

Board of Governors – Regular Meeting

Minutes of the Regular Meeting of the Nova Scotia Community College's Board of Governors, held on October 17, 2023 at NSCC IT Campus on Leeds Street in Halifax.

MINUTES

Board Members Present:

Karen Churchill (Chair)
Jackie Poirier (Vice Chair)
Mike Buist
Fletcher Dares
Lee Erickson
Alyssa Jones
Krista Jangaard
Shawnee Sylliboy (virtual)
Sara Napier (virtual)
Quentrel Provo
Nicole Robinson
Kathleen Yurchesyn

Also Present:

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

Ashley Power, Acting Executive Director, NSCC Foundation
Kevin Cowper, Core Services Administrator
Chris Daly, Director, Policy, Planning & Research
Paul Cantello, Director, Enrolment & Registrar
Sarah Metherall, Manager, Communications & Content Strategy

Regrets:

Jim King
Chief Sidney Peters
Jeff Ransome
Diane MacConnell-Cameron
Gerry Post
Laurissa Manning

1. Call to Order

Quorum being present, Karen Churchill, the Chair, called the meeting to order. The Chair noted it will be the final meeting for Mike, Alyssa and Fletcher. She also provided an update on the changes to the agenda due to illness and indicated updated agendas were provided around the room. Guest, Hadia Bedoui and Katie Gordon are both unable to attend today.

The Chair acknowledged that October is Mi'kmaq History Month and in Nova Scotia, we are all Treaty People. We recognize the land upon which we work, live and learn is the 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.

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.

2. Affirmation of Absence of Conflict

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

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3. Consent Agenda

It was moved by Nicole Robinson / Jacke Poirier

That the Board of Governors approve the revised consent agenda for the October 17, 2023 meeting as presented. (Revised Agenda; Minutes, October 17, 2023; Executive Committee Terms of Reference; Finance, Audit & Risk Committee Terms of Reference; Banking Resolution and Addendum; Programs Committee Terms of Reference; and Admissions Policy Amendment)

This motion was put to a vote and

CARRIED.

4. President's Update

Don Bureaux provided his President's update. Don referenced the President's report that was included with meeting materials and spoke about Fall Convocation, attending CIGan on the Hill, the Federal Budget, Housing and international students including the Mayor's annual Welcome Event for international students.

5. Enrolment 101 – Education

Paul Cantelo, Director, Enrolment & Registrar presented an Enrolment 101 overview. The presentation showed a high-level overview of the key phases and considerations of the enrolment cycle. Paul also included statistics on student recruitment, admissions operations, admissions assessment, and admissions communications, as well as matriculation, registration and enrolment count.

6. Annual Enrolment Presentation

Paul Cantelo, Director, Enrolment & Registrar presented an overview of the Fall 2023 Enrolment Count. The presentation began by providing an overview of Fall 2023 programming which also highlighted new programming for 2023. Paul indicated the count for 2023 is 10,861 students which was displayed on a chart showing the history of enrolment since Fall 1998. His presentation included an overview of the 10,861-student count in a variety of ways including program delivery, age, diversity, gender, and international student details.

7. Move to In-Camera <<see in-camera minutes>>

It was moved by Alyssa Jones / Mike Buist

That the NSCC Board of Governors Meeting of October 17, 2023 move to In-Camera.

This motion was put to a vote and

CARRIED.

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Executive Committee Updates

8.1 Foundation Update

Gerry Post was unable to attend the meeting therefore Ashley Power, Acting Executive Director, NSCC Foundation & Alumni Relations provided a brief overview of the Foundation Report that was included with the meeting materials.

8.2 Overview Report to the Community Tabling of Report to the Community

Anna Burke, Vice President, College Services & Strategy introduced Sarah Metherall, Manager, Communications & Content Strategy presented the Report to the Community that was provided with meeting materials. Katie Gordon who was noted on the agenda was unable to attend today. Sarah began with an overview of the requirement noted within the *Community College's Act* of preparing and submitting a Report to the Community annually. She spoke about the vision of the report and provided an overview of both the print and online version, highlighting the stories included within the report.

8.3 Finance, Audit & Risk Committee Update

Jackie Poirier, Chair of Finance, Audit & Risk Committee provided an update on the Finance, Audit & Risk Committee meeting. She noted several items were carried forward to the Board at today's meeting and indicated that the committee reviewed their workplan, enrolment revenue report and received an update on internal audit. She highlighted details of the First Quarter Financial Report that were included with the meeting materials. The current forecast at year-end is \$1.6M and highlighted factors resulting in that number. She also highlighted the Directors Statutory Liabilities that were included with meeting materials.

It was moved by Fletcher Dares / Nicole Robinson

That the NSCC Board of Governors approve the First Quarter Financial Report for the period ending June 30, 2023.

This motion was put to a vote and

CARRIED.

Sydney Waterfront Campus Update

Anna Burke, Vice President, College Services & Strategy and Lynn Hartwell, Vice President, College Services provided an update on the Sydney Waterfront Campus. Anna referenced the report that was included with the meeting materials. She provided a high-level overview of the report including the build is at 85% complete against the targeted 78% at this time. Over 99% of projects are also tendered. Anna referenced an additional \$10M received from Public Works for items removed from the original project scope. Impacts and plans on parking for the new campus were discussed including a shuttle and possible Transit agreements. She also noted additional ongoing asks are with government for an annual operating budget increase to operate the larger campus including cleaning, security, utility, and general operating expenses, etc. Lynn spoke about the work Carla Arsenault has been doing in Sydney related to the new campus and provided some details on fundraising in Sydney related to the new campus.

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On-Campus Housing Update

Anna Burke, Vice President, College Services & Strategy referenced the report that was included with the meeting materials. She provided a high-level overview of the report and noted the Akerley and Pictou Campuses are on track to open Fall 2024 and are watertight. Ivany is on track to open in Fall 2025. Anna noted that student housing applications haven't opened yet, but details on applications are coming soon. Lynn Hartwell, Vice President, Campuses & Communities provided details on a software tracking program for managing the housing at the campuses.

8. Programs Committee Updates

Jill Provoe, Vice President, Academic and Equity provided a committee update on behalf of Sara Napier, Chair of Programs Committee. She noted there were several information only items shared with the Committee. She shared that Paul Cantello provided an enrolment presentation. She also referenced a document that was shared with the Committee members that outlines and clarifies what items require what type of approval for the College, the Board, and Government that was helpful for providing transparency for members on approval levels. Jill also provided an update on the decision to review designated seats and the conversation that was held at the committee meeting. She did note there will be a designated seat for persons with disabilities while this review is underway. Jill answered a question about how a designated seat is assigned and it was clarified it was only for programs that are waitlisted.

9. Other Business

Don Bureaux, President and the Chair thanked Alyssa Jones and Fletcher Dares for their role as student Governors. Mike Buist was acknowledged and thanked as it was his final meeting as a staff Governor.

10. Adjourn and Move to Governors Forum

The Chair called to adjourn the meeting of October 17, 2023 and move to Governors' Forum.

It was moved by Kathleen Yurchesyn / Alyssa Jones

That the NSCC Board of Governors regular meeting of October 17, 2023 adjourn and move to Governors' Forum.

This motion was put to a vote and

CARRIED.

Approved by Board Motion: December 14, 2023