

Minutes of the Regular Board Meeting, May 21, 2021
Multi-purpose room, Mine School
9:00 a.m. – 12:44 p.m.

Board

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

Staff

Cassie, Harry – VP, Finance & Operations
 Halkett-Mayer, Jennifer – Recorder
 Kyplain, Jennifer – Recorder
 McDougald, Chandra – VP, Post-Secondary – *via Teams*
 Penney, Guy – President & CEO
 Proulx, Marlee, Director, Student Affairs & ABE

Regrets

Watt, Hugh
 Ratte, Ron

1. **OPENING PRAYER AND ACKNOWLEDGEMENT – M. Bouvier**
2. **CALL TO ORDER @ 9:16 AM**

3. **ADOPTION OF THE AGENDA**

Addition: 10.6 Decision Item - Terms of Reference for Shared Leadership should be a discussion and not a decision item (11.3 Terms of Reference for Shared Leadership)
 10.10 National Indigenous Day – time off

05-21-2595	MOTION	Moved by ..., seconded by ... to adopt the agenda as amended.
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4. **MINUTES**

4.1 Minutes of the February 26, 2021 Board Meeting

05-21-2596	MOTION	Moved by ..., seconded by ... to approve the minutes as presented. .. /carried
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5. **BUSINESS ARISING FROM MINUTES - none**

6. **REPORTS**

6.1 Post-Secondary (handouts & in-person)

- University
 - We will be meeting with the College of Nursing in early June to discuss plans for fall, especially as it concerns simulation lab for the incoming year 3 class in La Ronge, as there are only two students remaining in this cohort. We will also be setting up a meeting sometime in June to discuss LPN to RN bridging.
 - Due to not securing a term nursing instructor to resume duties in La Ronge, while the permanent instructor is on maternity leave, we have come up with alternate plans of instruction.
 - U of R has approved in-person sections in La Ronge as well as concurrent remote sections for students in other communities. Still awaiting approval from the U of S

- for similar requests (hybrid in-person/remote).
 - Productive meeting with the College of Education to help expand the B.Ed. program in La Loche beyond 1 year. They are willing to make concessions and allow several Dene courses from the U of R. Year 1 is being offered in all Northlands College communities in 2021-22.
 - FNUC will be sending us a new MOU in the next few weeks to continue offering their business administration diploma.
 - There will be some catch up in regards to programming as the 3- day power outage put us a bit behind.
 - We are sending year 2 nursing students to Prince Albert later in May for fit mask testing.
 - Justin, Sue and Kory have done six virtual presentations to advertise the 2021-22 post-secondary programming.
 - ASIST training was provided to six B.Ed. students in April
 - The Virtual University Grad was done through Teams on May 14 with 23 graduates. The ceremony was a huge success.
 - Technical, Trades & Mining
 - Hired a third Senior Coordinator that will work directly with our Health Programs in the fall.
 - Programming continues to be successful with the blended format.
 - The online format has identified the need for optional tutoring support for students.
 - Funding confirmation for students ahead of program start dates continues to be a challenge.
 - Hosted two ABE open houses, 1 NLSD open house and three community open houses to advertise fall programming.
 - The Tech/Trades Virtual Grad will be held on May 27, 2021 at 1 p.m. with 83 graduates out of 15 programs; 17 diplomas, 44 certificates and 22 short program recognitions.
 - We received approval that salaries of coordinators can be charged to programming instead of operational.
 - We met with Cameco, and they would like for us to create five modules: digital literacy, mobile devices, understanding dashboard, data analytics and Microsoft essentials. The purpose of these types of training is to prepare RSN members for potential employment opportunities in the mine.
 - This Fall programming into pinehouse, SIIT first nation ECE program
 - Indigenous practical nursing program through SIIT, strong indigenous content.
- 6.2 Student Affairs and ABE (handouts & in-person)
- ABE
 - Six campus ABE programs are in progress: Adult 10 in Buffalo Narrows, Creighton and La Ronge, and Adult 12 in all three campus locations.
 - Programs continue to run using a combination of Teams videoconferencing and EdCentre online courses.
 - Essential skills for the workplace (ESWP), the intention of this program is intended to support students in gaining the skills needed to enter and succeed in the workplace.
 - (ECE 1) partnership with GDI in Buffalo Narrows started on February 22, 2021. They have had some challenges recently due to the outbreak in the community, but they are getting back on track. Work placements will not be possible, but they are coming up with alternatives.
 - ESWP (Environmental Monitoring) partnership with GDI in Cumberland House started on April 19, 2021 and his doing well.
 - Adult Essential Skills partnership with Black Lake Ventures is in progress.
 - Adult Essential Skills partnership with LLRIB in La Ronge (Far Reserve) and Hall Lake is in progress.
 - Planning continues between SIIT and Northland 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.
 - Instructors have been given the flexibility to work from home or from their classroom.

- Virtual Graduation planning for June 9, 2021 in progress.
 - Planning for next year's format and schedule is well underway. There will be two streams to choose from for Adult 12 students – exclusively online or in-person classes.
 - Student Affairs
 - Student Affairs staff called back into the office full time in March.
 - Computer rooms at Buffalo Narrows, Creighton and La Ronge campuses open to potential ABE students needing to complete testing, appointment only with all protocols in place, 3 students have used this service across all campuses.
 - Application numbers are increasing steadily.
 - Working with programming to reduce barriers and create career pathway opportunities.
 - Housing remains closed in Buffalo Narrows and Creighton
 - La Ronge has 26/33 units filled, four are closed temporarily for repairs and 12 more will become vacant as programs end.
 - It was determined that bussing will not be feasible for the 2021-2022 year.
 - Other
 - All NLC staff professional development initiative (6 weeks in length – March 20 – April 30, 2021).
 - Prizes given to the first 30 staff to complete training and receive certificate.
 - 70/100 staff completed the training.
 - Celebrated ribbon skirt/shirt day on March 20, 2021.
 - La Ronge local artist Jade Roberts depicted our continued commitment to reconciliation and the treaty territories that we serve. (attached) Marketing & Public Relations (handout)
- 6.4 Marketing & Public Relations (handout & in-person)
- Scholarship Foundation: new ideas to raise money and support the foundation: 50/50 and Chase the Ace. **ACTION: Discussion about the golf tournament and possibility of having a fall Golf tournament given the slow re-opening plan in.**
 - Contracted a website developer to assist with website improvements and function/upkeep. The contract is from April 21 – July 23, 2021.
 - Extra security has been added to the website to protect against bots and to protect privacy information for students.
 - All design and operating plugins have been updated.
 - Broken links and forms have been fixed.
 - Website audit completed.
 - Assist in planning Northlands College Virtual Open House.
 - Ads running in Our Priority Magazine (FSIN publication)
- 6.5 Manager of Indigenous Initiatives (handout & in-person)
- Northlands College and Men of North partnership in events such as:
 - April 9 - walk to acknowledge the Moose Hide Campaign
 - April 10 – MMIWG & MMIMB awareness walk
 - April 11 – Indian Day schools, 60 scoop survivors candle light vigil
 - April 12 – community walk in solidarity for Hope & Peace towards healthy families & stronger communities, we start each morning with a sacred pipe ceremony, which I do, as a pipe carrier.
 - Meeting with individual students, classroom presentations, and staff.
 - Classroom presentations as follows: Definition of Culture, First Nations culture (pre European), First Nations culture (contact & change), five stages of colonialism.
 - Initiated Cree, Dene and Michif words of the day by way of written and pronunciation over email voice recorder to all staff.
 - Continue being included in classroom meetings (on-line) by way of opening prayers/presentations and partaking in activities/events.
 - A beautiful mural representing the Cree, Dene and Metis culture has been completed at the Canoe Campus by Gary Natomagan. The plan is to contract Gary for future projects we have in mind.
- 6.6 VP, Finance and Operations (handout & in-person)
- Facilities/Capital Planning

- All buildings passed annual fire inspections, requiring minor equipment/lights replacement.
- Admin building – Elevator repairs completed, waiting on inspection by government inspector to apply for license. Installed smoke and heat detectors as well as strobe lights and fire pull were updated as part of the elevator renovation. Eve troughs replacement is planned for the spring, these repairs were necessary to make room for the elevator.
- **ACTION: Discussion into the possible purchase of a generator for the head office due to the recent extended power outage. Given that, all business operations are done from the head office, the Board felt that this type of purchase may be necessary. Research into the feasibility of this purchase to be completed and presented at the next meeting by the VP, Finance & Operations.**
- Information Technology
 - The VOIP project has been re-initiated. SaskTel has made us aware that we are eligible for Government of Saskatchewan rates for their IBC VOIP solution. The new government rates are 33% lower than the rate the regional colleges were offered last summer.
 - The annual regional college’s ITO meeting took place on March 30. Topics of note which were discussed included the following:
 - Cybersecurity
 - Group purchasing/opportunities for collaboration
 - Videoconferencing room solutions
 - SaskTel IBC/VOIP
- Human Resources
 - The full-time equivalency numbers in 2020-2021 have dropped due to resignations and the College’s decision to leave certain positions vacant for the remainder of the fiscal year.
 - Since the last meeting, one grievance regarding a probationary termination was filed. That grievance was resolved in April 2021. As of May 13, 2021, there are no outstanding grievances.
 - We currently have eight employees approved to access the education leave fund.

05-21-2596	MOTION	Moved by ..., seconded by ... to approve the reports as presented.	.. /carried
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7. BUDGET AND FINANCE (handout & in-person)

- As per handout and presented by VP, Finance & Operations
- Northlands College is in a strong cash position and working capital remains healthy with a ratio of \$9.78 liquid assets for every \$1 in liabilities outstanding.
- Although working capital compared to previous years continues to decrease in the chart provided, it is still because Ministry revenue will be recorded as it is received instead of all as received at the beginning of the year. This will continue to cause a reduction to assets that does not affect the College’s bottom line in any way.

05-21-2597	MOTION	Moved ..., seconded by ...to approve the Budget and Finance report as presented.	.. /carried
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8. CHAIR (handout & in-person)

- March 15 Virtual ASRC meeting
- April 4 Virtual prebudget briefing
- April 15 Could not attend the ASRC meeting due to other commitments
- April 30 ASRC meeting postponed
- May 11 – ASRC virtual meeting, where there was a motion unknowingly presented regarding CEO council chair position for an extension of Jay Notay’s terms to June 2022, a few of us felt this was not our decision to choose who the CEO council chair should be. The motion came down to a vote and was defeated 3 to 4.
- **ACTION: Discussion in regarding to a letter to ASRC and CEO council stating our**

concern and disappointment with the racist/discriminating views that were shared by a previous Board chair on a public forum at the CICan Virtual conference. This letter will be prepared for the Board approval.

05-21-2598	MOTION	Moved by ..., seconded by ... to approve the Chair report as presented. .. /carried
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9. CEO (handout & in-person)

- Dental Therapy Opportunity – Northlands College has been contacted by NITHA to assess our level of interest with the upcoming dental therapy program with NITHA, SaskPoly and the U of S. The program is slated to begin in the fall of 2023 and they feel a northern presence would be great. In my recent meeting with the Dean of Dentistry, he offered to make a presentation to the Board. **ACTION: With the Board’s approval, we can request that he join our June meeting.**
- SaskPower – The College recently met with SaskPower representatives and we discussed the history of our Powerline Technician course that we have successfully offered for five years; however, through the years we have not formalized our relationship. We will work with SaskPower over the course of the next year to hammer out such an agreement, which will layout the roles and responsibilities of both parties.
- Expansion of B.Ed. program – the expansion of this program to communities of La Loche, Ile a la Crosse and Creighton has proven beneficial, as our program numbers have increased. Northlands College still has a seat at the Northern Teacher Education working group with the U of S, U of R, FNUC and GDI. The working committee has recently resumed discussions and are very much focused on the task at hand, graduating more teachers for the north.
- Provincial Budget – as per handout.
- Micro-credentials (meeting with Cameco) – Northlands College has been in talks with Cameco to develop a program to meet their industry needs. This program would fall within the context of what is commonly referred to as a micro-credential. Our VP, Post-secondary has been working on this project and will keep all of us apprised as it unfolds.
- Planning for the 2021-2022 academic year is in full swing and we remain ever hopeful that it will include some type of return to normalcy. Obviously, only time will tell and we know we have to plan with the mindset that we may have to pivot quickly depending on the Covid situation.
- The senior management team has been working very diligently for this past number of weeks on the newest budget plan document. This document is a return to the multi-year business planning model, which will encompass the next three years.

05-21-2599	MOTION	Moved by ..., seconded by to approve the CEO report as presented. .. /carried
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10. ITEMS FOR DECISION

10.1 Elders Advisory Council Terms of Reference

- As per Board package and discussion.

05-21-2600	MOTION	Moved by ..., seconded by ... to approve the Elders Advisory Council Terms of Reference with the minor changes discussed. .. /carried
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10.2 Policy 404 – Student Conduct

- As per Board package and discussion.
- Currently the Indigenous Initiatives Office is not present in the ad hoc committee for student appeals to discontinuation. In our continuous commitment to reconciliation, we would like to include the indigenous Initiatives office, which may include the Manager or the Elder in Residence.

05-21-2601	MOTION	Moved by ..., seconded by ...to approve the revisions to Policy and Procedures 404 – Student Conduct as presented. .../carried
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10.3 Education leave requests

- Two requests presented. One of the application needs more clarification, tabled to the next meeting.

05-21-2602	MOTION	Moved by ..., seconded by ... to approve Michelle Huber’s request to register into the two-year Graduate Certificate program in Forensic Accounting with tuition and books totalling \$7,352.05. .../carried
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10.4 President & CEO vehicle

05-21-2603	MOTION	Moved by ..., seconded by ... to approve as amended a new lease to replace the 2018 Chevy Tahoe with a 2021 Toyota Tacoma using a 4- year lease as quote presented. To ensure that this vehicle meets the unpredictable roads of northern Saskatchewan and the transportation of college materials, an extra cost to purchase a fiberglass cover and quality tires is also approved. Giving the VP, Finance & Operations the authority to sign off on the lease. .../Carried
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10.5 DRAFT Business Plan

- As per handout.

05-21-2604	MOTION	Moved by ..., seconded by ... to approve the DRAFT 2021-22 to 2023-24 Multi-Year Business Plan to be submitted to the Ministry for approval. .../carried
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~~10.6 Terms of Reference for Shared Leadership~~

10.7 Procedure 001 - Elder Protocols & Guidelines

- The protocols and the guidelines procedure is a staff tool to be used when the services of our Resident Elder or community elders are required. The procedure explains such things as: Elder Duties, Elder safety, Resident Elder support, protocols on inviting elders on campus, elder payment and protocols with elder led prayer/ceremony.

05-21-2605	MOTION	Moved by ..., seconded by ... to approve the Elder Protocols and guidelines procedure – 001 as presented. .../carried
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10.8 Procedure 002 - Elie Fleury Cultural Centre Usage

- The procedure is a guidance tool for staff when requesting to use the cultural centre. The title of this procedure will change to Cultural Centre’s usage procedure once we have opened other centres at the Buffalo Narrows and Creighton Campuses.

05-21-2606	MOTION	Moved by ..., seconded by ... to approve the Elie Fleury Cultural Centre Usage procedure – 002 as presented. .../carried
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11. ITEMS FOR DISCUSSION

11.1 Board Evaluation – June meeting

- An evaluation of the Board is overdue and therefore will be completed and result to be discussed the June meeting.
- 11.2 June meeting location and time – June 18 in Prince Albert
- Due to the rescheduling of the April meeting to May, it was determined that the June 11 meeting be pushed to June 18, 2021 and that the meeting be held in Prince Albert at the Best Western Premiere.

05-21-2607	MOTION	Moved by ..., seconded by ... to approve the change and location from June 11, 2021 in La Ronge to June 18, 2021 in Prince Albert.	.. /carried
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- 11.3 Joint Merger Steering Committee
- As presented by V. Fern.
 - Mandate – To facilitate high-level policy and strategic advice, to the development of a merger plan to shape and inform the future of the regional college sector via a merger of equals’ approach.
 - The Board discussed and they are not interested in any merger or amalgamation.

12. IN-CAMERA

05-21-2608	MOTION	Moved by ... to go in-camera at 12:31 PM.	.. /carried
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05-21-2609	MOTION	Moved by ... to go out of in-camera at 12:43 PM	.. /carried
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- **ACTION:** An updated organizational chart will be presented at the next meeting in June.

13. CLOSING PRAYER/ADJOURN

- Closing prayer – M. Bouvier

05-21-2610	MOTION	Moved by ... to adjourn at 12:44 PM	.. /carried
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Chair

Recorder