



Northern Lakes College Board of Governors
Meeting Minutes
 February 14, 2024

Governors
Barry Sharkawi, <i>Public, Chair</i>
Dr. Glenn Mitchell, <i>President & CEO, Ex-Officio</i>
Treena Ward, <i>Public</i>
Barb Hatch, <i>Public</i>
Adele Suderman, <i>Student Association</i>
Nancy Giese, <i>Faculty Association</i>
Travis Sharron, <i>Student Association</i>
Lana Daniels, <i>Public, Vice Chair</i>
Kyle Paulson, <i>Staff Association</i>
Darrell Ghostkeeper, <i>Public</i>
Resource Team
Brad Onofrychuk, <i>Vice President, Academic</i>
Sergey Semagin, <i>Executive Director, Finance Services</i>
Amanda Francis, <i>Executive Assistant, Vice President, Academic</i>
Tracey Solcan, <i>Executive Assistant, President & CEO and Board of Governors</i>
Regrets
Ivan Sawan, <i>Public</i>
Lucille Labrecque, <i>Public</i>

1. Opening

1.1 Call to Order: The February 14, 2024 public meeting of the Board of Governors was called to order at 11:11 a.m. by Chair Barry Sharkawi.

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

2. Consent Items

2.1 Adoption of Public Meeting Agenda

The February 14, 2024 agenda for the Board of Governors meeting was reviewed and adopted as presented.

Motion 021-23/24 That the agenda for the February 14, 2024 public meeting of the Board of Governors be adopted as presented.
 Moved by Darrell Ghostkeeper
 CARRIED

2.2 Conflict of Interest Declaration

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

2.3 Approval of Public Meeting Minutes

The December 13, 2023 minutes for the public meeting of the Board of Governors were reviewed for errors or omissions.

Motion 022-23/24 The December 13, 2023 minutes of the public meeting of the Board of Governors be accepted as presented.
Moved by Darrell Ghostkeeper
CARRIED

3. Reports

3.1 Chairman

The Chairman's Report was provided to the Board of Governors orally by Chair Sharkawi. Highlights include:

- Gratitude to Board of Governors for attendance and participation
- Gratitude for acknowledgement of family loss
- Expressed pride in the operations of Northern Lakes College
- Lobbying planned with Ministries

3.2 President

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

- Investment Management Agreement
 - All targets met for 2022/2023 academic year
- Office of the Auditor General findings
 - 3 greens
- Retention of Governor Paulson
- Meeting with Athabasca University regarding potential partnerships
- Attendance at Northwest Polytechnic President Installation
- Meeting with Town of Slave Lake Mayor

3.3 Risk Management

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

3.3.1 Stakeholder Regions

President Mitchell spoke to stewardship regions for Comprehensive Community Colleges and lack of for polytechnics. Polytechnics have a provincial wide mandate. Governors support communication to be forwarded to Advanced Education regarding stewardship regions for institutions within the Province of Alberta.

Discussion was held by the Board of Governors to include MLA Sinclair and MLA Williams as recipients of the letter.

Motion 023-23/24 To approve application of the signature of the Chair on the letter for the Ministry of Advanced Education on behalf of the Board of Governors.
Moved by Travis Sharron
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 Travel Expense, Hospitality and Public Disclosure Policy

President Mitchell will present the Travel Expense, Hospitality and Public Disclosure Policy to the Board of Governors for reaffirmation. Highlights will include:

- General housekeeping
- Revision of process to reflect sister policies
- Updated to reflect mirroring of Government of Alberta Travel, Meal and Hospitality Expenses Policy
- Rate increases based on Government of Alberta Policy and will now eliminate the division of staff based on prior RABCCA and non-RABCCA status

Motion 024-23/24 To approve the Travel Expense, Hospitality and Public Disclosure Policy as presented.
Moved by Treena Ward
CARRIED

4.2 High Prairie Student Residence

President Mitchell will present information to the Board of Governors regarding options related to a student residence in High Prairie. This topic was actioned at the October 11, 2023 meeting of the Board of Governors. Highlights include:

- Options:
 - New construction
 - Conversion of Health Training Centre
 - Pre-manufactured Camp

Discussion was held by the Board of Governors regarding potential options and related proposed costing. Board of Governors has elected to pursue the pre-manufactured camp option with direction to President Mitchell to pursue information related to pricing, Town permissions, and other particulars. Executive Committee will be called to finalize the intent of the Board of Governors pursuit of this project.

The meeting of the Board of Governors broke for lunch at 12:03 p.m.

4.3 Canada Revenue Agency Audit Update

President Mitchell provided a summation and update to the Board of Governors regarding the Canada Revenue Agency audit.

Northern Lakes College completed a GST/HST and Public Service Body Rebates Audit by the Canada Revenue Agency for the reporting periods of January 1, 2019 and ending September 30, 2022. The CRA auditor stated that the College did not meet the definition of a public college and therefore was ineligible for the PSB public college rebate at 67%. In conversations with the CRA auditor, there was concern that this audit would have larger implications on the comprehensive community college sector in Alberta.

At the December 13, 2023 meeting of the Board of Governors, a motion was carried to approve payment of the amount plus interest compounded daily. The Board of Governors stated that payment

of these monies in relation to the audit did not constitute agreement with the stance of the Canada Revenue Agency and the Board of Governors expressed support of management and their processes being in compliance with the Post-Secondary Learning Act and tax legislation, including the Excise Tax Act.

January 16, 2024, communication was received from the Canada Revenue Agency that the Colleges objection was allowed in full. Pursuant to subsection 259(1) of the Excise Tax Act, the specified rebate factor for a selected public service body that is a public college is 67%. As such, the reassessment to deny a portion of the public service bodies' rebate in the amount of \$328,834.34 is reversed, and the arrears interest will be adjusted accordingly.

February 2, 2024 the monies were returned to the College's accounts.

The meeting of the Board of Governors reconvened at 12:36 p.m.

Vice President, Academic, Executive Director, Finance Services, and Executive Assistant, Vice President, Academic exited the meeting of the Board of Governors at 1:14 p.m.

4.11 In-Camera

Motion 025-23/24 To move the meeting of the Board of Governors in-camera.
Moved by Nancy Giese
CARRIED

Motion 026-23/24 To approve the meeting of the Board of Governors to break from in-camera.
Moved by Treena Ward
CARRIED

Motion 027-23/24 To approve the transfer of \$200,000 to Restricted Funds for the purpose of the High Prairie Campus Pod Project.
Moved by Travis Sharron
CARRIED

Motion 028-23/24 To approve the transfer of \$100,000 to Restricted Funds for the purpose of the Grouard Campus Office Development Project.
Moved by Nancy Giese
CARRIED

Motion 029-23/24 To approve disposition and accept the adjusted amount proposed inclusive of approved assets from Kapawe'no First Nation for the purchase of the properties (buildings and land) known as Grouard Campus.
Moved by Barb Hatch
CARRIED

Northern Lakes College Board of Governors would like to acknowledge that the discussion and motions surrounding properties and assets commonly referred to as the Grouard Campus are still in the discussion phase. Northern Lakes College will remain present within the community of Grouard and continue to support students to ensure their success.

The public meeting of the Board of Governors adjourned February 14, 2024 at 2:13 p.m.