

Minutes of the Regular Board Meeting, June 18, 2022

Holiday Inn Express, Prince Albert

9:06 AM – 12:00 PM

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**Present**

**Board**

Bouvier, Myrna  
Cheechoo, Bev  
Daigneault, Nick  
Deschambeault, Val  
Durocher, Jackie  
Fern, Victor, **Chair**

**Staff**

Kyplain, Jennifer, Recorder  
McDougald, Chandra, Acting CEO/VP Post-Secondary

**Regrets:**

Gray, Ken  
Penney, Guy

1. **OPENING PRAYER @ M. Bouvier**
2. **CALL TO ORDER @ 9:06 AM**
3. **ADOPTION OF THE AGENDA**  
*Additions: 10.8 Crystal Everest resignation*  
*10.9 TAHD of Chandra McDougald*

<b>06-18-22-2712</b>	<b>MOTION</b>	<b>Moved by ....., seconded by ..... to adopt the agenda as amended.</b> <b>.. ./carried</b>
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**4. MINUTES**

4.1 Minutes of the May 20, 2022 Meeting

<b>06-18-22-2713</b>	<b>MOTION</b>	<b>Moved by ....., seconded by ..... to approve the May 20, 2022 minutes as presented.</b> <b>.. ./carried</b>
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4.2 Minutes of the June 7, 2022 Special Meeting

<b>06-18-22-2714</b>		<b>Moved by ....., seconded by ..... to approve the June 7, 2022 minutes as presented.</b> <b>.. ./carried</b>
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**BUSINESS ARISING FROM MINUTES - none**

**5. REPORTS**

5.1 VP, Post-Secondary ( handout)

- University
  - Working with the College of Dentistry on MOU.
  - Working with College of Nursing on MOU.
  - B. Ed document deadline has been extended to August 15.

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- Application numbers: 271 new, pending or accepted, 119 returning
  - B. Ed 35 new/pending
- CRN's for fall classes are up and students can begin registering.
- Meeting with Jill Turner from USask DEU and Fran Wally from the College of Agriculture and Bioresources June 15 to discuss the possibility of working together (they are looking to expand their programming to off campus locations)
- Fall practicums for EXPR 422 (Wollaston Lake) and EDST 321 (Bell's Point, Keethanow High School and Gordon Denny)
- Our 2022 nursing graduates were featured in an article on the USask website.
- Technical, Trades & Mining
  - Instructor recruitment for the Office Admin and ECE programs began March 31 and as of June 1, we have gotten through the first applicants with no successful candidates.
  - Hired a new Sr. Health Coordinator that starts on June 27.
  - We have decided to cancel the IT Support Specialist program through SIIT due to procurement challenges. We have also cancelled the Retail Customer Service program for Creighton due to low numbers.
  - Planning is well underway for the Tech and Trades Grad on June 14 at JRMCC.
  - Currently providing Performance Evaluations for three health instructors.
- 5.2 VP, Student Affairs and ABE (handout)
  - ABE
    - Adult Essential Skills partnership with LLRIB in La Ronge (Far Reserve) and Hall Lake set to continue for next academic year.
    - LLRIB sucker River, AES program will continue next academic year.
    - Northlands College continues its partnership with the Adult 12 program in Ile-a-la-Crosse SD. The partnership is in conjunction with Ilex SD and GDI.
    - Working with AEEDC and Black Lake to host an AES program in Black Lake, fall 2022.
    - All staff will be completing on June 28. All staff excluding GED prep instructor will return on August 17.
    - Adult 10-retention strategy, potential for homerooms to be created within existing ABE structure (22-23 academic year).
    - ABE application do not close until June 30, 2022.
    - Updating ABE intake assessment.
  - Student Affairs
    - Entire student affairs team completed a 3-hour workshop on motivational interviewing.
    - Housing remains one of our greatest barriers for La Ronge.
    - Bussing has been a huge success in removing barriers for our students in La Ronge. Staff are supporting students by coordinating car pools for students to complete the remainder of the year. Creighton, have developed a Car Pool taxi service with students currently attending.
    - Exit scholarships will be handed out to eligible programs at the program end date. This will allow monies to be in students' hands at the crucial time of them entering the workforce.
- 5.3 VP, Finance and Operations (handout)
  - Human Resources
    - We are currently recruiting for seven positions.
    - The College is beginning the process of preparing for Collective Bargaining. The current collective agreement expires August 31, 2022.

- We have begun on the new computer systems for Finance, including Payroll and for Human Resources. As HR and Payroll are directly linked, the work to prepare for the new systems is linked as well.
- We currently have eight employees approved to access the Education Leave fund.
- Facilities
  - The spending limit of only \$2000 and over requiring three quotes has increased the cost and time it takes to have projects done. Due to the time involved, the reputable companies we have used in the past are now failing to submit quotes on projects that are small and we are forced to use companies we have never dealt with.
  - The seasonal work has begun, hired an extra facilities helper on contract to assist in the renovations for the dental program.
  - New upgraded security camera systems have been installed in all buildings in the Air Ronge campus.
- Information Technology
  - There were no major IT incidents to report since the last report.
  - In the continuing series of workshops hosted by the Post-Secondary cybersecurity group on May 18 Sask Polytechnic gave an overview of the cybersecurity event they experienced in 2020 and their response to it. The entire experience was a wake-up call for the higher education sector in the province and has been a factor behind the Cybersecurity Committee’s formation and the changes it seeks to implement.
  - VOIP, IT has been working with SaskTel on the implementation phase of the VOIP phone project.
  - Ongoing shipment delays have continued to hinder deployment of updated devices.
- 5.4 Marketing & Public Relations (handout)
  - Golf Tournament on June 16 raised 16k, which government will match these funds. A little, less than previous years thinking, this has to do with post-covid and change in venue. Otherwise, the tournament was a success!
  - Website is up to date and working smoothly.
  - The new Indigenous Initiatives page on the website is almost ready to launch, just waiting on some write-ups.
  - Working on a general PowerPoint presentation template for Northlands College
  - PowerPoint presentation template for the Indigenous Initiatives Office.
  - Quarterly newsletter – to be introduced in the 2022-23 academic year.
- 5.5 Manager of Indigenous Initiatives (handout)
  - We recently were approved for a \$15k grant from Sask Culture. The intent of the grant is Community Engagement and Partnerships with northern Saskatchewan communities.
  - Chief Tammy Cook- Searson invited Northlands College to their grand opening of the Woodland Wellness Centre taking place on June 21.
  - On June 15, 16 and 17, our office assisted and participated with Senator Myles Venne School and Churchill High School with their annual traditional cultural days.

<b>06-18-22-2715</b>	<b>MOTION</b>	<b>Moved by ....., seconded by ..... to approve the reports as presented.</b>  <div style="text-align: right;"><b>.. ./carried</b></div>
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**6. BUDGET AND FINANCE (handout)**

- Three areas are identified as significant over-spending in operations for this time of year – Governance-Board, ABE administration and Counselling services. The college’s overall operations are slightly under-budget at the eleven-month mark by approximately \$145,000.

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- We experienced heavier spending since December 2021 due to previously vacant positions now being full, aggressive recruitment for outstanding vacant positions, student busing returning and being extended in La Ronge/Air Ronge, and annual renewals of big price items (such as insurance and software systems) have started coming due.

06-18-22-2716	MOTION	Moved ....., seconded by ..... to approve the Budget and Finance report as presented.  .../carried
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7. CHAIR (verbal)

06-18-22-2717		Moved by ....., seconded by ..... to approve the Chair report as presented.  .../carried
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8. CEO (handout & in-person)

- Attended KCDA board meeting on May 25.
- Attended Power Line Technician celebration completion on May 26.
- Discussion with ICT on joint training committee resurrection, this is to help apprentices ensure their hours are documented with employers for indentureship. In addition, to help apprentices financially when they have to continue their training.
- Attended sector call on June 1.
- Chaired CEO council on June 2.
- Staff appreciation BBQ on June 9 (this was a great event and staff really appreciated it).
- Attending Tech & Trades grad on June 14.
- Attending ABE grad on June 15.
- Attending the College Golf Tournament on June 16.

06-18-22-2718		Moved by ....., seconded by ..... to approve the CEO report as presented.  .../carried
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9. ITEMS FOR DECISION (handouts)

9.1 Accounts Receivable write-off

- All outstanding accounts receivable aged 2 years or older as of June 30, 2021 are considered uncollectable for audit purposes and are proposed for write-off.
- These amounts will be removed from our accounting accounts receivable system but will remain on our arrears list to ensure the collection efforts continue.

06-18-22-2719	MOTION	Moved by ....., seconded by ..... to write-off \$11,676.74 representing the total outstanding uncollected accounts receivable balance for the 2021-22 fiscal year at June 30, 2022.  .../carried
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9.2 CEO vehicle

- The CEO vehicle is not currently being used, but we are still required to make the lease payments.
- The College is experiencing higher than normal demand for use of our fleet vehicles.

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06-18-22-2720	MOTION	Moved by ....., seconded by ..... to approve the regular use of the CEO vehicle as part of the Northlands College fleet until it is needed specifically for CEO use.  .. ./carried
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- 9.3 Investment of Operating Surplus – motion done via email on July 20, 2022
- the college currently has cash in the bank account that would be available to move to a short-term investment opportunity. Without an immediate need to spend this cash, we could make the change to earn more interest income and be a small part of the solution of less operational funds available in future years.

07-20-22-2721	MOTION	Moved by ....., seconded by ..... to approve the investment of \$10m into the CIBC Flexi GIC as a short-term investment.  .. ./carried
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- .... opposed to the motion, as more information is needed.

- 9.4 Appropriate funds to a restricted account
- Northlands College’s share of the anticipated annual costs is estimated to be \$250,000.
  - The appropriation will be used for the on-going costs of the upgraded system in future years when the operating funding will not be as high.

06-18-22-2722	MOTION	Moved by ....., seconded by ..... to approve \$250,000 from current year unrestricted surplus to a restricted appropriation for the future costs associated with the new ERP system.  .. ./carried
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- 9.5 Policy 301 – Tuition and Book fees
- The College is not a financial institution and we should not be putting students on payment plans for tuition. Payment plans are only available for students who are on arrears due to rare situations (i.e. – rent). Tracking students on payment plans is very labour intensive. We needed to formalize the process on which department tracks these plans.

06-18-22-2723	MOTION	Moved by ....., seconded by ..... to approve the suggested edits to the Tuition and Book Fees Policy 301.  .. ./carried
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- 9.6 National Indigenous Peoples Day – June 21
- To keep with our commitment to reconciliation it is highly suggested that staff be given a half day to celebrate National Indigenous Peoples day on June 21.

06-18-22-2724	MOTION	Moved by ....., seconded by .... to approve that Northlands College staff be given the afternoon off on June 21, 2022 as an acknowledgement of National Indigenous Peoples Day.  .. ./carried
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- 9.7 Recruiting Firm for CEO position
- Five firms were asked to provide quotes and proposals for the services of recruiting the next President & CEO.
  - There were three proposals submitted.

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- After careful review and rating– as attached, the Board decided on SELU.

06-18-22-2725	MOTION	Moved by ....., seconded by .... to approve Saskatchewan Educational Leadership Unit (SELU) as the firm to do the search of the next President & CEO. The cost for this service is \$18,675.00 (includes GST).  .. /carried
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9.8 Crystal Everest Resignation

- C. Everest submitted her resignation via email effective June 15, 2022.

06-18-22-2726	MOTION	Moved by ....., seconded by .... to accept the resignation of C. Everest effective June 15, 2022.  .. /carried
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9.9 TAHD of C. McDougald

06-18-22-2727	MOTION	Moved by ....., seconded by .... to approve the continued TAHD for Chandra McDougald to interim President & CEO until a permanent President & CEO is hired.  .. /carried
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10. ITEMS FOR DISCUSSION – no discussion items

11. IN-CAMERA – no in-camera

12. CLOSING PRAYER – V. Fern

13. ADJOURN

06-18-22-2728	MOTION	Moved by ....., to adjourn the meeting at 12:00 PM.  .. /carried
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