



College of the North Atlantic, Board of Governors
BM 03-19 and October 7 & 8, 2019

Board of Governors Meeting
Bonavista Campus, Room T128

October 7 & 8, 2019

In Attendance:

- Alastair O’Rielly
- Mark Bradbury
- Charles Penwell
- Bruce Hollett
- Dominic Lundrigan
- Kevin Kelly
- Sam Synard
- Chris Newhook
- Debbie Brake-Patten
- Wade Pinhorn
- Whitney Roberts
- Brenda Kelleher-Flight
- Bonnie Lane-McCarthy
- Peter Adams
- Donna Rideout
- John Gibbons

Chris Newhook

Guest Presenter
Jamie Best, Campus Manager

Regrets:

- Candice Ennis-Williams
- Beverly Scott

Staff:

- Geoff Peters, General Counsel and Corporate Secretary
- Heidi Staeben-Simmons, Director of Public Affairs
- Elizabeth Chaulk, VP Student Engagement
- 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 03-19-03 Review of Agenda	Motion put forth and seconded that the agenda be accepted as distributed.	Motion Carried
BM 03-19-05 Review of Board Minutes	Motion put forth and seconded that the June 12, 2019 minutes be approved.	Motion Carried
BM 03-19-09 Consent Agenda	Motion put forth and seconded that the Consent Agenda be approved/accepted as distributed. Documents listed under the Consent Agenda are: <ol style="list-style-type: none"> 1. Raytheon: Electronic System Engineering Technology, \$ 1,250,000. 2. ACOA funded (75% and 25% CNA) International student recruitment and retention activities, \$ 529,000. 3. Corner Brook Pulp and Paper-Training Proposal. 4. A Proposal submitted to the Youth Employment and Skills Strategy (YESS) federal funding. 5. Project update on Mobile Hyperspectral Imaging Applications for Atlantic Canada’s Extractive Resources Industries. 	Motion Carried

Actions

BM 03-19-09 Consent Agenda	The Board suggested that a template be developed that will contain pertinent details to assist them in their analysis of a project, agreement/contract.	GC & Corporate Secretary Office	
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Minutes

Oct 7, 2019 BM 03-19-01 Call to Order	Board Chair Alastair O’Rielly called the meeting to order at 5 p.m. The Board Chair declared the meeting to be a “Closed Session”.	
BM 03-19-02 Adjournment	The meeting was declared “Open” at 6:30 p.m. The Board Chair declared that as all the topics for this portion of the meeting had been addressed the meeting was declared adjourned at 6:35 pm.	
Oct 8, 2019 BM 03-19-01 Call to Order	Board Chair called the meeting to order at 8:46 a.m.	
BM 03-19-02 Campus Presentation	Jamie Best, Campus Manager presented an overview of the Bonavista Campus, His presentation highlighted <ul style="list-style-type: none"> • The uniqueness of a small campus • Campus has blended learning courses, regular programs and contract training/continuing education courses. • Cultural Culinary Program – permanent food license • The Campus is integrated within the community with the Campus Manager participating in many of the organizations and networking with the local high school. 	
BM 03-19-03 Review of Agenda	Motion put forth and seconded that the agenda be accepted as distributed. Motion Carried	
BM 03-19-04 Conflict of Interest	There were no Conflict of Interest declarations that would impede the meeting agenda.	
BM 03-19-05 Review of Board Minutes	Motion put forth and seconded that the June 12, 2019 minutes be approved. Motion Carried	
BM 03-19-06 Action items	Action items will be addressed during the Chair’s report.	
BM 03-19-07 Chair’s Report	The Board Chair expanded verbally on his report that is included within the meeting materials. <ul style="list-style-type: none"> • The Board Chair advised the Board that he was advised by the Public Service Commission that the advertisement for a permanent CNA President would soon be released. • A meeting was held with Minister Mitchelmore to discuss Board membership and other matters. Minister Mitchelmore will review and follow up. • A meet and greet for the Qatar delegation was attended in St. John’s followed by a dinner. 	

	<ul style="list-style-type: none"> • The Board was advised that Board member, Brenda Kelleher-Flight has agreed to Chair the Governance Committee. Board members who are interested in participating on the Committee are welcome to come forward. • Attended a meeting of the Council of Higher Education where we received a presentation by the Post-Secondary Review Committee. 	
<p>BM 03-19-08 President's Report</p>	<p>President Hollett advised the Board that there has been a lot of preparation for the Post-Secondary Review and Strategic Planning.</p> <ul style="list-style-type: none"> • We have been very successful this fall in launching several new programs. We do have one program that has been delayed in Carbonear which will be launched upon student demand. • CNA has placed a large emphasis on recruitment beginning with hosting open houses across the Province to increase the public's awareness of what CNA has to offer. • Enrolment has increased 3.3% over last September's enrolment numbers. • With the success of our spring open house and positive enrolment, CNA will be hosting another open house in November 2019. • Due to streamlining our international application process we have seen a significant increase in international enrolment this September. • China held a Twenty-year anniversary celebration that was attended by the President and VP Partnerships, Innovation, & Entrepreneurship. • LEAN Management projects have been identified and are currently in progress. • Performance Management is now in progress. • The 2020-2021 budget is now in the process of being compiled for Government submission. 	
<p>BM 03-19-09 Consent Agenda</p>	<p>Motion put forth and seconded that the Consent Agenda be approved/accepted as distributed. Documents included in the Consent Agenda are:</p> <ul style="list-style-type: none"> • Raytheon: Electronic System Engineering Technology, \$ 1,250,000. • ACOA funded (75% and 25% CNA) International student recruitment and retention activities, \$ 529,000. • Corner Brook Pulp and Paper-Training Proposal. • A Proposal submitted to the Youth Employment and Skills Strategy (YESS) federal funding. • Project update on Mobile Hyperspectral Imaging Applications for Atlantic Canada's Extractive Resources Industries. <p style="text-align: right;">Motion Carried</p>	<p style="text-align: right;">ACTION</p>



	The Board suggested that a template be developed that will contain pertinent details to assist them in their analysis of a project, agreement/contract.	
BM 03-19-10 In-camera	The Board Chair declared the Board meeting a “Closed Session” at 10:37 am. The Board Chair declared an “in-camera session” at 3:20 p.m. excusing all Staff from the meeting. At 4:17 pm Staff were invited to rejoin the meeting.	
BM 03-19-11 Next meeting Adjournment	The next meeting will be held in Stephenville on the 3 rd of December,2019. Board Chair, Alastair O’Rielly noting that all agenda items had been addressed declared the meeting adjourned. (4:20 pm)	