



**NORTHERN ALBERTA
INSTITUTE OF TECHNOLOGY
BOARD OF GOVERNORS**

BOARD MEETING MINUTES

Tuesday, December 3, 2024

4 to 6 p.m.

Governor's Boardroom T811 / MS Office Teams

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

Moved by Linda Palladino that the Board move to an in-camera session.

Seconded and carried.

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

Seconded and carried.

2 CALL TO ORDER AND APPROVAL OF AGENDA

2.1 Board Chair's Welcome

2.2 Introductions

- 2.2.1** Steve Chattargoan
- 2.2.2** Daryl Silzer
- 2.2.3** James Aldridge
- 2.2.4** Lou Zoldan
- 2.2.5** Keela Coss

Yasmin Jivraj introduced new additions to the Board of Governors and NAIT's teams, recapped Jill of All Trades, and invited all to the National Day of Remembrance and Action on Violence Against Women Memorial held at NAIT on Dec 6.

Yasmin Jivraj notified Board members about a trust index survey they will receive in January in preparation for the Board Retreat.

2.3 Approval of the Agenda

Declaration of Conflict(s) of Interest for Board Members for agenda items
No conflicts to declare.

Moved by Jason Pincock that the agenda be approved as presented.

Seconded and carried.

3 BOARD STRATEGY ENGAGEMENT

3.1 2025/2026 OKRs

Laura Jo Gunter highlighted enrollment as a key focus area for NAIT. JF Bouffard elaborated on the institution's strategic direction, including adopting a project-based and networked approach supported by robust project and change management disciplines. The Board discussed WIL and potential impacts due to international student policy changes.

Moved by Andy Neigel that the Board of Governors of the Northern Alberta Institute of Technology approve the proposed Objectives and Key Results for fiscal year 2025/2026 with modifications to included rephrasing language to adopt a more active tone and clarifying that senior leadership should dedicate at least one hour per week to engage beyond their immediate work groups.

Seconded and carried.

4 PRESIDENT'S UPDATE

4.1 *Consolidated Executive Management Report to the Board*

President Gunter reviewed the *Consolidated Executive Management Report* highlighting NAIT's involvement in the community as well as the urgency of the Advanced Skill Centre.

Moved by Lorraine Royer that the *Consolidated Executive Management Report* be accepted for information.

Seconded and carried.

5 CONSENT AGENDA

5.1 **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.

5.1.1 Board of Governors' Workplan

5.1.2 Approval of the Minutes of the Board of Governors for the Meeting held on 24 September 2024

Moved by Kris Mauthe that the Board of Governors of the Northern Alberta Institute of Technology approve NAIT's *Annual Report* for the Ministry of Advanced Education for the fiscal period ended March 31, 2024, with such non-substantive changes that management of NAIT considers necessary or advisable.

5.1.3 Academic Council – Minutes of the Meeting on 7 October 2024

Moved by Steve Chattargoon that Peter Leclaire be appointed Chair of Academic Council for the 2024-2025 Academic Year.

Moved by Dennis Sheppard that the suspension proposal for Photographic Technology Diploma be recommended for approval by the Board of Governors.

5.1.4 Academic Council – Minutes of the Meeting on 18 November 2024

Board of Governors Meeting December 3, 2024

Moved by Matt Lindberg that the Building Automation System Technology, apprenticeship like program proposal be recommended for approval by NAIT's Board of Governors.

Moved by Agatha Ojimelekwé that the Biological Sciences Technology Program Termination Proposal, effective July 1, 2025, be recommended for approval by the Board of Governors.

Moved by Dennis Sheppard that the Applied Financial Services Program Termination Proposal, effective July 1, 2025, be recommended to approval by the Board of Governors.

Moved by Matt Lindberg that all eight optional co-op proposals be recommended to the Board of Governors for approval as listed.

5.1.5 Campus Development Committee - Minutes of the Meeting on 5 November 2024

Moved by Paul Verhesen that the Campus Development Committee recommend to the Board of Governors of the Northern Alberta Institute of Technology decline the purchase option for the Brigadier James Curry Jefferson Armoury at the purchase price of \$24M.

Moved by Paul Verhesen that the Board of Governors of the Northern Alberta Institute of Technology authorize NAIT management to enter negotiations for alternate acquisition means for the Brigadier James Curry Jefferson Armoury.

5.1.6 Board Executive Committee – Minutes of the Meeting on 4 November 2024

Moved by Yasmin Jivraj that the Executive Committee approve the proposed Board Meeting Agenda with any changes requested by the committee.

Moved by Jason Pincock that the Executive Committee recommends that the Board of Governors of the Northern Alberta Institute of Technology approve the proposed Objectives and Key Results for fiscal year 2025/2026, with specific target values to be determined.

5.1.7 Audit Committee - Minutes of the Meeting on 19 November 2024

Moved by Yasmin Jivraj that the Audit Committee move into an in-camera session with the Auditor General Staff and the Audit Committee members, including the President.

5.1.8 Finance Committee - Minutes of the Meeting on 19 November 2024

Moved by Laura Jo Gunter to approve the Investment Advisory Sub-Committee recommendation of a targeted return of 6.0% from the Endowment Fund, consisting of a 4.0% spend towards the purposes of the endowment and a 2.0% reinvestment back into the Endowment Fund for inflation hedging

5.1.9 Governance Committee - Minutes of the Meeting on 14 November 2024

Moved by Yasmin Jivraj that the Governance committee that the Terms of Reference of the Governance Committee be recommended to the Board of Directors of the Northern Alberta Institute of Technology for approval.

5.1.10 Human Resources Committee - Minutes of the Meeting on 19 November 2024

Board of Governors Meeting December 3, 2024

- 5.1.11 Industry and Community Engagement Committee – Minutes of the Meeting on 7 November 2024

Moved by Jason Pincock that the presented 2025 Distinguished and Alumni Award be recommended by the Industry and Community Engagement Committee for approval by the Board of Governors of the Northern Alberta Institute of Technology.

Moved by Jason Pincock that the Industry and Community Engagement Committee recommends to the Board of Governors donor signage for Classroom CAT138, renewed for a one-year term, in recognition of MIC Medical Imaging. GIK valued at \$182,000. 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 Laboratory F212, renewed for a five-year term, in recognition of Nobel Biocare Canada Inc. GIK valued at \$149,569.

- 5.1.12 Advanced Skills Centre Committee – Minutes of the Meeting on 6 September 2024

- 5.1.13 Advanced Skills Centre Committee – Minutes of the Meeting on 8 October 2024

- 5.1.14 Advanced Skills Centre Committee – Minutes of the Meeting on 12 November 2024

Motioned by Paul Verhesen that the Advance Skill Centre Committee recommend to the Board of Governors the approval of the delegation of authority to the ASC Steering Committee for the \$43M to execute the design portion of the Advanced Skill Centre under the funding agreement and timelines.

Moved by Jason Pincock that the Consent Agenda items be approved as presented.

Seconded and carried.

6 BUSINESS ARISING FROM PREVIOUS MEETING

6.1 GE 2.0 *Code of Conduct Policy* Update – Andy Neigel, Laura Jo Gunter

Andy Neigel presented an update on the *Code of Conduct Policy*, noting that a thorough five-year review is required before the policy can be submitted to the government for approval. Involving the Human Resources Committee (HRC) and the Audit Committee to provide input during the policy review process was discussed.

7 NEW BUSINESS

7.1 Strategic Plan Update – OKR's – Yasmin Jivraj, Laura Jo Gunter, JF Bouffard

Laura Jo Gunter provided an update on this year's objectives and key results (OKRs). NAIT forecasts a modest surplus and implements deliberate engagement actions focused on enrollment trends and a recruitment campaign. Two recommendations on gender-based and sexual violence have been completed, with the remaining tasks on track for completion by the end of March.

7.2 Board transcription AI – Andy Neigel, Laura Jo Gunter, JF Bouffard

Board of Governors Meeting December 3, 2024

Andy Neigel discussed challenges associated with AI and transcription. Microsoft Copilot tool and its benefits and downsides were discussed. The use of the Diligent platform for document signing to be explored.

7.3 Quarterly Financial Results – Kris Mauthe, Shawn McMillan, Arden Kobewka

Arden Kobewka presented the quarterly financial results. He reported a surplus of \$11.471M and \$9M allocated to targeted investments. Anticipates posting a surplus in fiscal year 2024/2025 and plans to make one-time investments in capital technology and other priority initiatives. He outlined adjustments to the strategic plan to mitigate declines in international enrollment.

7.4 Campaign Basics – Jason Pincock, Daryl Silzer, Doug Nelson

Doug Nelson from the Discovery Group provided an overview of the past year's activities, including Campaign readiness assessment, Market survey, Pre-campaign actions and Fall 2024 planning then outlined the next steps, including the planning phase and the transition into a quiet phase where a naming donor will set the pace for a two-year public phase.

Daryl Silzer emphasized the deliberate planning and engagement required, along with the need to educate stakeholders on the roles of government and philanthropy in achieving campaign goals.

8 NEXT BOARD MEETING

The next Board Meeting will be March 4, 2025, at 4 p.m. to be held in the Governor's Boardroom, T811, unless otherwise notified.

9 IN-CAMERA SESSION WITH BOARD OF GOVERNORS

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

Seconded and carried.

Declaration of Conflict of Interest for Board Members for in-camera items

9.1 Labour Relations – Clayton Davis

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

Seconded and carried.

10 ADJOURNMENT

Moved by Kris Mauthe that the Board of Governors meeting be adjourned at 6:10 p.m.

Seconded and carried.

APPENDICES:

Appendix A - Photographic Technology Suspension Proposal Sept 2024

Appendix B - Appendix - Building Automation Systems IIE New Prog Prop Sept 2024

Appendix C - Briefing Note BST Termination November 2024

Board of Governors Meeting December 3, 2024

Appendix D - BST Termination Proposal 2025

Appendix E - AFS Termination Proposal 2025

Appendix F - Briefing Note New Co-op Programs November 2024

Appendix G - Alberto Mungia Microsoft Teams Meeting + Transcript & Recording + Copilot

Appendix H - Bill 29 Briefing Note

Attendees		
Committee Members	<p>Yasmin Jivraj Laura Jo Gunter Kristina Williams Paul Verhesen Don Cameron</p> <p>Jason Pincock Kris Mauthe Dan Brown Andy Neigel Linda Palladino Lorraine Royer Ruth Mulholland Rachel Smith Steve Chattargoon Danielle Libunao Marina Bruno PS Sidhu (virtual)</p>	<p>Board Chair, Ex officio President and CEO, Ex officio Vice Board Chair, Ex officio Chair – CDC, Public Member – ASSC & BEC Chair - ASSC, Campus Development Committee, Public Member – Audit, Finance & BEC Chair - ICE, Committee Member - ASSC & BEC Chair - Audit, Finance, Committee Member - BEC Chair - LDASC, Committee Member CDC & HRC Chair - Governance, Committee Member – BEC Chair - HRC, Committee Member - BEC Committee Member - ICE AUPE Rep, Committee Member - Governance Committee Member - Audit, Finance NASA Rep, Committee Member - CDC NAITSA Rep, Committee Member - ICE NAITSA Rep, Committee Member - CDC Public Member – ASSC & BEC</p>
Resources	<p>Jean-François (JF) Bouffard Keela Coss</p>	<p>Chief of Staff and Director of Strategy</p> <p>Board Relations & Executive Administrative Specialist</p>
Guests	<p>Peter LeClaire Shawn McMillan Clayton Davis Daryl Silzer Doug Nelson Robyn Khunkun Arden Kobewka</p>	<p>VP Academic Interim VP Administration and CFO AVP HR – Resources VP External & CDO The Discovery Group AVP Advancement AVP Finance & Corporate Services</p>
Regrets	<p>Maya Daniel</p>	<p>NASA Rep, Committee Member - ICE</p>

Minutes approved by the Board of Governors March 4, 2025.

Yasmin Jivraj
Yasmin Jivraj (Mar 10, 2025 14:22 MDT)

Yasmin Jivraj

Mar 10, 2025

Laura Jo Gunter
Laura Jo Gunter (Mar 16, 2025 16:33 MDT)

Laura Jo Gunter

Mar 16, 2025