

Minutes of the Regular Board Meeting, June 11, 2020
DELTA Bessborough, Saskatoon, SK
Immediately following the AGM

Present

Board

Bouvier, Myrna
 Cheechoo, Bev
 Daigneault, Nick
 Deschambeault, Val
 Durocher, Jackie
 Everest, Crystal
 Fern, Victor –**CHAIR**
 Gray, Ken
 Watt, Hugh

Staff

~~Chrispen, Cherise~~ Regrets
 Kyplain, Jennifer, **RECORDER**
 McDougald, Chandra
 Penney, Guy, **CEO**
~~Ratte, Ron~~ Regrets
 Young, Shelley

1. **CALL TO ORDER @ 8:06 PM**
2. **ADOPTION OF THE AGENDA**

06-11-2489	MOTION	Moved by, seconded by, to adopt the agenda as presented. .../carried
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3. **MINUTES**

- 3.1 Minutes of the May 28, 2020 Regular Board meeting

06-11-2490	MOTION	Moved by, seconded by, to approve the minutes as presented. .../carried
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4. **BUSINESS ARISING FROM MINUTES - None**

5. **REPORTS**

- 5.1 VP, Academics (handout & in-person)
 - ABE
 - All semester two ABE programs have ended.
 - Update: there were a total of 55 Adult 12 graduates this year, 10 from Buffalo Narrows Campus, 12 from Creighton Campus, and 33 La Ronge Campus.
 - Ed. Centre Online School partnership with Northern Lights School Division is in progress with supplemental learning following the directives of Northern Lights School Division.
 - An enhanced partnership with NLSD 113 and EdCentre has been established so that, in the event of needing online programming in the fall, we have access to the 27 EdCentre online classes. ABE staff are participating with Ile-a-la-Crosse School Division and followed the directives of the school division.
 - AES partnership with LLRIB in Hall Lake, AES partnership with LLRIB in La Ronge (Far Reserve) and AES partnership with Stanley Mission Post-Secondary have ended.

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- Grad gifts, certificates, and caps will be mailed to students as soon as everything arrives. COVID-19 has slowed down some of the orders.
 - University
 - We continue to run three live face-to-face classes this spring.
 - The two summer clinical placements for nursing set for La Ronge have now had to be switched to Prince Albert and North Battleford, as a clinical instructor could not be secured in La Ronge.
 - We have met with the University of Regina regarding fall programming; the vast majority of U of R programming will be delivered remotely; science courses that include labs will be taking place remotely as well, though we are still waiting for more information on how this will work.
 - We are still awaiting word from the U of S on similar issues; specifically remote delivery of Arts & Science courses involving labs.
 - We have met with the College of Nursing regarding fall; it was re-emphasized that nearly all lab and clinical courses typically scheduled for fall will be re-scheduled for winter, with town exceptions (311.3 and 431.6).
 - Technical, Trades & Mining
 - Received approval for Powerline Technician students to return to campus to complete their program.
 - Mental Health & Wellness (Yr 1) completed with 8 students, plan to continue in the fall.
 - Mental Health & Wellness (Yr 2) completed with 5 students.
 - Electrician Applied Certificate (Buffalo Narrows) completed with 6 students.
 - Office Administration Certificate completed with 8 students.
 - Practical Nursing still in progress with 5 students.
 - ECE in La Ronge and Creighton still in progress with 7 and 3 students respectively.
 - CCA still in progress with 7 students.
 - Automotive Service Technician still in progress with 6 students.
 - Industrial Mechanics (Cumberland House) still in progress with 9 students.
 - Environmental Science (Yr 1) still in progress with 4 students.
 - Mining Engineering Technician (Yr 1) still in progress with 4 students.
 - Youth Care Worker (Buffalo Narrows) still in progress with 8 students.
 - Looking at 53 potential grads this year.
- 5.2 VP, Student Affairs (handout & in-person)
- Student Services
 - Applications continue to trickle in. Although we were right in line with our applications numbers from 3 years ago, we are now about 100 more than where we were back then. Total applications as of June 2, 2020 is 1210.
 - Our biggest focus at this time is communication with applicants about funding and other aspects of program readiness including criminal record checks, which currently can only be ordered on-line.
 - There is a drive to start a Heathy Campus – Saskatchewan group in the province. This group would allow post-secondary institutions a platform to share resources and work on student health and wellness at a provincial level. Having a place to share resources and discuss current trends would be outstanding.
 - We have identified some common barriers for students as a sector during this time and are working on trying to find avenues to combat them. Examples are: 1) limited to no access to technology – advocating for laptops to be considered

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essential for learning and funded; ensuring students have access to some tech supports. 2) limited to no access to internet – advocating for additional supports for PTA recipients to ensure internet is affordable for ABE students.

- Marketing & Public Relations
 - Our graduation posts continue to be the biggest attraction on our Facebook page. We are looking forward to announcing more names from our tech and trades programming area.

5.3 VP, Finance and Operations (handout & in-person)

- Facilities/Capital Planning
 - Facilities has been helping with the sourcing of the COVID 19 supplies as well as distributing hand sanitizer, spray bottles of bleach and water mix.
 - We have purchased a supply of plexi glass to have on hand if needed for room and area separations. There have been five stand up hand dispensers ordered, these will hold up to five gallon pails of hand sanitizer and will be in each program center entrance.
- Information Technology
 - The College has started a collaboration with the edcentre.ca online school to share their online learning platform for those programs which require it. The partnership will enable the College to provide a more capable online learning solution to our instructors and students. Edcentre.ca has many years of experience as an online school for learners in northern Saskatchewan. We plan to have the platform available for this fall to provide us with more options for blended learning.
 - We have begun the process of requesting quotes for the replacement of laptops from our student laptop carts which were distributed to students during this past semester. 111 laptops will be needed to replace the computers that were previously in the student laptop carts. These laptops are intended to be used by students at campus locations and have an expected lifespan of five years.
 - The need for an electronic document signature or approval workflow has become evident since the beginning of the COVID 19 lockdown. Paper-based workflows are not ideal when individuals are primarily working from home and may not have access to printers or scanners.
 - Options for one-on-one computer deployments for students are being considered. What exact form this will take this fall is being determined.
- Human Resources
 - Our employees have done an exceptional job of moving to alternate working arrangements as a result of COVID 19. On April 28, 2020 we conducted a staff survey to see how everyone was adjusting to the arrangements and to provide us with information we will need moving forward. There was a high participation rate and overall our employees have been able to transition well.

5.4 Manager of Indigenous Initiatives (handout & in-person)

- I am grateful to take this opportunity to acknowledge the upcoming National Indigenous Peoples Day on June 21, 2020. Our College will be celebrating virtually and will be posted on our Facebook page.

06-11-2491	MOTION	Moved by, seconded by, to approve the reports as presented. .../carried
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6. BUDGET AND FINANCE

- The Ministry released the single-year business plan template on June 1 and the Senior Business Officers (SBO) group feel confident the financial statements and narratives can be completed prior to June 30, 2020.
- At May 32, 2020, we continue to be on-budget in the operating grant portion of the College.

06-11-2492	MOTION	Moved by, seconded by, to approve the Budget and Finance report as presented.	.../carried
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7. CHAIR (verbal report)

- Weekly discussions with CEO, usually Tuesday's.
- Attended an ASRC and CEO council meeting today via phone. The meeting was in regards to what the school year is going to look like in the fall. Everyone is scrambling due to the type of delivery in the fall.

06-11-2493	MOTION	Moved by, seconded by, to approve the Chair report as presented.	.../carried
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8. PRESIDENT & CEO (handout and in-person)

- Currently the Co-Chair of the CEO council and next year I will be the Chair.
- I had a meeting on Tuesday with Ministry to discuss what is needed for next year. And what the challenges have been.
- If we are still in the same situation with COVID 19 in the fall, we need to be ready with whatever this may look like.
- We will begin the discussion of logistics around staff returning to our buildings. We will follow the lead of our Ministry on this front, while keeping the safety of our staff as priority number one. Our HR department is working on a protocol document titled exposure control plan that includes an emergency response plan, as well as the need for and utilization of personal protective equipment.
- Our VP of Academic continues to work closely with her sector counterparts as it relates to fall program planning.

06-11-2494	MOTION	Moved by, seconded by, to approve the President & CEO report as presented.	.../carried
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9. ITEMS FOR DECISION

9.1 Accounts Receivable write-off

06-11-2494	MOTION	Moved by, seconded by, to write-off \$24,642.14 representing the total outstanding uncollected accounts receivable balance for the fiscal year 2016/17 at June 30, 2020.	.../carried
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9.2 Education Leaves

- Laura Nagy

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06-11-2495	MOTION	Moved by, seconded by to approve education leave for Laura Nagy to the Community Based M. Ed program, as follows: <ul style="list-style-type: none"> ○ Tuition \$14,000 ○ Books/fees up to \$3,000. <p style="text-align: right;">.../carried</p>
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- Kristy Todd

06-11-2496	MOTION	Moved by, seconded by to approve education leave for Kristy Todd to the Community Based M. Ed program, as follows: <ul style="list-style-type: none"> ○ Tuition \$14,000 ○ Books/Fees up to \$3,000 <p style="text-align: right;">.../carried</p>
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9.3 Unappropriated Surplus

- Laptop replenishment and VOIP phone system.

06-11-2497	MOTION	Moved by, seconded by to appropriate \$300,000 towards the IT Appropriation for the purpose of investing in VOIP phone system and to replace 115 laptops distributed to students during COVID 19 in March 2020. <p style="text-align: right;">.../carried</p>
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9.4 National Indigenous Day – time off

06-11-2498	MOTION	Moved by, seconded by to approve that Northlands College staff take the afternoon of June 19 off as an acknowledgement of National Indigenous Day on Sunday, June 21, 2020. <p style="text-align: right;">.../carried</p>
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9.5 President & CEO – NLSD Board

- G. Penney discussed his possible interest in running again in the upcoming elections for membership on the NLSD Board.

06-11-2499	MOTION	Moved by, seconded by to approve the interest of the President & CEO in running for another term in the upcoming election for membership on the NLSD Board. <p style="text-align: right;">.../carried</p>
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10. ITEMS FOR DISCUSSION

10.1 Re-opening plan for College

- Discussed the reintegration of staff keeping in mind the guidelines and protocols of the Chief Health Officer and Ministry of Advanced Education.
- Management team will be the first ones and administrative staff will follow at another time.
- Discussed a thorough scheduling of staff needs to be implemented.
- Instructors will keep working from home until further notice.

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- 10.2 Cultural Centre Usage Policy
- As per handout.
 - To be discussed further at the regular Board meeting in September.
- 10.3 Elders Advisory Policy and Procedures
- As per handout.
 - To be discussed further at the regular Board meeting in September.

11. IN-CAMERA

06-11-2500	MOTION	Moved by, seconded by, to move in camera at 8:48 PM. .../carried
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06-11-2501	MOTION	Moved by, seconded by, to move out of in camera at 9:23 PM. .../carried
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12. ADJOURN

06-11-2502	MOTION	Moved by, to adjourn the meeting at 9:24 PM. .../carried
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