



Northern Lakes College Board of Governors
Meeting Minutes
 February 15, 2023
 Teams

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

1. Opening

1.1 Call to Order: The February 15, 2023 public meeting of the Board of Governors was called to order at 12:50 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

January 18, 2023 the following motion were made and supported by the Board of Governors by quorum via e-mail and therefore shall be reflected in the minutes of the February 15, 2023 meeting for transparency.

The Mandate and Roles Document (MRD) was approved by the Board of Governors via motion 090-21/22 at the June 16, 2022 meeting.

The Ministry of Advanced Education has provided minimal feedback regarding the submitted MRD and requested revision of one section of the document (Section 7 - Financial, Staffing, and Administrative Arrangements).

Motion 026-22/23 To approve revision to Section 7 as presented and permit the Executive Assistant to apply the signature of the Board Chair on behalf of the Board of Governors.
Moved by Nancy Giese
CARRIED

2.1 Adoption of Public Meeting Agenda

The February 15, 2023 agenda for the Board of Governors meeting was reviewed and adopted with the addition of 4.7 High Prairie Splash Park & Outdoor Skating Rink and 4.8 Executive Committee.

Motion 027-22/23 That the agenda for the February 15, 2023 public meeting of the Board of Governors be adopted as presented.
Moved by Lana Daniels
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 December 14, 2022 minutes for the public meeting of the Board of Governors were reviewed for errors or omissions.

Motion 028-22/23 The December 14, 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

Chair Sharkawi expressed gratitude for attendance. Chair Sharkawi spoke to the successes of the College and the increase in institutional enrolment. Chair Sharkawi spoke to attendance at a Stakeholder Roundtable with Presidents and Board Chairs and communication from the Government of Alberta regarding increases to programming and supports. Following the January 23 meeting, Chair Sharkawi spoke to a meeting held with Premier Smith and her inquiries in to the College's operations. Premier Smith mentioned that should the College have any needs, these should be relayed to the Minister of Advanced Education. Chair Sharkawi expressed thanks to Governors, President Mitchell and College staff for all the work they have done and to continue to bring forth new ideas.

Chair Sharkawi expressed gratitude to Dr. Sandy Vanderburgh and his work with Northern Lakes College.

3.2 Presidents' Report

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

- Increased enrolment
- Delivery of equipment for Class 1 MELT Program
- Meeting with ADM Yee
- Meeting with ADM Baldwin-Dery
- Meetings with regional stakeholders
- Insurance market valuations

3.3 Risk Management

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

- Campus Replacement Series
 - Priorities of campuses based on criteria and funding; inflation is affecting completion of all six campuses
- Student Information System
 - Provider not fulfilling obligations
- Reform of Agencies, Board and Commissions Compensations Act
- Executive Committee establishment

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 Program Changes

Programs & Services Chair Treena Ward reiterated highlights from the Programs & Services Committee regarding changes related to the following programs:

- Oilfield Operator Training
- Pre-Employment Plumbing
- Child and Youth Mental Health Diploma
- Child and Youth Mental Health Micro-Credential

Motion 029-22/23 To approve the recommendation to suspend the Oilfield Operator Training Program due to low enrolment.
Moved by Kyle Paulson
CARRIED

Motion 030-22/23 To approve the Pre-Employment Plumbing Program as presented.
Moved by Kyle Paulson
CARRIED

Motion 031-22/23 To approve the Child and Youth Mental Health Diploma as presented.
Moved by Barb Hatch
CARRIED

Motion 032-22/23 To approve the Child and Youth Mental Health Micro-Credential as presented.
Moved by Kyle Paulson
CARRIED

4.2 Council of Community Education Committee Draft Meeting Minutes

President Glenn Michell provided the draft meeting minutes of the December 9, 2022 Regular Meeting of the Council of Community Education Committee to the Board of Governors for information. President Mitchell highlighted some areas of interest within the draft meeting minutes.

Senior Director, Facilities and Ancillary Services Paul Chaulk entered the meeting at 1:51 pm.

4.3 Facilities and Ancillary Services Annual Report

Senior Director, Facilities and Ancillary Services Paul Chaulk presented the departmental annual report to the Board of Governors for information. Highlights include:

- Capital Maintenance Renewal Projects
- Operations Projects
- Capital Projects
- 2022-2024 Capital Maintenance Renewal Projects

Senior Director, Facilities and Ancillary Services Paul Chaulk exited the meeting at 2:26 pm.

4.4 Travel Expense, Hospitality and Public Disclosure Policy

President Glenn Mitchell presented the Travel Expense, Hospitality and Public Disclosure Policy to the Board of Governors for reaffirmation. Amendments to the policy include revisions to reflect complementary governing documents, additions to related documentation and stakeholder consultation, reduction of expense claim processing period and addition of statements to Schedule A to accommodate Reform of Agencies, Boards and Commissions Compensation Act (RABCCA) reimbursements for applicable employees.

Motion 033-22/23 To approve amendments and reaffirmation of the Travel Expense, Hospitality and Public Disclosure Policy as presented.
Moved by Lana Daniels
CARRIED

4.5 Employee Awards Policy

President Glenn Mitchell presented the Employee Awards Policy to the Board of Governors for reaffirmation. Minor amendments to the policy were made to remove tax liability and simplify the statement to reflect that Canada Revenue Agency taxation rules will be followed.

Motion 034-22/23 To approve amendments and reaffirmation of the Employee Awards Policy as presented.
Moved by Treena Ward
CARRIED

4.6 Public Advisory Bodies Policy

President Glenn Mitchell presented the Public Advisory Bodies Policy to the Board of Governors for reaffirmation. Minor amendments to the policy were made to implement a six-month waiting period for Governors following term completion prior to be appointed to a public advisory body.

Motion 035-22/23 To approve amendments and reaffirmation of the Public Advisory Bodies Policy as presented.
Moved by Kyle Paulson
CARRIED

4.7 High Prairie Splash Park & Outdoor Skating Rink

Chair Sharkawi spoke to a group of people from High Prairie being interested in securing access to the plot of land near the High Prairie Campus for a splash park and outdoor rink. The request is brought forth for temporary usage. Commentary from the President was provided regarding utilization as it pertains to liability, damage to infrastructure, impediments to staff and students, and zoning restrictions. Feedback will be provided to the group via the Board Chair to submit a formal proposal to express interest and address potential issues.

4.8 Executive Committee

Chair Sharkawi and the President elaborated on the need for the Board of Governors to create a subcommittee, Executive Committee, to address urgent and/or topics of a sensitive nature. The committee will provide a high-level report to the Board of Governors. The Terms of Reference will be brought forth to the Board of Governors for review at the June 2023 meeting and will consist of the Chair, subcommittee Chairs and President & CEO.

Motion 036-22/23 To approve the creation of an Executive Committee for the Board of Governors.
Moved by Treena Ward
CARRIED

The public meeting of the Board of Governors adjourned February 15, 2023 at 2:31 p.m.