

**Minutes of Regular Board Meeting, December 8, 2017**

**River Campus Boardroom**

**9:00 a.m. – 11:22 a.m.**

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**Attendance:**

**Board**

Bouvier, Myrna  
Durocher, Jackie (Acting Chair)  
Polischuk, Doreen  
Sierzycki, Jodie  
Trottier, Paul

**Staff**

Chrispen, Cherise  
Greschner, Toby (President & CEO)  
Goulet, Ordean  
Kyplain, Jennifer (recorder)  
Penney, Guy  
Young, Shelley

**Regrets:**

Charles, Deborah  
Favel, Veronica  
Fern, Victor

1. **CALL TO ORDER @ 9:07 a.m.**
2. **OPENING PRAYER – M. Bouvier**
3. **ADOPTION OF THE AGENDA**

12-08-2245	<b>MOTION</b>	Moved by D. Polischuk, seconded by J. Sierzycki to adopt the agenda as presented.  .../carried
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4. **MINUTES**

- 4.1 Minutes of the October 27, 2017 board meeting

12-08-2246	<b>MOTION</b>	Moved by P. Trottier, seconded by M. Bouvier to approve the October 27, 2017 minutes as amended.  .../carried
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5. **BUSINESS ARISING FROM MINUTES**

6. **REPORTS**

- 6.1 Facilities (handout)
- PMR requests for heating/cooling system - mine school addition and phase II – head office structural reinforcement and repair have been submitted.
  - Student residence in Buffalo Narrows to be considered for refurbishment.
  - Renovation of chem. lab almost complete.
  - Facilities assistants have been very busy hauling furniture to the new classrooms at the Rock (Mistasinihk), as well as removing and disposing of the old, outstanding, and unsafe furnishings. They have installed new white boards, bulletin boards, desks, etc.
- 6.2 Information Technology (handout)
- There will be a simulated trial of the new IT disaster plan sometime in March or April.
  - Met with Sasktel, and the trades bldg. and chem. lab have been connected with dark fibre.
  - In the process of moving the server room into a bigger space at the admin bldg.

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- Older computers will be given away and ones that can't be re-configured will be taken to SARCAN.
- Ministry has decided to change our bandwidth allocation due to the low consumption.
- 6.3 Technical, Trades & Mining (handout & in-person)
  - Reviewed and gave quick update on all programs.
  - Primary care paramedic – there are 3 students on probation due to not keeping up with their studies.
- 6.4 Academic Programming (handout & in-person)
  - It was suggested that a program having to do with mental health be offered next year.
  - In terms of the university schedule, we are looking at having the 18-19 year coincide with the Universities
  - Moving all university classes to the Rock except for the nursing students due to logistics and IT issues. They will move to the Rock during the summer.
  - Still waiting for some instructor approvals from the Universities in relation to the Bachelor of Education program. Job postings have gone out for the four specialty area positions for the University Department. We are hoping to have these filled early in the new year with a mindset of having scheduling completed by spring for the 2018-19 academic year.
  - La Loche has requested university programming in their community. Our plan is to begin with a few arts and science classes.
- 6.5 Student Services (handout & in-person)
  - Beginning the process of planning ABE offerings for the 18-19 year.
  - Implementation of the First Qualified, First Accepted (FQFA) application process for all Mining, Trades, Technical, and Health programs for next year. Entrance requirements for a program will not solely depend on marks but also an interview.
  - University applications will be integrated more fully into our standardized practices. It involves several steps including creating electronic files, slowly integrating procedures, and lots of communication. This should help with the funding issues because the student will be accepted early enough to apply for funding.
  - We have a waitlist of 74 students for housing. La Ronge Regional Housing Authority increased the rental rates at the NORPLACE apartments to align them with their already established rates. This rent increase has resulted in students coming to us to apply for our housing, even though they have housing in NORPLACE.
  - Creighton Campus residence has remained steady this semester and is currently housing 12 students.
  - Buffalo Narrows residence has 6 students housed as of December 1.
- 6.6 Marketing & Public Relations (handout)
  - Northlands College App – current registered users are 445. This is more than twice the amount than last year.
  - Our recruiter has been busy with recruitment events such as fly-in career fairs for the Far North, visits on westside, and working with Export Data to use as a tool for recruitment purposes, as well as a means of follow up with former students.
  - Student ID cards have been issued to about 85% of La Ronge/Air Ronge students.
  - Canvassing local businesses for student discounts. To date 5 businesses have agreed.
- 6.7 Human Resources (handout)

12-08-2247	MOTION	Moved by <b>D. Polischuk</b> , seconded by <b>P. Trottier</b> to approve the reports as presented.  .../carried
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**7. BUDGET AND FINANCE**

- As per handout.

12-08-2248	<b>MOTION</b>	Moved by P. Trottier, seconded by M. Bouvier to approve the budget and finance report as presented.  .../carried
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**8. CHAIR**

- As per handout.
- On November 9, 2017 a letter was emailed to the Minister of Advanced Education in regards to our request to re-appoint board members for additional terms. No response to date.
- On November 24, 2017 an email was received by Tammy Bloor-Cavers in regards to CEO contract.

12-08-2249	<b>MOTION</b>	Moved by D. Polischuk, seconded by J. Sierzycki to approve the chair report as presented.  .../carried
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**9. CEO**

- As per handout.
- Nortep/Pac transition – things are going very well. Students seem happy with how things have been handled by Northlands College.
- Staff appreciation gift cards of \$75.00 were distributed and staff response was very positive.
- Student dinner/staff Christmas dinner – dinner will be held on December 8, 2017 at the canoe. All staff and Board are encouraged to attend.

12-08-2250	<b>MOTION</b>	Moved by Jodie, seconded by Myrna to approve the CEO report as presented.  .../carried
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**10. ITEMS FOR DECISION**

10.1 Annual Report

12-08-2251	<b>MOTION</b>	Moved J. Sierzycki, seconded by M. Bouvier to approve the 2016-17 Annual Report as presented.  .../carried
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10.2 Education Leave Application

- Erik Cardiff – Level 2 Carpentry

12-08-2252	<b>MOTION</b>	Moved by D. Polischuk, seconded by M. Bouvier to approve the recommendation by the Education Leave Committee the education leave amount of \$1220.93 per month for living allowance and tuition for the March 5 – April 20, 2018 program.  .../carried
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10.3 Disposal of Surplus Items

- As per handout.

12-08-2253	MOTION	Moved by D. Polischuk, seconded by P. Trottier, to dispose of the items listed in the attachment with proceeds to be donated to the Northlands College Scholarship Foundation, Inc. <p style="text-align: right;">.../carried</p>
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- 10.4 Records Retention and Management Policy
- As per handout.

12-08-2254	MOTION	Moved by P. Trottier, seconded by J. Sierzycki, to approve the new policy for Records Retention and Management as Policy #217. <p style="text-align: right;">.../carried</p>
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**11. ITEMS FOR DISCUSSION**

- 11.1 Preventative Maintenance and Renewal Grant proposal (PMR) submission
- A proposal was sent to the Ministry of AE on November 30 for Phase II, Head Office Structural Reinforcement and Repair.
- 11.2 Northern Data Collection – Randy Johns
- TABLED

**12. IN-CAMERA**

- Board Recruitment/application review
- TABLED

**13. CLOSING PRAYER/ADJOURN**

12-08-2255	MOTION	Moved by M. Bouvier to adjourn the meeting at 11:22 AM. <p style="text-align: right;">.../carried</p>
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Chair

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Recorder