



Board of Governors Meeting  
Corner Brook Campus  
Wednesday, October 16, 2024

**Board Members in Attendance:**

Peter Adams (Vice-chair)	Chris Newhook	Tanya Noseworthy	Kevin Bond
Allan Hawkins	Charles Randell	Dorothy Pye-Johnson	Jill Quilty
Sam Synard			

**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):**

Jenn Wicks, Director, Centre for Teaching and Learning Innovation (Virtual Presentation)

**Virtual Attendance:**

Donna Rideout, Board Member			
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**Regrets:**

Mark Bradbury, Board Chair	Ken Martin, Board Member	Kevin Kelly, Board Member	Danielle Williston, Board Member
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**Recorder:**

April Mandar, EA to Board of Governors

**RESOLUTIONS**

BM 03-24-03	Motion put forth and seconded that the agenda be accepted as presented.	Motion Carried
BM 03-24-05	Motion put forth and seconded to approve the consent agenda, as presented, containing the following documents: a. June 19, 2024 Board Meeting Minutes Draft b. Briefing Note: LAMP – Contract to deliver Cook Program at HV-GB Campus. Approved via e-vote.	Motion Carried

BM 03-24-15	<p>A motion put forth and seconded to approve the changes to the bylaw to have the Board Chair and Vice-Chair serve as voting members on each of the standing committees as presented.</p> <p>A motion put forth and seconded to approve the changes to Policy 904 Role of the President as presented.</p> <p>A motion put forth and seconded to adopt all the standing committees' draft meeting minutes as presented.</p>	Motion Carried
BM 03-24-17	A motion was put forth and seconded to excuse all staff from the room and to move to an in-camera session, beginning at 2:20pm	Motion Carried

**MINUTES**

**1. Call to Order**

Peter Adams, Board Vice-chair called the meeting to order at 8:31am.

The Board Vice-chair welcomed everyone to the 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:

- a. June 19, 2024 Board Meeting Minutes Draft
- b. Briefing Note: LATP – Contract to deliver Cook Program at HV-GB Campus. Approved via e-vote.

**6. Chair’s Report**

Peter Adams, Vice-chair provided the Chair’s report. A copy of Chair’s report is included in the meeting book, some of the highlights are:

- Meetings and events Mark attended since the June 19, 2024 Board Meeting:
  - Meetings with Liz around Board Evaluation, President Performance Evaluation, KPMG process for submitting the information to the Department of Education regarding our financial situation.
  - Education Accord
  - ICD Webinar

## 7. President's Report

Elizabeth Kidd, President & CEO, presented her report to the Board, providing an update on college activities since the June 19, 2024 Board Meeting. The President's report included a summary on strategic goal achievements and activities.

- Meetings with Mark around KPMG. The KPMG Report has been sent to all Board members and the Department of Education.
- RBC funding announcement for Accelerating Green Skills in Newfoundland & Labrador.
- The TV and Film Grand Opening on September 20<sup>th</sup> was fantastic and well attended.
- Participated in roundtables with regards to hydrogen supply, the roles of Belgium and Canada.
- October 9, 2024 largest donation to CNA from Exxon Mobil for \$10 million.
- Strategic Goal 1
  - Awards and Excellence were presented during the Welcome Back Session. We have winners in Leadership, Faculty, and Support Staff.
  - Recognized National Day for Truth and Reconciliation around the college.
  - Eight episodes of Best in the Biz podcast in LinkedIn, we have partnership with Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) focusing in on women entrepreneurs.
- Strategic Goal 2
  - Health Sciences Entrepreneurship Event took place on September 6<sup>th</sup> via virtual, in partnership with the CNA Director of Work Integrated Learning and the School of Health Sciences.
  - Food security: We've secured a 50-year Crown lease in Reidville for Agriculture Technician program.
- Strategic Goal 3
  - Two micro-credentials were developed - Introduction to Onshore Wind Energy, and Ecology & Future Developments.
  - Partnership with ECO Canada to deliver the "Sustainable Blue Economy: Skills Information Session."

There was a fulsome discussion about the use of generative Artificial Intelligence. Embracing it, using it appropriately and intelligently. Centre for Teaching and Learning Innovation organizes a bi-weekly AI Sandbox sessions.

## 8. Student Enrollment Number 2024-2025

Shirley Woodward, AVP Student Services provided a presentation on Fall 2024 Enrollment. A copy of the presentation is included in the meeting book. The presentation consists of Fall 2024 Enrollment Census by Academic School, Enrollment by Campus, International Highlights, and Student Profiles.

- Census data was prepared on September 17<sup>th</sup>.
- 3.2% increase in enrollment this year, recruitment and marketing effort has contributed to that. As well as International student admission increase.
- International highlight
  - International Students now are 14.9% of our student population, a 3.8% increase from last year.
  - 930 International Students across CNA campuses.

- Student Profiles - Age demographics
  - Age 20-24 is increasing more, 36.7%.
  - An increase in enrollment for age 15-19, 26.9% from 25.8% Fall of 2023.

**9. International: Students and Business development**

Elizabeth Vincent, AVP International presented CNA Global 2024. A copy of the presentation is included in the meeting book. The presentation consists of principles of internationalization, who are we, where we are in the College, IRCC changes and how do we handle it, contribution to CNA, current projects, Vietnam update, and what’s in the Works.

**10. Teaching and Learning**

Jenn Wicks, Director, Centre for Teaching and Learning Innovation (CTLI) presented the Teaching and Learning Innovation. A copy of the presentation is included in the meeting book. The presentation contained overview of the Centre, academic quality framework, change from the inside out, client engagement process, programs & offerings, impact, innovation, opportunities, and what’s next for the Centre.

Programs and offerings:

- Welcome & Orientation to Teaching and Learning
- CTLI Open House
- Adult Learning & Teaching Innovation (ALTI) Program
- Support for Generative AI
  - AI Training
  - AI Sandbox bi-weekly session offering - a space for practice and learning.

Jenn Wicks was thanked for her presentation.

**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.

- Heidi provided everyone with the 2023-2026 Strategic Plan postcard which contains the three issues as well as our mission, our vision, and values. The three issues are:
  - Issue one: Empower through Equity, Diversity, and Inclusion.
  - Issue two: Advance Teaching and Learning Approaches.
  - Issue three: Set the Course for Sustainable Development and Growth.
- The 2023-2024 Annual Report was approved and tabled in the House of Assembly on September 27, 2024. Also, new annual indicators were approved for each of the three issues.

**12. Executive Committee Report**

Peter Adams, Board Vice-chair provided the Committee Chair report. The committee met on Wednesday, October 2<sup>nd</sup>, 2024 and the draft minutes is included in the meeting book. The meeting consists of discussion regarding the agenda for today, October 16<sup>th</sup> Board meeting, the importance of attendance to both Board and Standing Committees meetings. Discussion on the

three strategic risks identified which are operating deficit, compensation gap, and infrastructure challenges.

- a. President Performance Evaluation Process Update
  - Liz has done her self-evaluation.
  - Executive committee members completed the evaluation and are meeting end of October to review and get a line on what the final outcome should be based on everybody's input.
  - Then Executive committee members will meet with Liz mid-November.
- b. Board Evaluation
  - A copy of the Board Evaluation result is included in the meeting book.
  - Total of eight Board members completed the Board evaluation.
  - Some of the feedback for improvements are Board training, identifying skill gaps, and professional development.
- c. 2024-2025 Board Workplan - specific actions are included in the workplan to address areas for improvement mentioned in the Board evaluation feedback results.

### 13. Finance Committee Report

Donna Rideout, Committee Chair provided her report. The committee met on Wednesday, October 2<sup>nd</sup>, 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 Board budget.

- a. The September financial results are in progress and will be presented to the Board at the November meeting.
- b. Annette Morey, VP Finance & Admin provided an update on Cash Flow Projection for the 2024-2025 fiscal year.

Mark, Liz, and Annette are meeting with Treasury Board October 28<sup>th</sup>.

### 14. Quality Committee Report

Charles Randell, Committee Chair provided his report, and a copy of the draft October 4<sup>th</sup> meeting minutes is included in the meeting book.

- Fergus O'Brien, VP Academic and Applied Research gave an update on the 2024-2025 Annual Academic Quality Plan. Some of the highlights from the presentation are update on the approved 2025-2026 Academic Plan, academic development activities, academic quality assurance activities, and high-level risks.

### 15. Governance Committee Report

Chris Newhook, Committee Chair provided his report and a copy of the draft October 3<sup>rd</sup>, 2024 meeting minutes is included in the meeting book.

Some of the items discussed at the Governance committee meeting are:

- Board evaluation results – the committee will be examining some of the feedback received for improvement such as board training, conflict of interest policy, and Board meeting format (numbers of AVPs at the Board meeting).
- Online survey of Board member skill sets – in the process of finalizing a survey instrument.
- 2024-2025 Annual workplan.

At the June 19<sup>th</sup> Board meeting a notice of motion was provided to the Board that the committee will be putting forward the motion to amend the bylaw to have the Board Chair and Vice-Chair serve as voting members on each of the standing committees.

A motion put forth and seconded to approve the changes to the bylaw to have the Board Chair and Vice-Chair serve as voting members on each of the standing committees as presented.

**Motion Carried**

The second notice of motion given to the Board at the June 19<sup>th</sup> Board meeting for approval is Policy 904 Role of the President.

A motion put forth and seconded to approve the changes to Policy 904 Role of the President as presented.

**Motion Carried**

As all the standing committees report were provided, the Board Vice-chair put forward a motion to approve the standing committees' draft meeting minutes.

A motion put forth and seconded to adopt all the standing committees' draft meeting minutes as presented.

**Motion Carried**

#### **16. Next Meeting Dates**

- a. November 28, 2024 in St. John's.
- b. February 19, 2025 will be virtual.
- c. June 18, 2025 will be in-person and location St. Anthony.

Annual General Meeting will be on Wednesday, November 27<sup>th</sup>, 2024 from 4:00 - 6:00 p.m.

#### **17. 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 2:20pm

**Motion Carried**

#### **18. Adjournment**

As all agenda items were completed and there was no further business to discuss, the Board Vice-chair declared the meeting adjourned at 2:58pm.