



Northern Lakes College Board of Governors

Meeting Minutes

December 11, 2024

Governors
Barry Sharkawi, <i>Public, Chair</i>
Lana Daniels, <i>Public, Vice Chair</i>
Dr. Glenn Mitchell, <i>President & CEO, Ex-Officio</i>
Treena Ward, <i>Public</i>
Kyle Paulson, <i>Non-Academic</i>
Lucille Labrecque, <i>Public</i>
Barb Hatch, <i>Public</i>
Nancy Giese, <i>Academic</i>
Tawnie Thompson, <i>Student</i>
Adele Suderman, <i>Student</i>
Guests
Jennifer Sharron, <i>President, Northern Lakes College Students' Association</i>
Eden Simon, <i>Student Advocacy, Northern Lakes College Students' Association</i>
Lindsey Orr-Anderson, <i>Treasurer, Northern Lakes College Students' Association</i>
Michaela Dvornek, <i>Student Community, Northern Lakes College Students' Association</i>
Tree Genowish, <i>Business Manager, Northern Lakes College Students' Association</i>
Terry Denney, <i>Past President, Faculty Association of Northern Lakes College</i>
Karen Laboucane, <i>Acting President, Faculty Association of Northern Lakes College</i>
Dr. Leon Rose, <i>Faculty, Northern Lakes College</i>
Nicole Carroll, <i>Faculty, Northern Lakes College</i>
Randah Mouallem, <i>Faculty, Northern Lakes College</i>
Matthew A. Woodley Q. Arb, <i>Legal Counsel, Reynolds Mirth Richards & Farmer LLP</i>
Resource Team
Dana Hynes, <i>Executive Director, Human Resources and Health & Safety</i>
Tammy Purchase, <i>Dean, Student Success and Registrar</i>
Brad Onofrychuk, <i>Vice President, Academic</i>
Tracey Solcan, <i>Executive Assistant, President & CEO and Board of Governors</i>
Regrets
Darrell Ghostkeeper, <i>Public</i>

1. Opening

1.1 Call to Order: The December 11, 2024 public meeting of the Board of Governors was called to order at 12:15 p.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 maintain confidentiality of information acquired by virtue of their position.

2. Consent Items

2.1 Confirmation of Public Meeting Agenda

The December 11, 2024 agenda for the Board of Governors meeting was reviewed and confirmed as presented.

2.2 Approval of Public Meeting Minutes

The October 9, 2024 minutes for the public meeting of the Board of Governors were reviewed for errors or omissions.

Motion 015-24/25

The October 9, 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:

- Meetings with government
- Minister spoke to Chair regarding the College developing, owning, and operating a mental health centre. Chair spoke to meeting need of addictions and mental health in the area and the Minister indicating full funding.
- Deans require help from the Board of Governors to increase programming

3.2 President

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

- Meeting with regional advocate for nuclear power
- Whitefish Lake First Nation
- Meetings with Deputy Minister of Advanced Education
- Graduate Employment Outcome Survey
 - 92.3% of graduates are employed
 - 11 programs with 100% employment rate
 - Average employment rate of graduates is 96.4%
- Keyano College, Portage College and Northwestern Polytechnic Memorandum of Understanding

- Foundational Learning students – reduction of 150 students due to funding reduction
 - Reduction in excess of \$820,000 in funding overall
- Alberta Labour Relations Board

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

Faculty members joined the Board of Governors meeting at 1:08 p.m.

Legal counsel joined the Board of Governors meeting at 1:15 p.m.

4.1 2025-2026 Tuition & Fee Consultation with Northern Lakes College Student's Association

President Glenn Mitchell and Dean, Student Success and Registrar Tammy Purchase provided an overview on 2025-2026 tuition and fees proposed in accordance with the Alberta Tuition Framework. 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 November 27, 2024.

Representatives from the Northern Lakes College Student's Association declared support for the tuition and fee recommendations for the 2025-2026 academic year as presented.

4.2 2025-2026 Tuition & Fee Recommendations

President Glenn Mitchell and Dean, Student Success and Registrar Tammy Purchase spoke to modifications to tuition and fees proposed in accordance with Alberta Tuition Framework. Modifications proposed related to an increase in tuition which varied across programs. Members of the Board of Governors reviewed tuition and fee recommendations.

Motion 016-24/25 To approve the 2025-2026 tuition and fee recommendations as presented with support from the Northern Lakes College Students' Association.
Moved by Lana Daniels
CARRIED

Representatives from the Northern Lakes College Students' Association exited the meeting at 1:27 p.m.

4.3 Annual Report

President Glenn Mitchell provided the 2023-2024 Annual Report for Northern Lakes College to the Board of Governors for approval. Highlights of the Annual Report were raised to the Board of Governors.

Motion 017-24/25 To approve the 2023-2024 Northern Lakes College Annual Report as presented.
Moved by Treena Ward
CARRIED

4.4 Program Changes

Programs & Services Chair and President Glenn Mitchell reiterated highlights related to program changes from the Programs & Services Committee.

4.4.1 Business Administration – Management Studies

Motion 018-24/25 To approve the new Business Administration – Management Studies Diploma program.
Moved by Kyle Paulson
CARRIED

4.4.2 Advanced Care Paramedic Upgrading

Motion 019-24/25 To approve the termination of the Advanced Care Paramedic Upgrading program due to low student demand.
Moved by Kyle Paulson
CARRIED

4.4.3 Primary Care Paramedic Upgrading

Motion 020-24/25 To approve the termination of the Primary Care Paramedic Upgrading program due to low student demand.
Moved by Kyle Paulson
CARRIED

4.4.4 Rehabilitation Assistant

Motion 021-24/25 To approve the new Rehabilitation Assistant Diploma program.
Moved by Kyle Paulson
CARRIED

4.5 Institutional Research Policy

President Glenn Mitchell presented the Institutional Research Policy to the Board of Governors for approval.

Motion 022-24/25 To approve the Institutional Research Policy as presented.
Moved by Kyle Paulson
CARRIED

4.6 Invasive Procedures for Paramedicine Programs Policy

President Glenn Mitchell presented the Invasive Procedures for Paramedicine Programs Policy to the Board of Governors for approval.

Motion 023-24/25 To approve the Invasive Procedures for Paramedicine Programs Policy as presented.
Moved by Barb Hatch
CARRIED

4.7 Motion Revision 027-23/24 & 028-23/24

President Glenn Mitchell provided information to the Board of Governors regarding rescinding Motions 027-23/24 and 028-23/24 due to adjusted project estimates.

- Motion 024-24/25** To rescind Motions 027-23/24 and 028-23/24.
Moved by Kyle Paulson
CARRIED
- Motion 025-24/25** To approve the transfer of \$255,000 to Restricted Funds for the purpose of the High Prairie Campus Pod Project.
Moved by Adele Suderman
CARRIED
- Motion 026-24/25** To approve the transfer of \$55,000 to Restricted Funds for the purpose of the Grouard Campus Office Development Project.
Moved by Nancy Giese
CARRIED

Representatives from the Faculty Association entered the Board of Governors meeting at 1:30 p.m.

Introductions of present attendees, in-person and virtual, were made by the Executive Assistant. Attendees were notified of the intent to record the meeting for the purpose of meeting minute preparation. No concerns were declared.

4.8 Position Designation

At the October 9, 2024 Board of Governors meeting, a presentation was received from the Faculty Association of Northern Lake College representatives. From this presentation, the Board of Governors made the following motion:

- 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.*

The Board of Governors reviewed information summarizing communications along with the related request for position designations with the Faculty Association of Northern Lakes College. Additionally, communications from the Alberta Union of Provincial Employees (AUPE) was reviewed.

Faculty Association representatives provided information regarding the association's rationale for the request to re-designate including, but not limited to:

- definition of academic staff
- positions identified
 - Administrator, Programs
 - Education Support position occupied by named employee
 - eLearning Specialist
- responsibilities of identified positions
 - meeting with students
 - determining academic goals
 - assessing student transcripts and academic standing
 - advising students on classes
 - student advocacy
 - connecting students to supports

- application assistance
- support sessions
- providing tutoring
- facilitating workshops
- library assistance

Faculty Association representatives stated their role in the development of education plans and contact with students are a paramount responsibility of faculty.

Vice President, Academic Brad Onofrychuk presented information to the Board of Governors regarding position descriptions and similar AUPE positions. Information was provided to the Board of Governors indicating the effect of re-designating the identified positions on the post-secondary sector; particularly 15 institutions.

Faculty guests provided information to the Board of Governors regarding supporting students with education plan development indicating that an educational degree is not required to complete for educational planning for students. Information was provided that the College Education Plan Procedure states the development and ongoing review of an education plan is the joint responsibility of a Program designate and the student.

Governors questioned the Faculty Association and Vice President, Academic about the main responsibilities of an instructor and why these roles are of importance for re-designation now by the Faculty Association. Faculty Association representatives reiterated their rationale for re-designation indicating this had been a concern in recent years for the Executive Committee. Governors inquired if this concern was of concern for the Faculty Association as a whole or the Executive Committee. Representatives indicated it was of concern for the Executive Committee.

Governors and administration thanked the Faculty Association representatives and Faculty guests for their attendance.

Representatives from the Faculty Association exited the Board of Governors meeting at 2:41 p.m.

Faculty members exited the Board of Governors meeting at 2:41 p.m.

4.9 In Camera

Motion 027-24/25 To move the December 11, 2024 meeting of the Board of Governors in-camera.
Moved by Kyle Paulson
CARRIED

Motion 028-24/25 To approve the December 11, 2024 meeting of the Board of Governors to break from in-camera.
Moved by Barb Hatch
CARRIED

The public meeting of the Board of Governors ended December 11 2024 at 3:07 p.m.