

**Minutes of Regular Board Meeting, October 26, 2018**  
**River Campus Boardroom, Air Ronge**  
**9:00 a.m. – 12:10 p.m.**

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**Present**

**Board**

Charles, Deborah (Chair)  
 Fern, Victor  
 Polischuk, Doreen  
 Trottier, Paul

**Staff**

Chrispen, Cherise  
 Greschner, Toby (CEO)  
 Kyplain, Jennifer (Recorder)  
 Mercredi, Russel  
 Penney, Guy  
 Young, Shelley

**Regrets**

Bouvier, Myrna  
 Durocher, Jackie

**1. CALL TO ORDER @ 9:03 AM**

**2. OPENING PRAYER – V. Fern**

**3. ADOPTION OF THE AGENDA**

- *Additions: 10.5 Task Force Final Report and Recommendations Approval*  
                   10.6 Rent at the Rock Campus

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| 10-26-2307 | <b>MOTION</b> | Moved by ....., seconded by .... to adopt the agenda as amended.<br><br>.../carried |
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**4. MINUTES**

- 4.1 Minutes of the September 17, 2018 board meeting
- Minor typos noted and corrected.

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| 10-26-2308 | <b>MOTION</b> | Moved by ....., seconded by .... to approve the minutes as amended.<br><br>.../carried |
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**5. BUSINESS ARISING FROM MINUTES - none**

**6. REPORTS**

- 6.1 Facilities (handout)
- Advanced Education will fund the upgrades to the HVAC system in the Mine School.
  - Received PMR funding from Advanced Education to replace the boilers, pumps, piping and wall fan radiators.
  - Facilities staff have installed a conduit from the server room in the Mine School to the trades building as required by IT to complete the fiber optics PMR, as well as conduit inside the building.
  - Renovations/upgrades continue at the admin building (Head Office): replaced soffits and painted the exterior stucco, the interior framing is complete, the electrical upgrades are under way, dry walling is 90% complete, new ceilings are being installed, new flooring is being installed, new ceramic tile has been installed in the main floor wash rooms and new interior lighting is being stalled.
- 6.2 Information Technology (handout)

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- Air Ronge fibre optic network expansion, Sasktel had been contracted earlier in the year to install a fibre optic network connecting the Mine School with the Trades Building and Chem Lab.
  - Continuing to migrate staff and student computers to Windows 10 and our Toshiba copiers. Creighton Campus and Canoe Campus have been completed and continue to work with the other campuses.
  - In the past month, changes to the College CommunityNET configuration has enabled Skype for Business with external clients. This enables staff to sign in to Skype for Business with their College credentials and communicate with users not inside the organization.
  - Office 365 usage numbers steadily increase since broadly deployed at the end of the summer.
- 6.3 Post-Secondary Programming (handout & in-person)
- Six cancelled programs due to lack of applications. With the current state of the economy and labour market, especially in the north, we need to rethink and diversify programs being offered.
  - It is an exciting time with the start of the Caribou Campus in Stony Rapids. Potential to offer more programming such as ABE and the Mental Health & Wellness program.
- 6.4 Academic Programming (handout & in-person)
- Students are progressing nicely in their respective placements for years 3 & 4 of the Bachelor of Education program.
  - Plans to meet with the NLSD superintendents in the short term with regard to connecting them to not only this year's group of B. Ed grads, but also subsequent groups of grads.
  - Bachelor of Nursing – classes are running smoothly at the Rock. The transition to their new space has gone very well. Years 3 & 4 students have been on clinical placements so far this year and are enjoying it.
  - A delegation from the U of R will be visiting our College on Friday, November 9. They will be touring our facilities and gaining some insight into the things we do and the services we provide to our students.
  - On September 5, first year university classes through our College began for 15 students in La Loche and area.
  - ABE programs are running smoothly with lots going on from a curricular perspective. We have finalized an ABE partnership with Southend, which has resulted in a student number of over 60 this year. We are just putting the finishing touches on an ABE agreement with LLRIB, with an anticipated start date of November 1.
- 6.5 Student Services (handout & in-person)
- Student services will be taking over more responsibility with University admissions for next year's programming. These responsibilities include application support, course selection, program monitors, and registration with the universities. We will be hiring another student advisor in La Ronge.
  - La Ronge is currently housing 36 students in our 32 units. Waitlist numbers for 2018-19 La Ronge Student Housing are: bachelor 18; one-bedroom 21; two-bedroom 16. Buffalo Narrows continues to house 13 students and Creighton 9 students.
  - Student Loan applications keep going up, especially with the new way of getting loans, you can get band funding along with a loan.
  - We continue to expand the ways we engage with students. Along with our app, monthly check-ins, information bulletin boards, etc., we are now working on the final steps to have informational campus TV's at each of our five campus locations.
- 6.6 Marketing and Public Relations (handout)

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- Arranged site hosting with YasTech. They will be providing hosting services for 2018-19 at a cost of \$333.00.
- In the process of building a new WordPress site. It will mirror the look of the current website and allow us to make changes and updates more efficiently. Once completed, we will replace the current site with the WordPress site.
- The next step will be a complete redesign of the Northlands College site.
- The College APP has been handed over to Student Services. They are doing a great job of keeping the app up to date and engaging students and staff to get onboard.
- The college will utilize community scrolls to attract more interest in our college by advertising programming and job ads.
- Working on video campaigns for University and Mining programs over the next couple of months.
- In the process of developing a community donation/sponsorship guideline for the college.

6.7 Human Resources (handout)

- As per handout.

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| 10-26-2309 | MOTION | Moved by . . . ., seconded by . . . . to approve the reports as presented.<br><br>.../carried |
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**7. BUDGET AND FINANCE**

- As per handout and verbal report.
- Northlands College will be the first of the Regional Colleges of Saskatchewan to undergo a procurement audit. This will be performed at the request of the Provincial Auditor, by its own office. We expect about 3 auditors to be present at Head Office for the week of October 29-November 2, 2018.
- Arrangements have been made for the purchasing group to attend a legal workshop on tendering put on by MLT Aikens on November 7, 2018 in Regina. This will benefit and empower others in the group to function more independently in their respective roles while maintaining legislative requirements and knowing for themselves the legalities and best practices that continue to evolve. The timing for the workshop and the audit are perfect for refining our brand new purchasing department activities.

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| 10-26-2310 | MOTION | Moved by . . . ., seconded by . . . . to approve the budget and Finance report as presented.<br><br>.../carried |
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**8. CHAIR**

- As per handout and verbal report.
- Presented the *Task Force on Regional College Efficiency – Final Report and Recommendations October 2018*.

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| 10-26-2311 | MOTION | Moved by . . . ., seconded by . . . . to approve the Chair report as presented.<br><br>.../carried |
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**9. CEO**

- GDI invited us to a meeting on October 29 here in La Ronge. They would like to discuss future programming in the North.

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- Rob Norris who works as a special project consultant for the U of S met with me to discuss a possible pre-engineering and sciences training initiative that could be done at the college and in partnership with a Saskatoon mine engineering company.
- Russel Mercredi has been hired as the Manager of Post-Secondary Programs and his first day was October 16. Russel has more than ten years of experience working at Cameco mainly in the areas of project management and most recently in human resources.
- As discussed at the last meeting, the titles of senior management has changed as follows: Shelley Young from Director of Finance and Operations to Vice-President, Finance and Operations; Cherise Chrispen from Director of Student Services to Vice-President, Student Affairs; Guy Penney from Director of Academic Programs to Vice-President, Academic.

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| 10-26-2312 | MOTION | Moved by . . . . , seconded by . . . . to approve the CEO report as presented.<br><br>.../carried |
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**10. ITEMS FOR DECISION**

10.1 Petty Cash at the Rock

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| 10-26-2313 | MOTION | Moved by . . . . , seconded by . . . . to increase the amount of petty cash at The Rock by \$150.00 to a total of \$350.00 for the purpose of having a sufficient float to manage The Rock Shop.<br><br>.../carried |
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10.2 CIGan Indigenous Protocol

- As per handout.

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| 10-26-2314 | MOTION | Moved by . . . . , seconded by . . . . to sign the Indigenous Education Protocol for Colleges and Institutes Canada (CIGan) document as our colleges' commitment to Indigenous education and provide a vision of how we can strive to improve and better serve Indigenous students.<br><br>.../carried |
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10.3 Education Leave Application

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| 10-26-2315 | MOTION | Moved by . . . . , seconded by . . . . to approve Erik Cardiff's education leave from January 2, 2019 to February 15, 2019 as presented.<br><br>.../carried |
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10.4 Board Committee Representation - Tabled

**11. ITEMS FOR DISCUSSION**

11.1 Ministry APAG – March 1, 2019 Regular Board meeting

- Ministry representation will be in attendance at our March 1, 2019 board meeting. Agenda to follow at a later date.

**12. IN-CAMERA – no in-camera**

13. CLOSING PRAYER/ADJOURN

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| 10-26-2316 | MOTION | Moved by . . . . to adjourn the meeting at 12:10 p.m.<br>. . . /carried |
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