



**NORTHERN COLLEGE
BOARD OF GOVERNORS MEETING NO. 416
GENERAL SESSION**

Tuesday, January 13, 2015
1:15 p.m.

Timmins Campus Boardroom
Video and Teleconference

PRESENT:

Board:

D. Wyatt (Chair)
G. Kemp (First Vice-Chair)
R. Pineault (Second Vice-Chair)
A. Spacek (Governor at Large)
F. Gibbons (President)
J. Collins
S. Munroe
T. Rosko
R. Foy
D. Nankervis
A. Adamo
B. Allan
C. LeClerc
D. Seary
M. Milinkovich

Staff:

P. Fortier, Executive Assistant, Office of the President and Board of Governors
M. Baker, V.P., Finance, Administration & Aboriginal Services
A. Penner, V.P., Academic & Student Success
L. Berthiaume, Executive Director, Student Services, Institutional Research & Registrar
C. Heavens, Executive Director, Community, Business Development & Employment Services
J. Banks, Manager, Marketing and Communications

Regrets:

G. Pirie
M. Miller

1. OPENING PROCEDURES

(a) CALL TO ORDER

Chair Wyatt moved the meeting into the General Session at 1:12 p.m.

(b) CHAIR'S REMARKS

Chair Wyatt welcomed everyone to the General Session of the meeting and proceeded to share a Traditional Territory Acknowledgement.

2. AGENDA

(a) MODIFICATIONS/ADDITIONS/DELETIONS

Item #8 Board Education Session is deferred to another meeting.

(b) ADOPTION

Moved by: G. Kemp	Motion
Seconded by: A. Spacek	05-01-15
THAT the agenda for the Meeting No. 416 of the Board of Governors of Northern College of Applied Arts & Technology dated January 13, 2015 be adopted as amended.	
	Carried

3. CONFLICT OF INTEREST – DECLARATIONS

The Chair called for disclosures of actual, potential, or perceived conflict of interest. Governor Amanda Adamo declared a conflict with items 6a. Protocol Agreement – Compulsory Ancillary Fees and 6b. Approval for 2015-16 and 2016-17 Tuition Fees. Governor Catherine LeClerc declared a conflict with item 6d. Appointment of Chartered Bank.

4. COMMENTS/PRESENTATIONS

(a) JANUARY 2015 ENROLMENT

President Gibbons was pleased to share that we have done well with our January enrolment both in terms of domestic and international registrations. We exceeded our forecast of 31 projected students with 44 domestic and 10 international students. This reinforces new recruitment strategies we have put into place.

(b) HAILEYBURY RESIDENCE CONSTRUCTION PROJECT

More recent photos of the Haileybury Residence construction project were shared with the Board. President Gibbons confirmed that construction is on schedule.

5. STANDING ITEMS

(a) APPROVAL OF GENERAL SESSION MINUTES NO. 415

(Meeting Held November 12, 2014)

Moved by: D. Nankervis Motion
Seconded by: R. Foy 06-01-15
THAT the minutes of Meeting No. 415 dated November 12, 2014 be adopted
as presented. Carried

Motions from the Committee of the Whole minutes of Meeting No. 415, dated November 12, 2014 follow.

Moved by: G. Pirie Motion
Seconded by: T. Rosko 90-11-14
THAT the Committee of the Whole Agenda No. 415 dated November 12, 2014 be
adopted as amended. Carried

Moved by: G. Pirie Motion
Seconded by: B. Allan 91-11-14
THAT the Committee of the Whole Minutes No. 414 dated September 12, 2014 be
approved as presented.
AND THAT motions 66-09-14 to 71-09-14 be recorded in the General Session
of the minutes. Carried

Moved by: T. Rosko Motion
Seconded by: R. Foy 92-11-14
THAT the Board of Governors receive the minutes of the Board Executive Committee
meeting held September 3, 2014; the minutes of the Board of Governors Entrance
Scholarship Ad-Hoc Committee meeting held October 2, 2014; and the minutes of Board
Vacancy Nominating Committee meetings held October 3, and October 23, 2014
Carried

Moved by: T. Rosko Motion
Seconded by: M. Miller 93-11-14
THAT the Board of Governors approve the recommendation of the Board Vacancy
Nominating Committee to submit the names of Ms. Lois Kozak, Mr. Pat McConnell and
Ms. Gail Waghorn for appointment to the Board of Governors effective September 1,
2015, through the Lieutenant Governor in Council (LGIC) process; and further,
THAT the Board approve recommendations for the appointment of Mr. Domenic Rizzuto
and the re-appointment of Mr. Rock Foy and Mr. Al Spacek, effective September 1, 2015,
as presented. Carried

Moved by: J. Collins Motion
Seconded by: B. Allan 94-11-14
THAT the Board of Governors appoint Mr. Domenic Rizzuto and re-appoint Mr. Rock
Foy and Mr. Al Spacek to the Board for a 3-year term, effective September 1, 2015.
Carried

Moved by: T. Rosko *Motion*
Seconded by: R. Foy *95-11-14*
THAT the Board of Governors approve extending the original contract with Chartwells
by 3.5 years to end on December 31, 2024. *Carried*

Moved by: G. Pirie *Motion*
Seconded by: T. Rosko *96-11-14*
THAT the Board move into the General Session, time noted at 1:34 p.m. *Carried*

(b) BUSINESS ARISING FROM PREVIOUS MEETING

i. Report from Participants at the 2014 Higher Education Summit

Chair Wyatt invited Governors who participated in orientation and Higher Education Summit events to share feedback on their experience. Governors Debbie Nankervis, Bill Allan and Donna Seary commented that the orientation was very beneficial and the conference sessions – particularly the presentation by Chris Hadfield – were great.

President Gibbons and Governor Kemp participated in College Day events on Tuesday, following the conference. This included a meeting of the College Employer Council Board of Directors, visiting and sitting in the legislature while in session, and meeting with Premier Kathleen Wynne. The Premier confirmed the government will not claw-back a portion of tuition for off-shore international students; however, their intent is to go ahead with the international student recovery fee for on-shore international students. The Premier stated she is opposed to colleges granting 3-year degrees. President Gibbons indicated colleges will continue to work towards this and a report on this matter is due to cabinet this month. Thirdly, the Premier was glad to see that colleges will work together to establish a system-wide policy on sexual harassment and she is very supportive of articulation agreements within the college system and between colleges and universities.

ii. Board of Governors Entrance Scholarship Fundraising Committee

Members on the committee are Chair Wyatt, Governors Kemp, Pirie and Allan and President Gibbons. The Committee will be meeting soon to discuss expanding the committee with key community members and to develop a fundraising strategy.

(c) FINANCE REPORT

V.P. Mike Baker presented the finance report for the period ended November 30, 2014, reviewing changes that resulted in further reducing the projected deficit by \$51K.

V.P. Baker elaborated on meetings held and measures that will be taken to eliminate the balance of the deficit by fiscal year-end.

Chair Wyatt thanked Mr. Baker for the information noting good process was being made and commended staff for their diligence.

6. NEW BUSINESS

(a) PROTOCOL AGREEMENT – COMPULSORY ANCILLARY FEES

Having declared conflict, Governor Amanda Adamo remained at the meeting but abstained from the vote.

President Gibbons reviewed particulars of the Protocol Agreement and the proposed increases to compulsory and non-compulsory ancillary fees.

Moved by: M. Milinkovich	Motion
Seconded by: J. Collins	07-01-15
THAT the Board of Governors approve the Ancillary Fees Schedule for 2015-16 and the Protocol Agreement for Compulsory Ancillary Fees, as presented.	
	Carried

(b) APPROVAL FOR 2015-2016 AND 2016-2017 TUITION FEES

In consideration of her conflict with this item, Governor Adamo abstained from the vote.

Moved by: A. Spacek	Motion
Seconded by: R. Foy	08-01-15
THAT the Board of Governors approve a 3% tuition fee increase for each of the 2015-16 and 2016-17 academic years, as determined by the Ministry of Training, Colleges and Universities.	
	Carried

(c) APPROVAL OF BOARD POLICIES

President Gibbons reviewed policy changes being recommended by the Policy Review Committee.

Moved by: G. Kemp	Motion
Seconded by: J. Collins	09-01-15
THAT the Board of Governors approve the following policies, as presented:	
By-Law No. 2 – College Council	
B-2 Governance and Accountability	
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

(d) APPOINTMENT OF CHARTERED BANK

Governor Catherine LeClerc declared a conflict with this item and abstained from the vote.

V.P. Baker explained that the current contract with RBC expires at the end of January 2015. In 2013, an RFP process was conducted by the Ontario Education Collaborative Marketplace (OECM) on behalf of all Ontario Colleges, per Broader Public Sector guidelines and in April 2014, OECM awarded the contract to TD. However, the Ministry of Finance's literal interpretation and requirement for the application of Section 28 of the Financial Administration Act has resulted in none of the colleges moving to TD services at this time. Timelines involved in Section 28 applications are unreasonably lengthy and additional details on TD services are required before we may move forward with any final recommendation on banking.

It is recommended that Northern College negotiate a one-year renewable extension to the current contract with RBC, while negotiating better rates. This would stabilize the banking services situation while a Colleges' Finance Group works with MTCU to manage the impact of Section 28.

Moved by: R. Pineault

Motion

Seconded by: D. Seary

10-01-15

THAT the appointment of the Royal Bank of Canada as the College's principal banker be extended for one year, with the option to renew for an additional year;

AND THAT the appointment of the following chartered banks also be extended for one year with the option to renew for an additional year: Bank of Nova Scotia and Canadian Imperial Bank of Commerce.

Carried

(e) STRATEGIC ENROLMENT MANAGEMENT PLAN

Vice-President Audrey Penner made a presentation on the college's finalized SEM plan highlighting its goals and objectives. Dr. Penner took this opportunity to thank all of the Academic Managers for their work on the plan, and in particular Ms. Christine Heavens for her leadership role early on in the SEM planning process. Our Marketing department is preparing a reformatted version of the document for public distribution and the final document will be shared with the Board. The PowerPoint presentation is saved on the Board portal.

Governor Spacek pointed out there may be an opportunity for part-time and continuing education activity in Kapuskasing.

7. ROUTINE ITEMS

(a) CORRESPONDENCE

As provided in the Board package.

(b) NORTHERN COLLEGE ABORIGINAL COUNCIL ON EDUCATION

President Gibbons indicated the Council has not met since our last Board meeting. The committee is being contacted to schedule the next meeting.

(c) PRESIDENT’S REPORT

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

(d) EXECUTIVE TEAM REPORTS AND STRATEGIC PLAN PROGRESS

Vice President Audrey Penner reported on the initiative to develop Environmental Technician curriculum for distance delivery, indicating that work began on this in the fall and carries on this term. Four colleges are interested in working with us on this program and we have received funding through the Shared Online Course proposal for 2015 for additional course development with an Aboriginal perspective.

Northern College is piloting a program synopsis approval process for our off-shore, international programs for 2014-2015. The objective is to have all program synopses for new partners approved prior to the start of the second semester of their “Year 1.” The program synopsis provides a “road-map” identifying all of the courses, course hours and course weight in a program.

An international faculty/administration travel and orientation manual has been written, reviewed and approved. We will be identifying best methods to disseminate this information and Audrey will be the first person to go through the orientation in preparation for travel to China in May 2015.

The college is partnering with Lambton College to deliver our Environmental Technician: Water and Wastewater Systems Operations program. We are also partnering with Confederation and with Lambton to deliver a hybrid model of our Law Clerk program.

Work to develop common Business curriculum with other colleges is progressing well and will be a reality in the fall of 2016 with Business Accounting as the first program to be offered.

Vice-President Mike Baker shared that our Marketing department has completed videos in Chinese which are now in use, as well as a brochure which is currently being printed. This supports our initiative to develop program specific multi-media marketing materials for international off-shore partners.

We continue to promote signature programs as a workforce development tool to employers and have completed new videos for all signature programs, available on the college’s YouTube channel. These videos have also been embedded into each of the program descriptions on the website. Facebook posts also include the videos and the Veterinary Sciences video has received a higher response rate than any previous post.

A revised college website will be launched in April where existing articulation agreements and pathways will be more easily accessed through a tab on each program page (our current website lists all transfer agreements in the “Admission” tab). Articulation agreements with other institutions are promoted in the college’s viewbook as well as in individual marketing materials.

Our initiative to develop tools to improve and enhance the Management Information System (MIS) continues to move forward. With the assistance of Take Two, our contract service provider, we are rearranging priorities and streamlining our working processes. Follow-up plans have also been developed.

Increasing student-generated content and engagement with Facebook and Twitter is another of our goals. The focus of our efforts will be to continue to provide relevant, consistent and timely content for the respective audiences. For example, from January to October, Northern College averaged 1,100 “likes” per month on Facebook. In October, we hit 1,250 “likes” while in both November and December, the college received 1,650 “likes” per month, an increase of 50%.

Executive Director Christine Heavens indicated that in our efforts to recruit additional partners to develop a regional approach and interest in signature programs, we have confirmed space at the Prospectors’ and Developers’ Annual Conference (PDAC) within the FEDNOR showcase, as well as two presentation opportunities. Additionally, we have met with Wahgoshig First Nation to secure a partnership that has us helping them apply for funding through the Aboriginal Economic Development Fund for an Underground Hard Rock Mining Common Core program at Primero and to help the community develop a multi-year training and development plan that will help train their community members to work in the mining and other sectors.

College staff are meeting later this week to review a draft plan to revitalize our Literacy and Basic Skills recruitment strategy. The plan includes initiatives like developing a transition plan into postsecondary for students and creating pilot projects with First Nation communities to offer the Upgrading program. Our one-on-one approach to connect students with our Advising team and First-Year Experience staff is working well. We are also reviewing how to better meet ministry-set targets; we know several very remote communities would benefit from this learning opportunity but a permanent program in the area is not always viable. We are therefore investigating being able to offer Upgrading in these communities for temporary periods of time, on a rotational basis with other communities.

In 2014, we expanded our Aboriginal Youth Camp to the Moosonee Campus, making it a host location for the Skills Work! @ Camp. The free camp gave young campers a chance to observe the instructive opportunities for skilled trades and technologies that are accessible within their community. The outstanding hands-on workshops have inspired youth to have the assurance, understanding and interest to someday pursue a career in skilled trades and technologies. Workshops included residential wiring, bannok-making, carpentry, and alternative energy to name a few. Discussions have begun, exploring the possibility of hosting another camp for summer 2015.

Finally, Ms. Heavens reported on advancing our initiative to assist students in Aboriginal communities to complete pathway planning and college applications. Our Aboriginal Liaison Officer joined the Moosonee Student Advisor this December to visit high schools in Moosonee and Moose Factory and map out pathways, meeting with 31 students. Our staff was very well received by students, guidance counsellors, and principals.

Governor Milinkovich shared information on working with First Nations relative to linking individuals with entrepreneurship opportunities. President Gibbons indicated the college was successful with a funding proposal and has received \$300K, over 2 years, for an entrepreneurship program. One of the components of this project will see us building an aspect of entrepreneurship within all of our programs.

Executive Director Lynn Berthiaume reported on Go-to-College recruitment events, which we provide in partnership with DSB-ONE's School-College-Work Initiative. There are a number of events scheduled to be held at each of our campuses involving local high-schools up until the end of March. This year, we are targeting Grade 10 students with the intent to assist them better make decisions on their education and career path. The high school students actively participate in practical hands-on sessions lead by our faculty in various programs. Further supporting our recruitment goals and SEM objective to increase Aboriginal student enrolment, one such Go-to-College event is planned to bring Aboriginal students and parents from coastal communities to visit our campuses later this March.

As mentioned at our last Board meeting, a proposal for Mental Health funding has been submitted as a joint initiative of the northern colleges. We are awaiting news on the funding request and remain cautiously optimistic that it will be approved, allowing us to continue to better support our students.

Ms. Berthiaume was pleased to report on a true community project to revitalize the Kirkland Lake campus auditorium. This auditorium is central to the community and often serves as a venue for community events. A successful fundraising campaign was held with generous donations from a number of individuals and organizations. We have replaced the auditorium seats and donated the old seats to the Lasalle theatre. FedNor funding was also secured and we are now in the process of replacing curtains and investing in a new sound system and lighting, by end of March or April. The college and entire community will greatly benefit from these upgrades.

Tying-in to the Northern Experience is a recent initiative to provide on-campus student health care in Haileybury. Dr. Jean Bowles has been working with the college since 2013, providing students with health care services. Regrettably, Dr. Bowles is moving out of province; however, prior to completing her term with us, she will be assisting in recruiting a new physician so we may continue to offer this service. Ms. Berthiaume took this opportunity to formally acknowledge the work and leadership of Dr. Bowles in establishing the clinic at the Haileybury campus.

As a final update, Ms. Berthiaume reported that we continue to make efforts to improve KPI student satisfaction results as projected in our SEM. The recent introduction of Tim Horton beverages at the Timmins campus has generated a lot of buzz as well as resulted in the second most popular post on our Facebook page!

Governor LeClerc inquired about television advertising and Mr. Jim Banks, Marketing and Communications Manager, clarified that we have not been purchasing TV advertising and focusing on social media, better relating to the audience and where they are at in terms of medium and content. The cost of TV advertising can be prohibitive and only reaches a certain audience. We have found that media coverage is most appropriately leveraged where we can get exposure for free through relevant community stories featuring the college. We employ this same strategy with newsprint and will continue to take advantage of those opportunities when they arise.

Chair Wyatt thanked the Executive Team for their reports and commended them for the work being accomplished.

(e) PROGRAM ADVISORY COMMITTEE APPOINTMENTS

Moved by: R. Foy	Motion
Seconded by: M. Milinkovich	11-01-15
THAT the Board of Governors approve the appointment of Mr. Rob Smith to the Developmental Services Worker Program Advisory Committee.	
	Carried

(f) ADVISORY COMMITTEE MEETING SCHEDULE

As provided in the Board package. There remain opportunities for members to join an advisory committee without a representative. Please contact Pierrette if interested.

(g) REPORTS FROM BOARD ADVISORY COMMITTEE REPRESENTATIVES

Governor John Collins attended a Computer Engineering Technician program advisory committee meeting on December 3rd, their first meeting this academic year. The committee includes 5 external members and is chaired by Mr. David Laneville. President Gibbons also attended the meeting. The subject of low enrolment in Computer Sciences was raised and discussion held about ways to increase it. The college is conducting research with other colleges in terms of the kinds of courses they offer in their computer studies programs and our faculty and PAC members will meet later this month to review the status of the program and discuss what could be done to stimulate more interest and increase enrolment.

Governor Bill Allan attended a NorTech committee meeting on December 1st, chaired by Executive Director Christine Heavens. The committee reviewed key performance indicators and discussed literacy, public speaking and math which continue to be a challenge for some employees in the trades sector. Co-op program graduates are favoured by one organization in particular because of the quality of the program and the hands-on experience the students acquire. The shortage of apprentices was also discussed.

(h) BOARD MEMBER COMMUNITY-RELATED UPDATES

Noted.

(i) BOARD OF GOVERNORS WORK PLAN

As provided in the Board package.

(j) FUTURE AGENDA ITEMS

Noted.

(k) NEXT MEETING

Chair Wyatt indicated that since we did not hold the November meeting in Haileybury and, in consideration of budget constraints, the Board consider holding the March meeting in Haileybury.

Moved by: B. Allan	Motion
Seconded by: D. Nankervis	12-01-15
THAT the Board of Governors approve holding the March 11, 2015 meeting in Haileybury.	Carried

Board Meeting:	Wednesday, March 11, 2015
	Haileybury Campus Boardroom
	11:30 a.m. Tour of the Campus
	12:30 p.m. Lunch provided
	1:00 p.m. – Board Meeting

8. BOARD EDUCATION: PRESENTATION OF VIRTUAL 1 SURVEY COURSE

This item was deferred to a future meeting.

9. INFORMATION REPORT

As provided in the Board package.

10. PROPOSED MOTIONS

As recorded in the minutes.

Ms. Heavens informed the Board about the re-branding of ACCT to “Northern Training Division” and an upcoming launch for a new eLearning platform by the department. An invitation will be sent to the Board.

11. ADJOURNMENT

Moved by: J. Collins

Motion
13-01-15
Carried

THAT the meeting be adjourned.

Time noted at 3:20 p.m.

P. Fortier,
Executive Assistant to the Board