



NORTHERN ALBERTA INSTITUTE OF TECHNOLOGY BOARD OF GOVERNORS

BOARD MEETING

Minutes of the

One hundred and seventy fourth regular meeting of the
Board of Governors

Tuesday, May 28, 2024

3 to 8:08 p.m.

Governor's Boardroom T811 / MS Office Teams

Members Present:	Yasmin Jivraj (Chair) Laura Jo Gunter Dan Brown Don Cameron Marina Bruno Ruth Mulholland	Solomon Lacoursiere Priti Laderoute Kris Mauthe Andy Neigel Parveshinder Sidhu	Linda Palladino Jason Pincock Dr. Jean-Paul Prévost Lorraine Royer Paul Verhesen
Resources:	Peter Leclaire Jean-François Bouffard Natasha Thathiah	Clayton Davis Shawn McMillan	Melanie Rogers Arden Kobewka
Regrets:	Kristina Williams (Vice-Chair) Dr. Maya Daniel	Gerard Hayes	

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

Moved by Andy Neigel that the Board move to an in-camera session.

Seconded, Carried.

Moved by Jason Pincock that the Board exit the in-camera session.

Seconded, Carried.

2 CALL TO ORDER AND APPROVAL OF AGENDA

2.1 Board Chair's Welcome

Yasmin Jivraj welcomed all attendees and called the meeting to order.

Dan Brown provided remarks on the meaning of land acknowledgements to sustain awareness, remember where we are, and engage in acts of reconciliation. Jason Pincock volunteered to share his understanding of land acknowledgments at the next Board meeting. Following this, Yasmin Jivraj shared a safety moment.

Linda Palladino joined the meeting.

Yasmin Jivraj introduced two new Board Members, Parveshinder (PS) Sidhu and Ruth Mulholland, and congratulated Linda Palladino and Dan Brown on their reappointment. As well, it was the final Board meeting for Priti Laderoute, Jean-Paul Prévost, and Solomon Lacoursiere and they were each thanked for their contributions.

Shawn McMillian was welcomed as the new fractional Chief Financial Officer and Vice-President Administration.

The Advanced Skills Centre (ASC) Announcement event held earlier in the day was celebrated. And Yasmin Jivraj briefly discussed the upcoming Convocation in June 2024.

2.2 Approval of the Agenda

There was an amendment to the agenda. Move item 8.6 in agenda (ASC Governance Project Update) to 8.1.

Moved by Paul Verhesen that the agenda be approved as amended.

Seconded, Carried.

The Chair asked for any declarations of conflict of interests from the Board. Two conflicts were declared: Jean-Paul Prévost and Ruth Mulholland will abstain from item 10.2 (Bargaining Update).

3 NAIT SHOWCASE

3.1 Tour of Trades Facilities – Matt Lindberg – Dean, School of Skilled Trades

Matt Lindberg led a tour of NAIT's trades facilities. The tour involved visiting the Machinist, HVAC, Carpentry, Heavy Equipment, and Automotive Service areas.

4 BOARD STRATEGY ENGAGEMENT

4.1 Actions and updates with regards to NAIT Brand Study – Melanie Rogers

Melanie Rogers presented an update on the NAIT Brand Study, including the work that is underway and a project timeline. Brand treatments will be developed over the summer and shared at the next Board meeting.

The purpose of a tagline, the diverse audiences, and instructional excellence were discussed.

5 PRESIDENT'S UPDATE

5.1 *Consolidated Executive Management Report* to the Board

Highlights were presented to the Board regarding the Advanced Skills Centre Announcement Event, NAIT hosted events with international dignitaries, the Hangar 11 fire and campus reopening, the Colleges & Institutes of Canada (CICan) and Polytechnics Canada conferences, and NAIT Ooks achievements.

Peter Leclaire discussed the exceptional enrolment outcomes, academic reorganization, application timelines, and international trends that are being monitoring. Melanie Rogers mentioned that Convocation is upcoming in June 2024.

Yasmin Jivraj discussed attending meetings with the Government of Alberta and an event at Government House.

Moved by Parveshinder Sidhu that the *Consolidated Executive Management Report* be accepted for information.

Seconded, Carried.

6 CONSENT AGENDA

6.1 **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.

6.1.1 Approval of the Minutes of the Board of Governors for the Meeting held on March 7, 2024

6.1.2 Academic Council – Minutes of the Meeting on April 22, 2024

Moved by Jocelyn Crocker that Academic Council supports the recommended nominee for Faculty Emeritus and recommends approval by the Board of Governors.

Moved by Dennis Sheppard that the New Program proposal for Digital Design and Digital Design Co-op be recommended for approval by the Board of Governors.

Moved by Dennis Sheppard that the New Program proposal for Game Development and Game Development Co-op, Animation and Game Design be recommended for approval by the Board of Governors.

Moved by Dennis Sheppard that the New Program proposal for Game Development and Game Development Co-op, Game Programming be recommended for approval by the Board of Governors.

Moved by Dennis Sheppard that the New Program proposal for IT Business Analysis and IT Business Analysis Co-op be recommended for approval by the Board of Governors.

Moved by Dennis Sheppard that the New Program proposal for IT Systems Administration and IT Systems Administration Co-op be recommended for approval by the Board of Governors.

Moved by Dennis Sheppard that the New Program proposal for Narrative Cinema Production and Narrative Cinema Production Co-op be recommended for approval by the Board of Governors.

Moved by Dennis Sheppard that the New Program proposal for Software Development and Software Development Co-op be recommended for approval by the Board of Governors.

Moved by Dennis Sheppard that the Program Suspension proposal for Digital Media and IT effective July 1, 2025, and Digital Design Co-op effective July 1, 2025, be recommended for approval by the Board of Governors

6.1.3 Campus Development Committee – Minutes of the Meeting on April 16, 2024
Moved 6.1.3 out of consent agenda and moved to new business item 8.2.

6.1.4 Board Executive Committee – Minutes of the Meeting on April 30, 2024

6.1.5 Audit Committee – Minutes of the Meeting on May 14, 2024

6.1.6 Finance Committee – Minutes of the Meeting on May 14, 2024

Moved by Jonathan (Jake) Gebert that the Finance Committee recommends the IMA and Performance Metrics to the Board of Governors for approval.

Moved by Don Cameron that the Finance Committee recommends the International Tuition Fees for 2025/26 to the Board of Governors for approval.

6.1.7 Governance Committee – Minutes of the Meeting on April 3, 2024

6.1.8 Human Resources Committee – Minutes of the Meeting on April 17, 2024

6.1.9 Industry and Community Engagement Committee – Minutes of the Meeting on February 13, 2024

Moved by Jason Pincock that the Industry and Community Engagement Committee recommends to the Board of Governors donor signage for Laboratory A120, for a five-year term, in recognition of Edmonton Kenworth Ltd. Cash donation of \$125,000. Signage: 10" X 10", aluminum material, donor's name and logo.

Moved by Jason Pincock that the Industry and Community Engagement Committee recommends to the Board of Governors donor signage for the Centre for Boreal Research Greenhouse, for a ten-year term, in recognition of ConocoPhillips Canada Resource Corp. Cash donation of \$1,500,000.

Greenhouse Building Signage Exterior: The signage design is still in development as it requires different mounting than typical exterior signage.

Moved by Jason Pincock that the Industry and Community Engagement Committee recommends to the Board of Governors donor signage, for a ten-year term, in recognition of West Fraser Mills Co. Cash donation of \$2,580,967.03 to renovate Kidney Lake Camp.

Recognition signage will be placed at the entrance of the upper camp. Work is being completed with the vendor to determine style and mounting.

Signage recognition on main campus Resource Room V336: 10" X 10", aluminum material, donor's name and logo.

Moved by Jason Pincock that the Industry and Community Engagement Committee recommends to the Board of Governors donor signage for a ten-year term, in recognition of the Forest Resource Improvement Association of Alberta's (FRIAA). West Fraser Mills Co. directed association funds to the Kidney Lake Camp. As a result, NAIT would like to recognize FRIAA as part of this gift.

Recognition signage will be placed at the entrance of the upper camp. Work is being completed with the vendor to determine style and mounting.

Moved by Jason Pincock that the Board of Governors accepts the Consent Agenda items as presented.

Seconded, Carried.

All Board members were in favour.

7 BUSINESS ARISING FROM PREVIOUS MEETING

No business arising from the previous meeting.

8 NEW BUSINESS

8.1 ASC Governance Project Update – Paul Verhesen and Laura Jo Gunter (Jean-François Bouffard)

The ASC project received \$43 million of planning and design funding from the Government of Alberta. The governance structure was discussed, based on the principles developed by the Board of Governors at the Board Retreat in January 2024. The boundary conditions were presented and discussed.

8.2 Campus Development Committee – Minutes of the Meeting on April 16, 2024 – Paul Verhesen and Laura Jo Gunter

Priti Laderoute asked about item 4.1 in the minutes and if the Enterprise Resource Planning (ERP) was connected to the Learning Management System (LMS). Laura Jo Gunter clarified that the ERP and LMS projects are not connected.

Paul Verhesen and Don Cameron left the meeting.

8.3 Strategic Plan Update on the OKRs – Laura Jo Gunter (Jean-François Bouffard)

NAIT's objectives and key results (OKRs) were reviewed. Most of the targets are being met, including enrollment, customer experience, and financial sustainability. Further engagement plans were discussed.

8.4 Board and Committee Evaluations – Andy Neigel and Yasmin Jivraj (Jean-François Bouffard)

A comprehensive summary of the data collected for the Board of Governors and its various committees was presented. The results were generally positive, showing a strong consensus on the ability to constructively participate in Board meetings. The evaluations ensures continual improvement for the Board.

8.5 Board Meetings Calendar – Andy Neigel (Jean-François Bouffard)

The proposed Board of Governors schedule for the upcoming year was presented. Outstanding items regarding the Board Retreat was discussed.

Moved by Andy Neigel that the Board of Governors calendar be approved as presented.

Seconded, Carried.

All Board members were in favour.

8.6 Consolidated Financial Statements – Kris Mauthe (Arden Kobewka)

The audited consolidated financial statements for the year, ending on March 31, 2024, were presented. The NAIT community was thanked for their part in the progress of these results.

Moved by Kris Mauthe that the Board of Governors approve NAIT’s audited consolidated financial statements for the year ended March 31, 2024.

Seconded, Carried.

All Board members were in favour.

8.7 Update and Discussion on Impacts of the *Real Property Governance Act* and *Bill 18* – Laura Jo Gunter (Peter Leclaire)

The potential impacts of the *Real Property Governance Act, 2024*, and the proposed *Bill 18, The Provincial Priorities Act, 2024*, was presented and discussed.

8.8 Executive Search – Laura Jo Gunter (Clayton Davis)

An update was provided on the executive search for the (1) Vice-President Administration and Chief Financial Officer (CFO) and (2) Vice-President External and Chief Development Officer (CDO). Both positions are posted to different executive search firms.

9 NEXT BOARD MEETING

The next Board Meeting will be on Tuesday, September 24, 2024, at 4 p.m. to be held in the Governor’s Boardroom, T811, unless otherwise notified.

10 IN-CAMERA SESSION WITH BOARD OF GOVERNORS

Moved by Andy Neigel that the Board move to an in-camera session.

Seconded, Carried.

The Chair asked for any declarations of conflict of interests from the Board. Two conflicts were declared: Jean-Paul Prévost and Ruth Mulholland will abstain from item 10.2 (Bargaining Update).

Laura Jo Gunter left the meeting.

10.1 President’s Contract

Laura Jo Gunter returned to the meeting.

10.2 Bargaining update

Moved by Linda Palladino that the Board exit the in-camera session.

Seconded, Carried.

11 ADJOURNMENT

Moved by Jason Pincock that the Board of Governors meeting be adjourned at 8:08 p.m.