



**Northern Lakes College Board of Governors**  
**Meeting Minutes**  
 November 18, 2021  
 Collaborate

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

**1. Opening**

**1.1 Call to Order:** The November 18, 2021 public meeting of the Board of Governors was called to order at 1:00 p.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**

October 27, 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 November 18, 2021 meeting for transparency.

The COVID-19 Safe Campus Policy has been amended to include the addition of providing proof of negative testing within 72 hours. This addition is in line with current College procedures, recommendations from Alberta Health Services and the Government of Alberta. The version of the policy presented to the Board of Governors for approval on October 21, 2021 was not complete in nature as this statement was misplaced.

**Motion 025-21/22** To approve reaffirmation of the COVID-19 Safe Campus Policy as presented.  
Moved by Lucille Labrecque  
CARRIED

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

The October 21, 2021 agenda for the Board of Governors meeting was reviewed and with the modification of agenda numbers to shift to accommodate the addition of Item 4.3 Re-approval of 2020-2021 Audited Financial Statements.

**Motion 026-21/22** That the agenda for the November 18, 2021 public meeting of the Board of Governors be adopted as amended.  
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 October 21, 2021 minutes for the public meeting of the Board of Governors were reviewed for errors or omissions.

**Motion 027-21/22** The October 21, 2021 minutes of the public meeting of the Board of Governors be accepted as presented.  
Moved by Kyle Paulson  
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:

- Teleconference brief with Minister, Advanced Education
- Governors are encouraged to attend the upcoming Council of Community Education Committee meeting

Executive Director, Human Resources and Health & Safety Dana Hynes entered the meeting of the Board of Governors at 1:14 p.m.

### **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
- K-12 provincial examination weighting is changed from 30% to 10% for 2021-2022 academic year
- Legislative changes
  - Bill 74 Advanced Education Statutes Amendment Act
    - Bill 74 amends the Post-Secondary Learning Act the Skilled Trades and Apprenticeship Act to align with Alberta 2030 strategy
  - Bill 67 Skilled Trades and Apprenticeship Education Act
    - Bill 67 repeals the Apprenticeship and Industry Training Act

- Minister's Advisory Council on Higher Education (MACHES) is new and will provide authority to the Minister on strategic goals for post-secondary education

### **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:

- 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
  - NLC COVID-19 Safe Campus will remain in place until Alberta Health Services and the Government of Alberta communicate otherwise
    - 90.3% of employees are fully vaccinated
- Investment Management Agreement
  - 2021-2022 metric is Work Integrated Learning (WIL)
  - Future metrics and related concerns; international recruitment, revenue generation beyond tuition, growth recognition

### **3.5 Collaborations Report**

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

- Town of Hinton
- Town of Drayton Valley
- Town of Whitecourt

### **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 Human Resources Awards & Recognition Report**

Executive Director, Human Resources and Health & Safety Dana Hynes presented a report on Human Resources awards and recognition for Northern Lakes College. Highlights include:

- Employees are recognized at five-year intervals with retirees having a minimum of five years of service
- Staff are recognized at annual Long Service Awards banquet
- 168 employees have been recognized over the last five years
- Excellence in Service awards are issued annually to recognize high levels of excellence for academic and non-academic employee and presented at the Annual General Meeting

Registrar Tammy Purchase entered the meeting of the Board of Governors at 1:55 p.m.

#### 4.2 Student Awards Report

Registrar Tammy Purchase presented a report on Student Awards Report for Northern Lakes College. Highlights include:

- 2,099 (\$2,169,5232) awards disbursed from 2016-2021; 69 (\$20,119) awards disbursed in 2021-2022 academic year to date
- Student requirements for awards vary on criteria; there are awards that do not require an application
- Friend of the College Award nominations are received from managers and leadership
- New awards process to establish criteria with representation from several areas of the College; new power to vary clause allows more flexibility for inactive awards
- Student focused approach ensures our students are aware of what is available and the application process is easily understood and accessible

Registrar Tammy Purchase exited the meeting of the Board of Governors at 2:09 p.m.

Executive Director, Finance Services Sergey Semagin entered the meeting of the Board of Governors at 2:03 p.m.

#### 4.3 Re-approval of 2020-2021 Audited Financial Statements

A minor change was received from the Office of the Auditor General for the 2020-2021 audited financial statements. The 2020-2021 Financial Statements were approved at the October 21, 2021 meeting of the Board of Governors. In Note 7, the word 'gains' was omitted and shall be included so the line shall reflect 'Unrealized gains (losses)'.

**Motion 028-21/22** To approve the amended audited financial statements for the 2020-2021 fiscal year.  
Moved by Treena Ward  
CARRIED

#### 4.4 Annual Report – Third & Final Reading

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

**Motion 029-21/22** To approve the third reading of the 2020-2021 Northern Lakes College Annual Report with the amended 2020-2021 Audited Financial Statements as approved in Motion 028-21/22.  
Moved by Tim Murphy  
CARRIED

Executive Director, Human Resources and Health & Safety Dana Hynes exited the meeting of the Board of Governors at 2:11 p.m.

#### 4.5 Program Approvals

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

- Primary Care Paramedic Program
  - Increase from 30 credits to 32 credits; lengthening program to 12 months
- Advanced Care Paramedic Program
  - Completion option changes

**Motion 030-21/22** To approve the recommendation to increase credits and program length for the Primary Care Paramedic Program as presented.  
Moved by Lana Daniels  
CARRIED

**Motion 031-21/22** To approve the recommendation to change completion options for the Advanced Care Paramedic Program as presented.  
Moved by Darrell Ghostkeeper  
CARRIED

Governor Lucille Labrecque exited the meeting of the Board of Governors at 2:15 p.m.

#### **4.6 Strategic Plan**

President Glenn Mitchell presented objectives and goals for the institutions strategic plan. The strategic plan goals will align with those of Northern Lakes College.

- Goal 1: Accessibility
- Goal 2: Collaboration
- Goal 3: Community
- Goal 4: Excellence
- Goal 5: Lifelong Learning
- Goal 6: Respect

Discussion was held by the Board of Governors to support this direction in the development of the strategic plan.

### **5. Policies**

#### **5.1 Board of Governors Code of Conduct Policy**

President Glenn Mitchell presented the Board of Governors Code of Conduct Policy to the Board of Governors for reaffirmation. Minor amendments to the policy were made to amend to reflect gender neutral terminology and correcting position title.

**Motion 032-21/22** To approve reaffirmation of the Board of Governors Code of Conduct Policy as presented.  
Moved by Lana Daniels  
CARRIED

#### **5.2 Employees Code of Conduct Policy**

President Glenn Mitchell presented the Employees Code of Conduct Policy to the Board of Governors for reaffirmation. Minor amendments to the policy were made to correct grammar and sections have been removed and added to reflect updates to the Conflicts of Interest Act; Part 4.3 Designation Order.

**Motion 033-21/22** To approve reaffirmation of the Employees Code of Conduct Campus Policy as presented.  
Moved by Tim Murphy  
CARRIED

### **5.3 Delegation of Authority: Human Resources Policy**

President Glenn Mitchell presented the Delegation of Authority: Human Resources Policy to the Board of Governors for reaffirmation. Minor amendments to the policy were made to remove the President being the only authorized person to dismiss salaried employees and the addition of documents referenced.

**Motion 034-21/22** To approve amendment of the Delegation of Authority: Human Resources Policy as presented.  
Moved by Darrell Ghostkeeper  
CARRIED

The next meeting of the Board of Governors will be held on Thursday, December 16, 2021.

The public meeting of the Board of Governors adjourned November 18, 2021 at 2:51 p.m.