

Board of Governors Meeting
Microsoft Teams – Virtual
Wednesday, June 18, 2025

Board Members in Attendance:

Mark Bradbury, Chair Jill Quilty Kevin Kelly Sam Synard
Donna Rideout, Vice Chair Kevin Bond

Staff in Attendance:

Elizabeth Winney, President & CEO Annette Morey, VP Finance & Admin Shirley Woodward, AVP Student Services Heidi Staeben-Simmons, AVP Public Affairs & Adv
Fergus O'Brien, VP Academic & Applied Research Deidre Dunne, AVP Human Resources Elizabeth Vincent, AVP International Geoff Peters, General Counsel & Corporate Secretary
Wanda Hynes, EA to President & CEO

Guest Presenter(s):

Jennifer Clement, KPMG External Auditor

Regrets:

Ken Martin, Board Member Tanya Noseworthy, Board Member Allan Hawkins, Board Member Charles Randell, Board Member
Dorothy Pye-Johnson, Board Member Trudy O'Neil, AVP Campus Operations

Recorder:

April Mandar, EA to Board of Governors

RESOLUTIONS

BM 02-25-03	Motion put forth and seconded that the agenda be approved as presented.	Motion Carried
BM 02-25-05	Motion put forth and seconded to approve the consent agenda, as presented, containing the following documents: a. February 19, 2025 Board Meeting Minutes Draft b. Briefing Note: GRI Simulation Project. Approved via e-vote. c. Briefing Note: CEWIL iHub Program d. Annual Report 2024-2025	Motion Carried
BM 02-25-06	Motion put forth and seconded to accept the KPMG External Auditor's Report as presented.	Motion Carried

BM 02-25-07	Motion put forth and seconded to accept the Audited Financial Statements as presented.	Motion Carried
BM 02-25-15	Motion put forth and seconded to approve the Academic Plan 2026-2027 as presented, subject to Department of Education's approval.	Motion Carried
BM 02-25-17	<p>Motion put forth and seconded to approve the amendments to the Foundation Management Committee's Terms of Reference as presented.</p> <p>Motion put forth and seconded to appoint Donna Rideout, Board member to the Foundation Management Committee on a three-year term.</p> <p>Motion put forth and seconded to appoint Debby Yannakidis to the Foundation Management Committee on a three-year term.</p>	Motions Carried
BM-02-25-21	Motion was put forth and seconded to excuse all staff from the room and to move to an in-camera session, beginning at 3:53pm.	Motion Carried

MINUTES

1. Call to Order

Mark Bradbury, Board Chair called the meeting to order at 9:07 am.

The Board Chair welcomed everyone to the meeting.

2. Land Acknowledgment

The President recited the Indigenous Blessing of the Land.

3. Review of Agenda

Motion put forth and seconded that the agenda be approved as presented.

Motion Carried

4. Conflict of Interest

There were no conflict-of-interest declared.

5. Consent Agenda

Motion put forth and seconded to approve the consent agenda, as presented, containing the following documents:

- February 19, 2025 Board Meeting Minutes Draft
- Briefing Note: GRi Simulations Project. Approved via e-vote.
- Briefing Note: CEWIL iHub Program
- Annual Report 2024-2025

Motion Carried

6. External Auditor's Report

KPMG External Auditor, Jennifer Clement, joined the meeting. She presented the Audit Report for the year ending March 31st, 2025. A copy of the Auditor's Report is included in the meeting book.

Motion put forth and seconded that the KPMG External Auditor's Report be accepted as presented.

Motion Carried

7. Audited Financial Statements for the Year Ending March 31, 2025

The Audited Financial Statements for the year ending March 31, 2025 was presented by Annette Morey, VP Finance & Administration. A copy of the Audited Financial Statements was provided to the Board members which is included in the meeting book.

Motion put forth and seconded to accept the Audited Financial Statements as presented.

Motion Carried

8. In-Camera Session with the External Auditor

All staff were excused from the meeting and an in-camera session was held with the external auditors. The session began at 9:53 am and concluded at 10:03 am.

9. Chair's Report

Mark Bradbury, Board Chair provided his verbal report. Some of the highlights are:

- Meetings/event attended since the February 19, 2025 Board Meeting:
 - Attended all the Standing Committee meetings.
 - May 14th met with Liz on various matters such as the June 18th Board Meeting agenda, Board skills matrix, Academic Plan for 2025-2026.
 - Attended the June 12th CNA Graduation ceremony in St. John's.
 - Attended ICD Webinar, "Future of Diversity in Canada".

10. President's Report

Elizabeth Winney, President & CEO, presented her report to the Board, providing an update on college activities since the February 19, 2025 Board Meeting. A copy of the President's report is included in the meeting book.

- Attended the CICAN Leaders' Summit in Ottawa.
- Attended CNA Graduation Ceremonies.
- Two campuses this year facilitated Jill of All Trades, Prince Philip Drive and Bay St. George. Huge success, over 150 students in attendance.
- National Skills Canada Competition held in Regina, Saskatchewan. Students came home with gold medals in Powersports, Refrigeration & Air Conditioning Mechanic, Hairstyling, Cloud Computing, and Photography. Silver medal in Office IT Networking, and a bronze medal in Architectural Engineering Technology. The gold medal winner on Cloud Computing will represent Canada in the 2026 World Skills Competition to be held in Shanghai, China.

11. Decision Note and Presentation on Modular Training Unit – ESDC/Exxon Projects

For information only - Fergus O'Brien, VP Academic & Applied Research presented the Briefing Note for the Mobile Training Unit (MTU). A copy of the presentation is included in the meeting book.

- Upcoming Decision:
 - CNA will be going to RFP for the MTU.
 - A request for approval will go to the Board, and a business case will be included for more details.

12. The Employee Experience

Deidre Dunne, AVP Human Resources gave a presentation on “The Employee Experience”. The presentation is included in the meeting book, and it consists of the People First Approach, what are we promoting, what are CNA employees saying, types of benefits, HR Service Centre, Employee Support Service, professional growth opportunities at CNA, commitment to continuous improvement.

13. Strategic Plan 2023-2026 Update

An update on Year Two 2024-2025 Strategic Plan was provided by Heidi Staeben-Simmons, AVP Public Affairs & Adv. A copy of the presentation is included in the meeting book. The presentation highlighted the results for each of the three Issues.

- Issue One - Empower through Equity, Diversity, and Inclusion.
- Issue Two - Advanced Teaching and Learning Approaches.
- Issue Three - Set the Course for Sustainable Development and Growth.

14. Strategic Plan 2026-2029 – Process Review

Heidi Staeben-Simmons, AVP Public Affairs & Adv. presented the 2026-2029 Strategic Plan Development process. The presentation consisted of:

- Legislative requirements as per the Transparency and Accountability Act.
- Strategic Plan Development.
- Plan Development – Four Step Process: Step 1 Environmental Scan, Step 2 Consultation, Step 3 Goal/Objective Development, Step 4 Strategic Plan Document.
- Vision, Mission, and Values.

15. Academic Plan 2026-2027

Fergus O'Brien, VP Academic & Applied Research presented the 2026-2027 Academic Plan. A copy of the Academic Plan is included in the meeting book.

Motion was put forth and seconded to approve the 2026-2027 Academic Plan as presented, subject to Department of Education's approval.

Motion Carried

16. Executive Committee Report

Mark Bradbury, Committee Chair provided his report. The committee met on Tuesday, June 10th and the minutes is included in the meeting book. The meeting consists of discussion regarding the agenda for today, June 18th Board meeting, legal update, strategic risk, and update on 2025-2026 Academic Plan.

17. Finance Committee Report

Mark Bradbury provided the report in the absence of the Committee Chair. The committee met on Wednesday, June 11th, 2025 and the minutes is included in the meeting book. Some of the highlights from the meeting are:

- KPMG's Audit Report presentation.
- Audited Financial Statements.
- Foundation Management Committee brought forward the three recommendations below to the Finance Committee for Board approval at today's meeting:
 - i. Foundation Terms of Reference – amendments to Section 4b and 8c.
 - ii. To appoint Donna Rideout to the Foundation Committee on a three-year term.
 - iii. To appoint Debby Yannakidis to the Foundation Committee on a three-year term.

Motion put forth and seconded to approve the amendments to the Foundation's Terms of Reference as presented.

Motion Carried

Motion put forth and seconded to approve the recommendation to appoint Donna Rideout, Board member to the Foundation Committee on a three-year term.

Motion Carried

Motion put forth and seconded to approve a Board member's recommendation to appoint Debby Yannakidis to the Foundation Committee on a three-year term.

Motion Carried

18. Quality Committee Report

Mark Bradbury provided the report in the absence of the Committee Chair. The committee met on Tuesday, June 3rd, 2025 and the minutes is included in the meeting book. The main highlight of the meeting was the presentation of the Annual Academic Quality Assurance Report by Kyle Massey, Director of Academic Quality Assurance. Academic Programs Assessment - completed 7 assessments in 2024-2025. Generating 73 commendations, 31 recommendations, and 65 affirmations.

19. Governance Committee Report

Sam Synard, Committee Chair provided his report, and a copy of the June 4th meeting minutes is included in the meeting book. Some of the highlights from the meeting are:

- Results from the online survey of Board Member skill sets. The three skills areas that were identified with some deficiencies were healthcare, facilities management, and fundraising/philanthropy. The committee discussed finding some programming, through ICD for example that could help remediate some of the skills gap. Also, using the information from the survey to share with IAC when looking for new Board member.
- Committee discussed the amendment suggestion to Policy GP-F-401 Contractual Agreement. The recommendation will be going to the Board for approval.

20. Next Meeting

The Board has confirmed that the February 2026 Board meeting will be on Wednesday, February 18th, 2026 via virtual.

List of the upcoming Board meetings that were previously confirmed:

- October 9, 2025 – Virtual.
- November 27th, 2025 in St. John's.
- June 18th, 2026 in St. Anthony.

21. In-Camera Session

Motion was put forth and seconded to excuse all staff from the room and to move to an in-camera session, beginning at 3:53pm.

Motion Carried

22. Adjournment

As all agenda items were completed and there was no further business to discuss, the Board Chair declared the meeting adjourned at 4:20pm