

Minutes for Regular Board Meeting, November 1, 2019

Head Office Boardroom, Air Ronge

9:06 a.m. – 3:00 p.m.

Present

Board

Bouvier, Myrna
Durocher, Jackie
Deschambeault, Val
Everest, Crystal
Fern, Victor, CHAIR
Watt, Hugh

Staff

Chrispen, Cherise
Kyplain, Jennifer, RECORDER
Penney, Guy, CEO
Young, Shelley

Ministry @ 10:30 via Microsoft teams

Mike Pestill
Marcel Michaud
Tammy Bloor-Cavers
Gord Dornstauder

1. OPENING PRAYER/LAND ACKNOWLEDGEMENT

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

2. CALL TO ORDER @ 9:06

3. ADOPTION OF THE AGENDA

11.2 *Education Leave/Professional Development Policy revision – remove as it needs to go to the internal committee for recommendations first. Replace with an Education Leave request for the Board's final approval.*

11-01-2410	MOTION	Moved by, seconded by, to approve the agenda as amended. .../carried
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4. MINUTES

4.1 Minutes of the September 27, 2019 board meeting

11-01-2411	MOTION	Moved by, seconded by, to approve the minutes as presented. .../carried
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5. BUSINESS ARISING FROM MINUTES

6. REPORTS

6.1 Academics (handouts & in-person)

- ABE
 - Ed Centre Online School partnership with Northern Lights School Division is in progress.
 - Adult 12 partnership with Ile-a-la Crose School Division is in progress.
 - Adult Essential Skills partnership with LLRIB in Hall Lake began on October 21, 2019 with 25 students.

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- Academic Prep partnership with North West College in Buffalo River began on October 21, 2019.
 - Adult Essential Skills partnership with LLRIB in La Ronge (Far Reserve) is scheduled to begin on November 18, 2019.
 - Planning for an Adult Essential Skills partnership with Stanley Mission Post-Secondary in Stanley Mission is in progress. This program is scheduled to begin on January 8, 2020.
 - Pilot project in Buffalo Narrows, video conferencing a math class. Some of the students are struggling as they would rather have an in class instructor. Plan on keeping a close eye on this.
 - University
 - Working on recruitment strategies, specifically B. Ed.
 - Sandy Bay update on University classes, unfortunately, we only have one student interested. We have the space, furniture and instructor. So we are going to look at other options maybe ABE classes.
 - We have the possibility of having 32 grads this year.
 - A former NORTEP student was re-admitted to the NORTEP program by the U of S. She will be entering year 3 in the winter semester. Since Northlands College is funding former NORTEP students, would Northlands College consider funding this student for the remainder of her program? It was suggested that there could be a possibility of offering a bursary or scholarship available for these particular students as a transition period. **Tabled until December 20, where a final decision will be made.**
 - Technical, Trades & Mining
 - Attended an Athabasca Interagency Group meeting on October 3 to discuss employment and training with Athabasca region employers, First Nation and community leadership, PAGC and Yathi Nene representatives. The College conducted a presentation on programming and how we can contribute.
 - The Core Days conference was held September 25 & 26 as previously reported. The event was a huge success with positive feedback from participants. Over 70 individuals from industry, government, staff and students attended the first day at Northlands College Mine School, with approximately the same amount attending day 2 at the Legion. Several training leads were identified, most prominently a commitment from Nexgen to tour our Buffalo Narrows campus and for College representatives to tour their mine site to discuss training opportunities. The visit is tentatively planned for November 18.
 - Lakeland College's Dean of Environmental Sciences conducted a site visit for our new Environmental Sciences (Environmental Conservation & Reclamation in Y2) diploma program on October 17 & 18. He was impressed by the students, instructors and facilities. The students have the option to transfer to Lakeland College for Year 2, or continue with Northlands College. If enough students intend to transfer we will plan to run another Year 1 intake fall 2020. If they intend to stay we will continue to offer year 2, Environmental Conservation & Reclamation as planned. One of the benefits of this program is it ladder's directly into degree programming at Lakeland College, U of S and elsewhere.
 - 2019-20 Program plan has been completed and submitted for appropriate approval.
- 6.2 VP, Student Affairs (handout & in-person)
- Student Services

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- University winter semester advising has begun. It can be a busy time as advisors work to ensure students are signing up for classes that they need for their program requirements.
 - La Ronge Housing is full. Waitlist numbers for 2018-19 La Ronge Student Housing are: bachelor – 25; one-bedroom – 20; two-bedroom – 16. These waitlists are more realistic than the previous ones reported as staff has since had time to remove students who no longer want to be on the waitlist or who are no longer in school. Creighton is housing 10 students currently. Buffalo Narrows has 8 students.
 - So far this year we have processed 152 student loan applications. Last year at around this same time we had processed 145 applications.
 - In the process of working on a funding matrix so that funding conversations can be a bit more streamlined between staff and students. We are definitely doing a better job of ensuring that our students are set up to pay for school before they actually start.
 - Our Indigenous student population the last two years has been close to 96%. University program, where we used to hover close to 90% have now hit a new high of close to 91%.
 - Marketing & Public Relations
 - An initiative which involves a collaboration between Marketing and Student Services is the creation of weekly YouTube video series known as SOS (Surviving On or Off-Campus Services). These used to be offered live (and through video conference units) for university students; however, we wanted to expand them for all students. Our hope is that we can one day offer them in many languages as well.
 - Article completed with Industry West and busy working on a new website which will be available in November with the release of the 2020-21 calendar.
- 6.3 VP, Finance and Operations (handout & in-person)
- Facilities/Capital Planning
 - Blue prints started for the elevator that we received funding for. Midcon engineering have agreed to do the elevator drawings and did a site visit.
 - Installed three flag poles at the program center and three at the Air Ronge campus.
 - Information Technology
 - We have found a suitable candidate for the role of IT Systems Administrator. We hope the applicant will accept the offer from the College for the position.
 - IT has been working with ABE in La Ronge to improve their attendance taking system using a new online platform.
 - Human Resources
 - Between September 10, 2019 and October 8, 2019 we posted 19 positions.
 - Of the four positions we were recruiting for on September 10, 2019 two were filled with external applicants and two will be re-posted.
 - Monetary bargaining dates have been scheduled for November 6 & 7, 2019.
 - Six employees have applied for PD so far this year with five being approved.

11-01-2412	MOTION	Moved by, seconded by, to approve the reports as presented. .../carried
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7. Ministry session – started at 10:30 AM until 12:00 PM

- Action Plan on Accountability and Governance (APAG)

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- As per handouts provided by the Ministry.
- Board and CEO evaluation should be completed annually.

8. BUDGET AND FINANCE

- Narrative as per presented by S. Young.
 - Revised the procurement policy to align with legislative requirements and the findings of the Provincial Auditor’s Report. Once the Board approves the revised policy, shortly thereafter, we will invite vendors and potential vendors to meet with us to review and discuss the new policy and answer any questions.
 - Implemented revised consultant’s contract and require confidentiality agreement attachment to Consultant’s Contracts and to Training Service Agreements beginning November 1, 2019.

11-01-2413	MOTION	Moved by, seconded by, to approve the Budget and Finance report as presented. .../carried
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9. CHAIR

- As per verbal report.
- V. Fern also a representative of the Athabasca Interagency Group, mentioned that R. Mercredi did a positive presentation at Athabasca meeting.
- As for the CEO/Chair meeting on November 19/20 in Regina. Unfortunately, Victor cannot make the meeting. Therefore, another board representative will need to attend. Val or Hugh depending on their schedules. Will get back to Jennifer.

11-01-2414	MOTION	Moved by, seconded by, to approve to the Chair report as presented. .../carried
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10. CEO

- As per board package.
- On October 8·2019, I attended a meeting to bring together institutions to discuss Northern Teacher Education. This was hosted by the Ministry of Advanced Education. The participants included Deputy Minister McLoughlin, Assistant Deputy Minister Bloor, the Dean of Education for the University of Regina, the Dean of Education for the University of Saskatchewan, President of First Nations University and GDI. The hope is to continue with these meetings in the future.
- The postings for the Manager of Indigenous Initiatives and Manager of Student Services have gone out. Our hope is to have both of these postings filled before our next meeting.
- Availability of affordable student housing continues to be an issue in La Ronge. I have been approached by a local business person who has some ideas around this issue. I plan to meet again with this person fairly soon and will be invited the 3 VP’s as well.
- New flag poles have been installed at all of our campus locations as well as our administrative building in Air Ronge. The reconciliation flag will be one of the flags being raised. A ceremony to mark this occasion is planned for our Air Ronge location which takes place today.
- Planning is underway in all program areas with respect to the 2020-21 academic year. We anticipate having next year’s program calendar completed before the Christmas break. We are also hopeful that future planned “community engagement” meetings will help inform us with respect to our entire program planning process.
- I will be looking to fill the VP, Academic role again in the near future.

11-01-2415	MOTION	Moved by, seconded by, to approve the CEO report as presented. .../carried
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11. ITEMS FOR DECISION

- 11.1 Management Terms and Conditions
- As per board package.
 - Changes and revisions identified in yellow.

11-01-2416	MOTION	Moved by, seconded by, to approve the following changes and revisions to the Management Terms and Conditions pending Minister approval. .../carried
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- 11.2 Education Leave application
- Cheryl Jefferies – two University classes

11-01-2417	MOTION	Moved by, seconded by, to approve the recommendation by the Education Leave Committee the education leave in the amount of \$1500.00 tuition and books for two University classes. .../carried
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11-01-2418	MOTION	Moved by, seconded by, to approve the President & CEO to approve Education Leave application amounts less than \$2000.00 without final approval from the Board. .../carried
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- 11.2 Delegation of Authority Policy revision
- As per Board package – Decision Item form
 - Approval to update delegation of authority.

11-01-2419	MOTION	Moved by, seconded by, to approve delegation authority to people employed in specified positions to the maximums put forward by the Board. .../carried
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- 11.3 Procurement Policy revisions/changes
- As per Board package and verbal report by Shelley.

11-01-2420	MOTION	Moved by, seconded by, to approve the revisions/changes to the current policy numbered 208. .../carried
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- 11.4 Fleet Vehicle Policy revisions/changes
- As per Board package and verbal report by Shelley.

11-01-2421	MOTION	Moved by, seconded by, to approve the revisions/changes to the current policy numbered 214.
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		.../carried
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11.5 Program Tuition and Book Fees Policy revisions/changes

- As per Board package.
- Revisions/changes identified in yellow.

11-01-2422	MOTION	Moved by, seconded by, to approve the revisions/changes to the current policy numbered 301. .../carried
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11.6 Credit Card Policy revision/changes

- As per Board package and verbal report by Shelley.

11-01-2423	MOTION	Moved by, seconded by, to approve the revisions to policy numbered 210. .../carried
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11.7 New Policy – Access to Information and Privacy

- As per Board package and verbal report by Shelley.

11-01-2424	MOTION	Moved by, seconded by, to approve the new policy, <i>Access to Information</i> numbered 213. .../current
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12. ITEMS FOR DISCUSSION

12.1 Black Swan Consulting Ltd. agreement

12.1.1 Leadership Coaching

- As per Board package - Letter of Engagement with terms and conditions.

12.1.2 Board Governance Renewal & Training

- As per Board package – Board Governance Renewal & Training terms and conditions.
First session will be held with the Board at the December 20 meeting.

12.2 Asset Loss Report

- As per Board package.

12.3 DRAFT annual report

- As per board package.

12.4 December 20, 2019 meeting location

- This meeting will be held in Prince Albert at the Holiday Inn Express beginning at 9 AM.

13. IN-CAMERA

11-01-2425	MOTION	Moved by to go into in camera at 2:31 p.m. .../carried
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11-01-2426	MOTION	Moved by, to go out of camera at 2:51 p.m.
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		.../carried
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14. CLOSING PRAYER/ADJOURN

- V. Fern – closing prayer.

11-01-2427	MOTION	Moved by, to adjourn the meeting at 3:00 PM. .../carried
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Chair

Recorder