



NORTHERN COLLEGE

BOARD OF GOVERNORS MEETING NO. 454

Tuesday, May 11, 2021
1:00 p.m.

Zoom

PRESENT:

Board:

D. Walsh (Chair)
C. Stringer (First Vice-Chair)
D. Rizzuto (Second Vice-Chair)
C. Ellis (Governor At Large)
A. Penner (President & CEO)
P. McConnell
J. Molyneaux
L. Kozak
G. Waghorn
M. Fahimian
H. Studholme
C. Reasbeck
D. Lessard
J. Harrington
L. Howe

Staff:

P. Fortier, Executive Assistant, Office of the President and Board of Governors
M. Dumas, V.P. Corporate Services
C. McEachern, Ex. Director, Student Services, Institutional Research & Registrar
C. Heavens, Ex. Director, Community, Business Dev. & Employment Services
S. Hunter, Director, Marketing, Communications and External Relations

Guests:

N. Dorval, Project Manager, Equity, Diversity & Inclusion
A. Klooster, Dean of Trades, Technology & Apprenticeship

Regrets:

L. Trapper
M. Metatawabin

1. CALL TO ORDER

1.1 Remarks from the Chair

Chair Walsh called the meeting to order and welcomed everyone to the meeting.

1.2 Acknowledgment of Territory

Chair Walsh acknowledged the lands of the Ojibway, Cree, Algonquin and Metis Peoples that our campuses occupy. The First Nation communities now located on these lands include Beaverhouse, Flying Post, Wahgoshig, Taykwa Tagamou, Mattagami, Matachewan, Temagami, Timiskaming, Moose Cree, Fort Albany, Kashechewan, Attawapiskat and Weenusk.

2. DECLARATION OF CONFLICT OF INTEREST

The Chair called for disclosures of actual, potential, or perceived conflict of interest. Governor Harrington declared a conflict with items 6.6 Approval for Billboard Contract; 6.9 Approval for Photocopy Services Provider of Record; and 6.10 Approval for Custodial Services Contract Extension.

3. AGENDA

Moved by: D. Rizzuto	Motion
Seconded by: J. Harrington	23-05-21
THAT the agenda for the Meeting No. 454 of the Board of Governors of Northern College of Applied Arts & Technology dated May 11, 2021 be adopted as presented.	Carried

4. PRESENTATION

4.1 Overcoming Workplace Bias

President Penner introduced Ms. Natalie Dorval, Project Manager for the Equity, Diversity and Inclusion Task Force. Ms. Dorval proceeded to make a presentation on overcoming workplace bias. Receiving a Racial/Anti-bias education session was one of the Board's 2020-21 goals. The President and the Board Chair thanked Ms. Dorval for the presentation, which is available on the Board portal.

5. CONSENT AGENDA

Chair Walsh informed the Board that the approval of previous meeting minutes has been removed from the Consent Agenda and will hereafter be a separate agenda item. There were no comments or additional requests to remove items.

- 5.1 Receive Board Committee Minutes**
- 5.2 Program Advisory Committee Appointments**
- 5.3 Program Advisory Meeting Schedule**
- 5.4 2020-21 Board of Governors' Work Plan**
- 5.5 2020-21 Board Goals**
- 5.6 Correspondence and Information Report**

Moved by: L. Kozak
Seconded by: C. Reasbeck
THAT Consent Agenda items be approved, including all applicable motions.

Motion
24-05-21

5.1 Receive Board Committee Minutes
THAT Board Committee Minutes be received.

Carried.

6. DISCUSSION ITEMS

6.1 Approval of Minutes of Meeting #453 held March 9, 2021

Moved by: C. Stringer
Seconded by: D. Rizzuto
THAT the minutes of Board meeting #453 held March 9, 2021 be approved as presented.

Motion
25-05-21
Carried

6.2 Approval of the 2021-22 Business Plan and Operating Budget

President Penner provided an overview of the 2021-2022 Business Plan which is more targeted than previous years with 14 business plan initiatives to support the strategic plan. The President enumerated some of the initiatives in support of the three strategic directions: Indigenous Education and Empowerment; Innovative Approaches to Access; and Invigorating Northern Experience. Initiatives include identifying additional Access Centre locations along the James Coast and developing an Indigenous Culture and Awareness course; creating additional space in our Haileybury Campus' Vet Sciences Centre; and expanding Northern Experience initiatives to reflect the value added and increase student satisfaction to name a few. Reporting on these business plan initiatives will look different; at each Board meeting over the next year, the Executive Team will table one or two initiatives and explain them in depth. Reporting on strategic direction achievements will be based on metrics and targets established to measure progress with quantifiable measures, twice per year against both yearly and overall targets. President Penner is excited about this leading edge approach to measuring success and stated we will share the new metrics with the Board at an upcoming meeting. Chair Walsh thanked the President for this presentation and stated the Board looks forward to working with the new reporting format.

V.P. Mitch Dumas presented the draft 2021-2022 operating budget. Mr. Dumas reviewed the main changes in anticipated revenues and expenditures compared to the last fiscal year, with a projected \$7.9M year-end surplus. President Penner and V.P. Dumas responded to questions around surpluses and the impact this might have on college-sector funding; on the Small-Northern-Rural and operating grants; and on Covid funding received for student support.

The President informed the Board about a recent meeting with members of the Office of the Attorney General for Ontario, to speak about Northern College in terms of "value for money." The AGO has been holding meetings to get a better understanding about colleges' roles and economic impact.

Moved by: M. Fahimian

Motion

Seconded by: L. Howe

26-05-21

WHEREAS the Board of Governors of the Northern College of Applied Arts and Technology has a duty to ensure that the College is operated in a fiscally sound manner;

AND THAT the Board has reviewed and supports the operational outcomes in the 2021-22 Business Plan;

THEREFORE, be it resolved that the Board of Governors approves the 2021-22 Business Plan and the 2021-22 projected operating budget, as presented;

AND FURTHER THAT the approved budget and Business Plan be submitted to the Ministry of Colleges and Universities, and posted to the college website, as required.

Carried

6.3 Appointment of Officers

Officers of the Corporation are appointed each year. Except for the President, Officers are not Governors and need to be appointed. Their terms are effective September 1st of each year.

Moved by: C. Ellis

Motion

Seconded by: H. Studholme

27-05-21

THAT the following positions be appointed as officers of the corporation for 2021-22:

President

Executive Assistant to the Board/Secretary

Vice President, Corporate Services / Treasurer

Vice President, Academic and Student Success.

Carried

6.4 Election of 2021-22 Board Executive

President Penner assisted with the election process and invited nominations for four elected Board Executive positions.

Governor Cathy Ellis nominated Governor Doug Walsh for the position of Chair, seconded by Governor Mahi Fahimian. Governor Walsh accepted the nomination.

The President put out two more calls for any further nominations. As there were no further nominations, nominations were closed. Congratulations Governor Walsh.

Governor Doug Walsh nominated Governor Carly Stringer for the position of First Vice- Chair, seconded by Governor Domenic Rizzuto. Governor Stringer accepted the nomination.

The President put out two more calls for nominations and nominations were closed. Governor Stringer was congratulated.

Governor John Harrington nominated Governor Jeff Molyneaux for the position of Second Vice- Chair, seconded by Governor Dean Lessard. Governor Molyneaux accepted the nomination.

The President put out two additional calls for any further nominations and there were none. Congratulations Governor Molyneaux.

Governor Carly Stringer nominated Governor Cindy Reasbeck for the position of Governor at Large, seconded by Governor Laura Howe. Governor Reasbeck accepted the nomination.

The President put out two more calls for nominations further to which nominations closed. Governor Reasbeck was congratulated.

Moved by: J. Harrington

Motion

Seconded by: D. Rizzuto

28-05-21

THAT the Board of Governors approve the appointment of:

Chair – Doug Walsh

First Vice-Chair – Carly Stringer

Second Vice-Chair – Jeff Molyneaux

Governor at Large – Cindy Reasbeck

to the Executive Committee of the Board, effective September 1, 2021 for a one- year period.

Carried

6.5 Program Approval: Pediatric Indigenous Rehabilitative Assistant

Executive Director Christine Heavens presented the program and recognized the work of Ms. Diane Ryder and Mr. Dean Lessard who collaborated with Mushkegowuk Council and Nishnawbe-Aski Nation to develop the community-based program. Ms. Heavens noted that Oshki-Wenjak Institute will assist the college in the delivery of the program. Graduates of the program will become community care workers who will be part of a therapy team, working with registered therapists, in accordance with standards of practice. A number of positions have been identified that the graduates can fill including Educational Assistants, Tutor Escorts, and Daycare Resource Workers and Pediatric Indigenous Rehabilitative Assistants to name a few. The initiative supports the Truth and Reconciliation Calls for Action for Education, and aligns with the college's Indigenous Access and Education strategic direction. Ms. Heavens answered questions around the range of environments graduates would be employed in and confirmed the program will be delivered via our Access Centre and partner locations in Indigenous communities.

Moved by: J. Molyneaux

Motion

Seconded by: L. Howe

29-05-21

THAT the Board of Governors approve the Pediatric Indigenous Rehabilitative Assistant Ontario College Certificate program proposal for submission to the Credential Validation Service and to the Ministry of Colleges and Universities.

Carried

6.6 Approval for Billboard Advertising Contract

The Board was informed about new proposed billboard advertising in strategic locations across the Province. Ms. Susan Hunter, Director of Marketing, Communications and External Relations answered questions on effectiveness and tracking for this advertising medium, adding that our digital and multi-media strategies will be complementary to the billboard ads. The objective in increasing billboard advertising is to raise the college's profile, especially along the Hwy 11 corridor and northern highways. Billboard advertising costs have been factored in the Marketing department's budget and additional funds are earmarked for other types of promotions.

Having declared a conflict, Governor John Harrington abstained from the vote.

Moved by: G. Waghorn

Motion

Seconded by: C. Ellis

30-05-21

THAT the Board of Governors approve a billboard advertising contract with Arrow Signs at a cost of \$65,000 per year for four years, effective June 1, 2021.

Carried

6.7 Approval for Board Policies

Chair Walsh presented suggested policy changes and a new procedure, as recommended for approval by the Board Policy Review committee.

Moved by: D. Rizzuto	Motion
Seconded by: G. Waghorn	31-05-21
THAT the Board of Governors approve policy C-3 Selecting a New President and Procedure PR-C3 Presidential Search Process as revised; and	
THAT the Board of Governors approve policy C-6 Incidents Involving the President as revised.	
	Carried

6.8 Board of Governors' Annual Online Surveys

Annual Board online surveys will be administered once again by Mr. Ron Furlong, between May 25 and June 11, 2021. Chair Walsh informed governors that responses from last year's surveys will be provided to them, for their reference. Two separate surveys will be administered one for individual member self-assessment and the other assessing Board performance.

6.9 Approval for Photocopy Services Provider of Record

V.P. Dumas presented a recommendation on a provider of record for photocopy services, pursuant to a tendering process. Governor Harrington did not vote on the motion.

Moved by: C. Stringer	Motion
Seconded by: L. Kozak	32-05-21
THAT the Board of Governors approve Wyatt Image Solutions Inc. as provider of record for photocopy services at all Northern College campuses, for a five (5) year term effective June 1, 2021 to May 31, 2026.	
	Carried

6.10 Approval for Timmins Campus Custodial Services Contract Extension

V.P. Dumas provided a rationale and recommendation for extending the current contract with the custodial services provider. There is no increase to overall fees.

Moved by: M. Fahimian	Motion
Seconded by: G. Waghorn	33-05-21
THAT the Board of Governors approve a one-year contract extension with Reliable Cleaning Services as the custodial service provider for the Timmins Campus, Integrated Emergency Services Centre, Residence and East End Family Health Team clinic, from September 1, 2021 to August 31, 2022.	
	Carried

6.11 Covid-19 Update

President Penner informed the Board we are following all appropriate protocols during this third lockdown, and linking with our local health units for any changes and updates. There have been Covid cases related to our Northern College family as a whole; in each case, individuals were not onsite during their infectious time and follow-up was handled through public health units. We are starting to look at moving to a new normal and have been encouraging staff and students to get vaccines by providing information on vaccination locations. The East End Family Health Team has been actively involved in vaccine roll-outs and the Haileybury Campus has hosted vaccination clinics as well. The President shared there has been a change in the international student quarantine protocol whereby the Ministry is no longer requiring a final test on day-14 of quarantine. At this time, we remain in a state of flux, anticipating flexible delivery for the fall and an increase in our ability to host labs.

Further to discussions at a recent Student Executive Committee meeting, Governor Howe inquired about students' experiences over the academic year. President Penner indicated that student course evaluations and feedback over the past year have been very positive and responses indicate a high level of satisfaction. Executive Director McEachern added that Student Services staff and Advisors were able to respond to students seeking assistance or requesting meetings. Many of the students' issues are typical and comparable to other years and the overall impression was that students who may have had needs were receiving services and were very satisfied.

The President shared that Employee Climate survey results were received and a report will be shared with the Board once analysis has been completed.

7. REPORTS AND INFORMATION

7.1 Finance Report: Verbal Report on the 2020-21 Fiscal Year

V.P. Mitch Dumas provided a verbal report on March 31, 2021 results. As we continue to develop the financial statements for the year end, the auditors have completed their virtual work and will continue to work with the college to develop the Audit Report and draft Audited Financial Statements. Though the audit is not fully complete, the Vice-President indicated we are confident we will be able to report a significant year-end surplus, and he will provide a detailed analysis of changes in both revenues and expenses at our June 8th Board meeting.

7.1.1 Board Ad-hoc Committee: Finance/Investments

Further to discussions at the March Board meeting an ad-hoc committee was convened. The goals of this working group are to provide advice on the College's investment strategy and to look at questions that need to be asked at the Board level, to assure members are satisfied they are receiving the right financial information. It is an opportune time for the Board to be undertaking this work, realizing we are in a strong financial position.

Moved by: C. Reasbeck

Seconded by: A. Penner

THAT the Board of Governors supports the Ad-hoc Committee on Finance and Investments and its goals, as presented.

Motion

34-05-21

Carried.

7.2 Northern College Indigenous Council on Education

President Penner reported on the most recent NCICE meeting, on Governor Lillian Trapper's behalf. The Council is moving forward to fill vacancies and the meeting agenda layout has been updated to improve processes and efficiency. Ms. Dorval made a presentation to NCICE on Equity, Diversity and Inclusion and received great feedback from the Council on the "Ideal College" framework. NCICE has also expressed great support for the Wawatay project on digitization of Cree language material and an MoU is expected to be signed soon with NCICE being involved in this initiative.

7.3 President's Report

The President's report is provided in the Board package. President Penner added she recently attended a meeting with the Ministry on a Commercialization Mandate Policy Framework. The President will participate in a college system working group to work with the Ministry on further defining commercialization activity related to colleges. The President provided clarification on "Voices of Administrators" sessions that she held with each of the college administrators, to seek their feedback on specific topics and foster engagement among the Administrative team.

7.4 Reports from Board Advisory Committee Representatives

Governor Lois Kozak reported on a recent Paramedic Program Advisory Committee meeting. Colleges await approval on the provincial initiative to move the 2-year program to a 3-year Advanced Paramedic program. The PAC received information on fall enrolment numbers and Ms. Kozak was pleased to hear students are community-focused, using skills learned through geriatric care and assisting in long-term care facilities. The PAC was apprised about challenges including addictions in the communities for which sensitivity training is being provided, and the issue of recruiting and retaining professionals.

7.5 Board Member Community-Related Updates

Governor Laura Howe reported the last Student Executive Committee (SEC) meeting was very successful. Ms. Howe was impressed with the students' contributions and creative ideas to help all students. The new SEC members are excited to get to work and President Penner who also attended the meeting concurred they all had great ideas and were very engaged in discussions.

8. MOVE TO IN-CAMERA MEETING

Moved by: J. Molyneux

Seconded by: D. Rizzuto

THAT the Board of Governors move in-camera at 3:02 p.m.

Motion

35-05-21

Carried

9. REPORT FROM IN-CAMERA MEETING

Moved by: L. Kozak
Seconded by: G. Waghorn
THAT the Board resume the open session at 4:10 p.m.;
AND THAT matters discussed proceed as presented.

Motion
36-05-21

President's 2020-2021 Performance Evaluation

Moved by: C. Reasbeck
Seconded by: J. Molyneaux
THAT the Board of Governors approve the recommendation that President Audrey Penner's performance be rated as exceptional;
AND THAT the Board of Governors offer their congratulations to President Penner for a job well done.

President's 2021-22 Draft Performance Objectives

Moved by: D. Rizzuto
Seconded by: L. Kozak
THAT the Board of Governors approve the President's 2021-2022 Performance Objectives as presented.

Carried

10. NEXT MEETING

10.1 Date and Location: Tuesday, June 8, 2021 – 1:00 p.m. (format / location TBC)

10.2 Future Agenda Items

Noted.

11. ADJOURNMENT

Moved by: C. Stringer
THAT the meeting be adjourned.
Time noted at 4:11 p.m.

Motion # 37-05-21
Carried

P. Fortier,
Executive Assistant to the Board