



**Northern Lakes College Board of Governors**  
**Meeting Minutes**  
 April 16, 2025

<b>Governors</b>
Barry Sharkawi, <i>Public, Chair</i>
Lana Daniels, <i>Public, Vice 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>
Nancy Giese, <i>Academic</i>
Kyle Paulson, <i>Non-Academic</i>
<b>Guests</b>
Jennifer Sharron, <i>President, Northern Lakes College Students' Association</i>
Eden Simon, <i>Student Advocacy, Northern Lakes College Students' Association</i>
Jeanene Duquette, <i>Vice President, Northern Lakes College Students' Association</i>
Lindsey Orr-Anderson, <i>Treasurer, Northern Lakes College Students' Association</i>
Tree Genowish, <i>Business Manager, Northern Lakes College Students' Association</i>
<b>Resource Team</b>
Tracey Solcan, <i>Executive Assistant, President &amp; CEO and Board of Governors</i>
<b>Regrets</b>
Adele Suderman, <i>Student</i>
Darrell Ghostkeeper, <i>Public</i>
Tawnie Thompson, <i>Student</i>

**1. Opening**

**1.1 Call to Order:** The April 16, 2025 public meeting of the Board of Governors was called to order at 11:10 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 maintain confidentiality of information acquired by virtue of their position.

## 2. Consent Items

On March 10, 2025, the following motions were made and supported by the Board of Governors by quorum and therefore shall be reflected in the minutes of the April 16, 2025 meeting for transparency.

Previous motions pertaining to the High Prairie Campus Pod Project required revision due to fund allocation and utilization within two fiscal years.

**Motion 038-24/25** To amend Motion 024-24/25 to remove rescindment of Motion 027-23/24.  
Moved by Kyle Paulson  
CARRIED

**Motion 039-24/25** To approve the transfer of \$55,000 to Restricted Funds for the purpose of the High Prairie Campus Pod Project and reflect a total allocation of \$255,000 based on Motion 027-23/24.  
Moved by Kyle Paulson  
CARRIED

On March 14, 2025, the following motions were made and supported by the Board of Governors by quorum and therefore shall be reflected in the minutes of the April 16, 2025 meeting for transparency.

The Government of Alberta announced the Building Blocks Capital Grant Program to support growth in the child-care sector through the licensing of child-care programs and upgrading facilities. Northern Lakes College is suited to apply for the major capital grant stream with the commitment a portion of financial funding for the project.

**Motion 041-24/25** To approve a letter of financial support on behalf of the Board of Governors for the Slave Lake Daycare Project.  
Moved by Treena Ward  
CARRIED

**Motion 042-24/25** To approve the transfer of \$300,000 to Restricted Funds for the purpose of the Slave Lake Daycare Project contingent on grant approval.  
Moved by Treena Ward  
CARRIED

### 2.1 Confirmation of Public Meeting Agenda

The April 16, 2025 agenda for the Board of Governors meeting was reviewed and confirmed as presented.

### 2.2 Approval of Public Meeting Minutes

The February 19, 2025 minutes for the public meeting of the Board of Governors were reviewed for errors or omissions.

**Motion 043-24/25** The February 19, 2025 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 presented to the Board of Governors orally by Chair Barry Sharkawi.

Highlights include:

- Political Action Day & MLA Dinner
- Respect and appreciation expressed for Governors, President and staff

#### **3.2 President**

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

Highlights include:

- Memorandum of Understanding with Keyano College, Portage College, Lakeland College and Northwest Polytechnic
- Slave Lake Staff Residence Project
- Investment Management Agreement metrics have been met
- Building Blocks Capital Grant Program application
- Alberta Colleges and Institutes Faculty Association survey results
- 2025 Convocation – Friday, June 6, 2025

#### **3.3 Risk**

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

Highlights include:

- Student Information System fund allocation

The meeting of the Board of Governors broke for lunch at 12:06 p.m.

The meeting of the Board of Governors reconvened at 12:55 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.

Representatives from the Northern Lakes College Students' Association entered the meeting at 1:00 pm.

#### **4.1 Northern Lakes College Students' Association**

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

- Framework
- Leadership structure
- Accessible representation
- Advocacy and engagement
- Understanding the Student Journey
- Core objectives
- Financial statements for year ending June 30, 2024

Governors expressed thanks to the Students' Association for all their work and dedication to supporting their fellow students' success.

Representatives from the Northern Lakes College Students' Association exited the meeting at 1:17 pm.

#### **4.2 Program Changes**

Programs & Services Chair reiterated highlights related to program changes for the Oilfield Operator Program from the Programs & Services Committee.

**Motion 044-24/25**      To approve the extended suspension of the Oilfield Operator Program.  
Moved by Kyle Paulson  
CARRIED

#### **4.3 Communication Policy**

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

**Motion 045-24/25**      To approve the Communication Policy as presented.  
Moved by Kyle Paulson  
CARRIED

#### **4.4 Drug and Alcohol Policy**

President Glenn Mitchell presented the Drug and Alcohol Policy to the Board of Governors for approval.

**Motion 046-24/25**      To approve the Drug and Alcohol Policy as presented.  
Moved by Kyle Paulson  
CARRIED

#### **4.5 Academic Freedom Policy**

President Glenn Mitchell presented the Academic Freedom Policy to the Board of Governors for approval.

**Motion 047-24/25**      To approve the Academic Freedom Policy as presented.  
Moved by Treena Ward  
CARRIED

#### **4.6 Intellectual Property Policy**

President Glenn Mitchell presented the Intellectual Property Policy to the Board of Governors for approval.

**Motion 048-24/25**      To approve the Intellectual Property Policy as presented.  
Moved by Lucille Labrecque  
CARRIED

#### **4.7 Health and Safety Policy**

President Glenn Mitchell presented the Health and Safety Policy to the Board of Governors for approval.

**Motion 049-24/25**      To approve the Health and Safety Policy as presented.  
Moved by Kyle Paulson  
CARRIED

#### **4.8 Fraud Policy**

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

**Motion 050-24/25** To approve the Fraud Policy as presented.  
Moved by Lucille Labrecque  
CARRIED

#### **4.9 Respectful Workplace Policy**

President Glenn Mitchell presented the Respectful Workplace Policy to the Board of Governors for approval.

**Motion 051-24/25** To approve the Respectful Workplace Policy as presented.  
Moved by Nancy Giese  
CARRIED

#### **4.10 Safe Disclosure Policy**

President Glenn Mitchell presented the Safe Disclosure Policy to the Board of Governors for approval.

**Motion 052-24/25** To approve the Safe Disclosure Policy as presented.  
Moved by Kyle Paulson  
CARRIED

#### **4.11 Professional Development – Student Governor**

Executive Assistant spoke to a request from one Student Governors to attend the virtual Student Governance Essentials course offered by the Governance Professionals of Canada. Highlights of the webinar include:

- Introductory course aims to equip student leaders for success by providing essential skills and knowledge to make the most of their term
- Understand the difference between advocacy and being a governing body member
- Effectively contribute to student leadership and analyze complex student issues
- Cost is \$499 + HST

**Motion 053-24/25** To approve Governor Suderman to attend the virtual Student Governance Essentials course (Governance Professionals of Canada).  
Moved by Treena Ward  
CARRIED

#### **4.12 In Camera**

**Motion 054-24/25** To move the April 16, 2025 meeting of the Board of Governors in-camera.  
Moved by Kyle Paulson  
CARRIED

**Motion 055-24/25** To approve the April 16, 2025 meeting of the Board of Governors to break from in-camera.  
Moved by Treena Ward  
CARRIED

All conditions related to the disposition of the Grouard Campus discussed by the Board of Governors must be abided by. Negotiation is delegated to the President & CEO with direction provided by the Board of Governors.

**Motion 056-24/25**

To approve acceptance of the reduced amount of \$3,000,000 inclusive of approved assets from Kapawe'no First Nation for the purchase of the properties (buildings and land) known as Grouard Campus.

Moved by Treena Ward

CARRIED

The Board of Governors discussed factors related to the Slave Lake Townhome Project that may impact current occupants. The Board of Governors unanimously supported the President & CEO in proceeding as proposed.

The public meeting of the Board of Governors ended April 16, 2025 at 2:17 p.m.