

**Northern Lakes College Board of Governors**  
**Meeting Minutes**  
October 9, 2024

<b>Governors</b>
Barry Sharkawi, <i>Public, Chair</i>
Dr. Glenn Mitchell, <i>President &amp; CEO, Ex-Officio</i>
Treena Ward, <i>Public</i>
Barb Hatch, <i>Public</i>
Adele Suderman, <i>Student</i>
Lana Daniels, <i>Public, Vice Chair</i>
Lucille Labrecque, <i>Public</i>
Nancy Giese, <i>Academic</i>
Kyle Paulson, <i>Non-Academic</i>
<b>Guests</b>
Scott Biggin, <i>President, NLC Faculty Association</i>
Cecilia Jamieson, <i>Labour Relations Officer, NLC Faculty Association</i>
Terry Denney, <i>Past President, NLC Faculty Association</i>
Karen Laboucane, <i>Vice President of Academic Affairs, NLC Faculty Association</i>
Matthew A. Woodley Q. Arb, <i>Legal Counsel, Reynolds Mirth Richards &amp; Farmer LLP</i>
<b>Resource Team</b>
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>
Darrell Ghostkeeper, <i>Public</i>

## 1. Opening

**1.1 Call to Order:** The October 9, 2024 public meeting of the Board of Governors was called to order at 11:42 a.m. by Chair Barry Sharkawi.

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

### 1.3 Land Acknowledgement

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.

### 1.4 Conflict of Interest

Chair Sharkawi provided Governors an opportunity to declare a conflict of interest with agenda items as noted. No conflicts were declared.

### **1.5 Confidentiality**

Chair Sharkawi reminded Governors of their fiduciary duty to main confidentiality of information acquired by virtue of their position.

## **2. Consent Items**

September 25, 2024 the following motions were made and supported by the Board of Governors by quorum via BoardEffect and therefore shall be reflected in the minutes of the October 9, 2024 meeting for transparency.

**Motion 001-24/25** To approve Governor Labrecque, Governor Daniels, and Governor Hatch to attend the virtual Certificate in Director Effectiveness course (Governance Professionals of Canada).  
Moved by Kyle Paulson  
CARRIED

### **2.1 Confirmation of Public Meeting Agenda**

The October 9, 2024 agenda for the Board of Governors meeting was reviewed and confirmed as presented.

### **2.2 Approval of Public Meeting Minutes**

The June 12, 2024 minutes for the public meeting of the Board of Governors were reviewed for errors or omissions.

**Motion 002-24/25** The June 12, 2024 minutes of the public meeting of the Board of Governors be accepted as presented.  
Moved by Kyle Paulson  
CARRIED

## **3. Reports**

### **3.1 Chairman**

The Chairman Report was provided to the Board of Governors orally by Chair Sharkawi. Additional highlights include:

- Welcome back to Governors for 2024/25 academic year
- Summer meetings with Ministry officials

### **3.2 President**

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

- 2025 Annual General Meeting
- 2025 PEMAC Conference

### **3.3 Risk Management**

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

- Foundational Learning Assistance Program
  - Reduction in funding -- subsequent student and operational effects

### **3.3.1 Campus Leases**

President Glenn Mitchell spoke to leases for campuses in development. Board of Governors discussed leasing rates, proposed and acceptable, and the need for fiscal responsibility and due diligence.

The meeting of the Board of Governors broke for lunch at 12:23 p.m.

The meeting of the Board of Governors reconvened at 12:54 p.m.

## **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.

Matthew A. Woodley entered the Board of Governors meeting at 1:00 p.m.

Representatives from the Faculty Association of Northern Lakes College entered the Board of Governors meeting at 1:00 p.m.

### **4.1 Faculty Association of Northern Lakes College Delegation**

Representatives from the Faculty Association of Northern Lakes College spoke to recent communications with the Office of the Board of Governors regarding the request to re-designate three positions currently under the umbrella of AUPE. Highlights include:

- Communications and letter reference
- Concerns related to non-faculty performing workload perceived as faculty responsibility
- Request for re-designation of positions from AUPE to Faculty
- Association and Union differentiations
- Academic Upgrading

Representatives from the Faculty Association of Northern Lakes College exited the meeting at 1:31 p.m.

**Motion 0003-24/25** To move the meeting of the Board of Governors in-camera.  
Moved by Treena Ward  
CARRIED

**Motion 004-24/25** To approve the meeting of the Board of Governors to break from in-camera.  
Moved by Adele Suderman  
CARRIED

Matthew A. Woodley exited the Board of Governors meeting at 2:29 p.m.

**Motion 005-24/25** To direct administration to provide the Board of Governors with information for the December 11, 2024 meeting in relation to the designation request from the Faculty Association, and to seek the input from the bargaining agent for the employees currently in the positions subject to the designation request from the Faculty Association.  
Moved by Treena Ward  
CARRIED

#### **4.2 2023-2024 Financial Results and Statements**

Audit & Finance Committee Chair Lana Daniels reiterated highlights from the 2023-2024 financial statements.

**Motion 006-24/25** To approve the financial statements for the 2023-2024 fiscal year as presented.  
Moved by Kyle Paulson  
CARRIED

#### **4.3 Office of the Auditor General Exit Conference Report**

Audit & Finance Committee Chair Lana Daniels reiterated highlights from the Office of the Auditor General Exit Conference Report.

**Motion 007-24/25** To approve the Office of the Auditor General Exit Conference Report for the 2023-2024 fiscal year as presented.  
Moved by Treena Ward  
CARRIED

#### **4.4 Application Fee Waiver – Virtual Open House**

President Glenn Mitchell spoke to waiving the application fee as part of the scheduled March 5, 2025 Virtual Open House. The fee waiving would be limited to the 24-hour period only.

**Motion 008-24/25** To approve waiving of the application fee for all programs for the day of March 5, 2025 as part of the Virtual Open House promotional event.  
Moved by Lucille Labrecque  
CARRIED

#### **4.5 Public Sector Compensation Transparency Act**

President Glenn Mitchell provided information to the Board of Governors related to the Public Sector Compensation Transparency Act and its application to the Board of Governors. All remuneration paid to Governors between January 1 and December 31, 2023 will be disclosed regardless of threshold.

#### **4.6 Free Speech Policy**

President Mitchell will present the Free Speech Policy to the Board of Governors for approval. Highlights will include:

- Renewal
- Stakeholder consultation

**Motion 009-24/25** To approve the Free Speech Policy as presented.  
Moved by Kyle Paulson  
CARRIED

#### **4.7 Program Suspension Extension – Oilfield Operator Program**

Programs & Services Committee Chair reiterated highlights from pertaining to the Oilfield Operator Program. Highlights will include:

- Decline in enrolment

**Motion 010-24/25** To approval suspension extension of the Oilfield Operator Program due to low enrolment.  
Moved by Kyle Paulson  
CARRIED

#### **4.8 Professional Development**

President Mitchell will speak to a request to attend the League for Innovation Conference in San Antonio, Texas. Highlights will include:

- Conference tracks
- Conference features

**Motion 011-24/25** To approve the President & CEO to attend the 2025 League for Innovation Conference in Texas.  
Moved by Lana Daniels  
CARRIED

#### **4.9 In Camera**

**Motion 012-24/25** To move the meeting of the Board of Governors in-camera.  
Moved by Adele Suderman  
CARRIED

**Motion 013-24/25** To approve the meeting of the Board of Governors to break from in-camera.  
Moved by Treena Ward  
CARRIED

**Motion 014-24/25** To direct the President & CEO to thoroughly explore and assess options pertaining to residence units within the Town of Slave; inclusive of necessary appraisals and related evaluation.  
Moved by Lucille Labrecque  
CARRIED

The public meeting of the Board of Governors ended October 9, 2024 at 3:47 p.m.