



## NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY

### Minutes of the One hundred and sixty-ninth regular meeting of the Board of Governors

Tuesday, March 7, 2023  
4:00 to 7:00 pm

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

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| <b>Members Present:</b> | Kristina Williams (Vice-Chair)<br>Dan Brown<br>Jamie Corfield<br>Laura Jo Gunter<br>Don Cameron<br>Vi Becker | Yasmin Jivraj (Chair)<br>Priti Laderoute<br>Kris Mauthe<br>Leshan Masikonte<br>Renata Saicosque Medeiros<br>Mark Schneider | Andy Neigel<br>Linda Palladino<br>Jason Pincock<br>Dr. Jean-Paul Prévost<br>Paul Verhesen<br>Marlea Sleeman |
| <b>Resources:</b>       | Clayton Davis<br>Michael Haworth   | Gerard Hayes<br>Peter Leclair  | Melanie Rogers<br>Nazim Merali  |
| <b>Regrets:</b>         |  |  |   |
| <b>Recorder:</b>        | Brittany Smith   |  |   |

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

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

**Seconded, Carried.**

*Moved by Dan Brown that the Board exit the in-camera session.*

**Seconded, Carried.**

#### 2 **CALL TO ORDER AND APPROVAL OF AGENDA**

The Chair called the meeting to order and gave the land acknowledgement: At NAIT, we honour and acknowledge that the land on which we learn, work and live is Treaty Six territory. This place is a traditional homeland for the First Nations and Métis Peoples, and today we are

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all part of this treaty land. The traditional name of this place is Amiskwacyi Waskahikan, which we also call the city of Edmonton.

Board Members were thanked for attending the Board Strategic Retreat. Information gathered at the retreat will be used by the Executive Management Team to draft guiding principles and an asset strategy.

The Health and Life Sciences team was thanked for the tour that was given of the classrooms, labs and simulation spaces.

Board members were reminded to complete their Board Surveys and well as their Code of Conduct and Related Third Party Disclosure.

### 2.1 Approval of the Agenda

***Moved by Andy Neigel that the agenda be approved as presented.***

***Seconded, Carried.***

There were no declarations of Conflict(s) of interest for Board Members for agenda items.

### 2.2 Board Check-in/Roundtable

A check-in and roundtable was had with all members present sharing highlights of note with respect to NAIT activities as well as positive interactions they have had with regard to The NAIT Effect. All members commented on how well The NAIT Effect is being embraced across their respective industries

## 3 CONSENT AGENDA

### 3.1 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 New Business.

**3.1.1** Approval of the Minutes of the Board of Governors for the Meeting held on December 6, 2022

**3.1.2** Academic Council – Minutes of the Meeting on January 30, 2023

*Moved by Peter Leclaire that the revisions of the Academic Council Constitution and Bylaws be recommended to the board for approval. (10-2 of the bylaws.)*

**3.1.3** Campus Development Committee - Minutes of the Meeting on February 7, 2023

**3.1.4** Board Executive Committee – Minutes of the Meeting on February 6, 2023

**3.1.5** Audit Committee - Minutes of the Meeting on February 21, 2023

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*Moved by Kris Mauthe that the Audit Committee approve Internal Audit's recommendation to adjust the FY2023 audit plan.*

*Moved by Kris Mauthe that the Audit Committee approve the 2023/2024 Annual Internal Audit Budget and 2023/2024 Internal Audit Plan in principle.*

**3.1.6** Audit Committee - Compliance Certificate – October 1-December 31, 2022 (See Appendix B)

**3.1.7** Finance Committee - Minutes of the Meeting on February 21, 2023

*Moved by Kris Mauthe that the Finance Committee recommend to the Board of Governors the approval of the revised Net Asset Policy, the Use of Net Assets Procedure and Net Assets Financial Health Metrics Procedure.*

*Moved by Kris Mauthe that the Finance Committee recommends to the Board of Governors approval of the changes to the Funds and Reserves as outlined.*

*Moved by Kris Mauthe that the Finance Committee recommends to the Board of Governors approval of the Mandatory Non-Instructional fees for 2023/24 for submission to Advanced Education for final approval. - **Moved to New Business.***

*Moved by Kris Mauthe that the Finance Committee recommend to the Board of Governors approval of the changes to the Delegation of Signing Authority Policy (GE3.0), Procedure (GE3.01), and Signing Authority Matrix.*

**3.1.8** Finance Committee - Quarterly Financial and Investment Report for the Quarter Ended December 31, 2022 (See Appendices C and D, respectively)

**3.1.9** Governance Committee - Minutes of the Meeting on January 26, 2023

**3.1.10** Human Resources Committee - Minutes of the Meeting on January 25, 2023

**3.1.11** Industry Partnerships and External Relations Committee – Minutes of the Meeting on February 9, 2023

*Moved by Vi Becker that the presented Honorary Degree recipients be recommended for approval at the Board of Governors.*

***Moved by Kristina Williams that the Consent Agenda items be approved as presented.***

***Seconded, Carried.***

## **4 BUSINESS ARISING FROM PREVIOUS MEETING**

3.1.7 Finance committee added change to the MNIF fee with addition of the Student Tuition Fee

Asynchronous vote added to minutes

Motion moved unanimously

## 5 EXECUTIVE MANAGEMENT REPORT

### 5.1 Consolidated Executive Management Report to the Board

The Executive Management Committee presented on the Executive Committee Management report and gave highlights of various topics.

### 5.2 President's Activities

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

***Seconded, Carried.***

## 6 NEW BUSINESS

### 6.1 Finance Committee – MNIF Fee Motion

An asynchronous vote of the Finance Committee was accepted unanimously of a change to the motion for the MNIF Fee in the agenda to add the addition of the Student Technology Fee.

***Moved by Kris Mauthe that the Finance Committee recommend to the Board of Governors approval of the Mandatory Non-Instructional fees for 2023/24, with the addition of the Student Technology Fee, for submission to Advanced Education for final approval.***

***Seconded, Carried.***

### 6.2 2023/24 Budget and Q3 Finance Update

A presentation was given of the Quarter 3 Financial update and the 2023/24 Budget.

***Moved by Kris Mauthe that the Finance Committee recommend to the Board of Governors the approval of budget 2023/24 and forecasts for 2024/25-2025/26, with such non-substantive changes that management of NAIT considers necessary or advisable.***

***Moved by Kris Mauthe that the Board of Governors accept budget 2023/24 and forecasts for 2024/25-2025/26, with such non-substantive changes that management of NAIT considers necessary or advisable.***

***Seconded, Carried.***

### 6.2 2023/34 Tuition Fees

A presentation was given of the 2023/24 Tuition Fees.

*Moved by Kris Mauthe that the Finance Committee recommend to the Board of Governors approval of the domestic and apprenticeship tuition fees for 2023/24, for submission to Advanced Education for final approval.*

***Moved by Kris Mauthe that the Board of Governors accept the domestic and apprenticeship tuition fees for 2023/24, for submission to Advanced Education for final approval.***

***Seconded, Carried.***

### **6.3 Updated Mandate and Roles Document**

A presentation was given of the updates to the Mandate and Roles Document.

*Moved by Andy Neigel that the Governance Committee recommends to the Board of Governors for approval of the Mandate and Roles Document.*

***Moved by Andy Neigel that the Board of Governors accept the Mandate and Roles Document.***

***Seconded, Carried.***

### **6.4 2023/2024 OKR Update**

A presentation on the 2023/2024 OKR's was given.

### **6.5 School of Health and Life Sciences Presentation**

A presentation of the School of Health and Life Sciences was given. The School thanked Board Members for taking the time out of their busy schedules to attend a tour and invited all Members that missed the tour to contact the School for another tour at any time.

## **7 NEXT BOARD MEETING**

The next Board Meeting will be Tuesday, May 30, 2023, at 4:00 p.m. to be held in the Governor's Boardroom, T811, unless otherwise notified.

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

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

***Seconded, Carried.***

There was no declaration of conflict of interest for Board Members for in-camera items.

### **8.1 General Updates**

***Moved by Kristina Williams that the Board exit the in-camera session.***

***Seconded, Carried.***

**9 ADJOURNMENT**

*Moved by Linda Palladino that the Board of Governors meeting be adjourned at 7:34 p.m.*

*Seconded, Carried.*