

Board of Governors – Regular Meeting

Minutes of the Regular Meeting of the NSCC Board of Governors, held on October 26, 2017 at the Ivany Campus in Dartmouth.

MINUTES

Board Members Present:

Dave Saxton (Chair)
Ian Cavanagh
Howie Doiron
Judith Ferguson (left early)
Jennifer Gogan
Adam LePage
Bob MacEachern
Steve Maltby
Isabella McMillin
Michael Robinson
Rustum Southwell
Marlene Usher
Sarah Young
John Volcko (phone / left early)

Board Members Regrets:

Mike Brien (Vice Chair)
John Lindsay
Liza Macdonald
Matt Madden
Amanda Peters

Also Present:

Don Bureaux, President
Monica Foster, CFO & VP College Services
Cathy MacLean, VP Campuses and Communities
Anna Burke, VP Academic
Rosalind Penfound, VP Organizational Development
Christabell Pinchin, Secretary, Board of Governors
Erin Elliott, Executive Assistant to the President

Paul Little, Principal Ivany Campus
Pat Seaward, Administrative Assistant
Hannah Brownlow, Administrative Assistant
Bruce Spares, Director, Internal Audit
Chris Daly, Director, Policy, Planning & Research
David Dewey, Director, Finances
Frank Lockington, Executive Director, NSCC Foundation
Billy Comeau, Communications Specialist

1. Call to Order

Quorum being present, Dave Saxton, the Chair, called the meeting to order.

The Chair thanked Ivany Campus Principal Paul Little and former staff Board Member, Pat Seaward for the warm welcome to the Ivany Campus.

The Chair reminded Governors that we act in the best interests of the College, we demonstrate good judgment and act in an ethical manner, maintain confidentiality and comply with the Board's By-Laws and policies.

2. Declaration of Conflict of Interest

No conflicts were declared for the regular portion of the meeting.

Board of Governors – Regular Meeting

3. Consent Agenda

The Chair reminded Governors that the Consent Agenda allows the Board more time for items that require further explanation and discussion.

It was moved by Ian Cavanagh / Bob MacEachern

That the Board of Governors approve the consent agenda for the October 26, 2017 meeting as presented. (Agenda, Minutes of June 22, 2017, Executive Committee Terms of Reference, Finance, Audit and Risk Committee Terms of Reference, Programs Committee Terms of Reference and Work-Integrated Learning Policy).

This motion was put to a vote and

CARRIED.

4. Education Item: Ivany Campus

Paul Little, Principal of Ivany Campus presented. Paul shared statistics including 16% of students who identify as Indigenous are from Ivany; 25.5% of students who identify as African Canadian are from Ivany and 18.6% who identify as both Indigenous and African Canadian are from Ivany. Ivany Campus is home to 45% of NSCC's international students which is an also increase of 45%. In 2015 approximately 150 students received Urgent Aid and that number increased to more than 200 in the 2016 academic year.

Paul's presentation included an overview of NSCC's schools. He noted that School of Access each year welcomes over 120 new students, which provides an essential bridge for students to qualify to access other NSCC or university programs. Paul highlighted a number of significant innovations including a math refresher and assessment process, piloting the use of eTexts in all courses and early adoption of D2L. He noted that the School of Business has over 800 students and currently is running nine sections of first-year business administration with second-year concentration in Accounting, Marketing, Management, Software and Information Management. School of Health has approximately 524 students and the campus offers some 'one-of' programs including Medical Laboratory Technology and Pharmacy Technology. In highlighting the School of IT & Creative Industries, Paul noted there are approximately 385 students. He shared examples from the past academic year where student projects from the school directly related to the College's Strategic Priorities of Community Involvement and Students Success. Students in Graphic & Print Production produced printing banners, note pads, decals, business cards and other printed materials for Hope Blooms. Students in the Radio – Television Journalism program received two national recognitions for their work in the Legacy of Land in North Preston. The School of Trades and Technology has close to 911 students in 3 departments plus over 400 apprenticeships.

5. Move to In-Camera <see In-Camera Minutes>

It was moved by Judith Ferguson / Steve Maltby

That the NSCC Board of Governors Meeting of October 26, 2017 move to In-Camera.

This motion was put to a vote and

CARRIED.

Board of Governors – Regular Meeting

6. Foundation Update

Frank Lockington provided an update on the NSCC Foundation and the Make Way Campaign. Frank began by highlighting the three Make Way Campaign objectives including: build the NSCC brand, create a culture of philanthropy at NSCC and exceed the \$25M financial goal. Frank provided an overview of the Campaign timeline. To date, \$21.1M has been secured which translates to 85% of the objective. The Make Way Campaign public launch took place on Thursday, October 5 across the province. Frank provided an overview of the launch numbers and highlighted the fundraising goals for each campus. Frank also shared that the campaign has received a number of in-kind media support allowing for print advertising and broadcast coverage for the Campaign.

7. President's Update

Don Bureaux provided an update and referred to the President's Report that was included with the meeting materials. Don began by introducing Hannah Brownlow who was attending the meeting. He noted that Hannah is one of three Administrative Assistants who are working in an intern capacity at NSCC. Don shared that the Innovation Superclusters have moved from 53 to 9 submissions and noted that the final proposal will be submitted by the end of November. NSCC was one of the 9. Don will provide updates to the Board as the process unfolds. Don noted that Board Members may hear, or be asked, about the potential moving of Marconi Campus to downtown Sydney as the Premier commented publicly about this move.

8. Business Plan 2017/2018 Annual Report Card

Chris Daly, Director, Policy, Planning & Research outlined the progress on projects to date for the 2017/2018 Business Plan. He noted that the plan contained 14 major actions organized within the four priority areas. Chris also highlighted the activities that will be carrying over to 2018/2019.

9. Enrolment Presentation 2017/2018

Anna Burke, Vice President Academic presented on the fall 2017 enrolment targets. Anna noted there are 130 programs offered across the 13 NSCC campuses with 277 unique program/campus offerings: 33% Certificate Programs, 57% Diploma Programs, 9% Advanced Diplomas and 1% Adult Learning Program. The presentation included a review of NSCC's enrolment growth from 1998 to 2017. Enrolment by School and Credential were reviewed including stats from 2013-2017. Enrolment by Campus showed a split of 43% Metro and 57% Rural for 2017 and it was noted that online students were not reported in the campus distribution. Anna provided an overview of the student profile by gender according to School and reviewed the student diversity profile for African Canadian, Aboriginal, Students with Disabilities, Women in Trades and Technology and International from 2013-2017. Anna's presentation included an overview of the Incoming Student Survey Highlights as well.

Board of Governors – Regular Meeting

10. Committee Updates

Executive Committee:

Report to the Community

Billy Comeau, Communications Specialist provided an overview of the Report to the Community and noted that pre-press copies were provided for each Governor. Billy began by noting that the Community Colleges Act notes an annual obligation to submit financial statements and any other relevant information. The report continues to build on the NSCC brand, STRIVE, demonstrating how NSCC empowers students and staff to make their mark in Nova Scotia. The report serves as a tool to illustrate how NSCC is one of the most important community and economic drivers in the province. The report stories help bring the refreshed NSCC Strat Plan to life by showing examples of the plan pillars. In closing, Billy highlighted the audiences who receive the report and outlined the distribution plan and thanked Matt Madden for his photography which is included throughout the report.

Updated Board Planning Cycle

The Chair referred to the Updated Board Work Cycle that was provided with the meeting materials and noted that the structure of the cycle works well. He noted that minor tweaks along the way have been made and a change in timing to the Risk Report is being suggested. He noted that the alignment of the Budget and Business Plan allows time for the Board of Governors to receive a draft in February prior to being brought forward for approval in April.

Finance, Audit and Risk Committee:

Dave Saxton, Chair of the Board provided a brief update on the Finance, Audit and Risk Committee meeting in Liza Macdonald's absence. The following motion was put forward.

It was moved by Steve Maltby / Marlene Usher

That the NSCC Board of Governors approve the first Quarter Financial Report for the period ending June 30, 2017.

This motion was put to a vote and

CARRIED.

Dave also provided an overview of the proposed new policy for the President's Expenses. The policy identifies that there are additional expectations of accountability and regularly occurring job requirements of the President warranting limited exceptions to the NSCC Travel & Reimbursement policy.

It was moved by Howie Doiron / Rustum Southwell

That the NSCC Board of Governors approve the Presidential Travel Expenses policy as presented on October 26, 2017.

This motion was put to a vote and

CARRIED.

Board of Governors – Regular Meeting

Programs Committee:

Sarah Young provided an overview of the recent Programs Committee meeting. The Committee reviewed the Programs Committee Terms of Reference as well as the Work-Integrated Learning policy. There were no program changes at the meeting. Trends and growth in International, Indigenous and African Nova Scotian students were discussed.

11. Student Governors' Comments

Bella Graves shared that she has since graduated, gotten married and moved to Halifax where she has established her own home childcare business. She thanked members of the Board for the experience gained over the past year.

Michael Robinson shared that second year is off to a very busy start. He thanked the Board for the opportunity and noted that it was an impressive group to be associated with. Michael said he has learned a lot and really appreciated seeing the institution from this vantage point.

12. Other Business

The Board Chair and President thanked Bella Graves, Michael Robinson and Adam LePage for serving on the Board. This was the final meeting for Bella and Michael after serving a one-year student term and the final meeting for Adam after serving a three-year term. All three were presented with gifts of thanks and provided a few moments to address the Board.

13. Adjourn & Move to Governors' Forum

It was moved by Adam LePage / Bella Graves

That the NSCC Board of Governors regular meeting of October 26, 2017 adjourn and move to Governors' Forum.

This motion was put to a vote and

CARRIED.

Approved by Board Motion: December 14, 2017