



**NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY**

**Minutes of the  
One hundred and sixty-seventh regular meeting of the  
Board of Governors**

**Monday, September 19, 2022  
4:00 to 7:30 pm**

**Governor's Boardroom T811 and Microsoft Teams**

<b>Members Present:</b>	Kristina Williams (Vice-Chair) Dan Brown Jamie Corfield Laura Jo Gunter Dr. Annemarieke Hoekstra	Yasmin Jivraj (Chair) Priti Laderoute Kris Mauthe Leshan Masikonte Renata Saicosque Medeiros	Andy Neigel Linda Palladino Jason Pincock Dr. Jean-Paul Prévost Paul Verhesen
<b>Resources:</b>	Clayton Davis Michael Haworth	Gerard Hayes Peter Leclaire	Melanie Rogers
<b>Regrets:</b>	Vi Becker Marlea Sleeman		
<b>Recorder:</b>	Natasha Ludwig		

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

*Moved by Renata Saicosque that the Board move to an in-camera session.*

*Seconded, carried*

*Moved by Paul Verhesen that the Board exit the in-camera session.*

*Seconded, carried*

## 1 CALL TO ORDER

Meeting chaired by Kristina Williams as Yasmin Jivraj joined remotely from out of country.

Ms. Kristina Williams welcomed everyone to the first Board of Governors meeting for the 2022-2023 academic year. Ms. Williams acknowledged that the meeting was being held on Treaty Six territory. Ms. Williams delivered a short tribute to her late Majesty's the Queen on this day National Day of Mourning.

Ms. Williams welcomed guests that joined for the public portion of the board meeting. She then welcomed new Board members Jason Pincock, and Leshan Masikonte to their first meeting. It was noted that this was Annemarike Hoekstra's last board meeting, giving thanks to Annemarike's dedication to NAIT and commitment to the board.

There are three main motions for today are the Credential Policy for the Board approval: a Utility Right of Way agreement with EPCOR, NAIT's Annual Report for 2021/2022 and international tuition fees for 2023/2024.

### 1.1 Approval of the Agenda

Ms. Williams noted additions to the in-camera section.

- 6.2 VP Administration and CFO
- 6.3 Judicial Review (declare conflict of interest for students)
- 6.4 Labour Relations

*Moved by Andy Nigel that the agenda be approved as amended.*

*Seconded, carried*

Ms. Williams asked for declaration of conflicts of interest from the Board. Priti Laderoute declared a conflict of interest with item 5.2 and will depart the meeting at that time. Leshan Masikonte and Renata Medeiros declared a conflict of interest with discussion item 6.3 and will depart the meeting at that time. Annemarike Hoeskstra, Jean-Paul Prévost and Jamie Corfield declared a conflict of interest with discussion item 6.4 and will depart the meeting at that time.

### 1.2 Business Arising from Minutes (none)

Ms. Gunter advised that there was no business arising from the previous meeting

## 2 CONSENT AGENDA

### 2.1 Accepting Minutes and Receiving Committee Reports:

The following will be approved by consent agenda unless there is a request to move an item or items to the regular agenda. (*The item's agenda number is noted in italics if moved from the Consent Agenda.*)

## Board of Governors Meeting – September 19, 2021

- 2.1.1** Approval of the Minutes of the Board of Governors for the Meeting held on May 31, 2022
- 2.1.2** Accept the Asynchronous Vote of August 18, 2022, on the Board appointments.
- 2.1.3** Academic Council – Minutes of the Meeting on September 6, 2022 (*Item 4.1.1*)
- 2.1.4** Academic Council – Termination of Bachelor of Applied Business Administration-Finance (See Appendix A) (*Item 4.1.2*)  
*Moved by Laura Jo Gunter that the termination of the Bachelor of Business Administration-Finance be recommended for approval by the Board of Governors.*
- 2.1.5** Academic Council – Termination of the Dental Assisting Technology Diploma Program (See Appendix A) (*Item 4.1.3*)  
*Moved by Laura Jo Gunter that termination of the Dental Assisting Technology Diploma Program be recommended for approval by the Board of Governors.*
- 2.1.6** Academic Council – Addition of the Animal Health Technology Co-op (See Appendix A) (*Item 4.1.4*)  
*Moved by Laura Jo Gunter that the addition of the Animal Health Technology Co-op be recommended for approval by the Board of Governors.*
- 2.1.7** Academic Council – Addition of the Disaster and Emergency Management Co-op (See Appendix A) (*Item 4.1.5*)  
*Moved by Laura Jo Gunter that the addition of the Disaster and Emergency Management Co-op be recommended for approval by the Board of Governors.*
- 2.1.8** Academic Council – Addition of the Bachelor of Technology Co-op (See Appendix A) (*Item 4.1.6*)  
*Moved by Laura Jo Gunter that the addition of the Bachelor of Technology Co-op be recommended for approval by the Board of Governors.*
- 2.1.9** Campus Development Committee - Minutes of the Meeting on August 30, 2022 (*Item 4.2.1*)
- 2.1.10** Board Executive Committee – Minutes of the Meeting on June 14, 2022 (*Item 4.3.1*)
- 2.1.11** Board Executive Committee – Minutes of the Meeting on August 29, 2022 (*Item 4.3.2*)
- 2.1.12** Audit Committee - Minutes of the Meeting on September 8, 2022 (*Item 4.4.1*)
- 2.1.13** Audit Committee - Compliance Certificate–April 1-June 30, 2022 (See Appendix B) (*Item 4.4.2*)
- 2.1.14** Finance Committee - Minutes of the Meeting on September 8, 2022 (*Item 4.5.1*)

## Board of Governors Meeting – September 19, 2021

- 2.1.15** Finance Committee - Quarterly Financial and Investment Report for the Quarter Ended June 30, 2022 (See Appendices C and D, respectively) *(Items 4.5.2 and 4.5.3, respectively)*
- 2.1.16** Foundation Trustees – Minutes of the Meeting on September 8, 2022 *(Item 4.6.1)*
- 2.1.17** Governance Committee - Minutes of the Meeting on August 18, 2022 *(Item 4.7.1)*

*Moved by Andy Neigel that the Board of Governors accept the asynchronous vote of the Board on August 18, 2022, recommending the appointment of Kristina Williams as Vice Chair effective August 22, 2022.*

*Moved by Andy Neigel that the Board of Governors accept the asynchronous vote of the Board on August 18, 2022, appointing Kris Mauthe as Chair of the Finance Committee and Audit Committee, Vi Becker as Chair of the Industry Partnerships and External Relations Committee, and Linda Palladino as Chair of the Human Resources Committee effective August 22, 2022.*

*Moved by Andy Neigel that the Board of Governors accept the asynchronous vote of the Board on August 18, 2022, recommending Jason Pincock and Leshan Masikonte be appointed as members of the Industry Partnerships & External Relations Committee.*

*Moved by Andy Neigel that the Board of Governors accept the asynchronous vote of the Board on August 18, 2022, recommending the slate of Committee memberships as presented.*

- 2.1.18** Governance Committee – Minutes of the Meeting on September 8, 2022 *(Item 4.7.2)*

*Moved by Andy Neigel that the Governance Committee recommends that the Board of Governors approve the amendment to the Governance Committee Terms of Reference as presented.*

- 2.1.19** Human Resources Committee – Minutes of the Meeting on June 28, 2022 *(Item 4.8.1)*

- 2.1.20** Human Resources Committee - Minutes of the Meeting on August 24, 2022 *(Item 4.8.2)*

- 2.1.21** Industry Partnerships and External Relations Committee – Minutes of the Meeting on August 23, 2022 *(Item 4.9.1)*

*Moved by Yasmin Jivraj that the nominees for Distinguished and Alumni Awards be presented to the Board of Governors for approval.*

*Moved by Paul Verhesen that the Consent Agenda items be approved as presented.*

*Seconded, carried*

### **3 NAIT EXECUTIVE MANAGEMENT REPORT**

#### **3.1 Consolidated Executive Management Report to the Board**

Laura Jo Gunter's highlights include several government relations activities this summer. Preliminary discussions on collaboration with Northern Colleges, for IT and back-office support were held and the launch of the Curious President podcast series featuring NAIT's strategic imperatives was noted. She attended several industry events and met with industry partners. She also noted that this Friday, there will be an announcement at NAIT from the Minister of Advanced Education about funding for apprenticeships - more details to follow.

Peter Leclaire highlighted the targeted enrolment expansion and noted that there was a delay in the newly formed food and beverage program but it will be relaunched in 2023. Melanie Rogers highlighted that there will be a new marketing campaign later this month. External relations are working on a brand and reputation study to understand perception of brand, to help with target future marketing that will reinforce perceptions of NAIT. Gerard Hayes followed with highlights from Student Services, which included the first face to face student orientation in three years, it was an overall success. With Truth and Reconciliation Day happening later this month, there will be several Aboriginal activities on campus. Clayton Davis highlights included the staff in person event, Spark 2022. Formal meditation with AUPE, which wrapped up last week.

#### **3.2 President's Activities**

*Moved by Leshan Masikonte 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.

##### **4.1.7 Credentials Policy Approval**

Ms. Gunter noted that Peter Leclaire was voted as the Chair of Academic Council in line with the Post-Secondary Learning Act. Mr. Leclaire gave a brief overview of the Credential Policy, which includes adding micro credentials as well as other minor updates. Board members had an opportunity to ask questions about the Credential Policy, a short discussion followed.

*Moved by Laura Jo Gunter that the Credential Policy be approved by the Board of Governors.*

*Seconded, carried*

At this time, Priti Laderoute declared a conflict of interest with discussion item 5.2 and departed the meeting

#### **4.2 CAMPUS DEVELOPMENT COMMITTEE** *(Paul Verhesen)*

Written Committee Chair's Summary Report as attached

Mr. Verhesen advised the Board that the Campus Development Committee met about NAIT's need to request through the ministry the Utility Right of Way for the Westwood lands. Board members had an opportunity to ask questions about the Utility Right of Way, a short discussion followed.

##### **4.2.2 Westwood Utilities Right of Way – Board Resolution**

*Moved by Paul Verhesen that the Board of Governors of the Northern Alberta Institute of Technology in relation to Lot 2, Block 7, Plan 5518 NY (the "Westwood lands") that the Board of Governors authorizes and approves:*

- (a) subject to the prior approval of the Minister of Infrastructure under section 67 of the Post-secondary Learning Act, the execution of the Utility Right of Way (URW) Agreements with EPCOR for Water Distribution Lines and Drainage Conveyance wherein EPCOR may use the Right-of-Way for as long as EPCOR may desire to exercise the right to use the Right-of-Way.*
- (b) That the approval of the Minister of Infrastructure be sought.*
- (c) That all URW agreements purporting to be executed as provided herein shall be valid and binding between NAIT and EPCOR.*

*Seconded, carried*

Prit Laderoute returned to the meeting

#### **4.3 EXECUTIVE COMMITTEE OF THE BOARD** *(Kristina Williams for Yasmin Jivraj)*

Written Committee Chair's Summary Report as attached

#### **4.4 AUDIT COMMITTEE** *(Kris Mauthe)*

Written Committee Chair's Summary Report as attached

##### **4.4.3 Approval of NAIT's Annual Report**

Mr. Mauthe advised the Board that the audit committee reviewed the final draft of the annual report that is included in the meeting package. The annual report follows prescribed guidelines set out by the Ministry of Advanced Education. Mr. Mauthe invited Ms. Rogers and Ms. Laplante to provide a brief presentation on the Annual Report.

Ms. Rogers's presented on the theming of the annual report. The report outlines NAIT's promises to learners, industry, and Alberta and how NAIT is reinforcing, adapting, and disciplining operations and plans, despite the

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challenges from the pandemic over the past year. Ms. Laplante presented on the NAIT's financial highlights for 2021/22 as well as the risks and opportunities. Board members had an opportunity to ask questions about the Annual Report, a short discussion followed.

*Moved by Kris Mauthe that the Board of Governors approve NAIT's Annual Report for the fiscal period ended March 31, 2022, with such non-substantive changes that management of NAIT considers necessary or advisable.*

*Seconded, carried*

### **4.5 FINANCE COMMITTEE** *(Kris Mauthe)*

Written Committee Chair's Summary Report as attached

Mr. Mauthe advised the Board that the Finance committee discussed the proposed tuition rates for international tuition for 2023-24. International student admissions begin October 1, 2022, and the international tuition must be guaranteed to the student for the standard duration of the student's program in their offer of admission.

The Government's Tuition Framework allows increases to reflect market and cost of delivery. The proposed tuitions were reviewed at length, and factors such as inflation, price sensitivity, market influence and affordability were taken into consideration.

NAIT has a proposed increase to international tuition for a total of 57 degree, diploma and certificate programs, 16 of which are increasing by 20%. However, 29 programs will see no increase. The average increase is 7.1% and a weighted average of 5.35%. The NAIT Students' Association were presented with the proposed tuition rates.

Board members had an opportunity to ask questions and discuss the proposed tuition rates and a short discussion followed.

#### **4.5.4 International Tuition Fee Approval**

*Moved by Kris Mauthe that the 2023-24 International Tuition Rates be accepted and approved by the Board of Governors.*

*Seconded, carried*

### **4.6 FOUNDATION TRUSTEES** *(Kris Mauthe)*

Written Committee Chair's Summary Report as attached

### **4.7 GOVERNANCE COMMITTEE** *(Andy Neigel)*

Written Committee Chair's Summary Report as attached

### **4.8 HUMAN RESOURCES COMMITTEE** *(Linda Palladino)*

- Written Committee Chair's Summary Report as attached  
**4.9 INDUSTRY PARTNERSHIPS AND EXTERNAL RELATIONS COMMITTEE** (*Kristina Williams for Vi Becker*)

Written Committee Chair's Summary Report as attached

*Moved by Andy Nigel that the Board of Governors accept the written Chairs' Summary Committee Reports as presented for information.*

*Seconded, carried*

## **5 PRESENTATIONS**

- 5.1 Board Objectives and Key Results** (*Laura Jo Gunter, Michael Haworth*)

### **5.1.1 Current Year Update**

Ms. Gunter and Mr. Haworth provided an update on the Board's Objective and Key Results (OKRs) progress to date. Final reporting on the OKRs will happen at the December board meeting. NAIT has achieved a 66% completion rate of the OKRs. Each of the OKRs were reviewed.

### **5.1.2 Discussion on Next Year's OKRs**

The executive team is currently working on OKRs for the 2023/2024 fiscal year. The OKRs will line up with the fiscal year and start in April to align with budgets. The OKRs have been reviewed by executive members and senior leadership. Mr. Haworth reviewed the draft OKRs with the board members. Feedback was given for each of the 6 OKRs. The OKRs will be brought to the board for approval at the December board meeting.

- 5.2 Skills Centre – Overview** (*Laura Jo Gunter, Peter Leclaire, Melanie Rogers*)

Ms. Gunter introduced the presentation on the Skills Centre. The presentation is a high-level overview for board members. At the January retreat when the board discusses capital project there will be a more fulsome presentation. Mr. Leclaire and Ms. Rogers presented of the Skills Centre. The new Skills Centre will transform how NAIT delivers programs and services and solidify its position as the leading polytechnic in Canada. Mr. Mauthe requested that the key messages from the presentation be shared with the board.

## **6 IN-CAMERA SESSION WITH BOARD OF GOVERNORS**

The Board moved to an in-camera discussion and guests departed. Ms. Williams thanked guests for attending the meeting. Ms. Williams requested Executive Management, Mr. Haworth, and Ms. Ludwig to remain for the in-camera discussion.

*Moved by Paul that the Board move to an in-camera session.*

*Seconded, carried*

**6.1** Enrolment Update (Peter Leclaire)

Peter Leclaire provided an update on the Fall 2022 enrolment at NAIT

**6.2** VP administration and CFO Update (Laura Jo Gunter)

Laura Jo Gunter gave an update on the VP administration and CFO position.

Yasmin Jivraj left the meeting

At this time, Leshan Masikonte and Renata Medeiros declared a conflict of interest with discussion item 6.3 and departed the meeting

**6.3** Judicial Review (Laura Jo Gunter)

Executive members provided an update on the NAITSA judicial review.

Leshan Masikonte and Renata Medeiros returned to the meeting

At this time, Annemarieke Hoeskstra, Jean-Paul Prévost and Jamie Corfield declared a conflict of interest with discussion item 6.4 and departed the meeting

**6.4** Labour Relations Update (*Clayton Davis*)

Mr. Davis and Ms. Palladino provided a labour relations (AUPE and NASA) update

*Moved by Dan Brown 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 Tuesday, December 6, 2022, at 4:00 p.m. to be held in the Governor’s Boardroom, T811, unless otherwise notified. To be followed by the Board’s Festive Dinner in Ernest’s Dining Room. The Board will be celebrating past members during the dinner.

**10 ADJOURNMENT**

*Moved by Priti Laderoute that the Board of Governors meeting be adjourned at 7:40 pm  
Seconded, carried*

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Kristina Williams  
Vice Chair, Board of Governors



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Laura Jo Gunter  
President