

**NorQuest College Board of Governors  
Public Meeting**

June 3, 2019

7:37 – 8:34 p.m.

3-019 Herb Belcourt Boardroom  
Singhmar Centre for Learning

**MINUTES**

**Attendees:**

Dr. S. Ann Colbourne, Board Chair  
Dr. Jodi Abbott, President & CEO  
Dr. Terry Anderson  
Gayle Burnett  
Steve Chiazza  
Jim Gurnett  
Brian Hjlsvold  
Dalyce McElhinney  
Tracy Topolnitsky

**Regrets:**

Bilan Ahmed  
Troy Chalifoux  
Kanwal Lali  
Carla Madra

**Guest:**

Jennifer Mah, Chair, Academic Council

**Resource Team:**

Laurel Evans, VP People  
Marian Gayed, VP Business Development  
Jill Matthew, Chief Customer Experience Officer  
Lorne Rubis, Chief Culture and Transformation  
Officer  
Norma Schneider, VP Teaching & Learning  
Lidia Surman, Chief of Staff & Strategy

**Recorder:**

Elizabeth Hay, Senior Executive Associate/Board  
Coordinator

**1. OPENING**

1.1. Quorum

A. Colbourne, Chair, confirmed that attendance constituted quorum.

1.2. Call to Order

The Chair called the meeting to order at 7:37 p.m. and acknowledged that the meeting was taking place on Treaty 6 Territory.

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**

Moved by T. Anderson and seconded by J. Gurnett that the Board of Governors approve the June 3, 2019, Public Board Meeting agenda.

**CARRIED**

**3. HEART OF NORQUEST**

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

Steve Chiazza, a student in the Social Work Program and the student member of the Board, shared his NorQuest story with the Board. As it was Mr. Chiazza's last meeting with the Board of Governors, Chair Colbourne and President Abbott also took the opportunity to present Mr. Chiazza with a token of appreciation from the Board for his dedication to the College.

## 4. APPROVAL OF CONSENT AGENDA

### **MOTION**

Moved by S. Chiazza and seconded by T. Topolnitsky THAT the Board of Governors approve and approve/acknowledge all consent agenda items:

- 4.1 Minutes – March 4, 2019
- 4.2 Comprehensive Institutional Plan 2018/2019 Q3 Report
- 4.3 Students' Association 2018 Financial Statements
- 4.4 Board Chair Report
- 4.5 President's Report
- 4.6.1 Finance & Audit Committee 2019- 2020 Work Plan
- 4.7.1 Governance Committee 2019 – 2020 Work Plan
- 4.8.1 Human Resources 2019 – 2020 Work Plan

**CARRIED**

## 5. MOTIONS / DISCUSSION

### 5.1 Academic Council Report

J. Mah presented a report about the business conducted by the Academic Council over the past academic year; she noted that the Council this year was very engaged and attendance at regular meetings was consistently high, resulting in productive conversations and feedback from the meetings held.

### 5.2 Operating and Capital Budget

The Finance and Audit Committee met on May 23 and reviewed the budget in detail, and there were no additional members of the public present, so no additional presentation was made.

### **MOTION**

Moved by B. Hjlsvold and seconded by J. Gurnett THAT the Board of Governors approve the 2019-2020 Operating and Capital Budgets as presented.

**CARRIED**

### 5.3 2019-2022 Comprehensive Institutional Plan (CIP)

J. Abbott introduced the topic noting that the Comprehensive Institutional Plan is an accountability document submitted to the Government of Alberta. L. Surman explained the process for assembling the CIP, noting that the document was missing the budget that was approved in item 5.2, and may be updated to fix any typographical or grammatical errors before the Board Chair will submit the plan to the Minister on behalf of the Board.

A Board member asked about the reporting requirements for new capital ventures, noting in the report there was a comment made that the Alberta Teaching and Research Continuing Care Centre (TRCCC) was close to breaking ground; L. Surman responded that the note would signal to the government that it was NorQuest's intention to build if the funds allowed.

**MOTION**

Moved by T. Topolnitsky and seconded by G. Burnett THAT the Board of Governors approve the 2019-2022 Comprehensive Institutional Plan as presented.

**CARRIED**

5.4 2019-2020 Standing Committees Slate of Nominees

This annual review of Board of Governors Committee membership has been reviewed by the Governance Committee and recommended for approval by the Board; committee membership is evaluated yearly because with the staggered terms of the Board members, the Board wants to ensure the proper allocation of competencies across the Board committees. J. Abbott noted that there was a discussion about adding an external advisor to the Finance and Audit Committee and asked that if there were recommendations from the Board that they send them to either herself or the Board Chair.

**MOTION**

Moved by G. Burnett and seconded by T. Anderson THAT the Board of Governors approve the 2019-2020 Standing Committee Slate of Nominees.

**CARRIED**

5.5 CIGan 2019 Conference

The Board of Governors sent representatives A. Colbourne, J. Abbott, J. Gurnett and T. Anderson to the CIGan Conference from May 4 to May 8, 2019. The Board members noted that it seemed like there was a heightened NorQuest brand awareness by other institutions. A highlight of the conference for J. Abbott was receiving the Gold Award of Excellence for NorQuest's work in Indigenous Inclusion.

**6. IN CAMERA**

6.1 In Camera Session – with President & CEO

The Board of Governors excused the Recorder and Resource members at 8:30 p.m.

6.2 In Camera Session – without Management

The Board of Governors excused the President & CEO at 8:32 p.m.

**7. CONCLUSION**

The Chair adjourned the meeting at 8:34 p.m.