



NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY

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

Tuesday, May 25, 2021
4:00 to 8:00 pm

Via Microsoft Teams Meeting

Members	Ray Pisani (Chair)	Valerie Berger (Vice Chair)	Laura Jo Gunter
Present:	Vi Becker	Elise Holden	Jamie Corfield
	Dr. Annemarieke Hoekstra	Kris Mauthe	Yasmin Jivraj
	Priti Laderoute	Janet Riopel	Alessandra Medeiros
	Andy Neigel	Kristina Williams	Marlea Sleeman
	Paul Verhesen		Pan Zhang
Resources:	Dr. Sue Fitzsimmons	Darlene Crowell	Michael Haworth
	Clayton Davis	Jeff Dumont	
Regrets:	Tara Chahl		
Recorder:	Sandy Timmer		

IN-CAMERA SESSION WITH BOARD MEMBERS ONLY PRIOR TO CALLING THE MEETING TO ORDER

Moved by Vi Becker that the Board move to an in-camera session.

Carried

Mr. Ray Pisani, Chair of the Board, discussed the overview of the meeting with Board members only.

Moved by Andy Neigel that the Board exit the in-camera session.

Carried

1 CALL TO ORDER

Mr. Ray Pisani welcomed Board members and guests to the fourth meeting of the Board of Governors for the academic year.

Mr. Pisani wished to acknowledge and thank Tara Chahl for her dedication and service to the Board as her term is concluding on May 28, 2021. Ms. Chahl participated on both Academic Council and on the Human Resources Committee. The Board wishes her success in her next endeavours.

Mr. Pisani welcomed Linda Palladino who will be joining the Board on May 29th, 2021. Ms. Palladino is the Vice President Human Resources at Enbridge and the Board is looking forward to having Ms. Palladino join the Board.

Also welcomed was Kaedee Fythe Torrino who will join the Board as a student-at-large member on September 1st.

Mr. Pisani provided a brief overview of the many things that have taken place in the past few months including the new *Apprenticeship Act*, which will include some changes as recommended by the Skills for Jobs Task Force. Ms. Gunter, Mr. Verhesen and Mr. Neigel were all a part of that Task Force and contributed to the recommended changes.

The Board will review the last draft presentation today on the new Strategic Plan for any final feedback, and it will then be brought to the June 16th Board meeting for final approval.

The audited financial statements and the Investment Management Agreement will be put to the Board for approval today. This first Investment Management Agreement (IMA) will be a pilot. The IMA replaces the previous Comprehensive Institutional Plan.

There will be a presentation from the Chair of the Industry Partnerships and External Relations Committee to provide insight into that committee.

Mr. Pisani reviewed the motions in the Consent Agenda and the items for motions by the Board in the main part of the agenda. He then proceeded to the agenda.

1.1 Approval of the Agenda

There were no changes made to the agenda.

Moved by Vi Becker that the agenda be approved as presented.

Seconded, Carried

Dr. Annemarieke Hoekstra, Pan Zhang and Jamie Corfield all declared a conflict of interest with Items 6.3 and 6.4 and will depart the meeting at that time.

1.2 Approval of the Minutes of the Meeting held on February 23, 2021

There were a few non-substantial amendments made to the minutes.

Moved by Janet Riopel that the minutes of the Meeting of February 23, 2021 be accepted as amended.

Seconded, Carried

1.3 Business Arising from Minutes

There was no business arising from the previous minutes.

2 CONSENT AGENDA

2.1 Accepting Minutes and Receiving Committee Reports:

2.1.1 Academic Council – Minutes of the Meeting on March 22, 2021 (*Item 4.1.1*)

2.1.2 Academic Council – Minutes of the Meeting on April 19, 2021 (*Item 4.1.2*)

2.1.3 Academic Council – Approval of Faculty Emeritus Award Nominees (See Appendix A) (*Item 4.1.3*)

Moved by Laura Jo Gunter that the nominees for Faculty Emeritus Award be approved as presented.

2.1.4 Campus Development Committee - Minutes of the Meeting on April 13, 2021 (*Item 4.2.1*)

2.1.5 Campus Development Committee – Approval of the Real Property Policy and Procedure (See Appendix B) (*Item 4.2.3*)

Moved by Paul Verhesen that the Board of Governors approves the Real Property Policy and Procedure as presented.

2.1.6 Board Executive Committee – Minutes of the Meeting on March 2, 2021 (*Item 4.3.1*)

2.1.7 Board Executive Committee – Minutes of the Meeting on April 26, 2021 (*Item 4.3.2*)

2.1.8 Industry Partnerships and External Relations Committee – Minutes of the Meeting on May 6, 2021 (*Item 4.4.1*)

2.1.9 Audit Committee - Minutes of the Meeting on May 11, 2021 (*Item 4.5.1*)

2.1.10 Audit Committee - Compliance Certificate–January 2021-March 31, 2021(See Appendix C) (*Item 4.5.3*)

2.1.11 Finance Committee - Minutes of the Meeting on May 11, 2021 (*Item 4.6.1*)

2.1.12 Finance Committee - Quarterly Financial and Investment Report for the Quarter Ended March 31, 2021 (See Appendices D and E, respectively) (*Item 4.6.3*)

2.1.13 Joint Meeting of the Finance and Audit Committees – Minutes of the Meeting on May 21, 2021 (*Item 4.6.4*)

2.1.14 NAIT Foundation – Minutes of the Meeting on May 21, 2021 (*Item 4.7.1*)

2.1.15 Governance Committee - Minutes of the Meeting on April 8, 2021 (*Item 4.8.1*)

2.1.16 Human Resources Committee - Minutes of the Meeting on April 14, 2021 (*Item 4.9.1*)

Priti Laderoute asked to have item 2.1.5 – Approval of the Real Property Report, removed from the Consent Agenda for further discussion.

Moved by Andy Neigel that the Consent Agenda items be approved with Item 2.1.5 moved to the main agenda for further discussion..

Seconded, Carried

3 NAIT EXECUTIVE MANAGEMENT REPORT

3.1 President's Activities

Executive Management provided brief overviews of their reports in the meeting package.

Laura Jo Gunter, President and CEO, noted that Government is looking into deconsolidating specific institutions and we are in discussions with the Minister to include NAIT and SAIT due to their size and complexity.

The Government is speaking with NAIT and SAIT regarding the changes to the *Apprenticeship Act*. NAIT is also meeting with Polytechnics Canada regarding skills funding from the federal government.

Sue Fitzsimmons, Vice President Academic and Provost, advised that NAIT has successfully achieved education online this year with 7 out of 10 students satisfied/very satisfied with the delivery of their education. NAIT was adept with the use of technology in the delivery of the programs.

As the provincial Government will be requiring Work-Integrated Learning (WIL) in programs for the fall semester, her portfolio has been working hard to ensure as many programs as possible have a WIL component attached. It was noted that NAIT has also created its first Equity, Diversity and Inclusion (EDI) strategy to acknowledge and ensure students of all backgrounds feel safe, respected and a part of the NAIT community.

Jeff Dumont, Vice President Administration and CFO, advised that NAIT's budget for the nine-month year, due to the change in our year-end to March 31, shows a small surplus of \$7M. The small surplus is critical to maintain sustainability with any further funding cuts from government. The Budget and Investment Management Agreement will be submitted to the Minister by the end of May.

Darlene Crowell, interim Vice President External Relations, provided a brief update on her portfolio and noted that she has been inspired by her team after the short time that she has been here. Ensuring the NAIT community continues to receive timely, informative, and positive information and communications about what is happening at NAIT during this time, is the main objective for her team.

Clayton Davis, Executive Director Human Resources, commented that negotiations with our two unions – the NAIT Academic Staff Association (NASA) and AUPE – continue.

Recognition awards for staff which will be presented in the coming weeks, have shifted and are more pandemic-related and have been embraced by staff for nominations as we have more nominations than ever before which is exciting to see.

Moved by Jamie Corfield that the written Executive Management report be accepted for information.

Seconded, Carried

4 COMMITTEE REPORTS

4.1 ACADEMIC COUNCIL (Laura Jo Gunter)

- Written Committee Chair's Summary Report as attached

4.2 CAMPUS DEVELOPMENT COMMITTEE (Paul Verhesen)

- Written Committee Chair's Summary Report as attached

4.2.3 Campus Development Committee – Approval of the Real Property Policy and Procedure (See Appendix B)

It was questioned that the inclusion of the definition of a time period from the PSLA be included in the definitions of the Policy and the risk of possible changes to the PSLA. This was discussed. It was noted that any leases longer than five years require government approval as it is considered similar to a disposition.

It was also asked if remediation or environmental concerns should be included. It was acknowledged this would be under the due diligence to procure the contractor; however, it was agreed this will be further reviewed for clarity. It was recommended that the Policy can be approved with clarification on this item to be brought back to Board.

Moved by Paul Verhesen that the Board of Governors approves the Real Property Policy and Procedure as presented.

Seconded, Carried

4.3 EXECUTIVE COMMITTEE OF THE BOARD (Ray Pisani)

- Written Committee Chair's Summary Report as attached

4.4 INDUSTRY PARTNERSHIPS AND EXTERNAL RELATIONS COMMITTEE (Janet Riopel)

- Written Committee Chair's Summary Report as attached

4.5 AUDIT COMMITTEE (Kristina Williams)

- Written Committee Chair's Summary Report as attached

4.5.2 Approval of NAIT's Audited Consolidated Financial Statements

Mr. Pisani asked Kristina Williams to present the audited consolidated financial statements for NAIT and the NAIT Foundation, as well as GO Productivity.

Ms. Williams advised that NAIT had a clean audit and there were no changes identified from the audit performed by the Office of the Auditor General. The Management's Discussion and Analysis (MD&A) will form part of the Annual Report that the Board will review and approve at its September board meeting.

It was noted that, due to the nine-month year, as a result of the new year-end on March 31st from June 30th, there is a small surplus of \$7M. Jeff Dumont and Carole Laplante were invited to provide a presentation on the financials to the Board.

The financials of NAIT, NAIT Foundation, and GO Productivity were reviewed with Board members. As commented earlier, there was a small surplus of \$7M due to the 9-month year with the new year-end. It was noted that had this been a regular 12-month year, the budget would have been balanced over the 12 months.

International enrolment was only 6% less than was projected. It was pointed out that expenses were \$11M under budget. However, ancillary revenue was down \$4M due to the lack of activity on campus.

NAIT's two key financial health indicators were reviewed – 1) net asset position; 2) yearly operating deficit/surplus.

There continues to be a focus on technology and technology supports to ensure staff and students have access to the right technology to teach and learn. This also supports the vision NAIT has for its future.

A brief discussion on the budget ensued with Board members and Mr. Dumont.

Moved by Kristina Williams that the Board of Governors approves NAIT's audited consolidated financial statements for the nine months ended March 31, 2021.

Seconded, Carried

4.5.3 Emergency Risk Management Report from Audit Committee

Ms. Williams noted that the risk register for NAIT is reviewed bi-annually with the Audit Committee. She invited John O'Keeffe, Executive Director of Risk Management Services, to address the risk report in the meeting package.

Mr. O'Keeffe reported that NAIT's risk profile still remains moderate. He will be developing risk registries for the individual Board committees as well which will be included in the overall registry.

Cybersecurity continues to be a high priority, especially with the move to online teaching and working.

The Board discussed the risk report with Mr. O'Keeffe. The Board will be kept apprised if there are any changes to NAIT's risk profile.

4.6 FINANCE COMMITTEE (Kristina Williams)

- Written Committee Chair's Summary Report as attached

4.6.2 Approval of NAIT's Investment Management Agreement

Ms. Williams addressed the item on NAIT's Investment Management Agreement (IMA) and NAIT's performance metrics to achieve. A key objective of the Ministry is increasing Work-Integrated Learning (WIL) in as many programs as possible at all post-secondary institutions. It was noted that NAIT's baseline target for a WIL component in programs is 66%. The Audit Committee reviewed this document and was in agreement with this target. It was pointed out that the objective of WIL is about having it available in as many programs as possible, although not every student is guaranteed a WIL placement.

Moved by Kristina Williams that the Board of Governors the approves NAIT's Investment Management Agreement.

Seconded, Carried

4.7 FOUNDATION TRUSTEES (Kristina Williams)

- Written Committee Chair's Summary Report as attached

4.8 GOVERNANCE COMMITTEE (Yasmin Jivraj)

- Written Committee Chair's Summary Report as attached

4.9 HUMAN RESOURCES COMMITTEE (Vi Becker)

- Written Committee Chair's Summary Report as attached

Moved by Janet Riopel that the Board of Governors accept the written Chairs' Summary Committee Reports as presented for information.

Seconded, Carried

5 PRESENTATIONS

5.1 Overview of the Industry Partnerships and External Relations Committee

The Board was provided with a presentation on the Industry Partnerships and External Relations Committee. The Committee oversees the areas covering Advocacy/Government Relations, Branding and Reputation, Fund Development, and Industry Partnerships. NAIT's industry partners are an essential element to our polytechnic education and applied research.

5.2 Strategic Plan Update

The near-final draft of the Strategic Plan was presented to the Board for their review and comments. Ms. Gunter and Mr. Michael Haworth discussed the various engagements that were undertaken with staff and the feedback received from those sessions. The feedback had been incorporated into the draft. It was recommended by staff that the four Promises and NAIT's Values from the NAIT 2021 document be kept in this plan with some minor refreshing.

The new Strategic Plan also aligns with the Alberta 2030 objectives as outlined by the Ministry.

Board members engaged in discussion about the plan and offered feedback. The final document will be presented to the Board at its meeting on June 16, 2021.

5.3 Fall Plans

It was requested that a brief written document on the plan for a fall return to campus be provided to the Board. No verbal update was held.

6 IN-CAMERA SESSION WITH BOARD OF GOVERNORS

Mr. Pisani thanked guests for attending the meeting as they departed so the Board could move to an *in-camera* discussion.

Moved by Janet Riopel that the Board move to an in-camera session.

Seconded, Carried

At this time, Dr. Annemarieke Hoekstra, Ms. Pan Zhang and Mr. Jamie Corfield reiterated their conflicts of interest with items 6.3 and 6.4. They departed the meeting before those items were discussed.

6.1 Alberta 2030 Review Update

Ms. Gunter provided a brief update on Alberta 2030.

6.2 Collegiate Update

Ms. Gunter provided a brief update on the Collegiate.

6.3 Labour Relations Update

Mr. Clayton Davis discussed progress with labour negotiations.

6.4 Discussion with Board only

Moved by Andy Neigel that the Board exit the in-camera session.

Seconded, Carried

7 CORRESPONDENCE

For information.

8 BOARD MEMBER CONTACT LIST

For information.

9 NEXT BOARD MEETING

The next Board Meeting will be a Special Board meeting on Wednesday, June 16, 2021 at 4:30 p.m., to be held virtually.

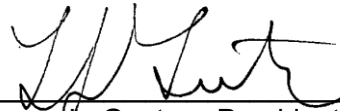
10 ADJOURNMENT

Moved by Janet Riopel that the Board of Governors meeting be adjourned at 7:50 p.m.

Seconded, Carried



Ray Pisani – Chair, Board of Governors



Laura Go Gunter - President