



## Northern Lakes College Board of Governors

### Meeting Minutes

October 19, 2022

Slave Lake, AB

<b>Governors</b>
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>
Kyle Paulson, <i>Staff Association Nominated Member</i>
Nancy Giese, <i>Faculty Association Nominated Member</i>
Darrell Ghostkeeper, <i>Public Member</i>
Crystal Cardinal, <i>Student Nominated Member</i>
<b>Resource Team</b>
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>
Tracey Solcan, <i>Executive Assistant, President &amp; CEO and Board of Governors</i>
<b>Regrets</b>
Ivan Sawan, <i>Public Member</i>
Lynette Lambert, <i>Student Nominated Member</i>

#### 1. Opening

**1.1 Call to Order:** The October 19, 2022 public meeting of the Board of Governors was called to order at 1:12 p.m. by Chair Barry Sharkawi.

Northern Lakes College respectfully acknowledges that we are located on Treaty 8 territory, and Métis Nation of Alberta Regions 4, 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

July 6, 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 October 19, 2022 meeting for transparency.

Courier services for all Northern Lakes College campuses within the stakeholder region are currently provide by Porto Bello Jobber. This contract has been in place since July 1, 2015 with yearly extensions to ensure no disruption to services. The proposed extended contract amount is inclusive of a potential 10% discount monthly to accommodate a reduction in the price of fuel should it fall below the \$1.34/litre threshold. The contract extension estimate is for \$282,409.82 plus GST based on a monthly rate of \$23,534.15 plus GST. As the contract extension exceeds the signing authority of the President &

CEO, this has come to the Board of Governors for support. Please note that courier services will be put to tender in 2023. The contract extension is for the period of July 1, 2022 to June 30, 2023.

**Motion 001-22/23** To approve the extension of the courier services contract with Porto Bello Jobber for the period of July 1, 2022 to June 30, 2023 which will not exceed \$300,000, inclusive of GST, and delegate to the President & CEO signing authority for the contract.  
Moved by Lucille Labrecque  
CARRIED

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

The October 19, 2022 agenda for the Board of Governors meeting was reviewed and adopted with additions of 4.11 Appointments to Academic Council and 4.12 Pursuit of National or International Award.

**Motion 002-22/23** That the agenda for the October 19, 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 June 16, 2022 minutes for the public meeting of the Board of Governors were reviewed for errors or omissions.

**Motion 003-22/23** The June 16, 2022 minutes of the public meeting of the Board of Governors be accepted as presented.  
Moved by Lucille Labrecque  
CARRIED

## **3. Reports**

### **3.1 Chairs' Report**

The Chairs' Report was presented orally to the Board of Governors by Chair Barry Sharkawi. Chair Sharkawi spoke to a meeting in September with sister PSI Chairs and Presidents to meet with the Minister of Advanced Education and the support staff. Chair Sharkawi spoke to feeling important in the setting and inviting the Minister for a visit to Northern Lakes College. Chair Sharkawi spoke to inquiring with the Minister regarding employee compensation and receiving thanks from other attendees for bringing the topic forward.

Chair Sharkawi spoke to meeting with the President and Executive Assistant to sign required documentation.

Governor Ward spoke to commentary yesterday made by Chair Sharkawi attending a political event this upcoming weekend. Chair Sharkawi clarified for the Board of Governors that his attendance was in a personal context and not on behalf of Northern Lakes College.

Chair Sharkawi spoke to his attendance at a funeral yesterday and that his attendance was made on behalf of Northern Lakes College. The Board of Governors inquired as to whether this was standard

practice for Governors to attend funerals. Chair Sharkawi spoke to this being unique as it involved multiple communities and families. Following inquiries from Governors, President Mitchell spoke to attendance not being standard protocol as we have a significant stakeholder region and setting precedence. Chair Sharkawi spoke to displeasure being expressed on Facebook with representatives from the Town of High Prairie not being in attendance. Chair Sharkawi spoke to success only being possible with lobbying.

Governor Ward spoke to the differentiation between personal interactions and acting or speaking on behalf of the Board of Governors. Governors were recommended to retain contact information and business cards for the Executive Assistant to ensure consistent communication is relayed to stakeholders.

Chair Sharkawi spoke to issues being brought forth to him from the local community and having meetings with concerned parties. Governors and President Mitchell clarified that any inquiries should be directed to the Executive Assistant for the purpose of action or follow-up.

### **3.2 Presidents' Report**

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

Highlights include:

- Activities Update
- Board of Governors Retreat and its resounding success
- Board of Governors self-evaluation and process
- Opening of three campuses in the fall of 2022
- Review of sexual and gender-based violence policies as directed by the Minister of Advanced Education to ensure governing documents are sufficient to support students

Chair Sharkawi spoke to the College doing well but still wanting more and receiving ideas from other Governors on what they want to see at Northern Lakes College. Chair Sharkawi spoke to examples of new programming including hair or nails to give the students what they want. Chair Sharkawi spoke to needing the Class 1 driver training as there is a shortage in the area and wanting to continue to better the College. Chair Sharkawi spoke to his recent excursion to Edmonton and stopping in to a supplier and verifying that trucks are available. Chair Sharkawi inquired as to why the College was experiencing a delay. President Mitchell and Vice Chair Daniels reiterated information provided in prior meetings indicating that there are supply chain issues from COVID-19 in addition to specific requirements related to the truck which is based on direction from the Ministry of Transportation and Ministry of Advanced Education. Governor Ghostkeeper spoke to specific requirements related to grants and needing to abide within the parameters set forth to ensure compliance.

### **3.3 Risk Management**

The Risk Management Report was presented to the Board of Governors by President Glenn Mitchell. President Mitchell spoke to the recent report from the Office of the Auditor General and the importance of compliance with policies and process.

President spoke to ground penetration testing occurring in Grouard related to the residential school investigation; the exploration has expanded to College property and support will be provided to Kapawe'no First Nation in regards to access as the College is not the knowledge holder of this sensitive situation nor an expert in the required technology.

President spoke to the success of the College's Supported Distance Learning and Supported Distance Teaching models. These models ensure the success of our students.

Chair Sharkawi spoke to needing to open campuses as COVID-19 is over and that the only reason online learning was implemented was due to the pandemic. Chair Sharkawi spoke to needing and wanting to see students on campus.

Governor Giese spoke to campus doors being open and that students are welcome at all times and that students come to campus as their time permits.

Governor Cardinal spoke to not being able to graduate without the Supported Distance Learning model. Governor Cardinal spoke to the success of friends due to the College's models and were able to complete their education only because of these models.

Governor Hatch spoke to a change in funding and students not being required to be on campus to receive education in relation to their funding.

Chair Sharkawi spoke to certain technical programs requiring on campus instruction. Vice Chair Daniels spoke to theory being taught online with the practical portion being provided on campus.

Clarification was provided that students have the ability to choose whether they require on campus support or prefer to accommodate personal schedule or obligations and learn from a location of their choosing.

**Motion 004-22/23** To recognize the importance of and continue to utilize the Northern Lakes College Supported Distance Learning and Supported Distance Teaching models and to carry on the path of learning and teaching models that afford students the utmost success.  
Moved by Lana Daniels  
CARRIED

#### **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 Annual Report**

Executive Director, Human Resources and Health & Safety Dana Hynes provided information to the Board of Governors related to Human Resources and health & Safety. Highlights include:

- Areas of responsibility
  - labour relations
  - recruitment
  - succession planning
  - payroll & benefits
  - professional development
  - budget
  - occupational health & safety

##### **4.2 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 \$141,183 threshold on June 30, 2023
- 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, 2022 for the June 30, 2023 disclosure.
- Compensation disclosures will be posted on the Northern Lakes College website on or before June 30, 2023.

#### **4.3 2021-2022 Financial Statements**

Executive Director, Finance Services Sergey Semagin reiterated highlights from the 2021-2022 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

**Motion 005-22/23** To approve the financial statements for the 2021-2022 fiscal year as presented.  
 Moved by Lana Daniels  
 CARRIED

#### **4.4 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 006-22/23** To approve the Office of the Auditor General Exit Conference Report for the 2021-2022 fiscal year as presented.  
 Moved by Lana Daniels  
 CARRIED

#### **4.5 Peace River Correctional Centre Renaming**

President Glenn Mitchell spoke to Northern Lakes College offering high school programming to students during their incarceration at the Peace River Correctional Centre. Currently, transcripts display the Peace River Correctional Centre in the school code thus identifying students as having been incarcerated. Consultation with students and relevant staff have led to a proposal of the name to Peace River Learning Centre.

To begin the formal process, a motion from the Board of Governors is required by Alberta Education to commence this school code renaming which will be reflected on transcripts. Representatives from Correctional Programs and Services, Alberta Justice & Solicitor General enthusiastically provides their support to this proposed change.

Discussion was held by the Governors regarding functions of College programming at the Peace River Correctional Centre. Clarification was received regarding transferability of credits, programming acknowledgement and process of program deliverability.

**Motion 007-22/23** To approve the renaming of the school code currently known as Peace River Correctional Centre to Peace River Learning Centre with support from Alberta Justice & Solicitor General.  
Moved by Darrell Ghostkeeper  
CARRIED

#### **4.6 High Prairie Student Resident & Gymnasium**

Chair Sharkawi spoke to the Board of Governors about the potential for a future student residence and gymnasium on the land located adjacent to the High Prairie Campus. Chair Sharkawi spoke to offering sports to students and youth in High Prairie, including tennis and volleyball.

Governor Ghostkeeper spoke to the importance of a feasibility study being required prior to pursuing this endeavor and local nations searching for partnership opportunities.

Governor Cardinal spoke to supporting the student residence endeavor.

Governor Labrecque spoke to regional recognition being required and potential partnerships. Governor Labrecque spoke to feasibility studies being required and importance placed on accommodations versus a gymnasium.

Vice Chair Daniels spoke to the Colleges Supported Distance Learning model and students being predominantly online. Vice Chair Daniels spoke to a gymnasium being of lesser importance due to the majority of students learning online.

Governor Paulson spoke to historical events regarding prior student housing initiatives. Governor Paulson spoke to feasibility studies and the potential financial implications related to what is the most financially prudent choice for the College. Governor Paulson spoke to historical events related to gymnasiums and their underutilization. Governor Paulson spoke to community access and it not being within our mandate.

Governor Giese spoke to housing availability issues and the benefit of a feasibility study.

Governor Hatch spoke to housing being a community issue and not within the mandate of the College.

President Mitchell spoke to recent conversations focusing on High Prairie and if the Governors wish to pursue this avenue. President Mitchell posed the question of which communities to pursue afterwards to ensure there is fair representation across the stakeholder region. President Mitchell spoke to restrictions related to capital projects based on guidelines put forth; improvements or changes to facilities are on scheduled cycles and based on criteria set forth.

Governors discussed what the objective was of the Board of Governors. Discussion was held regarding scheduled and regular upgrading of campuses. Further information will be provided to Governors at a future meeting.

#### **4.7 Ancillary Services Policy**

President Glenn Mitchell presented the Ancillary Services Policy to the Board of Governors for reaffirmation. Minor amendments to the policy were made to update related documentation and stakeholder consultation.

**Motion 008-22/23** To approve reaffirmation of the Ancillary Services Policy as presented.  
Moved by Kyle Paulson  
CARRIED

#### **4.8 Third Party Tenant Signage Policy**

President Glenn Mitchell presented the Third Party Tenant Signage Policy to the Board of Governors for reaffirmation. Minor amendments to the policy were made to add an objective statement and update stakeholder consultation.

**Motion 009-22/23** To approve reaffirmation of the Third Party Tenant Policy as presented.  
Moved by Darrell Ghostkeeper  
CARRIED

#### **4.9 Safe Disclosure Policy**

President Glenn Mitchell presented the Safe Disclosure Policy to the Board of Governors for reaffirmation. Minor amendments to the policy were made to include a grammatical correction and update stakeholder consultation. This policy requires review and reaffirmation on two-year cycle per legislation.

**Motion 010-22/23** To approve reaffirmation of the Safe Disclosure Policy as presented.  
Moved by Treena Ward  
CARRIED

#### **4.10 Student Fee Consultation Policy**

President Glenn Mitchell presented the Student Fee Consultation Policy to the Board of Governors for reaffirmation. Modifications were made to the policy to update policy owner and administrator, removal of acronyms and addition of process to reflect legislation. Addition of exemption of Learning Resource Fees, update to related external documentation and stakeholder consultation. Northern Lakes College Students' Association was consulted on October 5, 2022 and provided support to all policy changes presented.

**Motion 011-22/23** To approve reaffirmation of the Student Fee Consultation Policy as presented.  
Moved by Kyle Paulson  
CARRIED

#### **4.11 Appointments to Academic Council**

Programs & Services Committee Chair Treena Ward spoke to recommendations received from the subcommittee for appointments to Academic Councils for the 2022-2023 academic year.

**Motion 012-22/23** To approve appointment of Brian Panasiuk, Joshua de Vries and Ashley Oostvogels as regular members and Michelle Mitchell, Jasmine Light and Rachel Ouellette as alternate members to Northern Lakes College Academic Council for the 2022-2023 academic year.  
Moved by Lucille Labrecque  
CARRIED

Chair Sharkawi spoke to student residence, the Town of High Prairie and whether Brian Panasiuk sitting on the Academic Council is a conflict of interest in his role as Mayor of High Prairie. Brief discussion was held regarding conversation which occurred at the June 16, 2022 meeting regarding

this topic with this topic immediately terminated. Commentary was made by Governors that this should not be brought forth again in this forum.

#### **4.12 Pursuit of National or International Award**

Governor Paulson spoke to the Board of Governors increasing its capacity to pursue recognition in governance at a national or international level. Governor Paulson spoke to the exercise which occurred at the Board of Governors retreat and discussed upgrading their skillsets to pursue this endeavor.

The public meeting of the Board of Governors adjourned October 19, 2022 at 3:44 p.m.