

**Minutes of the Regular Board Meeting, June 14, 2018**  
**Hawood Inn, Waskesiu**  
**Immediately following the AGM**

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**Present**

**Board**

Bouvier, Myrna  
 Charles, Deborah  
 Durocher, Jackie  
 Fern, Victor  
 Polischuk, Doreen  
 Trottier, Paul

**Staff**

Chrispen, Cherise  
 Greschner, Toby (CEO)  
 Kyplain, Jennifer (recorder)  
 Penney, Guy  
 Young, Shelley

**Not present:**

Sierzycki, Jodie

**Regrets:**

Gardiner, Eric

**1. CALL TO ORDER @ 2:26 pm**

**2. ADOPTION OF THE AGENDA**

06-14-2278	MOTION	Moved by P. Trottier, seconded by D. Polischuk to adopt the agenda as presented.  .../carried
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**3. MINUTES**

3.1 Minutes of the May 11, 2018 meeting

06-14-2279	MOTION	Moved by P. Trottier, seconded by M. Bouvier to approve the minutes as presented.  .../carried
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**4. BUSINESS ARISING FROM MINUTES - NONE**

**5. REPORTS**

5.1 Facilities (handout)

- Boiler failed in the mine school, fortunately we found a boiler that had been changed from one of NLSO schools and was given to us for no charge. Savings of about 6 to 10 thousand.
- Facilities staff busy with the excavating, jack hammering, insulating and installing the hot water lines and all that is necessary to complete phase one of the Admin building renovation project.
- Planning on doing a mock mine tunnel between the two buildings at the new building. Started collecting older mining tools and exploration equipment for the displays.

5.2 Information Technology (handout)

- Posting for the Level 6 IT systems administrator position is still in progress.
- Connectivity in La Loche for upcoming programming, received a verbal agreement with NLSO to allow college a dedicated port at its switch.
- The IT department has been working remarkably well despite being short-staffed since early March.

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- 5.3 Tech., Trades & Mining (handout)
- Mental Health and Addictions Program from Sask Poly is raising some issues with barriers; therefore, we are looking into the program that SIIT offers.
  - Continuing Care Assistant – 7 Students completed
  - LPN – 7 students remain in the program and are starting clinical next week. All 7 will be returning in September.
  - Power Engineering – 3 students have completed program and write provincial exam on June 7.
  - Early Childhood Education (Yr 1) – 8 students remain in the program and all will be returning for year 2 in the fall.
  - Industrial Mechanic – program complete, 4 students completed.
  - Institutional cooking – program complete, 6 students completed.
  - Plumbing – program complete, 8 students completed.
  - Welding (Buffalo Narrows) – 6 students completed.
  - Welding (Stony Rapids) – 4 students completed. Program is cancelled for 2018-19.
  - Tri-Trades – program complete
  - Civil Technician – 5 students completed.
  - Powerline Technician – 7 successful and got jobs. Next intake of new students will be April 2019.
  - Primary Care Paramedic – 2 students currently on practicum to be completed on June 22.
  - Carpentry – program complete, 10 students completed.
  - Water Conservation Management Program cancelled due to lack of applications. Will offer again in 2019-20.
- 5.2 Academic Programming (handout & in-person)
- ABE – The class of 2018 graduation ceremony took place at the JRMCC on May 30, 2018. The event celebrated the academic achievements of the Adult 12 student's at all three campuses. The events was very well attended by family and friend, with approximately 400 guests.
  - ABE staffing and scheduling is complete for the La Ronge campus with more seats being added to address a large wait list. This will primarily mean more spaces for students at the Adult 10 level. The schedule is complete for Buffalo Narrows campus with instructors in place. Currently searching for a coordinator. The schedule is also complete for Creighton campus, however, still looking for one instructor.
  - Programming for the Far North will be expanded for 2018-19. The goal is to have two instructors in place to begin a model of delivery that includes both a pre-10 and 10-level with an ultimate goal of moving into Adult 12 instruction by the 2019-20 academic year.
  - University spring schedule is winding down. We still have year 2 and year 3 Bachelor of Education students taking classes as well as Nursing students. The fall and winter schedules for the University department are complete and instructional staff is in place. Our first group of Bachelor of Education grads have received their internship placements for the fall. This fall marks our shift to traditional scheduling for all our University students.
  - University numbers continue to grow. A total of 400 applications for next year, from this number, 328 students were accepted.
- 5.3 Student Services (handout & in-person)
- 2018-19 applications season is coming to an end; however, we will continue to accept ABE and University applications into July.

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- Buffalo Narrows and Creighton residences are closed for the summer season. We were prepared to keep Buffalo open, however, no students required accommodations.
  - Applications numbers for 2018-19 La Ronge student housing as follows: bachelor units – 30; one-bedroom – 21 and two-bedroom – 37.
  - Presented three years of stats for bussing. The numbers indicate that this services has helped to reduce barriers for several students and is becoming more valuable the longer it is offered.
  - Discussed the possibility of offering GED examinations. We do have an instructor who can do GED prep. To be discussed further at a later date.
- 5.4 Marketing & Public Relations (handout)
- Working on gaining more access to our webpage. Currently we have to go through our web designer Stealth Interactive to make changes to certain parts of the webpage.
  - Focusing on work towards updating photos and adding a calendar of college events. We will be adding an area focusing on the initiatives of the Cultural committee.
  - Scholarship golf tournament an overwhelming success, estimated \$25,000 profit.
- 5.5 Human Resources (handout)
- There were 18 positions posted in May.
  - On April 30 we were recruiting for 4 administrative positions and 10 instructor positions.
  - So far this year 19 new employees have joined our college.
  - The test environment for bi-weekly payroll runs is active and the payroll and HR staff are working through the process to ensure that the July 1, 2018 transition to a bi-weekly payroll schedule will be smooth.
  - Employment stats 2017-18 as follows: female employees 55.64%; Aboriginal employees 53.38%; Employees with disabilities 5.26%; Visible minority 4.03%.

06-14-2280	MOTION	Moved by J. Durocher, seconded by D. Polischuk to approve the reports as presented.  .../carried
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**6. BUDGET AND FINANCE**

- As per handout.
- Presented a May 31 – 5 year and year-end five year trend comparison which has cash position, current assets, current liabilities and working capital.

06-14-2281	MOTION	Moved by P. Trottier, seconded by M. Bouvier to approve the Budget and Finance reports as presented.  .../carried
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6.1 Purchasing process (S. Young)

- As per handout.
- Presented a chart with the process for college purchasing with the appropriate amounts of purchases and the approved signing authorities.

**7. CHAIR**

- As per handout.
- Attended the Adult 12 grad ceremony on May 20. Very successful event.
- Attended first Ministry Task Force on regional college's efficiency working group on June 5. The purpose of this working group is to find ways to partner with other colleges on collaborative

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approaches that are designed by individual colleges. As well as to address financial sustainability and develop recommendations on potential shared mergers amongst colleges.

06-14-2282	<b>MOTION</b>	<b>Moved by V. Fern, seconded by J. Durocher to approve the Chair report as presented.</b>  .../carried
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**8. President & CEO**

- As per handout.
- Regional Colleges task force May 14 in Saskatoon. We will be meeting again prior to the end of June.
- Vibrant roots II conference was held May 16 & 17 at the JRMCC. We had about 200 students attend. It went well, but we are looking at ways to improve for next year and are giving serious consideration to hosting in Buffalo Narrows next year in order to draw more students from the west side.
- We partnered with KCDC to host the 2<sup>nd</sup> annual core days. The entire event this year was held at the River Campus. The event brings together companies that are involved in the mineral exploration business in Northern Saskatchewan. It was very well attended and elevated the status of Northlands College in the sector.
- We continue to develop our partnership with SaskPower to develop a training plan for the community of Cumberland House and Cumberland House Cree Nation. They are undertaking renovations on the power generating facility in the region and would like to involve as much local labour as possible. Construction is expected to begin within 2 years.
- G. Penney and I have been asked by the Town of La Ronge to sit on the community development task force. The purpose of the task force is to come up with ideas to improve the community of La Ronge.

06-14-2283	<b>MOTION</b>	<b>Moved by D. Polischuk, seconded by V. Fern to approve the CEO report as presented.</b>  .../carried
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**9. ITEMS FOR DECISION**

10.1 Accounts Receivable write-off

06-14-2284	<b>MOTION</b>	<b>Moved by D. Polischuk, seconded by P. Trottier to approve the amount of \$26,950.07 to be written-off as bad debt expense for the year 2017-18.</b>  .../carried
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10.2 Credit Card Policy revisions

06-14-2285	<b>MOTION</b>	<b>Moved by P. Trottier, seconded by M. Bouvier to approve of the revisions to policy #210 – Credit Cards as presented.</b>  .../carried
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10.3 Vehicle Lease Replacement

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06-14-2286	MOTION	Moved by M. Bouvier, seconded by J. Durocher to approve a new lease to replace the 2015 Chevy Tahoe with a 2018 using a 3-year lease.  .../carried
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10.4 College Events – Students & Alcohol

06-14-2287	MOTION	Moved by V. Fern, seconded by J. Durocher that Northlands College Board of Directors supports students by encouraging a safe space for those who struggle with alcohol addiction, along with challenging the normalization of alcohol, at celebratory events (e.g. graduations). The consumption of alcohol at Northlands College sponsored events that involve students (and their children) is strongly discouraged.  .../carried
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10.5 Education Leave

06-14-2288	MOTION	Moved by D. Polischuk, seconded by P. Trottier to approve a \$2,790.05 increase to Erin Gordon's approved education leave amount for tuition and books, and extend her education leave end date to May 31, 2019.  .../carried
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10.6 Board seat applications (3)

- Three board seat applications were presented to the Board for review and recommendations. The Board went through the matrix and will be sending in two applications as recommendations to the Ministry.

10.7 Management Terms and Conditions

- As per handout.
- A DRAFT copy with changes/revisions of the terms and conditions were presented.

06-14-2289	MOTION	Moved by J. Durocher, seconded by M. Bouvier to approve the recommended changes to the Management Terms and Conditions of Employment effective July, 2018.  .../carried
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10. ITEMS FOR DISCUSSION/CORRESPONDENCE

11.1 Letter from Ministry dated June 5, 2018 – Action Plan on Accountability and Governance

11.2 Letter from Ministry dated June 5, 2018 – CEO contract approval

11.3 Letter from Ministry dated June 12, 2018 – Board concerns

11.3 Email from Ministry dated May 24, 2018 – Board self-assessment tool and reporting model – Board committees

- A draft letter was presented to the Board for approval and signature. This is in response to a letter from the Minister of AE dated June 12, 2018.
- Approval to be given at a later time through email to J. Kyplain.

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- 11. IN-CAMERA - none
- 12. CLOSING PRAYER/ADJOURN

06-14-2290	MOTION	Moved by D. Polischuk to adjourn the meeting at 5:07 PM .../carried
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