

**Minutes of the Regular Board Meeting, May 28, 2020**  
**Northlands College Head Office – Face to Face and Microsoft Teams**  
**9:00 a.m. – 1:14 p.m.**

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**Present**

**Board**

Bouvier, Myrna - via teams  
 Cheechoo, Bev – via teams  
 Daigneault, Nick – via teams  
 Deschambeault, Val – via teams  
 Everest. Crystal – in person  
 Fern, Victor – via teams – **CHAIR**  
 Gray, Ken – in person  
 Watt, Hugh – in person

**Staff**

Chrispen, Cherise – via teams  
 Kyplain, Jennifer, **RECORDER**  
 McDougald, Chandra – via teams  
 Penney, Guy, **CEO** – in person  
 Ratte, Ron – in person  
 Young, Shelley – in person

**Regrets**

Durocher, Jackie

**Minister joined via teams at 10 AM**

- Minister Beaudry-Mellor
- Deputy Minister McLoughlin
- Chief of Staff, Tessa Ritter

**1. OPENING PRAYER/ACKNOWLEDGEMENT – M. Bouvier**

*As we gather here today, we acknowledge we are on Treaty 6 Territory and the Homeland of the Woodland Cree and Metis. We pay our respect to the First Nation and Metis ancestors of this place and reaffirm our relationship with one another.*

**2. CALL TO ORDER @ 9:17 AM**

**3. ADOPTION OF THE AGENDA**

**Additions:** *June meeting location*  
*Consultant – governance training*

05-28-2475	MOTION	Moved by ....., seconded by ..., to adopt the agenda as amended.  .../carried
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**4. MINUTES**

4.1 Minutes of the February 21, 2020 board meeting

05-28-2476	MOTION	Moved by ....., seconded by ....., to approve the February 21, 2020 minutes as presented.  .../carried
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4.2 Minutes of the May 15, 2020 Special board meeting

05-28-2477	MOTION	Moved by ....., seconded by ....., to approve the May 15, 2020 minutes as presented.  .../carried
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**5. BUSINESS ARISING FROM MINUTES - none**

**6. REPORTS**

6.1 Academics (handouts & in-person)

- ABE
  - 13 ABE programs are in progress: Adult Essential Skill (AES) in Buffalo Narrows, Creighton, Sandy Bay and Stanley Mission; Essential Skills for the Workplace (ESWP) in La Ronge; Adult 10 (credit) in Buffalo Narrows, Creighton and La Ronge; Adult 10 (level 3) in Black Lake and Cumberland House; and Adult 12 in Buffalo Narrows, Creighton, and La Ronge.
  - AES in Sandy Bay started on February 27, 2020. This group of students had 12 classroom days before the program paused and then shifted to online supplemental learning.
  - ABE programming was put on pause from March 16 to April 2, 2020 due to COVID-19 pandemic.
  - Online supplemental learning for all ABE programs (Teams, email, Facebook, etc.) started on April 6, 2020.
  - Letters explaining options were emailed to ABE students on April 8, 2020. Students were encouraged to continue with supplemental learning if they were able or could take their marks as of March 13, 2020. 55 of 124 (44%) opted in but did not submit any assignments. Of the 199 students who were tracked, 16% continued and 84% did not. This was due to barriers with working from home such as child care, overcrowding, internet access, etc.
  - Student Services connected with all Adult 10 and 12 students to review individual options and ensure that students knew the consequences of the choices they were making.
  - In order to assist distance learning, laptops were distributed to ABE students in Buffalo Narrows (8), Creighton (5), and La Ronge (25) for total of 38 laptops distributed. Priority for laptops was given to students who were enrolled in ABE 10, 20, 30 level courses.
  - There are a total of 53 Adult 12 graduates this year; 9 from Buffalo Narrows, 11 from Creighton and 33 from La Ronge.
  - Supplemental learning opportunities will end for ABE programs on May 22.
  - Ed Centre Online School partnership with NLSD is in progress with supplemental learning following the directives of NLSD. ABE staff met formally with EdCentre on January 16, 2020 and again on May 15, 2020 to discuss future programming and working together more closely.
  - Distance Education partnership with NLSD looks like it will happen, which is exciting.
- University
  - All programming has been delivered remotely or online since March; the transition was not without problems but overall went smoothly.
  - Students in need of computer technology in order to continue with their studies were identified, and laptops were deployed to them through our scholarship foundation.
  - U of R and U of S made adjustments to withdrawal policies in order to accommodate difficulties students may have faced during COVID-12 pandemic. Nursing students will be doing their job placements remotely and they are very excited
  - Running 3 live, remotely-delivered classes out of La Ronge during spring.

- Typical nursing schedule for spring/summer/fall has been adjusted in light of COVID-19.
- In light of COVID-19, College of Education and NLSD have agreed to push EDST321 field experience from fall to winter, and EDST 322 from winter to spring; EXPR 422 still scheduled to go ahead this fall.
- Waiting direction from the Ministry and final decisions from both universities to see what will be possible for fall in terms of face-to-face offerings; anticipating predominantly remotely-delivered programming with possible exceptions for face-to-face lab components.
- In conjunction with other programming departments and with consultation from IT, we will be looking at the possibility of a uniform distance delivery platform for 2020-21.
- Master of Education program still scheduled to go ahead this summer. We have 17 students as of now but we should be getting another 8 with a total of 25. Class will be through zoom.
- Technical, Trades & Mining
  - New nursing lab instructor hired.
  - New temp instructor aide hired until June 30.
  - Programs had to adapt to new learning platforms due to COVID-19. Students in need were issued laptops. Instructors have struggled to keep students active and engaged. Brokered partners wanted to see the programs continue if possible.
  - There are some students that are struggling with classes remotely but the instructors have been contacting them on regular basis.
  - Line tech program we have a request into the Ministry for the students to complete their practical part with the understanding that the guidelines and restrictions set by the Medical Health Office need to be adhered to.
  - Truck driving training program with NRT having a difficult time getting approval from the Ministry of ICT to hold this program. Will continue to try.
- 6.2 VP, Student Affairs (handout & in-person)
  - Student Services
    - It has been interesting times but trying our best to connect with all students.
    - All staff are mainly working from home and much of our days are now spent on the phone, sending emails, meeting on teams, on our App and messaging students through a variety of messaging services (mainly Facebook).
    - Our new slogan has become one student at a time, as we work to support each student and applicant in a one time consuming fashion.
    - The applicant numbers are below our last two previous years. We have not been able to visit schools, career fairs or have potential students pop into see us. Students have been struggling with anxiety like everyone else in these interesting times. In other words, we did no active recruitment at all for several weeks. As of today, we have 1101 applications. Even without actively recruiting, our numbers are slightly above where they used to be before we brought in major changes to our admissions processing.
    - We have continued to send out acceptance letters, many funding agencies have made no changes to their deadlines.
    - Student emergency bursaries, it became apparent very quickly that we had a huge gap that needed to be filled in a very short period of time. Many of our students had no access to technology to allow them to continue with their courses in the alternative delivery means that we found ourselves in. Thankfully, we had a large number of laptops on hand and the means to

purchase them so quickly, came up with a way to deploy laptops to post-secondary students in a manner that would not put them in debt to the College and become a different type of barrier in the future.

- At last count, we had distributed 114 laptops, which are now in many communities across northern Saskatchewan.
- Creighton and Buffalo Narrows student housing had to be closed the week of March 16 as the state of emergency was called.
- The Saskatchewan Public Safety Agency has signed an agreement with us to take over the Buffalo Narrows student housing to help with the outbreak on the west side.
- La Ronge housing is no longer full which is normal for this time of year as we prepare for a new intake. At last count, we had eight empty units. Right now, our waitlist for next year is very small as we develop an online application to aid students and applicants to apply for housing from a distance.
- The busing in La Ronge has been on hold since this has all started. However, Northwinds has been helpful with us distributing items to our students as needed. Our current contract also expires this year. We have not pursued renewing at this time with so much uncertainty on whether the current model we had been using will work during these times.
- Registrar’s Office – New business rules for SIS/OCSM needed to be developed by the sector to help deal with the record keeping of the impact of COVID-19 on our programs and students.
- **Marketing & Public Relations**
  - Marketing has kept busy with updating the website, working on new fundraising options for scholarships, designing and ordering usual items (grad gifts, day planners), aiding with and planning upcoming media and communications, etc.
  - Some highlights from our connection with others through Facebook. On May 8, we had 10,504 views of our University Grad post. We had a lot of views when the pandemic first started and then our activity tapered off; however, since we restarted with regular and more social media friendly posts again at the end of April, we have seen a steady increase in traffic again.
  - Golf tournament we continue to try to get our deposit back, as we all know this year’s golf tournament has been cancelled.

05-25-2478	<b>MOTION</b>	<b>Moved by ....., seconded by ....., to temporally adjourn the regular board meeting @ 10 AM, in order to connect with the Minister and Deputy Minister of Advanced Education. .../carried</b>
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**Attending via teams were Minister Beaudry-Mellor, Deputy Minister, Mark McLoughlin and Chief of Staff, Tessa Ritter.**

- Introductions of Board and Staff was made by G. Penney
- Honour song done by our Manager of Indigenous Initiatives, Ron Ratte
- Minister informed the group that there was no formal agenda. She mentioned that she wanted to know how we were handling the unprecedented times we are in with the COVID-19 pandemic.
- Minister also thanked G. Penney, Staff and Board for their dedication and commitment especially with all the adjustments that had to be made due to the pandemic.
- Discussed the re-opening of the campuses, this will be done in a very slow and strategic way. Internet access is good it is the broadband that’s the issue. Try opening up a computer lab for students that do not have access to technology otherwise, of course following the social distancing, sanitizing, etc.

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- This is a time we would be meeting colleges in person but of course with these times this is not possible. So we are here to check to see how things are going and as a support.
- Mark acknowledged the lockdowns in the North and what challenges these bring.
- Guidelines and protocols, as post-secondary institutions we all have maneuver these.
- Mark acknowledged the College’s willingness to engage partnerships such as the Master of Education program with GDI.
- The floor was opened up for questions/comments: Guy, mentioned the partnership with NLSD, having programming done via distance education for the fall. Minister Beaudry – courses online should be good quality as the fall will be interesting in terms of what students think of this. Northlands College, GDI and FNUC are very unique in terms of partnerships, and course offerings. These institutions have land based and the cultural/history. Retaining students is going to be a challenge, so having this unique offerings that other colleges do not offer will be a bonus.
- We are not going to go back to normal! From Minister....maybe this is an opportunity, use this time as a new phase of program delivery. Cease this opportunity to do things better, as there will be a lot of competition and I think Northlands College has an advantage.

This meeting was done at 10:48 AM

- Closing prayer/song: Ron Ratte

<b>05-28-2479</b>	<b>MOTION</b>	<b>Moved by ....., seconded by ....., to call the Regular Board meeting to order at 10:54 AM.</b>  <b>.../carried</b>
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6.3 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. Facilities personnel have been doing twice daily building checks for the first few weeks of the shutdown. We are not doing half days alternating personal to keep up with distancing. The last few weeks we have gone back to full time days while distancing.
  - PMR request for updating the bathrooms at the canoe building was accepted and funded by Advanced Education.
- Information Technology
  - The last two months have been dominated by the COVID-19 pandemic and the necessary response to it. Northlands College has been through an unprecedented shift in operations. Staff and faculty have been required to work from home and students have migrated to a remote learning model which is a significant shift from prior course delivery. We are grateful for the flexibility and patience that has been shown by all as we have navigated this technological change. Prior investments in deploying Office 365 and training users on its capabilities are proving to be extremely valuable.
  - College staff moved to a primarily work from home model in late March. Many of our staff were already equipped with laptops which was critical in making the switch possible.
  - Faculty and academic admin staff had the difficult task of quickly migrating from a traditional primarily in-class teaching model to remote learning. There were and still remain significant challenges to delivering course content through alternative means.
  - Students were faced with a major disruption to their scheduled classes when it was mandated that we move to remote course delivery. Many of our students

face challenges such as limited access to technology at home. A sizeable number did not have computers to use at home and some lacked access to the Internet. The College made the decision to provide laptop computers for certain students on an as-needed basis.

- The switch to remote learning and online delivery methods has highlighted the need for a Learning Management System (LMS) at the College. We are currently evaluating various options as well as awaiting further directive from the Ministry regarding the direction student instruction will take in the coming months.
- IT is currently in the testing and planning stages of migrating to a SaskTel IBC VOIP phone system.
- 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. We were provided with valuable information regarding needs such as ergonomic assessments and training courses that we were able to address quickly to meet the needs of our employees.
  - To date, 32 new employees have joined the College.
  - Seventeen employees have applied for professional development so far this year with sixteen being approved.
  - To date we have exceeded the target of female and visible minority employees, and are still working on meeting the targets for person of Aboriginal ancestry and persons with disabilities.

6.4 Manager of Indigenous Initiatives (in-person)

- Elder advisory committee, this will be determined once we get back to semi normal.
- Our College strategic plan 2020-2021, to which is currently being decided, will acknowledge the community’s location within the treaty areas and within the traditional territory of the Woodland Cree, Metis and the Dene peoples.
- The plan will state in supporting reconciliation that consist with Indigenous education protocol to support reconciliation and aligns closely with the 94 recommendations issued by Canada’s (TRC) in 2015.

05-28-2480	MOTION	Moved by ....., seconded by ....., to approve the reports as presented.  ...../carried
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**7. BUDGET AND FINANCE**

- The Ministry recently confirmed that a single year business plan and budget would be acceptable given the ambiguities for program delivery options during COVID-19 response. Typically, the Business Plan would be presented to the Board for final approval within 40 days of the provincial budget announcement on or around March 20 each year.
- I am advised that although our staff in academics have run all possible scenarios for program delivery in the fall; blended, remote only, and status quo, Finance will be provided the financial assumptions and information needed to prepare the budget within 5 days of the Minister’s program delivery announcement that is tentatively scheduled for end of May 2020.

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- The 3<sup>rd</sup> quarter and Finance reporting was presented and discussed with the Audit and Finance Committee yesterday evening.
- The revenue has not been updated for the fourth quarter yet; however, at year-end it will include approximately \$3.8m more in grant revenue at June 2020.
- We did receive a PMR grant for updating the washrooms at the Canoe; however, our request to repair the pipes and update the aged boilers at the Buffalo Narrows Student housing was not approved for funding.
- We await a final decision regarding the chosen program model to determine how many of the 111 laptops deployed for students will need to be replaced for general operations in the fall.

05-28-2481	<b>MOTION</b>	<b>Moved by ....., seconded by ....., to approve the Budget and Finance report as presented.</b>  .../carried
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**8. CHAIR**

- Verbal report by V. Fern
- ASRC had a couple teleconference calls. Discussing the fall plan for classes, 3 options – blended, strictly online and the status quo. Everyone is hoping the method chosen is blended. Also, talking to Guy on a weekly basis.

05-28-2482	<b>MOTION</b>	<b>Moved by ....., seconded by ....., to approve the Chair’s report as presented.</b>  .../carried
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**9. PRESIDENT & CEO**

- The Northern Teacher Education Working Group met by teleconference on April 27. Represented on the call were the U of S, U of R, FNU, GDI and Northlands College. We continue the conversation that we began back in September, which centered on our desire to work collectively for the benefit of Teacher Education in the north. We continue to explore ideas that will contribute to meeting the need for teachers in northern Saskatchewan.
- We continue to work closely with our Ministries as the current academic year approaches its end. We have given serious time to considerations for the next academic year. The VP team have been working very diligently these past weeks to allow our institution to pivot in response to the pandemic.
- I have been part of weekly videoconferencing meetings with SaskPoly, Regional Colleges CEO’s and Mark McLoughlin. These meetings have been very useful and collaborative and will continue into June.
- The planned community-based master of education program will move ahead as scheduled beginning in July. We are hoping a formal announcement of the MOU with all organizations that coincides with the beginning of the program.
- I have initiated a discussion with NLS 113 around the area of their online school. The online school has over many years, helped the college meet some of our ABE needs. As we look ahead to our next academic year, being able to increase our instructional digital footprint would be beneficial. Regardless of what happens with this partnership, we need to be ready for online programming.
- We will need to put out a message out to the public about our fall programming method. The Ministry would like a consistent message. We are not fully ready to do the message, as it needs to be a strategic plan.

05-28-2483	MOTION	Moved by ....., seconded by ....., to approve the President & CEO report as presented.  .../carried
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**10. ITEMS FOR DECISION**

10.1 In-Kind Contribution to Saskatchewan Public Safety Agency

- A contract is signed with the SPSA already and the understanding the in-kind contribution value to be determined later.

05-28-2484	MOTION	Moved by ....., seconded by ....., to approve the in-kind contribution value for the Saskatchewan Public Safety Agency's (SPSA) exclusive use of the Student Housing Facility in Buffalo Narrows as calculated a monthly rate of \$17,364/month, prorated daily, using the 2018-19 rate charged by the Ministry of Central Services at \$14.93 per square metre.  .../carried
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10.2 Rescind previous motion: Donation to the Golf Tournament

05-28-2485	MOTION	Moved by ....., seconded by ....., to rescind motion #02-21-2448 to allocate \$15,000 to Northlands College Scholarship Foundation, Inc. to offset the cost of fundraising at the annual golf tournament.  .../carried
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**11. ITEMS FOR DISCUSSION**

11.1 June Meeting location and Consultant, governance sessions.

- The AGM/Regular meeting is scheduled for Thursday, June 11, the evening of this day will be designated for refresher on governance with Consultant and on June 12, governance session with Consultant all day.
- To close out the year, it was determined that these meetings will be held in Saskatoon. J. Kyplain to work out the logistics with hotel and such.

**12. IN-CAMERA**

05-28-2486	MOTION	Moved by ....., seconded by ....., to go in camera at 12:52 PM.  .../carried
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05-28-2487	MOTION	Moved by ....., seconded by ....., to go out of in camera at 1:13  .../carried
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**13. CLOSING PRAYER/ADJOURN – M. Bouvier**

05-28-2488	MOTION	Moved by ....., to adjourn the meeting at 1:14 PM.  .../carried
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Chair

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Recorder