

**Minutes of the Regular Board Meeting, September 17, 2018**  
**River Campus Boardroom, Air Ronge**  
**9:00 a.m. – 2:10 p.m.**

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**Present**

**Board**

Bouvier, Myrna  
 Charles, Deborah (Chair)  
 Durocher, Jackie  
 Polischuk, Doreen  
 Trottier, Paul

**Staff**

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

**Regrets:**

Fern, Victor

**Guest**

Ferster, Tanya (MNP)

1. **OPENING PRAYER – D. Charles**
2. **CALL TO ORDER @ 9:15 AM & 12:36 PM**
3. **ADOPTION OF THE AGENDA**
  - *Add: 11.5 APAG – October 26, 2018*

09-17-2291	MOTION	Moved by ....., seconded by ..... to adopt the agenda as amended.  .../carried
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4. **MINUTES**

4.1 Minutes of the June 14, 2018 Regular board meeting

09-17-2292	MOTION	Moved by ....., seconded by ..... to approve the minutes as amended.  .../carried
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4.2 Minutes of the June 14, 2018 Annual Board Meeting (for information only)

5. **BUSINESS ARISING FROM MINUTES**

6. **REPORTS**

6.1 Facilities (handout)

- As per handout and verbal report.
- Received confirmation from the Ministry of an additional capital grant of \$481K. This is to be used for the boiler replacement and ventilation upgrade at River Campus.
- As per power point slide still have \$944,145 for overall construction and renovations.
- Continue to renovate the head office building such as floor leveling, sound proofing, electrical and the overall layout of the lower area. We requested that Arrow Engineering revise their drawings and specs for the ventilation project.
- La Ronge Campus (canoe) renovations so far are removal and replacing of broken parking rails and posts, refinishing exterior wood work and benches, relocating and installing numerous white boards and bulletin boards, removal of cabinets from portable one, patching floor and walls, installing flooring and painting, exterior lighting upgrade and patched road and parking areas.

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- 6.2 Information Technology (handout)
- As per handout and verbal report.
  - Hired a level 6 IT administrator, he has several years of experience working in the IT field in La Ronge and area.
  - Working in conjunction with the Ministry of Education, Sasktel and NLSA, we were able to establish a connection to CommunityNet at the La Loche Dene High School.
  - In June the College purchased 15 laptops and 14 desktops for staff as part of the annual computer hardware refresh schedule.
  - In July and August two sets of 20 laptops were purchased to update the computer carts at the canoe.
- 6.3 Technical, Trades & Mining (Toby)
- As per handout and verbal report.
  - Interviews for the Manager will be taking place this week.
  - Mental Health & Wellness has been brokered through SIIT. We continue to advertise for a second instructor for this program, an instructor who has the understanding of Northern Aboriginal culture.
  - Practical Nursing has been fully staffed by local professionals; therefore, it is pretty safe to say that they are here for a while.
- 6.4 Academic Programming (handout & in-person)
- As per handout and verbal report.
  - Student Orientation on August 29 for university was well attended. Students began classes on September 5<sup>th</sup> and were welcomed by a new scheduling format as well as some newly renovated classrooms and kitchen.
  - U of S nursing pinning ceremony on September 4. This was to honour years 2, 3 and 4 nursing students.
  - On September 5, another first was celebrated with the beginning of university course delivery to the community of La Loche via video conferencing. 15 students in this community have access to courses in English, Math, Sociology, Philosophy and INTS.
  - We are currently staffed with 7 full-time instructors who all engage in face-to-face delivery. Some of this complement of staff also have their classes video-conferenced out to our satellite locations.
  - Student orientation for ABE students took place August 28 and was well attended. To meet the ever-increasing demand for ABE seats, an additional instructor was added to the roster for this academic year; bringing our total to seven full-time instructors. This addition has allowed us to expand our course offerings at the canoe to help meet the needs of our students.
- 6.5 Student Services (handout & in-person)
- As per handout and verbal report.
  - Staffing at the Buffalo Narrows campus as follows: student advisor retirement, university coordinator vacancy and a new campus manager.
  - As it is the first year of utilizing FQFA along with strong program readiness supports we had both successes and struggles. We have had limited success with waitlists, however, had some great success with slightly overfilling programs.

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- Student loan applications have been high once again with approximately 100 applications being completed so far.
- Both Buffalo Narrows and Creighton Student housing opened up again on August 26 to prepare for the ABE students and both locations have 13 students. We have received a lot of positive feedback about keeping Buffalo Student housing available 7 days per week.
- La Ronge is currently housing 33 students in our 32 units. La Ronge Housing Authority is continuing to make room for our students as well. Waitlists are as follows: bachelor 20; one-bedroom 16 and two-bedroom 19.
- A pilot pantry program at the Canoe Campus has been started to bridge some barriers for students. The idea is to offer grocery options when students are struggling and then have them refill items to the pantry when they are in a better situation. It has been utilized quite a bit already and has greatly reduced our critical needs applications.

6.6 Marketing and Public Relations (handout)

- As per handout.

6.7 Human Resources (handout)

- As per handout.

09-17-2293	MOTION	Moved by ....., seconded by ..... to approve the reports as presented.  .../carried
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### 7. BUDGET AND FINANCE

- As per handout and verbal report.
- Posting of an account manager position has gone out. Hope to get a candidate with a commerce degree with a major in accounting.
- The accounting department is down to four staff due to one staff that no longer works for the college.

09-17-2294	MOTION	Moved by ....., seconded by ..... to approve the Budget and Finance report as presented.  .../carried
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### 8. CHAIR

- As per handout and verbal report.
- Invited to sit on a working group on shared leadership initiated by the Ministry. There was a conference call and a face to face meeting on June 29 in Humboldt, which I participated in both.
- Jodie Sierzycki, board member for La Ronge has resigned effective September 1 to pursue her nursing degree through the college.

09-17-2295	MOTION	Moved by ....., seconded by .... to approve the chair report as presented.  .../carried
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## 9. CEO

- As per handout and verbal report.
- Took part in meetings with chiefs and councilors from the Far North to discuss the expansion of programming in the Far North. There is a vacant building in Stony Rapids that could be refurbished and utilized for skills/trades programming. Also, we will be discussing the potential of ABE 10-12 programming. Partnering with NLSD would be a possibility since they send their students south after grade 9. We could also discuss the potential of offering a 1<sup>st</sup> year university program. Another program that we feel that would benefit is the Mental Health and Wellness program. Discussions continue with partners.
- Our drill has been taken to Saskatoon by Team Drilling and will be used for training. This is a partnership with a group that is interested in more programming in the Far North.
- U of R president visited last week, we have a good working relationship and we plan on meeting at a later date to discuss doing more with them.
- Attended an inaugural meeting of the STF working group established to oversee the process for charting a new path for the future of K-12 education in this province.
- Working on housing options for students is a priority for the next while, as this will greatly reduce barriers.

09-17-2296	MOTION	Moved by ....., seconded by .... to approve the CEO report as presented.  .../carried
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## 10. ITEMS FOR DECISION

### 10.1 2017-18 DRAFT Audited Financial Statements Presentation (MNP)

- Tanya from MNP joined our meeting at 11:00 AM and presented the DRAFT audit financial statements. Overall the audit went well.

09-17-2297	MOTION	Moved by ....., seconded by .... to approve the DRAFT audited financial statements as presented. This is subject to formal approval by the Comptrollers' office.  .../carried
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\*went into the scholarship foundation meeting in order for Tanya to do her presentation and for her to have enough time for travel home.

09-17-2298	MOTION	Moved by ..... to adjourn @ 11:55 AM, the regular board meeting to go into the Scholarship Foundation.  .../carried
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### 10.2 Conexus Account

09-17-2299	MOTION	Moved by ....., seconded by ..... to retain ongoing, the existing operating account with an approximate balance of \$30,000 at Conexus for emergency purposes.  .../carried
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10.3 Education Leave Appropriation

09-17-2300	MOTION	Moved by ....., seconded by ..... to commit \$21,992 of the surplus appropriation for Education Leave to fund specific education leave opportunities for staff who applied to the Education Leave Committee.  .../carried
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10.4 Board Commitment and Appropriation – IT

09-17-2301	MOTION	Moved by ....., seconded by ..... to appropriate from unappropriated surplus to previous surplus appropriation for Information Technology, \$50,000 with a commitment to website design for the College.  .../carried
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10.5 IT Appropriation

09-17-2302	MOTION	Moved by ....., seconded by ..... to release the commitment to IT Disaster Recovery, in the amount of \$1,677.82 that remains in the surplus appropriation to Information Technology at June 30, 2018.  .../carried
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10.6 Board committees – Terms of Reference

10.6.1 Finance & Audit Committee

- As per handout and discussed.

09-17-2303	MOTION	Moved by ....., seconded by ..... to approve the Finance & Audit Board Committee Terms of Reference as presented.  .../carried
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10.6.2 Human Resources & Compensation Committee

09-17-2304	MOTION	Moved by ....., seconded by ..... to approve the Human Resources & Compensation Board Committee Terms of Reference as presented.  .../carried
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10.6.3 Board Governance Committee

09-17-2305	MOTION	Moved by ....., seconded by ..... to approve the Board Governance Board Committee Terms of Reference as presented.  .../carried
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10.7 Board committee representation – **Table to next meeting.**

**11. ITEMS FOR DISCUSSION**

- 11.1 Far North programming
  - As discussed in the CEO report. Will be attending meetings and a trip soon to the Far North to further strategize the development of Caribou Campus.
- 11.2 Senior Staff Structure
  - Vice President discussion and plan.
- 11.3 Indigenization Strategy
  - Discussed the plan to have our College as one of the presenters at the 2019 CIG Conference to promote our strategy.
- 11.4 NLSD recruitment/retention Teacher Training Strategy
  - Was invited to a meeting on September 11 from NLSD to help with coming up with a strategy in their teacher recruitment and retention goals.
- 11.5 APAG – October 26, 2018 Meeting
  - Ministry asked to be included on the agenda for the regular board meeting on October 26. This meeting would be in regards to their regular meeting with Boards to discuss their Action Plan on Accountability and Governance initiative.
  - The Ministry will be included our agenda for 9 AM on October 26.

**12. CLOSING PRAYER/ADJOURN**

09-17-2306	MOTION	Moved by ..... to adjourn the meeting at 2:10 PM. .../carried
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