



# NORTHERN COLLEGE

## BOARD OF GOVERNORS MEETING NO. 419

### ANNUAL GENERAL MEETING

Tuesday, June 9, 2015  
3:50 p.m.

Timmins Campus Boardroom  
and Videoconference

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#### **PRESENT:**

##### **Board:**

D. Wyatt (Chair)  
G. Kemp (First Vice-Chair)  
R. Pineault (Second Vice-Chair)  
F. Gibbons (President)  
J. Collins  
D. Nankervis  
S. Munroe  
T. Rosko  
C. LeClerc  
G. Pirie  
A. Adamo

##### **Staff:**

P. Fortier, Executive Assistant, Office of the President and Board of Governors  
M. Baker, V.P., Finance, Administration & Indigenous Services  
A. Penner, V.P., Academic & Student Success  
L. Berthiaume, Executive Director, Student Services, Institutional Research & Registrar  
C. Heavens, Executive Director, Community, Business Development & Employment Services

##### **Guest:**

Aaron Klooster, Coordinator and Professor, School of Health Sciences

##### **REGRETS:**

M. Milinkovich  
A. Spacek  
R. Foy  
M. Miller  
B. Allan  
D. Seary

#### **1. OPENING PROCEDURES**

##### **(a) CALL TO ORDER**

Chair Wyatt moved the meeting into the General Session at 3:50 p.m.

**(b) CHAIR'S REMARKS**

Chair Wyatt welcomed staff to the annual general meeting and proceeded to share a Traditional Territory Acknowledgement.

**2. AGENDA**

**(a) MODIFICATIONS/ADDITIONS/DELETIONS**

There were two additions to the agenda:

6 (k) Approval for Contract with Combat Network

6 (l) Dashboard Reporting

**(b) ADOPTION**

Moved by: S. Munroe

Seconded by: J. Collins

THAT the agenda for the Meeting No. 419 of the Board of Governors of Northern College of Applied Arts & Technology dated June 9, 2015 be adopted as presented.

Motion

49-06-15

Carried

**3. CONFLICT OF INTEREST – DECLARATIONS**

The Chair called for disclosures of actual, potential, or perceived conflict of interest.

Governor George Kemp declared a perceived conflict with item 6 (f) College Legal Representation. Governors Debbie Nankervis, John Collins, Sara Munroe and Amanda Adamo are in conflict with item 6 (e) Board Policies C-5 and C-6. Governor Sara Munroe declared a conflict with item 6 (k) Approval for Contract with Combat Network.

**4. COMMENTS/PRESENTATIONS**

Ms. Lynn Berthiaume presented 2014-2015 Key Performance Indicator results. As requested, student satisfaction results are now broken down by campus, and a slight increase in satisfaction can be noted in this area. The college continues to introduce and work on strategies to achieve its goal to meet or exceed provincial KPI averages. Chair Wyatt thanked Ms. Berthiaume for her presentation.

**5. STANDING ITEMS/BUSINESS ARISING**

**(a) APPROVAL OF GENERAL SESSION MINUTES NO. 418  
(Meeting Held May 5, 2015)**

Moved by: D. Nankervis

Seconded by: T. Rosko

THAT the minutes of Meeting No. 418 dated May 5, 2015 be adopted as presented.

Motion

50-06-15

Carried

Motions from the Committee of the Whole minutes of Meeting No. 418, dated May 5, 2015 follow.

*Moved by: A.Spacek Motion*  
*Seconded by: G. Kemp 26-05-15*  
*THAT the Committee of the Whole Agenda No. 418 dated May 5, 2015 be adopted as presented.*

*Carried*

*Moved by: G. Pirie Motion*  
*Seconded by: C. Leclerc 27-05-15*  
*THAT the Committee of the Whole Minutes No. 417 dated March 11, 2015 be approved as presented.*  
*AND THAT motions 14-03-15 to 18-03-15 be recorded in the General Session of the minutes.*

*Carried*

*Moved by: T. Rosko Motion*  
*Seconded by: D. Nankervis 28-05-15*  
*THAT the Board of Governors receive the minutes of the Board Executive Committee meeting held February 25, 2015.015.*

*Carried*

*Moved by: B. Allan Motion*  
*Seconded by: S. Munroe 29-05-15*  
*THAT the Board of Governors receive the minutes of the Board Policy Review Committee meeting held February 19, 2015; the Board Entrance Scholarship Fundraising Committee minutes dated February 19, 2015; and minutes of the Ad-Hoc Committee to Review the President's Performance Evaluation Process dated March 17 and April 21, 2015.*

*Carried*

*Moved by: G. Kemp Motion*  
*Seconded by: C. LeClerc 30-05-15*  
*THAT the Board of Governors approve the President's New Performance Evaluation template as well as the evaluation process recommendations, as presented.*

*Carried*

*Moved by: B. Allan Motion*  
*Seconded by: T. Rosko 31-05-15*  
*THAT the Board of Governors proceed with Meridian Edge Consulting to administer the 2015 online Board and Member self-evaluation questionnaires.*

*Carried*

*Moved by: M. Miller Motion*  
*Seconded by: A.Spacek 32-05-15*  
*THAT the Board of Governors approve that a one-day Orientation be held in August for New Governors;*  
*THAT the September 10, 2015 Board Planning Meeting and the September 11, 2015 Board Meeting be held at the Elk Lake Eco Lodge; and*  
*THAT the proposed draft Orientation and Planning Retreat Programs be finalized.*

*Carried*

*Moved by: S. Munroe*

*Seconded by: J. Collins*

*THAT the Board move into the General Session, time noted at 3:55 p.m.*

*Motion*

*33-05-15*

*Carried*

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**(b) BUSINESS ARISING FROM THE PREVIOUS MEETING**

**i. Board Entrance Scholarship Fundraising Update**

President Gibbons reported that we have raised \$32,750 to date. Other organizations have expressed their intent to make contributions; however, specific amounts have not been confirmed. The campaign is not progressing as rapidly as we had hoped and we are considering other means by which to engage staff and the community in raising funds. Additional planned events will be announced in advance.

**ii. Update on Capital Projects – Summer 2015**

The President confirmed that the Executive Committee approved the use of capital reserves towards completing critical capital projects. Three roofs will be replaced at the Timmins Campus –gym, library, atrium. In Kirkland Lake, auditorium upgrades continue to be effected, thanks to FedNor funding.

**iii. Haileybury Residence Update**

Photos of the residence were provided and the President added that not much change has occurred on the exterior as most of the work is taking place indoors. Exterior work should begin soon as shipments of bricks have been received. The President added that we are at 107% occupancy.

**iv. Invitation to Employee Recognition Events**

President Gibbons reminded Board members about the invitation to attend employee recognition events at each campus and to let Pierrette know if they are available to attend.

**(c) FINANCE REPORT**

V.P. Mike Baker presented the finance report for the period ended May 31, 2015 indicating a reduction of \$49K in the projected deficit over the two-month period.

President Gibbons shared discussions he had with the Acting Deputy Minister and with the Minister in Toronto, during his visit on June 8<sup>th</sup>. The Minister is aware of fiscal challenges that 10 of the colleges are facing and indicated they are looking at other mechanisms to provide assistance. Two college presidents and Colleges Ontario CEO Linda Franklin will be meeting with the Minister to speak specifically about what the next steps are.

**6. NEW BUSINESS**

**(a) APPROVAL OF DRAFT AUDITED FINANCIAL STATEMENTS**

Mr. Baker reviewed the draft audited financial statements with the Board.

Moved by: A. Adamo	Motion
Seconded by: T. Rosko	51-06-15
THAT the Board of Governors approve the 2014-2015 Audited Financial Statements for presentation to the Ministry of Training, Colleges and Universities.	
	Carried

Chair Wyatt offered congratulations to the Finance Team and all staff involved in the successful audit.

**(b) APPROVAL OF DRAFT 2014-2015 ANNUAL REPORT**

The President was joined by the Executive Team in presenting the 2014-15 Annual Report to the Board.

Moved by: J. Collins	Motion
Seconded by: D. Nankervis	52-06-15
THAT the Board of Governors approve the 2014-2015 College Annual Report and that this document be taken forward to the Ministry of Training, Colleges and Universities and posted to the College website, as required.	
	Carried

The President invited feedback from the Board on receiving both the public narrative report and the internal version. Members found it useful to also receive the internal detailed version.

**(c) GOVERNOR APPOINTMENTS**

Moved by: G. Kemp	Motion
Seconded by: J. Collins	53-06-15
THAT the Board of Governors of Northern College appoint the following members to the Board of Governors for a 3-year term, effective September 1, 2015 and expiring August 31, 2018:	
Ms. Debbie Nankervis      Ms. Sara Munroe      Mr. Aaron Klooster;	
AND WHEREAS the selection process has been duly followed;	
THAT the Board of Governors of Northern College appoint Mr. Charles Shih as the Student Representative, effective September 1, 2015 to August 31, 2016.	
	Carried

**(d) PROGRAM APPROVALS:**

President Gibbons informed the Board that these two new programs are intended to be offered in Toronto by our mid-shore career college partner, to international students and therefore, we are not seeking MTCU funding.

**(i) Mobile Application Development**

Moved by: C. Leclerc	Motion
Seconded by: J. Collins	54-06-15
THAT the Board of Governors approve the Mobile Application Development Ontario College Graduate Certificate for submission to the Credential Validation Service (CVS).	
	Carried

**(ii) Information Systems Management**

Moved by: R. Pineault	Motion
Seconded by: D. Nankervis	55-06-15
THAT the Board of Governors approve the Information Systems Management Ontario College Graduate Certificate for submission to the Credential Validation Service (CVS).	
	Carried

**(e) APPROVAL OF BOARD POLICIES**

President Gibbons reviewed policy changes being recommended by the Policy Review Committee.

Moved by: S. Munroe	Motion
Seconded by: G. Kemp	56-06-15
THAT the Board of Governors approve the following policies, as presented:	
B-18 Board Information System	
B-19 Board Monitoring System	
C-7 President Emeritus	

Having declared conflict, internal governors Collins, Nankervis, Munroe and Adamo abstained from voting on adopting the two revised policies.

Moved by: T. Rosko	Motion
Seconded by: C. LeClerc	57-06-15
THAT the Board of Governors approve policies	
C-5 Assessing Presidential Performance	
C-6 Incidents Involving the College President, as presented.	
	Carried

**(f) AFFIRM COLLEGE LEGAL REPRESENTATION**

Due to a perceived conflict of interest, Governor Kemp abstained from the vote.

Moved by: D. Nankervis	Motion
Seconded by: J. Collins	58-06-15
THAT the Board re-affirm the appointment of the following solicitors for the fiscal year 2015-2016:	
The firm of Evans, Bragagnolo & Sullivan for property and other matters in Timmins and Moosonee;	
The firm of Hicks, Morley, Hamilton, Stewart & Storie for Labour Relations/Arbitration;	
AND THAT solicitors for Kapuskasing, Kirkland Lake and Haileybury be appointed as required in these areas.	
	Carried

**(g) DRAFT 2015-2016 BOARD MEETING SCHEDULE**

Moved by: G. Kemp	Motion
Seconded by: T. Rosko	59-06-15
THAT the Board of Governors approve the 2015-2016 Board meeting schedule as presented.	
	Carried

**(h) MONITORING REPORTS**

President Gibbons presented monitoring reports. as scheduled in the Board work plan. There were no questions from the Board.

- (i) Partnerships and Collaborative Initiatives
- (ii) Compliance Report: Program Advisory Committees
- (iii) Compliance Report: Executive Limitation Policies
- (iv) College Investments Report
- (v) College Signing Authority

Moved by: J. Collins	Motion
Seconded by: C. LeClerc	60-06-15
THAT the Board of Governors has received Executive Limitations Compliance Reports, as required.	
	Carried

**(i) 2015 SUMMER RECESS**

Moved by: S. Munroe	Motion
Seconded by: D. Nankervis	61-06-15
THAT the Board of Governors declare a summer recess for the months of July and August 2015;	
AND THAT the Executive Committee be empowered to act on behalf of the Board of Governors during such recess;	
AND THAT the Executive Committee call a special meeting, if required, by the matter under consideration.	
	Carried

**(j) PRESENTATION OF ADVANCED GOOD GOVERNANCE CERTIFICATES**

President Gibbons presented Advanced Good Governance certificates to Governor Debbie Nankervis and V.P. Mike Baker for completing the required College Centre of Board Excellence sessions and webinars.

**(k) APPROVAL FOR CONTRACT WITH COMBAT NETWORK**

Governor Sara Munroe abstained from voting due to a conflict of interest.

Moved by: T. Rosko

Motion

Seconded by: G. Kemp

62-06-15

THAT the Board of Governors approve a one-year contract renewal with Combat Network effective July 1, 2015, in the amount of \$165,864 + HST.

Carried

**(l) DASHBOARD REPORTING**

President Gibbons presented a sample dashboard report comprised of internal metrics or indicators of college health represented in a graphical format. The dashboard report will be provided to the Board starting this fall, if not at the September meeting, then in November.

**7. ROUTINE ITEMS**

**(a) CORRESPONDENCE**

The Board was provided with a copy of the letter sent to Minister Moridi advocating for continuation of Financial Health and Sustainability funding. An invitation to attend the June 19<sup>th</sup>, Indigenous Education Protocol signing ceremony was also received.

**(b) NORTHERN COLLEGE INDIGENOUS COUNCIL ON EDUCATION**

V.P. Baker provided an update on behalf of Governor Miller. The Council has not meet since our last Board meeting but will be holding an official signing of the Indigenous Protocol on June 19<sup>th</sup>. Members of the Board received an invitation and were encouraged to attend the media event which will be followed by a feast in the cafeteria. Afterwards, the NCICE will hold their meeting.

**(c) PRESIDENT'S REPORT**

The President's Report is provided in the Board package.

**(d) ADVISORY COMMITTEE MEETING SCHEDULE**

As provided in the package.



**(e) REPORTS FROM BOARD ADVISORY COMMITTEE REPRESENTATIVES**

Noted.

**(f) BOARD MEMBER COMMUNITY-RELATED UPDATES**

Governor Rosko commented it is very nice to see Northern College flags along Government Road in Kirkland Lake.

**(g) BOARD OF GOVERNORS WORK PLAN**

As provided in the package.

**(h) FUTURE AGENDA ITEMS**

Noted.

**(i) NEXT MEETING**

Annual Planning Retreat: Thursday, Sept. 10, 2015  
Elk Lake Eco Centre, Elk Lake  
10:00 a.m. to 5:00 p.m.

Board Meeting: Friday, September 11, 2015  
9:00 a.m. – Committee of the Whole  
9:30 a.m. – General Session  
Noon – Lunch provided

**8. INFORMATION REPORT**

As provided in the Board package.

**9. PROPOSED MOTIONS**

As recorded in the minutes.

**10. PRESENTATIONS TO MEMBERS COMPLETING THEIR TERM ON THE BOARD**

Presentations were made to Governors Terry Rosko, John Collins and Chair Don Wyatt. Governor Rachel Pineault and Amanda Adamo who were participating by distance, and Governor Mike Milinkovich were acknowledged and presentation of a gift will be arranged at a later date. Governors in attendance shared comments on their time on the Board – thanking the President and administration for their work, leadership and support.

**11. ADJOURNMENT**

Moved by: J. Collins

Motion  
63-06-15  
Carried

THAT the meeting be adjourned.

Time noted at 5:50 p.m.

P. Fortier,  
Executive Assistant to the Board