



# NORTHERN COLLEGE

## BOARD OF GOVERNORS MEETING NO. 409

### GENERAL SESSION

Tuesday, November 12, 2013  
1:55 p.m.

Haileybury Campus Boardroom  
Video and Teleconference

#### **PRESENT:**

**Board:** D. Wyatt (Chair)  
D. Bérubé (First Vice-Chair)  
G. Kemp (Second Vice-Chair)  
R. Pineault (Governor At Large)  
F. Gibbons (President)  
M. Baker  
C. Le Clerc  
R. Foy  
J. Collins  
M. Miller  
S. Panagapka  
C. Carbone  
A. Spacek  
T. Rosko  
S. Molson  
M. Milinkovich

**Staff:** P. Fortier, Executive Assistant, Office of the President and Board of Governors  
L. Charbonneau, V.P., Finance, Administration & Aboriginal Services  
P. MacLean, V.P., Academic & Student Success  
B. Mack, V.P., Community, Business Development & Employment Services  
L. Berthiaume, Director of Student Services, Institutional Research and Registrar  
T. Mackey, Haileybury Campus Manager

**REGRETS:** S. Louttit  
R. Foy

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

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

Chair Wyatt moved the meeting into the General Session at 1:55 p.m.

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

Chair Wyatt welcomed everyone back to the general session. The Chair shared a Traditional Territory Acknowledgement. Ms. Tammy Mackey, Haileybury Campus Manager was welcomed to the General Session.

**2. AGENDA**

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

There were no additions to the agenda.

**(b) ADOPTION**

Moved by: A. Spacek

Seconded by: G. Kemp

THAT the agenda for the Meeting No. 409 of the Board of Governors of Northern College of Applied Arts & Technology dated November 12, 2013 be adopted as presented.

Motion

95-11-13

Carried

**3. CONFLICT OF INTEREST – DECLARATIONS**

The Chair called for disclosures of actual, potential, or perceived conflict of interest. None were expressed.

**4. COMMENTS/PRESENTATIONS**

President Gibbons invited Lynn Berthiaume to make a presentation on this year's enrolment. Presentation material is available for viewing on our Board portal.

Chair Wyatt thanked Ms. Berthiaume for her presentation.

**5. STANDING ITEMS/BUSINESS ARISING**

**(a) APPROVAL OF GENERAL SESSION MINUTES NO. 408  
(Meeting Held September 13, 2013)**

Moved by: J. Collins

Seconded by: A. Spacek

THAT the minutes of Meeting No. 408 dated September 13, 2013 be adopted as presented.

Motion

96-11-13

Carried

Motions from the Committee of the Whole minutes of Meeting No. 408, dated September 13, 2013 follow.

*Moved by: J. Collins*

*Seconded by: A. Spacek*

*THAT the Committee of the Whole Agenda No. 408 dated September 13, 2013 be adopted as presented.*

*Motion*

*72-09-13*

*Carried*

*Moved by: S. Panagapka* *Motion*  
*Seconded by: R. Foy* *73-09-13*  
*THAT the Committee of the Whole Minutes No. 407 dated June 11, 2013 be approved as presented.*  
*AND THAT motions 51-06-13 to 61-06-13 be recorded in the General Session of the minutes.* *Carried*

*Moved by: D. Berube* *Motion*  
*Seconded by: G. Kemp* *74-09-13*  
*THAT the Board of Governors receive minutes of Board Executive Committee Meetings held May 29, 2013, June 20, 2013 and August 13, 2013.* *Carried*

*Moved by: M. Milinkovich* *Motion*  
*Seconded by: S. Molson* *75-09-13*  
*THAT the Board of Governors approve an additional \$300,000 in the two year agreement with **Valley Driver Training** to provide truck driving and heavy equipment operator training, from May 1, 2013 to March 31, 2015, for a maximum contract amount not to exceed \$800,000.* *Carried*

*Moved by: S. Panagapka* *Motion*  
*Seconded by: J. Collins* *76-09-13*  
*THAT the Board move into the General Session, time noted at 9:30 a.m.* *Carried*

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

**i. 2013 Higher Education Summit Participation**

The President confirmed that seven governors will be attending the conference with some taking part in Good Governance sessions on Saturday and Sunday morning. Our Board Chair and Governor Rosko will be making a presentation on our local Board Orientation program at the Governance at Its Best forum on Sunday, Nov. 17<sup>th</sup>.

**(c) FINANCIAL REPORT / EDUCATION: FINANCE 101**

Ms. Loran Charbonneau provided a Finance 101 education session to the Board, followed by the review of the finance report for the period ended September 30, 2013. The Board thanked Ms. Charbonneau for the timely presentation and overview of college financial information.

**(i) Update on College Investments RFP**

Ms. Charbonneau indicated the selection process is almost complete and that we are conducting a final reference check for our chosen investments firm.

**6. NEW BUSINESS**

**(a) DRAFT DIFFERENTIATION FRAMEWORK AND STRATEGIC MANDATE AGREEMENT**

President Gibbons provided additional information on the government's proposed differentiation framework, first shared at the September Board meeting. Further to receiving a draft framework, colleges provided feedback to the ministry and a final differentiation framework was expected to be issued by end of October. Colleges will have the opportunity to review their Strategic Mandate Agreements relative to the new framework. We have reviewed our SMA and made some revisions; however, given that the final differentiation framework has not been released, it is possible that further adjustments to the SMA may be necessary. Should additional changes be significant, we will consult with the Board to approve the additional changes. A revised SMA is provided to the Board for approval today.

Moved by: M. Baker

Seconded by: G. Kemp

THAT the Board of Governors approve the revised Northern College Strategic Mandate Agreement dated November 12, 2013.

Motion

97-11-13

Carried

The President added that the government has named the two individuals who will negotiate SMAs with colleges and universities and Ms. Sue Herbert has been appointed as the college negotiator. We have invited Ms. Herbert to come to Northern College on either December 10<sup>th</sup> or 12<sup>th</sup> and meet with members of the Board, officials from the community and industry, and with staff in order to provide her with an appreciation for what our college is about and the important role we play in our communities. We will forward an invitation and provide further information on the actual date of the visit, once confirmed.

**(b) REPORT FROM EAST END FAMILY HEALTH TEAM**

A report on the East End Family Health Team was provided to the Board, as scheduled in our Board Work Plan. Since there were no questions from members, the President invited governors to forward any requests for additional information to Pierrette and as required, we may invite the Manager of the clinic, Ms. Darlene Landriault, to join us at our January Board meeting.

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

President Gibbons noted that the Summary Report on Program Reviews is provided as scheduled in our Board Work Plan. Members did not have any questions on the report.

**(d) PROGRAM APPROVALS**

**i. Machine Operations, Mineral and Metal Processing Certificate**

Moved by: M. Milinkovich

Seconded by: T. Rosko

THAT the Board of Governors approve the Northern College Machine Operations, Mineral & Metal Processing Certificate program.

Motion

98-11-13

Carried

**ii. Welding Trade Readiness Certificate**

Moved by: C. Le Clerc

Motion

Seconded by: J. Collins

99-11-13

THAT the Board of Governors approve the Northern College Welding Trade Readiness Certificate program.

Carried

**(e) ANNUAL REPORT ON JOINT HEALTH AND SAFETY AND  
APPROVAL OF THE OCCUPATIONAL HEALTH AND SAFETY POLICY**

President Gibbons provided information on the annual report presented to the Board including an overview of the Incident/Accident Report.

Moved by: C. Carbone

Motion

Seconded by: R. Pineault

100-11-13

THAT the Board of Governors receive the report of the Joint Health and Safety Committee; AND THAT the Occupational Health and Safety Policy be approved as presented.

Carried

**(f) APPROVAL OF BOARD POLICIES**

The Board Policy Review committee is recommending approval for four Board policies. As relates to Policy B-12 on Travel Expenses it is stipulated that an “individual claimant is responsible for selecting the most economical means of travel whenever possible.” Therefore, President Gibbons explained that the committee also recommended the travel expense procedure for the Board be brought into alignment with the College’s practice for reimbursing mileage.

The President clarified that when travelling distances in excess of 200 kms, it is more cost effective for the college to rent a vehicle for individuals; however, rental agencies are not present in a number of communities, or members may prefer to use their personal vehicle. Thus, effective November 13<sup>th</sup>, 2013, where a member travels a distance of 200 kms or more, the rate for reimbursement in lieu of a car rental will be \$65.00 per diem with a kilometer allowance of \$0.08 per kilometer. Travel under 200 kms remains unchanged at \$0.41 per km.

Moved by: D. Berube

Motion

Seconded by: C. Carbone

101-11-13

THAT the Board of Governors approve the following policies, as presented

B-8 Board Agendas – General Session and Committee of the Whole

B-12 Travel Expenses – Board Members

B-14 Reappointment of Board of Governors Members

D-9 Facility Leasing

Carried

**7. ROUTINE ITEMS**

**(a) CORRESPONDENCE**

As provided in the Board package.

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

As Governor Miller needed to leave the meeting, Ms. Fortier relayed on his behalf that the next Northern College Aboriginal Council on Education meeting is rescheduled to December 2<sup>nd</sup>.

**(c) PRESIDENT'S REPORT**

The President's report is included in the Board package and the following updates were provided.

President Gibbons informed the Board about the college's recent contribution of \$20,000 to the Kirkland Lake Auditorium Seat Campaign. A committee has undertaken a fundraising campaign to replace seating in the auditorium and to donate useable seats to the Lasalle Theatre in KL. The timing for the college's donation was to demonstrate our strong support to the KL campus, for the community and to provide some impetus to complete the fundraising campaign. Funding has been raised for over 300 of the 500 seats to be replaced.

The President also provided an update on his recent trip to China, indicating that three agreements were signed with new organizations and that an additional four institutions are interested in entering into a relationship with us. The college is talking increasingly more with Chinese universities which could increase the likelihood that students complete their final year of study at one of our campuses. In contrast to the curriculum licensing model that applies to the above partnerships, the President noted that we also have recruiters in China and India working to recruit students to come and complete all years of study with us.

In closing, the President explained that the inclusion of proposed capital expansions in the revised college SMA was done to keep these aspirations in the forefront for the government. In light of recent provincial capital funding announcements, we still have space requirements that we wish the Ministry to be aware of.

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

Mr. Bob Mack, V.P., Community, Business Development and Employment Services provided an update on the Moosonee Campus plan and community consultations taking place in Fort Albany, Kashechewan, Attawapiskat, Moose Factory and Moosonee. Once received, recommendations will be compiled into a report which will subsequently be shared with the communities and form an action plan for programs and services to be offered by the college.

Further to receiving funding for Academic Upgrading, a program is now being offered in Moosonee with 28 students. A proposal to offer upgrading in Attawapiskat has been submitted; however, the start date is delayed to the fall of 2014 due to a shortage of facilities in that community.

Mr. Mack informed the Board that we will be signing a Memorandum of Understanding with Cambrian College on November 25<sup>th</sup> to offer Northern College Heavy Equipment Operator training in the Sudbury area.

Lastly, we are having discussions with Southwest College and a junior mining company in Northern Ireland to offer our underground mining program.

Ms. Loran Charbonneau, V.P., Finance, Administration & Aboriginal Services was pleased to share that a new health service was successfully launched at our Haileybury Campus, under the leadership of Ms. Tammy Mackey. Dr. Jean Bowles is available to students two mornings per week, for two hours each day. Statistics for September and October are encouraging with 110 students having sought medical consultation over the 2-month period.

In support of student retention and student success, we have purchased services from Vocantas, an automated telephone service that contacts first-year students. Over 200 individuals have asked for and received a follow-up telephone call from our staff.

Mr. Peter MacLean, V.P. Academic & Student Success spoke about the way in which we are marketing our signature programs in our new College Viewbook. In addition to program-specific information, there are excellent testimonials from employers, alumni and students. The booklet has a unique and professional look and is used for student recruitment.

**(e) PROGRAM ADVISORY COMMITTEE APPOINTMENTS**

President Gibbons introduced this item pointing out that we are asking the Board to formally recognize the NorTech Board as a program advisory committee for the Trades cluster of programs.

Moved by: J. Collins

Motion

Seconded by: R. Pineault

102-11-13

THAT the Board of Governors approve the appointment of Ms. Nancy Theriault, Mr. Chad Harvey, Mr. Anthony Danis and Mr. Dan Gagnon, to program advisory committees as presented;

AND

THAT the Northern College Board of Governors approve the NorTech Board as Program Advisory Committee for the Trades cluster of programs and thereby appoint its members to the program advisory committee, as presented.

Carried

**(f) ADVISORY COMMITTEE MEETING SCHEDULE**

As provided in the package.

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

Chair Wyatt reminded members that some committees remain without Board representation. Members were asked to contact Pierrette to confirm participation.

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

Governor Collins provided a report on the Computer Sciences program advisory committee meeting as well as the Civil Engineering/Construction Management program advisory committee meeting.

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

Noted.

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

As provided in the Board package.

**(k) FUTURE AGENDA ITEMS**

Noted.

**(l) NEXT MEETING**

Board Meeting:            Tuesday, January 14, 2014  
                                  Timmins Campus Boardroom  
                                  12:30 p.m. Lunch  
                                  1:00 p.m. – Committee of the Whole  
                                  1:30 p.m. – General Session

**8. INFORMATION REPORT**

As provided in the Board package.

**9. PROPOSED MOTIONS**

As recorded in the minutes.

**10. ADJOURNMENT**

Moved by:    M. Baker

THAT the meeting be adjourned.

Time noted at 4:05 p.m.

Motion  
103-11-13  
Carried