

Board of Governors Meeting
Creation Classroom
Paul L. Pope Centre for TV & Film
Thursday, November 28, 2024

Board Members in Attendance:

Mark Bradbury	Allan Hawkins	Tanya Noseworthy	Ken Martin
Peter Adams (Vice-chair)	Donna Rideout	Dorothy Pye-Johnson	Jill Quilty
Sam Synard	Chris Newhook	Kevin Kelly	Danielle Williston

Staff in Attendance:

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

Guest Presenter(s):

Heather Ward, Director, Technology Access Centre

Virtual Attendance:

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Regrets:

Charles Randell, Board Member	Kevin Bond, Board Member		
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Recorder:

April Mandar, EA to Board of Governors

RESOLUTIONS

BM 04-24-03	Motion put forth and seconded that the agenda be accepted as presented.	Motion Carried
BM 04-24-05	Motion put forth and seconded to approve the consent agenda, as presented, containing the following documents: a. October 16, 2024 Board Meeting Minutes Draft b. Briefing Note: Exxon. Approved via e-vote.	Motion Carried

BM 04-24-12	<p>A motion was put forth and seconded that the following tuition and fees be approved:</p> <ul style="list-style-type: none"> • An increase to tuition for both domestic and international students by 5%. • An increase in technology fee, first aid, mask fit test, and resource camp fees by 5%. <p>A motion was put forth and seconded that the following residence fees be approved:</p> <ul style="list-style-type: none"> • An increase to residence room rates by 5%. • An increase to apartment monthly rates of 5%. <p>A motion was put forth and seconded that the following new fee to cover cost of replacement of ID cards be approved:</p> <ul style="list-style-type: none"> • Replacement ID Card \$20 	Motion Carried
BM 04-24-19	A motion was put forth and seconded to excuse all staff from the room and to move to an in-camera session, beginning at 2:55p.m.	Motion Carried

MINUTES

1. Call to Order

Mark Bradbury, Board Chair called the meeting to order at 8:40 a.m.

Mark welcomed and thanked everyone for attending the Board meeting. He mentioned the great turn out at the last night's Annual General Meeting.

2. Land Acknowledgment

Elizabeth Kidd, President & CEO recited the Indigenous Blessing of the Land.

3. Review of Agenda

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

Motion Carried

4. Conflict of Interest

There were no conflict-of-interest declarations.

5. Consent Agenda

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

- October 16, 2024 Board Meeting Minutes Draft
- Briefing Note: ERINL/ExxonMobil Funding.

Motion Carried

6. Vice-Chair Position

The request for expression of interest for the Vice-Chair position has gone out to the Board members. Peter's resignation is effective December 31, 2024. Mark thanked Peter for his service to the Board since October 2018, and as Vice-Chair since November 2023.

7. Chair's Report

Mark Bradbury, Board Chair provided his verbal report, highlighting some of the meetings he attended such as Education Accord, Treasury Board on October 28th, Board Standing Committees. Also attended the Governor General Awards on November 8th.

8. President's Report

Elizabeth Kidd, President & CEO, presented her report to the Board, a copy of the report is included in the meeting book. The President's report included a summary on strategic goals, and college activities since the October 16, 2024 Board Meeting.

- Attended NLOWE Awards Gala on October 18th, presented the Young Entrepreneur Award.
- We had the Annual CNA Day on November 13th, hosted almost 2000 students across 16 campuses.
- Through partnership, a Flex farm has been setup in St. Anthony campus. The Flex farm has the potential to grow up to 25lbs of produce monthly.

9. Office Of Applied Research and Innovation – Technical Access Centre Presentation

Heather Ward, Director of Technology Access Centre (TAC) gave a presentation on TAC – Reality Capture and Digitization. A copy of the presentation is included in the meeting book. The presentation consists of an introduction video, areas of expertise, funding, student engagement, program & faculty engagement, past & current project sectors, and the future.

10. KPI Presentation

Heidi Staeben-Simmons, AVP Public Affairs & Adv. gave a presentation on the 2023-2026 Strategic Plan – Year 1 Scorecard Results. A copy of the presentation is included in the meeting book. For 2023-2024 Academic Year period, Heidi went over the performance indicators for each of the three issues, and the Institutional Benchmarks. The Board had a fulsome discussion and a couple of recommendations were made. First, examine poll vs survey. Second, have the Institutional of Research Department present to the Board and speak in regard to the statistical piece of the survey.

11. Strategic Plan update

An update on Strategic Plan was provided by Heidi Staeben-Simmons, AVP Public Affairs & Adv. A copy of the presentation is included in the meeting book. Some of the highlights from the presentation consisted of:

- 2024-2025 indicators for Issue one: Empower through Equity, Diversity, and Inclusion, Issue two: Advance Teaching and Learning Approaches, and Issue three: Set the Course for Sustainable Development and Growth.
- CNA hosted a Professional Learning Day on November 8th for all staff that included sessions on Equity, Diversity, and Inclusion.
- EDI Manager position recruited and filled.

12. Tuition and Fees Increase

Annette Morey, VP Finance & Admin presented three briefing notes which are included in the meeting book.

First is the “Tuition and Equipment/Materials and Other Fees – Domestic and International”, which the Board members reviewed and discussed.

A motion was put forth and seconded that the following tuition and fees be approved:

- An increase to tuition for both domestic and international students by 5%
- An increase in technology fee, first aid, mask fit test, and resource camp fees by 5%

Motion Carried

Second is the “Residence Fees”, which the Board members reviewed and discussed.

A motion was put forth and seconded that the following residence fees be approved:

- An increase to residence room rates by 5%
- An increase to apartment monthly rates of 5%

Motion Carried

Third is the “Building/Room Access ID Cards”, which the Board members reviewed and discussed.

A motion was put forth and seconded that the following new fee to cover cost of replacement of ID cards be approved:

- Replacement ID Card \$20

Motion Carried

13. Finance Committee Report

Mark Bradbury provided the report as he chaired the last Finance Committee meeting. The committee met on Thursday, November 14, 2024 and the draft minutes is included in the meeting book. The meeting covered an update on status of internal quality plan, human resources review, CFO Risk report, Foundation update, legal update, and quarterly review of Board budget.

a. Financial Sustainability Update

This was discussed when Mark provided his Chair report, giving an update on his October 28th meeting with Treasury Board.

b. Financial Update – Quarter End September 30th

Annette Morey, VP Finance & Admin provided the Board members with the quarterly financial update. A copy of the Variance Statements for the period of April 1 to September 30, 2024, and the Cash Flow Projections are included in the meeting book.

- Cash flow projection of \$9.4 million shortfall end of March 2025.

14. Executive Committee Report

Mark Bradbury, Board Chair provided his report. The committee met on November 14th and the draft minutes is included in the meeting book. The meeting consists of discussion regarding the agenda for today, November 28th Board meeting, November 27th AGM, Board training plan, President’s performance evaluation update, and roundtable discussion of strategic risk.

15. Governance Committee Report

Chris Newhook, Committee Chair provided his report, and a copy of the draft November 13th meeting minutes is included in the meeting book. Some of the highlights from the meeting are:

- Discussion regarding the acceptance of the draft Committee meeting minutes prior to inclusion in the Board meeting book. The process being recommended to all standing committees is for the Board's Executive Assistant to e-mail the draft committee meeting minutes to Committee Chairs for review and edits. Once reviewed by the Committee Chair it can be circulated to committee members for review and acceptance. Once accepted, the word draft will be removed from the meeting minutes and will be included in the Board meeting book.
- A draft online survey of Board Member skill sets from the Department of Institution of Research has been circulated to committee members for review and feedback. Hoping to have it ready for the February Board meeting.
- Committee members deliberated and discussed the level of Executive Team participation in Board meeting and are comfortable in putting forward a status quo recommendation.

16. Quality Committee Report

Mark Bradbury provided the Committee Chair report on behalf of Charles Randell. A copy of the draft November 7th meeting minutes is included in the meeting book. The meeting consisted of a presentation on Academic Effectiveness provided by Fergus O'Brien, VP Academic and Applied Research. The presentation included relevant KPI's, risks, risk mitigation, and accreditation/audit updates.

17. Canvas Board for New Topics

This item is coming from the Board Evaluation feedback results. The Board members had a fulsome discussion and going forward Board Chair indicated that this be added as a standing item in the Executive Committee meeting, and to the Board meeting agenda under the in-camera session.

18. Next Meeting Dates

- a. Confirmed, February 19, 2025 will be virtual.
- b. Confirmed, June 18, 2025 (In-person – Burin)
- c. Confirmed, October 8, 2025 (location Labrador West)
- d. Confirmed, June 18, 2026 (In-person – St. Anthony)

19. In Camera Session

A motion was put forth and seconded to excuse all staff from the room and to move to an in-camera session, beginning at 2:55 p.m.

Motion Carried

20. Adjournment

As all agenda items were completed and there was no further business to discuss, the Board Chair declared the meeting adjourned at 3:21 p.m.