

**Minutes of the Regular Board Meeting, February 23, 2018**  
**River Campus Boardroom**  
**9:00 a.m. – 1:10 p.m.**

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**Attendance:**

**Board**

Bouvier, Myrna  
 Charles, Deborah (Chair)  
 Durocher, Jackie  
 Fern, Victor  
 Polischuk, Doreen

**Staff**

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

**Regrets:**

Favel, Veronica  
 Goulet, Ordean  
 Sierzycki, Jodie  
 Trottier, Paul

**1. CALL TO ORDER @ 9 AM**

**2. ADOPTION OF THE AGENDA**

**Additions:**     9.3     *IT purchase*  
                       9.6     *Board meeting date change*

02-23-2256	MOTION	Moved by M. Bouvier, seconded by J. Durocher to adopt the agenda as amended.  .../carried
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**3. MINUTES**

3.1     Minutes of the December 8, 2017

02-23-2257	MOTION	Moved by D. Polischuk, seconded by J. Durocher to approve the December 8, 2017 minutes as presented.  .../carried
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**4. BUSINESS ARISING FROM MINUTES - none**

**5. REPORTS**

5.1     Facilities (handout)

- Our auction was a success! The sale of all our surplus items brought in \$26,979.00: 44 bidders, 197 bids, 80 items sold. Left over items such as tables, desks, chairs, filing cabinets will be donated to local schools and community organizations.
- Requests for two tenders has been posted on SaskTenders. The first one is for the calibration of the controls for the existing air handling units at the Canoe, closing March 6. The second is for the stabilizing of the foundation at the admin with a closing date of March 15.
- There was a question in regards to carbon monoxide detectors in our student residence. Do we have these? Answer to be brought to our next meeting.
- Chemistry lab is complete, including the installation of emergency lights and exit signs and enough in the budget to upgrade the fire panel.

5.2     Information Technology (handout)

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- The main server room will be renovated in the admin bldg. with a budget of 25K.
- University programming videoconferencing (VCU) equipment has been migrated to the Rock. The college of nursing has requested that the nursing lab in Air Ronge be relocated alongside the classrooms in the Rock. University nursing VCU's remain at the Canoe until the summer of 2018 at which time the equipment is planned to be moved and installed by U of S staff, as this equipment is owned by them.
- 5.3 Technical, Trades & Mining (handout & in-person)
  - Review of student progress and the remaining number of students in each program.
  - Looking at combining the instructors for the CCA, LPN, RN programs for next year.
- 5.4 Academic Programming (handout & in-person)
  - ABE planning in progress for next year, as there is a demand and waitlist is long.
  - With the nursing students making the move to the Rock over the summer, classroom space has been freed up. Therefore, it is our plan to open up more ABE seats with an emphasis on Grade 10 and potentially more Adult Essential Skills Levels 1 & 2.
  - ABE graduation will be held on May 30 at JRMCC and will include graduates from both the Buffalo Narrows and Creighton campuses.
  - Scheduling for the 2018-19 university academic year is well underway. Our goal is to offer more face-to-face delivery; therefore, securing additional instructional staff at the University level.
  - The university graduation will take place on May 5, 2018 at the Mel Hegland Uniplex.
  - It was discussed and suggested that an Elder in residence be accessible to students on the Westside.
  - It was discussed and suggested that an Adult 10 program be offered in Sandy Bay.
  - Met with the U of S on February 16 and discussed the Bachelor of Education program transition. We outlined the things that went well with the transition and things that did not go well. We also started agreement negotiations and signing for next year.
- 5.5 Student Services (handout & in-person)
  - 261 applications so far and of these 60 for University.
  - NORPLACE Student housing, no change.
  - Two apartments at Burns & Hall have mold. These are not livable until they are cleaned properly, which is currently underway.
  - Creighton Campus residence continue to remain close to capacity this year and is currently housing 13 students.
  - Buffalo Narrows Campus residence currently houses 11 students.
- 5.6 Marketing & Public Relations (handout)
  - Staff have been asked and agreed to do the sound system for different community events as an in-kind contribution and a great way to be involved in community initiatives.
  - Sales at the Rock Shop continue to do well. Sales of \$2673.00 from January 1 to February 15.
  - We have renewed La Ronge Chamber of Commerce membership. Jamie Chester has been appointed as the college rep.
- 5.7 Human Resources (handout)

02-23-2258	MOTION	Moved by D. Polischuk, seconded by V. Fern to approve the reports as presented.  .../carried
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**6. BUDGET AND FINANCE**

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- As a best practice, when auditors are presenting their report, it is suggested that management step out, so the Board can go in-camera.
- Recently hired a Purchaser for the whole college. This should help with streamlining of purchases.
- Petty cash discrepancy, 24.43 went missing. Most likely is a missing receipt. There have been measures put into place since the discovery.

02-23-2259	MOTION	Moved by D. Polischuk, seconded by M. Bouvier to approve the Budget and Financial report as presented.  .../carried
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**7. CHAIR**

- As per handout.

02-23-2260	MOTION	Moved by V. Fern, seconded by M. Bouvier to approve the Chair report as presented.  .../carried
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**8. CEO**

- “Welcome Back Media Event” on January 17 at the Rock Campus. It was well attended and well received.
- Met with the Mine Manager and other senior executives from SSR (formerly Claude Resources) mining. SSR is the new owner/operator of the Seabee Gold Mine located north of La Ronge. They are expanding their gold mining operation and are looking to increase the number of northerners working at their site.
- Met with management and HR representatives from SNC Lavalin. They are a global engineering and construction company with an office in Saskatoon. They have reached out to us to help them increase the number of indigenous employees.
- Power Line training program continues to get better and better. Saskpower will commit to hiring an additional 4 northern trainees directly to SaskPower at the conclusion of the training.
- We have begun an aggressive recruitment campaign that includes social media advertising, radio advertising as well as print advertising. We are promoting all programs, with a special emphasis on university programming, specifically the Bachelor of Education.
- La Loche programming, for the past two years we have been offering a combination of ABE/Tri Trades, which ends at the end of March. The program has been discontinued by SaskPoly and is no longer available. Therefore, our plan is to focus our efforts on university programming since it is a need in the community and is not offered by any provider.
- The 2018-19 Budget will be sent out by April 10 at which time we have 40 days to submit a business plan

02-23-2261	MOTION	Moved by D. Polischuk, seconded by V. Fern to approve the CEO report as presented.  .../carried
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**9. ITEMS FOR DECISION**

- 9.1 Appropriation for Capital Purchase

02-23-2262	MOTION	Moved by J. Durocher, seconded by D. Polischuk, to appropriate \$111,976 from unappropriated surplus to the capital purchase appropriation for a total balance of \$215,000 for buy-out of the leases used to finance the purchase of the entire fleet of vehicles. .../carried
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9.2 Capital Purchase Appropriation Commitment

02-23-2263	MOTION	Moved by M. Bouvier, seconded by V. Fern, to commit \$215,000, the total balance, of the capital purchase appropriation to buy-out the leases on the fleet of vehicles. .../carried
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9.3 IT purchase

02-23-2264	MOTION	Moved by D. Polischuk, seconded by M. Bouvier, to commit \$5,000 from the IT appropriation, to purchase two firewalls. .../carried
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9.4 Hiring Policy

02-23-2265	MOTION	Moved by M. Bouvier, seconded by J. Durocher, to approve the revised hiring policy as presented. .../carried
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9.5 CIGan – Conference

- As per handout.
- Conference to be held from April 29 to May 1, 2018 in Victoria, BC.
- Discussed and determined who will be attending this year.

9.6 Board Meeting Change

- To accommodate the short timeline of the submission of the business plan it was determined that the regular board meeting date will be postponed two weeks.
- It was also discussed that the planned meeting on April 27 with the Ministry will still take place but location will now be in Saskatoon. Details to follow.

02-23-2266	MOTION	Moved by D. Polischuk, seconded by M. Bouvier, to change the next regular board meeting from April 27, 2018 to May 4, 2018. .../carried
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10. ITEMS FOR DISCUSSION

10.1 Buffalo Narrows student residence upgrade

- Table

10.2 Buffalo Narrows town council proposal

- As per handout – proposed school floor plans.
- The town council approached us to see if we would be interested in a partnership with a new development of a new school to be located downtown Buffalo.
- The location would be more accessible and convenient for present and potential students.

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- Need more information before we can pursue.
- 10.3 Minister's visit
- The Minister of Advanced Education, Hon. Tina Beaudry-Mellor and Deputy Minister, Mark McLoughlin will be touring our facilities and meeting with our Board on Thursday, March 1.
- 10.4 Randy Johns – information gathering
- As per handout.
  - Randy presented information via power point in regards to the uniqueness of working and living in Northern Saskatchewan from the rest of the province.
11. **Board Recruitment**
- The board went through the applications and matrix and made their recommendations. These recommendations will be forwarded to the Ministry for consideration.
12. **CLOSING PRAYER/ADJOURN**

02-23-2267	MOTION	Moved by D. Polischuk to adjourn the meeting at 1:10 p.m. .../carried
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