



Board of Governors Meeting; BM 03-22  
Centre for Heavy Equipment and Transportation Technology  
October 18, 2022

**Board Members in Attendance in Person**

Chris Newhook, Dorothy Pye-Johnson, Ken Martin, Sam Synard,  
President & CEO Elizabeth Kidd, Peter Adams, Charles Randell

**Board Members On-Line**

Board Chair, Alastair O’Rielly and Mark Bradbury

**Guest On-Line**

Kevin Bond

**Regrets:**

Donna Rideout  
Kevin Kelly

**Staff in Attendance:**

Geoff Peters, Annette Morey, Jason Rolls, Heidi Staeben-Simmons  
Fergus O’Brien, Deidre Dunne, Shirley Woodward, Elizabeth Vincent

**Guest Presenter:** Sonny Hegde

**Guests:** KPMG, Management and Risk Liability, Ashley Bishop & John Eckert: online Andrea Coish

**Recorders:** Wanda Hynes & Edith Alexander

**ACTION ITEMS**

<b>BM 03-22-06</b>	The Board will forward correspondence to the Minister formally resubmitting the Board ‘s need. The correspondence will be forwarded to all board members for review and comment prior to sending it to the Minister.
<b>BM 03-22-14</b>	The Board will be advised of the total number of programs that were delivered in 2021/2022 with KPIs’ at November’s Board meeting.

**RESOLUTIONS**

<b>BM 03-22-02</b>	A motion was put forth and seconded that the agenda be approved as presented.	<b>Motion Carried</b>
<b>BM 03-22-04</b>	A motion was put forth and seconded that the June 16, 2022, Board Minutes be accepted as presented.	<b>Motion Carried</b>
<b>BM 03-22-05</b>	A motion was put forth and seconded to approve the briefing document "Service Now" The motion states" that <i>the College will go through the procurement procedure of an ESM up to a maximum of \$ 650,000."</i>	<b>Motion Carried</b>
<b>BM 03-22-14</b>	A motion was put forth and seconded that the 2023-2024 Academic Plan be accepted as presented.	
<b>BM 03-22-17</b>	A motion was put forth and seconded to excuse all staff from the room and to move to an in-camera session, beginning at 4:00 PM.	<b>Motion Carried</b>
<b>BM 03-22-18</b>	It was moved and seconded that the meeting be adjourned at 4:35 PM	<b>Motion Carried</b>

**MINUTES**

**1. Call to Order**

The Board Chair called the meeting to order at 8:30 am.

**2. Review of Agenda**

A motion was put forth and seconded that the agenda be approved as presented.

**Motion Carried**

**3. Declaration of Conflict of Interest**

There were no conflict-of-interest declarations.

**4. Approval of Minutes**

A motion was put forth and seconded that the June 16, 2022, Board Minutes be accepted as presented.

**Motion Carried**

**5. Consent Agenda**

A motion was put forth and seconded to approve the briefing document "Service Now" The motion states" that *the College will go through the procurement procedure of an ESM up to a maximum of \$ 650,000."*

**Motion Carried**

## 6. Chair's Report

- The Board Chair advised the Board that his recent meetings with the ADM of Education, Tanya Noseworthy have been positive. The Independent Appointments Committee is now processing applications for two of the Board's vacant members and will soon forward recommendations to the Minister.
- The Board Chair noted that during his meeting with the Minister of Education, Minister Haggie, they discussed the student and faculty representatives both of which require legislative changes.
- Discussion was held with the Minister in regard to the Public Post-secondary Review Committee's (PPSRC) recommendations. Minister Haggie advised that CNA does not have to wait for s. Government's response to the recommendations related to Memorial University. The Minister advised that it may be possible to receive government's response to the recommendations of the PPSRC and the related recommendations of the Premier's Economic Recovery Team and to advance the required legislative amendments during the Spring 2023 sitting of the House of Assembly.
- The Board Chair informed the Board that he will be working very closely with General Counsel and the President to redistribute correspondence outlining the Board's relationship with the province and, in particular, the governance recommendations pertaining to increased autonomy and accountability.
- **Action:** The Board will forward correspondence to the Minister formally resubmitting the Board 's need. The correspondence will be forwarded to all board members for review and comment prior to sending to the Minister.

## 7. President's Report

The President's presented her report to the Board, providing an update on college activities since the previous Board meeting in June. The report included a summary on strategic goal achievements/activities.

## 8. School of Engineering

Sonny Hegde, Dean of Engineering Technology gave the Board a presentation on the School of Engineering. The presentation contained an overview of the School, Accreditation, Strategic Direction, Academic Effectiveness, Enhanced Opportunities for Learner Success, and Partnerships.

## 9. Enrollment

Shirley Woodward, AVP Student Services presented the Board with a presentation of CNA's enrolment trends over the last five years. Enrolment is taken after the last day to drop courses. The data includes all programs over eleven weeks and do not include block level apprentice and general studies students. International enrolment trend was discussed and the difficulties in obtaining visas to enter Canada to study. Overall enrolment has increased in 2022 by 1.9%.

**10. Executive Committee Report**

The Board Chair advised that most of the Committee's report was contained in his Chair's report. The Board Chair informed the Board that the Committee is looking at a performance/evaluation process for the President's position. A Committee member has offered to source guidelines for this process. The Committee will work with the President to develop a performance framework and process that meets the needs of the Board and the President.

**11. Finance Committee**

Mark Bradbury presented the Finance Committee report in the absence of the Committee Chair.

- Campus Audits has been completed; all reports have not been submitted.
- Quality reports are behind, management is aware, and steps are being taken to clear the matter.
- There are six major reviews happening in the IT Division. Network refresh and design, backup software, cyber security, bring your own device pilot, moving CNA production assets to the cloud and information security program development.
- Board budget is in good standing.
- Cultural Audit working on an update format.

**12. Quality Committee**

Charles Randell, Chair of the Committee gave his report from the October 13,2022 meeting.

- The Post-Secondary Instructor's Certificate (PSIC) the program will be available before the end of the year.
- The Committee's October meeting was taken up with a presentation of Academic Quality, the processes and products. Presented by Jason Rolls, VP Academic and Applied Research.

**13. Governance Report**

Chris Newhook, Chair of the Governance Committee gave his report from the September 26, 2022, meeting.

- Policy review is almost completed. The remaining policies will be reviewed at the Committee's November 9<sup>th</sup> meeting. It is hoped that the policies will be ready for distribution at the next Board meeting with acceptance at the February 24<sup>th</sup> Board meeting.
- There are five one pagers included in today's meeting materials for the Board's Orientation package. The Committee asks for the Board's feedback and acceptance at the next Board meeting.
- Board evaluation has been completed. The evaluation shows a significant improvement over last year.
- The next training session topic suggested by the Committee is *the financial affairs of the college*.

**14. Academic 2023-2024 Plan**

Jason Rolls, VP Academic and Applied Research, presented the 2023-2024 Academic Plan for the Board's consideration.

A motion was put forth and seconded that the 2023-2024 Academic Plan be accepted as presented.

**Motion Carried**

**Action:** The Board will be advised of the total number of programs that were delivered in 2021/2022 with KPIs' at November's Board meeting.

**15. Strategic Planning**

KPMG, Management and Risk Liability, Andrea Coish, Ashley Bishop and John Eckert joined the Board meeting and conducted Strategic planning exercises with Board members.

**16. Next Meeting Dates**

Meeting dates and locations for the next three meetings are:

- November 30, 2022 – St. John's
- February 23, 2022 – St. John's
- June 15, 2022 – TBA

**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 4:00 PM.

**Motion Carried**

**18. Adjournment**

It was moved and seconded that the meeting be adjourned at 4:35 PM.

**Motion Carried**