

Minutes of the Regular Board Meeting, February 25, 2022

Elie Fleury Cultural Centre – La Ronge

9:25 AM – 11:50 AM

Present:

Board

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

Staff

Huber, Michelle, VP, Finance & Operations
Kyplain, Jennifer, Recorder
Penney, Guy, President & CEO
Proulx, Marlee, VP, ABE & Student Affairs
Ratte, Ron, Manager, Indigenous Initiatives
Spence, Cassandra, *Recorder in training*

Regrets

McDougald, Chandra, VP, Post-Secondary

1. OPENING PRAYER AND ACKNOWLEDGEMENT – V. Fern

2. CALL TO ORDER @ 9:25 AM

3. ADOPTION OF THE AGENDA

Additions: 10.6 *Update 221 Proof of COVID-19 Vaccination or Test Policy*
 10.7 *Covid-19 Vaccination or test policy motion – discontinuation of Policy*
 11. *PNLS Board*
 11. *Gas prices/Mileage claims*

2-25-22-2681	MOTION	Moved by ..., seconded by ... to adopt the agenda as amended. .. /carried
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4. MINUTES

4.1 Minutes of the December 17, 2021 Regular board meeting

2-25-22-2682	MOTION	Moved by ..., seconded by ... to approve the December 17, 2021 minutes as presented. .. /carried
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5. BUSINESS ARISING FROM MINUTES - none

6. REPORTS

6.1 Post-Secondary (handouts)

Projects:

- Pandemic Planning: Vaccination proof &/or testing has ended, determining how to proceed after February 28, 2022
- Brain Create has asked for a financial contribution, at this time we cannot accommodate
- Working on Program Plans for next three years
- Working with SaskPoly to pursue a source of revenue

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- NexGen, planning for fall 2022 and more
- Becoming familiar with Dentistry file
- Meet regularly with VP's
- Working on updating communication strategy that was implemented in 2018
- Meeting with individuals regarding programming for Far North
- Core Days: May 2-4, 2022
- Working with Economic Development Manager for Flin Flon/Creighton/Denare Beach about programming needs for the area
- ERP project, meet every second week
- Planning on in-person grads
- Meet with SHA regularly to discuss CCA programming
- Working with GDI to recruit students for M.Ed. program

University

- A decrease in first-year numbers over the past two years, combined with higher rates of student withdrawal and/or transitions from full-time to part-time, have informed our decision to attempt a full move back to in-person learning next fall.
- We may still explore the possibility of opening restricted remote seats to non-Northlands' students, but this is still up in the air.
- Bachelor of Education Years 1 and 2 will remain a hybrid, with La Ronge students coming to the classroom and out-of-town students attending B.Ed. courses remotely; the latter group will be able to attend all non-B.Ed. courses (ie. Arts and Sciences courses) in-person.
- We have scheduled Fall Orientation for August 23, 2022.
- The majority of fall course requests will be submitted to the universities at the end of February.
- An advisor from the College of Nursing will be giving a presentation to our pre-professional students on March 2.
- We will be signing the MOU for the M.Ed. program on February 18.
- We will be meeting with the Dean of Education on March 2 for a program review.
- We will be meeting with the College of Nursing on March 30 to discuss the next MOU.
- A representative from the U of R will be here March 29 to take new U of R/FNUC applications with no fee for students.
- At the request of the Instructor Aides, we have stopped submitting attendance reports to funders. IA's are still taking attendance to have for reference. We received almost no feedback from the funders, indicating this was no longer very important to them.
- Everything appears to be running smoothly with Nursing preceptorships.
- EDST 321 students are doing their practicum at Bell's Point. All is going well.
- The potential for the Geology degree is still being explored.

Staffing

- New Program Assistant in mid-January.
- IA transferred to Tech and Trades, still determining if we will repost term position (end of April).
- We are still trying to find a sessional KIN 275 instructor for spring; I have reached out to a local dietician who has expressed interest, but we do not know yet if she will be approved.
- We have been approached by someone who is interested in teaching CREE 101.6 next year.

Other

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- The recent and forthcoming changes to provincial COVID policy should not affect us. USask has indicated that Northlands can follow its own policies. The U of R will be continuing its masking policy through April 11.
- We will begin advertising for fall programming beginning in March; presently we have 107 new applications, 20 of which are for B.Ed.
- An increase in first- and second-year nursing numbers.
- We will likely be putting a large investment into technology that better bridges VCU and Zoom/Teams platforms for next year.

Technical, Trades & Mining

- Office Admin Instructor has resigned – effective March 4. Started recruitment for replacing her.
- IA officially started her new role on February 14, 2022.
- Former Nursing Lab Instructor has accepted a new LPN Health Faculty role with the IPN program. Currently posting for a Nursing Health Lab IA.
- Northern Partners are beginning to approach us for Short Programs.
- Many Covid cases in a variety of classrooms have resulted in frequent cleaning and online work.

6.2 ABE and Student Affairs (handouts & in-person)

Projects

- Communication and Recruitment Strategic Meetings. Updating the Communication strategy and benchmarks. VP Postsecondary, VP Student Affairs and ABE, and President and CEO Office departments (Indigenous Initiatives and Marketing). Goal is to see how we can best support communication and recruitment in a holistic way.
- Pandemic Planning Committee. Meetings every Monday and Wednesday from 11:00 am to 12:00pm.
- Far North/AEEDC meetings related to programing needs in the Basin.
- Housing Proposal to Ministry indicating student demand for housing.
- Multi-year funding reporting completed.
- PTA forecast completed. On a PTA Advisory Committee with ICT and AE.
- ERP/RFP – new student information system (All regional Colleges).
- SAO (senior academic officers) meeting regularly, topics include ABE Policy Manual updates, ESL programming, international students to name a few.
- Development of Supervisor Orientation and Succession in ABE and Student Affairs.
- Recruitment packages for all schools and bands in our region. (includes personalized letters, program calendar, bulletins, transcript information and admission information).
- Scholarship Foundation presentations for exit scholarships will happen at the program end dates.

ABE

- Seven ABE programs started second semester on January 19, 2022: Adult 10 in Buffalo Narrows, Creighton and La Ronge, Adult 12 in Buffalo Narrows, Creighton, and La Ronge, and an Adult 12 online program.
- ESWP La Ronge started January 19, 2022.
- Partnership with LLRIB: The AES programs in Hall Lake and Far Reserve started on October 25, 2021. Sucker River AES started February 1, 2022.
- Partnership with SIIT, PAGC DENE: The AES program in Stony Rapids started on September 20, 2021. Second intake to start on February 28, 2022.
- Slated to offer a GED prep course starting on February 28, 2022. This program is in partnership with Woodland Ent. Inc. and LLRIB.

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- The Adult Essential Skills partnership with LLRIB in La Ronge (Far Reserve) and Hall Lake continues to occur this year.
- LLRIB Sucker River, working with current students and community for future programming.
- An AES program began in Stony Rapids on September 20, 2021. This program is in partnership with SIIT, Black Lake, Fond Du Lac First Nation, and Hatchet Lake First Nation, as well as the AEEDC and PAGC Dene.
- Orientation Semester 2, January 19, 2022. ABE and SA received feedback of a successful and welcoming event.
- Adult 10 retention strategy, potential for homerooms to be created within existing ABE structure (22-23 academic year).
- Student Affairs and ABE working closely to support student holistically. Grad initiative will begin in March.
- Graduation 2022 fundraising has begun. June 15, 2022 is ABE graduation date and facility is booked.

Student Affairs

- Admissions: The Registrar 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 by taking over the admissions process for all programs starting 2022-2023. This has allowed for students to have more supports before entering into our buildings. Communication between Admissions team and Student Services team has created a welcoming and supportive culture for all staff.
- Housing remains one of our greatest barriers for La Ronge. Many students are unable to attend due to a lack of housing. Creighton and Buffalo Narrows residences have opened in January 2022
- Two bus routes with 94 students enrolled for the service. Bussing was one of the main reasons for our increased numbers in ABE/ESWP for the second intake. With the current cold temperatures that we have been experiencing, the bus provides a consistent and safe way for students to attend school. With students arriving before class times starting, it has allowed for increased interaction and relationship building with staff and each other.
- Student Engagement/Wellness: - January theme Nutrition. - January 26, 2022 Bell Let's Talk, Initiatives in ALL locations. - ABE orientation drop in day. Got to meet students in a relaxed way. Gave out prizes and connected with many students. - February 14, 2022 was free coffee day for students. - February is Sexual Wellness month. (Information and activities are shared on the ALL Students TEAMS; this allows all students, regardless of Campus to engage in events.) - In coordination with the Office of Indigenous Initiatives Office and the Student Affairs Department, we offered several stories from various agencies and elders for students/staff at the Canoe Campus; this was to commemorate Indigenous Story Telling Month.

6.3 Finance and Operations (handouts)

- Human Resources
 - Recruitment - We are currently recruiting for the following positions: Instructor, Office Administration – La Ronge; Instructor Aide, Nursing Lab Assistant – Air Ronge; Accounting Technician – Air Ronge
 - The College is beginning the process of preparing for Collective Bargaining. The current collective agreement expires August 31, 2022.
 - Significant Initiatives - The Proof of COVID-19 Vaccinations or Test policy was discontinued on February 14, 2022. The Pandemic Educator and

Research Analyst is conducting a Risk Assessment in order to inform decisions related to masking in the workplace and whether to implement a mandatory isolation policy for positive cases of COVID-19. The Human Resources Generalist is in the midst of providing training to all Supervisors and Managers on Performance Reviews. The College implemented the new Employee and Family Assistance Program platform with LifeWorks. Work has begun on the new computer systems for Finance, including Payroll and for Human Resources. As Human Resources and Payroll are directly linked, the work to prepare for the new systems will be linked as well.

- Education Leave - We currently have seven employees approved to access the
- Information Technology
 - IT Incident Reports
 - 2022-01-21 Air Ronge Network Outage - On January 21 at approximately 3:30 PM the CommunityNET network went down. This resulted in a loss of Internet connectivity at the Air Ronge campus location as well as loss of access from Buffalo Narrows and Creighton campuses to resources hosted at the Head Office. The network outage was the result of a weak fiber-optic signal in the SaskTel provided network. SaskTel was able to locate the source of the problem and fix it on January 25. While the primary network was down, traffic was re-routed through the Canoe campus using our local SRNet fiber loop. Beyond the initial outage on the Friday afternoon, impact to staff and students was minimal.
 - Post-Secondary Sector Cybersecurity Collaboration - The Post-Secondary Cybersecurity group met again on January 26 to discuss further plans for collaboration. A working group had been put in place since the previous meeting and they had recommended a list of six IT controls to prioritize as a group.
 - Backups
 - Multi-factor Authentication
 - Cybersecurity Awareness Training
 - Logging and Monitoring
 - Secure Configurations for Systems
 - Endpoint Detection and ResponseThrough surveys and workshops, the goal is to proceed through each item on this list and ensure that each organization understands these controls and has the appropriate tools in place to enforce them. I feel that there will be much value derived in this process toward ensuring we have a strong cybersecurity framework in place at Northlands College.
- Multi-factor Authentication Deployment - In late December we were made aware of new requirements from our existing insurance provider regarding multi-factor authentication and cybersecurity insurance. For the upcoming renewal, they have strict requirements for authenticating logins across various aspects of our network. This has the potential to impact user logins for all staff and students at Northlands College. We currently have plans in place to enable MFA for staff access to Office 365 and email by the end of March but are unable to meet other requirements as listed. The College is looking at our options for cybersecurity insurance in light of this. I expect to be working on implementing the various components of MFA in conjunction

with insurance requirements and the Post-Secondary Sector Cybersecurity Collaboration throughout the upcoming months.

- Hardware Purchases - 30 laptops have been ordered for the purpose of staff hardware refresh. The oldest in-service laptops will be replaced with these machines once they arrive. This purchase was planned in the 2021- 2022 IT budget. In January, we finally received the full order of network switch hardware which was placed this previous August. This will allow us to replace our core campus switching hardware with equipment that should meet our needs for the next 5+ years. We are currently examining options for student laptops for the upcoming 2022-2023 academic year. The current plan is to increase the number of student laptop carts we have available at our campus locations, particularly for the ABE programs. The intention is for there to be a laptop available for each student. Due to ongoing delays in hardware availability, we want to have these orders placed earlier than in previous years.

6.4 Facilities (handout)

- We had a TEAMS meeting with advanced education to get some guidance on how to increase the amounts on facilities projects where we would not require three quotes.
- Cleaning out the simulator area for student usage.
- Admin building – looking at upgrading the ventilation system.
- Program Centre, La Ronge – one of the main boiler pumps needs replacing pump has been delivered but needed to have some fittings adjusted. Will be installed on our first warm day where we can shut down the remaining pump.
- Student Housing (Buffalo Narrows) – the new boilers have been installed and a technician from Cypress sales will fine-tune them on the 17th. The in-floor heating pipe leak has been repaired.
- Creighton Program centre – facilities has installed flooring in the main area. The three classrooms will have to wait until the rooms are vacant.

6.5 Manager of Indigenous Initiatives (handout & in-person)

- Jennifer and I traveled to Buffalo Narrows on Wednesday, February 16, 2022. Students and staff participated in a smudge ceremony, shared the importance of traditional gatherings and ceremonial protocols, and we took ceremonial items for their students & staff.
- We also discussed with the students and staff in attendance of our plan to do a grand opening of the BN cultural centre and the naming of it. We felt that students and staff at the BN campus should be involved as it is there centre.
- As you may be aware, and in remembrance of the 54 gravesites found at the Keeseekoose First Nation, we emailed all staff to wear orange Friday, February 18, 2022, in honor of the victims and to show our support to the families and communities affected.
- It was an honor to be part of MOU signing between GDI and NLC on Friday, February 18, 2022.
- Met with Jennifer and Cassandra on February 4, 2022, to review Indigenous Policies & Procedures.
- We also developed a generic email for any departments, staff, faculty etc. when requests support, events, booking of cultural centre, etc. The email is indigenous.initiatives@northlandscollege.sk.ca. This will also streamline processes and requests. Cassandra, Jennifer, and I have access to this email.

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- Met with several instructors from River & Canoe Campus to schedule presentations and provide packages. Topics such as pre-European culture of First Nations – European contact and effects on First Culture, etc.
- Northlands College Elders Advisory Council will have their inaugural meeting and orientation on February 24 and will meet the Board on February 25.

6.6 Marketing & Public Relations (handout)

Program Calendar:

- Ongoing edits, program cancelations, wording changes. Advertising has started with MBC; two general ads were created to promote the program calendar and send people to the website. Seven program mention ads will rotate through word of the day 2x per day
- We will promote the new bulletins a couple times per week on social media. I have not received requests for any paid program specific advertising yet.
- Planning has started for the Mineral Exploration video campaign - Designs for community scroll advertising.
- Golf Cart:
 - some parts have come in and some are still on the way. We should have everything in the next couple weeks.
 - K. Brown is going to look at the seats and recover them for us.
 - SLGA Application process has started.
 - Online ticket sales and design has started
 - Once body, seats, lights, and interior are complete, we will start the media campaign plans. Video/pictures/display.
 - E. Cardiff and I will be doing most of the installs on evenings and weekends.
 - Once Lotto license and online tickets are ready, we will start the advertising.
- The Rockshop:
 - Shopify (Online Store) has been a little glitchy; we need to update our sales equipment to be able to run the latest software updates. (iPad is outdated) I will check with IT to see if we have any available.
 - Clothing Inventory will be done soon. C. Jefferies will assist
 - Once inventory is completed a new clothing order will be made.
- Upcoming Events:
 - Communications and Recruitment meeting Feb 16
 - Export Data meeting Feb 17th - MOU GDI signing Feb 18th - Indigenous Storytelling Video has been temporarily postponed until Elie is able to return to work. Hopefully between Feb 22-25 - Performance Evaluation Training Feb 22
 - Ice Wolves Game Sponsor Night Feb 23. I have purchased a moose antler carving to raffle off at the game, proceeds to go to the Scholarship Foundation. Student Services will be setting up a table to hand out Calendars/Bulletins & provide program information.
- Videography:
 - I am compiling a list of possible events/dates to film. I will provide the list to Sonny this week. Sonny can provide a cost estimate/contract and we can make a plan from there.
 - Grads/Golf Tournament/Powwow/program footage to be used in promotion for the 2023-2024 academic year.

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- Plans have begun for the 2022 tournament. The date has been set for Thursday, June 16th and the venue has changed to Candle Lake Golf Resort.

- Ongoing
 - Billboard redesign, the signs are in the design stage. We will update the highway corridor (south of Air Ronge), add a sign to the La Ronge corridor and hopefully secure locations for signs in Creighton and Buffalo Narrows. Maybe add another 2 for Ile a la Crosse and La Loche. We won't be able to get in the ditch until mid-spring. I am hoping to work with a carpentry class to build the stands again.
 - Sign has been ordered for Student Housing in Creighton and will be shipped there as soon as it has been completed.
 - HR Job Postings: Ongoing
 - Website developer contract ends March 1. I will renew contract before that date –
 - Planning Creighton/Buffalo Narrows campus visits for first week in March.

2-25-22-2684	MOTION	Moved by ..., seconded by ... to approve the reports as presented. .. /carried
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7. **BUDGET AND FINANCE** (handout & in-person)

- We remain in a strong cash position and working capital remains healthy with a ration of \$12.31 liquid assets for every \$1 in liabilities outstanding.
- New ERP system for all regional colleges and GDI/DTI. The planning and working groups have been established and started meeting. The Finance decision-makers have achieved a preliminary chart of accounts as of Feb. 15, 2022 that will be standard among all the institutions partnering.

2-25-22-2685	MOTION	Moved by ..., seconded by ...to approve the Budget and Finance Report as presented. .. /carried
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8. **CHAIR** (in-person)

- Updates/check-ins with Guy/Jennifer on a regular basis
- No developments or meetings with ASRC.

2-25-22-2686	MOTION	Moved by ..., seconded by ... to approve the Chair report as presented. .. /carried
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9. **CEO** (handout & in-person)

- Work continues on the dental file and Northlands College has been formally deemed the northern partner for this endeavor by the steering committee.
- We have the remainder of this academic year to finalize our MOU with the U of S, SaskPoly and NITHA and next academic year will be utilized to get our space ready to receive students for the fall of 2023.

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- We are about to begin a new Master of Education program with GDI beginning summer of 2022, with our current program collaboration ending at the same time. MOU signing event was on February 18 at the Elie Cultural Centre. The Minister of AE took part in the event.
- We continue to explore new options as it relates to expanding student housing options here in La Ronge area. I have been approached by a few real estate developers who may be interested in constructing an apartment complex. The VP, ABE & Student Affairs is currently drafting a submission for the Ministry that will clearly articulate our student housing need moving forward.
- The inaugural meeting for our recently created Elders Advisory Council has taken place February 24.
- We are currently into our next business plan cycle for the upcoming new academic year. We are determining program options for our next academic year with the hope that we have a large degree of “normal” again.
- Our senior management team met with J. Strong and her team on January 31, 2022 to discuss programming possibilities for the far North as well as to discuss assessment methodologies for students in the far north. We agreed to work more closely together moving forward and to maintain regular communication.

2-25-22-2687	MOTION	Moved by ..., seconded by ... to approve the CEO report as presented. .. /carried
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10. ITEMS FOR DECISION

10.1 Adding funds to restricted capital appropriation

- Add \$500K to the Capital Purchase Appropriation from the current unrestricted surplus current balance to be used for the preparation of a teaching space for the Dental Program.

2-25-22-2688	MOTION	Moved by ..., seconded by ... to approve \$500,000 from unrestricted surplus to the capital appropriation as presented. .. /carried
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10.2 Change in signing authorities

- Currently Northlands College only has 3 signing authorities on our banking and 2 are Board members on extended terms with unknown lengths. Every payment requires 2 signors to be attached to it. More available options will prevent operational disruption in the future should quick changes have to be put in place.

2-25-22-2689	MOTION	Moved by ..., seconded by ... to approve Nick Daigneault, Vice-Chair, Crystal Everest, Member at Large and Michelle Huber, VP, Finance and Operations to the list of approved signing authorities for CIBC. .. /carried
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10.3 Restricted Appropriated Surplus for ERP System

- The annual cost estimates of the new ERP system are between \$230,000 and \$285,000 per year. Northlands College will start to incur these costs when the system goes live – tentatively in the fall of 2023.

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2-25-22-2690	MOTION	Moved by ..., seconded by ... to approve \$500,000 to be moved from unrestricted surplus to a restricted appropriation for costs associated with the new ERP. .. /carried
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10.4 Buffalo Narrows Cultural Centre Grand Opening

2-25-22-2691	MOTION	Moved by ..., seconded by ... to approve the Buffalo Narrows Cultural Centre Grand Opening take place on May 20, 2022 to coincide with the Regular Board meeting. .. /carried
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10.5 May 20 Regular Board Meeting - location

2-25-22-2692	MOTION	Moved by ..., seconded by ... to approve the change in location from La Ronge to Buffalo Narrows for the next Regular Board meeting on May 20, 2022. .. /carried
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10.6 Update 221 Proof of COVID-19 Vaccination or Test Policy

- The following motion was made earlier via email.
- Change reference to the “new Delta variant” to the “new variants”.
- The College’s definition of fully vaccinated has changed to be consistent with the Saskatchewan Government’s definition – currently 2 doses
- Masks – no longer permitting the use of cloth masks, must be 3-ply disposable, KN95 or N95.
- Signed documentation related to vaccination status must be submitted within 5 days of an offer of employment or on the 1st day of school or work, whichever is earlier (previously stated October 20, 2021)

2-25-22-2693	MOTION	Moved by ..., seconded by ...to approve the changes/updates to policy 221 – Proof of COVID-19 Vaccination or Test Policy as presented. .. /carried
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10.6 Covid-19 Vaccination or test policy motion – discontinuation of Policy

- The following motion was made earlier via email

2-25-22-2694	MOTION	Moved by ..., seconded by ... to approve the discontinuation of the use of our current Proof of COVID-19 Vaccination or Test Policy effective Monday, February 14, 2022. Northlands College reserves the right to reinstate the policy at a later date, should public health conditions warrant it. .. /carried
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10.7 Donation to the Golf Tournament

- Motion made via email on March 23, 2022

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2-25-22-2695	MOTION	Moved by ..., seconded by ... to approve the allocation of \$10,000 to Northlands College Scholarship Foundation Inc. to offset the cost for fundraising at the annual golf tournament to be held in Candle Lake on June 16, 2022. .. /carried
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10.8 Amending of motion 11-19-21-2657

2-25-22-2696	MOTION	Moved by ..., seconded by ... to amend motion 11-19-21-2657 to the following: to approve the purchase of a golf cart to a maximum of \$10k; to further approve and acknowledge that a \$3k deposit has already been made on the purchase leaving \$7k remaining in the golf cart budget. The Board understands and acknowledges that proceeds of the raffling of the purchased golf cart will go to the Northlands College Scholarship Foundation. .. /carried
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11. ITEMS FOR DISCUSSION

- 11.1 Buffalo Narrows Cultural Centre naming
 - It was discussed and decided to approach Louise Pederson in naming the Cultural Centre after her. Louise is a well-respected elder and worked for the College for over 30 years.
- 11.2 Board Recruitment
 - Ad presented and approved.
 - Recruitment will begin, as there are three members whose second terms expired on November 1, 2021.
- 11.3 CICan Conference
 - Information and breakdown of cost for each person to attend the 2022 conference was presented. The conference is a hybrid model and will take place in Halifax, NS.
- 11.4 PNLs Board
 - As per handout.
 - This will be forwarded to staff to see if there is any interest in becoming board member with PNLs.
- 11.5 Mileage cost (to reflect rising gas prices)
 - Discussion around the cost of gas and overall of living has gone up but travel allowances, honorariums have not changed in years.
 - Guy to bring up at the next CEO Council meeting.

12. CLOSING PRAYER/ADJOURN – V. Fern

2-25-22-2697	MOTION	Moved by ... to adjourn the meeting at 11:50 AM .. /carried
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