

Minutes of the Regular Board Meeting, February 26, 2021

Multi-purpose room, Mine School

9:42 a.m. – 12:30 p.m.

Board

Bouvier, Myrna
Deschambeault, Val
Daigneault, Nick
Durocher, Jackie *via Teams*
Everest, Crystal
Fern, Victor – Chair
Gray, Ken *via Teams*
Watt, Hugh

Staff

Cassie, Harry – VP, Finance & Operations
Halkett-Mayer, Jennifer – Recorder *via Teams*
Kyplain, Jennifer – recorder
McDougald, Chandra – VP, Academic *via Teams*
Penney, Guy – President & CEO

Regrets

Cheechoo, Bev

1. OPENING PRAYER AND ACKNOWLEDGEMENT – M. Bouvier

As we gather here today, we acknowledge we are on Treaty 6 Territory and the Homeland of the Woodland Cree and Metis. We pay our respect to the First Nation and Metis ancestors of this place and reaffirm our relationship with one another.

2. CALL TO ORDER @ 9:42 AM

3. ADOPTION OF THE AGENDA

Additions: take out 10.3 Information Technology Acceptable Use Policy and replace with
10.3 Management Terms and Conditions of Employment – 5.8 PD
10.5 Education Leave – Janelle Pedersen
10.6 Board members extension
10.7 Nomination for a board member to sit on the Sask. Polytechnic Board
10.8 Deferral payments – Nadia Persaud

02-26-2577	MOTION	Moved by ..., seconded by ... to adopt the agenda as amended. .../carried
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4. MINUTES

4.1 Minutes of the December 18, 2020 Board meeting
• *Add: Ken Gray and Hugh Watt*

02-26-2578	MOTION	Moved by ..., seconded by ... to approve the December 18, 2020 minutes as amended. .../carried
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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, and Adult 12 in Buffalo Narrows, Creighton, and La Ronge.
 - Programs continue to run using a combination of Teams videoconferencing and Edcentre online courses.
 - Semester 2 began with an orientation from January 20-26 with an average of about 40 ABE students attending orientation daily. The first day of classes for new and continuing students was January 27.
 - Student Helpdesk Technician played a key role in the ABE orientation.
 - Feedback from staff and students suggests that the second semester start up went more smoothly and students were better prepared for online learning.
 - The enhanced partnership with NLSD #113 and Ed Centre continues.
 - Adult 12 partnership with Ile a la Crosse School Division is in progress. This program is run by Ile a la Crosse School Division and follows the directives of the school division.
 - Adult Essential Skills partnership with Black Lake Ventures is in progress. Programming has been limited due to a community COVID-19 lockdown.
 - Adult Essential Skills partnership with LLRIB in La Ronge (Far Reserve) and Hall Lake is in progress. In both cases, Instructors are doing their best to do a blend of classroom and take-home assignments due to interruptions from COVID-19.
 - 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 is being distributed in the Athabasca basin communities to gauge interest.
 - ABE Administrative staff completed a draft yearly work plan for the Communication Strategy update.
 - Potential ABE graduates were surveyed regarding graduation planning.
- University
 - Final preparations are being made for Spring Term.
 - Fall Classes have been submitted to U of R and Fall Classes will be submitted to U of S by February 26, 2021.
 - Overall program offerings and semester structure will be similar to 2020-21.
 - Final decisions about program delivery this fall have not been made by the Universities. U of S will not make decision until May and the U of R is hoping for partial return to in-person learning, but not yet confirmed.
 - Year 2 Nursing OSCE exams took place February 11 with supplemental exams taking place on February 22.
 - Possibility of shuffling some instructor assignments to create a more balanced distribution of workload
 - We will be finishing out the year with no Instructor Aide in Ile a la Crosse with Buffalo Narrows and La Loche Instructor Aides are filling in the IA gaps.
 - Should have 9 nursing graduates this year (8 in La Ronge and 1 in Ile-a-la-Crosse).
 - Currently have approximately 45 new applications for the fall, including six for Bachelor of Education.
 - University department will begin aggressive advertising (radio, social media, etc.) beginning in March.
 - Managers for University, Tech and Trades, and Student Affairs have been reaching out to northern schools for the opportunity to offer virtual presentations on 2021-22 programming.
 - We have changed our book ordering process for 2021-22 in an attempt to increase efficiency and reduce costs to the College (Registrar and Marketing will be involved)
 - Meeting with College of Education advisor next week to make plans for online Information sessions for prospect i.e. Bachelor of Education applicants.
- Technical, Trades & Mining
 - 17 programs active in the North and another scheduled to start in March.
 - There was an issue with the trucking instructor in Pelican Narrows, due to the

unfortunate situation the trucking company contract that does the class 1A training has been discontinued. There is a possibility that the 6 students will be brought into La Ronge to finish the program, if an alternate trucking company cannot be found in a timely manner.

- Student Services
 - COVID-19 - Throughout January we have been working on "Lessen the Foot Print" schedule. This schedule allows for student services to have approximately half of our staff to be in the office and the other half to be working from home. This has meant that we had to do things a bit differently for the new students who started classes in January 2021.
 - We were able to help present our information for the orientation and then we handed out laptops to the new students. Students came into the Canoe Campus, Buffalo Narrows Campus and the Creighton Campus to pick up their laptops, sign their registration forms and to pick up calculators if they are needed. The students who were not working in these communities needed some alternative form of delivery system; therefore, we worked with ABE to help ship laptops to the Far North, Cumberland House and Prince Albert.
 - With the increase in COVID-19 cases in the north, we are experiencing an increase of students who are reporting that they have COVID-19 or are in isolation because they were a direct contact to someone who has COVID-19. Students have worked really hard to be able to work through the pandemic with as little time off as possible.
 - Current applications being processed are ABE 179, Tech and Trades – 161, University – 56 for a total of 375
 - No busses are being utilized this academic year.
 - Recruitment packages to schools completed and to be mailed out in the coming weeks
 - Managers (Student Affairs, University, ABE and Tech and Trades) are working together to come up with a recruitment strategy and working with schools to schedule presentations.
 - Virtual Open House for ABE students is March 3, 2021.
- 6.2 Marketing & Public Relations (handout)
 - Rock Shop online store has reopened, new inventory has arrived and will be transferred to the store in the next few weeks.
 - Program Calendar is complete and will be posted.
 - Videos of management will be on Social Media within the next few weeks. These are introductions and the role they play behind the scenes.
 - Assist in planning in the planning of the ABE Virtual Open House.
 - Taking part in the promotional Campaign planning for B. Ed program.
 - Coming up with new ideas to raise money and support the scholarship foundation.
 - The college is the new intro sponsor of “word of the day” on MBC, sponsorship allows for a 15 second promo tag. We can change the tag at anytime to promote events, programs etc. Currently promoting the B.Ed. program and the communities that this program will be offered in.
- 6.3 Manager of Indigenous Initiatives (handout)
 - Continue to participate in on-line classroom meetings to do open prayers and presentations.
 - Summarizing topics and materials useful to share and present to instructors and students related to Indigenous Studies and reconciliation.
 - On February 5, 2021, Men of the North, founder/CEO Chris Merasty made use of the Elie Fleury Culture Centre as a location to receive a donation from Metis Nation Regional Director Earl Cook.
- 6.4 VP, Finance and Operations (handout & in-person)
 - Harry Cassie, new VP of Finance & Operations introduced himself to the Board.
 - Harry is looking forward to travelling to the different communities around the

- north.
- The Provincial Auditor is conducting a follow-up to its initial procurement audit right now. The original audit provided 13 recommendations.
- Facilities/Capital Planning
 - Fire Extinguishers: annual certification completed in all buildings in La Ronge, Air Ronge, Buffalo Narrows & Creighton.
 - Fire Alarms: certification is required annually, inspections are currently staggered over the year. Exploring ways to have certification done on one run to reduce cost.
 - Updating cameras in the trades building.
 - Elevator repairs completed at the admin building, waiting on inspection by government inspector to apply for license.
- Information Technology
 - Network outage at Buffalo Narrows campus on February 8 due to a power outage. Unfortunately, due to the complexities of restoring the connectivity, it took until February 17 to get it restored. A spare media converter was left on-site in case we have a similar failure in the future. Buffalo Narrows is the only campus location with this equipment, so we do not risk similar failures at our other sites. Local staff at the BN campus were able to access network resources while working from home by using our Northlands College VPN.
 - IT worked in conjunction with the academic department and the student helpdesk to help facilitate a five day ABE orientation.
 - Testing of the VOIP system has been delayed as IT has been busy with events and projects. Work has been taking place to verify we will meet all the technical requirements for the deployment. Moving forward with testing and implementation will be a high priority through Winter 2021 and Spring 2022.
 - Planning for our annual staff hardware renewal has begun. We are currently looking at replacing any staff computers which are at or beyond the five year threshold.
- Human Resources
 - As per handout

02-26-2579	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 & in-person)

- The budget and finance report was presented to the Finance & Audit Committee earlier.
- An overall summary was presented by H. Cassie.

02-26-2580	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

- Missed a couple meetings in person due to our community being lockdown.
- Had a couple ASRC meetings, one in January 21 and February 25.
- Formed a sub committee to discuss amalgamations.
- Southeast and Northlands College is not interested in amalgamations.
- Did not agree with the Terms of Reference that northwest drafted up.
- Stats from all regional colleges, which we don't agree.
- Discussed at the ASRC that when COVID restrictions calm down the planning of a convention where all board members can come together would be a good idea.

02-26-2582	MOTION	Moved by ..., seconded by ... to approve the verbal report as presented. <div style="text-align: right;">.../carried</div>
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9. CEO (handout & in-person)

- Continue to maintain a strong relationship with both the Ministry of Advanced Education and the Ministry of Immigration and Career Training. The line of communication are very much open and I dialogue regularly with both.
- With the recent addition of a new VP, Finance and Operations, our senior management team is currently complete.
- The University programming area has been one area that has remained strong and steady throughout the course of the pandemic. We have some course sections that typically have had low numbers, increase dramatically due to southern students registering in them (i.e. Chemistry 100).
- We continue to reach out to our key stakeholders and partners in the province, despite the challenges associated with the current pandemic. I have just recently been asked to chair the education sub committee as part of the NLMC. I look forward to getting back to travelling extensively throughout the north once we emerge from this pandemic.
- We are certainly positioned to offer a greater program load for the fall of 2021 depending on what our position will be as it relates to the pandemic. We will certainly be offering more Health related training given the number of job opportunities in this area.
- The business plan is due for submission 40 days after the provincial budget. Our senior management team will be approaching this endeavour collectively.
- We continue to move forward with the Indigenization strategy on a number of fronts. Our new Director of Student Affairs in partnership with our Manager of Indigenous Initiatives have taken on the responsibility of bringing the Four Seasons of Reconciliation program to our college.

02-26-2583	MOTION	Moved by N. Daigneault, seconded by V. Deschambeault to approve the CEO report as presented. <p style="text-align: right;">.../carried</p>
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10. ITEMS FOR DECISION

- 10.1 Policy 217- Records Retention and Management amendment, addition of appendix D-CRRAD (Confirmation of Received, Reviewed & Assessed Documents)

02-26-2584	MOTION	Moved by C. Everest, seconded by M. Bouvier to approve the addition of appendix D.CRRAD to Policy 217. <p style="text-align: right;">.../carried</p>
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- 10.2 Social Media Policy

- Bring back in April to include disciplinary action, tabled to next meeting.

- 10.3 Management Terms and Conditions of Employment – 5.8 Professional Development – move under discussion.

- Board acknowledges the President & CEO has the discretion to approve Professional Development funds for the one time purchase of an electronic device. The Board agreed on not needing motion, as the current policy gives the President & CEO the latitude to approve any exceptions.

- 10.4 Smudging, pipe ceremonies and other indigenous ceremonial use of smoke Policy 219.

- New policy was presented as per handout.

02-26-2585	MOTION	Moved by N. Daigneault, seconded by J. Durocher to approve the first reading of Policy 219 as presented. <p style="text-align: right;">.../carried</p>
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02-26-2586	MOTION	Moved by M. Bouvier, seconded by V. Deschambeault to approve the second reading of Policy 219 as presented. .../carried
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02-26-2587	MOTION	Moved by H. Watt, seconded by C. Everest to approve the third reading of Policy 219 as presented. .../carried
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02-26-2588	MOTION	Moved by K. Gray, seconded C. Everest to approve the first, second and third reading of Policy 219 as presented. .../carried
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10.5 Education Leave – J. Pedersen

02-26-2589	Motion	Moved by V. Deschambeault, seconded by C. Everest to approve \$6000.00 for tuition and books for a 1 year certificate program with the University of Calgary on a part-time basis over 4 years. .../carried
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10.6 Board matrix

- The second term of three members expires on November 1, 2021.
- Discussion around updating the current Board matrix.

02-26-2590	MOTION	Moved by N. Daigneault, seconded by V. Deschambeault to work internally on the board matrix to prepare for future recruitment of members. .../carried
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10.7 Nominations to the Saskatchewan Polytechnic Board

- The ASRC has indicated to our Board Chair that there is a seat available on this Board and each regional college is asked to submit a name and a name will be chosen from this list.
- The Board recommended N. Daigneault.

02-26-2591	MOTION	Moved by M. Bouvier, seconded by V. Deschambeault to approve the recommendation of N. Daigneault for the Saskatchewan Sask. Polytechnic Board. .../carried
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10.8 Deferral Payments – Nadia Persaud

- Given the situation we find ourselves with the pandemic, Nadia is asking to extend her payment deferral on her loan to June 30, 2021.
- Nadia is making an honest effort to pay back her amount owing.

02-26-2592	MOTION	Moved by J. Durocher, seconded by M. Bouvier to approve Nadia's request to defer payments and interest until June 30, 2021. .../carried
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11. ITEMS FOR DISCUSSION

- 11.1 Strategic Plan – Tabled for next meeting
- 11.2 Mandate letters for Management
 Action items - have Chandra, Harry, Jennifer, Ron to present at the Board Meeting in June 2021 on each bulleted point in the mandated letters.

12. IN-CAMERA

02-26-2592	MOTION	Moved by H. Watt, seconded by J. Durocher to go in-camera at 12:12 PM. <div style="text-align: right;">.../carried</div>
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02-26-2593	MOTION	Moved by H. Watt, seconded by M. Bouvier to go out of camera at 12:29 PM. <div style="text-align: right;">.../carried</div>
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13. CLOSING PRAYER/ADJOURN

02-26-2594	MOTION	Moved by N. Daigneault to adjourn the meeting at 12:30 PM. <div style="text-align: right;">.../approved</div>
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