

Minutes of the regular Board Meeting, December 17, 2021
Banquet Room, Best Western Premier, Prince Albert, SK
9:10 a.m. – 12:05 PM

Present:

Board

Bouvier, Myrna
 Cheechoo, Bev
 Daigneault, Nick
 Deschambeault, Val
 Durocher, Jackie
 Everest, Crystal
 Fern, Victor, **Chair**
 Gray, Ken

Staff

Huber, Michelle, VP, Finance & Operations
 Kyplain, Jennifer, Recorder
 McDougald, Chandra, VP, Post-Secondary
 Penney, Guy, President & CEO
 Proulx, Marlee, VP, ABE & Student Affairs
 Ratte, Ron, Manager, Indigenous Initiatives
 Spence, Cassandra, Recorder

1. OPENING PRAYER AND ACKNOWLEDGEMENT – M. Bouvier

2. CALL TO ORDER @ 9:10 AM

3. ADOPTION OF THE AGENDA

*Additions: 9.6 Men of the North Board
 9.7 Elders Advisory Council – Terms of Reference amendment
 11. In-camera*

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| 12-17-21-2664 | MOTION | Moved by ..., seconded by ... to adopt the agenda as amended. .../carried |
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4. MINUTES

4.1 Minutes of the November 19, 2021 Regular board meeting – add Michelle Huber Crystal/Myrna M. Huber to be added as present, as she was at the meeting.

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| 12-17-21-2665 | MOTION | Moved by ..., seconded by ...to approve the November 19, 2021 minutes as amended. .../carried |
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5. BUSINESS ARISING FROM MINUTES none

6. REPORTS

6.1 Post-Secondary (handouts & in-person)

Projects:

- Pandemic Planning: increase student testing to 2/week starting January.
- NexGen: program planning for fall 2022.
- Brain Create: meeting in January.
- Annual Report and program plan.
- Planning an Open House for upcoming recruiting season.
- ERP (Enterprise Resource Planning System)
- Working on a partnership with SaskPoly to pursue a source of revenue.
- SAO group is providing input on ABE policy manual.
- Met with Faculty of Education from U of R and discussed future programming.
- Met with Mayor of Creighton to discuss some winter and future programming.

University

- Orientation for the winter term was held virtually through Microsoft Teams on December 7.

Minutes of the regular Board Meeting, December 17, 2021
Banquet Room, Best Western Premier, Prince Albert, SK
9:10 a.m. – 12:05 PM

- Met with U of S and Principal from Clearwater Dene Nation to discuss B.Ed. programming in the La Loche area, discussions around the transferring the current cohort into a Dene-TEP program. This needs more discussion and plan on meeting in early January.
- Classes for winter begin on January 5.
- We are expecting approximately 23 new students in the winter term.
- Year 4 B.Ed. students have completed their major practicum. The response from everyone involved was very positive, and our students did an amazing job.
- Nursing students will now have the option to attend theory courses either remotely or by video conference; this exception is being made only for northern students.
- RN instructor will be taking on the role of Faculty Resource Person for the year four students during their preceptorship; this agreement was made in lieu of her having enough second- and third-year students for labs during winter term.
- At the request of the College of Nursing, University Manager reached out to a number of working LPN's on the west side to provide more information about the degree nursing program.
- We are still working on the possibility of offering the Geology degree, as mentioned in the previous report.
- Courses for spring have been submitted to the U of R. We are still searching for a KIN 275 instructor.
- We will see how winter goes, but one of the biggest takeaways of the fall term was that given the choice between in-person and remote learning, our students seem to prefer the latter.
- University Manager will be creating a survey in the winter term to determine the reasons why our students prefer remote learning by such a drastic margin, as he would like to understand how much of it is related to Covid anxiety, convenience, etc.

Technical, Trades & Mining

- IPN Instructor has resigned – effective December 17. Started recruitment for replacement.
- Many students have indicated that they are quite thankful for the transportation options that have been implemented.
- More and more students are being identified as not at the educational level they need to be to be in certain courses. This has put a strain on instructors and admin staff to find suitable resources that will support the students. Bridging programs and assessments during the screening of applicants could help curb this trend. It is also becoming more common to find students struggling with math, science and paper writing all having their grade 12 diplomas and the transcripts had high marks.

6.2 ABE and Student Affairs

Projects

- Working on the Pandemic Planning Committee. Meetings every Monday. Students and staff are responding very well to our testing program – up to 94%.
- NexGen, Rock 1 project training planning. Meeting to happen before Christmas, waiting on reports.
- Tri-Community transit system – Air Ronge and La Ronge wanted to move away from discussion. Kristy and I are looking for other funding sources. We will be preparing data and planning our next steps as this point.
- Partnerships with LLRIB and offering more programming on reserve (Sucker River).
- Program plan for 2022-23 – expanding ESWP to Buffalo Narrows.
- Working with Indigenous Initiatives Office to facilitate events and offerings for our staff and students.
- Working with CCHS/SMVS on tours to support grad initiatives in La Ronge local high schools.
- Creighton visit for programming opportunities.
- ERP/RFP – new student information system.
- SAO meeting regularly, topics include ABE policy manual updates, ESL programming.

ABE

Minutes of the regular Board Meeting, December 17, 2021
Banquet Room, Best Western Premier, Prince Albert, SK
9:10 a.m. – 12:05 PM

- Seven ABE program started on September 8, 2021: Adult 10 in Buffalo Narrows, Creighton and La Ronge, Adult 12 in Buffalo Narrows, Creighton, and La Ronge, and an Adult 12 online program.
- The ESWP position is set to begin on January 19, 2022. The instructor began work on December 1, 2021 to prep for the position.
- Partnership with LLRIB: The AES Programs in Hall Lake and Far Reserve started on October 25, 2021.
- Partnership with SIIT, PAGC DENE: The AES Program in Stony Rapids started on September 20, 2021.
- Slated to offer a GED prep course starting on February 1, 2022. This program is in conjunction with Woodland Ent. Inc. and LLRIB.
- Working with Sucker River to provide an AES program beginning on February 1, 2022.
- ABE Manager and VP are seeking ICT approval to offer a Mental Health ESWP program (March – June) that is meant for Level 4 learners.
- For the admissions – the registrar office is taking over a lot of this. Freeing up our career staff to meet with students to see what their career goals are.
- Scholarships – November 25, we handed out a whole host of scholarships that day. Many students attended. The students were happy. Destiny Schafer won the first ever Hugh Watt scholarship.
- Orientation semester 2, January 19, 2022. ABE and SA working closely to coordinate.
- Acceptances have begun for semester 2. We have accepted a total of 60 new students for semester 2 across our Adult 10 and Adult 12 programs.
- Adult 10 retention strategy, potential for homerooms to be created within existing ABE structure.
- Recruitment for semester 2, advertising on MBC.
- Bob Thompson will return in January 2022 to help with transition from semester 1 to semester 2.
- Jocelyn and Kristy implemented Career Planning for all ABE students.
- Reviewing student conduct policy 404, outlining procedures to support this policy.

Student Affairs

- The Registrar's Office is transitioning to taking over a large portion of the admissions process. This will ensure fairness in the selection process. This will also allow student advisors to work on Career pathways and student supports. The Registrar's Office is beginning over the admissions process for ABE programming in La Ronge for second semester, as well as Tech and Trades programs.
- All locations have food pantry services. We have added a small food pantry at the River Campus. We have had two mental health referrals.
- Housing remains one of our greatest barriers to our students in all locations. Creighton and Buffalo Narrows housing are expected to open in January 2022.
- Bussing began on December 6, 2021 in La Ronge. Two bus routes with 32 students riding the bus on the first day. Too early to gauge the impact on students at this time.
- Student Affairs in La Ronge has worked closely with the Indigenous Initiatives Office hosting a number of smudge and prayer ceremonies at the Cultural Centre and River Campus.
- We had grade 12 students from the Red Earth Cree Nation tour the La Ronge Campuses on November 30. Tour went well and Red Earth Cree Nation plans to bring more students in December.

6.3 Finance and Operations (handouts)

- Facilities
 - The elevator at Head Office is complete.
 - Student housing in Buffalo Narrows – still waiting on the final inspection on the new boilers.
 - Ken and Erik travelled to Creighton to work on the flooring.
- Information Technology
 - Business as usual.

Minutes of the regular Board Meeting, December 17, 2021
Banquet Room, Best Western Premier, Prince Albert, SK
9:10 a.m. – 12:05 PM

- 30 monitors have been ordered to replace some existing deployed hardware and to provide us with a small inventory for future needs. This was a planned purchase included in the 2021-2022 IT budget.
 - Recent security incidents across the sector have highlighted the need to deploy multi-factor authentication (MFA) for securing online account access. The IT department has been working on procedures and documentation in order to successfully roll out this feature to staff accounts in the near future with minimum disruption.
- 6.4 Human Resources (handouts)
- The College implemented a proof of Covid-19 vaccination or test policy in October. Of the 110 staff currently employed by the College, five employees are in the testing program. That is a 95.5% vaccination rate for staff.
 - Currently seven employees approved to access the education leave fund.
- 6.5 Manager of Indigenous Initiatives (handout & in-person)
- We have obtained several DVD videos from PNLs and had them recorded on USB on topics covered related to Indigenous studies within the Education and ABE program. We summarized many of these topics to share with instructors to present these to appropriate classes.
 - Resident Elder and I continue to meet with instructors and students when requested.
 - Red Earth students toured our facilities. Resident Elder met with them.
 - Attempted to go to Buffalo Narrows to view the new mural; however, only made it to Beauval and had to turn back due to weather.
- 6.6 Marketing & Public Relations (handout)
- The Market Associate position has been filled. Shaylene Marinuk started on December 6. Orientation is complete and she has started to take care of social media, website updates, etc.
 - Plans have begun for the 2022 golf tournament. The date has been set for Thursday, June 16 and venue has changed to Candle Lake.
 - Donations: \$2500.00 to Children First (ECIP) towards a multi-purpose vehicle that will assist in transportation and accessibility for their clients. \$1500.00 donation to Lac La Ronge Food Bank towards Christmas hampers. \$500.00 to NSN (Northern Special Needs) towards their Christmas supper. \$500.00 to Kids First North for Christmas baskets.
 - Billboard redesign, the signs are in the design stage.
 - Design has begun on the 2021-2022 program calendar.

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| 12-17-21-2666 | MOTION | Moved by ..., seconded by ...to approve the reports as presented. <div style="text-align: right;">.../carried</div> |
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7. **BUDGET AND FINANCE** (handout)
- As presented by M. Huber.
 - Northlands College is in a strong cash position and working capital remains healthy.
 - Heavier spending is expected starting in December and moving forward due to previously vacant positions now being full, aggressive recruitment for outstanding vacant positions, student busing returning in La Ronge/Air Ronge, and annual renewals of big price items (such as insurance and software systems) will start coming due.

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| 12-17-21-2667 | MOTION | Moved by ..., seconded by ... to approve the Budget and Finance Report as presented. <div style="text-align: right;">.../carried</div> |
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8. **CHAIR** (in-person)
- Updates/check-ins with Guy/Jennifer on a regular basis
 - Have not heard anything from ASRC.

Minutes of the regular Board Meeting, December 17, 2021
Banquet Room, Best Western Premier, Prince Albert, SK
9:10 a.m. – 12:05 PM

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| 12-17-21-2668 | MOTION | Moved by ..., seconded by ... to approve the Chair report as presented. /carried |
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9. CEO (handout & in-person)

- Scholarship Foundation Fundraising – as was reported at our last board meeting, we have begun to look at other funding sources for this very important part of our organization. Currently, we have purchased a very customized golf cart that we will sell tickets on that we fully expect will have a lucrative return on investment. We are also exploring entertainment opportunities.
- We have been approached by two local business people about their desire to develop apartment complexes in town, potentially for the purpose of student housing. Both parties have indicated that they are open to the idea of a business relationship with the college, which is a leasing arrangement.
- Work continues with the new Cultural centre at our Buffalo Narrows campus. Northern artist Gary Natomagan has painted a fantastic mural that represents northern culture pride. It is our hope that we can have an official grand opening ceremony early in the new year.
- On November 8, I met with the Dean of Dentistry at the University of Saskatchewan. We discussed once again the Dentistry programs the U of S wants to get off the ground beginning the fall of 2023.
- On November 30, the two VP's and I met with the Mayor of Creighton. We had a great discussion regarding programming opportunities for our campus in Creighton. Many of these opportunities fall into the mining category. We were asked to join them early in the new year for a meeting with two local mining companies.
- I travelled to Saskatoon on November 9 and met with the new Director of GDI. We discussed the different partnerships we have together and most notably the Master of Education partnership. We agreed to have our public signing event in La Ronge on January 11.
- The leadership of Men of the North has asked me to join their Board of Directors. According to the term of my contract, it is my obligation to inform the Board of such opportunities.

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| 12-17-21-2669 | MOTION | Moved by ..., seconded by ... to approve the CEO report as presented. /carried |
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10. ITEMS FOR DECISION

10.1 Annual Report 2020-2021

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| 12-17-21-2670 | MOTION | Moved by ..., seconded by ... to approve the 2020-2021 Annual Report as presented. This will be sent to the Minister for review and distribution. /carried |
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10.2 Policy #217 Records Retention and Management

- As per handout – Appendix A – Schedules for Storage Time and Destruction of Records – add: *Instructor Materials* - Retention Period – *until replaced* - Disposal Recommendation – *Shred/Delete* – Responsibility for oversight – *Various (Director/VP of Department involved)*

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| 12-17-21-2671 | MOTION | Moved by ..., seconded by ... to approve the amendments to Policy 217 as presented. /carried |
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10.3 Policy #503 Code of Ethics

- As per handout – add: 5.3 *To avoid removing or destroying any material (digital, print, etc.) created while an employee of the College.*

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| 12-17-21-2672 | MOTION | Moved by ..., seconded by ... to approve the amendments to Policy 503 as presented. /carried |
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Minutes of the regular Board Meeting, December 17, 2021
Banquet Room, Best Western Premier, Prince Albert, SK
9:10 a.m. – 12:05 PM

10.4 Policy #514 Employee Development

- As per handout – to clarify the stream of applications that go before the Board of Directors vs the stream of short-term or opportunities for professional development that do not exceed \$5k. As well, some of the language in the policy and process has been changed to reflect the link to other updated policies such as the procurement policy.
- In addition, there is no reason for the applications for education leave to be submitted to the Executive Coordinator, since the HR Manager facilitated the process of organizing and moving the applications from the Education Leave Committee through to the Board of Directors for their consideration.

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| 12-17-21-2673 | MOTION | Moved by ..., seconded by ... to approve the amendments to Policy 514 as presented. .../carried |
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10.5 Elders Advisory Council recommendations

- As per handout.
- Ron, Guy and Jennifer went through all ten applications using the criteria in the Terms of Reference and also the application process. Out of these, five are recommended as follows: Ann Lafleur, Beauval; Thompson McKenzie, Grandmothers Bay; William Morin, Pelican Narrows, John Henry Charles, Montreal Lake; and Freddie Throassie, Black Lake.

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| 12-17-21-2674 | MOTION | Moved by ..., seconded by ... to approve the recommendations as presented. .../carried |
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10.6 Men of the North Board

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| 12-17-21-2675 | MOTION | Moved by ..., seconded by ...to approve the request to have G. Penney, CEO sit on the Men of the North Board of Directors. .../carried |
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10.7 Elders Advisory Terms of Reference

- Amendments as follows: Applicants to the council will provide a letter of intent, current resume and criminal record check to *the Executive Coordinator to the President & CEO and Board*. The Manager of Indigenous Initiatives *and the Executive Coordinator* will compile the applications.....Frequency of Meetings – One of these meetings will coincide with the Board of Directors AGM in June *or September*...Membership Selection and Nomination Process – The Elders Advisory Council is comprised of five (5) members.....

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| 12-17-21-2676 | MOTION | Moved by ..., seconded by ... to approve the amendments to the Elders Advisory Council Terms of Reference as presented. .../carried |
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11. ITEMS FOR DISCUSSION

11.1 Housing Proposals

- Discussed during the CEO report.

11.2 Higher Education Enterprise Resource Planning (ERP) Project commit to the project

- As per handout.
- The Higher Learning ERP project is being undertaken to identify and implement a common ERP system to replace the soon to be obsolete SIS (student information system) and OCSM (One-client Service Model) system, and the individual iterations of finance and human

Minutes of the regular Board Meeting, December 17, 2021
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resources systems, at all institutions. All Government of Saskatchewan ministries are in the process of exiting OCSM leaving the Colleges as the only user by December 2023.

- The SBO's and GDI Finance propose a cost sharing model where GDI pays for 15% of the Steady State costs and Colleges each pay 1/7th of the remaining 85%. This is a cost of \$233,142.86 for each college.
- Steady State payments are likely to start from January 2025.

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| 12-17-21-2677 | MOTION | Moved by ..., seconded by ... to approve the shared cost of \$233,142.86 in the implementation of the new ERP system. .../carried |
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11.3 Board and CEO Goals add transportation/housing

- As per handout.
- Include student transportation and housing in both Board and CEO goals.

12. IN-CAMERA

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| 12-17-21-2678 | MOTION | Moved by ..., seconded by ... to go in camera at 11:49 AM. .../carried |
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| 12-17-21-2679 | MOTION | Moved by ..., seconded by ... to go out of in camera at 12:04 PM. .../carried |
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13. CLOSING PRAYER/ADJOURN – V. Fern

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| 12-17-21-2680 | MOTION | Moved by ... to adjourn the meeting at 12:05 PM .../carried |
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