



Board of Governors Meeting
Headquarters, Stephenville, NL
October 11, 2018

In Attendance:	Alastair O’Rielly Mark Bradbury (arrived at 10:10 a.m.) Dominic Lundrigan Bonnie Lane-McCarthy Candice Ennis-Williams Bruce Hollett Peter Adams Ian Gordon Donna Rideout John Gibbons Brenda Kelleher-Flight (arrived at 10:40 a.m.)
Regrets	Beverly Scott Yordest Andrews Andrew Tobin Charles Penwell Wade Pinhorn
Absent	Peter Robbins
Staff	Geoff Peters, General Counsel and Corporate Secretary Heidi Staeben-Simmons, Director of Public Affairs Elizabeth Chaulk, Vice-President of Academics and Student Services Elizabeth Kidd, Senior VP and Chief Operating Officer Gary Tulk VP Industry and Community Engagement
Recorder	Edith Alexander, Executive Assistant

Action Items

BM 10-18-05 Review of Action Items	<p>Presentation from the Newfoundland Arts Council will be deferred to another Board meeting convenient to both parties.</p> <p>Residence reviews are ongoing and the Board will be advised when completed.</p>	Wade Pinhorn
BM 12-18-16 Professional Development	The Board Chair advised that the Professional Development suggestions put forth by the Board will be reviewed by the Executive Committee.	Alastair O’Rielly

Resolutions

BM 12-18-03 Review of Agenda	Motion put forth and seconded that the agenda be accepted as distributed.	Carried
BM 12-18-05 Review of Board Minutes – June 18, 2018	<p>Motion put forth and seconded that the June 18, 2018 Board Minutes be accepted as distributed with an editing correction on page 8.</p> <p>BM 11-18-12, Audit Committee, <i>It is management’s intention that the role of internal audit will gradually transition to a role of Quality assurance.</i></p>	Carried
BM 12-18-8© College Innovation Network	Motion put forth and seconded that the Board of Governors support the funding proposal on The College Innovation Network Enhancing Support for Industry Innovation.	Carried
BM 12-18-10 Consent Agenda	Motion put forth and seconded that the materials presented within the Consent Agenda be accepted.	Carried
BM 11-18-15 General Counsel – Policy GP-GR 803 Up-date	Motion put forth and seconded that Policy GP-GR-803 be amended to reflect the new wording as stated.	Carried

MINUTES

<p>BM 12-18-01 Call to Order</p>	<p>The Board Chair, Alastair O’Rielly at 9:05 a.m., called the meeting to order and welcomed to the Board new Board member Captain Peter Adams followed by introductions.</p>	
<p>BM 12-18-02 Presentation – Bay St. George Campus</p>	<p>Campus Director Jan Peddle and Campus Manager Madonna Warren who share the stewardship of the Bay St. George Campus were introduced to the Board. The Board was presented an overview of the Bay St. George Campus.</p> <ul style="list-style-type: none"> • Four sites - Eighteen programs • 50 vehicles • 300 students • 50 faculty • Blended learning – instructing classes with hi-end technology across the Province. • Responsive to Industry and Community striving to ensure all programs have some community connections. Example, heavy equipment program upgraded an access road in the Cold Brook area that is used for recreational use. • Using our own resources for advertising, such as filming/video programs, benefits students in preparation for opportunities after graduation. • Completion of the Centre for Automotive Power Building is scheduled for September 2019. The new building has been designed for the modern way of teaching. Labs and classrooms have been designed with Instructors input for effective multi-space usage and instruction. 	
<p>BM 12-18-03 Review of Agenda</p>	<p>Motion put forth and seconded that the agenda be accepted as distributed.</p> <p style="text-align: right;">Motion Carried</p>	
<p>BM 12-18-04 Conflict of Interest</p>	<p>No declarations were made in regards to Conflict of Interest with the meeting agenda items.</p>	
<p>BM 12-18-05 Review of Board Minutes – June 18, 2018</p>	<p>Motion put forth and seconded that the June 18, 2018 Board Minutes be accepted as distributed with an editing correction on page 8.</p> <p>BM 11-18-12, Audit Committee, <i>It is management’s intention that the role of internal audit will gradually transition to a role of Quality assurance.</i></p>	

	Motion Carried	
BM 12-18-06 Review of Action Items	Action items were reviewed and it was noted that most of the items have been placed on today's meeting agenda.	
BM 12-18-07 Chair's Report	<p>The Board Chair gave a verbal update to his report that was distributed within the meeting materials. The Board Chair noted several meetings that he attended including</p> <ul style="list-style-type: none"> • Aerospace Industries Association of Canada • Funding announcement held by Government in Happy Valley Goose Bay. • Included in his report were priority issues of the College's modernization plan • Accreditation • Communications • Finalize/implement the strategic plan. • Continue to advocate for Board members with skill sets that will assist the Board and College in moving forward. 	
BM 12-18-07(b) Council on Higher Education	The Board Chair gave an update on the Council on Higher Education, advising of its membership and recent meeting. A summary of decisions from the Council's June meeting has been included in the Boards' meeting materials.	
BM 12-18-08 President's Report	<p>President Bruce Hollett advised the Board that</p> <ul style="list-style-type: none"> • We are currently working on our Academic Plan for 2019-2020. The Corner Brook Campus will be introducing a new two year Agricultural Technician Program that will be accepting students for September, 2019. • WERC – Wave Energy Research Centre – the project has ended and staff have been reassigned to other projects within the College Innovation Network (CIN). • The College is not anticipating any major changes with the Legalization of Cannabis. A communications plan and related materials were developed and implemented to support the legislative change. • The College is moving towards performance development process. The process has been developed and it will help support succession planning. • The College has to focus on what we have in International Education and must determine what is important to us and what are the best revenue avenues. • The College has reached out to the Minister and CEO's of the various Health Authorities to discuss in a meeting in 	

	<p>mid-November to discuss Health Sciences programing. It is hoped that the November meeting will bring all CEO's with the Health Authorities and the Department of Health together with the College to discuss the employment needs of the health systems, opportunities for preceptorship for our students and a mutual understanding of CNA's requirements related to delivering health sciences programing.</p> <ul style="list-style-type: none"> • Employment Service Offices – Grand Falls Windsor Office was officially opened by Minister Al Hawkins. The College is now proceeding to procure office space for St. John's and Corner Brook. 	
<p>BM 12-18-08(b) Post Secondary-Review</p>	<p>President Hollett informed the Board that Government has formally requested College of the North Atlantic and Memorial University for their input on a Terms of Reference for the Post-Secondary Education Review. The College is well prepared to contribute to the Review. The last post-secondary education review took place in 2004 and we look forward to the report that will be released in 2020.</p>	
<p>BM 12-18-8(c) College Innovation Network</p>	<p>Gary Tulk, Vice President of Industry and Community Engagement presented a briefing seeking the Board's support in submitting a funding proposal on "The College Innovation Network(CIN) Enhancing Support for Industry Innovation" .</p> <p>The College's office of ICE (Industry and Community Engagement has finalized an funding proposal to ACOA for \$1.1 million in support of a model to strengthen how the college can enhance industry-based experiential learning and simultaneously support business innovation in NL with applied Research & Development support services.</p> <p>Total estimated two year project cost of approximately \$ 1.1M will be funded with:</p> <ul style="list-style-type: none"> • In-kind \$ 553,000 and \$ 91,000 cash College of the North Atlantic (58%) • ACOA's Business Development Program \$ 258,000 (23%) • Through the Tourism Cultural Industry and Innovation managed NL program \$ 213,000 (19%) <p>Motion put forth and seconded that the Board of Governors support the funding proposal on The College Innovation Network Enhancing Support for Industry Innovation.</p> <p style="text-align: right;">Motion Carried</p>	

<p>BM 12-18-09 Strategic Planning – 5year plan</p>	<p>Amanda Garland, Director of Policy and Planning gave an overview of the strategic planning progress and the current status of CNA’s process.</p> <p>A draft plan was presented to the Steering Committee on October 1, 2018. The next steps will be a Senior Leadership session to discuss the draft document, finalize the Plan, and present the final document to the Board for approval.</p>	
<p>BM 12-18-10 Consent Agenda</p>	<p>Motion put forth and seconded that the materials presented within the Consent Agenda be accepted.</p> <p style="text-align: right;">Motion Carried</p>	
<p>BM 12-18-11 Budget 2019-2020</p>	<p>The Board was informed that instructions have not been received from Government in regards to the preparation of the College Budget. The College has been advised that a \$ 2.8 M reduction in our Grant in Aid will be forthcoming for new fiscal year.</p>	
<p>BM 12-18-12 School of Health Sciences and Respiratory Therapy</p>	<p>The Board was advised that five out of six students have passed the national exam that participated in the Respiratory Therapy Program. There are fifteen students enrolled in year three of the Respiratory Therapy program that is being delivered by SAIT.</p> <p>The School of Health Sciences is working on a future plan for the delivery of a Respiratory Therapy Program.</p> <p>The School of Health Sciences will be undertaking:</p> <ul style="list-style-type: none"> • Five accreditation practical nursing site visits and reports are to be completed within the next couple of months. • There will be an accreditation review for the Radiology Program by the end of this academic year. • Home care program will be offered at the Baie Verte Campus. • There will be additional Personal Care Attendant program opportunities available through Distance Learning. • The Health Sciences Labs requires an influx of equipment. This will be assisted with an infusion of a \$ 600,000 equipment budget for the School of Health Sciences from the College’s capital budget. 	
<p>BM 12-18-11</p>	<p>Mark Bradbury, Chair of the Audit Committee presented to the Board a risk assessment framework that has been reviewed by the</p>	

<p>Risk Assessment Framework</p> <p>-</p>	<p>Committee and recommended for integration with the overall risk framework of the College.</p> <p>The Board was advised that the risk framework will be tested during the purchasing audit that will be conducted by Ernst and Young. The test will assist in determining whether or not the framework will meet the criteria of a National auditing firm.</p> <p>Mr. Bradbury was thanked for his dedication and work completed on behalf of the College.</p> <p>It was noted that the position for the Manager of Risk Management will be reviewed in the upcoming organizational structure review.</p>	
<p>Audit Committee</p>	<p>The Board was informed that the Audit Committee has reviewed its work plan and has amended the plan for the removal of The Annual Report.</p> <ul style="list-style-type: none"> • The Annual Report has several internal mechanisms for review. • The template is given by Government. • The financial information is reviewed by the College’s external Auditors. <p>During the transition of the internal audit division and the unfilled positions within that division; the Internal audits for Procurement and Campus review will be outsourced to external auditing firms.</p> <p>The terms of reference for the Audit Committee will be reviewed when we have fully transitioned to Quality Assurance mode.</p> <p>The Board’s budget is on track for the year.</p> <p>The Code of Conduct Policy is on hold until Government has released their policy which is expected in February.</p>	
<p>BM 12-18-14 Updates - Qatar Project and General Counsel</p>	<p>At 3:00 p.m. The Board Chair declared the meeting “Closed for the agenda items: Qatar Project and General Counsel’s Update. The meeting was declared “Open” at 3:20 p.m.</p>	
<p>BM 11-18-15 General Counsel – Policy GP-GR 803 Up-date</p>	<p>The Board was informed that with the legalization of cannabis coming into effect on the 17th of October. Board policy GP-GR-803 is being recommended to be amended to include the wording of</p>	

	<p>cannabis in line 803.3 and a statement in 803.4 to reflect an action in 803.5.</p> <p><i>The Policy shall reflect the following wording:</i></p> <p>803.3 No person shall be under the influence of nor consume cannabis or illicit drugs on or in property of the College or its work sites.</p> <p>803.4 Subject to section 803.5, alcohol shall only be served and/or consumed on College property when it is part of an approved educational program and related culinary competitions, or when a special events license is obtained after approval by the President.</p> <p>Motion put forth and seconded that Policy GP-GR-803 be amended to reflect the new wording as stated.</p> <p style="text-align: right;">Motion Carried</p>	
BM 12-18-16 Professional Development	The Board Chair advised that the Professional Development suggestions put forth by the Board will be reviewed by the Executive Committee.	ACTION
BM 12-18-17 In- camera	The Board Chair declared the meeting Closed at 3:41 p.m. and declared the meeting Open at 4:00 p.m.	
BM 12-18-18 Next meeting and Location	The next Board meeting will held at the Gander Campus, December 7, 2018	
BM 12-18-19 Adjourn	Being that all the agenda items had been addressed and there is no further business, the Board Chair declared the meeting adjourned at 4:10 p.m.	