



Northern Lakes College Board of Governors

Meeting Minutes

January 20, 2022

Collaborate

Governors
Daniel Vandermeulen, <i>Public Member (Chair)</i>
Dr. Glenn Mitchell, <i>President & CEO (Ex-Officio)</i>
Lucille Labrecque, <i>Public Member</i>
Treena Ward, <i>Public Member</i>
Ivan Sawan, <i>Public Member</i>
Barb Hatch, <i>Public Member</i>
Lana Daniels, <i>Public Member</i>
Darrell Ghostkeeper, <i>Public Member</i>
Kyle Paulson, <i>Staff Association Member</i>
Crystal Cardinal, <i>Student Association Member</i>
Nancy Giese, <i>Staff Association Member</i>
Lynette Lambert, <i>Student Association Member</i>
Resource Team
Tammy Purchase, <i>Registrar</i>
Tracey Solcan, <i>Executive Assistant, President & CEO and Board of Governors</i>
Guests
Valerie Adams, <i>Vice President, Northern Lakes College Students' Association</i>
Elizabeth Gedcke, <i>President, Northern Lakes College Students' Association</i>
Lindsey Orr-Anderson, <i>Treasurer, Northern Lakes College Students' Association</i>
Tree Genowish, <i>Business Manager, Northern Lakes College Students' Association</i>

1. Opening

1.1 Call to Order: The January 20, 2022 public meeting of the Board of Governors was called to order at 1:10 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

2.1 Adoption of Public Meeting Agenda

The January 20, 2022 agenda for the Board of Governors meeting was reviewed and approved as presented.

Motion 040-21/22 That the agenda for the January 20, 2022 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 December 16, 2021 minutes for the public meeting of the Board of Governors were reviewed for errors or omissions.

Motion 041-21/22 The December 16, 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:

- Meeting with President
- Upcoming meeting with Minister of Advanced Education

3.2 Presidents' Report

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

- Activities Update

President Glenn Mitchell spoke to an offer received for \$1,412,250.00 for six crane units with the offer to expire in ten days. Discussion was held by the Governors to support the offer and proceed. The funds are capital in nature and all units will be sold as is with no warranty.

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:

- Upcoming meetings
 - March 2, 2022 – virtual
 - 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; two meetings held with Dr. Hinshaw and Ministry representatives
 - Significant impact is expected on workforce; approximately 25-35%

3.5 Collaborations Report

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

- Town of Drayton Valley
- 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:

- Publications in progress: strategic plan, Community Report 2021 & Lifelong Learning Guide 2021-2022

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.

The following representatives from the Northern Lakes College Students' Association joined the meeting of the Board of Governors at 1:15 p.m.: Valerie Adams, Vice President, Elizabeth Gedcke, President, Lindsey Orr-Anderson, Treasurer, and Business Manager, Tree Genowish.

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

4.1 2022-2023 Tuition & Fee Consultation with Northern Lakes College Students' Association - Second

President Glenn Mitchell and Registrar Tammy Purchase provided an overview on 2022-2023 tuition and fees proposed in accordance with the Alberta Tuition Framework and determined by Alberta Advanced Education. Increases were proposed and supported by the Northern Lakes College Students' Association (NLCSA). The first consultation occurred on December 16, 2021. Results of the NLCSA focus group were shared with the Board of Governors.

Consultation with the NLCSA occurred separately on November 17, 2021 and December 8, 2021.

4.2 2022-2023 Tuition & Fee Recommendations – Second & Final 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 proposed related to an increase in tuition. Members of the Board of Governors reviewed fee recommendations.

Motion 042-21/22 To approve the second and final reading of the 2022-2023 tuition and fee recommendations as presented with support from the Northern Lakes College Students' Association.
Moved by Kyle Paulson
CARRIED

NLCSA representatives indicated the potential to increase student fees as fundraising opportunities are limited during the COVID-19 pandemic.

Representatives from the Northern Lakes College Students' Association and Registrar Tammy Purchase exited the meeting of the Board of Governors at 1:32 p.m.

4.3 Program Approvals

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

- Class 1 (MELT) Driver's Training Program
 - New course
 - Mandatory Entry Level Training (MELT) standardized curriculum implemented by Government of Alberta on March 1, 2019

- Experience and equivalency are required for Class 1 MELT participants
- Minimum of 40.5 hours of classroom instruction
- Minimum of 15.5 hours of vehicle training in-yard
- Minimum of 57 hours of training in-cab
- Completion of program within 12 months of registered start date
- Minimum score of 80% on all classroom assessments
- Tuition and fees will be between \$10,000 to \$13,000; fees to be determined after final costs are ascertained.

Motion 043-21/22 To approve the Class 1 (MELT) Driver’s Training Program as presented.
 Moved by Treena Ward
 CARRIED

4.3.1 Class 1 (MELT) Driver’s Training Program Equipment Purchase

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

- Amount of purchase will require the unit to be put to tender; purchase will occur after the tendering process is complete
- Criteria for the unit is established by the Ministry of Transportation
- Purchase of the unit is required as part of the program approval process
- Potential risk of increase in pricing

Motion 044-21/22 To approve the capital purchase of a sleeper tractor trailer unit in compliance with Ministry of Transportation criteria for the Class 1 (MELT) Driver’s Training Program for an amount to not exceed \$225,000 following completion of the tender process.
 Moved by Lana Daniels
 CARRIED

4.4 2021-2024 Strategic Plan

President Glenn Mitchell presented the 2021-2024 Strategic Plan to the Board of Governors for second reading. The Strategic Plan replaces the Comprehensive Institution Plan (CIP) which was a previous reporting requirement for post-secondary institutions. The most recent CIP was effective from 2019-2022.

The Strategic Plan, One Student at a Time, identifies goals based on our institutions values to achieve over a three-year period.

Motion 045-21/22 To approve the second reading of the 2021-2024 Northern Lakes College Strategic Plan as presented.
 Moved by Barb Hatch
 CARRIED

4.5 Nominations – Board of Governors Subcommittee & Vice Chair

Chair Daniel Vandermeulen spoke to nominations for the Board of Governors subcommittees; Audit & Finance and Programs & Services and Vice Chair, Board of Governors. Nominations for positions will reopen. Executive Assistant will support the nomination and election virtually with notification to occur to the Board of Governors as a whole regarding successful nominations.

5. Policies

5.1 Freedom of Information and Protection of Privacy (FOIP) Policy

President Glenn Mitchell presented the Freedom of Information and Protection of Privacy (FOIP) Policy to the Board of Governors for reaffirmation.

Motion 046-21/22 To approve amendment of the Freedom of Information and Protection of Privacy (FOIP) Policy as presented.
Moved by Lana Daniels
CARRIED

The next meeting of the Board of Governors will be held on Thursday, February 17, 2022.

The public meeting of the Board of Governors adjourned January 20, 2022 at 3:00 p.m.