

College of the Board of Governors

Grand Falls Windsor Campus

Video/Conferencing Sites, Prince Philip Drive Campus and Corner Brook Campus

December 1, 2017

In Attendance:           Alastair O’Rielly  
                                  Charles Penwell  
                                  Mark Bradbury  
                                  Dominic Lundrigan  
                                  Bonnie Lane-McCarthy  
                                  Beverly Scott  
                                  Wade Pinhorn  
                                  Bill Radford  
                                  Yordest Andrews  
                                  Trevor Stagg (joined at 11:45 a.m.)

Guest:                     Candice Ennis-Williams, ADM with the  
                                  Dept. of Advance Education, Skills and Labor

Regrets                    Andrew Tobin  
                                  Peter Robbins

Staff                       Geoff Peters, General Counsel and Corporate Secretary  
                                  Heidi Staeben-Simmons, Director of Public Affairs  
                                  Elizabeth Kidd, Senior Vice-President & Chief Operating Officer  
                                  Amanda Garland, Director of Policy and Planning

Recorder                 Edith Alexander, Executive Assistant

## Action Items

Action item remaining from June's meeting BM 04-17-13	Invite someone from the NL arts cluster to present at the Board meeting in October. (reschedule for February's meeting)	Wade Pinhorn	
BM 09-17-07 President's Report	Enrollment data will be forwarded to the Board Secretary to be uploaded to the Board portal.  CNA has three residences, all which are underutilized and tired. All residences are currently under review and the Board will be kept apprised of our next steps.  A consultant has been contracted to review the Distance Learning Division. The consultant will be contacted to deliver their report to the Board upon its completion February/March 2018	President Radford  President Radford  President Radford	
BM 09-17-11 Strategic Planning	The Board will be given an update prior to the Christmas break on the outcome of the successful tender.  A copy of the RFP used in the Strategic Planning tender will be made available to the Board in the Board effect Library under the Strategic Planning Folder.	Amanda Garland	Completed

## Resolutions

BM 09-17-03 Review of Agenda	Motion put forth and seconded that the agenda be accepted as distributed.	Carried
BM 09-17-04 Review of Minutes	Motion put forth and seconded that the September 29, 2017 Board Minutes be accepted as distributed.	Carried
BM 09-17-10 President's Travel Approval	<b>Motion</b> put forth and seconded that <ul style="list-style-type: none"> <li>• The Board delegates their authority to Elizabeth Kidd, Senior Vice President and Chief Operating Officer to reimburse the President's travel expenses within the Province of Newfoundland and Labrador.</li> <li>• Approval for the President's Out of Province and International travel shall be sought prior to travel from the Board of Governors via email to the Board Chair whose response shall be placed on file with the appropriate travel claim.</li> <li>• All travel will be in compliance with Government and the College's travel Policies.</li> </ul>	Carried

	<ul style="list-style-type: none"><li>All travel claims for the President shall be processed through the Senior Vice President and Chief Operating Officer.</li></ul>	
BM 09-17-14 Grant Application	<b>On Motion</b> put forth and seconded the Board formally supports submission of the project "Improved Methods for Grade Determination and Ore Characterization: From Drill Hole to Laboratory".	Carried
BM 09-17-15 Audit Committee	<b>Motion</b> put forth and seconded that the 2018-2019 board budget in the amount of \$ 94,776.62 be accepted as distributed.	Carried
BM 09-17-14 Adjournment	Upon motion the meeting adjourned at 12:50 p.m.	Carried

## Minutes

BM 09-17-01 Call to Order	The meeting was called to order by the Board Chair, Alastair O’Rielly at 8:30 a.m.	
Presentation GFW Campus Director Joan Pynn	<p>Joan Pynn, Campus Director of Grand Falls Windsor and Baie Verte Campuses delivered an overview of both Campuses.</p> <ul style="list-style-type: none"> <li>• Grand Falls Windsor Campus is a mid-size Campus</li> <li>• Enrollment of 325 students, 41 Faculty and offices for a number of Headquarters Staff.</li> <li>• Programing includes Office Administration, Business, Health and School of Industrial Trades</li> <li>• The Health program is the largest program with 80 students</li> <li>• The Campus boasts above national Average marks from their nursing students and nursing/health graduates normally have jobs prior to graduation.</li> <li>• 6 year Accreditation (Med Lab Assistant Program) awarded in September for the 2<sup>nd</sup> time</li> <li>• The Business case competition recently held at the Campus was very successful</li> <li>• Renovation technology a two year diploma has gone through a successful accreditation process.</li> <li>• Enactus group is a student business entrepreneurial group of 25 members, who see business as a way to address social issues. They have attended competitions in Halifax, qualified to attend the Nationals in Vancouver and attended the Worlds in London. The students compete well against the University students.</li> </ul> <ul style="list-style-type: none"> <li>• Baie Verte Campus – Millwright program.</li> <li>• This Campus responses to the various demands from Industry for further training of their employees on a daily basis.</li> </ul>	
BM 09-17-02 Review of Agenda	<p><b>Motion</b> put forth and seconded that the agenda be accepted as distributed.</p> <p style="text-align: right;"><b>Motion Carried</b></p>	
BM 09-17-03 Declaration of Conflict of Interest	With the exception of item 10 (President’s Travel), it was determined that there were no other conflicts pending with the meeting agenda.	
BM 09-17-04 Review of Minutes	<p><b>Motion</b> put forth and seconded that the September 29, 2017 Board Minutes be accepted as distributed.</p> <p style="text-align: right;"><b>Motion Carried</b></p>	

<p>BM 09-17-05 Review of Action Items</p>	<p>Action items were reviewed and it was noted that a number of the action items will be addressed with todays' meeting agenda.</p> <p>Wade Pinhorn has been advised that the Newfoundland Arts Council would be the proper authority to address the Board. Mr. Pinhorn will contact Ken Murphy in charge of programing to address the Board.</p> <p>The Respiratory Therapy program will be addressed under item 13 on the agenda.</p>	
<p>BM 09-17-06 Chair's Report</p>	<p>The Chair's report will be circulated through the Board effect portal. Highlights from the briefing:</p> <ul style="list-style-type: none"> <li>• Aeronautics opportunities and the possibilities for the Aeronautics Program at the Gander Campus.</li> <li>• Toured the Gander Campus and met with both Campus Directors.</li> <li>• Met with AESL Department Officials</li> <li>• ACOA would welcome more proposals from CNA</li> <li>• Board needs to be aware government agencies are being asked to be conservative as possible with funds which will assist our Province in the long term planning for the deficit.</li> </ul> <p><i>*The Chairs written report is attached to the minutes.</i></p>	
<p>BM 09-17-07 President's Report</p>	<p>President Radford presented his report highlighting and advising the Board that</p> <ul style="list-style-type: none"> <li>• Enrollment data will be forwarded to the Board Secretary to be uploaded to the Board portal.</li> <li>• Karen Kennedy, has been contracted to review the Health programs. The report is anticipated to be released in February/March.</li> <li>• The 2018-2019 Academic Plan brochures have been printed and are now available online.</li> <li>• CNA has three residences, all which are underutilized and tired. All residences are currently under review and the Board will be kept apprised of our next steps.</li> <li>• A consultant has been contracted to review the Distance Learning Division. The consultant will be contacted to deliver their report to the Board upon its completion February/March 2018</li> <li>• Respiratory Therapy program being delivered by SAIT is progressing and oversight issues are being dealt with on a daily basis by a Campus Director at PPD.</li> <li>• President noted that no new incentatives/projects will be undertaken until we have a business Strategic Plan in place.</li> <li>• Campus visits are continuing</li> </ul>	<p><b>ACTION</b></p> <p><b>ACTION</b></p> <p><b>ACTION</b></p>
<p>BM 09-17-08 Financial Forecast</p>	<p>The financial forecast document was reviewed with the Board and advised that there were no major concerns. The College does have a surplus of approximately \$ 700,000 and will contact the Minister for approval to spend the surplus in this fiscal year.</p>	

	<p>Funds have been allocated in regards to grievance's hearings and possible outcomes. As there is a possibility that staff may have to be relocated from the Argyle building and funds have been allocated for this move if necessary.</p> <p>The College continues to strive to find cost effective ways to conduct business while maintaining quality programing.</p>	
BM 09-17-09 Qatar Project	<p>A negotiation meeting was held in Qatar on the 25<sup>th</sup> of October. CNA presented a proposal more as an Academic partner rather than being one of Human Resources. The proposal was well received at the meeting and we will receive the Qataris feedback at our January meeting that will take place in Qatar. It is hoped that the new agreement will range from five to seven years.</p>	
BM 09-17-10 President's Travel Approval	<p>The President, Bill Radford left the meeting for this agenda item.</p> <p>The Board was informed that there needs to be some best practices put in place for the approval of the President's travel.</p> <p>Confirmation was given that Headquarters in Stephenville is the President's place of work.</p> <p><b>Motion</b> put forth and seconded that</p> <ul style="list-style-type: none"> <li>• The Board delegates their authority to Elizabeth Kidd, Senior Vice President and Chief Operating Officer to reimburse the President's travel expenses within the Province of Newfoundland and Labrador.</li> <li>• Approval for the President's Out of Province and International travel shall be sought prior to travel from the Board of Governors via email to the Board Chair whose response shall be placed on file with the appropriate travel claim.</li> <li>• All travel will be in compliance with Government and the College's travel Policies.</li> <li>• All travel claims for the President shall be processed through the Senior Vice President and Chief Operating Officer.</li> </ul> <p style="text-align: right;"><b>Motion Carried</b></p> <p>President Radford returned to the meeting.</p>	
BM 09-17-11 Strategic Planning	<p>The Board was informed that ten bids had been received for the Strategic Planning process. An evaluation of the bids will be conducted by the Steering Committee and the successful firm will be announced.</p> <p>The Board will be given an update prior to the Christmas break on the outcome of the successful tender.</p> <p>A copy of the RFP used in the Strategic Planning tender will be made available to the Board in the Board effect Library under the Strategic Planning Folder.</p>	<p><b>ACTION</b></p> <p><b>ACTION</b></p>

BM 09-17-13 Briefing –Southern Alberta Institute of Technology	Agenda item addressed in the President’s Report	
BM 09-17-14 Grant Application	<p><b><i>Natural Sciences and Engineering Research Council of Canada-Grant Application</i></b></p> <p>The College’s Chair of Applied Mineralogy, Dr. Gary Thompson, has prepared a proposal entitled "Improved Methods for Grade Determination and Ore Characterization: From Drill Hole to Laboratory" for NSERC’s Applied Research and Development funding program. It is a 3 year project in collaboration with Anaconda Mining and Memorial University. The initiative will see us undertake a series of research projects to determine the best approaches to improve current methods, and develop innovative techniques, to determine gold ore grade from advanced exploration through to ore shipment to the processing plant. This research will involve the use of the College's new state of the art Laser Induced Breakdown Spectrometry (LIBS) facility. The LIBS facility was supported by both NSERC and RDC earlier this year (\$250,000) and is the only one of its kind in Atlantic Canada. It is the same technology used on NASA's Curiosity rover on Mars.</p> <p>No financial contribution from the College is required for the project. All project expenses will come from external grant funds. Total cash value of the project is \$ 565,000 over the three year timeline.</p> <p>The VP, Industry and Community Engagement, Director of Finance and Legal Counsel have been apprised by the Office of Applied Research and Innovation of the project. All four offices have reviewed and approved.</p> <p><b>On Motion</b> put forth and seconded the Board formally supports submission of the project "Improved Methods for Grade Determination and Ore Characterization: From Drill Hole to Laboratory".</p> <p style="text-align: right;"><b>Motion Carried</b></p>	
BM 09-17-15 Briefing	<p><b><i>Industry and Community Engagement</i></b></p> <p>Briefing note was submitted with the Board’s meeting materials to provide an update on the lines of business and projects under the purview of the Industry and Community Engagement Branch of CNA.</p> <p>In discussions that followed it was noted that the Media Arts Centre of Excellence is not one of the Centres being in the fore front. Board Member, Wade Pinhorn volunteered to take the lead in sourcing out grants and other possible funding that may be available to establish this particular Centre of Excellence.</p>	
BM 09-17-16 CNA/Agriculture/education and innovation	The Board was informed that Government is interested in the Province striving to produce more of our own food. There are several steering Committees established and CNA does have representation on each.	

	CNA does have programing that can be launched but we lack the funding. It's better for all concerned to wait for the study results that is being conducted then we can consult with stakeholders and be ready to act when all the background work has been completed.	
BM 09-17-14 Governance Committee	Committee Chair Wade Pinhorn reviewed the governance report submitted for the Board's review. There are no outstanding issues and the Committee will seek to strive for continued improvement in Governance. Polices will be reviewed with the Director of Polices.	
BM 09-17-15 Audit Committee	<p>Committee Chair, Mark Bradbury advised that the Committee had met on the 30th of November. Highlights from the Committee Chair's report included:</p> <ul style="list-style-type: none"> <li>• Role of internal Audit slowly to be changed to more of advisory role</li> <li>• Draft Internal Audit Charter to be reviewed at next Board meeting</li> <li>• Risk Management document to be more rounded and four categories confirmed.</li> </ul> <p>The Board budget for the 2018-2019 in the amount of \$ 94,776.62 has been distributed for the Board's review. The Budget total is the same as the previous fiscal year, some of the accounts have been adjusted to reflect anticipated expenditures for 2018-2019 fiscal year.</p> <p><b>Motion</b> put forth and seconded that the 2018-2019 board budget in the amount of \$ 94,776.62 be accepted as distributed.</p> <p style="text-align: center;"><b>Motion Carried</b></p>	
BM 08-17-12 Next Meeting and Locations	Location for the February 23 <sup>rd</sup> , 2018 meeting will be the Corner Brook Campus.	
BM 08-17-13 In-camera	In-camera session was declared at 12:35pm. There were no actions or motions coming forth from the Closed Session. The meeting reopened at 12:45 p.m.	
BM 08-17-14 Adjournment	<b>Upon motion the meeting adjourned at 12:50 p.m.</b>	



**Chair's Report - Board of Governors  
College of North Atlantic  
Board Meeting, CNA, GFW  
December 1, 2017**

**1. Operating Environment**

- Provincial economy, labour market, demographics
- Provincial Fiscal/Budgetary Issues

**2. Meetings**

- President Oct, 4, 16, 20; Nov 21, 27
- Kevin Clarke Oct. 24
- ACOA re. aeronautics Oct. 24
- TCII re. aeronautics Nov. 2
- Byron James, Nov. 6
- ACOA Bill and Gary Tulk, Nov 7
- ADM Candice Ennis-Williams Nov 15
- Gander Campus, Nov. 30 Fergus O'Brien, Bob Dwyer

**3. Priority Issues**

- Modernization, Accreditation and Communications

Reporting Requirements

- Board Issues

Membership – faculty, students, industry

Orientation/Focus/Retreat

Role/Mandate/Accountabilities

Letter to Minister

- Strategic Plan – Vision

Engagement/Process/Inclusion/Commitment