



NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY

Minutes of the One hundred and Fifty-second regular meeting of the Board of Governors

Tuesday, December 11, 2018

4:00 to 6:00 pm

T811 Governors' Boardroom

Members	Ray Martin (Chair)	Daryl Kruper (Vice Chair)	Dr. Glenn Feltham
Present:	Alayne Sinclair	Dr. Annemarieke Hoekstra	Brenda Needham
	Claire Seo	David Migadel	Jamie Corfield
	Priti Laderoute	Mary Lynne Campbell	Silvie Forest
	Tara Chahl	Ray Pisani	Vi Becker
	Valerie Berger		
Resources:	Dr. Ray Block	Kevin Shufflebotham	Dr. Sue Fitzsimmons
	Sandra Marocco		
Regrets:	Matthew Woodley	Yasmin Jivraj	
Recorder:	Sandy Timmer		

1 Call to Order

Mr. Ray Martin, Board Chair, welcomed everyone to the meeting and called it to order at 4:00 p.m. Mr. Martin then introduced Flynn, NAIT's therapy dog, and his handler, Linda Shaw. Flynn is an important part of our Well-being Services. Ms. Shaw is NAIT's Well-being Facilitator. Students and staff can "borrow" Flynn and Ms. Shaw commented that Flynn has been a comfort to both staff and students when they are going through personal challenges.

Flynn and Ms. Shaw then departed.

Mr. Martin was pleased to advise the Board that we have just been informed that Cabinet approved the Order in Council for the refinancing of the \$150M loan; they approved \$111M. The Order still has to be signed by the Lieutenant Governor so, until that time, this is confidential.

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The Productivity and Innovation Centre (PIC) had its Grand Opening on November 14th. We had over 400 guests attend.

With the federal and provincial elections coming in 2019, we expect to see impacts.

Mr. Martin reviewed the key items the Board will address in today's meeting:

- The termination of three programs, and the renaming of an existing program
- The review and approval of our Annual Report for 2017-2018
- The annual approval of the Board Committees' Terms of Reference

Mr. Martin then moved into the formal part of the meeting.

1.1 Approval of the Agenda

Mr. Martin asked if any members had a conflict to declare with regards to the meeting agenda. No declarations were raised by Board members. Mr. Martin asked if any members had agenda items to add and no items were added.

Moved by Ray Pisani that the agenda be approved as presented.

Carried

1.2 Approval of the Minutes of the Meeting held on October 9, 2018

Moved by Vi Becker that the minutes of the Meeting of October 9, 2018 be accepted as presented.

Carried

1.3 Business Arising from Minutes

1.3.1 Asynchronous Vote of November 9, 2018 to revise and approve the refinancing loan interest rate to not exceed 4.50%. The vote was passed.

Subsequent to the October 9th meeting – where the Board approved the refinancing loan interest rate to not exceed 4.00% – it was recommended by Alberta Capital Finance that NAIT increase this to up to 4.50%. An asynchronous vote was put out to the Board on November 9th seeking the Board's support for this change in interest rate. The Board passed the motion.

It was requested that this approved change to the interest rate be entered into the minutes of the Board meeting of October 9, 2018.

Moved by Alayne Sinclair that the Asynchronous Vote of November 9, 2018 to amend and approve that the maximum refinancing loan interest rate not exceed 4.5% be entered into the Minutes of the Board meeting of October 9, 2018.

Carried

2 Consent Agenda

2.1 Accepting Minutes and Receiving Committee Reports:

Mr. Martin asked if any Board members wished to move any items from the Consent Agenda to the main agenda and no items were moved.

- 2.1.1 Academic Council - Minutes of the Meeting on November 19, 2018 *(Item 4.1.1)*
- 2.1.2 Campus Development Committee - Minutes of the Meeting on October 31, 2018 *(Item 4.2.1)*
- 2.1.3 Executive Committee - Minutes of the Meeting on October 16, 2018 *(Item 4.3.1)*
- 2.1.4 Executive Committee – Minutes of the Meeting on November 22, 2018 *(Item 4.3.2)*
- 2.1.5 External Relations Committee - Minutes of the Meeting on November 15, 2018 *(Item 4.4.1)*
- 2.1.6 Audit Committee - Minutes of the Meeting on November 27, 2018 *(Item 4.5.1)*
- 2.1.7 Audit Committee - Compliance Certificate–July 1 to September 30, 2018 *(Item 4.5.3)*
- 2.1.8 Finance Committee - Minutes of the Meeting on November 27, 2018 *(Item 4.6.1)*
- 2.1.9 Finance Committee - NAIT's Financials and Quarterly Investment Report for the Quarter Ended September 30, 2018 *(Item 4.6.2)*
- 2.1.10 Finance Committee - RM 3.0 Budget Policy *(Item 4.6.3)*
- 2.1.11 Governance Committee - Minutes of the Meeting on November 15, 2018 *(Item 4.8.1)*
- 2.1.12 Human Resources Committee - Minutes of the Meeting on November 1, 2018 *(Item 4.9.1)*

Moved by Val Berger that the Consent Agenda items be approved as presented.

Carried

3 NAIT Executive Reports

3.1 Office of the President and CEO

3.1.1 Risk Report

3.1.2 President's Activities

Dr. Feltham presented his report to the Board. Dr. Feltham highlighted some key points from his report.

As noted earlier by Mr. Martin, the Productivity and Innovation Centre (PIC) had its Grand Opening on November 14th with important government guests from all three levels –

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including MP Randy Boissonnault, provincial Ministers Schmidt and Bilous, and Mayor Iveson. The event was a great success and showed industry how we can help them find those solutions. There have been many tours come through PIC by industry partners and we are starting to see more bookings for services. Industry Solutions will continue to support PIC.

Dr. Feltham discussed the request for the Order in Council on the \$150M refinancing loan and what those funds will be needed for. Although the entire amount was not approved, the \$111M approved amount will be used to fund several key projects to ensure NAIT's sustainability and viability into the future. Glenn congratulated the many staff and our Board Chair who worked diligently to submit the proposal to the Ministry. Key among the projects this funding will support is the completion of the Blatchford lands agreement.

Dr. Feltham continues to work on the NAIT 2021+ draft and anticipates presenting it to the Board at an upcoming meeting.

We recently had a meeting with all of NAIT's senior leadership to discuss technology changes to ensure NAIT is ready to meet the future.

NAIT's risk registry from the President's perspective was reviewed and although the institute continues to face risk from many areas, overall, NAIT's risk level is reasonably stable.

Dr. Feltham concluded his report.

3.2 VP Administration and CFO

Dr. Ray Block briefly discussed one item in his report that he wanted to emphasize. He advised that Bill 27, which affects changes in the governance of the LAPP (pension plan), has passed its third reading and is expected to receive Royal Assent shortly. These changes will then come into effect in April.

The main objective of the change is to transition LAPP, the Public Service Pension Plan and Special Forces Pension Plan, to joint governance. Other objectives of the legislation are to:

- Support timely decision-making by employee-employer sponsors and to allow employees and employers to have a say over their pension plan;
- Promote economies of scale;
- Delineates roles and responsibilities clearly among stakeholders;
- Increase transparency and communication of decision-making; and
- Enhance risk management and oversight and overall plan accountability.

Under the new legislation no changes in the plan design (i.e. benefits), or how the plans are funded, are contemplated.

Dr. Block advised that, from what he can determine, the composition of the model of pension joint governance will include:

- Six voting seats assigned to employee sponsors (the composition of which will match the Labour Coalition's submission to Government)

- Six voting seats assigned to employer sponsors including:
 - Three seats to Alberta Health Services;
 - One seat - shared between the Cities of Edmonton and Calgary;
 - One seat – shared between Alberta Urban Municipalities Association (AUMA) and the Rural Municipalities of Alberta (RMA); and
 - One seat – shared between the Alberta School Board Association (ASBA) and the post-secondary institutions that participate in LAPP.
- One non-voting seat assigned to a non-union / management.

Dr. Block concluded his report.

3.3 VP External Relations and CDO

Sandra Marocco provided an overview of her report to the Board.

Ms. Marocco indicated that her Advancement team is doing some benchmarking for the fiscal year ahead and is focused on setting clear priorities for the year as well as the future.

A robust alumni survey was conducted a few months ago and the results are being tabulated. These results will help us to build engagement strategies with our alumni who are a key part of both ambassadorship of NAIT as well as donors.

Government Relations worked hard on the PIC opening and having several government representatives there as noted earlier in the meeting was as a result of our continuous engagement with all government sectors.

Ms. Marocco is working on developing a strategy for advocacy.

The Marketing and Communications department is working on all of the elements to help launch the Industry Solutions communications strategy for both internal and external stakeholders and audiences. The marketing brand for PIC – “Evolve. Compete. Succeed. Repeat.” – is now out in the market.

NAIT’s public website is being updated and a soft launch of the new website is expected this spring.

The Corporate & International Training and the Department of Continuing Education both had a very busy quarter. However, we continue to see significant pressure on Continuing Education enrollment numbers mostly due to the reduced numbers of trades training in Continuing Education. To help level out those decreases, we are looking at new programs and improving efficiencies wherever possible. Ms. Marocco was pleased to advise we have two new international training contracts which will help to improve the revenues in this area.

We have engaged two external consultants to help analyze our current training and program offerings to ensure our business models and course delivery and training remains competitive. It will also help to identify opportunities for strategic growth. The results of this analysis is expected in March 2019.

This concluded Ms. Marocco’s report.

3.4 Provost and VP Academic (combined report)

Mr. Kevin Shufflebotham, Provost, provided a brief summary of his section of the combined report to the Board. Mr. Shufflebotham was pleased to report that funding was received for our target enrollment for expanding our computer engineering technology program as well as the digital media technology program, as we achieved our targeted enrollment levels.

The reduction in apprenticeship enrollment numbers appears to be leveling off other than the enrollment for welding and plumbing. Enrollment for electricians and boilermakers looks to be improving.

We continue to look for ways to grow credit revenues and improve program efficiencies which are main focuses of attention for Kevin's area. Student retention is also a strategic planning item as we work to create more pathways for continuous student learning.

Dr. Sue Fitzsimmons, VP Academic, then discussed items in the VP Academic portfolio. She advised that we are undertaking a review of our policies and processes. She will have an updated presentation to present to the Board at a future meeting.

Dr. Fitzsimmons advised that the Campus Alberta Quality Council (CAQC) was at NAIT in November to review our degree programs. They met with executive, senior staff, students and some board members to gather information. This review is part of our five-year comprehensive institutional review. CAQC is an arms-length quality assurance body that is overseen by government. The debriefing with CAQC was very positive and Sue thanked everyone who attended these interviews for their input. Once the report from CAQC is received, it will be communicated out to the NAIT community.

The pilot for the NAIT student survey on instruction has had about 70% participation by instructors, which is a positive response. A further update on the survey will be provided at an upcoming board meeting.

Dr. Fitzsimmons was pleased to confirm that the Impairment Policy has been completed and implemented. This policy involved many stakeholders at NAIT and Sue wished to thank everyone who was part of the development of this policy.

4 Committee Reports

4.1 ACADEMIC COUNCIL

Dr. Feltham discussed the meeting of Academic Council on November 19th. He noted that there were two presentations at that meeting:

- Work-integrated Learning; and
- The Policy Framework

Both presentations were informative with further discussion on both items will come back to Academic Council at a future meeting.

4.1.1 Proposed Program Terminations

4.1.1.1 Industrial Sector Emergency Management (certificate)

4.1.1.2 Public Sector Emergency Management (certificate)

4.1.1.3 Cytotechnology (diploma)

Academic Council put forward two recommendations for Board approval for the termination of two suspended programs.

The Emergency Management certificate program with two specializations - the Industrial Sector Emergency Management and Public Sector Emergency Management certificate - are being terminated as the standard has shifted from a one-year certificate to a two-year diploma program. Both programs were suspended for a year so no new students were enrolled.

The other program for termination is the Cytotechnology program. It also has been suspended for a year and is now set for termination. The program is being terminated primarily due to no labour market demand and little student demand for the program.

The last students currently in these programs are being supported and have the opportunity to complete their program.

Moved by Dr. Glenn Feltham that the Board of Governors approve the termination of the Emergency Management certificate program that includes two specializations, Industrial Sector Emergency Management and Public Sector Emergency Management, effective July 1, 2019.

Carried

Moved by Dr. Glenn Feltham that the Board of Governors approves the termination of the Cytotechnology diploma program, effective July 1, 2019.

Carried

4.1.2 Proposed Name Change

4.1.2.1 Engineering Design and Drafting Technology

The other item for the Board's approval, was the renaming of an existing diploma program. It was recommended that the current Engineering Design and Drafting Technology program be renamed to the Engineering Design Technology program as "drafting" is no longer a core component in the program. This also provides better clarity to prospective students about the program and is also what industry is asking for.

Moved by Dr. Glenn Feltham that the Board of Governors approves the proposed name change for the Engineering Design and Drafting Technology to Engineering Design Technology.

Carried

4.2 CAMPUS DEVELOPMENT COMMITTEE

Mr. Daryl Kruper, Chair of the Committee, provided a summary of the meeting held on October 31, 2018.

Mr. Kruper advised that, at that meeting, administration was diligently moving forward on the purchase of the Blatchford lands. Conditions in the agreement were discussed. There are 22 conditions of which the Chair highlighted ten. Many of these conditions included environmental conditions that will have to be addressed prior to the finalization of the agreement.

On the District Energy sharing system condition, the City requested an extension on the timeline. We agreed to the extension.

The Westwood Bus Barns purchase is concluded as the last of the conditions have been waived. Due to a backlog in the Land Titles offices, the closing date will be delayed from January 16th to a date in February 2019.

We continue discussions with the potential student housing partner to reach a finalized student housing proposal. Positive meetings have been held and we continue to be optimistic that a mutually beneficial agreement can be reached. We also continue to seek funding or grants for this project and the Board will be apprised when we are successful in achieving this.

With NAIT being the only major post-secondary institute in Canada without a student residence, this is a key priority. Administration is working hard to advance the student housing project(s) to fruition.

Mr. Kruper concluded his report on the HR Committee meeting.

4.3 EXECUTIVE COMMITTEE

Mr. Ray Martin provided an overview of the Executive Committee meetings on October 16th and November 22nd.

At the October 16th meeting, the discussion was focused on the Blatchford Agreement that was reviewed at the October 9th Board meeting. The Committee reviewed and discussed all aspects of the Agreement, including the purchase of the Armoury.

After discussion, the Executive Committee moved to approve the purchase of the Blatchford lands.

At the meeting on November 22nd, the Executive Committee reviewed topics for the main discussion at the December board meeting. The Committee determined Industry Solutions and PIC to be the topic for a deeper discussion with the Board.

This concluded Mr. Martin's update.

4.4 EXTERNAL RELATIONS COMMITTEE

Ms. Vi Becker, Chair of the External Relations Committee, provided a summary of the Committee's meeting on November 15th.

Ms. Becker reiterated the comments earlier that it was terrific to have MP Boissonnault, Ministers Schmidt and Bilous, Mayor Iveson and other elected officials attend the grand opening of PIC. She noted this reflects our strong ties to all levels of government.

At the meeting on November 15th, the Committee was apprised of the new Bill 19. This new piece of legislation will have two significant impacts to post-secondaries: 1) legislating of tuition (which will be tied to the Consumer Price Index); and 2) how an institution can change its status (i.e. from a college to a university or polytechnic).

The Committee was advised that the Marketing and Communications department is renewing its strategies to further build our brand. The team is working on content marketing and content strategy to ensure the NAIT brand messaging is reaching our target audience.

Ms. Becker concluded her summary on the External Relations Committee meeting.

4.5 AUDIT COMMITTEE

Ms. Val Berger reported on the meeting of the Audit Committee held on November 27th.

At the meeting, the Committee received an overview report on the information technology activities for the quarter and also reviewed the strategic risks for NAIT.

The Committee received an update from General Counsel which included the revised Code of Ethics and Conduct Policy and Bill 29. Bill 29 addresses changes to the *Public Service Employee Relations Act* (PSERA). These changes will have an impact to post-secondary institutes across the province.

Our Internal Auditor provided two internal audit reports for financial controls for the Financial Treasury Services, and the Retail and Ancillary Services departments. Recommendations were made to improve efficiencies and the departments will be taking steps to implement continuous improvement procedures. The Committee also reviewed and approved the internal audit plan for the balance of the academic year.

Ms. Berger was pleased to report that the first two articling students under NAIT's CPA program, Erin MacDonald and Ryleigh Dzenick, passed their CPA exams and were successful in their first attempt at the Comprehensive Final Exams. Congratulations to them and the audit and finance teams they articulated with.

4.5.1 Annual Report

The Audit Committee reviewed the draft of the Annual Report that is being put to the Board today for approval. Ms. Berger thanked the team who put the Report together as it highlights the many great things that have taken place at NAIT in 2017-2018. The Annual Report reflects NAIT's commitment to becoming the world's leading polytechnic.

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Ms. Berger then asked Dr. Feltham to provide a brief presentation on the Annual Report for the Board.

Dr. Feltham presented the key areas of the Annual Report to highlight for the Board's information. He noted that the Annual Report is a requirement of government to submit annually. The Annual Report reports on the outcomes of the Comprehensive Institutional Plan (CIP) and provides financial information to the reader.

Highlights from the Report included:

- Credit FLEs registered:
 - Non-apprentice – 10,941 in 17/18 (10,746 in 16/17)
 - Apprentice – 2,807 in 17/18 (3,462 in 16/17)
- Graduates:
 - Non-apprentice – 4,420 in 17/18 (4,166 in 16/17)
 - Apprentice – 3,121 in 17/18 (3,593 in 16/17)
- Students Satisfaction with Relevance – 97%
- Clean Audit Report
- \$12.2 million deficit (2017: \$6.1 million deficit)
- Factors
 - First year in many that investment revenues are lower than planned (\$3.7 million lower)
 - Significant one-time costs for severance (due to reductions in apprenticeship registrations)
 - Depreciation (amortization of capital assets)

Discussion with Dr. Feltham and Ms. Berger ensued on the Annual Report content.

Moved by Val Berger that the Board of Governors approves NAIT's Annual Report for the fiscal year ended June 30, 2018 with such non-substantive changes that management of NAIT considers necessary or advisable.

Carried

4.6 FINANCE COMMITTEE

Ms. Berger discussed the Finance Committee meeting held on November 27th. She advised that the first quarter results are included in the meeting package and Ms. Berger pointed out that segmented financial statements have been included for the first time, as requested by board members.

Ms. Berger noted that Industry Solutions will be an important part of the financial statements going forward now that the Productivity and Innovation Centre is open.

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As noted by Mr. Martin earlier, the Order in Council on the refinancing loan approved \$111M of the \$150M refinancing request which will be used for the following projects:

- \$54M for PIC, and
- \$57M for Blatchford

Funds for student housing were taken out of the request and we will work on securing funding for that project separately. As noted earlier, we are having discussions with the prospective student housing project partner and this continues to move positively forward.

Ms. Berger noted that the Foundation Trustees did not meet this quarter and this concluded her reports on the Audit and Finance Committees' meetings.

4.7 GOVERNANCE COMMITTEE

Mr. Martin provided a report on the Governance Committee meeting held on November 15th as Mr. Pisani was not in attendance at the meeting.

Mr. Martin advised that the Committee once again reviewed the Code of Ethics and Conduct Policy as the Ethics Commissioner was amendable to reviewing the monetary limits on gifts to more closely match SAIT's limits. Once that has been accepted by the Commissioner, and the University of Alberta's clarification request has been finalized, we will formally enact NAIT's Code of Ethics and Conduct Policy.

The Committee had a presentation from Dr. Sue Fitzsimmons on the draft policy framework. Sue advised the Committee that the framework is still a work in progress and the framework is being revised to provide clarity on which policies are approved by the Board and which are approved by administration's Executive Committee. Sue will have one more review with the Governance Committee and Academic Council before the framework is finalized. This will then go to the Board for approval in February.

4.7.1 Board Committees' Terms of Reference

The Governance Committee performs an annual review of all of the Terms of Reference for the Board's Committees. It was noted that there is some overlap regarding the oversight of health and safety between the Campus Development (CDC) and Human Resources (HRC) Committees. This was specifically in regards to student safety. A preliminary review was undertaken by legal counsel and it was determined that it would be best to place this responsibility with the Campus Development Committee. This will be further reviewed at the next Governance Committee meeting with potential amendments to the Terms of Reference for both Committees. However, it is requested that the Board approves the existing Terms of Reference for all Committees until the review of the CDC and HRC Terms of Reference can be completed.

4.7.1.1 Audit Committee

4.7.1.2 Finance Committee

4.7.1.3 Campus Development Committee

4.7.1.4 Executive Committee of the Board

4.7.1.5 External Relations Committee

4.7.1.6 Governance Committee

4.7.1.7 Human Resources Committee

Moved by Ray Martin that the Board of Governors approves the Terms of Reference for each of the Audit Committee; Finance Committee; Campus Development Committee; Executive Committee of the Board; External Relations Committee; Human Resources Committee; and Governance Committee.

Carried

4.8 HUMAN RESOURCES COMMITTEE

Mr. Kruper, Chair of the Human Resources Committee, reviewed briefly the meeting of the HR Committee's meeting on November 1st.

At this meeting, the Committee was apprised of NAIT's current supplemental executive retirement pension plan (SRP) and that it will have to be modified to ensure it complies with the new legislation (*Reform of Agencies, Boards and Commissions Compensation Act*). The current plan was approved by the Board and has been in place since July 1, 2006. With Government's adoption of the new legislation (reform of agencies, boards and commissions) changes to the SRP will have to be made. We engaged an external consultant to review our SRP and she provided a presentation with recommendations to the Committee at the meeting.

The Committee discussed the recommendations with the consultant and, after careful consideration, approved the replacement of our existing Supplemental Retirement Plan with a new Defined Contribution Plan. Subsequent to the HR Committee's meeting, a joint meeting with NAIT, SAIT and Advanced Education was held on November 29th. Submissions to the ministry were made and a further meeting of the three groups that will also include the Ministry of Finance and other government departments is scheduled to be held on December 13th to determine what will be required to get final sign-off by Government. However, Mr. Kruper noted that it was not likely that a new Defined Contribution Plan would be approved by December 31, 2018. An update on this will be provided at the next Board meeting.

Mr. Kruper concluded his report of the HR Committee.

5 Presentation and Discussion

- **Industry Solutions and the Productivity and Innovation Centre (PIC)**

Dr. Feltham opened the discussion on Industry Solutions and PIC and noted that now that PIC is officially opened, we are focusing on the development of the model to support industry competitiveness – that is, our Industry Solutions model.

Dr. Feltham then turned the discussion over to Dr. Fitzsimmons and Ms. Marocco.

Ms. Marocco noted that NAIT has a fundamental belief in the importance of serving and supporting industry. Industry Solutions is a framework that should support a seamless experience for all of our industry partners. Ms. Marocco noted that we have been working on a

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business model to ensure all relevant departments at NAIT are informed on the clients that come to PIC.

Dr. Fitzsimmons added that we are trying to be innovative in our approach to managing all these components as we work to create the best model for Industry Solutions. We are changing the governance structure of our Industry Solutions Management Team (ISMT) now that we have moved our business model to this stage. This will provide further clarity for managing the model. As Ms. Berger advised in her report, we will now have segmented financial reporting on PIC which will be helpful for the Board to better monitor how the individual operating units within PIC are performing.

Discussion with Board members ensued. It was noted that client experience should also be tracked as a measure of success. Ensuring our marketing and communications on PIC is reaching our target audiences is essential. Our alumni are also valuable voices for sharing what NAIT is all about and how it connects with industry.

We will continue to be thought-leaders as PIC gains success and in turn, will make NAIT more successful.

6 In-camera Session with Board of Governors

Moved by Daryl Kruper that the Board move to an in-camera session.

Carried

All administrative Executive departed the meeting. It was requested that Mr. Clayton Davis remain to discuss Bill 29 (PSERA).

Mr. Martin asked if any board members had conflicts to declare regarding the topics for the *in-camera* discussion. No conflicts were declared.

Mr. Davis advised that changes to PSERA will impact our management and excluded staff and will likely have a financial impact to the institute as well. As more information on the impact of the changes is learned, it will be shared with the Board. Mr. Davis advised that Bill 27 and Bill 29 both received Royal Assent this afternoon. Mr. Davis departed after his update.

Dr. Feltham briefly discussed GO Productivity and will discuss this further at the next board meeting.

Moved by Ray Pisani that the Board exit the in-camera session.

Carried

7 Correspondence

Accepted for information.

8 Board Member Contact List

Accepted for information.

9 Next Board Meeting

The next Board Meeting date will be Tuesday, February 26, 2019 at 4:00-7:00 p.m. in the Governor's Boardroom – Rm. T811.

10 Adjournment

Moved by Ray Martin that the Board of Governors meeting be adjourned at 6:00 p.m.

Carried


Ray Martin – Board Chair


Sandy Timmer - recorder