



# NORTHERN COLLEGE

## BOARD OF GOVERNORS MEETING NO. 444

### GENERAL SESSION

Friday, September 13, 2019  
9:00 a.m.

Boardroom C210 Haileybury  
A106 Timmins (video)

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#### **PRESENT:**

##### **Board:**

G. Pirie (Chair)  
D. Walsh (First Vice-Chair)  
D. Rizzuto (Second Vice-Chair)  
C. Stringer (Governor at Large)  
F. Gibbons (President)  
M. Fahimian  
L. Trapper  
M. Metatawabin  
L. Kozak  
G. Waghorn  
P. McConnell  
C. Ellis  
J. Molyneaux

##### **Staff:**

P. Fortier, Executive Assistant, Office of the President and Board of Governors  
A. Penner, V.P., Academic & Student Success  
M. Dumas, V.P. Corporate Services  
C. McEachern, Executive Director, Student Services, Institutional Research & Registrar  
D. Rossi, Executive Director, Community, Business Development & Employment Services (Interim)

##### **Guest:**

J. DeLaurier, Senior Accountant

##### **Regrets:**

B. Allan  
S. le Roux

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

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

Chair Pirie called the meeting to order at 9:00 a.m.

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

Chair Pirie welcomed everyone to the meeting and thanked them for their participation in the planning meeting yesterday. The Chair introduced our new governors and shared a territory acknowledgment.

## **2. AGENDA**

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

Item 6i. Annual Report on Joint Health & Safety was deferred.

### **(b) ADOPTION**

Moved by: L. Kozak	Motion
Seconded by: D. Rizzuto	68-09-19
THAT the agenda for the Meeting No. 444 of the Board of Governors of Northern College of Applied Arts & Technology dated September 13, 2019 be adopted as amended.	
	Carried

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

The Chair called for disclosures of actual, potential, or perceived conflict of interest. There were no conflicts.

## **4. PRESENTATIONS**

### **(a) Risk Management Framework**

Ms. Jodi DeLaurier, Senior Accountant, joined the Board to present the Risk Management Framework. Ms. DeLaurier identified the next stages of development which include developing a risk register, identifying risks and in the new fiscal year, a roll-out and training for administrators on how to use the register. An interim report to advise of our progress will be shared at the Board's January meeting. Subsequent to March 31, 2020, quarterly reports could begin to be provided. Per the Framework, the Board would be informed of any critical risks while other levels of risk would be treated as operational.

The Board thanked Ms. DeLaurier for her presentation and indicated they look forward to an update in January.

### **(b) Verbal Report on 2019-2020 Enrolment**

Mr. Cam McEachern, Executive Director, Student Services, Institutional Research and Registrar provided a verbal update on enrolment, noting that Northern's confirmations for domestic students exceeded those of other Ontario colleges, whose confirmations were generally flat or even negative. Northern is seeing an overall 4% increase in first-year domestic students over 2018-19. International enrolment is also healthy at 280+ first-year students. Enrolment is still dynamic as some withdrawals will be occurring until day 10. A firm enrolment report will be presented at the November Board meeting.

Mr. McEachern acknowledged the work of faculty, coordinators and staff who contributed to boosting domestic enrolment. Continued collaboration and dialogue between our International Operations Managers and Academic Deans was also noted, making for an improved semester start-up for international students.

Chair Pirie thanked Mr. McEachern for his presentation.

**5. STANDING ITEMS**

**(a) APPROVAL OF GENERAL SESSION MINUTES NO. 443**  
(Meeting Held June 11, 2019)

Moved by: C. Stringer	Motion
Seconded by: D. Rizzuto	69-09-19
THAT the minutes of Meeting No. 443 held June 11, 2019 be adopted as presented.	Carried

Motions from the Committee of the Whole minutes of Meeting No. 443, dated June 11, 2019 follow.

<i>Moved by: D. Rizzuto</i>	<i>Motion</i>
<i>Seconded by: C. Stringer</i>	<i>61-06-19</i>
<i>THAT the Committee of the Whole Agenda No. 443 dated June 11, 2019 be adopted as presented.</i>	<i>Carried</i>

<i>Moved by: P. McConnell</i>	<i>Motion</i>
<i>Seconded by: E. Poulin</i>	<i>62-06-19</i>
<i>THAT the Committee of the Whole Minutes No. 442 dated May 15, 2019 be approved as presented.</i>	
<i>AND THAT motions 40-05-19 to 45-05-19 be recorded in the General Session of the minutes.</i>	<i>Carried</i>

<i>Moved by: D. Rizzuto</i>	<i>Motion</i>
<i>Seconded by: M. Dumas</i>	<i>63-06-19</i>
<i>THAT the Board of Governors receive the minutes of the Board Executive Committee minutes dated April 29, 2019; Board Vacancy Nominating Committee minutes dated May 21, 2019; and Policy Review Committee minutes dated March 1, 2019 and May 27, 2019.</i>	<i>Carried</i>

<i>Moved by: D. Rizzuto</i>	<i>Motion</i>
<i>Seconded by: B. Allan</i>	<i>64-06-19</i>
<i>THAT the Board of Governors approve the recommendation that President Fred Gibbons' performance be rated as exceptional;</i>	
<i>AND THAT the Board of Governors offer their congratulations to President Gibbons for a job well done.</i>	<i>Carried</i>

<i>Moved by: D. Rizzuto</i>	<i>Motion</i>
<i>Seconded by: J. Molyneaux</i>	<i>65-06-19</i>
<i>THAT the Board of Governors approve the President's 2019-2020 Performance Objectives as presented.</i>	<i>Carried</i>
<i>Moved by: D. Walsh</i>	<i>Motion</i>
<i>Seconded by: L. Kozak</i>	<i>66-06-19</i>
<i>THAT the Board of Governors approve the cancellation of the Plant Automation &amp; Data Logging Ontario College Graduate Certificate program.</i>	<i>Carried</i>
<i>Moved by: D. Rizzuto</i>	<i>Motion</i>
<i>Seconded by: J. Molyneaux</i>	<i>67-06-19</i>
<i>THAT the meeting be adjourned.</i>	<i>Carried</i>

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**(b) FINANCIAL REPORTS**

**i. Finance Report for the Period ended July 31, 2019**

Mr. Mitch Dumas presented the finance report for the 4-month period and reviewed changes in the Statement of Operations. The year-end surplus is now projected to be \$7.9M. Mr. Dumas and President Gibbons replied to questions about projected year-end surpluses, confirming we plan to continue to set funds aside in various reserves such as operating and deferred maintenance reserve funds.

**ii. Quarterly Report on Investments – June 30, 2019**

Mr. Dumas reviewed the quarterly report which reflects our portfolio has recovered from a dip in the markets last December with an increase of \$433K over the last 6 months. V.P. Dumas also noted our equity and fixed income asset mix remains within our long term range.

**iii. Financial Health Indicators**

V.P. Dumas introduced the report which reflects data tracked by the Ministry for all 24 colleges and reviewed each of the seven health indicators which indicate we are in a healthy financial position. A report with results for the 24 colleges will be provided to the Board.

Chair Pirie thanked Mr. Dumas for the reports and commended the college for its positive results.

**6. NEW BUSINESS**

**(a) REAFFIRMATION OF NORTHERN COLLEGE VISION AND MISSION**

Moved by: D. Walsh  
Seconded by: L. Kozak

Motion  
70-09-19

WHEREAS the Board of Governors of The Northern College of Applied Arts and Technology adopted a refreshed Vision – Mission on September 11, 2015.

AND WHEREAS this Vision – Mission continues to guide the actions of the College in future-oriented planning leading to quality, value and improved potential for the success of learners in our communities;

THAT the Vision – Mission of The Northern College of Applied Arts and Technology is hereby reaffirmed.

Carried

**(b) APPROVAL OF 2019-2020 BOARD GOALS**

Board goals prepared during the Planning Meeting were presented for approval. A revision to Goal #1 was noted, to include other external stakeholders as well.

Moved by: D. Rizzuto  
Seconded by: C. Stringer

Motion  
71-09-19

THAT the Board of Governors approve the 2019-2020 Board Goals as amended.

Carried

**(c) APPROVAL OF BOARD OF GOVERNORS STATEMENT OF PURPOSE**

The Statement of Purpose was reviewed at the Planning Meeting and no changes were required.

Moved by: J. Molyneaux  
Seconded by: P. McConnell

Motion  
72-09-19

THAT the Board of Governors approve the Board of Governors Statement of Purpose as presented.

Carried

**(d) APPROVAL OF DELEGATION OF DUTIES TO THE EXECUTIVE**

No changes were made to the Delegation of Duties to the Executive during the Planning meeting.

Moved by: P. McConnell  
Seconded by: L. Kozak

Motion  
73-09-19

THAT the Board of Governors approve delegation of duties to the Executive Committee as presented.

Carried

**(e) APPOINTMENT OF MEMBERS TO STANDING COMMITTEES**

Moved by: D. Rizzuto Motion  
Seconded by: P. McConnell 74-09-19  
THAT the Board of Governors appoint Board members to Standing Committees as follows:

Board Policy Review Committee:

George Pirie, Fred Gibbons, Mahi Fahimian, Domenic Rizzuto,  
Mike Metatawabin, Cathy Ellis and Gail Waghorn.

Board Vacancy Nominating Committee:

George Pirie, Fred Gibbons, Doug Walsh, Jeff Molyneaux and Carly Stringer.

Indigenous Commitment Ad-hoc Committee:

George Pirie, Fred Gibbons, Lillian Trapper, Pat McConnell  
Jeff Molyneaux and Mike Metatawabin.

Board Surveys Ad-hoc Committee:

George Pirie, Fred Gibbons, Gail Waghorn,  
Domenic Rizzuto, Doug Walsh and Cathy Ellis.

Carried.

**(f) PROGRAM APPROVALS:**

- i. Business-Global Business, Entrepreneurship and Technology Ontario College Graduate Certificate**
- ii. Addiction and Mental Health Worker Ontario College Diploma**
- iii. Community Integration through Cooperative Education Ontario College Diploma**

V.P. Audrey Penner presented three new proposed programs, for approval. As requested, a list of courses for the Addiction and Mental Health Worker program will be distributed to governors.

Moved by: J. Molyneaux Motion  
Seconded by: D. Rizzuto 75-09-19  
THAT the Board of Governors approve the Business-Global Business, Entrepreneurship and Technology Ontario College Graduate Certificate;  
the Addiction and Mental Health Worker Ontario College Diploma program;  
and the Community Integration through Cooperative Education Ontario College Diploma program proposals for submission to the Credential Validation Service (CVS) and to the Ministry of Training, Colleges and Universities (MTCU).

Carried

**(g) APPROVAL FOR PURCHASE OVER \$100k – MAINTENANCE EQUIPMENT**

Moved by: P. McConnell

Motion

Seconded by: D. Walsh

76-09-19

THAT the Board of Governors approve the purchase of a new Model John Deere 204L Four Wheel Drive Articulated Loader from Nortrax Canada Inc. at a cost of \$129,415.00 (+HST).

Carried

**(h) SUMMARY REPORT ON PROGRAM REVIEWS**

Dr. Audrey Penner presented the annual summary report on program reviews which included 13 formative and 8 summative reviews this year – 10 of these were with Northern Training Division (NTD). Also, a program viability framework has been introduced to augment program quality assurance with a financial tool. The college underwent its quality assurance audit (CQAAP) last fall and Dr. Penner identified some quality assurance commitments that have been actioned including the program viability framework, program synopsis comparison for all programs to determine change over the past five years and the review of recommendations from all program reviews over the past five years. In closing, Dr. Penner pointed out that the Academic Upgrading review scheduled for last year has been deferred to 2019-2020.

**(i) ANNUAL REPORT ON JOINT HEALTH & SAFETY (deferred)**

**(j) 2019 GOOD GOVERNANCE PROGRAM AND HIGHER EDUCATION SUMMIT**

New and returning governors were encouraged to participate in this year's Good Governance Program and Higher Education Summit, to be held between November 30 – December 2<sup>nd</sup> in Toronto. Governors were asked to please confirm their interest with Pierrette as soon as possible.

**8. ROUTINE ITEMS**

**(a) CORRESPONDENCE**

Correspondence is provided in the Board package.

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

Ms. Lillian Trapper reported that the Council has not met since the spring and that she looks forward to the upcoming meeting. Ms. Trapper is the new incoming NCICE Chair.

**(c) PRESIDENT’S REPORT**

The President’s Report is provided in the Board package. Dr. Gibbons shared information on Private Public Partnerships, relative to the framework that is being finalized by the Ministry. A renewal agreement with our private partner is expected to be provided to the Board for approval in November. President Gibbons also informed the Board about revised reimbursement rates for meals to \$12/\$17/\$30 for breakfast, lunch and dinner respectively.

**(d) EXECUTIVE TEAM REPORTS AND BUSINESS PLAN PROGRESS**

V.P. Mitch Dumas provided updates on Accessibility initiatives. A competency self-assessment quiz for faculty and staff has been created and is currently undergoing testing. Secondly, a search has commenced for a consultant to develop a plan around student housing at all campuses. The initiative to have all active program synopses mapped to determine changes has been completed by our Deans. Finally, an outline for an Academic Plan has been established.

V.P. Audrey Penner reported on Signature Program initiatives, beginning with the creation of the Northern Innovation Hub. Tenders have been issued and plans are underway for renovating space in the lower F-Wing; once fully renovated, we will host an open house event. We have established two positions (funded through Career Ready Funding) to provide work-integrated learning support and staff developing work-integrated learning activities. The outputs of these two positions will be integrated into our reporting systems to assure we are including all of the work integrated learning that occurs at the college in Ministry reports.

Executive Director David Rossi indicated that the Northern Experience initiative to deliver post-admissions English language proficiency assessment for international students was piloted this September, utilizing Accuplacer; a testing procedure has been created and the necessary English as a Second Language and English for Academic Purposes curriculum has been developed. Another initiative that was completed is the creation of an Early Childhood Education lab at Timmins Campus which will improve students’ experiential learning opportunities.

Executive Director Cam McEachern reported that during the absence of our Indigenous Services Manager, a consultant has assisted us with advancing our Indigenous strategic planning and stakeholder consultations. The graduation standards committee will soon meet where introducing appropriate Indigenous elements to graduations will be addressed. Other initiatives that will be undertaken over the next months include hiring additional Indigenous Services staff to focus on recruitment and pathways navigation, and we will investigate centralizing our Indigenous services. In closing, Mr. McEachern shared data on Indigenous graduation rates which are similar to graduation rates of non-Indigenous learners. The Board was pleased to hear this and felt this was a great student success message to share.

Due to other commitments, governors Lillian Trapper and Lois Kozak left the meeting.



**(e) PROGRAM ADVISORY COMMITTEE APPOINTMENT**

Moved by: P. McConnell	Motion
Seconded by: C. Ellis	77-09-19
THAT the Board of Governors approve the appointment of Ms. Jessica Allarie to the Health Sciences program advisory committees as presented.	
	Carried

**(f) BOARD REPRESENTATION ON PROGRAM ADVISORY COMMITTEES**

Board Chair Pirie invited members to express interest in joining a committee, as an ex-officio member. PAC participation provides an effective way for the college to interface with community stakeholders and get direct feedback on how our programs are doing. Please let Pierrette know of your interest to represent the Board on a committee.

**(g) ADVISORY COMMITTEE MEETING SCHEDULE**

As provided in the Board package.

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

Noted.

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

Governor Metatawabin informed the Board that the coastal communities' fibre optics technology to homes project will be completed by December 2020 – this is a great accomplishment for the coastal communities. The service will be provided through Western James Bay Telecommunications.

The President confirmed that Indigenous Awareness activities would be held at our campuses over the next few weeks. Pierrette will forward a schedule of activities to members.

**(j) APPROVAL OF 2019-2020 BOARD OF GOVERNORS WORK PLAN**

President Gibbons identified a revision to item #84, moving the reporting to June. Per discussions during the Planning Meeting, a revision will be made to identify quarterly reporting on Risk Management (item #83).

Moved by: D. Rizzuto	Motion
Seconded by: C. Ellis	78-09-19
THAT the Board of Governors approve the 2019-2020 Board of Governors Work Plan, as revised.	
	Carried

The President enumerated some of the non-routine items we can expect to see on the agenda at the November meeting including a detailed report on enrolment, approval for revised Board policies, etc. The deferred Annual Report on Joint Health and Safety and Occupational Health and Safety Policy will also be on the agenda.

**(k) FUTURE AGENDA ITEMS**

There were no requests for additional agenda items.

**(l) NEXT MEETING**

Board Meeting: Tuesday, November 12, 2019  
Kirkland Lake Campus  
11:30 a.m. Tour of Campus  
12:30 p.m. Lunch provided  
1:00 p.m. – Board Meeting

**8. INFORMATION REPORT**

As provided in the Board package.

**9. PROPOSED MOTIONS**

As recorded in the minutes.

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

Moved by: D. Walsh	Motion
Seconded by: P. McConnell	79-09-19
THAT the Board move into Committee of the Whole, time noted at 11:20 a.m.	
	Carried

P. Fortier,  
Executive Assistant to the Board