

NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY



Minutes of the One hundred twentieth regular meeting of the **Board of Governors**

Monday, October 18, 2010
4:00 to 6:00 pm
O102P Governors Boardroom

Members Present:	James Cumming, Chair Diane Brickner Darcy Corcoran Timothy Jobs Kevin Nabholz Geoff Tate	David Janzen Kerry Brown Vincent Frankiw Ashif Mawji Mark Ohe Leanne Telford	Mel Benson Garnet Clark Brent Hesje Randy McLeod Mary O'Neill
Recorder:	Corie Phillips		
Others Present:	Jeff Fitzner Dr. Paula Burns Terry Sulyma	Larry Spagnolo Stuart Cullum	George Andrews Roxanna Stumbur
Regrets:	Don Metz		

1. Call to Order

James Cumming welcomed the new Board members and acknowledged David Janzen as the Acting President and CEO. Board members then introduced themselves.

The meeting was called to order at 4:05 pm.

a) Approval of Agenda

Moved by Diane Brickner that the agenda for the meeting be approved as presented.

Carried

b) Approval of Minutes of May 31, 2010

Moved by Garnet Clark that the minutes of May 31, 2010 be approved as presented.

Carried

c) Business Arising from Minutes

There was no business arising from the minutes.

2. President's Report

David Janzen provided an overview of his report and highlighted the following items:

- Substantial progress was made in all three of NAIT's Key Directions – Champion Student Success, Pursue Academic Excellence, and Advance Institutional Sustainability.
- The JR Shaw School of Business received notification from the Financial Planning Standards Council of Canada of its acceptance of the finance courses contained in NAIT's Bachelor of Business Administration (BBA) degree program for the Certified Financial Planner (CFP) designation for the next three years.
- Following the approval of the new crest and logo by the Board in 2007, NAIT faculty and staff began creating the traditions and symbols that play a significant role in the annual convocation ceremonies. In 2007, the mace and its carrying case were created, followed by the embroidered chairs for the Chair of the Board and the President in 2008, the kneeling stool in 2009 which is used in placing hoods on graduates of degree programs, and finally, the podium which was used for the first time in the 2010 convocation ceremonies. David Janzen encouraged Board members to view these four works of art that are on display in the Board Room, which have been created at NAIT, and which celebrate the talents and skills of NAIT faculty and staff.
- The number of applications to NAIT programs increased by about 15% over the previous year. NAIT received 14,600 applications for 3,666 full-time spots available for the fall 2010, which is a record number for the fall full-time intake.
- Enrolment in eLearning courses has increased substantially in the fall of 2010 compared to the fall of 2009. NAIT now has about 1,100 students enrolled in on-line courses, which is more than a five-fold increase in comparison to last year. The explanation for this increase is that the Board appropriated \$5 million in 2007/08 for on-line course development, and as a result, there are now 131 on-line courses in total, with the concentration being in all five streams of years 1 to 4 of the Bachelor of Business Administration program (Finance, Accounting, Management, Marketing, Human Resources) and years 3 and 4 of the Bachelor of Technology program.
- Work was completed on the 2,440 M² expansion to Souch Campus, which enables NAIT to accommodate approximately 900 additional welder apprentices each year, with three new shops containing a total of 90 welding booths, an expanded cafeteria, renovated tutoring and testing space, and other improvements.

David Janzen also provided an overview of the Risk Management Report and commented on the status of each of the items. A significant focus in the coming months will be the preparation of the 2011/12 Budget.

David Janzen responded to questions raised by Board members in regards to the Centre for Applied Technologies, the growth in applications for the 2010/11 fiscal year, the Alternative Energy Centre, the amount of deferred maintenance, and the actual enrolment being experienced in Apprenticeship programs in comparison to the number of seats that have been funded for the 2010/11 year.

Moved by David Janzen that the President's Report be accepted for information.

Carried

3. Presentations

a) National Sciences & Engineering Research (NSERC) Grant

David Janzen noted that NAIT became eligible for NSERC funding in 2007, and received its first NSERC grant earlier this year in the amount of \$125,000 for Dr. Currie's research regarding an air quality analysis prototype. NAIT has now achieved another major milestone, with a grant of \$2.3 million from NSERC for Boreal forest research. He then introduced Stuart Cullum, Executive Director, *novaNAIT*, who provided an overview of the research project, including the Business Plan context, the Boreal Reclamation Program, the regulations that must now be met in reclamation of forests, best practices, the partners that are involved in this project, the anticipated impacts of the research, and future opportunities. He concluded by responding to questions from Board members.

b) Program Review Process

David Janzen commented that a great deal of work has occurred since the spring in regards to the program review process, and it is important to provide a progress update, and also review each of the steps of the established process. He then introduced Dr. Paula Burns, Associate Vice President, Academic Affairs, who addressed the Business Plan context, program mix considerations, the seven step program review and recommendation process, the activities that have occurred to date, and the dates of the remaining activities. She noted that programs can be placed into one of four categories, namely:

- Enhance or expand (includes new programs)
- Maintain with minor modifications
- Revise, reorganize, or consolidate (major revision)
- Further analysis and consideration for suspension

Dr. Burns identified the nine programs that are presently in the latter category, which are undergoing further analysis and are being considered for suspension. She also noted that there is full transparency in regards to the process, and that a progress report was posted on NAIT's website in October 2010, which includes the programs that are currently being considered for suspension.

Timothy Jobs commended Dr. Burns for the transparency of the inclusive process, and the communications that have occurred to date. Dr. Burns responded to questions from the Board members.

Moved by Mel Benson to amend the agenda to move the Governance Committee report before the Finance & Audit Committee report.

Carried

4. Committee Reports

4.1 Governance Committee

- a) Minutes of June 10, 2010

Moved by Mel Benson that the minutes of the June 10, 2010 meeting of the Governance Committee be accepted for information.

Carried

- b) Minutes of October 1, 2010

Moved by Mel Benson that the minutes of the October 1, 2010 meeting of the Governance Committee be accepted for information.

Carried

- c) Motion – Board Committee Membership (Item C.1 of the October 1, 2010 Minutes)

Moved by Mel Benson that the Board of Governors approve the appointments of new Board members to the following Committees: Jeff Fitzner - Finance and Audit Committee; Mark Ohe – Campus Development Committee; Larry Spagnolo – Human Resources Committee; Geoff Tate – Campus Development Committee.

Carried

Moved by Mel Benson, that the Board of Governors approve the following changes of current Board member appointments to Committees as follows: James Cumming – to be on all Committees as previously represented by Doug Goss; David Janzen, Acting President & CEO - to be on all Committees in the same capacity as previously represented by Dr. Shaw; Kevin Nabholz, Chair of Campus Development Committee and added to Executive Committee; Kerry Brown, Chair of Finance & Audit Committee and added to Executive Committee; and Leanne Telford transferred from Governance to Advocacy Committee.

Carried

- d) Board Committee Membership List

The Board Committee Membership list reflects the outcome of the above motions.

Mel Benson was excused from the meeting due to another commitment.

4.2 Finance & Audit Committee

a) Minutes of September 28, 2010

Garnet Clark provided an overview of the minutes, and the positive feedback that had been received from the Auditor General's Office at the meeting, in regards to the unqualified audit report, and the fact that there were no recommendations arising out of the audit of the financial statements. He commended management for their financial leadership during the year, and the results of the audit.

Moved by Garnet Clark that the minutes of the September 28, 2010 Finance & Audit Committee meeting be accepted for information.

Carried

b) NAIT Financial Statements and Annual Report for the Fiscal Year Ended June 30, 2010 and Motions

David Janzen provided an overview of the Annual Report, noting that a major milestone has been achieved in the Institutional Profile section, because there is now a direct connection between the measures, benchmarks and targets as presented in the Business Plan, and the actual results provided in the Annual Report. Overall, NAIT was in line with, or exceeded the established targets for most measures.

In regards to the audited financial statements, David Janzen noted that the Consolidated Statement of Operations reports an excess of revenue over expense of about \$15.9 million, which arises from actual revenue being greater than budgeted by \$8.7 million (2.8%) and the actual expense being less than budgeted by \$7.2 million (2.5%). He noted that there was a concerted effort during the year to ensure that savings were generated wherever possible, to provide greater flexibility in addressing future years challenges and priorities.

Moved by Garnet Clark that the Board of Governors approve NAIT's audited consolidated financial statements and NAIT's Annual Report for the fiscal year ended June 30, 2010.

Carried

c) 2010/11 Access to the Future Fund Submission and Motion

Garnet Clark referred to the Access to the Future Fund submission, noting that NAIT's annual allocation is \$3.0 million. NAIT has a total of another \$31.9 million that is eligible for matching in future years.

Moved by Garnet Clark that the Board of Governors approve the Priorities for Matching totaling \$3 million, and the Other Potential uses for Matching totaling 31.9 million as presented.

Carried

4.2 Foundation Trustees

- a) NAIT Foundation Trustees Minutes of the September 28, 2010 Meeting

Moved by Garnet Clark that the minutes of the September 28, 2010 Foundation Trustees meeting be accepted for information.

Carried

- b) NAIT Foundation Financial Statements for the Fiscal Year Ended June 30, 2010

Moved by Garnet Clark that the Board of Governors receive the NAIT Foundation Financial Statements for the fiscal year ended June 30, 2010 as information.

Carried

4.3 Human Resources Committee

- a) Minutes of July 7, 2010
b) Minutes of July 29, 2010
c) Minutes of August 31, 2010
d) Minutes of September 13, 2010
e) Minutes of September 28, 2010

James Cumming summarized the progress that has been made in the search for a new President and CEO.

Moved by James Cumming that the minutes of the July 7th, July 29th, August 31st, September 13th, and September 28th meetings of the Human Resources Committee be accepted as information.

Carried

- f) Tentative Agreement between NAIT and AUPE

David Janzen summarized the negotiations, indicating that discussions were very productive and positive. He provided an overview of the tentative agreement, and indicated that with the NASA three year agreement having been approved at the May 31, 2010 Board meeting, and now also having a three year tentative agreement with AUPE, that labour relations over the next three years should prove to be stable and positive. The agreement has been ratified by 96% of the AUPE members that voted.

Vincent Frankiw also reported on the feedback that he received regarding negotiations, and commented on the positive relationship that exists.

Moved by James Cumming that the Board of Governors approve the Memorandum of Agreement with the Alberta Union of Provincial Employees, Local 038 as presented.

Carried

Vincent Frankiw abstained from voting

Moved by Mary O'Neill that the Board of Governors enter the In-Camera session.

Carried

4.5 Advocacy Committee

a) Minutes of October 15, 2010

Mary O'Neill provided an overview of the minutes of the October 15, 2010 meeting, and highlighted the key messages included in the agenda package.

Moved by Mary O'Neill that the minutes of the October 15, 2010 Advocacy Committee meeting be accepted for information.

Carried

b) Long-Range Development Plan – Recommendation (item 3 of the Minutes)

James Cumming commented on the communications plan, noting that NAIT needs to be in a position to respond to media inquiries as appropriate.

Mary O'Neil stated that James Cumming and David Janzen are the official spokespersons for media inquiries. She noted that the communications plan also includes an appropriate response for Board members in the case of a social or informal setting.

Moved by Mary O'Neill that the Board of Governors approve the communications in regards to the Long Range Development Plan as presented.

Carried

Moved by Mary O'Neill that the Board of Governors exit the In-Camera session.

Carried

4. Schedule

The schedule is included for information.

5. Correspondence

Substantive government and other correspondence are included for information purposes only.

6. Board Member Contact List

Revisions to the Board Member contact list will be made as requested, and the list will then be distributed to members.

7. Next Board Meeting
Monday, December 6, 2010
O102P Governors Boardroom

Dinner to follow in Ernest's Dining Room.

8. Adjournment

Moved by Kevin Nabholz that the Board of Governors meeting be adjourned at 5:36 pm.

Carried

Note: Board Fall dinner to follow tonight at 6:00 pm in Ernest's Dining Room.

Corie Phillips, Recorder

James Cumming, Chair