

Minutes for Regular Board Meeting, September 27, 2019

Head Office Boardroom, Air Ronge

9:17 AM – 1:32 PM

Present

Board

Bouvier, Myrna
Durocher, Jackie
Deschambeault, Val
Everest, Crystal
Fern, Victor, CHAIR (via phone)

Staff

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

Absent

Watt, Hugh

Guest

Ferster, Tanya (MNP)

1. OPENING PRAYER – V. Fern

2. CALL TO ORDER @ 9:17 AM

3. ADOPTION OF THE AGENDA

Additions/ changes:

10.3	Board/CEO goals
11.1	Management Structure to be discussed in-camera
11.2	December Board meeting

09-27-2397	MOTION	Moved by, seconded by, to approve the agenda as amended. .../carried
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4. MINUTES

- 4.1 Minutes of the June 14, 2019 board meeting
- 4.2 Minutes of the June 14, 2019 Annual Board Meeting (for information only)

09-27-2398	MOTION	Moved by, seconded by, to approve the June 14, 2019 minutes as presented. .../carried
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5. BUSINESS ARISING FROM MINUTES

Items from the June 2019 meeting:

- College story, Northlands College has unique successes and challenges; not to mention we cover a big part of the province, where a lot of areas are isolated. Guy to come back next meeting with idea of how we can pursue this, a focused approach.
- Elders Council, advisory council and resource to the Indigenization strategy. **Action item:** More research to be pursued and ideas to be discussed further at the November 1 meeting.
- Reconciliation flag update, flag poles have just arrived and options of where to hang were discussed. **Action item:** Official unveiling to be done on November 1. This is also the date of the next regular board meeting.

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- Grad dates, university is May 8. This date was suggested and chosen as Board representation at the grad is possible.
- CICA attendance/presentation – table until closer to the actual date of conference. Due to the unforeseen changes within appropriate staff, the planning of Northlands College becoming one of the presenters will need to wait until next year (2021) conference.
- In-service – June 1 & 2, 2020. Board representation is encouraged as there are long service award presentation and staff acknowledgements.
- Designated cultural room – is open for utilization by staff and students, however, work to accessibility into the building and also the enhancement of the space to become a welcoming and secure space that can accommodate cultural ceremonies such as smudging.

6. REPORTS

6.1 Academics (handouts & in-person)

- ABE
 - Programs that have been cancelled due to a lack of a facility in the community include: Adult Essential Skills in Black Lake, Adult Essential Skills in La Plonge and Adult 12 partnership in Southend.
 - Programs that have been postponed due to inability to secure an instructor include: Adult 10 in Buffalo Narrows, Adult Essential Skills in Deschambeault Lake, and Adult 10 (level 3) in Jans Bay. Active recruiting for Buffalo Narrows and Jans Bay is in progress. Discussions with Deschambeault Lake are in progress.
 - We have been having a difficult time with the recruitment of instructors, even with coming up with perks which still does not help. Due to the collective agreement, pay for these professionals is not always ideal.
- University
 - 12 programs in 5 locations (La Loche, Buffalo Narrows, Ilex, La Ronge and Creighton).
 - 5 courses are VC from FN Univ
 - 4 courses are televised from U of R
 - 8 courses we offer F2F and VC to our other sites, U of R
 - 4 courses we VC from other Regional Colleges, U of R
 - 2 televised courses from U of S
 - 10 courses are offered F2F and VC to our other sites, U of S
 - 12 courses are offered only F2F in La Ronge (reason: GEOL labs, B.Ed. classes)
 - Several online options through U of R and U of S (IA's support)
 - College of Nursing was here Sept 3 for recognition and pinning ceremony of students in YR 2, 3 and 4 of the B.Sc program.
 - Grad is set for May 8, 2020 at JRMCC
 - U of R President tour, Sept 20th
 - Planning open house, date TBD
- Technical, Trades & Mining
 - Update on the A&L building in Stony Rapids and the programming was given. V. Fern mentioned someone was hired look into potential programming to take place in this building.
 - 15 Tech & Trades programs started at the main campuses September 3
 - On July 18th the fourth and final intake of the Ready to Work program completed in Stony Rapids. This was a partnership with QM Points Athabasca,

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NCQ and PAGC. Successful completers were hired for reclamation work of legacy mines near Uranium City.

- The Automotive Service Technician program through Sask Polytech is being offered for the first time at Northlands College. There was one large purchase of a drive on lift/computerized aligner, but most of the program was outfitted utilizing inventory from past Buffalo Narrows Heavy Equipment programs. Discussions with local auto shops regarding work placements and employment opportunities has been positive.
- Core Days is being held September 25 & 26 in partnership with KCDA. Northlands College contributed with NST funding and in-kind contributions. Core Days increases the profile of the Mine School, allows students and staff the opportunity to network with employers and gain insight into the newest technologies and updates on mining in the north. In addition, Northlands College management will use this as an opportunity to identify further training needs with employers. Agenda for Core Days attached.
- The 2020/21 program plan is being finalized for the program calendar. The internal deadline is Nov 1 for the CEO to review and approve.
- Various key stakeholder meetings are occurring in October and November, including community engagement meetings at the 3 campuses. Dates are November 5 - La Ronge, November 13 – Creighton, November 14 – Buffalo Narrows. These stakeholder meetings will help guide our program plans.

6.2 VP, Student Affairs (handout & in-person)

- Two staff advisors are on leave should be back in October. We have one new hire in La Ronge who is helping with University advising. The final position is vacant in La Ronge should be filled shortly.
- For the first time ever, we aligned all the orientations at all locations. Not only is this a more efficient use of time for staff, as opposed to many shorter orientations, it helps to build the community feeling.
- This is the second year of FQFA along with strong program readiness supports and we had both successes and struggles. Indicators are funding and housing were the two biggest barriers to getting students. More students are turning to student loans each year. Last year we had about approximately 100 applications being completed around this time, this year we are up to 143.
- Marketing & Public Relations:
 - Marketing is continuing to work towards a new website design that will be released prior to 20-21 admission start up in January.
 - Marketing is working on the new line of clothing. These should be ready for purchase by late October or early November.
- Community & Cultural Engagement
 - Orange shirts have been purchased for all staff for September 30.
 - The welcome back bbq and pow wow demonstration was a large scale event and success.

6.3 VP, Finance and Operations (handout & in-person)

- Facilities/Capital Planning
 - Thief at portable 2, TV's, monitor, Tipi (Canvas), Ipads. Have reported to RCMP and will be reporting this to the Ministry.
 - Having some storage issues, so we are looking at options to mitigate this.
 - We have received PMR funding from Advanced Education to replace the boilers, pumps, piping, wall fin radiators, and have an HRV system installed to supply fresh air as per new code requirements at the original Mine School.
- Information Technology

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- IT department worked in conjunction with the registrar and department managers and coordinators to issue Northlands College user accounts to all full time registered students. Over 700 student accounts were created this semester.
- We deployed new student laptop carts to the Canoe Campus, Rock Campus, Buffalo Narrows Campus and Ile a la Crosse over the summer.
- We also set up new student desktop labs in La Loche, Buffalo Narrows, and the Rock Campus.
- This year, the college purchased several new Polycom videoconferencing units for both the University and ABE departments to use.
- Human Resources
 - Between June 6, 2019 and September 10, 2019, 19 positions were posted.
 - To date, 10 new employees have joined the College.
 - We have a healthy turnover rate with an annual average of 5.97% which is lower than the industry standard which, according to a recent LinkedIn survey, is 11.2% in Canada.
 - As of September 10, 2019 we have exceeded the target of female and visible minority employees, and are still working on meeting the targets for persons of Aboriginal ancestry and persons with disabilities.

09-27-2399	MOTION	Moved by, seconded by, to approve the reports as presented. .../carried
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7. BUDGET AND FINANCE

- As per handout and in-person.
- The Provincial Auditors reviewed the procurement policies and practices of the College and found 14 items worth noting. Some of those were positive and did not require much change; however, some suggestions for improvement were among the key findings of the Provincial Auditor's Report.
- The College's only payroll clerk for a number of years has accepted an internal, term position in ABE clerical support. The term ends in May 31, 2020 at which time she has the ability to bump the person filling the position.

09-27-2400	MOTION	Moved by, seconded by, to approve the Budget and Finance report as presented. .../carried
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8. CHAIR

- Verbal Report from V. Fern, gave an update on the CEO recruitment and hiring.
- C. Everest presented a report on the September 19 Chair/CEO meeting she attended on behalf of the Board, as V. Fern and J. Durocher were not available to attend.
 - The re-establishment of the Association of Saskatchewan Regional Colleges (ASRC) has been approved.
 - Revisions to the bylaws processes/procedures/bylaws will be discussed further at the November meeting.
 - ASRC chair is Barb Derbrwka-Stevenson (Great Plains College) and Vice-Chair is Corrina Stevenson (Cumberland – Parkland College).
 - Next Chair/CEO meeting is November 21 in Regina. ASRC to have a meeting the afternoon before, November 20.

09-27-2401	MOTION	Moved by, seconded by, to approve the Chair Report as presented.
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9. CEO

- As per handout and in-person
 - Update on meetings and visits since last meeting in June 2019.
 - IMII Board of Directors Appointment. First meeting will be December 12.
 - Decision to bring back the community engagement meetings. Initial meeting will be in La Ronge on November 5, followed by one in Creighton on November 13 and wrapping up in Buffalo Narrows on November 14.

09-27-2402	MOTION	Moved by, seconded by, to approve the CEO report as presented.	.../carried
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10. ITEMS FOR DECISION

10.1 Board/CEO Goals – living documents

- Board Goals that were discussed in June 2019 presented and revised as follows:
 - #2 & 3 combined to read *“Examine and address issues in and outside the La Ronge campus that are barriers to students such as transportation and more importantly housing.”*
 - #6 change from communications to technology sector, this will read, *“Assess the need and deliver training with respect to the technology sector.”*
 - #7 add GDI, this will read, *“Look for ways to partner with Sask. Polytechnic, SITT, FNUC, U of S, U of R, GDI and other institutions.”*
 - #9 change to read, *“Promote mental health wellness through physical fitness and an overall healthy lifestyle through college initiatives.”*
- CEO Goals that were discussed in June 2019 presented and revised as follows:
 - #8.5 change to #9 and to read, *“Pursue options to work toward an Athabasca Training Strategy.”*
 - #11 change to read, *“Continue to develop and implement an Indigenization Strategy by incorporating Indigenous practices and ways of knowing into each of the three campuses of Northlands College cultures and spaces.”*
- It was suggested that the Indigenization strategy be intertwined into the Mission and Vision of the College.

09-27-2403	MOTION	Moved by, seconded by, to approve the revisions and changes to the Board and CEO goals as presented.	.../carried
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10.2 2018-19 Audited Financial Statements Presentation (MNP) @ 11 AM

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

09-27-2404	MOTION	Moved by, seconded by, to approve the DRAFT 2018-19 Audited Financial Statements pending comptroller’s final approval as presented.	.../carried
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10.3 Board committees – Board representation/meeting process

10.3.1 Finance & Audit Committee

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- Due to the resignation of the current representative of this committee. The composition was reviewed and revised.
 - Terms of Reference for this committee were presented with the proposed change, “The Finance & Audit Committee shall consist of: change from “At least two Board members, and the Chairperson of the Board as Ex Officio to **“One Board Member, and the Chairperson of the Board as Ex Officio;**
- 10.3.2 Human Resources & Compensation Committee
- No changes
- 10.3.3 Board Governance Committee
- No changes

09-27-2405	MOTION	Moved by, seconded by, to approve that any required committee meetings be held the morning of the regular board meetings. .../carried
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09-27-2406	MOTION	Moved by, seconded by, to approve C. Everest as a representative to the Finance & Audit Committee. .../carried
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11. ITEMS FOR DISCUSSION

- 11.1 CIGan College representation – TABLED
- 11.2 December Board meeting date and location
- It was determined that the December Board meeting date will remain as December 20, however the location of the meeting will be held in Prince Albert.

12. IN-CAMERA

- Board applications and other

09-27-2407	MOTION	Moved by, seconded by, to move into an in-camera session at 11:35 AM. .../carried
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09-27-2408	MOTION	Moved by, seconded by, to move into an out of camera session at 12:00 PM. .../carried
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13. CLOSING PRAYER/ADJOURN

09-27-2409	MOTION	Moved by, to adjourn the meeting at 1:32 PM. .../carried
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Chair

Recorder