

Minutes of the Regular Board Meeting, December 18, 2020
Banquet Room, Best Western Premier, Prince Albert, SK
9:17 a.m. – 11:39 a.m.

Board

Bouvier, Myrna
 Cheechoo, Bev
 Daigneault, Nick
 Deschambeault, Val
 Durocher, Jackie, Acting Chair
 Everest, Crystal *via teams*
 Gray, Ken *via teams*
 Watt, Hugh *via teams*

Staff

Kyplain, Jennifer - Recorder
 McDougald, Chandra, VP, Academic
 Penney, Guy, President & CEO
 Proulx, Marlee, Director, Student Affairs
 Ratte, Ron, Manager of Indigenous Initiatives *via teams*

Regrets

Fern, Victor

1. **OPENING PRAYER AND ACKNOWLEDGEMENT – M. Bouvier**

2. **CALL TO ORDER @ 9:17 AM**

3. **ADOPTION OF THE AGENDA**
Additions: 10.5 blended work arrangement Policy

12-18-2563	MOTION	Moved by . . . , seconded by . . . to adopt the agenda as amended. . . ./carried
-------------------	---------------	-------------------------------------------------------------------------------------------------------

4. **MINUTES**

4.1 Minutes of the November 20, 2020 Regular Board Meeting

12-18-2564	MOTION	Moved by . . . , seconded by . . . to approve the November 20, 2020 Regular Board meeting minutes as presented. . . ./carried
-------------------	---------------	----------------------------------------------------------------------------------------------------------------------------------------------------

5. **BUSINESS ARISING FROM MINUTES - none**

6. **REPORTS**

6.1 Academics (handouts & in-person)

- ABE
 - Six ABE programs are in progress: Adult 10 in Buffalo Narrows, Creighton and La Ronge.
 - Adult 12 in Buffalo Narrows, Creighton and La Ronge.
 - Programs continue to run using a combination of Teams videoconferencing and Edcentre online courses.
 - Planning for semester 2 orientation and start up is in progress.
 - The enhanced partnership with NLSD and EdCentre continues.
 - Adult 12 partnership with Ile-a-la Crosse School Division is in progress. This program is run by Ile-a-la Crosse SD and follows the directives of the school division.

- Adult Essential Skills partnership with Black Lake ventures is in progress. Programming was temporarily interrupted due to COVID in community, but classes resumed on November 30.
 - Adult Essential Skills partnership with LLRIB in La Ronge (Far Reserve) and Hall Lake is in progress.
 - Planning continues with SIIT and Northlands College to set up testing in Black Lake, Fond du Lac and Wollaston Lake in preparation for a potential Adult 12 upgrading program in Stony Rapids next fall. A letter to potential students will be distributed in the Athabasca basin communities to gauge interest.
- University
 - The U of S has pushed back its winter term start date by a week; this works well for us, as both universities will now be starting at the same time (January 11).
 - Stricter COVID measures have been put in place by the college, affecting both student and staff. We have temporarily suspended long-term student access to our campuses (eg. in-person seminars, studying). Students may still visit our buildings for quick tech-related needs (eg. printing) but are asked to make an appointment first.
 - Calendar/bulletin information for the 2021-22 school year will be submitted by December 14.
 - We will be offering Year 1 of Bachelor of Education to students at our other campuses next fall, with the College of Education's enthusiastic support.
 - Orientation for winter term was held virtually on December 8. We are looking at approximately 20 new students joining us in the winter.
 - One of our B. Ed graduates got a job in Grandmothers Bay.
 - We will once again be opening up registration of our U of R courses to non-Northlands students during winter term (while ensuring all of our students who need a seat get a seat).
 - Technical, Trades & Mining
 - Automotive and electrical students coming back in January to do some shop time, maintaining COVID guidelines.
 - Looking into the delivery of the Health Career Access Program (HCAP) to prepare students to take health programming.
 - Working with SIIT in the possibility of brokering the Indigenous Practical Nursing Program.
 - Student Services
 - On Monday, November 23, 2020 student affairs is working one week at home and one week in the office to help lessen the footprint.
 - We have reached out to students to have them join our student association, as least 5 students have applied from all of the campuses.
 - Help desk is now filled with 1.5 IT technicians, these positions will help with any IT needs for students.
- 6.2 Marketing & Public Relations (handout)
- Videos of the management team introducing themselves and what their role is with the College were taken, these will be rolled out on social media in the next few weeks, one each week.
 - Scholarship Golf Tournament, discussions have resumed with Elk Ridge Resort.
 - The Rock Shop online store has re-opened with a new shipment of merchandise arriving soon.
 - There will be a transition period due to Roland leaving the College.
- 6.3 Manager of Indigenous Initiatives (handout)
- On November 22 to 26, I united with Men of the North group to celebrate the lifting of the tipi ceremonial walk.
 - Elie and I are working and consulting with Indigenous Traditional Elders on an on-going basis, to inspire an approach/method that would be highly effective, drawing on their inherent knowledge and experiences with the least restrictive measures possible and sharing the Indigenous philosophies within the educational processes of the College.
 - Domestic violence walk – men of the north –December 22. Unfortunately cancelled due to

COVID.

- Elie and I keep working on topics such as residential school, colonization, etc.
 - Continue to consult elders for their knowledge.
- 6.4 VP, Finance and Operations (handout)
- The provincial auditor is conducting a follow-up to its initial procurement audit right now. The original audit provided 13 recommendations and it is believed we have implemented 12 out of those 13.
 - The recommendation that remains outstanding is to have a meeting with vendors for an informational session explaining how the new Procurement Policy impacts them and the basis for each change. It was scheduled with invitations and RSVP's already in play just prior to the State of Emergency declared for COVID 19 in March 2020.
 - Facilities/Capital Planning
 - As per handout.
 - In the trades building, the floor tiles are lifting in spots, so we removed some tiles and patched the floor and re-glued and grouted them.
 - The elevator exterior has been partially installed, now we have to finish framing in the doorways and drywall and paint. When we are finished the company will return and assemble the cab and inspect and test it so I can have it licensed.
 - With the addition of the elevator in the administration building, there needs to be four additional smoke detectors installed. Installation of a new fire panel and the building verification will take place. All smoke and heat detectors as well as strobe lights and fire pulls will be updated as part of the elevator renovation. There will be new eaves troughs installed on the administration building in the spring, to replace the ones that were altered to make room for the elevator build out.
 - Installed two touchless bottle fills in the areas where the original water fountains were located. The cameras in the building are getting older and we replaced any that were not clear.
 - Information Technology
 - As per handout.
 - New hire for the student helpdesk/IT Technician position.
 - University student orientations for the winter term were held on December 8. IT assisted with delivering orientation as a live stream. Planning has also begun for ABE orientation in January which will be delivered in a similar method. The next term of ABE will also require a deployment of laptops to the incoming students.
 - Human Resources
 - As per handout.

12-18-2565	MOTION	Moved by . . . , seconded by to approve the reports as presented.	. . ./carried
-------------------	---------------	----------------------------------------------------------------------------------	----------------------

7. **BUDGET AND FINANCE** (handout)
- As per handout.

12-18-2566	MOTION	Moved by . . . , seconded by . . . to approve the Budget and Finance Report as presented.	. . ./carried
-------------------	---------------	--------------------------------------------------------------------------------------------------	----------------------

8. **CHAIR**

- Victor was not present, therefore, Guy gave a quick update on the ASRC meetings that Victor and he attended.

9. **CEO** (handout & in-person)

- Conducting a search for the next VP, Finance and Operations, assisting with this search is MNP and they have proven to be very effective. Together with our HR Manager, they have begun to narrow the search such that we will begin the interview process before Christmas break.
- Ron Ratte and I met with the Chris Merasty of Men of the North through Teams. We took the opportunity to learn about the group and the services it provides to the men of northern Saskatchewan.

Ron and I offered to help with the organization in a few areas and have started with a donation through our Marketing department.

- Chandra and I continue to plan a vigorous health training strategy for the next few years. Given the employment needs locally over the next number of years, health training will factor in greatly to our plans moving forward.
- We tentatively have a staff PD opportunity planned for January with the hopes of lifting staff morale at a difficult time of year.
- We continue to look forward to the next academic year with the hope of returning to some semblance of normalcy. We are looking at various delivery models so that we are prepared for any possibility.
- Market analysis for each of our regions, employment needs. ASRC contracting this out.

12-18-2567	MOTION	<p>Moved by . . . , seconded by . . . to approve the CEO's report as presented.</p> <p style="text-align: right;">. . ./carried</p>
------------	--------	-------------------------------------------------------------------------------------------------------------------------------------

10. ITEMS FOR DECISION

10.1 Annual Report (handout)

12-18-2568	MOTION	<p>Moved . . . , seconded by . . . to approve the 2019-20 Annual Report to be submitted to the Ministry of Advanced Education as presented.</p> <p style="text-align: right;">. . ./carried</p>
------------	--------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

10.2 President & CEO Absence and Succession, Policy 501

- As per handout.

12-18-2571	MOTION	<p>Moved by . . . , seconded by . . . to approve the changes/revisions to Policy 501 as presented.</p> <p style="text-align: right;">. . ./carried</p>
------------	--------	--------------------------------------------------------------------------------------------------------------------------------------------------------

10.3 Director and VP Absence and Succession, Policy 502

- As per handout.

12-18-2572	MOTION	<p>Moved by . . . , seconded by . . . to include the job title, Vice-President within Policy 502 as presented.</p> <p style="text-align: right;">. . ./carried</p>
------------	--------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------

10.3 Blended Work Arrangement Policy 516

- As per handout.

12-18-2573	MOTION	<p>Moved by . . . , seconded by . . . to approve the second reading of Policy 516 Blended Work Arrangement as presented.</p> <p style="text-align: right;">. . ./carried</p>
------------	--------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

12-18-2574	MOTION	<p>Moved by . . . , seconded by . . . to approve the third reading of Policy 516 Blended Work Arrangements as presented.</p> <p style="text-align: right;">. . ./carried</p>
------------	--------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

12-18-2575	MOTION	<p>Moved by . . . , seconded by . . . to approve the second and third reading of Policy 516 Blended Work Arrangements as presented.</p> <p style="text-align: right;">. . ./carried</p>
------------	--------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

11. ITEMS FOR DISCUSSION

11.1 Procurement Audit – table put it on the agenda for next meeting

- 11.2 Access & Equity Supports procedures
 - As per handout.
 - These procedures have been developing since 2018 and by having these procedures we can better provide students with success which relates to our visions, mission and outcomes.
 - It aligns and is similar to other educational institutions.
 - These procedures will be a framework for the student advisors.
 - Formal assessments can be costly, government helps with the cost but a person only gets reimbursed if they have a disability. Therefore, we have been working with agencies such as the Gary Tinker Federation.

- 11.3 CEO Contract
 - Begin negotiating soon.

- 11.4 Board/CEO goals review
 - Board and CEO reviewed their 2020-21 goals.
 - It was suggested that a written report be done on where things are at in terms of the goals for Board and CEO – put on the next agenda.
 - Include mandate letters in the February Board package.

- 12. CLOSING PRAYER/ADJOURN**
 - Prayer by M. Bouvier

12-18-2576	MOTION	Moved by . . . to adjourn the meeting at 11:39 AM.	. . ./approved
------------	--------	----------------------------------------------------	----------------

Chair

Recorder