

**NorQuest College Board of Governors**  
**Public Meeting Minutes**  
March 4, 2019

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**Attendees:**

Dr. S. Ann Colbourne, Board Chair  
Dr. Jodi Abbott, President & CEO  
Bilan Ahmed  
Brian Hjlsvold  
Gayle Burnett  
Jim Gurnett  
Kanwal Lali  
Khalid Hashi  
Steve Chiazza  
Tracy Topolnitsky

**Resource Team:**

Jill Matthew, VP College Services and CFO  
Laurel Evans, Executive Director, Workforce  
Development and Human Resources  
Lidia Surman, Chief of Staff & Strategy  
Marian Gayed, VP Business Development  
Norma Schneider, VP Teaching & Learning

**Recorder:**

Nicole Blanchette, Senior Executive  
Associate/Board Coordinator

**Regrets:**

Carla Madra  
Dalyce McElhinney  
Dr. Terry Anderson  
Troy Chalifoux

**Guests:**

Mercedes Kent, Student, Addictions Recovery  
Practitioner Program

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**1. OPENING**

1.1. Quorum

The Chair confirmed that attendance constituted quorum.

1.2. Call to Order

The Chair called the meeting to order at 7:20 p.m.

1.3. Conflict of Interest

The Chair provided board members with an opportunity to declare a conflict of interest with any of the items on the agenda. None were declared.

**2. APPROVAL OF AGENDA**

**Motion:**

**Chiazza/Lali**

**THAT the Board of Governors approve the March 4, 2019, Public Board Meeting agenda.**

**CARRIED**



### **3. HEART OF NORQUEST**

#### **3.1 What's at the Heart of NorQuest – A Student Story**

Mercedes Kent, a student in the Addictions Recovery Practitioner Program, shared her NorQuest story with the Board.

### **4. APPROVAL OF CONSENT AGENDA**

**Motion:**

**Hjlesvold/Hashi**

**THAT the Board of Governors approve and approve/acknowledge all consent agenda items:**

- 4.1 Minutes – October 29, 2018
- 4.2 Special Minutes – December 18, 2018 Special Email Vote – Annual Report
- 4.3 Comprehensive Institutional Plan 2018/2019 Q2 Report
- 4.4 Board Chair Report
- 4.5 President's Report
- 4.6.1 Board Orientation – Advanced Education compliment to program
- 4.7 BoG Mandate and Roles Document Update

**CARRIED**

### **5. MOTIONS / DISCUSSION**

#### **5.1 Tuition & Fees 2019-2020**

Dr. Abbott and Mr. Robb presented the 2019-2020 Tuition & Fees, recommending that the Board of Governors approve a 3% increase in international fees for new and ongoing students.

As discussed at the February 12, 2019 Finance & Audit Committee meeting, the committee is recommending that the Board of Governors approve the 2019-2020 tuition and fees as presented.

**Motion:**

**Gurnett/Ahmed**

**THAT the Board of Governors approve a 3% increase in international tuition fees for 2019/2020 new and ongoing students.**

**CARRIED**

#### **5.2 Code of Conduct Policy**

The Board approved the April 2018 version of the Code of Conduct Policy and directed Management to submit the Code of Conduct Policy to the Ethics Commissioner for



approval. Upon several subsequent submissions, the Ethics Commissioner approved the final version for Board approval.

The Governance Committee recommends Board of Governors approve the updated Code of Conduct Policy as presented.

**Motion**

**Burnett/Topolnitsky**

**THAT the Board of Governors approve the Code of Conduct Policy as presented.**

**CARRIED**

5.3 Board Policy Review 2018-2019

The Governance Committee reviewed Board Policy No.3, No.4, No.5, and No.6, indicating that there are no significant changes. The committee recommends the Board approve as presented.

**Motion**

**Hjlesvold/Chiazza**

**THAT the Board of Governors approve the following board policies as presented:**

- **Board Policy No. 3 – Board Roles, Organization and Processes,**
- **Board Policy No. 4 – The Board Provides Strategic Direction to the President,**
- **Board Policy No. 5 – We Delegate Authority to the President,**
- **Board Policy No. 6 – The President Maintains a Leadership Succession Plan**

**CARRIED**

5.4 Board Meeting and Event Calendar 2019-2020

The Governance Committee annually reviews the Board of Governors' meeting and activity calendar, and recommends the Board of Governors approve as amended. Amendments include removing the Honorary Diploma Dinner and tightening up February 2020 committee meeting times. The Board Chair reminded members that meetings and events on the schedule are mandatory. Additional special meetings and events may be added during the year to accommodate board business.

**Motion**

**Lali/Ahmed**

**THAT the Board of Governors approve the 2019-2020 Board Meeting and Event Calendar as amended.**

**CARRIED**

5.5 Public Member Nomination to Governance Committee

On February 12, 2019, Ms. Gayle Burnett was appointed as a Public Member to the NorQuest College Board of Governors. Mr. Hjlesvold nominated Ms. Burnett to the Governance Committee.



**Motion**

**Hjlesvold/Topolnitsky**

**THAT the Board of Governors approve the nomination of Gayle Burnett, Public Member, to the Governance Committee.**

**Gayle Burnett abstained  
CARRIED**

The Executive Committee and Ms. Blanchette left the meeting for in camera session.

**6. IN CAMERA**

6.1 In Camera Session – with President & CEO


Dr. Abbott left the meeting.


6.2 In Camera Session – without Management

Dr. Abbott rejoined the meeting.

**7. CONCLUSION**

The Chair adjourned the meeting at 8:40 p.m.

  
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Dr. S. Ann Colbourne  
Board Chair

  
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Nicole Blanchette  
Senior Executive Associate/Board Coordinator

