



**NORTHERN COLLEGE  
BOARD OF GOVERNORS MEETING NO. 412  
GENERAL SESSION**

Tuesday May 13, 2014  
4:00 p.m.

Kirkland Lake campus Boardroom  
Video and Teleconference

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**PRESENT:**

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

**Staff:** P. Fortier, Executive Assistant, Office of the President and Board of Governors  
B. Mack, V.P., Community, Business Development & Employment Services  
P. MacLean, V.P., Academic and Student Success  
C. Verdu, Interim Director of Finance  
L. Berthiaume, Director of Student Services, Institutional Research & Registrar  
J. Rantala, Director of Health Sciences, Community & Emergency Services

**REGRETS:** M. Miller

**1. OPENING PROCEDURES**

**(a) CALL TO ORDER**

Chair Wyatt moved the meeting into the General Session at 4:00 p.m.

**(b) CHAIR'S REMARKS**

Chair Wyatt welcomed staff joining the meeting and shared a Traditional Territory Acknowledgement.

**2. AGENDA**

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

The following modifications were presented:

- Item 5 (f) Approval of Signing Authority was deferred
- Item 5 (j) Approval of Contract with Ontera was added.

**(b) ADOPTION**

Moved by: J. Collins Motion  
Seconded by: D. Berube 37-05-14  
THAT the agenda for the Meeting No. 412 of the Board of Governors of Northern  
College of Applied Arts & Technology dated May 13, 2014 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.

Governors Spacek and Milinkovich declared conflict with item 5 (j) Contract with Ontera and  
Governor Foy declared conflict with item 6 (d) Advisory Committee Appointments.

**4. STANDING ITEMS/BUSINESS ARISING**

**(a) APPROVAL OF GENERAL SESSION MINUTES NO. 411  
(Meeting Held March 5, 2014)**

Moved by: D. Nankervis Motion  
Seconded by: M. Milinkovich 38-05-14  
THAT the minutes of Meeting No. 411 dated March 5, 2014 be adopted  
as presented. Carried

Motions from the Committee of the Whole minutes of Meeting No. 411, dated March 5, 2014 follow.

*Moved by: M. Baker Motion*  
*Seconded by: T. Rosko 13-03-14*  
*THAT the Committee of the Whole Agenda No. 411 dated March 5, 2014 be*  
*adopted as presented. Carried*

*Moved by: R. Pineault Motion*  
*Seconded by: A. Spacek 14-03-14*  
*THAT the Board of Governors appoint Ms. Debbie Nankervis to the Board of Governors*  
*effective immediately until August 31, 2015. Carried*

*Moved by: A. Spacek* *Motion*  
*Seconded by: T. Rosko* *15-03-14*  
*THAT the Committee of the Whole Minutes No. 410 dated January 14, 2014 be approved as presented.*  
*AND THAT motions 01-01-14 to 05-01-14 be recorded in the General Session of the minutes.* *Carried*

*Moved by: A. Spacek* *Motion*  
*Seconded by: J. Collins* *16-03-14*  
*THAT the Board of Governors receive minutes of the Board Executive Committee Meeting held December 12, 2013.* *Carried*

*Moved by: M. Baker* *Motion*  
*Seconded by: T. Rosko* *17-03-14*  
*THAT the Board of Governors receive minutes of the Board Policy Review Committee Meeting held December 13, 2013.* *Carried*

*Moved by: M. Baker* *Motion*  
*Seconded by: C. Le Clerc* *18-03-14*  
*THAT the Board move into the General Session, time noted at 1:27 p.m.* *Carried*

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

**i. Strategic Mandate Agreement Update**

President Gibbons advised the Board that the SMA has been signed off by the Deputy Minister and ourselves. Ministry program approvals can now proceed for us as all approvals had been under moratorium until SMAs were signed. The SMA benefits the college considering that any college programs submitted for Ministry approval will have to align with SMAs and thereby protects us from having other colleges introduce or duplicate one of our offerings; similarly, we would not be allowed to get into other program areas for the same reason.

Governor Berube offered congratulations to the College on having formally accomplished the SMA.

**ii. 2014 Graduation and Awards Ceremonies**

Graduation and Awards ceremony details are provided for members' information. If any other members would like to attend an event, please let Pierrette know.

**(c) 2013-14 FINANCE REPORT**

Ms. Claire Verdu, Interim Director of Finance joined the Board to present a verbal report on our financial position at March 31, 2014. Ms. Verdu reminded the Board that last year a projected deficit of approximately \$400K was approved and, at the March Board meeting, we conservatively estimated breaking even or achieving a small surplus. The auditors completed the financial audit last week and Ms. Verdu was pleased to confirm we have completed the fiscal year with a \$25,000 surplus. The audited financial statements will be presented formally to the Board for approval in June.

**5. NEW BUSINESS**

**(a) PROGRAM QUALITY ASSURANCE PROCESS AUDIT REPORT-BACK**

Ms. Judy Rantala, Director of Health Sciences, Community and Emergency Services reported on the PQAPA audit that took place last March. The college faired very well achieving a score of 5.5 out of 6. It was our goal through this second PQAPA audit to showcase the college for its excellence in the programs it offers, for the strong supports we provide to our students, and for the resources we have in place to support the teaching and learning process.

Ms. Rantala identified the five commendations noted in the Audit Report (provided in the Board package), which are behaviours or practices the audit panel believes are excellent and that can serve as a model for other colleges to follow:

1. The creation, design and development of our database (which was done in-house by one of our staff, Ms. Amanda MacLeod);
2. The medical clinic (as a great resource for our students);
3. The supports we provide for our Aboriginal students and our commitment to First Nations culture;
4. The strength of our Advising department and the proactive work they do to support our students;
5. And finally, the knowledge, dedication and commitment of the Board of Governors.

The college already met one of the three recommendations identified in the report and is well on its way to meeting the other two in relation to formative and summative review improvements.

The Board congratulated the college on its audit results and thanked Ms. Rantala for her role in leading the PQAPA process and the approach she took on behalf of the college.

**(b) APPROVAL TO CANCEL PROGRAMS**

Moved by: C. Carbone

Seconded by: R. Foy

THAT the Board of Governors approve cancelling the Microcomputer Support Services, Graphic Design Fundamentals – Electronic Design and Publishing, Motive Power Fundamentals, and the Computer Technology – Science programs, effective immediately.

Motion

38-05-14

Carried

**(c) APPROVAL OF BOARD POLICIES**

Moved by: J. Collins

Motion

Seconded by: G. Kemp

39-05-14

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

B-1 Policy Development

C-3 Selecting a new President

D-8 Purchasing

D-16 Risk Management

Carried

**(d) APPROVAL TO INCREASE CONTRACT WITH VALLEY DRIVER TRAINING**

Moved by: T. Rosko

Motion

Seconded by: R. Foy

40-05-14

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 \$1,100,000

Carried

**(e) APPOINTMENT OF OFFICERS**

Moved by: A. Spacek

Motion

Seconded by: D. Berube

41-05-14

THAT the following positions be appointed as officers of the corporation for 2014-15:

President

Executive Assistant to the Board

Vice President, Finance, Administration & Aboriginal Services

Vice President, Academic and Student Success

Carried

**(f) APPROVAL OF SIGNING AUTHORITY**

This item is deferred.

**(g) ELECTION OF 2014-15 BOARD EXECUTIVE**

President Gibbons assisted with the election process and invited nominations for the first of the four elected Board Executive Committee positions.

Governor Spacek nominated Governor Wyatt for the position of Chair; the nomination was seconded by Governor Milinkovich.

Governor Wyatt accepted the nomination.

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

Congratulations to Governor Wyatt.

Governor Pineault nominated Governor Kemp for the position of First Vice-Chair; seconded by Governor LeClerc.

Governor Kemp accepted the nomination.

The President put out two more calls for any further nominations. There were no further nominations and nominations were closed.

Congratulations to Governor Kemp.

Governor Rosko nominated Governor Pineault for the position of Second Vice-Chair; the nomination was seconded by Governor Berube

Governor Pineault accepted the nomination.

The President put out two more calls for any further nominations. There were no further nominations; nominations were closed.

Congratulations to Governor Pineault.

Governor Berube nominated Governor Spacek for the position of Governor at Large; seconded by Governor Carbone.

Governor Spacek accepted the nomination.

Governor LeClerc nominated Governor Rosko for the position of Governor at Large; seconded by Governor Molson.

Governor Rosko accepted the nomination.

The President put out one more call for any further nominations.

An election was held and Governor Spacek was elected.

Congratulations to Governor Spacek.

Moved by: C. LeClerc

Seconded by: J. Collins

THAT the Board of Governors approve the appointment of:

Chair – Don Wyatt

First Vice-Chair – George Kemp

Second Vice-Chair – Rachel Pineault

Governor at Large – Al Spacek

to the Executive Committee of the Board, effective September 1, 2014 for a one-year period.

AND THAT any ballots used in conjunction with the election be destroyed.

Motion

42-05-14

Carried

Chair Wyatt thanked the Board for their endorsement and also thanked new Executive Committee members for their willingness to participate on the committee. Chair Wyatt also recognized Governor Berube for his role on the Executive Committee, given that he will be completing his term on the Board as of this August.

**(h) APPROVAL OF THE 2014-15 BUSINESS PLAN AND BUDGET**

The President was joined by Ms. Lynn Berthiaume, Mr. Peter MacLean and Mr. Bob Mack in presenting the draft 2014-15 Business Plan and Budget to the Board. The President provided an overview and highlighted a few initiatives within the Accessible Education strategic direction. V.P. Peter MacLean summarized the intent of initiatives under the Signature Programs direction, Ms. Berthiaume focused on initiatives under the Northern Experience and lastly, V.P. Bob Mack spoke to initiatives towards meeting objectives under Aboriginal Perspectives.

President Gibbons then reviewed the projected 2014-15 budget where a \$447K deficit is forecasted; however, once again, the college is committed to bringing the projected deficit to balance by the end of March 2015.

Moved by: T. Rosko

Motion

Seconded by: S. Molson

43-05-14

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 2014-2015 Business Plan;

THEREFORE be it resolved that the Board of Governors approves the 2014-2015 Business Plan and the 2014-2015 projected budget as presented;

AND FURTHER

THAT the approved budget be submitted to the Ministry in the required College Financial Information System (CFIS) format and that the Business Plan be taken forward to the Ministry of Training, Colleges and Universities and thereafter to the communities we serve.

Carried

**(i) TIPI NAMING**

The President was pleased to inform the Board about the consensus process whereby the Tipi name was arrived at: Ma-Ma-Wi-Kee-Kee-Nao which signifies Together our Home.

**(j) APPROVAL OF CONTRACT WITH ONTERA**

Having declared conflict Governors Milinkovich and Spacek remained in the room but abstained from voting.

Moved by: G. Kemp

Motion

Seconded by: R. Foy

44-05-14

THAT the Board of Governors approve a three-year contract with ONTERA to provide network services in the amount of \$234,360 +HST, between May 1, 2014 to April 30, 2017.

Carried

**6. ROUTINE ITEMS**

**(a) CORRESPONDENCE**

The following was provided in the Board package: a news release from CAAT Pension Plan; letters of thanks to Moosonee and Moose Factory community members following our March 4/5 visit and Board meeting; an article prepared for the Feather—our College Aboriginal newsletter; and an invitation to the 16<sup>th</sup> Annual Employee Recognition. Governors were asked to let Pierrette know if they will be attending any of the employee recognition events.

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

Due to the absence of Governor Miller, there was no formal report. The Aboriginal Council will hold its next meeting on May 26<sup>th</sup>.

**(c) PRESIDENT'S REPORT**

As provided in Board Package. The President updated the Board on the status of the Study North initiative that will see the six northern colleges collaborate to recruit students to study in the North.

**(d) PROGRAM ADVISORY COMMITTEE APPOINTMENTS**

In consideration of having declared conflict, Governor Foy abstained from the vote.

Moved by: M. Milinkovich

Motion

Seconded by: J. Collins

45-05-14

THAT the Board of Governors approve the appointment of Ms. Maria Sheculski, Ms. Penny Perrier, Ms. Cathy Morden, Mr. Aaron Huet and Mr. John Fredericks, to program advisory committees, as presented.

Carried

**(e) ADVISORY COMMITTEE MEETING SCHEDULE**

As provided in the package.

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

Governor LeClerc attended the Police Foundations Program Advisory Committee meeting held on May 2<sup>nd</sup>, 2014. The committee discussed priorities in policing which include technology, mental health and Aboriginal awareness. The committee also discussed ways in which the program might be enhanced and received a report on the PQAPA audit. Ms. LeClerc relayed sentiments from the committee in relation to not being designated as a signature program.

Governor Foy attended the Pre-Service Firefighter Program Advisory Committee on April 4<sup>th</sup>. Curriculum changes directed by MTCU are presenting some challenges and low enrolment in the program is a concern. Governor Foy indicated the college community can look forward to a positive announcement about the program in August.



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

Chair Wyatt will be attending the Moosonee graduation tomorrow where an honorary diploma in Community Economic and Social Development will be presented to Dr. Stan Louttit.

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

As provided in the Board package.

**(i) FUTURE AGENDA ITEMS**

Noted.

**(j) NEXT MEETING**

Date: Tuesday, June 10<sup>th</sup>, 2014 – Timmins Campus  
3:00 p.m. – Committee of the Whole  
4:00 p.m. – General Session

**(k) Other Upcoming Events:**

**June 10** – 6:00 p.m. Vice Presidents Retirement Function (Timmins Campus)

**June 17** – 10:30 a.m. – Haileybury Campus Employee Recognition Event

**June 17** – 1:30 p.m. – Kirkland Lake Campus Employee Recognition Event

**June 18** – 1:30 p.m. – Timmins Campus Employee Recognition Event

**7. INFORMATION REPORT**

As provided in the Board package.

**8. PROPOSED MOTIONS**

As recorded in the minutes.

**9. ADJOURNMENT**

Moved by: G. Kemp

THAT the meeting be adjourned.

Time noted at 5:40 p.m.

Motion  
46-05-14  
Carried

P. Fortier,  
Executive Assistant to the Board