



College of the North Atlantic, Board of Governors
BM 01-20, February 14, 2020

Board of Governors Meeting
Ridge Road Campus, Room 207

February 14, 2014

In Attendance: Alastair O’Rielly
Mark Bradbury
Charles Randell
Bruce Hollett
Dorothy Earle
Kevin Kelly
Sam Synard
Chris Newhook
Debbie Brake-Patten
Whitney Roberts
Brenda Kelleher-Flight
Devon Brake
Peter Adams
John Gibbons via telephone
Kenneth Patrick
Candice Ennis-Williams

Regrets: Wade Pinhorn
Donna Rideout
Jill Quilty

Staff: Geoff Peters, General Counsel and Corporate Secretary
Heidi Staeben-Simmons, Director of Public Affairs
Elizabeth Kidd, Chief Operating Officer
Trudy Barnes, VP Partnerships, Innovation and Entrepreneurship
Brian Tobin, Vice President of Academic Programs and Delivery

Recorder: Edith Alexander, Executive Assistant

Resolutions

BM 02-20-02 Review of Agenda	Motion put forth and seconded that the agenda be accepted with the amendment that item 14, Strategic Communications be deferred to the April 7, 2020 Board Meeting.	Motion Carried
BM 02-20-06 Chair's Report	Motion was put forth and seconded that a letter be written to the Minister of AESL. Within that letter, <ul style="list-style-type: none"> • The importance of the Board being involved with the selection of the President and a rationale why the Board should be included. • Request a meeting with the Minister. • Correspondence to be copied to The Premier, IAC and Minister Tom Osborne and all Ministers. 	Motion Carried
BM 02-20-07 President's Report	Motion put forth and seconded that the Board approve amendments to the Academic Plan in respect to Health Sciences programing that will be offered in September.	Motion Carried
BM 02-20-08 Consent Agenda	Motion put forth and seconded that the consent agenda is accepted as presented. The consent agenda contained: <ol style="list-style-type: none"> i. December 3, 2019 Board Minutes ii. College Industry Innovation Fund Proposal iii. Intellectual Property Policy – Amendment to be forwarded to the Governance Committee for review. 	Motion Carried
BM 02-20-10 Budget Presentation	Motion put forth and seconded that the Budget for the 2020-2021 fiscal year be approved.	Motion Carried
BM 02-12-12 (b) Capital Expenditure	Motion put forth and seconded that the cost of \$ 1,065,191 for the replacement of Lab Benches at the Prince Philip Drive Campus be approved. Motion put forth and seconded that the amount of \$ 1,017,500 be approved for renovations in the lower level of 425 Topsail Road Facility.	Motion Carried Motion Carried
BM 02-20-13 Strategic Plan	Motion put forth and seconded that the Strategic 2020-2023 Plan presented to the Board of Governors on February 14, 2020 be approved for submission to government. Motion put forth and seconded that KPI's will be developed in conjunction with the Strategic Plan and will be delivered to the Governance Committee at their March 19, 2020 meeting.	Motion Carried Motion Carried



	Motion made and seconded to acknowledge and thanked the Strategic Planning Team for their successful efforts.	Motion Carried
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Actions

Item #	Description	Responsible	Notes
BM 02-20-04 Review of Action Items	The Board Chair requested that if Board Members have any difficulty with the suggested meeting dates for 2020 to 2021, please advise the Board's Secretary.	Board Members	
BM 02-20-06 Chair's Report	<p>A letter be written to the Minister of AESL. Within that letter,</p> <ul style="list-style-type: none"> • The importance of the Board being involved with the selection of the President and a rationale why the Board should be included. • Request a meeting with the Minister. • Correspondence to be copied to The Premier, IAC and Minister Tom Osborne and all Ministers. 	Board Chair	
BM 02-20-07 President's Report	A discussion was held on progress of a Fisheries and Marine Institute Memorandum of Understanding that is currently being reviewed by both institutions. The Board requested that an update be given on the status of the agreement at April's Board meeting.	President	
BM 02-20-08 Consent Agenda	The Board requested that a Lean Management presentation be prepared for delivery to the Board at the April Board Meeting	Liz Kidd	
Audit Committee	<p>The Board Chair informed the Board that due to the expiration of membership terms of Board members; the Audit Committee is now seeking Board members who are interested in serving on the Committee.</p> <p>Board members who are interested are requested to submit their name to the Board's Secretary.</p>	Board Members	
Vice-Chair	The Board Chair requested Board members who may be considering serving in the capacity as		



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Board of Governors	Vice-Chair of the Board or wish to nominate someone for the position, to submit the names to the Board Secretary. The Vice-Chair's position will be determined at the April 7 th Board meeting.	Board Members	
BM 02-20-13 Strategic Plan	KPI's will be developed in conjunction with the Strategic Plan and will be delivered to the Governance Committee at their March 19, 2020 meeting.	President/ VP Academic Programs and Delivery	
BM 02-20-13 Strategic Plan	Deferred – Strategic Communications to April 7, 2020	Director of Public Affairs	



Minutes

<p>BM 01-20-01 Call to Order</p>	<p>Board Chair, Alastair O’Rielly called the meeting to order at 8:35 a.m. New Board Members were welcomed, and brief introductions were made around the room.</p>	
<p>BM 02-20-02 Review of Agenda</p>	<p>Motion put forth and seconded that the agenda be accepted with the amendment that item 14, Strategic Communications be deferred to the April 7, 2020 Board Meeting.</p> <p style="text-align: right;">Motion Carried</p>	
<p>BM 02-20-03 Declaration of Conflict of Interest</p>	<p>There was no conflict of interest declarations that would impede the meeting agenda.</p>	
<p>BM 02-20-04 Review of Action Items</p>	<p>Actions items were reviewed, and the Chair noted that most of the items will be addressed within the meeting agenda.</p> <p>The Board Chair requested that if Board Members have any difficulty with the suggested meeting dates for 2020 to 2021, please advise the Board’s Secretary.</p>	<p style="text-align: center;">ACTION</p>
<p>BM 02-20-05 Next Meeting and Location</p>	<p>The Board Chair confirmed the next board meeting dates and locations: Tuesday, April 7, 2020 – Stephenville Monday, June 15, 2020 – Labrador West Campus</p>	
<p>BM 02-20-06 Chair’s Report</p>	<p>The Board Chair delivered a verbal report on the various actives he participated in. The Board was informed that the Board Chair and Board member Mark Bradbury attended a meeting with Earl Ludlow, Chair of the Independent Appointments Commission. The Board Chair emphasized that they did have the opportunity to express the opinions of the Board and what the President’s role entails and type of candidate that CNA is looking for. They felt it was a very beneficial meeting.</p> <p>The Board wishes to be involved in the process; the Chair of the IAC does not feel he has the authority to allow the CNA Board to participate in the processing of candidates for the President’s position of CNA.</p> <p>After an in-depth round table discussion, a Motion was put forth and seconded that a letter be written to the Minister of AESL. Within that letter,</p> <ul style="list-style-type: none"> • The importance of the Board being involved with the selection of the President and a rationale why the Board should be included. • Request a meeting with the Minister. 	<p style="text-align: center;">ACTION</p>



	<ul style="list-style-type: none"> Correspondence to be copied to The Premier, IAC and Minister Tom Osborne and all Ministers. <p style="text-align: right;">Motion Carried</p> <p>The Board Chair noted that there was no correspondence written to the Department of Transportation and Works. The topic will be addressed in agenda item 12.</p>	
<p>BM 02-20-07 President's Report</p>	<p>President Hollett welcomed new board members and encouraged them to reach out to either himself or Geoff Peters, General Counsel & Corporate Secretary if they have any questions regarding Board processes.</p> <p>Highlights from the President included:</p> <ul style="list-style-type: none"> The New Heavy Equipment Centre for Excellence is open. The official ribbon-cutting ceremony has not been scheduled pending the availability of Federal and Provincial government officials. Important today to finalize and approve the Budget and Strategic Plan, which will be presented to the Board during today's agenda. We have some significant changes to Health Sciences Programs resulting from proposals that we had submitted to government. The Board will receive an update on these programs after this update. A presentation on the KPI's development will be presented within this update. Successes in the Innovation and Partnerships Innovation Entrepreneurship Division- two new projects, one is in Guyana in conjunction with Durham College and Mohawk College. The other is in Jamaica partnering with Niagara College. International students, we have extra sections that started up in January at the Happy Valley Goose Bay and Burin Campus. There will also be another intake of international students in May at the Gander Campus. We are in the process of developing a Strategy partnership proposal that will be presented to government. The proposal will outline what we can do to recruit international students and how we can work together to accomplish this. Presentation regarding the recruitment of International students, the Agents, processes, programs, experiences, economics, communities etc. will be prepared for the Board. Media announcements: Dr. Gary Thompson – Geoscientist of the Year. And a partnership between Royal Bank of Canada Foundation and CNA for student success, peer tutoring, counselling and scholarships. 	



	<p>President Hollett reviewed a KPI presentation advising the Board that the KPI's have been updated since originally released to the Board. There will be further updates after today's discussions and review of the Strategic plan. The KPI's will be redistributed to the Board for their direction as to what the Board's wishes to have included in the document.</p> <p>The meeting was declared a "Closed Session" and after advisement and discussion the meeting was declared "Open"</p> <p>Motion put forth and seconded that the Board approve amendments to the Academic Plan in respect to Health Sciences programming that will be offered in September.</p> <p style="text-align: right;">Motion Carried</p> <p>A discussion was held on progress of a Fisheries and Marine Institute Memorandum of Understanding that is currently being reviewed by both institutions. The Board requested that an update be given on the status of the agreement at April's Board meeting.</p>	ACTION
<p>BM 02-20-08 Consent Agenda</p>	<p>Motion put forth and seconded that the consent agenda is accepted as presented. The consent agenda contained:</p> <ul style="list-style-type: none"> iv. December 3, 2019 Board Minutes v. College Industry Innovation Fund Proposal vi. Intellectual Property Policy – Amendment to be forwarded to the Governance Committee for review. <p style="text-align: right;">Motion Carried</p> <p>The Board requested that a Lean Management presentation be prepared for delivery to the Board at the April Board Meeting</p>	ACTION
<p>BM 02-20-09 Board Committees Governance</p>	<p>Committee Chair, Brenda Kelleher-Flight informed the Board that a Committee meeting had been held on the 11th of December and January's meeting was cancelled due to weather. The Committee will meet on the 19th of March. Minutes of the Committee's December meeting has been attached to the Board's meeting book for review. As the December's meeting agenda was not completed, the Committee will continue with the agenda in March including discussion of policies.</p>	
<p>Audit Committee</p>	<p>The Board Chair informed the Board that due to the expiration of membership terms of Board members; the Audit Committee is now seeking Board members who are interested in serving on the Committee. Board members who are interested are requested to submit their name to the Board's Secretary.</p>	ACTION



<p>Vice–Chair Board of Governors</p>	<p>The Board Chair requested Board members who may be considering serving in the capacity as Vice-Chair of the Board or wish to nominate someone for the position, to submit the names to the Board Secretary. The Vice-Chair’s position will be determined at the April 7th Board meeting.</p>	<p>ACTION</p>
<p>BM 02-20-10 Budget Presentation</p>	<p>Elizabeth Kidd, Chief Operating Officer presented the 2020-2021 budget. A copy of the presentation referenced is included in the meeting materials.</p> <p>The Board were informed on the:</p> <ul style="list-style-type: none"> • Budget Process – deadlines submission of campus budgets and approval dates • Assumptions – estimates as of January 26, LMDA budgeting \$23.2, Grant In-aid estimated on prior year’s allocation, Tuition based on 4,477 full-time students, Apprenticeship revenue continue to decline, does not include salary increases • Budget is balanced to zero • Challenges and Opportunities- • Budget Summary for 2021-21 • Revenues – Increases and decreases <p>Motion put forth and seconded that the Budget for the 2020-2021 fiscal year be approved.</p> <p style="text-align: right;">Motion Carried</p>	
<p>BM 02-20-11 Financial Forecast</p>	<p>The Chief Operating Officer delivered a Projected Financial Position as at March 31, 2020. A copy of which is included in the meeting materials. The projected statement gave a breakdown on what has been budgeted for 2020 and the anticipated projection for each cost. Variances were discussed and explained.</p>	
<p>BM 02-20-12 Infrastructure Presentation</p>	<p>The Board was presented with an Infrastructure presentation. The overview included,</p> <ul style="list-style-type: none"> • All college overview • Statistics • Capital investments • How priorities are established • Strategic Investment Fund (SIF) • Prince Phillip Drive <ul style="list-style-type: none"> - Infrastructure projects - Strategic Investment Fund - Annual maintenance - Roof - Campus of tomorrow <p>A copy of the presentation is included within the meeting materials.</p>	



<p>BM 02-12-12 (b) Capital Expenditure</p>	<p>Within the meeting materials are two briefing notes regarding Capital expenditures:</p> <ol style="list-style-type: none"> 1. Lab Bench Replacements Prince Philip Drive Campus. The Capital expenditure is required to meet the requirements outlined in the recent visit of the Canadian Biosafety Standard Agency to the Campus. We are required to replace all lab benches at the cost of \$ 1,065,191. Replacement of these benches will bring the Labs up to the current standards. Lab Benches will be installed over the summer months in preparation for September Classes. <p>Motion put forth and seconded that the cost of \$ 1,065,191 for the replacement of Lab Benches at the Prince Philip Drive Campus be approved.</p> <p style="text-align: right;">Motion Carried</p> <ol style="list-style-type: none"> 2. Renovation of the lower level of 425 Topsail Road facility to accommodate the needs of the Department of Applied Research and Innovation in relation to the Hyperspectral Imaging Project. The space is required for labs and space for the thirty fully funded positions that are affiliated with the Hyperspectral Imaging Project. <p>Cost to CNA, - \$ 85,000 for Engineering Drawings, Consultation and Project Oversight - \$ 900,000- Construction Cost - \$32,500 Furniture and Fixtures. - Total Cost \$ 1, 017,500</p> <p>Motion put forth and seconded that the amount of \$ 1,017,500 be approved for renovations in the lower level of 425 Topsail Road Facility.</p> <p style="text-align: right;">Motion Carried</p>	
<p>BM 02-20-13 Strategic Plan</p>	<p>The Strategic Plan was reviewed with the Board: Highlights included</p> <ul style="list-style-type: none"> • Items that need to be considered and keep within recommendations. • A vision statement that everyone can identify with. • Revised values, Excellence, Diversity, Integrity, Respect, Transparency. • Each strategic issue was reviewed. Learner Success, Academic Effectiveness/Quality, Improving Organizational Efficiency and Effectiveness, and Partnerships. Included in the discussions were the goal for each theme, the three-year indicator objectives and the annual indicators for the 2020-2021. <p>KPI's are currently being developed to reflect the progress of the strategic plan.</p>	



	<p>Motion put forth and seconded that the Strategic 2020-2023 Plan presented to the Board of Governors on February 14, 2020 be approved for submission to government.</p> <p style="text-align: right;">Motion Carried</p> <p>Motion put forth and seconded that KPI's will be developed in conjunction with the Strategic Plan and will be delivered to the Governance Committee at their March 19, 2020 meeting.</p> <p style="text-align: right;">Motion Carried</p> <p>It was noted that the KPI's will be presented to the Governance Committee by Brian Tobin, VP of Academic Programs and Delivery.</p> <p>Motion made and seconded to acknowledge and thanked the Strategic Planning Team for their successful efforts.</p> <p style="text-align: right;">Motion Carried</p>	ACTION
BM 02-20-14 Strategic Communications	Deferred – Strategic Communications to April 7, 2020	ACTION
BM 02-20-15	In-camera	
BM 02-20-16 Adjourn	Being that all agenda items had been addressed the Board Chair declared the meeting adjourned at 3:35 p.m.	