

## Minutes of the Regular Board Meeting, November 19, 2021

Boardroom, Head Office, La Ronge

9:19 a.m. – 2:33 p.m.

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### Present:

#### Board

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

#### Staff

Kyplain, Jennifer, Recorder  
McDougald, Chandra, VP, Post-Secondary  
Penney, Guy, President & CEO  
Proulx, Marlee, VP, Student Affairs & ABE  
Ratte, Ron, Manager of Indigenous Initiatives  
Spence, Cassandra, Sr. Administrative Assistant

### Ministry of Advanced Education – via Teams @ 9:15 AM

Minister Makowsky

Deputy Minister Mark McLoughlin

### APAG @ 10:30 AM

Bond Ferguson

Mike Pestill

Marcel Michaud

Crystal Waller

**\*Minister Makowsky will be joining the meeting via Teams at 9:15 AM.**

**\*Ministry will be joining the meeting at 10:00 AM to do their Action Plan on Accountability and Governance (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 respect to the First Nation and Metis ancestors of this place and reaffirm our relationship with one another.*

### 2. CALL TO ORDER @ 9:19 AM

Ministry joined meeting via Teams:

J. Durocher talked about the training – “Six Seasons of Reconciliation” and suggested that this training be mandatory for any new board members.

M. McLoughlin informed the group that Ministry staff were given the opportunity to take this training and most of them have. The Ministry is in discussion with FNUC to possibly have this training available as a micro-credential. Mark also mentioned that in February or March, FNUC is having an Indigenous event. Ministry would like to play a role with the inclusion piece with Indigenization. J. Durocher discussed the Northlands College Indigenization Strategy and how proud she was of the things that have been done thus far.

G. Penney extended his gratitude during the Covid-19 pandemic and mentioned that Mark’s team has been fantastic since the start.

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B. Cheechoo also echoed Guy’s remarks and thanked the Ministry for their support.

Minister Makowsky appreciated that the communication is there and would like to thank the Board for serving. He mentioned the budget cycle and the importance of paying attention to the College budgets and how the money is being used.

V. Fern introduced himself as the Chair and requested an extension of the three members whose terms have expired. The reason being that these members have supported one of the biggest goals, which is the Indigenization strategy, great initiatives have taken place, but this is just the start. Victor talked about the long travel that takes place to come together as a Board and the commitment that the current Board has to the success of the College.

The meeting with the Minister adjourned at 9:40 AM.

B. Cheechoo called for an in-camera meeting.

11-19-21-2643	MOTION	Moved by ..., second by ... to go in camera at 9:46 AM. .../carried
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11-19-21-2644	MOTION	Moved by ..., seconded by ...to go out of in-camera at 10:09 AM. .../carried
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Ministry joined the meeting via Teams to do their APAG meeting with the Board:

APAG agenda as per Board package.

Introductions were done as follows:

Northlands College Board and Staff

Mike Pestill

Bond Ferguson

Marcel Michaud

Crystal Waller, Institution Analyst, was recently given the NLC file. Crystal provides support for Bond and Mike.

Mike Pestill: thank you for meeting with us. We had a slightly different structure for the training institutions; we have now taken on universities. Before we get to the agenda, it has been a rough year for your Board. Would like to offer our condolences to the recent loss of H. Watt. I will now take a back seat and let my colleagues take the floor. I just wanted to lead off one of our topics, talking about the role of the Ministry, the role of the Board. It is all tied to fiduciary responsibilities.

Bond Ferguson: going over agency theory and would like to go over the review. The government requires the college to deliver and offer appropriate services. The government requires regular reports; therefore, the institution is accountable to the Ministry. The Board has a dual role to NLC and the government, the Board is the intermediary. The Board provides direction to the College. The Board assesses risk, reports to the owner who is the Ministry and/or the Government. The CEO is in the charge of the operations. Board and committees act as an intermediary between both. Reporting is critical.

Crystal Waller: I have just started with the NLC file in September. From what I can see, your Board packages are very comprehensive. For all the different areas, a great financial report. It is important that all Board members always have all the same information. In my limited experience, you do have good information to make good decisions. Your meeting minutes are fantastic!

Guy Penney: We have been running short in several areas since the start of Covid. We are aware that we need to develop a Risk Assessment Policy and I have reached out to Cumberland College for their policy to use as an example to begin the development of our policy.

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Mike Pestill: I understand that there was a request to allow Board members to stay on a little longer. Board renewal is important; therefore, take the time to recruit. You need a Board that compliments each other, as your Board is unique.

Victor Fern: We have three committees; HR & Compensation, Board Governance and Audit & Finance; having these committees has been successful.

Nick Daigneault: Are the Directors responsible for using their research and skills to do some work?

Marcel: The Board can direct the committee to do the extra work. The committee can assign someone to do that. Board training and professional development is always available. The training can be as wide as your needs are. You may be able to construct a model to help in training and the trainer will prepare the needs of the Board. If you have something you would like to prepare, the Ministry will pay for half of the training. Fiduciary responsibilities, discuss around the Board table the answers of what the responsibilities will be.

**Meeting adjourned at 11:00 AM**

### 3. ADOPTION OF THE AGENDA

*Addition: 10.9 Personal Wellness Day for out-of-scope staff*

11-09-21-2645	MOTION	Moved by ..., seconded by ... to adopt the agenda as amended. .../carried
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### 4. MINUTES

4.1 Minutes of the September 17, 2021 Regular Board Meeting

11-09-21-2646	MOTION	Moved by ..., seconded by ... to approve the September 17, 2021 minutes as presented. .../carried
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### 5. BUSINESS ARISING FROM MINUTES - none

### 6. REPORTS

6.1 Post-Secondary (handouts & in-person)

Projects/news:

- Pandemic Planning: As a committee, we meet three times a week to collaborate on the Covid-19 Vaccination Policy and staff/student testing requirements.
- Attended NexGen meeting on October 7 & 29: programming planning for Rock 1 project.
- Brain Create meetings on September 22 & October 28: Nutrition & medicine and the brain. This project explores the role of traditional Indigenous food and medicine on brain health. Valerie McLeod is planning to be one of the supervisors, so is an instructor from the Uof S. A needs assessment will be completed for this project.
- Working with SaskPoly to review the Radiation Environment Monitoring program and Underground mining.
- Sit on the committee that is reviewing the ERP system, we continue to make good progress; we are looking forward to getting on a similar platform across the colleges.
- Working with ICT and talked with our IT department to create a Moodle program for our students.

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- We had a couple break-ins at the college. The person was apprehended and arrested.
- Worked with Accounting Manager and VP, Finance from Carlton Trail to recommend an auditor for the Board's consideration.
- Working with a team to compile annual report and program plans for upcoming academic year.
- Will work with team to host Open house for prospective students.
- Working on options for a Learning Management System (LMS).
- Working with VP, Student Affairs & ABE regarding student transportation challenges.

### University

- Notwithstanding the number of in-person seats students registered for fall, many university students continue to attend classes remotely.
- We expect a similar trend during the winter term.
- A few full-time students have elected to reduce their course-load and move from full-time to part-time, as per spreadsheet attached.
- Overall attendance has been good; despite very few students attending in person, we are not seeing any significant corresponding lack of engagement.
- Planning the next steps for current year one B.Ed. students outside of La Ronge.
- Nursing courses will resume, in part, to in-person learning in the winter term.
  - Some courses will still be delivered remotely
  - Some students will need to continue to attend labs in Prince Albert.
- Manager of University has been in touch with NCQ for a list of LPNs in La Loche/Buffalo Narrows/Ile-x area who have expressed interest in the degree nursing program.
- GDI meeting regarding the Master of Education Program, successful program would like to run this again.
- We are putting together a proposal to offer a B.Sc. in geology for 2022-23.
- We intended to offer INDG 264 during the winter, but instructor was not approved by the department; we will be trying to get her approved to teach EDLC 102 and 202 instead.
- Recent changes to the requirements for a BA in Indigenous Studies mean we will need to look at our course offerings for next fall and beyond.
- Manager and Coordinator will be meeting with the instructors over the next few weeks to discuss courses and course loads and see if there is interest in seeking approvals for new/alternate courses (any such changes would need to be relevant to the degrees, diplomas and certificates we offer).
- The ABE instructor has accepted the position of lab instructor in La Ronge.
- We intend to have the instructor aide from Ile-x do the lab instruction in Buffalo Narrows for the west-side students.
- We have not finalized a graduation date but are looking at the first or second week of May, as usual.
- Coordinator will be trying to bring the Instructor Aides from outlying communities to La Ronge in early December for some professional development and team building. This may include training in ASIST or mental health first aid.
- We have been trying to get a higher response rate from students regarding Covid forms, but it has proved difficult with, so few students present in the building.
- Coordinator recently obtained her BA in Indigenous Studies from the U of S. She was featured in a U of S article recently.

### Tech & Trades

- Coordinators held an Instructor staff meeting to go over the roles and expectations for the year.
- Many students have indicated that they have transportation challenges, and they are unsure what they will do when the cold weather moves in.
- Had to issue a series of learning contracts to students for chronic lates and absenteeism.
- Many students are struggling personally outside of school, and this has required a lot of resources to address these challenges.

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- Successfully brought in an Instructor to deliver the PC1 and PC2 components of the CCA program, did not have to contract this out this year.
- Have had to switch to remote learning due to Covid. Since students had laptops and the instructor had set them up on TEAMS, this was an easy transition. Students are now back to face-to-face.
- There is a growing demand for short programs that have come to us from LLRIB, PBCN, and Wollaston. Coordinators are currently putting estimates together.
- Not able to recruit a term Instructor Aide for the fall 2021. Instructor Aide returning from maternity leave in January.
- Other Instructor Aide is on compassionate leave. We have seen the impact this has had on students and are looking forward to having one (or both) return soon.
- Received approval for another Program Assistant. An internal applicant was successful. We are hopeful that she can transition over soon.
- An Instructor has applied for another position in the college and was successful. We are working with all departments effected and looking at options for students.

### 6.2 ABE and Student Affairs (handouts & in-person)

#### Projects

- Working on the Pandemic Planning Committee. Meetings every Monday, Wednesday, and Friday.
- NexGen, Rock 1 project training planning, next meeting scheduled for some time the end of November.
- Tri-Community transit system – met with leaders from tri-community on October 28. Presented comparable information from other small northern communities, usage of college transport and potential for tri community participation.
- GED prep planning for LLRIB – cost, length, content.
- Annual Report – weekly meetings with Managers to complete student success stories.
- Program plan for 2022-23 – expanding ESWP to Buffalo Narrows.
- Manager of ABE is working with Indigenous Initiatives Office to facilitate smudge/prayers on Monday mornings for students, as well as other projects including Walk for Wenjack on October 21.
- Working with CCHS/SMVS on tours to support graduation initiatives in La Ronge local high schools.

#### ABE

- Seven ABE programs started on September 8: Adult 10 in Buffalo Narrows, Creighton and La Ronge; Adult 12 in Buffalo Narrows, Creighton and La Ronge, and an Adult 12 online. The online program has been a great success as students have built a community.
- La Ronge ESWP program postponed to January 2022. An individual was offered the instructor position.
- Partnership with LLRIB: The AES programs in Hall Lake and Far Reserve started on October 25.
- Partnership with SIIT, PAGC DENE: The AES program in Stony Rapids started on September 20 with great success.
- The enhanced partnership with NLSD and Ed Centre continues in 2021-22, as these classes will be the backbone of the classes being offered in Semester 2.
- The adult essential skills partnership with LLRIB in La Ronge (Far Reserve) and Hall Lake continues to occur this year.
- Potential AES programming in Sucker River for winter semester. Initial discussions.
- The College continues its partnership with the Adult 12 program in Ile-x. The partnership is in conjunction with the Ile-x SD.
- We are working towards running an ESWP program in partnership with GDI in La Ronge. This will be a short program and will likely run March 2022-June 2022.
- An AES program is slated to begin in Stony Rapids on September 20. This program is in partnership with SIIT, Black Lake, Fond du Lac FN, Hatchet Lake FN, and the AEEDC along with PAGC Dene.

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- Student Affairs and ABE working closely to plan semester 2 orientation on January 19, 2022.
- Adult 10 retention strategy, potential for homerooms to be created within existing ABE structure.
- Student Affairs and ABE working closely to support student holistically.
- Graduation 2022 fundraising has begun, June 15, 2022, is ABE grad, and facility has been booked.
- Bob Thompson completed a consultant contract on October 21, 2021. He is currently on a smaller contract as a resource for Shelley and Jocelyn. He will return to campus in January to support in the transition from semester 1 to semester 2.
- Due to housing issues, we gave out a few critical need's bursaries out.

### Student Affairs

- Buffalo Narrows: several students and/or children ill and waiting for 48-hour symptom free period. Working with instructors and student supports in the campus to complete work.
- Creighton: Anxiety related to vaccination and infection. Many students asking for online option.
- La Ronge: have had a few positive cases within the building. Many students asking for online option.
- Overall, students are asking for online options. Our online Adult 12 program can only accommodate 24 students; these students are currently doing very well. They have been together since the beginning of the semester and have formed great relationships and found motivation in each other and their instructor.
- The Registrar's Office is transitioning to taking over a large portion of the admissions process. This will ensure fairness in the selection process. This will also allow Student Advisors to work on Career Pathways and student supports. The Registrar's office is beginning by taking over the admissions process for ABE programming in La Ronge for second semester.
- Housing remains one of our greatest barriers for our students in all locations.
- Many students are unable to attend due to a lack of housing. Creighton and Buffalo Narrows housing are expected to open in January 2022.

### 6.3 Finance and Operations (handouts)

#### ➤ Facilities

- We received \$55K for sewer and water repair in Creighton but after a second opinion on the sewer lines it was determined that they were not in need of replacement. Advanced Education allowed us to use the extra on updating lighting. To date we have installed 48 led lights to replace the fluorescent lighting.
- Head Office – elevator inspections complete and have applied for the operating license.
- Canoe Campus – one of the main boiler pumps needs replacing.
- Student Housing (Buffalo Narrows) – The procurement policies have delayed the project by months and has increased the cost by thousands. The contract was awarded to Loch Brothers mechanical, and they have completed the install on November 6. The electrical and instrumentation still need to be completed.
- Creighton: New flooring order was delayed and has now arrived but cannot install with classes back.

#### ➤ Information Technology

- On October 28, a Northlands College staff's user account credentials were compromised due to a phishing email attack. The compromised user's account was then used to send further phishing emails to college staff, students, and external parties. IT immediately disabled the user's account and notified others of the attack. Although there was no other observed access, this represents a significant risk to the organization. We have been in the process of planning for a multi-factor authentication (MFA) rollout for staff and this incident has highlighted the necessity of this security feature. MFA would have prevented the staff account from being accessed even though the user credentials were compromised.

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- Over the past several weeks, the Cybersecurity Collaboration group has been working on self-assessments against the CIS Controls standard. The group participated in workshops to understand the controls and to guide the members in the self-assessment. As of November 10, these assessments have been completed.
- Ongoing shipping delays related to chip shortage and supply factors have prevented all our network switch order from arriving. It has been difficult to gain accurate delivery information due to manufacturer delays. We will need to delay our new network switch deployment until we have received at least most of the switch hardware. The switches were necessary to set up a modern foundation for our upcoming VOIP phone rollout.
- The Northlands College executive staff met with SaskTel on November 3 to review the IBC phone platform contract proposal. My recommendations are that we proceed with the proposal. The cost benefits have been previously detailed but should result in saving approaching 50% of our existing plan.

### 6.3 Human Resources (handouts)

- Currently recruiting for: Program Assistant (x2) in La Ronge; Janitor in Creighton; Instructor Aide – ABE – La Ronge; Instructor, ABE (Math and Science) in La Ronge.
- The college implemented a proof of Covid-19 Vaccination or test policy starting in October. Of 106 staff currently employed by the college, seven employees will be in the testing program. That is a 93.3% vaccination rate for staff. The recently hired Pandemic Educator and Research Analyst, Hayley Zarazun took over as the lead for the team of Senior Management personnel in the development of the policy, the decisions around the implementation of the policy, and the development and rollout of the process of testing for both staff and students.

### 6.4 Manager of Indigenous Initiatives (handout & in-person)

- On September 2 and 3 - met and presented to year three university students.
- On September 7 - met with Manager of ABE regarding smudging/traditional teachings.
- On September 8 – participated in ABE student orientation.
- On September 13 – resident elder met with ABE instructors at the Canoe Campus, and I met with Valerie McLeod in regards to sharing circle.
- On September 14 – Elder was available at the Cultural Centre for students who wished to meet and to discuss any topics they so choose.
- September 21 – Moved offices from Rock Campus to Head Office.
- September 28 – Resident Elder was available at River Campus (AM) to meet with students as well students at the Canoe Campus (PM); from this date, I was hospitalized and took sick leave until October 12.
- October 8 – Resident Elder was at River Campus (AM) and Culture Centre (PM) to meet students.
- October 18 & 28 – met with Indigenous Teachers Education Program, Morris Cook invited us to present on Indigenous Traditional teachings.
- October 20 – meet and greet students at the automotive building.
- October 21 Walk for Wenjack event during lunch hour.
- October 27 – met with Tom Roberts and Resident Elder to discuss IRS & Reconciliation programming.
- November 3 – Elder Resident and I conducted a 2.5 hour sharing circle with the Mental Health & Wellness students.
- November 5 – J. Kyplain and I travelled to Buffalo Narrows to come up with a final plan of action regarding the establishment of a cultural centre.
- November 9 – Resident Elder and I conducted a presentation on the Medicine Wheel with an ABE class in cultural centre.
- The recruitment for the Elders Advisory Council has received a lot of interest and continue to get applications from all areas of the northern region. The deadline for applications is November 26.

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- 6.5 Marketing & Public Relations (handout)
- Plans have begun for the 2022 golf tournament. The date has been set for Thursday, June 16 and the venue has changed to Candle Lake Golf Resort.
  - Billboard redesign, the signs are in the design stage. We will update the highway corridor (south of Air Ronge), add a sign to the La Ronge corridor and hopefully secure locations for signs in Creighton and Buffalo Narrows. Possibly add 2 more for Ile-x and La Loche.
  - Design has begun on the 2021-22 program calendar. We hope to have a digital version online heading into the Christmas break and a printed copy by the end of January.
  - Early stages of planning for a scholarship fundraising concert, tentatively scheduled for August 2022. Researching available talent and possible sponsorship.
  - I have secured a gas-powered golf cart that we plan to fix up and raffle off for the Scholarship Foundation.
  - The Rock Shop: currently waiting on some new designs for a clothing order.
  - Website developer contract has been extended to December 31, 2021.
  - Helping with Christmas Party planning.
  - Provided with in-kind sound to the Remembrance Day service, Ice Wolves Comedy night and Sportsman's Banquet.
  - Renewed sponsorship for the Ile-x Robotics Team for the 2021-22 season.
  - Interviewing for the Marketing & Website Associate position.
  - Planning Creighton/Buffalo Narrows campus visits for later November.

11-19-21-2647	MOTION	Moved by ..., seconded by ...to approve the reports as presented. .../carried
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## 7. BUDGET AND FINANCE (handout & in-person)

- To answer a question that was brought forward by J. Kyplain regarding Board expense payments and whether these expenses can be paid at the time of the meeting? I am recommending that the current process not be changed due to the following reasons:
  - Currently there are no vendors that are paid prior to Northlands College receiving the goods and/or services. To have payments made at the time of the meeting, the completed and signed expense forms would have to be submitted to accounting by the Executive Coordinator 3 days in advance of the meeting and the processing in accounting would have to occur 2 days prior to ensure the EFTs are deposited the morning of the meeting, which would be prior to the work happening. A possible necessary overpayment collection would be additional work required if something comes up and a Board member is unable to attend.
  - The Board payments must split between taxable (paid through payroll) and expense reimbursement (paid through Accounts Payable).
  - Accounts payable payments are made weekly on Thursday. Payroll payments are processed, as the system is available.
- Update on Nadia Persaud's Approved deferred payment plan: Most recent payment deferral request was submitted on July 27, 2021, and sent for Board approval at the August 11, 2021 meeting.
- The Board agreed to allow Nadia to keep her monthly payments at \$400/month starting July 2021 and increasing this to \$500/month starting in December 2021.
- Payments in July 2021 and August 2021 were not made.
- Current outstanding amount owing is \$53,911.33. Interest for the period of July to December 2021 will be charged in December 2021.

11-19-21-2648	MOTION	Moved by ..., seconded by ...to approve the Budget and Finance Report as presented. .../carried
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## 8. CHAIR - verbal

- Updates with Guy on a regular basis.



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- ASRC meeting on October 15, not sure what the future holds for this committee.
- Attended a Webinar - Rogers's communication story, was very interesting and learned a lot of what not to do as a Board member. This was done through Governance Solutions.

11-19-21-2649	MOTION	Moved by M. Bouvier, seconded by N. Daigneault to approve the Chair report as presented.  .../carried
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## 9. CEO (handout & in-person)

- We continue to have discussions regarding the return of Dental Programming to Northern Saskatchewan. As has been previously reported, this programming is in our most recent Business Plan and is scheduled for the fall of 2023. Our partners on this initiative will be the U of S, NITHA and the LLRIB.
- The Elders Advisory Council has been set in motion and the level of interest has been great.
- I am happy to report that the VP, Finance and Operations has been filled. Our current Accounting Manager, Michelle Huber has accepted this role. She will be taking the classes needed to attain her appropriate designation. Before Michelle accepted this position, we had offered the position to a candidate who verbally accepted and signed on the dotted line, but later rescinded, which meant we would have had to go back to headhunter to find another candidate yet again, but thankfully this is no longer the case. We will be advertising for a new Accounting Manager shortly.
- Planning continues with respect to a second Northlands College Cultural Centre at the Buffalo Narrows Campus. A northern artist is being contracted to paint a mural. The grand opening date will be in February 2022.
- Our Pandemic Planning Team has been very hard at work developing our Pandemic/Vaccination Policy, which was unveiled on October 15. The response from our staff and students has been favorable.
- I have been approached by a couple different individuals about possible student and staff housing proposals within the La Ronge area. Have not made any commitments.
- I have been elected as Chair of the NLMC education subcommittee.
- In our continued efforts to raise money for our Scholarship Foundation, I have come up with an idea of having a music event with a well-known musical artist as the main event. I am working with M. Klassen and our Marketing department to come up with ideas and costs that would go into this type of event. The location has already been established.

11-19-21-2650	MOTION	Moved by ..., seconded by ... to approve the researching efforts of a possible music event to raise money for the Northlands College Scholarship foundation. More details with costs will be brought to the next Board meeting.  .../carried
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*J. Durocher – opposed.*

## 10. ITEMS FOR DECISION

### 10.1 Policy 514 Employee Development

- As per handout.
- Minor changes to the policy are in yellow as follows:
  - Education leave – To be eligible for education leave an employee must hold a permanent position with the College and have successfully completed a probation period with the College.
  - Employees who have been approved for education leave and have been on an approved definite leave....
  - For those employees who continue to work for the College while completing their program of study, there will be a one-for-one return to service commitment to the College immediately following the completion of their program of study.

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- Short-term Professional Development – To be eligible for short-term professional development, the employee must hold a permanent position with the College and have successfully completed a probation period with the College.

11-19-21-2651	MOTION	Moved by ..., seconded by ... to approve the changes to Policy 514 Employee Development as presented.  .../carried
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- 10.2 Education leaves requests (handout)  
10.2.1 Janelle Pedersen

11-19-21-2652	MOTION	Moved by ..., seconded by ... to approve Janelle Pedersen's participation in the Certificate in Career Development and Academic Advising Program with a financial support of \$6,494.54 over 4 years, 2021-2025.  .../carried
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- 10.2.2. Samantha Sanderson (handout)

11-19-21-2653	MOTION	Moved by ..., seconded by ... to approve Samantha Sanderson's participation in the Certificate in the Study of Indigenous Storytelling Program and for the Art 110 course with a financial support of \$3,330.62 with a course completion within the 2021-2022 fiscal year.  .../carried
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- 10.3 Auditor (handout)  
• As presented by M. Huber.

11-19-21-2654	MOTION	Moved by ..., seconded by ... to approve a contract with Myers Norris Penny (MNP) in Prince Albert be signed for audit services for Northlands College and Northlands College Scholarship Foundation Inc. covering the 5 fiscal years ending June 30, 2022, 2023, 2024, 2025, 2026.  .../carried
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- 10.4 Fleet Vehicles (handout)
- As presented by M. Huber.
  - Fleet vehicles NLC 12 will have the final lease payment due in December 2021 and fleet vehicle NLC13 will have the final lease payment due in January 2022. We do not currently have any fleet vehicles at the end of their useful life (10 years old or 250,000 KMS) as detailed in Fleet Vehicle Usage Policy #214.
  - Our inventory controller recommends, "buying out" both vehicles to replace NLC 04 (2015 Toyota Highlander) and NLC 03 (2015 Toyota Tundra (facilities)). NLC 05 (2015 Toyota Tundra) could serve as a replacement for facilities NLC 03 (2015 Toyota Tundra). The total KMs are similar but the body of NLC 03 is showing significant wear and the brakes are most likely due for an expensive repair in the next few months while NLC 05 has brand new tires and no mechanical issues.

11-19-21-2655	MOTION	Moved by ..., seconded by ... to approve the purchase of NLC12 for an amount of \$22,476.90 plus taxes and NLC13 for an amount of \$21,984.08 plus taxes at the end of their capital lease terms in December 2021 and January 2022 respectively.  .../carried
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- 10.5 Policy 208 Procurement (handout)  
• As presented by M. Huber.

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- In response to the follow-up procurement audit recommendations document dated March 26, 2021, I am recommending for approval the following highlighted changes to Northlands College Procurement Policy #208 to address the outstanding concern detailed in section 3.1 of that letter.
- Add section 1.8 to include expectations for required written conflict of interest declarations from Northlands College employees.
- To properly align the process value levels within the Procurement Policy #208 with the approval value levels in the Delegation of Authority policy #203: The approval level of all authorized individuals besides the CEO and VP, Finance and Operations is \$1,800 before taxes so I am recommending the value requiring 3 quotes and using single sourcing for purchases be reduced from under \$5,000 to under \$2,000 to align with the enforcement of the two policies (section 2.1 and 2.6).
- Add section 2.9 to outline the expected usage of purchase orders versus contracts.
- Update Appendices A and B to reflect previously approved changes of the associated policies listed.

11-19-21-2656	MOTION	<p><b>Moved by ..., seconded by ... to approve the updates to Procurement Policy #208 as presented.</b></p> <p style="text-align: right;"><b>.../carried</b></p>
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10.6 Golf Cart upgrade

- To purchase a golf cart to restore using a \$10k budget to be used for a raffle draw proceeds to the Scholarship Foundation.
- Since the submission of this motion, we have secured a golf cart that has already been restored for \$6,500. A deposit of \$3,000 has been made.

11-19-21-2657	MOTION	<p><b>Moved by ..., seconded by ...to approve the purchase of a golf cart to a maximum of \$7k as a fundraiser. The proceeds of the raffle will go to the Northlands College Scholarship Foundation.</b></p> <p style="text-align: right;"><b>.../carried</b></p>
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*... - opposed.*

10.7 Christmas gift cards

- \$50.00 Co-op gift card to all staff as a token of appreciation and a Christmas gift.

11-19-21-2659	MOTION	<p><b>Moved by ..., seconded by ... to approve the purchase of \$50.00 Co-op gift cards for all active employees in December 2021. This cost will come from the Board budget.</b></p> <p style="text-align: right;"><b>.../carried</b></p>
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10.8 Personal Wellness Day (handout)

- In the last round of collective bargaining, it was agreed by the parties that in-scope staff would be permitted to use one of the five days per year of Pressing Necessity Leave for a “Personal Wellness Day”. This was negotiated as part of the mental health initiatives that both the Colleges and the Union wanted to work towards. Out-of-scope management staff receive, at a minimum, the same benefits that in-scope staff receive.
- That out-of-scope management staff be provided with one Personal Wellness Day per fiscal year in the same manner that in-scope employees are provided with the day.

11-19-21-2660	MOTION	<p><b>Moved by ..., seconded by ... to approve the once per year, benefit to out-of-scope management staff of a Personal Wellness Day. This day will be</b></p>
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Minutes of the Regular Board Meeting, November 19, 2021

Boardroom, Head Office, La Ronge

9:19 a.m. – 2:33 p.m.

		one of the Pressing Necessity days that are available to management staff each fiscal year.	.. ./carried
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11. ITEMS FOR DISCUSSION

11.1 Board goals *tabled to December meeting*

11.2 CEO goals *tabled to December meeting*

12. IN-CAMERA

11-19-21-2661	MOTION	Moved by ..., seconded by ... to go in to in-camera at 2:25 PM.	.. ./carried
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11-19-21-2662	MOTION	Moved by ..., seconded by ... to go out-of-camera at 2:33 PM.	.. ./carried
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13. CLOSING PRAYER/ADJOURN – V. Fern

11-19-21-2663	MOTION	Moved by ... to adjourn the meeting at 2:33 p.m.	.. ./carried
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