

Minutes of the Regular Board Meeting, November 20, 2020

Multi-purpose room, La Ronge

8:30 a.m. – 12:34 p.m.

Board

Bouvier, Myrna *via teams*
Cheechoo, Bev *via teams*
Daigneault, Nick *via teams*
Deschambeault, Val *via teams*
Durocher, Jackie *via teams*
Everest, Crystal *via teams*
Fern, Victor – CHAIR *via teams*
Watt, Hugh – *via teams*

Staff

Coulson, Patty – Manager of HR *via teams*
Kyplain, Jennifer - Recorder
McDougald, Chandra – VP, Academic *via teams*
Penney, Guy - CEO
Mayer-Halkett, Jennifer – Sr. Admin. Assistant
Ratt, Ron – Manager of Indigenous Initiatives *via teams*

Regrets

Gray, Ken

Ministry of AE

Dornstauder, Gordon – *via teams*
Ferguson, Bond – *via teams*
Michaud, Marcel - *via teams*
Pestill, Mike – *via teams*

***Ministry will be joining the meeting at 9:30 AM to do their APAG presentation.**

1. OPENING PRAYER AND ACKNOWLEDGEMENT – R. Ratte

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 respects to the First Nation and Metis ancestors of this place and reaffirm our relationship with one another.

2. CALL TO ORDER @ 9:06 AM

3. ADOPTION OF THE AGENDA

*Additions: 10.3 DRAFT Blended Work Arrangement Policy
10.4 Staff Gift Cards
11.7 DRAFT Access & Equity Supports for Northlands College*

11-20-2550	MOTION	Moved by, seconded by to adopt the agenda as amended. .../carried
------------	--------	--

4. MINUTES

4.1 Minutes of the September 18, 2020 Regular Board Meeting

11-20-2551	MOTION	Moved by, seconded to approve the September 18, 2020 minutes as presented.
------------	--------	--

4.2 Minutes of the October 9, 2020 Special Meeting

11-20-2552	MOTION	Moved by, seconded by to approve the October 9, 2020 Special Meeting minutes as presented.
------------	--------	--

5. BUSINESS ARISING FROM MINUTES - none

6. REPORTS

Minutes of the Regular Board Meeting, November 20, 2020

Multi-purpose room, La Ronge

8:30 a.m. – 12:34 p.m.

- 6.1 Academics (handouts & in-person)
- ABE
 - NLSD – online school partnership is doing well with a combination of Teams and videoconferencing. An enhanced partnership with NLSD 113 will continue for the remainder of the year. In addition to the training provided at the beginning of the semester, ABE staff have met almost weekly with Dean Squires for opportunities to ask questions and get further training.
 - 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.
 - 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.
 - A training service agreement has been signed with Black Lake Ventures for them to run an Adult Essential Skills program in Black Lake. Students started class on November 9 but programming has been interrupted due to COVID in the community.
 - Meetings are in progress with SIIT and Northlands College to set up testing in Black Lake, Fond du Lac, and Wollaston in preparation for a potential Adult 12 upgrading program in Stony Rapids next fall.
 - A training service agreement has been signed with Lac La Ronge Indian Band for them to run Adult Essential Skills in Hall Lake and La Ronge (Far Reserve). Students started classes on November 2, following the required COVID protocols and guidelines.
 - University
 - U of R winter course requests were all approved last month.
 - We are still waiting for U of S winter course requests to be approved.
 - All winter arts & science courses, including those with lab components, will be delivered remotely.
 - Where applicable, Nursing and Education courses requiring in-person components (lab, practicums) are currently scheduled to go ahead for winter semester.
 - Year 3 Nursing students on clinical in Meadow Lake were sent home one day early after the group was exposed to someone who tested positive for COVID-19. All the students are in 14 day isolation.
 - Recent increases in COVID cases in the north have impacted Year 4 B.Ed. students on practicum, with many having to continue remotely in light of school shutdowns in various communities.
 - We met with the College of Education recently to discuss recruitment ideas for next fall. It was decided that we will expand our B.Ed. offerings to communities outside of La Ronge. This is very exciting and we are planning a large media campaign.
 - M.Ed. partnership with GDI and U of R is progressing nicely, there are currently 24 students.
 - Technical, Trades & Mining
 - Instructor recruitment caused 3 programs being cancelled.
 - Still have 14 active programs around the north.
 - Student Affairs
 - Opened our computer rooms in all three campuses. In September we had a steady flow of students trickling into the college to work on PTA funding, student loans and ABE assessments. This has allowed for the advisors to work with students one on one in a safe manner. Since COVID 19, came to the far northeast area, we have had very few requests for students to come into our buildings.
 - Creighton and Buffalo residences are still closed due to COVID. The La Ronge is 30/33 vacancies.
 - Bussing for winter will not be offered due to COVID-19.
 - New hire for the position of Director of Student Affairs is Marlee Proulx.

Minutes of the Regular Board Meeting, November 20, 2020

Multi-purpose room, La Ronge

8:30 a.m. – 12:34 p.m.

Ministry joined the meeting at 9:31 AM

- As per handouts and discussion:
- Regional Colleges Act should be reviewed on a regular basis.
- Advanced Education’s five expectations, should be tied to the Business plan.
- Government Growth plan, guide the government plans.
- Risk Registry, think about these, and bring them to the Board and work on strategies to mitigate these.
- Audit committee should have a risk management tool.
- Training, AE will pay for half of the training. Let Marcel know if the Board wants to take on this training.
- Access site within the Ministry website for useful information.

Resumed regular meeting at 10:57 AM

- 6.2 Marketing & Public Relations (handout)
 - Golf Tournament will possibly be held at Elk Ridge next June 2021, as they have reopened.
 - The Rock shop online has been reopened, a fall order has been submitted. We will put together a promotion for social media when the new inventory arrives.
 - College branded PPE masks have been ordered and arrived and will be given to staff.
- 6.3 Manager of Indigenous Initiatives (handout & in-person)
 - Resigned from the National Parole Board after 16 years.
 - This is due to concentrating more time in my role.
 - Community engagement, have a lot of contacts and have been attending as many functions as possible, when invited.
 - On November 8, Northlands College acknowledged National Aboriginal Veterans Day on our Facebook.
 - Mental and Health initiatives such as traditional ceremonies.
 - Men of the North discussion possible partnership ideas.
- 6.4 VP, Finance and Operations departments
 - Facilities/Capital Planning (handout)
 - Facilities has purchased a supply of plexi glass and have made and installed sneeze guards at all reception areas to give the employees an area where they can remove their masks.
 - Information Technology (handout)
 - Saskatchewan Polytechnic reported on November 1 that they had experienced a cybersecurity incident. Their network had been comprised which promoted them to suspend classes for November 2-6 while the IT department and external parties worked to assess the incident and contain any potential damage. The impact to Northlands College staff, faculty and students was minimal. The majority of SaskPoly associated programming at Northlands College does not rely on their platforms for course delivery and we have no data sharing arrangements built on trusted network authentication.
 - Human Resources (handout)
 - Patty Coulson, new Manager introduced herself to the Board.

11-20-2553	MOTION	Moved by, seconded by to approve the reports as presented.	.../carried
------------	--------	--	-------------

7. BUDGET AND FINANCE (handout)

Minutes of the Regular Board Meeting, November 20, 2020

Multi-purpose room, La Ronge

8:30 a.m. – 12:34 p.m.

- Last written report done by S. Young where she thanks the Board for the opportunities she has been given at Northlands College over the past 19 years.
- The Provincial Auditor requested a follow-up to its initial audit for procurement this December 2020. Michelle Huber, Manager of Accounting is aware of this and is taking the lead. The original audit provided 13 recommendations and we have implemented 12 out of these 13.
- The recommendation that remains outstanding is to have a meeting with vendors for an informational session explaining how the new Procurement Policy impacts them and the basis for each change. It was scheduled with invitations and RSVP's already in play just prior to the state of emergency declared for COVID 19 in March 2020. When time permitted, we were intending to record the information and post it on the website for vendors to view at their leisure in addition to that hosted event.

11-20-2554	MOTION	Moved by, seconded by to approve the Budget and Finance Report as presented. .../carried
------------	--------	---

8. CHAIR

- ARSC meeting yesterday, where the Minister and Deputy Minister joined.
- Broader issue, economy where post-secondary is involved. Amalgamations was discussed, the Ministry did not comment on this.
- Jackie attended the November 10 meeting, as Victor was not available. Notes were sent with the Board package.
- Governance information discussed this morning, some of this stuff should be on the next agenda.

11-20-2555	MOTION	Moved by, seconded by to approve the Chair report as presented. .../carried
------------	--------	--

9. CEO (handout & in-person)

- Broader vision of post-secondary in the north. Positive partnerships such as GDI, SIIT etc.
- We are unique!
- Having regular conversations with ICT, but we have not had the opportunity to meet with Minister Harrison, an invite will be sent by the Board.
- Hired a recruiting firm to fill the VP, Finance and Operations. The job has been now advertised.
- Northern Health Training Strategy considering turning most of the mining building to house health programming on a temporary basis beginning in the fall, as demand for mining programming seats are down. Health programming will be in demand, especially with the Wellness Centre and 80 bed long term facility breaking ground in La Ronge.
- We're pivoting again to on-line programming as the resurgence of COVID-19 cases. This is going well as we were ready.

11-20-2556	MOTION	Moved by, seconded by to approve the CEO report as presented. .../carried
------------	--------	--

10. ITEMS FOR DECISION

- 10.1 Policy 501 President & CEO Absences and Succession
 - 10.1.1 Monetary compensation to VP's – include in the December meeting with the

Minutes of the Regular Board Meeting, November 20, 2020

Multi-purpose room, La Ronge

8:30 a.m. – 12:34 p.m.

11-20-2557	MOTION	Moved by, seconded by to approve appropriate monetary compensation for Vice-Presidents who are designated interim President & CEO due to planned and unexpected absences in excess of one week. This will be included into Policy 501 – President & CEO Absence and Succession. .../carried
------------	--------	--

10.2 Interest and payment waiver

11-20-2558	MOTION	Moved by, Seconded by to approve a waiver of payment and interest on amounts outstanding from March 1, 2020 to September 1, 2020 in response to stated distress caused by COVID-19 on accounts outstanding by Nadia Persaud. .../carried
------------	--------	---

10.3 Blended Work Arrangement Policy (DRAFT)

- As per handout and presented by Patty Coulson.
- Liability, how does this work when working from home? To be reviewed on a case by case basis.
- This policy is meant to address temporary situations for employees to work from home on a part-time basis. Therefore, the College is provided with the authority to direct employees to work both from their campus and from their home.

11-20-2559	MOTION	Moved by, seconded by to approve the 1 st reading of the new policy 516 – Blended Work Arrangement. .../carried
------------	--------	---

10.4 Staff Gift cards

11-20-2560	MOTION	Moved by, seconded by to approve a \$50.00 coop gift card to all permanent full-time staff.
------------	--------	---

11. ITEMS FOR DISCUSSION

11.1 Management Terms and Conditions of Employment

11.1.1 Disciplinary steps

11.2 Budgets

- Financial speaking we are very sound! Programming area carryover is significant. Operational area have remained static, have changed. Not enough operational but so much programming.
- Of setting the operational budget with the reserves getting prepared for cuts in the spring.

11.3 CEO Contract

- Table until the December meeting.

11.4 Annual Report

Minutes of the Regular Board Meeting, November 20, 2020

Multi-purpose room, La Ronge

8:30 a.m. – 12:34 p.m.

- Finalized report to be approved at the December meeting.
- 11.5 Vendor Report
- Northway Janitorial has provided consistent and excellent service at a reasonable price for many years. It has expanded its services as we have expanded our buildings and evolved to include more recycling activities in recent year. Since COVID-19 became a state of emergency, the work environment at the College contracted and later expanded; meanwhile, Northway Janitorial and its staff continued to disinfect touch points in addition to the basic cleaning requirements ongoing.
 - It was determined that as a College we would send a thank you gift to the Northway Janitorial staff.
- 11.6 Access & Equity Supports for Northlands College
- Table until the December meeting, as the Board had some questions that could not be answered at this time.

12. CLOSING PRAYER/ADJOURN – M. Bouvier

11-20-2561	MOTION	Moved by to adjourn the meeting at 12:34 PM. . . ./carried
------------	--------	--