



Northern Lakes College Board of Governors
Meeting Minutes
 April 19, 2023

Governors
Barry Sharkawi, <i>Public, 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>
Travis Sharron, <i>Student Nominated</i>
Kyle Paulson, <i>Staff Association Nominated</i>
Resource Team
Sergey Semagin, <i>Executive Director, Finance Services</i>
Dana Hynes, <i>Executive Director, Human Resources and Health & Safety</i>
Tracey Solcan, <i>Executive Assistant, President & CEO and Board of Governors</i>
Student Representatives
Elizabeth Gedcke, <i>NLCSA President</i>
Valerie Adams, <i>NLCSA Vice President</i>
Lindsay Anderson-Orr, <i>NLCSA Treasurer</i>
Jennifer Sharron, <i>NLCSA Interim Secretary and Community and Wellness Representative</i>
Katie Perpeletza, <i>NLCSA Council</i>
Regrets
Darrell Ghostkeeper, <i>Public Member</i>
Lynette Lambert, <i>Student Nominated</i>
Lana Daniels, <i>Public, Vice Chair</i>
Ivan Sawan, <i>Public Member</i>
Barb Hatch, <i>Public</i>

1. Opening

1.1 Call to Order: The April 19, 2023 public meeting of the Board of Governors was called to order at 3:01 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 1, 4, 5, and 6, traditional lands of First Nations and Métis Peoples. We recognize the 15 First Nations and four Métis Settlements located throughout our services region.

1.2 Confirmation of Quorum: Chair Barry Sharkawi roll called for confirmation of quorum. Quorum was established.

2. Consent Items

2.1 Adoption of Public Meeting Agenda

The April 19, 2023 agenda for the Board of Governors meeting was reviewed and adopted with no additions.

Motion 037-22/23 That the agenda for the April 19, 2023 public meeting of the Board of Governors be adopted as presented.
Moved by Treena Ward
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 February 15, 2023 minutes for the public meeting of the Board of Governors were reviewed for errors or omissions.

Motion 038-22/23 The February 15, 2023 minutes of the public meeting of the Board of Governors be accepted as presented.
Moved by Kyle Paulson
CARRIED

3. Reports

3.1 Chairs' Report

Chair Sharkawi spoke to recent meetings with the Provincial Bargaining and Compensation Office and President Glenn Mitchell and the Executive Assistant. Chair Sharkawi expressed his gratitude to Executive Director, Finance Services Sergey Semagin and College staff for their diligent work with the Office of the Auditor General.

3.2 Presidents' Report

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

- Expressed thanks to College Deans for their work and successes
- Indigenous Learning Grant
- Provincial grant funding
- Alberta Bureau for International Education (ABIE)
- Alberta Colleges and Institutes Employers Association (ACIEA); President Mitchell will represent NLC
- Trailer sale to Gift Lake Métis Settlement
- Relationship with NLC Students' Association
- Vice President, Academic recruitment
- Convocation 2023

3.3 Risk Management

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

- Election 2023
 - Abide within Election Communication Policy
- Canada Revenue Agency Goods & Services Tax (GST) Audit
- Royal Bank of Canada Financial Breach & subsequent rectification
- Governance and operations

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.

Representatives from the Northern Lakes College Students' Association joined the meeting.

4.1 Northern Lakes College Students' Association 2021-2022 Financial Statements

Representatives from the Northern Lakes College Students' Association (NLCSA) presented information to the Board of Governors. Highlights include:

- NLCSA Leadership Team
- NLCSA Framework
- Organizational Profile
- Building a Framework
- Brightbreaks Wellness App
- Awards and financial assistance
- First Annual NLCSA Day
- NLCSA webpage and Leadership LMS
- Community Connections and Organizational Goals
- Financial Statements

Representatives from the Northern Lakes College Students' Association exited the meeting.

4.2 Legislative Compliance Annual Report

Executive Director, Human Resources and Health & Safety Dana Hynes presented the annual legislative compliance report to the Board of Governors for information. Highlights include:

- 167 items of legislation assigned, reviewed and completed
- 0 outstanding items of legislation

4.3 Information & Technology Services Annual Report

President Glenn Mitchell presented the departmental Information & Technology Services annual report to the Board of Governors for information.

4.4 2023-2024 Capital and Operating Budgets

Executive Director, Finance Services reiterated highlights from the Audit & Finance Committee related to the 2023-2024 capital and operating budgets.

Motion 039-22/23 To approve the 2023-2024 operating budget as presented.
Moved by Kyle Paulson
CARRIED

Motion 040-22/23 To approve the 2023-2024 capital budget as presented.
Moved by Kyle Paulson
CARRIED

4.5 Restricted Accumulated Surplus

Executive Director, Finance Services reiterated highlights from the Audit & Finance Committee related to the restricted accumulated surplus.

Motion 041-22/23 To approve the transfer to \$500,000 from restricted accumulated surplus for new program development to unrestricted surplus.
Moved by Kyle Paulson
CARRIED

Motion 042-22/23 To approve the transfer of all remaining restricted accumulated surplus from the High Prairie Consolidation Campus project as of June 30, 2023 to unrestricted surplus.
Moved by Lucille Labrecque
CARRIED

4.6 Program Changes

Programs & Services Chair Treena Ward reiterated highlights from the Programs & Services Committee related to program changes.

Motion 043-22/23 To approve the extension of suspension of the Primary Care Paramedic Upgrading Program due to low enrolment to June 30, 2024.
Moved by Kyle Paulson
CARRIED

Motion 044-22/23 To approve the extension of suspension of the Advanced Care Paramedic Upgrading Program due to low enrolment to June 30, 2024.
Moved by Nancy Giese
CARRIED

4.7 2023-2026 Strategic Plan

President Glenn Mitchell presented the 2023-2026 Strategic Plan, One Student At A Time, to the Board of Governors for approval.

Motion 045-22/23 To approve the 2023-2026 Strategic Plan as presented.
Moved by Kyle Paulson
CARRIED

4.8 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 approval. Highlights include:

- Addition of language to mirror the Government of Alberta Travel, Meal and Hospitality Expenses Policy
- Revisions to Schedule A to mirror the Government of Alberta Travel, Meal and Hospitality Expenses Policy
- Update to stakeholder consultation dates
- Addition of statement to Schedule A to accommodate rate changes and inclusion of RABCCA statement referencing reimbursement per the Government of Alberta Travel, Meal and Hospitality Expenses Policy

Motion 046-22/23 To approve the Travel Expense, Hospitality and Public Disclosure Policy as presented.
Moved by Nancy Giese
CARRIED

4.9 Delegation of Authority: Information and Technology Policy

President Glenn Mitchell presented the Delegation of Authority: Information and Technology Policy to the Board of Governors for approval. Highlights include:

- Revision to policy administrator
- Standard reaffirmation
- Update to stakeholder consultation dates

Motion 047-22/23 To approve the Delegation of Authority: Information and Technology Policy as presented.
Moved by Nancy Giese
CARRIED

4.10 Programming Continuity

President Glenn Mitchell reiterated highlights from the Audit & Finance Committee related to programming continuity.

Motion 048-22/23 To approve the President & CEO to pursue the acquisition of the commercial property known as Diamond Willow Family Resort Ltd. for the primary purposes of programming continuity and training facilities. The Board of Governors permits this acquisition pursuit to a maximum of \$1,699,000.
Moved by Treena Ward
CARRIED

4.10.1 Letter of Intent

April 14, 2023 a letter of intent was received from the Alberta Treaty 8 Trappers Association related to the property known as Marten Lakes Wilderness Camp. Discussion was held by the Board of Governors to permit President Mitchell to further discussions with Alberta Treaty 8 Trappers Association related to the received letter of intent.

4.11 In-Camera

Motion 049-22/23 To move the meeting of the Board of Governors in-camera.
Moved by Kyle Paulson
CARRIED

Motion 050-22/23 To approve the meeting of the Board of Governors to break from in-camera.
Moved by Kyle Paulson
CARRIED

Motion 051-22/23 To approve the contract of employment for Dr. Glenn Mitchell, President & CEO, for a period of five years effective September 1, 2023 to August 31, 2028.
Moved by Kyle Paulson
CARRIED

The public meeting of the Board of Governors adjourned April 19, 2023 at 4:33 p.m.