

## Minutes of the Regular Board Meeting, June 18, 2021

### Best Western Premier, Prince Albert

10:10 AM – 2:55 PM

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#### Present

##### Board

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

##### Staff

Cassie, Harry – VP, Finance and Operations  
Coulson, Patty – HR Manager  
Halkett-Mayer, Jennifer – Sr. Administrative Assistant (recorder)  
Kyplain, Jennifer, Executive Coordinator – (recorder)  
McDougald, Chandra – Interim President & CEO/VP, Post-Secondary  
Proulx, Marlee – Director, ABE & Student Affairs

#### Regrets

Ratte, Ron – left the meeting at 10 AM, due to illness  
Watt, Hugh

#### Guests via Teams:

Minister of Advanced Education, Honourable Gene Makowsky  
Assistant Deputy Minister, David Boehm  
Amanda Plummer, Chief of Staff

The Board would like to discuss the following items:

**\*\***The Ministry started their meeting with the Board at 10:10 am until 11:00 am. The Minister introduced himself and the others that were on the line. The Board and staff did their introductions. The Minister conveyed his pleasure with Northlands Colleges accomplishments and the continued commitment to Indigenization.

Some of the questions that were asked of the Minister was the following:

- ASRC/CEO council composition and the Ministry involvement with both entities: the Minister's office does not involve themselves to any extent but agrees that the two entities are important, as collaboration with other post-secondary institution is important. In regards to ASRC, this entity is valuable to get your voice across, each college sends representation to table; chair and vice-chair can bring information to the Ministers attention and provide opportunity for colleges to speak as a single voice.
- Inappropriate comments made at the national Cican conference by a past ASRC co-chair – the individual was removed very quickly, one of the goals of the Ministry is to get more Indigenous students and Board members. The Minister's office takes comments like these very seriously and will not be tolerated. There is so much good work being done with Indigenization such as with Northlands College. There was a positive aspect to this, everyone rallied around and came together. J. Durocher suggested all new Board appointments take the four Seasons of Reconciliation, possibility making the training mandatory. The Ministry has already taken the initiative to offer this course within their Ministry and are close to 100% staff taking part.
- Northlands College's Indigenization strategy – overview given.
- Amalgamation of regional colleges - the Minister stated that the Ministry would not force this.

1. **OPENING PRAYER – M. Bouvier**
2. **CALL TO ORDER @ 11:11 am**
3. **ADOPTION OF THE AGENDA**

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- Additions:*
- 10.3 *Signing Authority – Director, ABE & Student Affairs*
  - 12. *Board Evaluations*
  - 11.4 *Board expense claims*
  - 11.5 *Treaty 6 flag*

06-18-2611	<b>MOTION</b>	<b>Moved by ..., seconded by ... to adopt the agenda as amended.</b> <p style="text-align: right;">.../carried</p>
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**4. MINUTES**

4.1 Minutes of the May 21, 2021 Board meeting

06-18-2612	<b>MOTION</b>	<b>Moved by ..., seconded by ... to approve the minutes as presented.</b> <p style="text-align: right;">.../carried</p>
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**5. BUSINESS ARISING FROM MINUTES - none**

**6. REPORTS**

6.1 VP, Post-Secondary ( handout & in-person)

- University
  - La Loche has been approved as an official Northlands College site by the UofS; however, class sections will not be built for La Loche until winter semester. UofS will be working to include La Loche as a campus option on the UofS online application for fall 2022.
  - Fall course requests for both the UofR and UofS have been adjusted.
  - We will now be offering seats and sections in all of our communities for the UofR, in addition to remote sections.
  - We will now be offering seats and sections in all of our communities except La Loche for the Uof S, in addition to remote sections.
  - La Loche students will be directed to register in the remote sections; they can still attend classes at the La Loche site.
  - Manager of University will be meeting with the College of Nursing on June 17 to discuss 2021-22 contribution agreement.
  - Spring classes will be wrapping up in the next couple weeks; a small handful of courses will run through July.
  - 21 Bachelor of Education applicants have been admitted to the College of Education; we are still awaiting admission letters from some of the applicants, but the numbers look promising.
  - IND 261 and 262 are no longer being offered at the UofS, we have requested INDG 216 and INDG 210 for 2021-22 to replace them.
  - Virtual grad ceremony for 23 graduates was a success and drew very positive feedback
- Technical, Trades & Mining
  - SIIT Indigenous Practical Nursing program has not met the steps as a brokering program. Therefore talking to Saskatchewan Polytechnic to see if we can broker there program with the increased seat capacity that was already filled, when we were under the impression that the SIIT program was a done deal.

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- Working with Cameco to create a digital readiness program, 5 modules will take 30 hours to complete. Cameco wants 150 students trained in this. Would like to run it face to face first and eventually some of the modules online. Cameco and Orano would like to work with us in getting people ready to go back into the mines.
  - Enhanced cleaning and sanitizing will be done in the fall when bringing students back.
  - Virtual grad ceremony was held on May 27. The grad went very well.
- 6.2 VP, Student Affairs and ABE (handout & in-person)
- ABE
    - Six campus ABE programs have been completed on June 8, 2021: Adult 10 in Buffalo Narrows, Creighton and La Ronge, and Adult 12 in Buffalo Narrows, Creighton and La Ronge.
    - The successful virtual graduation of 21 students was celebrated on June 9, 2021. Approximately 80 people were in attendance.
    - Barriers – It has been difficult filling Coordinator positions, as the requirement is to have their Bachelor of Education, but being an Instructor is more pay and summers off.
    - Online assessments having some issues with this, one of the things I have been doing is coordinating with each Student Service Advisor to focus on small groups of students.
    - An extended power outage in La Ronge from May 17-20, 2021 meant that we lost four school days at all campuses. The servers in La Ronge were down, which meant access to online classes was not possible.
  - Student Affairs
    - Application numbers are increasing steadily, as of June 10, 2021, total applications is 1362.
    - Working with programming to reduce barriers and create career pathway opportunities.
    - Swag giveaway campaign for proof of vaccination to begin in September.
- 6.3 VP, Finance and Operations (handout & in-person)
- Facilities/Capital Planning
    - Submitted request to four contractors to size, supply and install generators and to discuss options for full and partial supply. Generators quote for all buildings is \$860K. Board member suggested that one generator be purchased for the Head Office, as all operations are completed from this building such as payroll, main server, etc.
    - Buffalo Narrows Student Housing – PMR received for boiler replacement \$78,500 - boilers have been ordered and awaiting contractor pricing on installation.
    - Creighton Program Centre – PMR received for repairing sewer line and flooring \$50,500, flooring has been ordered and selection of installer is in progress.
  - Information Technology
    - On May 3, 2021, the Ministry of Advanced Education hosted a meeting with representatives from the UofR, UofS, SaskPolytechnic, Regional Colleges and other post-secondary institutions in the province. The objective of the meeting, co-hosted by SRNet, was to start looking at opportunities for collaboration in the area of cybersecurity.
    - The extended power outage caused the central servers at the Head Office to shut down for the majority of the period, as battery backups allow for only up to an

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hour. Currently looking into solutions that would allow us to maintain local IT operations in case we have another extended power outage.

- VOIP - SaskTel provided us with an updated contract proposal with new lower government rates. The contract includes one-time implementation costs of \$7,910 and a monthly cost of \$1,945 for the specified service. The monthly charge is approximately half of our current analog SaskTel phone service. SaskTel is currently finalizing the contract to be signed.

6.4 Human Resources (handout & in-person)

6.4.1 Organizational Charts presented by P. Coulson.

6.5 Marketing & Public Relations (handout & in-person)

- Golf Tournament has been scheduled for September 16, 2021 at Elk Ridge.
- Continue to research the possibility of having a 50/50 as another way to support the foundation.
- Billboard redesign for the highway and adding an extra one for the La Ronge corridor.
- A request to the Board to allocate \$15,000 from operations to the Scholarship Foundation to help with the cost of the banquet and the rental of the course.
- Website has been improved and we continue to contract a web designer to help with this. Current contract expires July 23, 2021 and we plan to contract for another 3 months to maintain our website and deal with any clinches.

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

- Expanding partnerships with indigenous institutes and community colleges provincially and federally
- Working on a proposal to be sent to Heritage Canada to host a 4 day traditional culture gathering on August 18 – 21, 2021.
- Word of the Day has been ongoing via email to staff in Cree, Dene and Michif.

06-18-2613	MOTION	Moved by ..., seconded by ... to approve the reports as presented. .../carried
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**7. BUDGET AND FINANCE – H. Cassie**

- Presented to the Audit and Finance Committee.
- New financial statement reporting overview and will be used from now on, separating the programming and operations. Provides a clearer picture

06-18-2614	MOTION	Moved by ..., seconded by ... to approve the reports as presented. .../carried
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**8. CHAIR – V. Fern**

- Letter dated May 25, 2021, written to ASRC/CEO council, Ministry, Premier and CIG has received some positive attention. ASRC/CEO council commented on how good of a letter it was.
- V. Fern was asked to do an opening prayer for the ASRC meeting, which was the first time and an honour to do.
- FSIN was included in the apology.
- Terms of reference for subcommittee, excluding us from the meetings and that minutes will not be sent to us.
- ASRC meeting on June 10, Ministers office was represented in this meeting. *Question:* student tuition fees: should the Ministers office be involved in setting these fees or should this remain with

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the colleges and universities alone. **ACTION ITEM: The NLC Board decided to keep as is, letter to be drafted for the ASRC.**

06-18-2615	MOTION	Moved by ..., seconded by ...to approve the Chair report as presented. .../carried
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**9. CEO**

- Attended the Admin Sub Committee through the NLMC, we discussed inviting SHA to our next meeting, given the new wellness centre and the potential employment and training needs.
- Northern Teacher Education meeting with the Ministry and other post-secondary institutions, MOU on the table, with the ways we can work together in training teachers in the north, considering the teacher shortage.
- Marlee and I met with Ryan Veteri who is the Domestic Violence Coordinator for Piwapan Woman's Centre. We have a verbal agreement to collaborate to work with clients and their training needs. Also, as a College we could refer students to the centre.
- Marlee and I met with the Town of La Ronge consultant to do a feasible study on what are the needs of Northlands College.
- Attended a northern communities meeting for the College of Nursing, they are looking into increasing registered nurses, LPN's can take the classes to become RN's.

06-18-2616	MOTION	Moved by ..., seconded by ... to approve the CEO report as presented. .../carried
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**10. ITEMS FOR DECISION**

10.1 Accounts Receivable write-off

- This was presented to the Finance & Audit Committee

06-18-2617	MOTION	Moved by ..., seconded by ...to write-off \$38,238.82 representing the total outstanding uncollected accounts receivable balance for the 2020-21 fiscal year at June 30, 2021. .../carried
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10.2 Golf Tournament donation

- Golf tournament was cancelled last year due to the pandemic. This year we are hoping to resume the tournament given that restrictions are being lifted. We are planning for September 16, 2021.
- The tournament is profitable; however, if more costs were covered by Northlands College rather than donors, the money going directly to students would be higher. The amount of \$15,000 will be covered from our operating grant to our scholarship foundation.

06-18-2618	MOTION	Moved by ... seconded ... to approve the allocation of \$15,000 to Northlands College Scholarship Foundation Inc. to offset the cost for fundraising at the annual golf tournament. ...carried
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10.3 Temporary Signing Authority

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- Given the recent changes in management, it was determined that another signing authority is needed on a temporary basis until a new VP, Finance & Operations is filled.

06-18-2619	MOTON	Moved by ..., seconded by ... to approve temporary VP, Finance and Operations signing authority to M. Proulx, Director of ABE and Student Affairs, until a new VP, Finance and Operations is in place. This is effective immediately.  .../carried
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11. ITEMS FOR DISCUSSION

11.1 Elders Advisory Council Terms of Reference

- As per handout.
- Minor changes/revisions to the document, to help with the clarity and organization.

11.2 Risk Management Policy

- As per handout.
- Examples from other Regional Colleges.
- **Action: J. Kyplain to draft something up to be presented to the Board Governance Committee at their next meeting.**

11.3 Review of Mandate Letters

- 11.3.1 R. Ratte
- 11.3.2 M. Proulx
- 11.3.3 C. McDougald
- 11.3.4 Harry Cassie
- 11.3.5 J. Kyplain

11.4 Board travel expenses

- It was discussed that with the Board having to travel to meetings, it would be ideal to have Board expenses reimbursed the day of the meeting.
- **ACTION: J. Kyplain to look into this more and get back to the Board at the next meeting.**

12. IN-CAMERA

- Board Evaluations completed and discussed.

06-18-2620	MOTION	Moved by ..., seconded by ... to go in-camera at 2:03 pm.  .../carried
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06-18-2621	MOTION	Moved by ..., seconded by ... to go out of in-camera at 2:50 pm.  .../carried
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13. CLOSING PRAYER/ADJOURN

06-18-2622	MOTION	Moved by ... to adjourn at 2:55 pm  .../carried
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Chair

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Recorder