

Minutes of the Regular Board Meeting, September 18, 2020

Eagle Point Resort, La Ronge

10:00 a.m. – 1:06 p.m.

Present

Board

Bouvier, Myrna
Cheechoo, Bev
Daigneault, Nick
Deschambeault, Val
Durocher, Jackie (Acting Chair)
Everest, Crystal
Gray, Ken
Watt, Hugh

Staff

Kyplain, Jennifer (recorder)
McDougald, Chandra (VP, Academic Programming)
Penney, Guy (President & CEO)
Huber, Michelle (Accounting Manager)
Mayer-Halkett, Jennifer (Sr. Admin. Assistant)
Ratte, Ron (Manager of Indigenous Initiatives)

Regrets

Fern, Victor
Young, Shelley

1. OPENING PRAYER AND ACKNOWLEDGEMENT – R. Ratte

2. CALL TO ORDER @ 10:02

3. ADOPTION OF THE AGENDA

Additions: 11.3 DRAFT Elders Council Terms of Reference

4. MINUTES

4.1 Minutes of the June 11, 2020 Regular board meeting

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| 09-18-2533 | MOTION | Moved by, seconded by to approve the June 11, 2020 minutes as presented. . . ./carried |
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4.2 Minutes of the July 30, 2020 Special board meeting

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| 09-18-2534 | MOTION | Moved by, seconded by to approve the July 30, 2020 minutes as presented. . . ./carried |
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4.3 Minutes of the June 11, 2020 Annual Board Meeting (for information only)

5. BUSINESS ARISING FROM MINUTES - none

6. REPORTS

6.1 Academics (handouts & in-person)

- ABE
 - Six ABE programs started on September 8, 2020; Adult 10 in Buffalo Narrows, Creighton and La Ronge, and Adult 12 in Buffalo Narrows, Creighton and La Ronge.
 - ABE staff and IT are doing a four-day student orientation through *Teams Live* to do computer training and prepare students for online learning. The average number of participants each day has been 80-110 students.

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- Regular classes begin on Monday, September 14 using a combination of Teams videoconferencing and Edcentre online classes.
- Partnership with Edcentre with 83 to 90 students in virtual classes.
- IT deployed laptops in a timely manner.
- Hired a help desk technician to help students with computer issues
- We will be hiring another person for this to work evenings.
- Slightly down in numbers, La Ronge 148 accepted in normal times would be 165.
- Creighton and Buffalo big numbers.
- University
 - Early planning and decision-making on the part of both universities, as well as Northlands College, have enabled us to move to a predominantly distance-learning delivery model for the fall with little disruption to our normal processes.
 - We have allowed registration by non-Northlands College students in some of our courses. Among other things, this will allow us to earn far more in tuition than we ordinarily would and offset areas where we would lose money by not meeting the 15-student enrolment threshold.
 - Our students have been able to register in courses down south that they would typically not have access to.
 - Enrollment numbers are down across the board, though not as dramatically as we feared.
 - Orientation was held through a live Teams meeting on August 26. Approximately 100 students attended.
 - M.Ed program just started our second class, 23 students
- Technical, Trades & Mining
 - We are entering the 2020-2021 school year in a blended format. This means that most of the programs will be delivered online through distance. This is a new model for course delivery, so it has been a slow process setting the stage for each course.
 - Only bringing students in face to face when needed such as surveying.
 - One cancelled program - Fashion Design.
 - The delay in confirming fall programming due to Covid-19 has had a run off effect on recruitment efforts and course supply orders. We still are waiting for the arrival of half the textbooks that were ordered in July and are still actively trying to recruit for four courses.
- Student Services
 - Throughout the summer we have been continuing to work mostly from home. We have tried to develop procedures to help students maneuver through the application processes, funding processes and ABE testing process. The staff have worked very hard in assisting students through these procedures, it takes a great amount of time working with student's one person at a time. We also have had to work hard to keep communications open as students don't necessarily have access to emails or phones.
 - Students who feel they cannot complete their applications on the phone, come in and work with the advisors on a one to one basis.
 - Open the computer lab in canoe following required protocols. Students need to reach out and book a time to utilize the lab.
 - Housing – closed Buffalo and Creighton housing since the week of March 16, 2020. The La Ronge housing has 20/33 unit's full and 13/33 housing units have had occupants selected and we are waiting for student to move in.
 - No bussing for the fall because we can't bring students on campuses. We will re-evaluate a later time.
 - The Student Affairs teams have been working very hard to assist with the organizing of computer distribution. Scheduling appointments, handing out receipts and letters informing ABE students that they will receive a T4A form for tax purposes in the upcoming year.
 - There were 13 exit scholarships presented to students.

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- 6.2 Marketing & Public Relations (handout)
- Scholarship Foundation Heavy Metal Drive Fundraiser is complete and raised \$3000 for scholarships.
 - Scholarship Golf Tournament: Discussions have begun with Candle Lake Golf Resort about the possibility of hosting the 2021 tournament.
 - College branded PPE masks are being looked at for purchase.
 - Elie Fleury Cultural RM T-Shirts are in the design phase.
 - Begin work on a marketing strategy for 2021/22.
- 6.3 Manager of Indigenous Initiatives (handout & in-person)
- Suggestion of having smudging at the beginning of each meeting for anyone who would like to take part.
 - Partnership arrangements and strengthen relations to a variety of organizations, eg. LLRIB, PAGC, Justice, SIIT, NLSD, GDI, etc.
 - Continue developing educational programming for staff and students that promotes an understanding of Indigenization, traditions, histories and cultures.
 - In-class/virtual demonstration on traditional protocol practices and experiences.
 - When requested, staff and students can voluntarily learn by attending traditional culture ceremonies, smudging and sharing circles, at the Elie Fleury Cultural Centre. These activities will take part with the consideration of the COVID-19 restrictions and safety protocols.
- 6.4 VP, Finance and Operations (handout)
- Facilities/Capital Planning
 - Ken and his team have been busy remodeling all the bathrooms at the Canoe Campus, since everyone was working from home due to COVID-19.
 - Purchased a supply of plexi glass and have made and installed sneeze guards at all reception desks and assistant desks at the Rock Campus.
 - Did a day trip to Creighton to inspect the building and will be going over in the next week or so to repair the front steps, the leaking roof, yard cleanup and the interior lighting.
 - Information Technology
 - Student helpdesk/IT position has been filled.
 - IT department has facilitated and participated in various training sessions preparing for the new school year which included Edcentre online school as well as some training with Microsoft on Teams.
 - The College has received the 115 laptops that were ordered earlier this summer as replacements for our laptop carts. These laptop carts are being distributed to the various campus locations where we intend to use them as portable computer labs. With the current situation, student access to campus locations is limited, but these laptops will enable us to have computers available for student use when they are allowed back to campus.
 - 400 laptops were purchased, configured and are in the process of being distributed to students for use in online classes this semester.
 - Progress on the Sasktel IBC VOIP system has been delayed while we prepare for and facilitate the start of the new school year. Our plan is to have VOIP deployed by the end of the calendar year.
 - Human Resources
 - Currently recruiting for the following positions: Youth Care Worker Program Instructor, Disability Support Program Worker, Mental Health & Wellness Year 1 Instructor, Student & Campus Coordinator, Student Helpdesk/IT Technician, Student Helpdesk Technician, and Early Learning & Child Care Instructor.
 - Hired a HR Manager who will join our management team on October 1, 2020.
 - There was an all staff return to work information/session on September 2, 2020 via Teams to go through NLC workplace plan document. Staff returned to work on September 8, 2020.

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| 09-18-2535 | MOTION | Moved by . . . , seconded by to approve the reports as presented. .. ./carried |
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7. **BUDGET AND FINANCE** (handout & in-person, M. Huber)

- Currently below budget overall in operations by 4%. This variance would be expected every year at the end of August because the Student Housing in Creighton and Buffalo Narrows and transportation services don't begin until the end of August each year and the expenses incurred in those areas will even out the variance as the year progresses.
- This year, we already estimate that Student Housing and Transportation costs will reduce the anticipated costs to the operating grant by approximately \$203,000. There will be higher costs in terms of campus cleaning at every College location for the prevention of the spread of COVID-19 that will offset some of these savings in the year.

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| 09-18-2536 | MOTION | Moved by , seconded by to approve the Budget and Finance report as presented. .. ./carried |
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8. **CHAIR – no report at this time**

9. **CEO** (handout & in-person)

- Our organization has for weeks now, been diligently planning for the reintegration of our staff along with the return of students when necessary, depending on program.
- We continue to explore ways of ensuring our students have access to our Elder, Eli and Indigenous Initiatives Manager Ron throughout the pandemic.
- We have filled the position of Manager of Human Resources, with a start date of October 1, 2020. In addition, it has become clear that the position of VP, Student Affairs needs to be filled and as such an advertisement has been drafted with the hope of the position being filled by October as well.
- As part of our Covid response we have created two new IT positions that will serve as a digital support/response mechanism in a time of non-traditional approaches to instruction.
- The executive management that report directly to the CEO will receive mandate letters for the upcoming year. These letters will serve as a basis for their annual evaluations and will also come with the expectation of a presentation to the Board at our year end meeting in June.

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| 09-18-2537 | MOTION | Moved by , seconded by to approve the CEO report as presented. .. ./carried |
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10. **ITEMS FOR DECISION**

10.1 2019-20 Audited Financial Statements Presentation (Finance & Audit Committee)

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| 09-18-2538 | MOTION | Moved by , seconded by to approve the DRAFT 2019-20 Audited Financial Statements pending comptroller's final approval as presented. .. ./carried |
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10.2 Delegation of Authority – Executive Coordinator

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| 09-18-2539 | MOTION | Moved by , seconded by to approve the authority to purchase as prescribed in the Appendix to the Delegation of Authority Policy #203 for the Executive Coordinator: \$5000 per transaction and \$1800 per item purchased. .. ./approved |
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- 10.3 Policy 501 President & CEO Absences and Succession - **Tabled**
 - 10.3.1 Monetary compensation to VP's
- 10.4 Management Terms and Conditions of Employment - **Tabled**
 - 10.4.1 Disciplinary steps
- 10.5 Bylaws

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| 09-18-2541 | MOTION | Moved by , seconded by to approve the second reading of the revised bylaws as presented. .. ./carried |
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11. ITEMS FOR DISCUSSION

- 11.1 DRAFT Exposure Control Plan
 - Reviewed, this document will be changed/revised when required. This will be a living document.
- 11.2 DRAFT vision, mission, values and outcomes
 - Reviewed and there were minor revisions will be presented at the next meeting for final approval.
- 11.3 DRAFT Terms of Reference for Elders Council – Tabled

12. IN-CAMERA

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| 09-18-2542 | MOTION | Moved by , seconded by to go in camera at 11:40 AM. .. ./carried |
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| 09-18-2543 | MOTION | Moved by , seconded by to go out of camera at 12:07 PM |
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13. CLOSING PRAYER/ADJOURN – closing prayer by R. Ratte

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| 09-18-2544 | MOTION | Moved by to adjourn at 1:06 PM .. ./carried |
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