



NORTHERN COLLEGE BOARD OF GOVERNORS MEETING NO. 435 GENERAL SESSION

Tuesday, March 27, 2018
1:00 p.m.

Timmins (A106) Haileybury (C210)
Kirkland Lake (A102)

PRESENT:

Board:

A. Spacek (Chair)
G. Pirie (Second Vice-Chair)
L. Kozak (Governor at Large)
F. Gibbons (President)
D. Rizzuto
B. Allan
D. Walsh
C. Stringer
P. McConnell
D. Larkman
A. Rondeau
D. Lessard
J. Carbonneau
A. Bartlett

R. Desgagnés (Student Shadow Member)

Staff:

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

Guests:

M. McAuley, Portfolio Manager, TD Wealth Private Investment Counsel
A. McKillip, Manager, Applied Research, Entrepreneurship & Innovation

Regrets:

G. Waghorn
R. Foy
I. Tomatuk

1. OPENING PROCEDURES

(a) CALL TO ORDER

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

(b) CHAIR’S REMARKS

Chair Spacek welcomed everyone to the meeting. A Traditional Territory Acknowledgement was shared.

2. AGENDA

(a) MODIFICATIONS/ADDITIONS/DELETIONS

There were no additions to the agenda.

(b) ADOPTION

Moved by: D. Rizzuto	Motion
Seconded by: P. McConnell	17-03-18
THAT the agenda for the Meeting No. 435 of the Board of Governors of Northern College of Applied Arts & Technology dated March 27, 2018 be adopted as amended.	
	Carried

3. CONFLICT OF INTEREST – DECLARATIONS

The Chair called for disclosures of actual, potential, or perceived conflict of interest and there were none.

4. COMMENTS/PRESENTATIONS

- (a) President Gibbons invited Mr. Michael McAuley, Portfolio Manager with TD Wealth Private Investment Counsel to present on the College’s investment portfolio. Mr. McAuley reviewed the asset mix, spoke about market volatility and expressed cautious optimism for the future. Mr. McAuley’s presentation is saved in the Board’s presentations folder.

Mr. Mitch Dumas, Controller, presented the quarterly investments report for the period ended December 31st which reflects the fund has grown by \$906K or a 4.8% return since inception.

The Board thanked Mr. McAuley and Mr. Dumas for their presentations.

- (b) The President introduced Ms. Amy McKillip, Manager of Applied Research, Entrepreneurship and Innovation. Ms. McKillip presented the AERI Strategic Plan as well as research metrics which reflect the growth and success of the department, and elaborated on the Innovation Hub to be created once emergency programs have moved to the new Integrated Emergency Services Complex. Ms. McKillip engaged in discussions with the Board on current research projects and potential research markets for expansion in the future.

The Board thanked Ms. McKillip; her presentation is also saved on the Board portal.

5. STANDING ITEMS

(a) APPROVAL OF GENERAL SESSION MINUTES NO. 434

(Meeting Held January 9, 2018)

Moved by: P. McConnell	Motion
Seconded by: G. Pirie	18-03-18
THAT the minutes of Meeting No. 434 held January 9, 2018 be adopted as presented.	
	Carried

Motions from the Committee of the Whole minutes of Meeting No. 434, dated January 9, 2018 follow.

Moved by: C. Stringer	Motion
Seconded by: D. Lessard	11-01-18
THAT the Committee of the Whole Agenda No. 434 dated January 9, 2018 be adopted as presented.	
	Carried

Moved by: D. Rizzuto	Motion
Seconded by: L. Kozak	12-01-18
THAT the Committee of the Whole Minutes No. 433 dated November 14, 2017 be approved as presented;	
AND THAT motions 97-11-17 to 103-11-17 be recorded in the General Session of the minutes.	
	Carried

Moved by: G. Pirie	Motion
Seconded by: B. Allan	13-01-18
THAT the Board of Governors receive the minutes of the Board Executive Committee meeting held November 3, 2017.	
	Carried

Moved by: G. Pirie	Motion
Seconded by: D. Rizzuto	14-01-18
THAT the Board of Governors authorize the President to sign revised service contracts (cafeteria, security, or cleaning services) requiring amendments such as an increase in contract value or to include mitigation strategies to reduce the financial impact on the College of the introduction of Bill 148, providing any increase is within the approval limit of the President.	
	Carried

Moved by: D. Rizzuto	Motion
Seconded by: C. Stringer	15-01-18
THAT the Board of Governors authorize the President to proceed with posting the Northern College Executive Compensation Plan, at the President's discretion, when appropriate.	
	Carried

Moved by: G. Pirie	Motion
Seconded by: D. Rizzuto	16-01-18
THAT the meeting be adjourned.	
	Carried

(b) FINANCE REPORT

Mr. Mitch Dumas presented the finance report for the period ended January 31, 2018 and reviewed changes in the statement of operations for the period, resulting in a projected year-end surplus of \$6.1M.

(c) QUALITY ASSURANCE PROCESS AUDIT

V.P. Audrey Penner provided an update on our preparations for the QA audit scheduled for November 5-6, 2018. Dr. Penner has begun to prepare the self-study document, and the first draft will be provided to CQAAP (College Quality Assurance Accreditation Process) next week for initial feedback, then by July 2 for more input. The final self-study will be submitted by August 27. The six programs to be audited include Office Administration-General, Mechanical Technician-Industrial Millwright, Motive Power Technician-Automotive Service, Pre-Health Science, Police Foundations and Companion Animal Rehabilitation. Ms. Penner will be keeping the board updated on this process and informed the Board that during their visit, the audit team will meet with governors; it was clarified members will be briefed and prepared in advance. President Gibbons extended an invitation for 2 or 3 governors to attend a meeting with the audit team on November 5th and to let Pierrette know if they are available.

6. NEW BUSINESS

(a) APPROVAL FOR BUDGET EXPENDITURES

Moved by: D. Walsh	Motion
Seconded by: B. Allan	19-03-18
THAT the Board of Governors approve continued operating expenditures, in a fiscally responsible manner, from April 1, 2018 to May 8, 2018, not to exceed total expenditures of \$7 million.	
	Carried

(b) VERBAL UPDATE ON 2018-2019 BUDGET

Mr. Dumas indicated we are progressing well with budget preparations and elaborated on expected variances in revenue, expenses and reductions in grants. At this time, we are projecting an estimated \$4M surplus for the 2018-19 fiscal year. The final draft budget will be presented to the Board for approval on May 8th.

(c) PROGRAM APPROVAL: GLOBAL BUSINESS ENTREPRENEURSHIP & TECHNOLOGY

Moved by: D. Rizzuto	Motion
Seconded by: G. Pirie	20-03-18
THAT the Board of Governors approve the Global Business, Entrepreneurship and Technology Ontario College Diploma program proposal for submission to the Credential Validation Service (CVS) and to the Ministry of Advanced Education and Skills Development (MAESD).	
	Carried

(d) APPROVAL FOR BOARD POLICIES

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

Moved by: D. Rizzuto	Motion
Seconded by: A. Rondeau	21-03-18

THAT the Board of Governors approve the following policies, as revised:

- B-10 Complaints to Board Members
- B-17 Protocol for Naming Facilities
- B-20 Board Attendance
- D-04 Program Advisory Committees
- D-13 Insurance
- D-14 Commitment to Quality

Carried

(e) ANNUAL REPORT FROM MATERIALS JOINING INNOVATION CENTRE

Moved by: C. Stringer	Motion
Seconded by: L. Kozak	22-03-18

THAT the Board of Governors receive the 2017 Materials Joining Innovation Centre Annual Report.

Carried

(f) MARCH 2018 PERFORMANCE DASHBOARD

The President reviewed the March dashboard which presents data on key metrics of interest to the Board. The Board engaged in discussion around the decline in applications and analysis that may be provided. A report will be prepared and presented at the May Board meeting.

(g) 2018 GRADUATION AND AWARDS CEREMONIES

Chair Spacek invited the Board to review the schedule of graduations and awards ceremonies and to confirm which events they might attend. Pierrette will follow-up with members for representation.

May 24 – Kirkland Lake Grad:	Chair Al Spacek
May 25– Timmins Graduations:	Chair Al Spacek
May 29 – Moosonee Grad:	TBC
June 1– Haileybury Graduations:	TBC

(h) INDIGENOUS INSTITUTES

As requested by the Board, information on Indigenous Institutes was provided, with links to the Indigenous Institutes Act 2017 and Indigenous Institutes list. There have been no developments or discussions by the province since the announcement last November. Northern has a partnership with Oshki-Pimache O-Win The Wenjack Institute.

(i) APPROVAL FOR INSURANCE PREMIUM PAYMENT

Moved by: P. McConnell

Motion

Seconded by: D. Walsh

23-03-18

THAT the Board of Governors approve an insurance premium payment to Aon Reed Stenhouse Inc. for a maximum payment of \$125,500 + HST, to bind policies for insurance coverage of Northern College, beginning April 1, 2018.

Carried

7. ROUTINE ITEMS

(a) CORRESPONDENCE

Members of the Board are invited to 2018 Employee Recognition events and may confirm attendance with Pierrette.

(b) NORTHERN COLLEGE INDIGENOUS COUNCIL ON EDUCATION

Ms. Dorothy Larkman, Governor and Chair of the Northern College Indigenous Council (NCICE) shared that further to meeting in circle at their last meeting, a survey of members is being conducted about adopting the new structure. Additionally, an ad-hoc committee was formed to work with Elders on a proposed conference. The next NCICE meeting is scheduled in early May. A committee comprised of NCICE members, students and college staff met to prepare for a PEFAL (Postsecondary Education Fund for Aboriginal Learners) review. The initial meeting was cancelled due to weather and Ms. Larkman hopes it will be rescheduled soon. The Ministry is undertaking this PEFAL review with colleges and universities.

**(c) PRESIDENT'S REPORT AND INTEGRATED EMERGENCY SERVICES
COMPLEX UPDATE**

The President's Report is provided in the Board package. President Gibbons was pleased to share that the college received \$1M in provincial Greenhouse Gas Campus Retrofits project funding to replace aging boilers at our campuses. In addition, we received confirmation of funding for roofing projects in the amount of \$1.25M last week. These funds will allow the college to perform facilities and maintenance upgrades without having to access capital reserves.

The President shared the IESC construction timetable is a little bit behind and that we are within budget. The project has already progressed significantly since the photos included in the Board package were taken. The outstanding issue of fire suppression will be decided upon very soon.

(d) EXECUTIVE TEAM REPORTS AND BUSINESS PLAN PROGRESS

Executive Director Christine Heavens reported on Accessibility. The initiative to develop a plan to repurpose vacated space at the Timmins Campus resulting from the construction of the Integrated Emergency Complex is complete. As presented by Ms. McKillip earlier, the area will be converted into an Innovation Hub bringing together Applied Research, Training Division activity as well as Tech and Trades activity. The College is developing a proposal for 80% of the funding due to be submitted in May; the proposal must include industry support for the project.

In terms of identifying the steps necessary to develop a costing system for Northern Training Division, we have conducted research with other colleges and in contrast to others, are proceeding to develop a custom database that will provide analytics and generate strong reports. This system is expected to be operational by June. The next phase will be to further develop the database for large projects and proposal building and a final stage will be to explore integration with our MIS. Ms. Heavens recognized the work of the NTD team and Information Technology staff to develop this tool.

A third initiative to investigate building a flexible, hybrid Business Fundamentals program has been completed with a successful digital campus course being beta tested and 600 students registered in the course. We have received amazing feedback from the courses' international and domestic participants.

In response to a question about the IESC and firefighter training, Ms. Heavens confirmed the College has signed an MoU with the Fire Marshal to be designated as a regional hub for training. Training Division will be pursuing discussions with municipalities to identify training needs and new training opportunities that the complex presents.

V.P. Audrey Penner was pleased to share that all Signature Program initiatives have been completed and reported on the Indigenous Perspectives initiative to attract a qualified pool of diverse employee applicants. Our Human Resources department has sought legal advice in order to implement this from a Human Rights perspective and will soon proceed with a survey to identify what diversity already exists within our employee complement.

Executive Director Lynn Berthiaume reported we have completed Phase II of the online registration and payment with MIS integration for Northern Training Division; this initiative will benefit other areas of the College including online course delivery. The initiative to explore ways to reduce Northern College's sick time to be in line with the college system by educating our employees and enhancing services offered to our employees has been met and Human Resources has developed strategies and a working committee is developing an attendance management plan. The next step will be to implement the strategies. A final Northern Experience initiative was completed by Human Resources to define support, and increase participation in organizational development support needed for the three employee groups.

Further to a question from Governor Rizzuto, we will provide an update on any impact to absenteeism resulting from the introduction of Bill 148 at our May meeting.

(e) PROGRAM ADVISORY COMMITTEE APPOINTMENTS

The following individuals are recommended for appointment to PACs:

- Mr. Clifford Newton – East End Family Health Team
- Ms. Betty Ann Horbul – East End Family Health Team
- Mr. Samir Ebrahim – Environmental Technician
- Mr. Nishanthan Logeswaran – Environmental Technician
- Mr. Steven Gerl – Environmental Technician
- Ms. Courtney Berlinghoff – Early Childhood Education
- Ms. Melanie Ross – Early Childhood Education
- Ms. Melanie Breton – Health Sciences
- Ms. Sarah Lawrence – Health Sciences
- Ms. Joanne Neill – Health Sciences
- Ms. Crystal Culp – Health Sciences

Moved by: D. Rizzuto

Seconded by: L. Kozak

THAT the Board of Governors approve appointments to Program Advisory Committees as presented.

Motion

24-03-18

Carried

(f) ADVISORY COMMITTEE MEETING SCHEDULE

As provided in the Board package.

(g) REPORTS FROM BOARD ADVISORY COMMITTEE REPRESENTATIVES

Governor Rizzuto inquired about the College's study on the effectiveness of program advisory committees. V.P. Audrey Penner confirmed the report has been completed and next steps include taking the report back to PAC committees, updating PAC Terms of Reference to incorporate best practices and thirdly, communications will be looked into e.g. effectiveness of creating a portal for access to materials, etc.

(h) BOARD MEMBER COMMUNITY-RELATED UPDATES

Noted.

(i) 2017-2018 BOARD OF GOVERNORS WORK PLAN

The Board Work Plan is provided in the Board package. The Annual Report on Sexual Violence & Harassment (#84) is deferred; the province is conducting a student survey at all colleges, until the end of March.

(j) 2017-2018 BOARD GOALS

As provided in the Board package.

(k) FUTURE AGENDA ITEMS

Noted.

- (l) NEXT MEETING:** Tuesday, May 8, 2018 – Kirkland Lake Campus
12:30 p.m. Lunch provided
1:00 p.m. General Session followed by Committee of the Whole

8. PRESENTATION OF GOOD GOVERNANCE CERTIFICATES

Chair Spacek presented a Good Governance certificate to Governor Carly Stringer. Certificates for Governor Lois Kozak who is participating in Haileybury and Governor Gail Waghorn (regrets) will be forwarded by mail.

9. INFORMATION REPORT

As provided in the Board package.

10. PROPOSED MOTIONS

As recorded in the minutes.

11. MOVE TO COMMITTEE OF THE WHOLE

Moved by: C. Stringer	Motion
Seconded by: P. McConnell	25-03-18
THAT the Board move into Committee of the Whole, time noted at 3:14 p.m.	
	Carried

Chair Spacek thanked Ms. Desgagnés for joining the General Session of the Board as an observer.

P. Fortier,
Executive Assistant to the Board