



Board of Governors Meeting  
Prince Philip Drive Campus  
Wednesday, November 29, 2023

**Board Members in Attendance:**

Mark Bradbury, Chair	Allan Hawkins	Tanya Noseworthy	Kevin Bond
Peter Adams, Vice-Chair	Charles Randell	Dorothy Pye-Johnson	Jill Quilty
Chris Newhook	Ken Martin	Kevin Kelly	Sam Synard
Donna Rideout			

**Staff in Attendance:**

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

**Guest Presenter(s):**

Michael Long, Dean, Office of Applied Research and Innovation

**Virtual Attendance:**

Danielle Williston, Student			
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**Regrets:**

Elizabeth Vincent, AVP International	Jordan Edwards, Student		
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**Recorder:**

April Mandar, EA to Board of Governors

**ACTION ITEMS**

BM 05-23-	
BM 05-23-	
BM 05-23-	

**RESOLUTIONS**

BM 05-23-03	Motion put forth and seconded that the agenda be accepted as presented.	<b>Motion Carried</b>
BM 05-23-05	<p>A motion was put forth and seconded to approve the consent agenda, as presented, containing the following documents:</p> <ul style="list-style-type: none"> <li>a) October 12, 2023 Board Meeting Minutes DRAFT</li> <li>b) Briefing Note for the Board of Governors Subject – NLWIC Request for CNA</li> <li>c) Briefing Note – PPD Gym Air Handling Unit</li> </ul>	<b>Motion Carried</b>
BM 05-23-06	A motion was put forth and seconded that Peter Adams be appointed as Vice-Chair of the College of the North Atlantic’s Board of Governors.	<b>Motion Carried</b>
BM 05-23-15a	<p>A motion was put forth and seconded that the following tuition and fees be approved:</p> <ul style="list-style-type: none"> <li>• An increase to tuition for both domestic and international students by 5%</li> <li>• An increase to equipment/material fees for all students by 5%</li> <li>• An increase in technology fee, first aid, mask fit test, and resource camp fees by 5%</li> <li>• Tuition and equipment/materials fees be combined.</li> </ul> <p>A motion was put forth and seconded to come back within the next 12 months with a proposal as it relates to a policy around Residence and Meal and Cafeteria Prices:</p> <ul style="list-style-type: none"> <li>• An increase to residence room rates by 100%</li> <li>• An increase to apartment monthly rates of 10%</li> <li>• An increase to meal plans of 5%</li> <li>• An increase to cafeteria prices of 5%</li> </ul>	<b>Motion Carried</b>
BM 05-23-17	A motion was put forth and seconded to excuse all staff from the room and to move to an in-camera session, beginning at 12:37pm	<b>Motion Carried</b>

**MINUTES**

**1. Call to Order**

Mark Bradbury, Board Chair called the meeting to order at 8:37am.

The Board 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

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

- a) October 12, 2023 Board Meeting Minutes DRAFT
- b) Briefing Note for the Board of Governors Subject – NLWIC Request for CNA
- c) Briefing Note – PPD Gym Air Handling Unit

**Motion Carried**

### 6. Vice-Chair Position

A motion was put forth and seconded that Peter Adams be appointed as Vice-Chair of the College of the North Atlantic's Board of Governors.

**Motion Carried**

### 7. Chair's Report

Mark Bradbury, Board Chair provided his verbal report to the Board, some of the highlights are:

- Attended the Reception for the delegates from the City of Hamburg, Germany representing hydrogen companies and service providers in the energy industry on October 19<sup>th</sup> in St. John's.
- Attended the Governor General Awards on October 27<sup>th</sup>.
- Attended Treasury Board meeting with Liz and other CNA Executive Team on October 30<sup>th</sup>.
- Attended an online session, "Navigating the future of work with AI".
- Attended standing committee meetings. Standing committees to move forward in a consensus way rather than voting.
- Met with our student representatives, Jordan Andrews and Danielle Williston. Still waiting on their official appointments.

### 8. President's Report

A copy of the President's report is included in the meeting book, providing an update on college activities since the last Board meeting in October. Some highlights from the President included:

- Presented at the Women in Leadership Conference, "Building a leadership team for the times" on October 16<sup>th</sup> in St. John's.

- Attended the Hamburg, Germany delegation reception on October 19<sup>th</sup>.
- Participated in Econext Conference, “Accelerating Clean Growth”. Presented on “Clean Energy – What’s next” and participated in a panel discussion.
- Travelled to Kenya November 2-12. Did a presentation on “Role of a Community College in the Community”.
- CNA College Day, November 15<sup>th</sup> for high school students and general public and was a huge success. All 17 campuses participated, it’s province wide and in-person.
- Great event in Bay St. George. The Paramedic Team implemented a full day mass casualty simulation in partnership with Search and Rescue.

## 9. Office of Applied Research & Innovation

Michael Long, Dean of Applied Research & Innovation presented an overview of past, current, and future activity of the School of Applied Research & Innovation(OARI). A copy of the presentation is included in the meeting book. The presentation contained:

- History and evolution of OARI. Started with one employee in 2004 and currently for 2023 it has 24 positions.
- Province-wide support for business and community growth and innovation.
- Facilitated and coordinated access to 17 campuses, labs, research facilities and innovation centres.
- Industry engagement - Over the last 4 years, 210 industry contacts resulting in 181 projects.
- Community engagement - Increasing access to innovation in rural NL, The People of the Dawn Indigenous Friendship Centre, Qalipu First Nation Education and Training, Youth In Mining Innovation Challenge.
- Partner Projects - Baie Minerals, Fundamental Inc., SmartBin Sensor Technologies Inc., City of Corner Brook and NRCAN.
- Future Areas of Interest – Utilizing Wind LiDAR, 3D Modelling and Digital Twinning of Wind, Critical Minerals characterization.

## 10. SMART Program

Shirley Woodward, AVP Student Services provided a presentation on SMART Program. A copy of the presentation is included in the meeting book.

- SMART stands for Strategies For Mindful Academic Readiness Training.
- Observations – Increased demand for counselling services and accessibility services.
- CNA Responsiveness and Adaptability
  - Instructor Response
  - Key objectives: Recruitment, Readiness, Resiliency and Retention Strategy. The 4 R’s of student success.
- Start SMART 6 major topics are:
  - What am I getting into?
  - Who’s here to help?
  - Grateful Ed
  - What a student life!
  - Starting strong
  - Mindful time management

- Stay SMART - Co-curricular program, students earn credits. Consisting of 10 virtual sessions over fall and winter semesters.
- SMART Evolution – Development of Finish SMART with a focus on career preparation.

### **11. Key Performance Indicators**

Board members reviewed the Balanced Scorecard 2022-2023 provided in the meeting book. Color coding was suggested for visual perspective.

### **12. Executive Committee Report**

Board members reviewed the draft copy of November 16<sup>th</sup> Executive Committee meeting minutes and the draft Board Work Plan provided in the meeting book.

### **13. Quality Committee Report**

Board members reviewed the draft copy of November 16<sup>th</sup> Quality Committee meeting minutes provided in the meeting book.

### **14. Governance Committee Report**

Chris Newhook, Committee Chair provided a verbal report. The committee met on November 15<sup>th</sup> and had discussions on:

- Board committee size - To ensure we have sufficient numbers to carry out a committee meeting.
- Whistleblower policy is still under development.
- The Board Policy package approved on June 15<sup>th</sup> meeting is completed and it will soon be ready for publishing on BoardEffect and CNA website.
- Looking to send out Board evaluation tool and seeking some suggestion on preference for professional development.
- Looking at cleaning and updating the Board Orientation.
- Collecting the skillsets of Board members. The purpose of that is so we could consider adding that information to the Independent Appointment Commission (IAC) process and make recommendation.

Ms. Danielle Williston was thanked for her attendance at the meeting by the Board Chair and excused from the meeting.

### **15. Closed Session**

#### **a. Tuition and Fees**

Annette Morey, VP Finance & Admin presented two 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 to equipment/material fees for all students by 5%
- An increase in technology fee, first aid, mask fit test, and resource camp fees by 5%
- Tuition and equipment/materials fees be combined.

**Motion Carried**

Second is the “Residence and Meal Rate Fees and Increase Cafeteria Prices”, which the Board members reviewed and discussed.

A motion was put forth and seconded to come back within the next 12 months with a proposal as it relates to a policy around Residence and Meal and Cafeteria Prices:

- An increase to residence room rates by 100%
- An increase to apartment monthly rates of 10%
- An increase to meal plans of 5%
- An increase to cafeteria prices of 5%

**Motion Carried**

#### **b. Review of Quarterly Financial Statement**

Annette Morey, VP Finance & Admin provided the Board members with the quarterly financial statement update. A copy of the Variance Statements for the period of April 1, 2023 to September 30, 2023 is included in the meeting book.

- Working on cash flow analysis now and so far, no concern.

#### **c. Finance Committee Report**

Board members reviewed the draft copy of November 17<sup>th</sup> Finance Committee meeting minutes provided in the meeting book.

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

- a. February 22, 2024 will be virtual
- b. June 20, 2024 will be in-person and location TBD.

### **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 12:37pm

**Motion Carried**

### **18. Adjournment**

As all agenda items were completed and there was no further business to discuss, the Board Chair declared the meeting adjourned at 1:20pm