budget preparation and progress report
- Office of the Auditor General Findings; no outstanding recommendations
- Legislative Compliance Annual Report
- Facilities and Ancillary Services Annual Report
- Human Resources Annual Report
- Information Technology Annual Report

4.4 Programs & Services Committee Report

Acting Chair, Programs & Services Committee Tim Murphy provided a report to the Board of Governors for information. Highlights include:

- Academic Report experienced an increased in numbers
- Staff member co-authored a children's book
- Development of Culinary Arts program
- Proposed motion to reduce practicum hours from 1400 to 1192 for Advanced Care Paramedic program. This will bring Northern Lakes College program in line with sister institutions.

Motion 029-20/21: To approve the recommendation to suspend the Power Engineering 5th Class program due to low enrollment.
Moved by Tim Murphy
CARRIED

Motion 030-20/21: To approve the recommendation to decrease practicum hours in the Advanced Care Paramedic program.
Moved by Tim Murphy
CARRIED

Senior Director, Facilities and Ancillary Services Paul Chaulk entered the meeting of the Board of Governors at 3:05 p.m.

4.5 High Prairie Health Training Campus Disposition

Senior Director, Facilities and Ancillary Services Paul Chaulk provided the Business Case for the High Prairie Health Training Campus to the Board of Governors for information. A resolution approved by motion by the Board of Governors is required to proceed with requesting approval from the

Minister of Infrastructure to proceed with the sale of the property which is surplus to the needs of the College.

Motion 031-20/21: To approve the resolution of request for disposition for the High Prairie Health Training Campus.

IT IS HEREBY RESOLVED:

THAT: subject to the prior approval of the Minister of Infrastructure under section 67 of *the Post-Secondary Learning Act*, the Board of Governors of Northern Lakes College authorizes and approves to sell its interest in its High Prairie Health Campus which is surplus to the needs of Northern Lakes College and which is contained within the parcel legally described as Lots 6, 7 & 8, Block 1, Plan 2998BF, Northeast Section 23, Township 74, Range 17, W5M; 5106 50th Street in the town of High Prairie, M.D. of Big Lakes, Alberta.

Moved by Tim Murphy

CARRIED

4.6 Athabasca Parking Lot Disposition

Senior Director, Facilities and Ancillary Services Paul Chaulk provided the Business Case for the Athabasca Parking Lot to the Board of Governors for information. A resolution approved by motion by the Board of Governors is required to proceed with requesting approval from the Minister of Infrastructure to proceed with the sale of the property which is surplus to the needs of the College.

Motion 032-20/21: To approve the resolution of request for disposition for the Athabasca Parking Lot.

IT IS HEREBY RESOLVED:

THAT: subject to the prior approval of the Minister of Infrastructure under section 67 of *the Post-Secondary Learning Act*, the Board of Governors of Northern Lakes College authorizes and approves to sell its interest in its Athabasca Parking Lot which is surplus to the needs of Northern Lakes College and which is contained within the parcel legally described as Plan 922-1385 Block 1 Lot 3A in Athabasca, Alberta.

Moved by Tim Murphy

CARRIED

4.7 Crane Disposition

Senior Director, Facilities and Ancillary Services Paul Chaulk spoke to the request for disposition of 6 cranes that were previously used for course delivery. Northern Lakes College would like to place an invitation to tender for the disposition of the same.

Motion 033-20/21: To approve the invitation to tender for the disposition of 6 cranes previously used for course delivery.

Moved by Ray Stern

CARRIED

Senior Director, Facilities and Ancillary Services Paul Chaulk exited the meeting of the Board of Governors at 3:21 p.m.

4.8 Application Fee

President Glenn Mitchell spoke to the elimination of the application fee for Academic Upgrading and Foundational Learning programs with an effective date of February 2021.

Motion 028-20/21: To approve the elimination of the application fee for Academic Upgrading and Foundational Learning programs effective February 2021.
Moved by Tim Murphy
CARRIED

4.9 Board of Governors Member Recruitment and Replacement

Chair, Board of Governors spoke to a delay in appointments for public members of the Board of Governors.

5. Next Agenda

The next meeting will be held via Collaborate on Wednesday, January 20, 2021.

- Board of Governors Public Member Recruitment and Replacement

6. In Camera Session

No in camera session was required for the December 16, 2020 meeting of the Board of Governors.

7. Conclusion of Public Meeting

The public meeting of the Board of Governors adjourned December 16, 2020 at 3:31 p.m.