

**Minutes of the Regular Board Meeting, May 20, 2022**  
**Buffalo Narrows Campus, Student Housing**  
**9:12 a.m. – 2:30 p.m.**

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**Present**

**Board**

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

**Staff**

Huber, Michelle, VP Finance & Operations  
 Kyplain, Jennifer, Recorder  
 McDougald, Chandra, Acting CEO/VP Post-Secondary  
 Proulx, Marlee, VP ABE & Student Affairs

**Regrets:**

Everest, Crystal  
 Gray, Ken  
 Penney, Guy

1. **ACKNOWLEDEMENT – V. Fern**  
**PRAYER – M. Bouvier**

2. **CALL TO ORDER @ 9:12 AM**

3. **ADOPTION OF THE AGENDA**

*Additions:*

- 10. *CICan Reports*
- 11.3 *June meeting date change*
- 11.4 *Business Plan approved via email on May 5, 2022*
- 12.2 *Board of Directors/Elders Advisory – payment before meeting*
- 13. *In-Camera*

<b>05-20-22-2698</b>	<b>MOTION</b>	<b>Moved by ..., seconded by ...to adopt the agenda as amended.</b> <div style="text-align: right;"><b>.. /carried</b></div>
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4. **MINUTES**

4.1 Minutes of the February 25, 2022 board meeting

<b>05-20-22-2699</b>	<b>MOTION</b>	<b>Moved by ..., seconded by ... to approve the February 25, 2022, minutes as presented.</b> <div style="text-align: right;"><b>.. /carried</b></div>
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5. **BUSINESS ARISING FROM MINUTES - none**

6. **REPORTS**

6.1 Post-Secondary (handouts & in-person)

- University
  - Working with College of Dentistry on MOU

- Working with College of Nursing on MOU renewal
  - Spring classes for Bachelor of Education began on May 2; all other spring classes began the week of May 9.
  - Nursing students in need of KIN 275 are taking an online version of the course, as we could not secure an instructor.
  - B.Ed students in EDST 213.0 and EDST 321.3 are currently in their field placements in communities ranging from Deschambeault Lake to Stanley Mission to Wollaston.
  - Year 3 nursing students are also beginning their N308 clinical in North Battleford.
  - Applications for the second cohort of the M. Ed program are at 22, with three more expected.
  - Raw application numbers for fall, as of this report: 266 new applications, pending or accepted. 45 of these are for our B. Ed program. 107 returning (so far).
  - Face to face events slowly taking place such as in-person Open Houses and graduates.
  - May 6 first in-person graduation event after COVID, was well attended by dignitaries and the Indigenous Initiatives Office did a great job incorporating an Indigenous presence into our celebration.
  - Technical, Trades & Mining
    - Health Coordinator has resigned effective April 8. Started recruitment for replacing her.
    - Instructor for Mental Health & Wellness has indicated that she will not be returning next year.
    - Mineral Exploration, IT Support Specialist and Retail Customer Service have low application numbers.
    - IT Support Specialist program through SIIT has a list of equipment requirements that we need to obtain before the program starts.
    - Schedule to have 80 graduates this year. 42 will be attending our June 14 graduation ceremony at JRMCC.
    - Core Days drew in 65 attendees and was deemed a success.
    - The Mining program that SIIT is delivering in our building is going well and should be completed in early June.
    - There are a lot of short programs happening such as safety training, rock truck training, trapper's/firearm/wilderness & remote first aid, etc.
    - Tech & Trades grad is on June 14 at the JRMCC
- 6.2 ABE and Student Affairs (handouts and in-person)
- ABE
    - Seven ABE programs started for 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
    - Partnership with SIIT, PAGC DENE
    - Slated to offer a GED prep course starting on Feb. 28, 2022. This program is in partnership with Woodland Ent. Inca and LLRIB.
    - Adult 10 retention strategy, potential for homerooms to be created within existing ABE structure (22-23 academic year).
    - Graduation 2022 is on June 15 at JRMCC.
    - Meeting with the Far North regarding programming.
    - Housing proposal for the Ministry focusing on La Ronge as the waiting list keeps growing.

- Sucker River Cultural Camp – a group of students will be going there today.
- PTA has been replaced with ETI. Shift from Ministry of ICT to Ministry of Social Services.
- Student Affairs
  - Student engagement hosting evening events.
  - Student Affairs and ABE working closely to support student holistically. Graduate initiative will begin in March.
  - Advertising and recruitment for 22-23 program.
  - Food pantry in La Ronge has been accessed 11 times in the last month.
  - Registrar recruitment for a one-year term will begin.
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- 6.3 Finance and Operations (handouts)
  - Human Resources
    - Currently recruiting for 16 positions.
    - The College is beginning the process of preparing for Collective Bargaining. The current collective agreement expires August 31, 2022.
    - The Human Resource Generalist is in the midst of providing training to all Supervisors and Managers on Performance Reviews.
    - Work has begun on the new computer systems for Finance, including Payroll and for Human Resources.
    - We currently have seven employees approved to access the Education Leave Fund.
  - Information Technology
    - The Post-Secondary Cybersecurity Committee hosted a backups workshop on April 27 in conjunction with SRNet and the University of Saskatchewan. The U of S presented their model for backup and disaster recovery. At a high level, their infrastructure consists of multiple datacenters with redundancy throughout the environment.
    - A significant change in IT controls was the roll-out of Multi-factor authentication (MFA) for staff and faculty on April 1.
    - VOIP – a contract has been signed with SaskTel to provide their IBC phone system to Northlands College. SaskTel has begun work on the implementation of this project and we expect to have this in place within the next two months.
    - The IT department is still waiting delivery of the 30 laptops we had purchased earlier this year for the planned staff hardware refresh.
- 6.4 Facilities (handouts)
  - The drainage system under the front yard at the Canoe Campus will need to be excavated and have the culverts replaced. This will be done in July and August.
  - Capital grant to do the roof at the Canoe
  - Received funding to upgrade all the camera systems in the River and Canoe campuses. New wiring is installed, and we are waiting for the arrival of the cameras.
  - Received funding to repair and upgrade the heating/cooling instrumentation in the Head Office Building.
- 6.5 Manager of Indigenous Initiatives (handout)
  - March 24 and 25 travelled to Buffalo Narrows to take supplies for the cultural centre and also meet with Louise Pederson to touch base on the grand opening.
  - Wear red day to honour Missing and Murdered Indigenous Women, Girls and two-spirited people on May 5.
  - University grad on May 6 was a great success! We had a tipi set-up by the stage and I arranged for prayer, land acknowledgement, drumming and gift presentations. We incorporated Cree, Michif and Dene language into the program.

- We have submitted a proposal to Sask Culture under Community Cultural Engagement & Planning Grant for the amount of \$22,800 for a 1<sup>st</sup> Northlands College Community Cultural Days.
- We have started a library space at the Elie Fleury Culture Centre to educate students and staff on history of Indigenous peoples; including the history and legacy of residential school, the Declaration on the Rights of Indigenous Peoples and much more. We also plan to start a library at the Louise Pederson Cultural Centre.

6.6 Marketing & Public Relations (handout)

- Mineral Exploration video was completed and promoted by April 7 on social media.
- Programs were advertised through paid social media campaigns/community scroll/radio.
- Sign and T-shirt design for Louise Pederson Cultural Centre completed.
- We have attended multiple events where we were able to take pictures, gather promo content, and overall showcase the college.
- Golf cart is complete. SLGA application process has started. They are extremely back-logged with applications and estimated the application would be done before the Scholarship Golf Tournament. Once lotto license and online tickets are ready, we will start advertising.
- The Rockshop – a March order has been submitted for the remaining resale budget. A larger order will be made this summer, so we will have new items for September.

05-20-2022-2700	MOTION	<p>Moved by ..., seconded by ...to approve the reports as presented.</p> <p style="text-align: right;">.../carried</p>
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7. **BUDGET AND FINANCE** (handout & in-person)

- ERP System - The planning and work groups have been tasked with many hours to compromise on one standard set of parameters that will work across all 8 institutions for items such as chart of accounts, vendor lists, authority grids, job titles, etc.
- The Finance and Human Resource decision-makers are actively working towards this goal of setting the needs to be built into the system.
- The student information part of the project will not start until late 2022 or early 2023.
- Recruitment of vacant positions has proven difficult.

05-20-2022-2701	MOTION	<p>Moved by ..., seconded by ... to approve the Budget and Finance report a presented.</p> <p style="text-align: right;">.../carried</p>
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8. **CHAIR** (in-person)

- As per request from the Ministry and ASRC, three names were submitted to sit on the SaskPoly Board and N. Daigneault was one of the names. No decision has been made as of yet.
- Attended Core Days representing Cameco. Future looks bright for exploration and mining.
- Carpentry apprentice's information in the Far North that was previously given is not all accurate.

05-20-2022-2702	MOTION	<p>Moved by ..., seconded by ... to approve the Chair report as presented.</p> <p style="text-align: right;">.../carried</p>
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9. **CEO (in-person)**

- Dental Therapy Program – funding of 2.1m from the Federal Government has been announced. Twenty-one students in total will be accepted, seven seats in each location, with one of the locations being La Ronge. The program is set to begin in fall of 2023. Renovating of space will take place. Northlands College has committed to cover the cost of one instructor.
- A health access program will be reviewed in order to get ready for this program.
- I was asked to sit on the KCDA Board.
- We are working with the University of Regina to offer the Master of Social Work in the north.
- Working with the University of Regina to offer an Indigenization orientation certification credit for new teachers who are new to the north.
- Chairing the CEO council meeting on June 2.
- Out of scope staff will be hosting an appreciation staff barbecue on June 9 in La Ronge. Ideas to be discussed further for an appreciation function for out of town campuses.
- Attended the University grad which was a great success.
- Had a phone conversation with two representatives from the Ministry of Advanced Education and one of the items discussed was Board recruitment. They would like to have recommends put forward as soon as possible, as the appointments may take some time.

05-20-2022-2703	MOTION	<p><b>Moved by ..., seconded by ... to approve the CEO report as presented.</b></p> <p style="text-align: right;">.. /carried</p>
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10. **CICan Conference Reports**

- Some of the sessions were around; Board development, Board governance, sustainability and prosperity of rural, remote and northern communities, Indigenization such as advancing truth and reconciliation and International Students.
- Susan Aglukark was one of the popular key note speakers, enjoyed how she incorporates her culture into her music.

11. **ITEMS FOR DECISION**

11.1 Education leave recommend – Lorraine Kenny

05-20-2022-2704	MOTION	<p><b>Moved by ..., seconded by ... to approve the recommend by the Northlands College Education Committee for financial support of \$17,600 over two fiscal years – 2022-23 and 2023-24 towards Lorraine Kenny’s application towards the Diploma of Business Administration.</b></p> <p style="text-align: right;">.. /carried</p>
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11.2 June meeting change

05-20-2022-2706	MOTION	<p><b>Moved by ..., seconded by ...to change the June 17 meeting to Saturday, June 18 due to conflicting schedules.</b></p> <p style="text-align: right;">.. /carried</p>
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11.3 2022-22 to 2024-25 Business Plan

- The Business Plan was sent via email on May 5, 2022, to the Board for approval.

05-20-2022-2707	MOTION	Moved by ..., seconded by ... to approve the DRAFT 2022-23 to 2024-25 Multi-Year Business Plan to be submitted to the Ministry for approval. .. /carried
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**12. ITEMS FOR DISCUSSION**

12.1 Board and CEO evaluation

- To be completed at the AGM on September 16, 2022.

12.2 Payment before meetings

- It is possible to make a partial payment (deposit) as per our procurement policy if the required documentation is submitted to accounts payable the Monday of the week of the scheduled meeting but cannot payout fully before services rendered.
- Etransfer – J. Kyplain to work with M. Huber to have this done.

**13. In-camera**

05-20-2022-2708	MOTION	Moved by ..., seconded by ... to go in-camera at 11:38 AM .. /carried
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05-20-2022-2709	MOTION	Moved by ..., seconded by ... to go out of in camera at 12:20 PM .. /carried
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**14. CLOSING PRAYER – V. Fern**

**15. ADJOURN**

05-20-2022-2710	MOTION	Moved by ... to adjourn the meeting at 2:30 PM .. /carried
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