

College of the North Atlantic  
Board of Governors Minutes  
Holiday Inn, St. John's  
February 20, 2014

- Attendance: Cheryl Stagg, Chair  
Charles Penwell  
Roy Hutchings  
Troy Mitchell  
Gilbert Bennett  
Bonnie Lane McCarthy  
Yordest Andrews - via Conference telephone  
Jagard Strong  
Wade Pinhorn  
Donna Stone  
Ann Marie Vaughan
- Regrets: Beverly Scott  
Terry Parsons  
Stacy Ryan  
Leona Webb  
Kristie LePatourel  
Lynn Cole
- Staff: Geoff Peters, General Counsel  
John Hutchings, Vice-President of Administration and Finance  
Edith Hunt, Executive Assistant – Via Conference Telephone
- Guests: Corinne Dunne, Vice-President of College Development/Advancement  
Brian Tobin, Interim Vice-President of Academics and Learner Services  
Stephen Lee, Manager of Communications

**Action Items**

<b>Item#</b>	<b>Action</b>	<b>Responsible</b>	<b>Due Date</b>
BM 01-14-04	The Board Chair advised that correspondence will be forwarded to the Minister of Advanced Education and Skills and will distribute a copy of the correspondence to the Board.	Board Chair	
BM 01-14-04	Cyril Organ Vice President of Learner Services has retired. Correspondence shall be forwarded to Mr. Organ expressing the Board's appreciation for his services over the years.	Board Chair	

**Resolutions**

BM 01-14-02	Motion put forth and seconded to include on the agenda the JOB Committee report.	<b>Carried</b>
BM 01-14-03	Motion put forth and seconded to accept the December 9, 2013 minutes as distributed	<b>Carried</b>
BM 01-14-04	Motion put forth and seconded to accept the Chair's report.	<b>Carried</b>
BM 01-14-06	Motion put forth and seconded that the equipment be tendered and purchased contingent upon approval of funding from ACOA.	<b>Carried</b>
BM 01-14-09	Motion put forth to adjourn the meeting at 9:50 p.m.	<b>Carried</b>

## Minutes

Call to Order BM 01-14-01	Cheryl Stagg, Board Chair called the meeting to order at 7:15 p.m.  The Board Chair introduced and welcomed Student Representative, Jargard Strong to the Board.	
BM 01-14-02 Agenda	Motion put forth and seconded to include on the agenda the JOB Committee report.  <b>Carried</b>	
BM 01-14-03 Review Of Minutes	Motion put forth and seconded to accept the December 9, 2013 minutes as distributed.  <b>Carried</b>	
BM 01-14-04 Chair's Report	<p>The Board Chair advised the Board that a meeting was held with the Minister of Advanced Education and Skills. Discussions with the Minister included budget, college restructuring and the nursing program.</p> <p>The Executive Committee and the Minister of Advanced Education and Skills will arrange a meeting after the 15<sup>th</sup> of March to discuss concerns and the direction of the College.</p> <p>If there are any concerns or issues that Board members want to be included in the discussions with Government please advise the Chair. The Board Chair advised that correspondence will be forwarded to the Minister of Advanced Education and Skills and will distribute a copy of the correspondence to the Board. It is hoped that the contents of the correspondence will be a tentative agenda for the next meeting.</p> <p>The final version of the JOB agreement has been given to Government.</p> <p>Cyril Organ Vice President of Learner Services has retired. Correspondence shall be forwarded to Mr. Organ expressing the Board's appreciation for his services over the years.</p> <p>Motion put forth and seconded to accept the Chair's report. <b>Carried</b></p>	<p>ACTION</p> <p>ACTION</p>

<p>BM 01-14-05 Consent Agenda President's Report</p>	<p>President Vaughan gave a brief summary on the President's Report.</p> <ul style="list-style-type: none"> <li>• Events /Meetings attended</li> <li>• Meeting with the Inuit Nation to discuss education needs</li> <li>• Partnership with the Iron Workers Union</li> <li>• Meet with the ISO consultants</li> </ul>	
<p>BM 01-14-06 Committee Reports Governance Report</p>	<p>Governance Committee Chair, Donna Stone advised the Board that the Committee has held a two day work shop facilitated by GDP Consulting. The Committee conducted an in-depth review of the existing Board policies determining which policies should be amended and what policies should be drafted. A one day workshop will be scheduled for the Board to review the recommended policy changes.</p>	
<p>JOB Committee</p>	<p>JOB Committee Chair, Troy Mitchell advised the Board that the Committee attended the JOB meeting on January 22, 2014 in Qatar. The Board was given a brief summary of the meeting agenda and its presenters.</p>	
<p>Audit Committee</p>	<p>In the absence of the Committee Chair, Terry Parsons, Roy Hutchings presented a briefing of the Audit Committee meeting held on February 20, 2014.</p> <p>The Audit Committee reviewed the internal audit report presented by Annette Morey, Manager of Internal Audits. The report included audits completed on Child Care Centre, Contractors obligations, contract revenue, first aid, electronic signature, Placentia audit.</p> <p>The quarterly financial statements for December 31, 2013 were distributed to the Committee and discussed.</p> <p>Board members who may have questions on the financial statements are invited to contact John Hutchings directly, or advise the Chair for inclusion at the next Board meeting. Internal Audit reports can be requested from the Board's Executive Assistant.</p> <p>The Board was informed that there are two purchases that are related to separate ACOA proposals which are in the preapproval stage for funding. Tenders will be called but only awarded once funding has been approved.</p>	

	<p>The Audit Committee is recommending for approval contingent on final approval of funding from ACOA for the tender and purchase of the following equipment:</p> <ul style="list-style-type: none"> <li>- Digital Z-ray equipment estimated at \$ 120,000 for the Port aux Basques Campus and</li> <li>- CO2 Laser equipment estimated at \$ 270,000 for the Prince Philip Drive Campus.</li> </ul> <p>Motion put forth and seconded that the equipment be tendered and purchased contingent upon approval of funding from ACOA.</p> <p style="text-align: right;"><b>Carried</b></p>	
BM 01-14-07 College Brand	<p>President Ann Marie Vaughan advised the Board that the marketing consulting firm, M5 was hired to establish a unique Branding message for CNA. Vanessa McKay, Senior Vice President Client Services and Michael Pickard Senior Vice President Strategy presented to the Board the new branding messages. The official launch of the new brand will take place at a later date.</p>	
BM 01-14-07 CNA Qatar	<p>Dr. Ken McCloud, President of the College of the North Atlantic Qatar was introduced to the Board. Dr. McCloud presented to the Board an overview of the Qatar Campus and its employees giving examples of living and working in Qatar.</p> <ul style="list-style-type: none"> <li>• One of Qatar's largest post-secondary institutions</li> <li>• Combines a Canadian curriculum and industry expertise</li> <li>• State of the art facilities</li> <li>• Corporate Partners</li> <li>• Positive relationship between College and the Community</li> <li>• Largest Canadian contingent of employees working and living in one specific international country.</li> </ul>	
BM 01-14-08 Strategic Plan/Stakeholder Consultation	<p>President Vaughan reviewed the agenda's and format for the Stakeholder round table discussion and AGM taking place on February 21, 2014.</p>	
BM 01-14-09	<p>Motion put forth to adjourn the meeting at 9:50 p.m.</p> <p style="text-align: right;"><b>Carried</b></p>	