



NORTHERN COLLEGE

BOARD OF GOVERNORS MEETING NO. 434

GENERAL SESSION

Tuesday, January 9, 2018
1:00 p.m.

Boardroom A106 Timmins Campus
and videoconference Haileybury

PRESENT:

Board:

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

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. Baker, V.P. Finance, Administration & Indigenous Services
M. Dumas, Controller

Guests:

B. Marks and B. Nowak, CDSSAB
K. Belfer, Ontario College Quality Assurance Service
K. Creditor, Ontario College Application Service
D. Stringer, Ex. Director, East End Family Health Team

Regrets:

R. Foy (First Vice-Chair)
A. Bartlett
I. Tomatuk
D. Larkman

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 Board members and guests to the meeting. Mr. Spacek also thanked Mr. Mike Baker and wished him well in his new position as President and CEO of the Temiskaming Hospital. Mr. Baker expressed his appreciation to the Board for the guidance and support they have provided him during his time at the college.

A Traditional Territory Acknowledgement was shared.

2. AGENDA

(a) MODIFICATIONS/ADDITIONS/DELETIONS

Item #6f – Appointment of Interim Treasurer was added to the agenda.

(b) ADOPTION

Moved by: D. Rizzuto	Motion
Seconded by: D. Lessard	01-01-18
THAT the agenda for the Meeting No. 434 of the Board of Governors of Northern College of Applied Arts & Technology dated January 9, 2018 be adopted as amended.	
	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

(a) Moosonee Hub Project

Chair Spacek welcomed Mr. Brian Marks and Ms. Beth Nowak from the Cochrane District Social Services Administration Board and invited them to make a presentation on the Moosonee Hub Project. Ms. Nowak began the presentation by stating although the first submission was not approved by the Ministry, CDSSAB still wishes to go ahead with the proposal to create a community hub with child and family programs, as well as space for use by other professional organizations. Mr. Marks concluded the presentation by reaffirming the strong partnership CDSSAB and Northern College have had for many years and that the college is an essential partner in this proposal. CDSSAB awaits the announcement of the next submission date to resubmit a revised proposal. The Board thanked Mr. Marks and Ms. Nowak for their presentation.

(b) Ontario College Quality Assurance Service

Ms. Karen Belfer, Executive Director, Ontario College Quality Assurance Service presented on the work of OCQAS including oversight responsibilities for Credential Validation Services (CVS) and the quality assurance audit process. Audits are performed every 5 years at all 24 Ontario colleges and Northern College will be undergoing its third quality assurance audit on

November 5 and 6, 2018. Boards of Governors are also involved in the review process and meet with the audit team during the audit. The College will be providing further information to the Board in advance of and preparation for our audit. The Board thanked Ms. Belfer for her presentation.

(c) **Ontario College Application Service**

Ms. Karen Creditor, President & CEO at the Ontario College Application Service, shared data and information with the Board about student application trends and demographics; key findings and potential markets; and opportunities presented by the data as we look to the future. Chair Spacek thanked Ms. Creditor for providing information that is very pertinent to our college strategies both in the short- and long-term.

All presentations are saved in the Presentations Folder on the Board portal.

5. STANDING ITEMS

(a) **APPROVAL OF GENERAL SESSION MINUTES NO. 433**
(Meeting Held November 14, 2017)

Moved by: B. Allan	Motion
Seconded by: D. Rizzuto	02-01-18
THAT the minutes of Meeting No. 433 dated November 14, 2017 be adopted as presented.	Carried

Motions from the Committee of the Whole minutes of Meeting No. 433, dated November 14, 2017 follow.

<i>Moved by: D. Rizzuto</i>	<i>Motion</i>
<i>Seconded by: R. Foy</i>	<i>97-11-17</i>
<i>THAT the Committee of the Whole Agenda No. 433 dated November 14, 2017 be adopted as presented.</i>	<i>Carried</i>

<i>Moved by: B. Allan</i>	<i>Motion</i>
<i>Seconded by: D. Walsh</i>	<i>98-11-17</i>
<i>THAT the Committee of the Whole Minutes No. 432 dated September 15, 2017 be approved as presented;</i>	
<i>AND THAT motions 85-09-17 to 88-09-17 be recorded in the General Session of the minutes.</i>	<i>Carried</i>

<i>Moved by: G. Pirie</i>	<i>Motion</i>
<i>Seconded by: D. Rizzuto</i>	<i>99-11-17</i>
<i>THAT the Board of Governors receive minutes of Board Executive Committee meetings dated September 5 and September 7, 2017.</i>	<i>Carried</i>

<i>Moved by: G. Pirie</i>	<i>Motion</i>
<i>Seconded by: P. McConnell</i>	<i>100-11-17</i>
<i>THAT the Board of Governors approve up to \$4.5M from capital reserves for the construction of the Integrated Emergency Services Complex.</i>	<i>Carried</i>

Moved by: A. Rondeau *Motion*
Seconded by: R. Foy *101-11-17*
THAT the Board of Governors approves the reappointment of Governors Lois Kozak, Gail Waghorn and Pat McConnell for a second 3-year term, effective September 1, 2018, through the Lieutenant Governor in Council process. *Carried*

Moved by: B. Allan *Motion*
Seconded by: D. Rizzuto *102-11-17*
THAT the Board of Governors receive the annual Human Resources Macro Indicators report. *Carried*

Moved by: L. Kozak *Motion*
Seconded by: D. Larkman *103-11-17*
THAT the meeting be adjourned. *Carried*

(b) FINANCE REPORT

Mr. Mike Baker invited Mr. Dumas to present the finance report for the period ended November 30, 2017 and Mr. Dumas reviewed highlights of changes in the statement of operations. There were no questions from the Board.

6. NEW BUSINESS

(a) APPROVAL FOR PROTOCOL AGREEMENT AND COMPULSORY ANCILLARY FEES

President Gibbons identified proposed changes to ancillary fees, for approval by the Board. Two new fees are being introduced and a third item is an increase to the athletic fee. Two of the fee changes were recommended by the student association and the third also supported by the NCSA.

Moved by: D. Walsh *Motion*
Seconded by: G. Waghorn *03-01-18*
THAT the Board of Governors approve the Ancillary Fees Schedule for 2018-19 and the Protocol Agreement for Compulsory Ancillary Fees, as presented. *Carried*

(b) BANKING SERVICES

Moved by: D. Rizzuto *Motion*
Seconded by: G. Pirie *04-01-18*
THAT the appointment of the Royal Bank of Canada as the College's principal banker be extended for two years to January 31, 2020;
and THAT the appointment of the following chartered banks also be extended for two years: Bank of Nova Scotia and Canadian Imperial Bank of Commerce. *Carried*

(c) EAST END FAMILY HEALTH TEAM ANNUAL REPORT

Ms. Diane Stringer, Executive Director for the EEFHT invited questions on the annual report and also shared the EEFHT will be focusing on fundraising to replace Ontario Telemedicine equipment that is approaching end-of-life after May 2018. Ms. Stringer continues to seek representatives to join the EEFHT Advisory Board. There were no questions on the report.

Moved by: B. Allan	Motion
Seconded by: P. McConnell	05-01-18
THAT the Board of Governors receive the 2017 East End Family Health Team Annual Report.	Carried

(d) APPROVAL OF BOARD POLICIES

The President reviewed changes to policies being recommended by the Board Policy Review Committee.

Moved by: P. McConnell	Motion
Seconded by: C. Stringer	06-01-18
THAT the Board of Governors approve the following policies, as revised:	
A-1 Vision - Mission	
B-9 Conflict of Interest	
B-15 Board Member Recruitment	
C-2 Appointment of an Interim President	
D-11 Asset Protection	
D-12 Financial Matters	Carried

(e) PROGRAM MODIFICATION: MOTIVE POWER TECHNICIAN – AUTOMOTIVE SERVICE

President Gibbons presented the request to modify our existing program to a 4-semester program.

Moved by: G. Pirie	Motion
Seconded by: D. Walsh	07-01-18
THAT the Board of Governors approve the request for program modification to decompress the Motive Power Technician-Automotive Service diploma program from a 3-semester to a 4-semester program.	Carried

(f) APPOINTMENT OF INTERIM TREASURER

Moved by: D. Rizzuto

Motion

Seconded by: J. Carbonneau

08-01-18

THAT the Board of Governors appoint Mr. Mitch Dumas as Interim Treasurer, effective January 15, 2018.

Carried

9. ROUTINE ITEMS

(a) CORRESPONDENCE

As provided in the Board package.

(b) NORTHERN COLLEGE INDIGENOUS COUNCIL ON EDUCATION

Mr. Baker reported the Indigenous Council is scheduled to meet on January 24, 2018 with three main agenda items including further discussion on the proposed Elders' Conference; an update on the Indigenous Awareness Orientation Program for staff; and discussion on the College's current Traditional Territory Acknowledgement.

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

The President's Report is provided in the Board package. President Gibbons added that with provincial funding announced last spring towards greenhouse gas reduction projects, Northern will be making an application to replace apartment buildings in Moosonee. Further information will be provided to the Board for approval.

As reported previously, construction of the Integrated Emergency Services Complex is approximately 2 weeks behind schedule. The contractor has brought additional staff onsite and is making progress on getting the project back on track; we have incurred no additional cost overruns to date.

(d) EXECUTIVE TEAM REPORTS AND BUSINESS PLAN PROGRESS

Executive Director Christine Heavens reported we are on track to create additional

Environmental Technician learning resources. Adaptive curriculum modules for 3 courses have been created that will support clearer student understanding of concepts, processes and equipment operation. This work is being completed in partnership with Lambton College and is being funded through ONCAT.

As part of our initiative to identify and implement English as a Second Language (ESL) support at Northern College we have entered into an agreement with SMRT English, an online curriculum platform that features several modules. This will be used for our direct-entry partnerships in China, and will benefit our students on campus as well. For the future, we are looking to implement a Summer ESL program and plan to introduce additional on-campus academic supports for our students.

Vice-President Audrey Penner indicated that work has been done in terms of conducting a review of the current Program Advisory Committees examining composition, attendance, internal processes, and meeting format, in an effort to establish best practices and recommendations for change. In light of the labour disruption, not all PACs will have had meetings prior to the end of this Business Plan year. We will compile a report based upon those meetings that have been held and conduct assessments of advisory committees which have not met. Follow-up and recommendations can still be brought forward, as soon as any PACs who have not met, do so.

Executive Director Lynn Berthiaume stated a new Behavioural Intervention Team has been created, replacing the former Threat Assessment Team. Terms of Reference are now in place; the group meets bi-weekly to review any emerging cases; and the team is also identifying training needs. The ultimate goal of this team is to ensure all members of the Northern College community is aware of the committee and its purpose; to this end, promotion campaigns are being planned and we will also have a web-presence.

As our 50th Anniversary year has now concluded, we are planning to have a wrap-up event for staff within the next few weeks, to bring celebrations to a close.

Vice-President Mike Baker reported on our initiative to attract a qualified pool of diverse employee applicants. As a means to improve this, we have amended our job postings to include the phrase “Indigenous Heritage Preferred or Required” for positions that require Indigenous knowledge to be successful in the position. The amended postings have been utilized in two competitions already and will be included in any future positions where there is a focus on Indigenous services. Mr. Baker was also pleased to share that the Human Resources department will be undertaking an initiative to measure and advance diversity in our workplace. One of the first steps will be to survey our employees. Awareness about the purpose of the survey and sensitivity throughout the process will be central to the success of this initiative.

(e) PROGRAM ADVISORY COMMITTEE APPOINTMENTS

Moved by: D. Rizzuto

Seconded by: G. Pirie

THAT the Board of Governors appoint Mr. Norm Beauchamp and Mr. Brian Nankervis to the Pre-Service Firefighter Program Advisory Committee.

Motion

09-01-18

Carried

(f) ADVISORY COMMITTEE MEETING SCHEDULE

As provided in the Board package.

(g) REPORTS FROM BOARD ADVISORY COMMITTEE REPRESENTATIVES

Noted.

(h) BOARD MEMBER COMMUNITY-RELATED UPDATES

Chair Spacek shared that further to the recent announcement, the Town of Kapuskasing is moving ahead with the newly approved medical marijuana production facility. Approx. 60 full-time jobs are being projected to start, not to mention other employment opportunities this will bring. A need for training was identified and the Chair wanted the college to be aware of this opportunity.

(i) 2017-2018 BOARD OF GOVERNORS WORK PLAN

The Board Work Plan is provided in the Board package.

(j) 2017-2018 BOARD GOALS

An update on the status of our 2017-18 Board goals is provided in the Board package.

(k) FUTURE AGENDA ITEMS

Governor Allan requested information on Indigenous Institutes.

(l) NEXT MEETING

President Gibbons invited discussion about the location for the March Board meeting. Our poll indicated holding the meeting in Moosonee will not be feasible. A poll will be prepared to determine members' availability to attend a meeting at one of the following proposed locations for the meeting (1) Kapuskasing; (2) Cochrane; or (3) All-campus (TC-HL-KL).

Board Meeting: Tuesday, March 27, 2018
12:30 p.m. Lunch Provided
1:00 p.m. Board meeting

10. INFORMATION REPORT

As provided in the Board package.

11. PROPOSED MOTIONS

As recorded in the minutes.

12. MOVE TO COMMITTEE OF THE WHOLE

Moved by: P. McConnell
Seconded by: D. Walsh
Motion
10-01-18
Carried
THAT the Board move into Committee of the Whole, time noted at 3:20 p.m.

P. Fortier,
Executive Assistant to the Board