

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, February 17, 2021

1:00 p.m.

Collaborate

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	
Faisal Arain, <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>	✓
Rachel Ouellette, <i>Director, External Relations, Marketing & Communications</i>	✓

1. Opening:

1.1 Call to Order: The February 17, 2021 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:

2.1 Adoption of Public Meeting Agenda

The February 17, 2021 agenda for the Board of Governors meeting was reviewed.

Motion 041-20/21: That the agenda for the February 17, 2021 public meeting of the Board of Governors be adopted as presented.
Moved by Ray Stern
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 January 20, 2021 minutes for the public meeting of the Board of Governors were reviewed for errors or omissions.

Motion 042-20/21: The January 20, 2021 minutes of the public meeting of the Board of Governors be accepted as presented.
Moved by Tim Murphy
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:

- Meeting with MLA Dan Williams
- CCEC Meeting
- Meeting with President Mitchell
- Provincial budgets expected February 25, 2021

3.2 Presidents' Report

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

Highlights include:

- Paramedic Degree pause
- 2021/2022 budget preparation
- Enrolment levels
- Institutional Management Agreements; potential implementation in fall of 2021-2022
- Activity Update

3.3 High Prairie Campus Construction Committee Report

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

- Invoice approvals and payments

3.4 Council of Community Education Committee Report

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 April 27, 2021.

Highlights include:

- 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
- First CCEC workshop had 80 participants

Draft minutes of the February 3, 2021 meeting of the Council of Community Education Committee 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
- Alberta2030
- Provincial Budget
- Mental Health
- Appointment status for members of the Board of Governors

3.6 Collaborations Report

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

- Portage College
- Lakeland College

Director, External Relations, Marketing & Communications Rachel Ouellette joined the public meeting of the Board of Governors at 1:32 p.m.

3.7 Media, Communications, & External Relations Report

Director, External Relations, Marketing & Communications Rachel Ouellette provided the Media, Communications & External Relations report orally to the Board of Governors for information.

Highlights include:

- High Prairie Campus Campaign
- Fund Development
- Website; layout and acknowledgement
- Marketing; Oilers, online workshops, Facebook, Twitter, LinkedIn, student awards booklet
- Special events

Director, External Relations, Marketing & Communications Rachel Ouellette exited the public meeting of the Board of Governors at 1:47 p.m.

4. Business:

4.1 Audit & Finance Committee Report

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

- IT Report
- Finance Services Report
- 6&6 Forecast; surplus is projected due to reduction in expenses due to COVID-19

4.1.1 Peace River Property

Chair, Audit & Finance Committee spoke to a request from the Executive level to approve Northern Lakes College to utilize surplus funds to acquire the property– Plan 9023685, Lot 1, 81066 – 99 Avenue, Peace River, Alberta. A letter is required from the Board of Governors indicating the intention to proceed with the purchase of the lands for the appraised value of \$300,000. A suggested closing date from the Ministry is March 31, 2021.

The August 27, 2020 session of the Board of Governors discussed acquisition of the property - Plan 9023685, Lot 1, 81066 – 99 Avenue, Peace River, Alberta and instructed that the decision to purchase the property shall be decided at the Executive level.

Motion 043-20/21: To approve Northern Lakes College to utilize surplus funds in the acquisition of property – Plan 9023685, Lot 1, 81066 – 99 Avenue, Peace River, Alberta - for the appraised value of \$300,000 and proceed with the letter of intent of purchase for the same.

Moved by Marie Dyck

CARRIED

4.2 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
- Student Success Report
- Enrolment Report

4.3 Driftpile First Nation Campus

Board of Governors Chair, Daniel Vandermeulen, spoke to the completion of the High Prairie Campus and start of the Plus One campus construction. Concerns regarding the maximization of local benefits within our region with the development of the Plus One series.

4.4 Technology Fee Update

Executive Director, Finance Services Sergey Semagin spoke to the technology fee newly implemented for the 2020-2021 academic year and the estimates and actuals to date. Highlights include:

- Estimated revenue of \$270,000; actual revenue of \$324,610
- Estimated expenses of \$270,000; actual expenses of \$555,066
- Actuals presented were generated up to February 8, 2021
- Expenses include licensing fees, SuperNet grant funding deficit and campus computers

5. Policies

5.1 Honoraria Policy

President Glenn Mitchell brought forward the Honoraria Policy for reaffirmation to the Board of Governors based on discussion at the January 20, 2021 meeting. Amendments to the policy include modification to honoraria to reflect meetings under four hours, removal of honoraria paid to employees of the College when meetings are conducted during standard working hours in which compensation is already provided and the option to transfer honoraria back to a student award.

Motion 044-20/21: To approve the reaffirmation and amendment of the Honoraria Policy as presented with an approval date of February 17, 2021 and effective date of February 18, 2021.

Moved by Tim Murphy
CARRIED

5.2 Donation and Gift Acceptance Policy

President Glenn Mitchell spoke to the Donation and Gift Acceptance Policy and amendments made to the same. Amendments to the policy include the addition of “Donation and” to the title, inclusion of endowment agreements, removal of public reporting as that is a required and standard requirement and that unrestricted donations will be recognized as revenue within the fiscal year per accounting standards.

Motion 045-20/21: To approve the reaffirmation of the Donation and Gift Acceptance Policy as presented.

Moved by Kyle Paulson
CARRIED

6. Next Agenda

The next meeting will be held via Collaborate on Wednesday, March 17, 2021.

7. Conclusion of Public Meeting

The public meeting of the Board of Governors adjourned February 17, 2021 at 2:57 p.m.