



# NORTHERN COLLEGE

## BOARD OF GOVERNORS MEETING NO. 431

### GENERAL SESSION

Tuesday, June 13, 2017  
1:00 p.m.

Timmins Campus  
Videoconference

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#### **PRESENT:**

**Board:** G. Kemp (Chair)  
A.Spacek (First Vice-Chair)  
R. Foy (Second Vice-Chair)  
G. Pirie (Governor at Large)  
F. Gibbons (President)  
J. Carbonneau  
A. Rondeau  
L. Kozak  
B. Allan  
D. Walsh  
P. McConnell  
D. Rizzuto  
G. Waghorn

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

**Regrets:** D. Seary  
S. Munroe  
W. Church  
D. Larkman

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

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

Chair Kemp called the meeting to order at 1:00 p.m.

##### **(b) CHAIR'S REMARKS**

Chair George Kemp welcomed everyone to the Timmins Campus.

## **2. AGENDA**

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

The President requested a change to item 5e, to be entitled “Draft 2017-2020 Strategic Mandate Agreement.”

### **(b) ADOPTION**

Moved by: D. Rizzuto	Motion
Seconded by: A. Rondeau	45-06-17
THAT the agenda for the Meeting No. 431 of the Board of Governors of Northern College of Applied Arts & Technology dated June 13, 2017 be adopted as amended.	
	Carried

## **3. CONFLICT OF INTEREST – DECLARATIONS**

The Chair called for disclosures of actual, potential, or perceived conflict of interest. Chair Kemp declared a conflict with item # 5i. Affirm College Legal Representation. Governors Allan and Pirie are in conflict with item 5c. Governor Appointments.

## **4. STANDING ITEMS**

### **(a) APPROVAL OF GENERAL SESSION MINUTES NO. 430 (Meeting held May 9, 2017)**

Moved by: R. Foy	Motion
Seconded by: J. Carbonneau	46-06-17
THAT the minutes of Meeting No. 430 dated May 9, 2017 be adopted as presented.	
	Carried

Motions from the Committee of the Whole minutes of Meeting No. 430, dated May 9, 2017 follow.

<i>Moved by: D. Rizzuto</i>	<i>Motion</i>
<i>Seconded by: J. Carbonneau</i>	<i>39-05-17</i>
<i>THAT the Committee of the Whole Agenda No. 430 dated May 9, 2017 be adopted as presented.</i>	
	<i>Carried</i>

<i>Moved by: P. McConnell</i>	<i>Motion</i>
<i>Seconded by: R. Foy</i>	<i>40-05-17</i>
<i>THAT the Committee of the Whole Minutes No. 429 dated March 22, 2017 be approved as presented;</i>	
<i>AND THAT motions 24-03-17 to 28-03-17 be recorded in the General Session of the minutes.</i>	
	<i>Carried</i>

*Moved by: B. Allan* *Motion*  
*Seconded by: L. Kozak* *41-05-17*  
*THAT the Board of Governors receive minutes of Board Executive Committee meetings dated March 2 and March 29, 2017; and Board Policy Review Committee minutes dated February 21, 2017.* *Carried*

*Moved by: D. Rizzuto* *Motion*  
*Seconded by: L. Kozak* *42-05-17*  
*THAT the Board of Governors of the Northern College of Applied Arts and Technology approve the Development Agreement and Lease with Cochrane District Social Services Administration Board for premises in the Integrated Emergency Services Complex, Timmins Campus, for a duration of 25 years and an annual base rent of \$29,000 plus additional rent as stipulated in the lease agreement, effective as of the commencement date, substantially in the forms presented.* *Carried*

*Moved by: R. Foy* *Motion*  
*Seconded by: J. Carbonneau* *43-05-17*  
*THAT the Board of Governors approve holding the 2017 Annual Board Planning Retreat at the Kirkland Lake Heritage North Convention Centre and that the proposed retreat program be finalized.* *Carried*

*Moved by: D. Rizzuto* *Motion*  
*Seconded by: D. Walsh* *44-05-17*  
*THAT the meeting be adjourned.* *Carried*

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**(b) FINANCE REPORT FOR THE PERIOD ENDED MAY 31, 2017**

Mr. Baker introduced Mr. Mitch Dumas, Controller who will replace Ms. Claire Verdu upon her retirement, this August. V.P. Baker presented the finance report for the period ended May 31<sup>st</sup> reviewing changes in the statement of operations. There were no questions on the report.

**5. NEW BUSINESS**

**(a) APPROVAL OF 2016-2017 DRAFT AUDITED FINANCIAL STATEMENTS**

V.P. Baker presented the draft financial statements. Of note is the final year-end surplus of \$2.6M achieved largely due to our mid-shore activity. Surplus funds were used to invest in instructional equipment, in our Leaders of Tomorrow fund and invested in restricted capital funds.

*Moved by: D. Rizzuto* *47-06-17*  
*Seconded by: P. McConnell*  
*THAT the Board of Governors approve the 2016-2017 Audited Financial Statements for presentation to the Ministry of Advanced Education and Skills Development.* *Carried*

**(b) APPROVAL OF 2016-2017 DRAFT ANNUAL REPORT**

President Gibbons introduced the draft annual report, explaining some of the challenges Administrators overcame to achieve 85% of the initiatives. The President commended the administrative team for their remarkable work in achieving this level of success.

The President was joined by members of the Executive Team to present the annual report. In the absence of V.P. Audrey Penner, President Gibbons gave an overview of achievements under Signature Programs; Executive Director Lynn Berthiaume reviewed initiatives under the Northern Experience; Executive Director Christine Heavens presented Accessibility outcomes; and V.P. Mike Baker concluded the presentation by reviewing some of the Indigenous Perspectives initiatives accomplished.

The Board engaged in a conversation around the research report prepared by Northern College and the Northern Policy Institute and opportunities for the college to become an agency of choice to provide cultural awareness training. Mr. Baker spoke about a working group comprised of our Campus Elder, Indigenous Advisor and Indigenous student, in partnership with the MNRF whom, under the direction of the Northern College Indigenous Council on Education, is developing a customized Indigenous Awareness training program, for employees and students. Governor Spacek spoke of a program the Nishnawbe-Aski Nation has started to sensitize students from remote communities to prepare them to face cultural realities in urban centres. This could be another avenue for the college to partner and collaborate in expanding its cultural awareness offerings. Governor Spacek will forward contact information to Mr. Baker.

Moved by: G. Pirie	Motion
Seconded by: G. Waghorn	48-06-17
THAT the Board of Governors approve the 2016-2017 College Annual Report; that this document be taken forward to the Ministry of Advanced Education and Skills Development; and that it be posted to the college website, as required.	
	Carried

**(c) GOVERNOR APPOINTMENTS**

Due to a conflict, Governors George Pirie and Bill Allan did not participate in the vote.

Moved by: A. Spacek	Motion
Seconded by: P. McConnell	49-06-17
THAT the Board of Governors of Northern College approve the reappointment of Mr. Bill Allan and Mr. George Pirie to the Board of Governors for a second 3-year term, effective September 1, 2017 and expiring August 31, 2020;	
the appointment of Ms. Irene Tomatuk for a 3-year term effective September 1, 2017 and expiring August 31, 2020;	
AND WHEREAS the selection process has been duly followed;	
THAT the Board of Governors of Northern College appoint Ms. Alicia Bartlett as the Student Representative, effective September 1, 2017 to August 31, 2018.	
	Carried

**(d) APPROVAL FOR PROVIDER OF SMARTNET COVERAGE**

Moved by: R. Foy

Motion

Seconded by: B. Allan

50-06-17

THAT the Board of Governors approves a 3-year contract with IBM Canada Ltd. for SmartNet services, for a 3-year period, from July 30, 2017 to July 29, 2020, at a total cost of \$477,545 +HST.

Carried

**(e) DRAFT STRATEGIC MANDATE AGREEMENT**

President Gibbons updated the Board on the 2017-2020 Draft Strategic Mandate Agreement which continues to be developed. Colleges await the next phase of instruction from the Ministry, in the form of a metrics workbook. We anticipate that the SMA-2 will be complete by end of July or early August and thus, will require approval from the Executive Committee on behalf of the Board.

**(f) PROGRAM APPROVALS: WATER AND WASTEWATER SPECIALIST CERTIFICATES**

Executive Director Christine Heavens presented the programs to be offered online by the Northern Training Division. These specialist programs were developed in partnership with our trainers at the World Water Operator Training Company (WWOTC). Once ready to be offered, the programs will also be promoted to municipal associations.

Moved by: G. Pirie

Motion

Seconded by: R. Foy

51-06-17

THAT the Board of Governors approve the Northern College Water Distribution Specialist Certificate program; the Northern College Water Treatment Specialist Certificate program; the Northern College Wastewater Collection Specialist Certificate program; and the Northern College Wastewater Treatment Specialist Certificate program.

Carried

**(g) NORTHERN COLLEGE PERFORMANCE DASHBOARD - JUNE**

President Gibbons presented the third Dashboard report for the term and reviewed metrics including Faculty Measures around Instructional Skills Workshop completion; Student Measures for Confirmations and Student Satisfaction; and the Financial Measure reflecting the actual year-end surplus of \$2.6M achieved as at March 31<sup>st</sup>. Ms. Berthiaume replied to an inquiry about the decline in confirmations, which change on a day-to-day basis. We continue to monitor enrolment closely with June 15<sup>th</sup> representing a key deadline for non-refundable deposits to be paid by first-year students. The second important date is July 15<sup>th</sup>, by which returning students are to pay their deposits.

**(h) MONITORING REPORTS**

President Gibbons was joined by V.P. Baker and Executive Director Berthiaume to present monitoring reports including:

- (i) Partnerships and Collaborative Initiatives
- (ii) Compliance Report: Policy D-4 Program Advisory Committees
- (iii) Compliance Report: Executive Limitations Policies
- (iv) College Investments Report
- (v) College Signing Authority
- (vi) 2016-17 Key Performance Results

Moved by: A. Spacek

Motion

Seconded by: D. Rizzuto

52-06-17

THAT the Board of Governors has received Executive Limitations Compliance Reports, as required.

Carried

**(i) AFFIRM COLLEGE LEGAL REPRESENTATION**

Having declared a conflict, Chair Kemp abstained from participating in the discussion and vote. Governor Spacek assumed the Chair.

Moved by: B. Allan

Motion

Seconded by: G. Pirie

53-06-17

THAT the Board of Governors re-affirm the appointment of the following solicitors for the fiscal year 2017-2018:

The firm of Evans, Bragagnolo & Sullivan for property and other matters in Timmins and Moosonee, with the exception of the JBEC Campus Ownership file;

The firm of Hicks, Morley, Hamilton, Stewart & Storie for Labour Relations/Arbitration;

AND THAT solicitors for Kirkland Lake and Haileybury be appointed as required in these areas.

Carried

Chair Kemp thanked Governor Spacek and resumed his role as Chair.

**(j) DRAFT 2017-2018 BOARD MEETING SCHEDULE**

Chair Kemp invited approval for the draft meeting schedule; no conflicts were expressed at this time.

Moved by: P. McConnell

Motion

Seconded by: L. Kozak

54-06-17

THAT the Board of Governors approve the 2017-2018 Board meeting schedule as presented.

Carried

**(k) 2017 SUMMER RECESS**

The Board was apprised about items requiring approval by the Executive Committee on behalf of the Board during the summer recess including: (1) Executive Compensation Program; (2) 2017-20 Strategic Mandate Agreement; (3) Tender for the IESC Complex; (4) Approval for a Letter of Credit for IESC Complex site development costs; and (5) other infrastructure projects to be completed during the summer, should any of the contracts exceed \$100K.

Moved by: D. Rizzuto	Motion
Seconded by: R. Foy	55-06-17
THAT the Board of Governors declare a summer recess for the months of July and August 2017;	
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

**6. ROUTINE ITEMS**

**(a) CORRESPONDENCE**

As provided in the Board package.

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

V.P. Baker shared that the next meeting of the NCICE will be held June 27<sup>nd</sup> with two main agenda items: a proposed Elders' conference and the previously discussed Employee and Student Indigenous Awareness training program, for approval by the NCICE.

**(c) PRESIDENT'S REPORT**

The President's Report is provided in the Board package. President Gibbons was pleased to share that one of our students, Nathan Naveau, was appointed to the Minister's Advisory Committee for Indigenous Students. Also, Ms. Diane Stringer will be assuming the role of Administrative Lead for the East End Family Health Team effective June 27<sup>th</sup>.

**(d) PROGRAM ADVISORY COMMITTEE APPOINTMENTS**

Two appointments to Program Advisory Committees were presented for approval, as follows:

East End Family Health Team Advisory Council:	Ms. Trista Borg
Pre-Service Firefighter Program Advisory Committee:	Mr. Pat Kennedy

Moved by: P. McConnell	Motion
Seconded by: R. Foy	56-06-17
THAT the Board of Governors approve appointments to program advisory committees as presented.	Carried.

**(e) ADVISORY COMMITTEE MEETING SCHEDULE**

As provided in the Board package.

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

Noted.

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

Noted.

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

As provided in the Board package.

**(i) 2016-2017 BOARD GOALS AND VERBAL UPDATE ON ENGAGING  
STAKEHOLDERS COMMUNITY SESSION**

Chair Kemp indicated the consultant's report on the three community consultations has been received and has been reviewed by the Board sub-committee. Governor Rizzuto elaborated on the feedback received, indicating we received very valuable information despite low participation at each of the events. Four main themes are identified in the report including soft skills training; expanding placements/experiential learning; increased connections with stakeholders; and millennials. The Senior Management Team and college administration have also reviewed the report and identified actions going forward. In terms of Indigenous consultation, Governor Larkman will assist in arranging a separate session during the Nishnawbe-Aski Nation conference taking place this August.

Chair Kemp thanked Governor Rizzuto for leading this initiative on behalf of the Board, as well as Governors Walsh and Kozak who acted as leads for the Haileybury and Kirkland Lake community sessions.

**(j) FUTURE AGENDA ITEMS**

Noted.

- (k) NEXT MEETING:** Thursday, September 14, 2017 – Full Day Board Retreat  
Heritage North Conference Centre, Kirkland Lake  
(Overnight stay will be at the Microtel next door)

Friday, September 15, 2017 – Board Meeting  
Kirkland Lake Campus  
8:30 a.m. Breakfast provided  
9:00 a.m. General Session, followed by Committee of the Whole



**7. INFORMATION REPORT**

As provided in the Board package.

**8. PROPOSED MOTIONS**

As recorded in the minutes.

**9. MOVE TO COMMITTEE OF THE WHOLE**

Moved by: A. Rondeau

Seconded by: D. Rizzuto

THAT the Board of Governors move into Committee of the Whole.

Motion

57-06-17

Carried

Time noted at 3:22 p.m.

P. Fortier,  
Executive Assistant to the Board