



**Northern Lakes College Board of Governors**  
**Meeting Minutes**  
 December 13, 2023

<b>Governors</b>
Kyle Paulson, <i>Staff Association Nominated (Acting Chair)</i>
Dr. Glenn Mitchell, <i>President &amp; CEO, Ex-Officio</i>
Treena Ward, <i>Public</i>
Lucille Labrecque, <i>Public</i>
Barb Hatch, <i>Public</i>
Adele Suderman, <i>Student Association Nominated</i>
Nancy Giese, <i>Faculty Association Nominated</i>
Travis Sharron, <i>Student Association Nominated</i>
<b>Resource Team</b>
Brad Onofrychuk, <i>Vice President, Academic</i>
Tammy Purchase, <i>Dean, Student Success and Registrar</i>
Tracey Solcan, <i>Executive Assistant, President &amp; CEO and Board of Governors</i>
<b>Guests</b>
Katie Perepeletza, <i>President, Northern Lakes College Student's Association</i>
Kellie Ominayak, <i>Vice President, Northern Lakes College Student's Association</i>
Lindsey Orr-Anderson, <i>Treasurer, Northern Lakes College Student's Association</i>
Jennifer Sharron, <i>Secretary, Northern Lakes College Student's Association</i>
Valerie Adams, <i>Student Leadership Coordinator, Northern Lakes College Student's Association</i>
Elizabeth Gedcke, <i>Student Leadership Coordinator, Northern Lakes College Student's Association</i>
Treena Genowish, <i>Business Manager, Northern Lakes College Student's Association</i>
<b>Regrets</b>
Lana Daniels, <i>Public, Vice Chair</i>
Barry Sharkawi, <i>Public, Chair</i>
Darrell Ghostkeeper, <i>Public</i>
Ivan Sawan, <i>Public</i>

**1. Opening**

**1.1 Call to Order:** The December 13, 2023 public meeting of the Board of Governors was called to order at 12:45 p.m. by Acting Chair Kyle Paulson.

Northern Lakes College respectfully acknowledges that we are located on Treaty 8 territory and Métis Nation of Alberta Districts 13-15 and 20-22, traditional lands of First Nations and Métis Peoples. We recognize the 15 First Nations and four Métis Settlements located throughout our service region.

**1.2 Confirmation of Quorum:** Acting Chair Paulson roll called for confirmation of quorum. Quorum was established.

## 2. Consent Items

### 2.1 Adoption of Public Meeting Agenda

The December 13, 2023 agenda for the Board of Governors meeting was reviewed and adopted tabling of items 3.1, 4.6, and 4.7.

**Motion 012-23/24** That the agenda for the December 13, 2023 public meeting of the Board of Governors be adopted as amended.  
Moved by Lucille Labrecque  
CARRIED

### 2.2 Conflict of Interest Declaration

Acting Chair Paulson called for declaration of conflict of interest. No conflict was declared.

### 2.3 Approval of Public Meeting Minutes

The October 11, 2023 minutes for the public meeting of the Board of Governors were reviewed for errors or omissions.

**Motion 013-23/24** The October 11, 2023 minutes of the public meeting of the Board of Governors be accepted as presented.  
Moved by Treena Ward  
CARRIED

## 3. Reports

### 3.1 Chairman

The Chairman Report was tabled.

### 3.2 President

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

Highlights include:

- Meeting with High Prairie School Division Superintendent
- Alberta Chamber of Commerce Talent Development Symposium and Fall Board Meeting
- Moonlight Madness Christmas Parade
- President and Board Chair Reception
- Council of Community Education Committee Meeting

### 3.3 Risk Management

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

Highlights include:

- Cybersecurity risks
- Canada Revenue Agency Audit

## 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 at 1:00 p.m.

#### **4.1 2024-2025 Tuition & Fee Consultation with Northern Lakes College Students' Association**

President Glenn Mitchell and Registrar Tammy Purchase provided an overview on 2024-2025 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). Results of the NLCSA focus group were shared with the Board of Governors.

Consultation with the NLCSA occurred separately on December 5, 2023.

#### **4.2 2024-2025 Tuition & Fee Recommendations**

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 tuition and fee recommendations including the addition of a tuition deposit.

**Motion 014-23/24** To approve the 2024-2025 tuition and fee recommendations as presented with support from the Northern Lakes College Students' Association.  
Moved by Barb Hatch  
CARRIED

Representatives from the Northern Lakes College Students' Association exited the meeting at 1:26 p.m.

#### **4.3 Application Fee Suspension – Virtual Open House**

President Glenn Mitchell spoke to waiving the application fee as part of the scheduled March 7, 2024 Virtual Open House. The fee waiving would be limited to the 24-hour period only.

**Motion 015-23/24** To approve waiving of the application fee for all programs for the day of March 7, 2024 as part of the Virtual Open House promotional event.  
Moved by Nancy Giese  
CARRIED

#### **4.4 Annual Report**

President Glenn Mitchell provided the 2022-2023 Annual Report for Northern Lakes College to the Board of Governors for approval.

**Motion 016-23/24** To approve the 2022-2023 Northern Lakes College Annual Report as presented.  
Moved by Treena Ward  
CARRIED

#### **4.5 Program Changes**

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

- Pre-employment Industrial Mechanic
- Pre-employment Pipe Trade
- Human Resource Management

**Motion 017-23/24** To approve the proposed changes as presented for the Pre-employment Industrial Mechanic program.  
Moved by Barb Hatch  
CARRIED

**Motion 018-23/24** To approve the proposed new programs: Pre-Employment Pipe Trade and Human Resource Management.  
Moved by Barb Hatch  
CARRIED

**4.6 Travel Expense, Hospitality and Public Disclosure Policy**

The policy has been tabled to the February 14, 2024 meeting.

**4.7 High Prairie Student Residence**

This item has been tabled to the February 14, 2024 meeting.

Vice President, Academic exited the meeting of the Board of Governors at 1:52 p.m.

**4.11 In-Camera**

**Motion 018-23/24** To move the meeting of the Board of Governors in-camera.  
Moved by Nancy Giese  
CARRIED

**Motion 019-23/24** To approve the meeting of the Board of Governors to break from in-camera.  
Moved by Treena Ward  
CARRIED

**Motion 020-23/24** To approve payment of the initial amount of \$382,270.66 plus interest compounded daily at 9% to the Canada Revenue Agency. Payment of these monies in relation to the GST/HST and Public Service Body Rebates Audit does not constitute agreement with the stance of the Canada Revenue Agency. The Board of Governors acknowledges their support of management and their processes in compliance with the Post-Secondary Learning Act and tax legislation, including the Excise Tax Act.  
Moved by Barb Hatch  
CARRIED

The public meeting of the Board of Governors adjourned December 13, 2023 at 2:20 p.m.