

**Minutes for Regular Board Meeting, May 11, 2018**  
**River Campus Boardroom, Air Ronge**  
**9:00 a.m. – 11:45 AM**

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**Attendance**

**Board**

Bouvier, Myrna  
 Charles, Deborah (Chair)  
 Fern, Victor  
 Sierzycki, Jodie  
 Trottier, Paul

**Staff**

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

**Regrets**

Durocher, Jackie  
 Polischuk, Doreen

1. **CALL TO ORDER @ 9:03 AM**
2. **OPENING PRAYER – V. Fern**
3. **ADOPTION OF THE AGENDA**

*Addition: 10.3 Bank account*

05-11-2268	MOTION	Moved by P. Trottier, seconded by V. Fern to adopt the agenda as amended.  .../carried
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4. **MINUTES**

- 4.1 Minutes of the February 23, 2018 board meeting

05-11-2269	MOTION	Moved by J. Sierzycki, seconded by M. Bouvier to approve the February 23, 2018 minutes as presented.  .../carried
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5. **BUSINESS ARISING FROM MINUTES**

6. **REPORTS**

6.1 Facilities (handout)

- Excavation of the head office building has begun. The lifting is scheduled to start June 18th. The facilities staff have removed the upper deck and repaired the walls that were water damaged from the poor seal around the deck floor.
- The sidewalks have been jackhammered out and removed. The foundation area has been excavated in some areas.
- Accessibility fund (elevator) proposal will be submitted for next year.

6.2 Information Technology (handout)

- The Manager of Information Technology resigned in March. Filled this position with an internal former level 6 IT systems analyst. This staffing decision reduces the number of out-of-scope staff and better aligns the IT department with the over-all plans for the college.
- Connectivity and productivity with student applications have been improved due to solving a problem with fibre connection.

- Working on improving connectivity to La Loche Dene High School through VCU, as we will be offering university level programming.
- 6.3 Tech., Trades & Mining (handout & in-person)
- Seven students currently on practicum at the La Ronge Hospital. Completion grad to be held on May 18.
  - Seven students in the LPN program and doing well.
  - Plans for developing a faculty of staff for health programs in partnership with the university department are underway. This will enable us to save money and build our own internal staff, we will not be contracting out instructors. We have the required personnel on staff to take over programs and work with each other to ensure the quality of instruction meetings SK Polytech standards.
  - Three students remain in the Power Engineering program and have done an excellent job so far.
  - Eight students remain in the Early Childhood Education program and will all be returning for year 2 in the fall.
  - Four students completed the Industrial Mechanic program.
  - Six students completed the Institutional Cooking program.
  - Six students remain in the Welding program in Buffalo Narrows. One student recently attended the Skills Canada competition and earned a gold for the North West district.
  - Four students completed the Welding program in Stony Rapids.
  - Nine students completed the Tri-Trades program in La Loche.
  - Three students currently enrolled in the Mine Engineering program and all three will be returning for year 2 in September.
  - Five students remain in the Civil Technician program. One student has been hired by SNC Lavalin, others are currently seeking employment.
  - Eight students enrolled in the Powerline Technician program. Saskpower will be hiring six students out of this group, the program ends May 31.
  - Ten students have completed the Carpentry program.
  - The Water Conservation Management program has been cancelled due to low application numbers. We plan on coming up with a better recruitment strategy before the next intake for this particular program and hopefully we can fill the seats.
  - Transferred the Recreation & Community Development program from Buffalo Narrows to La Ronge due to application numbers and response from northern residents during our community tours.
  - Met with LLRIB Education Director on May 2, to discuss how we can potentially work together to recruit and retain students from the region.
- 6.4 Academic Programming (handout & in-person)
- University Grad, almost a full house, well received, 24 grads, representatives from the U of S in attendance.
  - Spring schedule officially began on April 30 with the B. Ed program. Year 2 & 3 B.Ed. students in the field during spring session. The fall and winter schedules have been completed.
  - Staffing is secured for the fall; therefore, we are ready for the shift to traditional University scheduling from the block system.
  - As per handout. Presentation done in regards to university programming for northern Saskatchewan.
  - ABE grad will be May 30 at the JRMCC.

- The program plan for ABE has been set for 2018-19. All campus programming has been finalized and instructors in place, except for non-campus locations which we are still finalizing.
  - Upcoming programming discussion in the far north such as University and ABE. Trades such as welding is not working, not getting enough students.
- 6.5 Student Services (handout & in-person)
- Still receiving an increase in applicants for University, however for trades programming applications have slowed down.
  - In total we have 512 applicants so far accepted.
  - Student housing, some move outs, due to ABE ending at the end of May. We don't want to fill these spaces as of now. We need to look at the needs of individual students first.
  - Transportation for the last 3 years, stats attached. 2017-18 marked the addition of children being allowed to ride the bus with their parents, therefore, there has been a steady increase in busing usage.
  - It was discussed and determined to continue to do upgrading of the Buffalo Narrows residence which includes the purchase of 18 new beds.
- 6.6 Marketing & Public Relations (handout)
- As per handout.
- 6.7 Human Resources (handout & in-person)
- Bargaining update given by HR Manager.

<b>05-11-2270</b>	<b>MOTION</b>	<b>Moved by P. Trottier, seconded by V. Fern to approve the reports as presented.</b>  <div style="text-align: right;"><b>.../carried</b></div>
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**7. BUDGET AND FINANCE**

- As per handout and in-person
- Audit week is scheduled for the week of August 13-17, 2018.
- Petty cash update for all five locations (the rock, head office, Creighton, the canoe, Buffalo Narrows).

<b>05-11-2271</b>	<b>MOTION</b>	<b>Moved by J. Sierzycki, seconded by M. Bouvier to approve the Budget and Finance report as presented.</b>  <div style="text-align: right;"><b>.../carried</b></div>
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**8. CHAIR**

- As per handout and in-person.
- Attended a luncheon at the Rock with the Honourable Tina Beaudry-Mellor in attendance on Thursday, March 1, 2018. A meeting with the Board of Directors was held thereafter to discuss the successes, transition and the continued ongoing issues that we are faced with in the north.
- As Board terms are expiring, recommendations were made of potential new board members to the Ministry of Advanced Education.
- Update on the April 27 meeting between the Board of Directors and Ministry.
- 2018 Cican conference update given.

05-11-2272	MOTION	Moved by V. Fern, seconded by J. Sierzycki to approve the Chair report as presented.  .../carried
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9. CEO

- As per handout and in-person update.
- We hosted community luncheon/suppers in eight communities around the north during March and April. I attended all except for one due to a conflict in my schedule. The purpose of the visit was to promote our programs and recruit students, as well as to seek input from communities. All events were well attended.
- We are committed to offering first year arts and science classes in La Loche in the fall of 2018. We have had more than 50 applicants.
- Second annual youth conference (Vibrant Roots II) will be held May 16 & 17 at the JRMCC Hall. We expect 300 to 400 students to attend the two day event.
- We have partnered with KCDC to host the 2<sup>nd</sup> annual Core Days. The entire event this year will be held at the River Campus. The event brings together companies that are involved in the mineral exploration business in northern Saskatchewan.
- We have been approached by SaskPower to develop a training plan for the community of Cumberland House. They are undertaking renovations on the power generating facility in the region and would like to involve as much local labour as possible. We are in the initial stages of developing a plan.

05-11-2273	MOTION	Moved by P. Trottier, seconded by V. Fern to approve the CEO report as presented.  .../carried
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10. ITEMS FOR DECISION

10.1 Business Plan 2018-2021 presented.

05-11-2274	MOTION	Moved by M. Bouvier, seconded by P. Trottier to approve the DRAFT business plan as presented. The business plan will be submitted to the both Ministries.  .../carried
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10.2 Petty cash

05-11-2275	MOTION	Moved by J. Sierzycki, seconded by M. Bouvier to commit \$200.00 to petty cash for the Rock Campus (Mistasinihk).  .../carried
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10.3 CRA- Conexus

05-11-2276	MOTION	Moved by M. Bouvier, seconded by P. Trottier, to specify that Shelley Young has the authority to represent Northlands College, in her capacity of the Director of Finance and Operations, to manage, request a direct deposit into existing Northlands College bank account, and to work in whatever capacity is required for the smooth operation of the College concerning the CRA.  .../carried
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**11. ITEMS FOR DISCUSSION/CORRESPONDENCE**

- 11.1 Facilities Revenue and Expenditures
  - As per handout and in-person update given.
- 11.2 Buffalo Narrows Bussing Response
  - As per handout and reported on my C. Chrispen.
  - As attached, response to possible bussing on the Westside. The pros and cons and the cost ranging per year of \$272,808/318,276. It was decided that having the bussing available on the Westside will not be feasible.
- 11.3 Asset Loss Report – La Loche
  - As per handout. List of tools that went missing presented.
- 11.4 Ministry letter – board appointments
  - As per letter dated April 23, 2018.
  - Two second-term positions have expired and are not eligible for reappointment, along with one third vacancy due to a position being cancelled.
- 11.5 PSAB Information
  - As per handout.
  - We have a policy for credit cards that does not match the rules of PSAB. S. Young to update policy to coincide with the PSAB rules.
  - Decision makers are: Board of Directors, out of scope staff and President & CEO.
  - Enclosed form to be filled out and brought to next meeting.

**12. CLOSING PRAYER/ADJOURN**

05-11-2277	MOTION	Moved by J. Sierzycki to adjourn the meeting at 11:45 a.m. .../carried
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