



## Northern Lakes College Board of Governors

### Meeting Minutes

June 16, 2022

Peace River, AB & Collaborate

Governors
Barry Sharkawi, <i>Public Member, Chair</i>
Lana Daniels, <i>Public Member, Vice Chair</i>
Dr. Glenn Mitchell, <i>President &amp; CEO, Ex-Officio</i>
Lucille Labrecque, <i>Public Member</i>
Treena Ward, <i>Public Member</i>
Barb Hatch, <i>Public Member</i>
Ivan Sawan, <i>Public Member</i>
Kyle Paulson, <i>Staff Association Nominated Member</i>
Lynette Lambert, <i>Student Nominated Member</i>
Resource Team
Dr. Sandy Vanderburgh, <i>Vice President, Academic</i>
Sergey Semagin, <i>Executive Director, Finance Services</i>
Dana Hynes, <i>Executive Director, Human Resources and Health &amp; Safety</i>
Paul Chaulk, <i>Senior Director, Facilities &amp; Ancillary Services</i>
Tracey Solcan, <i>Executive Assistant, President &amp; CEO and Board of Governors</i>
Regrets
Nancy Giese, <i>Faculty Association Nominated Member</i>
Darrell Ghostkeeper, <i>Public Member</i>
Crystal Cardinal, <i>Student Nominated Member</i>

#### 1. Opening

**1.1 Call to Order:** The June 16, 2022 public meeting of the Board of Governors was called to order at 11:03 a.m. by Chair Barry Sharkawi.

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 Barry Sharkawi roll called for confirmation of quorum. Quorum was established.

#### 2. Consent Items

May 31, 2022 the following motions were made and supported by the Board of Governors by quorum via e-mail and therefore shall be reflected in the minutes of the June 16, 2022 meeting for transparency.

The Grouard Campus Asbestos Abatement Project involves the removal of asbestos containing materials from several areas within the building. As the abatement continues other areas have been identified and or risk level has changed thereby changing method of abatement resulting in Change Orders. Currently change orders have exceeded the original contract approval of \$315,909 but have not exceeded grant funding available or original project estimates of \$540,000.

**Motion 080-21/22** To rescind motion 059-21/22 approving the bid for the Asbestos Abatement Project inclusive of related costs for \$315,909.  
Moved by Barb Hatch  
CARRIED

**Motion 081-21/22** To approve the Asbestos Abatement Project as a whole without exceeding the grant funding amount of \$540,000 and delegate to the President & CEO management and signing authority for the project which may exceed his signing authority  
Moved by Barb Hatch  
CARRIED

June 8, 2022 the following motions were made and supported by the Board of Governors by quorum via e-mail and therefore shall be reflected in the minutes of the June 16, 2022 meeting for transparency.

The High Prairie Campus Solar PV System Construction Project 2021 involves installation of Solar array panels (approximately 1026) to achieve Net Zero sustainability at the new campus. As the Solar project nears completion (96%) current change orders have exceeded original contract approval \$1,993,000 but have not exceeded original project estimates of \$2,500,000. Approval is sought to approve original project budget up to \$2,500,000 as indicated by available funding.

**Motion 082-21/22** To rescind motion 007-21/22 approving Bid 3 for the High Prairie Campus Solar PV Construction Project 2021 for \$1,993,000 plus GST.  
Moved by Barb Hatch  
CARRIED

**Motion 083-21/22** To approve the High Prairie Campus Solar PV Construction Project as a whole without exceeding the allotted budget amount of \$2,500,000 and delegate to the President & CEO management and signing authority for the project which may exceed his signing authority.  
Moved by Barb Hatch  
CARRIED

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

The June 16, 2022 agenda for the Board of Governors meeting was reviewed and adopted with no additions.

**Motion 084-21/22** That the agenda for the June 16, 2022 public meeting of the Board of Governors be adopted as presented.  
Moved by Kyle Paulson  
CARRIED

## **2.2 Conflict of Interest Declaration**

Chair Barry Sharkawi called for declaration of conflict of interest. No conflict was declared.

## **2.3 Approval of Public Meeting Minutes**

The May 19, 2022 minutes for the public meeting of the Board of Governors were reviewed for errors or omissions.

**Motion 085-21/22**

The May 19, 2022 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 Barry Sharkawi. Chair Sharkawi spoke to a recent meeting with President Mitchell and Executive Assistant to discuss the agenda and developing the agenda. Chair Sharkawi spoke to the College requiring more courses and needing police training and a native liaison. Chair Sharkawi spoke to recent communications with community members from Wabasca and their communication indicating their need for special training. Chair Sharkawi spoke to bringing things in to effect with the help of the President. Chair Sharkawi spoke to persons wanting electrical training and each campus offering the training in person, commenting online learning is not the way to go and students need to be in classrooms. Chair Sharkawi spoke to utilizing the surplus spoken to at the May 19, 2022 meeting and possibly purchasing charter busses to bring students in to various campuses and reduce their and their parents' costs. Chair Sharkawi spoke to things going well but the need to reduce student costs and reduce their travel so they do not go to Edmonton. Chair Sharkawi spoke of the graduation and wanting to know of the 665 graduates, how many are from the region. Chair Sharkawi spoke to physicians in Slave Lake and needing higher quality nursing training. Chair Sharkawi spoke to the College needing a relationship with Treaty 8 and needing relationships with First Nations and Métis Settlements as the College does not appear to be doing this. Chair Sharkawi spoke to the relationships with First Nations and Métis Settlements being critical in the building of the High Prairie hospital. Chair Sharkawi spoke to First Nations wanting forestry and oilfield training. Chair Sharkawi spoke to the Dual Credit program being very important. Chair Sharkawi spoke to the April 21, 2022 meeting in Wabasca and the equipment on campus not being used that day and needing to open the campuses and let students back in. Chair Sharkawi spoke to students needing to be on campus, not online.

Chair Sharkawi spoke to needing to meeting with the Minister and needing to explain that we require more funding. Chair Sharkawi spoke to the delay of 18 months for the truck for the Class 1 program and how the College should rent a truck to meet needs.

Governors discussed the Class 1 MELT drivers training program and supply chain shortages. Discussion was held that the Board of Governors had previously motioned approval of the purchase of the unit and the critical importance of the unit meeting requirements for the curriculum and criteria as outlined by the Ministry of Transportation.

Governor Daniels spoke to Northern Lakes College developing 52 programs over the last year as noted in the Programs & Services Committee. Governor Daniels spoke to programming based on demand and the College already having outreach to high schools as well as local communities needing to reach out to the College if they require training.

Governor Paulson spoke to ongoing work with indigenous communities and Métis settlements via Community Education Committees to ensure programming needs are met.

President Mitchell spoke to campuses currently existing on First Nations as well as Métis Settlements. The College is unique from any other college via the 18-campus structure, 18 Community Education Committees and their Council, and the majority of programs being offered online, so students can access from their homes, or wherever they have connectivity. President Mitchell spoke to the concern regarding empty campuses, reminding the board that post-secondary programs typically end in April,

resulting in very few students on campus. The College has a displayed history of a successful supported distance learning model. Campuses are a resource to students to provide instructor support, printing services, and internet access, places to learn and work, and many other services that students may choose to access in person or online.

Chair Sharkawi spoke to the past Chair not having access to people. Chair Sharkawi spoke to his meeting people all the time and receiving telephone calls from the government and saying that people talk to him. Chair Sharkawi spoke to students not being able to learn online.

Governor Paulson spoke to portions of training being online and students only being required to come in for the practical portion.

Chair Sharkawi said he has been successful because he goes after it to get it and that lobbying is key. Chair Sharkawi spoke to the lobbying needed to create more ideas and make the College successful.

Governor Hatch spoke to the cost of acquiring instructors and being certified to offer accreditations being offset by the number of students who will take the programming. Governor Hatch explained how student interest is key in justifying the development of new programming, and that this is a function of the Community Education Committees. The College tries to create partnerships and offer what is possible. Governor Hatch spoke to Northern Lakes College being a college and not a university; the College is a gateway and not a path.

Governor Labrecque spoke to past meetings of the Board of Governors and self-identification of indigenous students. Governor Labrecque and Daniels spoke to the Board of Governors not functioning in an operational capacity but a responsibility to governance. Governor Labrecque spoke to the importance of remaining within our responsibilities, following the College's mission and vision, and supporting students in their transition to further education.

Chair Sharkawi spoke to Governors bringing ideas to the table and that being the responsibility of the Board.

President Mitchell spoke to the College role as a Comprehensive Community College; essentially, a two-year institution. President Mitchell also explained that within the College's mandate, work with other institutions is ongoing to offer programming to students that is beyond the two years, such as with the University of Calgary for the Bachelor of Education and Bachelor of Social Work. President Mitchell explained how the College does not create programming unless there is demand for the program in our region, and identified sustainability. President Mitchell spoke to approximately 65-75% of students being within the College's stewardship region and how having students from outside the region enables the college to offer additional programming. This benefits all students. Approximately 52% of students self-identify as First Nations or Métis but based on the communities the students are located, the number may be in excess of 70%.

Governor Sawan spoke to the College having opportunity for building capacity but is thankful that the College can play a role in First Nations training their people within their region. The College has been the heart of training in the north.

Governor Lambert exited the meeting at 12:18 p.m.

The Board of Governors meeting adjourned for lunch at 12:28 p.m.

The Board of Governors meeting reconvened at 1:12 p.m.

Executive Director, Human Resources and Health & Safety Dana Hynes joined the meeting at 1:13 p.m.

### 3.2 Presidents' Report

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

Highlights include:

- Activities Update
- Convocation 2022; 665 graduates
- 2022-2025 Investment Management Agreement
  - Received executed version with no changes required by the Ministry of Advanced Education
- Reform of Agencies, Board and Commissions Compensations Act (RABCCA)
  - Changes are expected but are not defined as of yet
  - Excluded staff salary restraints are expected to be lifted as of June 30, 2022

President Mitchell spoke to 150 additional seats to the Health Care Aide e-Step program. The announcement was made by Minister of Advanced Education in Grande Prairie on May 25, 2022.

President Mitchell spoke to recent conversations with a retreat facilitator for the Board of Governors. President Mitchell explained how the contribution of every governor, every voice and every vote, is critical to the success of Northern Lakes College.

President Mitchell spoke to his recent appointment to the Community Futures Lesser Slave Lake Regional Board. Participation in this group can be an excellent avenue for region participation and feedback. Governor Labrecque spoke to her familiarity with the organization and fully supports this appointment and activity. All governors supported this appointment and connection to community and the region.

Senior Director Chaulk, Executive Director Semagin, Vice President, Academic Vanderburgh and President Mitchell exited the meeting 1:31 p.m.

Executive Director, Human Resources and Health & Safety Dana Hynes remained in the in-camera session to speak with the Governors.

**Motion 086-21/22** To move the public meeting of the Board of Governors in-camera to discuss the contract of the President & CEO.  
Moved by Treena Ward  
CARRIED

**Motion 087-21/22** To move out of the in-camera session.  
Moved by Ivan Sawan  
CARRIED

Senior Director Chaulk, Executive Director Semagin, Vice President, Academic Vanderburgh and President Mitchell entered the meeting 1:44 p.m.

**Motion 088-21/22** To approve an increase to the salary of the President & CEO that shall mirror that of Excluded Staff following notification and direction from the Ministry of Advanced Education regarding the lifting of the current salary restraint.

Moved by Lynette Lambert  
CARRIED

Executive Director, Human Resources and Health & Safety exited the meeting at 1:44 p.m.

### **3.3 Risk Management**

The Risk Management Report was presented to the Board of Governors by President Glenn Mitchell. President Mitchell spoke to the College being prepared in the event of future pandemics in light of recent announcements by medical professionals. Cybersecurity remains a concern and the College is mitigating risks.

## **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 Board of Governors Retreat Location**

Executive Assistant spoke to three potential locations for the Board of Governors retreat. Costs presented did not include per diems, meals, incidentals, or equipment rental and were approximate in nature. Highlights include:

- Edmonton - \$15,500
- Peace River - \$5,800
- Slave Lake - \$3870

Discussion was held by the Governors regarding location for the retreat. Governor Labrecque, Daniels, Sawan, Paulson, and Ward expressed the need for fiscal responsibility and remaining in region.

Governor Hatch spoke to the suggestion by Chair Sharkawi of the Board of Governors visiting the Edmonton Job Corp site. Chair Sharkawi spoke to Edmonton Job Corps being the largest facility in province and the Board of Governors visiting the site, seeing what they do and obtaining ideas from them.

**Motion 089-21/22** To approve Slave Lake as the location of the Board of Governors retreat for the 2022-2023 academic year.  
Moved by Lucille Labrecque  
CARRIED

### **4.2 Public Sector Compensation Transparency Act**

President Mitchell spoke to the Public Sector Compensation Transparency Act and its application to the Board of Governors.

The Public Sector Compensation Transparency Act came into effect in Alberta on December 11, 2015. Governors are directly affected by the Government of Alberta's decision to publicly disclose the compensation of public sector employees and its board members.

The Public Sector Compensation Transparency Act requires all agencies, boards, commissions and post-secondary institutions to disclose staff names, positions, their compensation and non-monetary benefits and, where applicable, severances that exceed the threshold of \$136,805 by June 30, 2022. All remuneration paid to board members between January 1 and December 31, 2021 will be disclosed regardless of the threshold. Total compensation must include all benefits paid by the employer.

Each year in October the board is notified that they may apply for a personal exemption, the deadline is November 1 on an annual basis.

The compensation disclosure is posted on Northern Lakes College website under About Us/Board of Governors/Public Sector Compensation Disclosure on or before June 30, 2022.

#### **4.3 Mandate and Roles Document**

President Glenn Mitchell presented the draft Mandate and Roles Document for Northern Lakes College. Highlights include:

- Requirement by the Ministry of Advanced Education
- Mandate statement included is an excerpt from the recent approved 2022-2025 Investment Management Agreement.
  - This Mandate Statement was approved at the March 24, 2022 meeting of the Board as a whole via Motion 062-21/22 and the 2022-2025 Investment Management Agreement via Motion 063-21/22.
- Last iteration of the Mandate and Roles Document was last approved by the Ministry of Advanced Education (formerly Ministry of Enterprise and Advanced Education) January 9, 2013.
- Document is generated on a template
- Document will be forwarded to the Ministry of Advanced Education following the June 16, 2022 meeting of the Board

**Motion 090-21/22** To approve the Mandate and Roles Document as presented and permit the Executive Assistant to apply the signature of the Board Chair.  
Moved by Kyle Paulson  
CARRIED

#### **4.4 Program Changes**

Acting Programs & Services Chair Lucille Labrecque reiterated highlights from the Programs & Services Committee regarding changes related to the following programs:

- Community Health Promotion Certificate
- Community Health Promotion Diploma

**Motion 091-21/22** To approve termination of the Community health Promotion Certificate due to low enrolment following completion of the two-year suspension ending June 30, 2021.  
Moved by Ivan Sawan  
CARRIED

**Motion 092-21/22** To approve termination of the Community health Promotion Diploma due to low enrolment following completion of the two-year suspension ending June 30, 2021.  
Moved by Treena Ward  
CARRIED

#### **4.5 Campus Status**

President Mitchell provided information to the Board of Governors regarding campus status and the transition of Community Access Point (CAP) sites to full campus status. The Campus Status Policy was provided to Governors for information.

#### **4.6 High Prairie Campus Proposed Modifications**

At the May 19, 2022 meeting concerns were expressed regarding the appearance of the new High Prairie Campus. Senior Director, Facilities and Ancillary Services Paul Chaulk provided information regarding the exterior envelope, signage and future works/renovations.

Senior Director Chaulk spoke to exterior painting to the campus voiding all product warranty. Initial installation of panels cost in excess of one million dollars. Painting of the panels would void the 15-year manufacturer and defect warranty. There are no approved or recommended coatings for the panels; additionally, there may be annual repairs due to weather and performance factors. Replacement panels are currently estimate at \$5,900 per with a 12-16-week delivery timeline. Funding would be required from existing budgets as there is no funding for CMR projects for five years on newly completed projects. Senior Director Chaulk recommended the Board of Governors offset painting of the campus for 15 years; post-warranty period.

Senior Director Chaulk spoke to the inquiry of the Board to relocate the sign at the campus. The current sign was approximately \$13,200 in cost. A new sign may cost between \$40-50,000; potentially more with solar power illumination. There is no 2022-2023 funding source for this request.

Chair Sharkawi spoke to relocation of the sign and its move and the addition of flags as being critical. Chair Sharkawi spoke to this being of minimal expense. Senior Director Chaulk explained that installation may present issues due to infrastructure underneath. Senior Director Chaulk will research cost options and bring them back to the Board of Governors for information and review. Clarification was provided to the Executive Assistant by the Board of Governors to not pursue painting of the campus but options related to signage.

Senior Director Chaulk spoke to proposed scope of projects; capital versus non-capital and capital maintenance renewal. Additionally, emphasis was placed on prioritizing projects with a more significant impact on the safety and security of students and staff.

Discussion was brought forth by Governor Paulson regarding suggestions related to campuses (signage, colour) and the proper process. Clarification was requested as to whether this was a governance board topic. Discussion was held by the Governors regarding the only employee of the Board of Governors being the President. Governor Labrecque expressed that suggestions or concerns should be directed to President Mitchell only, and direction should not be from the Governors to the direct reports of the President. The Executive Assistant provided clarification to the Governors that the mandate of the Board is noted within the Mandate and Roles Document and Post-Secondary Learning Act.

Senior Director, Facilities & Ancillary Services Paul Chaulk exited the meeting at 3:10 p.m.

#### **4.7 High School Graduates**

Chair Sharkawi spoke to presentations being made to graduating high school students. Chair Sharkawi spoke to providing a note or token to students to ensure they know the history of Northern Lakes College, and to thank them for their hard work. Commentary was provided regarding 45 students graduating in High Prairie recently and no one was there to thank the students for their studies. The Chair expressed his disappointment that the Mayor of High Prairie and Trustee of the school division were not present. Chair Sharkawi stated he could not speak on behalf of the College as he was not invited to speak. Suggestion was made regarding sending a letter to graduates.



Governor Paulson spoke to these suggestions impacting budget, but thought this may be a topic to pursue.

President Mitchell spoke to identification of what the Board of Governors wanted to achieve. Graduations are not generally events where recruitment occurs, as these events would not be College events, getting in may be an issue. President Mitchell spoke to graduation being too late to recruit students as generally they have already applied to post-secondary institutions. Recruitment within the students 11<sup>th</sup> year may be more beneficial. President Mitchell will communicate with staff regarding recruitment options. Commentary was provided regarding pre-requisites being required by students and the College being unable to communicate to all students in the same format.

Governor Ward spoke to proceeding with caution regarding the number of high schools within the region; fairness is critical and that students generally are settled on their post-secondary pursuits by graduation.

Governor Sawan spoke to a recent trip by KTC to introduce students to universities and institutions in Calgary and Edmonton. Discussion was held regarding increasing marketing within communities.

Governor Hatch spoke to her support in sharing a letter or similar to students nearing graduation.

President Mitchell spoke to current newspaper advertisements, commercials, and other advertising in addition to the suggestions provided by the Governors.

#### **4.8 Veterinarian Program**

Chair Sharkawi spoke to having a veterinary program at Northern Lakes College. Commentary was provided regarding the creation of a model which will have training for veterinarians. Chair Sharkawi spoke to requiring a facility which will also attract people to the area.

Vice President Vanderburgh spoke to this being a seven-year post-baccalaureate degree. There are post-secondary institutions within the province offering programs that bridge in to the degree and the costs would be extensive. One institution in Alberta provides the seven-year degree.

President Mitchell spoke to the program being outside of our mandate, the costs being extensive for the program, and sustainability for students. Initial steps would involve curriculum development and approval by the Ministry of Advanced Education as well as the need to transition to a university. Presidents Mitchell indicated the most in-demand programming at the last survey was Class 1 driver training. There is potential to offer foundational university studies science courses that could potentially be accredited for veterinary medicine, but that this would be a long shot, and would involve significant impact to the budget. President Mitchell spoke to the needs of the region, such as trades training and foundational learning, and how these needs would not be met by a university in the region.

Governor Labrecque spoke to this being a university focus and not within the mandate of the College. Commentary was provided regarding lack of capacity for this.

Governor Hatch spoke to Chair Sharkawi's connection to his community. Commentary was provided regarding this being more of a community-based concern and that the onus is on the community to create attractive packages that would entice veterinarians to the region. Governor Hatch suggested recruitment for veterinarians and the like occur through other community organizations which Chair Sharkawi supports and is not Northern Lakes College role or within the mandate of the College.

#### **4.9 Conflict of Interest – Dual Credit Programming**

Executive Assistant advised the Board of Governors that prior to proceeding to Item 4.9, advice to the Board of Governors was required. Inquiries were received from several Governors regarding Item 4.9. In light of these inquiries, legal counsel was consulted to ensure due diligence. The Executive Assistant stated that legal counsel has advised that employees are not the purview of the Board and should not be for discussion at this level. The discussion of employees by the Board of Governors would constitute breaching the Freedom of Information and Protection of Privacy Act (FOIP) as well as not acting within the Post-Secondary Learning Act. Breaching FOIP and discussing employees would create the potential for litigation. The Executive Assistant advised that should the Board wish to further this conversation; the meeting would require a motion by quorum to proceed to an in-camera session.

Discussion was held by the Governors as to whether or not they should proceed to an in-camera session. The decision was made by the Governors not to proceed with an in-camera session for Item 4.9.

Chair Sharkawi spoke to speaking with the Minister regarding Item 4.9 and that protecting First Nation and Métis students is critical. Chair Sharkawi spoke to receiving the Citizen of the High Prairie award and that there is a reason the government chose him to be in this position.

Governor Daniels spoke to past reports from the Chair indicating he would be reporting back to the Premier on the College and did not appreciate Item 4.9 added to the agenda.

The public meeting of the Board of Governors adjourned June 16, 2022 at 3:54 p.m.