

Board of Governors – Regular Meeting

Minutes of the Regular Meeting of the Nova Scotia Community College's Board of Governors, held on October 20, 2022 at the Annapolis Valley Campus in Middleton.

MINUTES

Board Members Present:

Karen Churchill (Vice Chair)
Mike Buist
Trevor Capern
Mary Durant
Lee Erickson
Jim King
Krista Jangaard
Shawnee LaPorte
John Lindsay
Brandi Jean Lind (virtually)
Diane MacConnell Cameron (virtually)
Sara Napier (virtually)
Jackie Poirier
Gerry Post (virtually)
Chief Sidney Peters

Board Members Regrets:

Howie Doiron (Chair)
Quentrel Provo
Jeff Ransome

Also Present:

Don Bureaux, President
Glenda Barrett, Chief Financial Officer
Anna Burke, Vice President, College Services
Lynn Hartwell, VP, Campuses & Communities
Jill Provoe, VP, Academic
Christabell Pinchin, Secretary, Board of Governors
Erin Elliott, Executive Assistant to the President

Angie Axford, EA, College Services
Michelle Bussey, Executive Director, NSCC Foundation
Mike Ciarrocco, Student Accessibility Specialist, AVC
Kevin Cowper, Core Services Administrator, Ivany
Kerri Fullerton, Employee Services Advisor, AVC
Jennifer Hudson, Admin Assistant, AVC
Monica Lloyd, Academic Chair, Technology & Environment
Cathy Mailman, Admin Assistant, AVC
Gord MacKenzie, Principal, AVC
Angela Publicover, Admin Assistant, AVC
Jeff Taylor, AVP, Research & Innovation
Niki Toomey, Communications Advisor
Mathew Vankoughnett, Research Scientist, AVC
Kevin Veinott, Facilities Manager, AVC
Jacob Woods, Research Associate, Ivany

1. Call to Order

Quorum being present, Karen Churchill, the Vice Chair, called the meeting to order. She noted that Board Governance Model provides for the Vice Chair to assume the Chair role in his/her absence. She indicated Howie Doiron was unable to attend the meeting.

She began the meeting by acknowledging Don Bureaux received the Queen Jubilee Medal and congratulated him on the honour. She also congratulated Mary Durant who graduated from Practical Nursing earlier this month and noted that Mary was Valedictorian. She then asked guests around the room to do brief introductions.

The Vice Chair acknowledged that we are in traditional Mi'kmaq unceded territory and ancestral homeland of the Mi'kmaq Nation. Our relationship is based on a series of Peace and Friendship treaties between the Mi'kmaq Nation and the Crown, dating back to 1725. In Nova Scotia we recognize that we are all Treaty people.

She reminded Governors that we act in the best interest of the College, we demonstrate good judgement and act in an ethical manner, maintain confidentiality and comply with the Board's By-Laws and policies. She noted we encourage diverse conversation but leave with one voice.

Board of Governors – Regular Meeting

2. Affirmation of Absence of Conflict

Governors affirmed the absence of conflict of interest in the business coming before the Board.

3. Consent Agenda

It was moved by Jim King / Krista Jangaard

That the Board of Governors approve the consent agenda for the October 20, 2022 meeting as presented. (Agenda and Minutes, June 23, 2022; Executive Committee Terms of Reference; Committee Placement; Naming Policy; Finance, Audit & Risk Terms of Reference; Banking Resolution & Addendum; Fraud Policy; Programs Committee Terms of Reference; Work Integrated Learning Policy – Sunsetting; and Admissions Policy)

This motion was put to a vote and

CARRIED.

4. Annapolis Valley Campus

Lynn Hartwell, Vice President, Campuses & Communities began by introducing Gord MacKenzie, Principal of Annapolis Valley Campus (AVC). Gord welcomed Governors to Annapolis Valley Campus and shared a presentation. He provided details on the campus and the campus teams. He shared some campus facts including that the first graduating class was in 1969. He also spoke about various committees on campus and provided details on the CORAH (Centre of Rural Aging and Health) program and the Farm to Feast project. He talked about programming at AVC and concluded his presentation by talking about the future vision for AVC. He then asked Governors to join him for a simulated activity. The activity was to create an understanding of the realities of food security in Annapolis County. Governors were provided with various scenarios and different amounts of 'food bucks'. They were asked to buy groceries in the simulated Farm Café with the allotted food bucks based on the scenarios provided.

5. People of NSCC: Jacob Woods

People of NSCC is a new standing item at each Board meeting. Jacob Woods is a graduate of the Energy Sustainability Engineering Technology program at AVC, Middleton and Research Associate for NSCC Applied Energy Research at Iqaluit Campus. Jacob shared his personal story and NSCC connections. He concluded his presentation by noting 'what NSCC does for me, and others is give an opportunity to succeed and change the world'.

6. President's Report / Update

Don Bureaux, President provided an update and referenced his President's report that was provided with the meeting materials. He noted it was a busy summer and a new academic year has begun. He reported that most programs are back to in-person learning.

Board of Governors – Regular Meeting

Don mentioned hurricane Fiona and thanked Lynn Hartwell, VP Campuses and Communities and Anna Burke, VP College Services and their teams on the work they did pre- and post-hurricane. He referenced specifically the meals that were prepared by campus volunteers to the workers restoring power across the province. He also noted that fall convocation took place, and it was a celebration for the final group of 2022 graduates. There was no further discussion.

7. Enrolment Update

Jill Provoe, Vice President, Academic presented the Fall 2022 Enrolment update. She noted the official count was 10,473. This number includes core programming only (certificate, diploma, advanced diploma and graduate certificate programs). Campuses and Schools do a lot of work bringing more students in that, close to 18,000, through continuing education, customized training, apprenticeship, etc. This number shows enrolment is steady and includes a slight increase from last year. She shared a presentation that started with the Program Offering and Program Mix numbers. Noting there are 141 unique programs and 307 program offerings in 2022 which are both up from this time in 2021.

Jill's presentation included a slide showing enrolment from 1998 through to Fall 2022. There was a slight dip in enrolment during the COVID pandemic and those numbers are now climbing back up. The presentation also highlighted the difference from 2019 through to 2022 for delivery method. It was almost fully face to face in 2019 but when the COVID pandemic hit, Fall 2020 was mostly blended with approximately one quarter of programs being fully online. In 2021 the College began to see the return of face-to-face with half the programs returning to face-to-face and now in 2022, three quarters of programming is being held face to face with one quarter of programming being split with blended and online. The presentation also highlighted enrolment by School and by Campus.

Jill then focused her presentation on the NSCC student profile. Jill provided an overview of student age and diversity and highlighted the percentage of enrolment for African Canadian, Indigenous, Students with Disabilities, Women in Trades and Transportation and International numbers and informed Governors that all these numbers have increased. It was noted that these numbers are based on those who self-identify so it is suspected the numbers could be higher. She gave details on gender by School and then highlighted details on international enrolment.

2022 enrolment count includes 935 international students from 75 countries representing 9% of the 10,473-enrolment count. Governors engaged in conversation and discussion and had the opportunity to ask questions.

8. Foundation 101

Michelle Bussey, Executive Director, NSCC Foundation presented. She provided an overview on the NSCC Foundation and Alumni Relations. Her presentation included NSCC Foundation by the numbers including details like 1 independent Board of Directors, 10 staff that are Alumni, \$3M in annual bursaries, 350 Emergency Hurricane Fiona Bursaries, \$1.3M emails sent to alumni, \$1.4M gifts in kind donated during Lead the Way, along with other stats. She also noted that \$1M has been pledged by the student associations. She did suggest that the Board of Governors acknowledge and recognize this work of the students and the Board Secretary acknowledged that she would do this on behalf of the Board.

Board of Governors – Regular Meeting

Michelle also noted that the needs of students are extremely high. She shared that by the end of September each year typically \$15,000 would have been distributed in urgent aid. She noted that this year, by the end of September, \$85,000 had been distributed which is more than half what is typically distributed in an academic year. Urgent aid can include day-care, car repair, gas, housing, food, etc. Most requests this year are related to housing and food insecurities. She indicated the need to grow this program is paramount.

Michelle highlighted other numbers including Annual Fundraising goals, details on alumni, and she noted that 10% of Nova Scotians are donors, partners, or alumni. Michelle highlighted the Core Fundraising Priority Areas. She shared various programs lead by the Foundation including things like Urgent Aid, Job Readiness Fund, Limitless, Rapid Response, etc. Michelle also shared big challenges the Foundation and Alumni Relations are working on. She concluded her presentation noting that the Foundation and Alumni Relations are in the process of developing a Strategic Plan. In December the two Boards will come together to discuss the development of the Plan. And lastly, she encouraged all Governors to consider donating if they haven't already. Governors had the opportunity to discuss and ask questions.

9. Committee Updates

Executive Committee:

The Vice Chair noted that the NSCC By-Laws may be amended provided notice of such motion is given one regular meeting of the Board in advance. She referenced the materials included within the meeting package providing such notice. She asked that the minutes show that advanced notice has been provided. During the meeting in December a motion will be put forward to approve the suggested revision. No further discussion took place.

NSCC Foundation:

John Lindsay indicated that the meeting materials included a Foundation Report. He specifically highlighted a Canada Revenue Agency (CRA) change that is coming forward. He indicated it is a subtle change but could be major for the Foundation. The change notes how much of endowment money must be spent each year which could impact the way promises are made when fundraising. He noted the Foundation will have to look at different approaches to manage this change. John also stressed the importance of looking at the marketing of the College and ensuring the inclusion of supporting students through the Foundation be embedded within the brand of NSCC.

Report to the Community:

Niki Toomey, Communications Advisor presented the Report to the Community that was included with the meeting materials. She began by speaking about the President and Board Chair message at the front of the report. Niki then provided an overview of the stories included within the report including Keandre Johnson, Genevieve Allen-Hearn, Stephanie Joline, Jerry Lewis, Cole Gregory, and the Honour Song.

This year the Report to the Community is being sent to all the Chief's in Nova Scotia because of the story highlighting the Honour Song which was a collaboration with the Turtle Island Institute celebrating Mi'kmaq Sign Language. She noted that the video was featured at the 2022 Atlantic International Film Festival.

Board of Governors – Regular Meeting

The report included an overview of the 2022 Convocation ceremonies because it was a return to something that means so much to people – in-person convocation. When Niki presented to the Executive Committee of the Board it was noted that highlighting this important milestone should be included.

The Report also includes photos of the builds including the Sydney Campus, Pictou Campus Housing, Akerley Campus Housing, and Ivany Campus Housing. Niki concluded by providing an overview of the next steps including meeting with the Minister of Advanced Education, the Honorable Brian Wong to review the Report. Once presented here at the Board the report will be delivered to the Minister's Office for tabling in the House of the Assembly. There will be 500 physical copies mailed across the province and the full stories will be shared online.

Finance, Audit & Risk Committee:

Jackie Poirier, Chair, Finance, Audit & Risk provided an update from the Committee meeting. She indicated that the Committee met and reviewed the first quarter financial report. She provided a few highlights noting that the financials are showing a year-to-date deficit of \$3.8M against a budgeted quarter one deficit \$7.4M which leaves a favorable variance of \$3.5M which is quite typical at this time of the year. There will not be a tuition increase but fall enrolment increases are offsetting the result of no increase. There is still a \$1.6M deficit by the end of the year. Lots being done at the College to deal with inflation.

It was moved by Jackie Poirier / Shawnee LaPorte

That the NSCC Board of Governors Meeting approve the First Quarter Financial Report for the period ending June 30, 2022.

This motion was put to a vote and

CARRIED.

Sydney Waterfront Campus Update

Anna Burke, Vice President, College Services provided a brief update on the Sydney Waterfront Campus. She referenced the materials that were included within the meeting package. She shared a variety of photos of the project. Specifically, she noted that they have completed 50% of the build and are 3% ahead of schedule. She also indicated that there was much work done in advance of the hurricane to prepare for the storm and the hard work in advanced paid off as the damage was minimal.

On-Campus Housing Update

Anna then provided an overview of the report that was included with the meeting materials for the On-Campus Housing projects underway at the College (Ivany, Akerley, Pictou). She was pleased to share an additional \$10M was received to ensure that the Ivany project could get started as there was a delay due to cost pressures. She shared updated renderings for Akerley and Pictou. A rendering for Ivany will be shared in the next report. She thanked the engineering and facilities team for their work on these builds.

Board of Governors – Regular Meeting

Cyber Security

Don Bureaux, President, indicated that Cyber Security is a major issue in society. He reminded Governors we have discussed this at Finance, Audit and Risk and at the Board in the past. He noted that this will be one of the topics at the December Board Development Session. The College's Chief Information Officer will lead this important topic.

Programs Committee Update:

Sara Napier, Chair of Programs Committee provided an update on the recent Committee meeting. She noted it was the last meeting for Trevor Capern and Mary Durant and thanked them for their work on the Programs Committee. She noted the content included within the Consent Agenda earlier in the meeting including the Committee Terms of Reference, sunsetting the Work Integrated Learning Policy and the Admissions Policy which were approved. She noted that the decision to sunset a policy is a result of the work, improvements, and evolution of work by the academic team and the staff at the College. She also highlighted the change within the Admissions Policy for designated seats for indigenous African Nova Scotians and Indigenous Mi'kmaw students which is important for NSCC. She also noted that Jill provided a detailed overview of enrolment at the Committee meeting. Governors had the opportunity to engage in discussion and a question was asked regarding the designated seats, it was asked if there was any discussion on having a designated seat for disabled persons. Jill Provo, Vice President Academic thanked the Governor for the question and noted that it is a big conversation and something the College is always thinking about to ensure there is access for persons with disabilities. The president joined in on the discussion and noted that we would get back with an answer on the question that was posed.

10. Move to In-Camera

The Vice Chair thanked guests for joining the meeting today and noted that we would be moving to in-camera. The following motion was passed and guests left the meeting.

<<See In-camera Minutes>>

It was moved by Jackie Poirier / Mary Durant

That the NSCC Board of Governors Meeting of October 20, 2022 move to In-Camera.

This motion was put to a vote and

CARRIED.

11. Other Business

The Vice Chair asked if there was any other business. John Lindsay shared an idea for the College on arctic sovereignty. The Vice Chair and Don Bureaux thanked those Governors who were attending their final meeting including Trevor Capern, Brandi Jean Lind and Mary Durant. They were each presented with gifts of thanks for their commitment to NSCC. Trevor, Brandi Jean, and Mary each had an opportunity to say a few words. The Vice Chair thanked Kevin Cowper for assisting with the technology for the hybrid meeting.

Board of Governors – Regular Meeting

12. Adjourn and Move to Governors Forum

The Vice Chair called to adjourn the meeting of October 20, 2022 and move to Governors' Forum.

It was moved by Krista Jangaard / Jackie Poirier

That the NSCC Board of Governors regular meeting of October 20, 2022 adjourn and move to Governors' Forum.

This motion was put to a vote and

CARRIED.

Approved by Board Motion: December 15, 2022