



NORTHERN COLLEGE

BOARD OF GOVERNORS MEETING NO. 413

GENERAL SESSION

Tuesday, June 10, 2014
4:20 p.m.

Timmins Campus Boardroom
Videoconference 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)
J. Collins
M. Miller
C. Carbone
A. Spacek
T. Rosko
R. Foy
C. LeClerc
D. Nankervis
S. Molson

Staff:

P. Fortier, Executive Assistant, Office of the President and Board of Governors
M. Baker, V.P., Finance, Administration & Aboriginal Services
P. MacLean, V.P., Academic & Student Success
B. Mack, V.P., Community, Business Development & Employment Services
L. Berthiaume, Executive Director of Student Services, Institutional Research and Registrar
C. Heavens, Executive Director, Community, Business Development & Employment Services
S. Saarinen, Marketing/Communications Officer
S. Munroe, Director of Technology and Learning Innovation

REGRETS: M. Milinkovich

1. OPENING PROCEDURES

(a) CALL TO ORDER

Chair Wyatt moved the meeting into the General Session at 4:23 p.m.

(b) CHAIR'S REMARKS

Chair Wyatt welcomed staff to the meeting and proceeded to share a Traditional Territory Acknowledgement.

2. AGENDA

(a) MODIFICATIONS/ADDITIONS/DELETIONS

There were no additions to the agenda.

(b) ADOPTION

Moved by: J. Collins	Motion
Seconded by: D. Nankervis	55-06-14
THAT the agenda for the Meeting No. 413 of the Board of Governors of Northern College of Applied Arts & Technology dated June 10, 2014 be adopted as presented.	
	Carried

3. CONFLICT OF INTEREST – DECLARATIONS

The Chair called for disclosures of actual, potential, or perceived conflict of interest. Governor Kemp declared a conflict with item 6 (f) College Legal Representation.

4. COMMENTS/PRESENTATIONS

Ms. Lynn Berthiaume made a presentation on the 2013-2014 Key Performance Indicator results. Strategies implemented last year have resulted in improvements in student satisfaction and the college continues to seek ways in which to increase participation and for individuals or employers to make a choice rather than selecting the “neither satisfied nor dissatisfied” category. Governor Rosko asked if data is available by campus and Ms. Berthiaume indicated that we are able to provide campus-specific data. Ms. Berthiaume also indicated that September 2014 will be a pilot for a new point of contact with survey graduates, two years after graduation. Given the current Ministry-prescribed process, it was suggested targeted employer surveys (e.g. through their HR departments) by the college could provide more accurate and relevant employer satisfaction data. It was suggested that further discussion on KPIs and strategies to improve the collection of data take place at our September Planning meeting.

Chair Wyatt thanked Ms. Berthiaume for her presentation.

5. STANDING ITEMS/BUSINESS ARISING

(a) APPROVAL OF GENERAL SESSION MINUTES NO. 412

(Meeting Held May 13, 2014)

Moved by: R. Pineault	Motion
Seconded by: M. Miller	56-06-14
THAT the minutes of Meeting No. 412 dated May 13, 2014 be adopted as presented.	
	Carried

Motions from the Committee of the Whole minutes of Meeting No. 412, dated May 13, 2014 follow.

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| <i>Moved by: M. Milinkovich</i> | <i>Motion</i> |
| <i>Seconded by: J. Collins</i> | <i>28-05-14</i> |
| <i>THAT the Committee of the Whole Agenda No. 412 dated May 13, 2014 be adopted as presented.</i> | |
| | <i>Carried</i> |
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| <i>Moved by: D. Berube</i> | <i>Motion</i> |
| <i>Seconded by: G. Kemp</i> | <i>29-05-14</i> |
| <i>THAT the Committee of the Whole Minutes No. 411 dated March 5, 2014 be approved as presented.</i> | |
| <i>AND THAT motions 13-03-14 to 18-03-14 be recorded in the General Session of the minutes.</i> | |
| | <i>Carried</i> |
| | |
| <i>Moved by: C. Carbone</i> | <i>Motion</i> |
| <i>Seconded by: C. LeClerc</i> | <i>30-05-14</i> |
| <i>THAT The Board of Governors approve minutes of meeting #411-S Electronic Vote dated March 18, 2014.</i> | |
| | <i>Carried</i> |
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| <i>Moved by: G. Kemp</i> | <i>Motion</i> |
| <i>Seconded by: R. Pineault</i> | <i>31-05-14</i> |
| <i>THAT the Board of Governors receive minutes of the Board Executive Committee meetings held February 20, 2014 and March 13, 2014.</i> | |
| | <i>Carried</i> |
| | |
| <i>Moved by: F. Gibbons</i> | <i>Motion</i> |
| <i>Seconded by: J. Collins</i> | <i>32-05-14</i> |
| <i>THAT the Board of Governors receive the Board Online Review Sub-Committee minutes of meeting dated April 23, 2014.</i> | |
| | <i>Carried</i> |
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| <i>Moved by: A. Spacek</i> | <i>Motion</i> |
| <i>Seconded by: D. Berube</i> | <i>33-05-14</i> |
| <i>THAT the Board of Governors approve changes to the Full Board and Individual Board Member Self-Evaluation Questionnaires, as presented.</i> | |
| | <i>Carried</i> |
| | |
| <i>Moved by: R. Foy</i> | <i>Motion</i> |
| <i>Seconded by: M. Milinkovich</i> | <i>34-05-14</i> |
| <i>THAT the Board of Governors proceed with Meridian Edge Consulting to administer the 2014 online Board and Member self-evaluation questionnaires between June 9th and July 4, 2014.</i> | |
| | <i>Carried</i> |
| | |
| <i>Moved by: D. Nankervis</i> | <i>Motion</i> |
| <i>Seconded by: C. Carbone</i> | <i>35-05-14</i> |
| <i>THAT the Board of Governors approve that the September 11, 2014 Board Planning Meeting be held at Cedar Meadows Resort and that the proposed program be adopted as presented.</i> | |
| | <i>Carried</i> |

Moved by: D. Nankervis *Motion*
Seconded by: M. Milinkovich *36-05-14*
THAT the Board move into the General Session, time noted at 3:51 p.m.
Carried

Moved by: D. Berube *Motion*
Seconded by: T. Rosko *38-05-13*
THAT the Board of Governors approve that the September 12, 2013 Board Planning Meeting be held at the Elk Lake Eco Lodge and that the proposed program be amended as required.
Carried

Moved by: M. Baker *Motion*
Seconded by: C. Carbone *39-05-13*
THAT the Board move into the General Session, time noted at 3:45 p.m.
Carried

(b) FINANCE REPORT

Ms. Claire Verdu presented the finance report for the period ended May 31, 2014 indicating we are on target for the period.

6. NEW BUSINESS

(a) APPROVAL OF DRAFT AUDITED FINANCIAL STATEMENTS

Ms. Verdu reviewed the draft audited financial statements with the Board.

Moved by: C. Carbone *Motion*
Seconded by: G. Kemp *57-06-14*
THAT the Board of Governors approve the 2013-2014 Audited Financial Statements for presentation to the Ministry of Training, Colleges and Universities.
Carried

Ms. Verdu provided clarification on income to revenue ratios presented at our last Board meeting, stating that fiscal 2013 showed a negative figure due to the utilization of capital reserves to fund deferred maintenance, resulting in expenses not matching revenue. These types of variations are not expected to occur in the future as capital reserves have been mostly utilized, as planned.

Chair Wyatt shared comments from the auditors during the Audit Committee meeting, confirming the college had completed a clean audit and received excellent support from the Finance Department. Chair Wyatt commended Ms. Verdu and the staff of the Finance Department for their work and, on behalf of the Board, thanked Ms. Verdu for her leadership as Interim Director of Finance over the last few months.

(b) APPROVAL OF DRAFT ANNUAL REPORT

President Gibbons was pleased to present a new narrative report format with a fresh new look and commended the work of our Marketing/Communications department. The President was joined by senior administrators in presenting the annual report, noting the college had achieved over 80% of its initiative over 2013-2014.

Moved by: D. Berube	Motion
Seconded by: A. Spacek	58-06-14
THAT the Board of Governors approve the 2013-2014 College Annual Report and that this document be taken forward to the Ministry of Training, Colleges and Universities and thereafter to the communities we serve.	
	Carried

(c) ANTI-SPAM LEGISLATION

Ms. Sara Munroe, Director of Technology and Learning Innovation joined the Board to share information on new anti-spam legislation that will come into effect on July 1st, 2014. This legislation impacts any electronic message in which the college is soliciting or promoting a commercial endeavor or business transaction. This will have a big impact in the way our Apprenticeship, Corporate, Community Training division conducts business, along with communications from Admissions, Marketing and Recruitment. The college is well on its way towards ensuring compliance with the new legislation and will work with a third-party service to manage and host mass mailing protocols. We will also seek to obtain expressed consent from our contacts which, once received, is valid until revoked. Key staff has been identified and will receive training immediately while college-wide staff training will occur over the next few months.

(d) PROGRAM APPROVAL: DEVELOPMENTAL SERVICES WORKER ASSISTANT CERTIFICATE

Moved by: M. Miller	Motion
Seconded by: R. Foy	59-06-14
THAT the Board of Governors approve the Northern College Developmental Services Worker Assistant Certificate Program.	
	Carried

(e) APPROVAL FOR BY-LAW AND POLICY REVISIONS

Moved by: G. Kemp	Motion
Seconded by: A. Spacek	60-06-14
THAT the Board of Governors approve revisions to By-Law No. 1 and Policy D-5 Signing Authority, as presented.	
	Carried

(f) AFFIRM COLLEGE LEGAL REPRESENTATION

Having declared conflict, Governor Kemp abstained from the vote.

Moved by: D. Nankervis	Motion
Seconded by: J. Collins	61-06-14
THAT the Board re-affirm the appointment of the following solicitors for the fiscal year 2014-2015:	
The firm of Evans, Bragagnolo & Sullivan for property and other matters in Timmins and Moosonee;	
The firm of Hicks, Morley, Hamilton, Stewart & Storie for Labour Relations/Arbitration;	
AND THAT solicitors for Kapuskasing, Hearst, Kirkland Lake and Haileybury be appointed as required in these areas.	
	Carried

(g) DRAFT 2014-2015 BOARD MEETING SCHEDULE

Members reviewed proposed meeting dates and revisions were noted for November 11 (changed to November 12) and May 12 (moved to May 5).

Moved by: G. Kemp	Motion
Seconded by: J. Collins	62-06-14
THAT the Board of Governors approve the 2014-2015 schedule of meeting dates as amended.	
	Carried

(h) MONITORING REPORTS

President Gibbons invited questions on the monitoring reports which are presented as scheduled in the Board work plan.

- (i) Partnerships and Collaborative Initiatives
- (ii) Compliance Report: Program Advisory Committees
- (iii) Compliance Report: Executive Limitation Policies
- (iv) College Investments Report
- (v) College Signing Authority

Moved by: T. Rosko	Motion
Seconded by: D. Berube	63-06-14
THAT the Board of Governors has received Executive Limitations Compliance Reports, as required.	
	Carried

(i) 2014 SUMMER RECESS

Moved by: C. Carbone
Seconded by: D. Nankervis
Motion 64-06-14
THAT the Board of Governors declare a summer recess for the months of July and August 2014;
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

7. ROUTINE ITEMS

(a) CORRESPONDENCE

Noted.

(b) NORTHERN COLLEGE ABORIGINAL COUNCIL ON EDUCATION

Governor Miller reported the Aboriginal Council will hold its next meeting on June 23rd. The second Lightning Trail will feature speaker Dr. Pamela Rose Toulouse and will take place from August 10 to 15, 2014. This year's traditional Pow-Wow held in April was very successful and also serves to launch other Pow-Wows and spring-time events held in our region. The permanent tipi at Timmins Campus has been named Ma-Ma-Wi Kee Kee Nao which means Together our Home; the name was selected during a sharing circle led by our college elder, David Farries. Governor Miller also circulated testimonial-type posters that have been prepared by our Marketing/ Communications department featuring successful Aboriginal individuals. The college has submitted a proposal to the Targeted Initiatives Fund to support Skills for Employment Readiness Programs in Attawapiskat, Fort Albany and Mattagami First Nation. The second annual Aboriginal Awareness Week will take place this September.

(c) PRESIDENT'S REPORT

The President's Report is provided in the Board package.

(d) PROGRAM ADVISORY COMMITTEE APPOINTMENT

No appointments were brought forward at this meeting.

(e) ADVISORY COMMITTEE MEETING SCHEDULE

As provided in the package. Representation on committees will be updated in the fall.

(f) REPORTS FROM BOARD ADVISORY COMMITTEE REPRESENTATIVES

Noted.

(g) BOARD MEMBER COMMUNITY-RELATED UPDATES

Governor Pineault shared that Detour Gold recently hosted a grade 8 class from Moose Factory's Ministik Public School at their offices in Toronto. During their visit, students learned about Detour Gold, about career opportunities in mining and in the community in general and they were encouraged to pursue education towards these careers. Governor Pineault will be in touch with the college to arrange for college staff to connect with the school.

The Board congratulated Governor Pineault on completing the Ride for Cancer yesterday where 5,200 riders raised a total of \$20M.

(h) BOARD OF GOVERNORS WORK PLAN

As provided in the package.

(i) FUTURE AGENDA ITEMS

Noted.

(j) NEXT MEETING

Annual Planning Retreat: Thursday, Sept. 11, 2014
Cedar Meadows Resort, Timmins
10:00 a.m. to 5:00 p.m.

Board Meeting: Friday, September 12, 2014
Northern College Timmins Campus
9:00 a.m. – Committee of the Whole
9:30 a.m. – General Session
Noon – Lunch provided

8. INFORMATION REPORT

As provided in the Board package.

9. PROPOSED MOTIONS

As recorded in the minutes.

10. PRESENTATIONS TO MEMBERS COMPLETING THEIR TERM ON THE BOARD

President Gibbons and Chair Wyatt thanked Governors Denis Berube, Cheryl Carbone and Scott Molson for their dedication and contribution to the Board and presented them with a token of appreciation for their service.

11. ADJOURNMENT

Moved by: D. Berube

THAT the meeting be adjourned.

Time noted at 6:00 p.m.

Motion
65-06-14
Carried

P. Fortier,
Executive Assistant to the Board