



**Northern Lakes College Board of Governors
Public Meeting Minutes**

October 21, 2021
Collaborate

Governors
Daniel Vandermeulen, <i>Public Member (Chair)</i>
Dr. Glenn Mitchell, <i>President & CEO</i>
Lucille Labrecque, <i>Public Member</i>
Treena Ward, <i>Public Member</i>
Darrell Ghostkeeper, <i>Public Member</i>
Lana Daniels, <i>Public Member</i>
Tim Murphy, <i>Faculty Association Member</i>
Kyle Paulson, <i>Staff Association Member</i>
Nancy Giese, <i>Staff Association Member (non-voting; pending Order in Council)</i>
Crystal Cardinal, <i>Student Association Member (non-voting; pending Order in Council)</i>
Lynette Lambert, <i>Student Association Member (non-voting; pending Order in Council)</i>
Resource Team
Sergey Semagin, <i>Executive Director, Finance Services</i>
Tracey Solcan, <i>Executive Assistant, President & CEO and Board of Governors</i>
Regrets
Ivan Sawan, <i>Public Member</i>
Barb Hatch, <i>Public Member</i>

1. Opening

1.1 Call to Order: The October 21, 2021 public meeting of the Board of Governors was called to order at 11:50 a.m. by Chair, Daniel Vandermeulen.

Northern Lakes College respectfully acknowledges that we are located on Treaty 8 territory, and Métis Nation of Alberta Regions 5 and 6, traditional lands of First Nations and Métis Peoples.

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

2. Consent Items

September 29, 2021 the following motion was made and supported by the Board of Governors as a whole via e-mail and therefore shall be reflected in the minutes of the October 21, 2021 meeting for transparency.

Due to the complexities of the COVID-19 pandemic and the legislative requirements put forth by the Government of Alberta in conjunction with orders from the Office of the Chief Medical Officer of Health, approval of the COVID-19 Safe Campus program was requested with implementation of the same for October 4, 2021.

Motion 012-21/22 To approve first reading of the COVID-19 Safe Campus Policy as presented.
Moved by Lana Daniels
CARRIED

Motion 013-21/22 To approve second reading of the COVID-19 Safe Campus Policy as presented.
Moved by Lana Daniels
CARRIED

Motion 014-21/22 To approve third reading of the COVID-19 Safe Campus Policy as presented.
Moved by Lana Daniels
CARRIED

2.1 Adoption of Public Meeting Agenda

The October 21, 2021 agenda for the Board of Governors meeting was reviewed and approved as presented.

Motion 015-21/22 That the agenda for the October 21, 2021 public meeting of the Board of Governors be adopted as presented.
Moved by Kyle Paulson
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 September 23, 2021 minutes for the public meeting of the Board of Governors were reviewed for errors or omissions.

Motion 016-21/22 The September 23, 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 orally to the Board of Governors by Chair, Daniel Vandermeulen. Highlights include:

- National Day for Truth and Reconciliation
- Meeting with President
- Council of Community Education Committee Meeting

3.2 Presidents' Report

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

- Activity Update
- NLC COVID-19 Safe Campus Program
- Virtual meeting with Advanced Education Deputy Minister Lora Pillipow
- Enrollment is trending upwards
- Recruitment of Vice President, Academic is in progress

The Board of Governors broke for Programs & Services Committee meeting at 1:00 p.m.

The Board of Governors resumed as a whole at 2:42 p.m.

3.3 Council of Community Education Committee Report

The Council of Community Education Committee Report was presented to the Board of Governors by President Glenn Mitchell. Highlights include:

- Virtual meeting held October 6, 2021
- CCEC is hoping for in-person workshops however has planned virtual sessions
- Upcoming CCEC meetings are December 1, 2021, March 2, 2022 and May 4, 2022

3.4 Risk Management

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

- COVID-19

3.5 Collaborations Report

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

- Lakeland College
- Portage College
- Town of Hinton

3.6 Media & External Relations Report

The Media & External Relations Report was presented to the Board of Governors by President Glenn Mitchell. Highlights include:

- 2020-2021 Annual Report
- 2021 Community Report
- 2021-2022 Lifelong Learning Guide
- Promotional Videos
- COVID-19 related communications

4. Business

Summary reports from the Audit & Finance Committee and Programs & Services Committee were not presented at the Board of Governors meeting as all Governors in attendance were present for subcommittee meetings.

4.1 2020-2021 Financial Statements

Executive Director, Finance Services Sergey Semagin reiterated highlights from the 2020-2021 Financial Statements presented to the Audit & Finance Committee. Highlights include:

- All requests made by the Office of the Auditor General were fulfilled
- No recommendations or observations were made

Statement of financial position saw an increase in capital assets from \$53.4 million to \$59.7 million. This increase of \$6.3 million was due to construction of the High Prairie Campus. Northern Lakes College still maintains a healthy cash and investment balance.

Operating surplus is \$3,768K which is an increase from \$990K for the 2019-2020 fiscal year. The main reason for this increase is a reduction in spending from the approved budget due to the COVID-19 pandemic.

Motion 017-21/22 To approve the financial statements for the 2020-2021 fiscal year as presented.
Moved by Tim Murphy
CARRIED

4.2 Office of the Auditor General Exit Conference Report

Executive Director, Finance Services Sergey Semagin reiterated highlights from the Office of the Auditor General Exit Conference Report presented to the Audit & Finance Committee. Highlights include:

- All requests made were fulfilled by Finance Services
- No recommendations or observations were made

Motion 018-21/22 To approve the Office of the Auditor General Exit Conference Report for the 2020-2021 fiscal year as presented.
Moved by Kyle Paulson
CARRIED

4.3 Public Sector Compensation Transparency Act

President Glenn Mitchell spoke to the Public Sector Compensation Transparency Act. Highlights include:

- Act came in to effect December 11, 2015
- Public sector employees and Members of the Board are required to publicly disclose compensation
- Disclosure is required and shall include, names, positions, compensation, non-monetary benefits and severances where applicable that exceed the \$136,805 threshold on June 30, 2022
- Extenuating circumstances of Members of the Board or employees where disclosure would put their safety at risk may apply for a personal exemption.
 - Exemption deadline is November 1, 2021 for the June 30, 2022 disclosure.
- Compensation disclosures will be posted on the Northern Lakes College website on or before June 30, 2022.

4.4 Annual Report – Second Reading

President Glenn Mitchell provided the 2020-2021 Annual Report for Northern Lakes College to the Board of Governors for approval of second reading.

Motion 019-21/22 To approve the second reading of the 2020-2021 Northern Lakes College Annual Report as presented.
Moved by Darrell Ghostkeeper
CARRIED

4.5 In-person Informal Meet and Greet

Chair Daniel Vandermeulen spoke to the request for an informal meet and greet of new Governors. Discussion was held regarding a potential meeting of the Governors after November 15, 2022 for a few hours.

4.5 Program Approvals

President Glenn Mitchell will reiterate highlights from the Programs & Services Committee regarding approvals related to the following programs:

- Pre-employment Carpentry Program
 - Increase from 19 credits & 360 hours to 30 credits and 480 hours
- Pre-employment Carpentry Program
 - Increase from 19 credits & 360 hours to 30 credits and 480 hours
- Medical Office Administration Program
 - New program

- Motion 020-21/22** To approve the recommendation to increase credits and practicum hours for the Pre-Employment Carpentry Program as presented.
Moved by Tim Murphy
CARRIED
- Motion 021-21/22** To approve the recommendation to increase credits and practicum hours for the Pre-Employment Welding Program as presented.
Moved by Darrell Ghostkeeper
CARRIED
- Motion 022-21/22** To approve the Medical Office Administration Program as presented.
Moved by Darrell Ghostkeeper
CARRIED

5. Policies

5.1 COVID-19 Safe Campus Policy

President Glenn Mitchell presented the COVID-19 Safe Campus Policy to the Board of Governors for reaffirmation. Minor amendments to the policy were made to include addition of 72-hour timeline for proof of negative test, removal of undue hardship and removal of November 14, 2021 deadline.

- Motion 023-21/22** To approve reaffirmation of the COVID-19 Safe Campus Policy as presented.
Moved by Tim Murphy
CARRIED

5.2 Delegation of Authority: Human Resources Policy

President Glenn Mitchell presented the Delegation of Authority: Human Resources Policy to the Board of Governors for reaffirmation. The policy will be postponed to the November 18, 2021 meeting.

5.3 College Logo Policy

President Glenn Mitchell presented the College Logo Policy to the Board of Governors for reaffirmation. Minor amendments to the policy were made to remove reference of designate, addition of objective statement, reconfiguration of definition sentence and addition of referenced documents.

- Motion 024-21/22** To approve reaffirmation of the College Logo Policy as presented.
Moved by Treena Ward
CARRIED

6. Next Agenda

The next meeting of the Board of Governors will be held on Thursday, November 18, 2021.

7. Conclusion of Public Meeting

The public meeting of the Board of Governors adjourned October 21, 2021 at 3:47 p.m.