

College of the North Atlantic
Board of Governors Minutes
Stephenville, NL
May 9, 2014

Attendance: Cheryl Stagg, Chair
Charles Penwell
Beverly Scott
Roy Hutchings
Troy Mitchell
Gilbert Bennett
Bonnie Lane McCarthy
Yordest Andrews
Kristie LePatourel
Jagard Strong
Wade Pinhorn
Donna Stone
Ann Marie Vaughan

Regrets: Leona Webb
Stacy Ryan

Staff: Geoff Peters, General Counsel
John Hutchings, Vice-President of Administration and Finance
Edith Hunt, Executive Assistant

Action Items

Item#	Action	Responsible	Due Date
BM 02-14-05 Committee Reports Executive Report	Recommendation from the Board that the Board Chair advise Government of the Board's decision. General Counsel, Geoff Peters will draft a briefing document to be forwarded to Minister Kevin O'Brien's office with the Chair's correspondence.	Cheryl Stagg Ann Marie Vaughan Geoff Peters	ASAP
BM 02-14-06 Consent Agenda President's Report	The Board Chair recommended that letters be sent from the Board to all Campus Administrators who have retired and will be retiring since February's Board meeting.		Not determined
BM 02-14-08 Strategic Planning	A final copy of the Strategic Plan 2014-2017 will be distributed at the next Board meeting.	Ann Marie Vaughan	June 24, 2014

Resolutions

BM 02-14-02 Agenda	Motion put forth and seconded that the Executive Committee Report is to be included in item five of the agenda.	Carried
BM 02-14-03 Review Of Minutes	Motion put forth and seconded that the February 20, 2014 minutes be accepted as presented with the following correction (Typographical correction Jargard to Jagard). Motion put forth and seconded that the March 24, 2014 minutes be accepted as distributed.	Carried Carried
BM 02-14-05 Committee Reports Executive Report	Motion put forth and seconded that the motion made at the October 25, 2008 Board meeting, BM 04-08-7.4 stating "CNA will commence litigation to recover monies awarded to the aforementioned employees by the Qatar Courts." Is to be rescinded.	Carried
BM 02-14-07 In-camera	Motion put forth and seconded that the meeting be declared "Closed" at 10:05 a.m. Motion put forth and seconded that the meeting be declared "Open" at 10:30 a.m.	Carried Carried
BM 02-14-10 Adjourn	Motion put forth that the meeting be adjourned at 2:30 p.m.	Carried

Minutes

BM 02-14-01 Call to Order	Cheryl Stagg, Board chair called the meeting to order at 9:10 a.m.	
BM 02-14-02 Agenda	<p>Motion put forth and seconded that the Executive Committee Report is to be included in item five of the agenda.</p> <p style="text-align: right;">Carried</p>	
BM 02-14-03 Review Of Minutes	<p>Motion put forth and seconded that the February 20, 2014 minutes be accepted as presented with the following correction (Typographical correction Jargard to Jagard).</p> <p style="text-align: right;">Carried</p> <p>Motion put forth and seconded that the March 24, 2014 minutes be accepted as distributed.</p> <p style="text-align: right;">Carried</p>	
BM 02-14-04 Chair's Report	<p>The Board Chair advised the Board that she has received a briefing on the insurance under which the Board Members are covered while travelling. Details within the insurance guidelines are not very clear. The Board Chair encouraged all Board members to discuss with their personal insurance provider the additional cost of business insurance. Further discussions will be held on this issue.</p> <p>The Board Chair informed the Board that resignations have been received from Board Members, Lynn Cole and Terry Parsons. Resignations are effective immediately.</p> <p>The Board was advised that within the next three to six months there will be expiration of Faculty, Student representatives and cross over appointments. The expired members of the Board shall remain on the Board until Government either reappoints or selects new Board appointments.</p>	
BM 02-14-05 Committee Reports Governance Report	<p>Governance Committee Chair, Donna Stone advised the Board that the updated Board Policies and By-Laws approved at the March 24, 2014 Board meeting had been distributed. The policies will now be prepared to be placed on the College's website.</p> <p>Board members were encouraged to consider attending the ACCC conference taking place in Ottawa on May 25-27, 2014.</p>	
JOB Committee	Troy Mitchell, Committee Chair advised the Board that the JOB meeting will be held in June in Doha, Qatar.	

	<p>Board Members were informed that due to budget reductions by the State of Qatar twenty positions have been impacted at CNAQ and several programs will be discontinued.</p>	
Audit Committee	<p>Roy Hutchings, Committee Chair advised the Board that the Committee has met with the external auditors, who presented an overview of the audit procedures for the March 31, 2014 fiscal year end.</p> <p>A draft of the College's March 31, 2014 audited financial statements has to be submitted to the Comptroller General by the 2nd of June, 2014.</p> <p>The Board received a brief summary of the 2014-2015 budget some of the items noted were:</p> <ul style="list-style-type: none"> • \$ 1.1 M Tuition freeze subsidy • \$ 1.5 M to offer high labour market demand programming • \$ 1.5M allocated towards Medical Laboratory facility in Grand Falls Windsor • \$ 1.M LMDA funding provided for training in Wabush. • \$ 1.5M allocated for Shop Modernization • The Department of Transportation and Works will be undertaking the maintenance costs for the Prince Philip Drive Campus. <p>It was also noted that there were fourteen instructor layoffs, eight as a carryover of program reductions in 2013-14 and six as a result of program reductions in 2014-2015. There will be twenty (20) instructor positions to be filled for new programming being implemented in 2014-2015.</p> <p>There is still an issue with the College being able to access approximately \$ 6.5M in federal revenue allocated in the 2014-15 provincial budget. In addition to funding approved in 2014-15 budget the College has received a onetime payment at March 31, 2014 of \$ 3M in LMA funding.</p>	
Executive Report	<p>The Chair advised the meeting that during a Board meeting in October 2008 there was a motion passed to commence litigation to recover monies awarded to employees who were successful in the Qatar Courts in regards to the end of service gratuity. The expiry of the limitation period for the first three litigants is May 28, 2014 and the remaining two limitation periods will expire early in June, 2014.</p>	

	<p>Discussions included the</p> <ul style="list-style-type: none"> • financial aspects, • legal cost especially if evidence is required from Qatar • the possible negative public perception. • CNAQ paid the original court settlements • end of service gratuity no longer has a financial liability on CNA as the State has agreed to assume future liability for any end of service gratuity claims. <p>Motion put forth and seconded that the motion made at the October 25, 2008 Board meeting, BM 04-08-7.4 stating “CNA will commence litigation to recover monies awarded to the aforementioned employees by the Qatar Courts.” Is to be rescinded.</p> <p style="text-align: center;">Carried Unanimously</p> <p>Recommendation from the Board that the Board Chair advise Government of the Board’s decision. General Counsel, Geoff Peters will draft a briefing document to be forwarded to Minister Kevin O’Brien’s office with the Chair’s correspondence.</p>	ACTION
<p>BM 02-14-06 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"> • Events/Meetings attended. • Programming changes and train outs • Department of Justice seeking continued education in regards to correctional training. • Healthcare – high demand and how CNA endeavors to fillfull the needs of the students. • Graduation listing • 47 medals at the Annual Provincial Skills Canada Skilled Trade & Technology Competitions. • Six Campus Administrators have either retired or have given notice of retiring from the College. <p>The Board Chair recommended that letters be sent from the Board to all Campus Administrators who have retired and will be retiring since February’s Board meeting.</p>	ACTION
<p>BM 02-14-07 In-camera</p>	<p>Motion put forth and seconded that the meeting be declared “Closed” at 10:05 a.m.</p> <p>Motion put forth and seconded that the meeting be declared “Open” at 10:30 a.m.</p>	

BM 02-14-08 Strategic Planning	<p>The Board was presented with a draft copy of the Strategic Plan. The document will be rewritten to comply with the Act for a three year Strategic Plan. The College will continue to draft a six year vision statement for its internal use and goals with the emphasis placed on students and educating/training for the future.</p> <p>A final copy of the Strategic Plan 2014-2017 will be distributed at the next Board meeting.</p>	ACTION
BM 02-14-09 Next Meeting	<p>June 24, 2014 will be the next Board meeting. The meeting will be held in St. John's.</p> <p>Items to be included in June's meeting agenda:</p> <ul style="list-style-type: none"> • Organization Chart – new structure/positions • Annual Report • Strategic Plan • Audited financial statements <p>The Board will host a fiftieth anniversary event at the Geo Centre, in St. John's on the 24th of June.</p>	
BM 02-14-10 Adjourn	<p>Motion put forth that the meeting be adjourned at 2:30 p.m. Carried</p>	