

Aurora College Board of Governors' Minutes

January 29 – 30, 2013

Yellowknife

In Attendance: Sydney O'Sullivan, Chairperson, Board of Governors
Ted Blondin, Vice Chairperson, Board of Governors
Helen Sullivan, Beaufort Delta Representative
Paul Andrew, Elder Representative
David Miller, Yellowknife Representative
Margaret Dumkee, Staff Representative
Mickey Ipana, Student Representative
Jane Arychuk, President, Aurora College
Margaret Imrie, Vice President, Education & Training
Heather McCagg-Nystrom, Vice President, Community & Extensions
Delphine Paulette, Director, Student Services
Doug Robertson, Director, Aurora Campus
Aranka Raffai, Director of Finance/CFO
Janet Grinsted, Assistant Deputy Minister, ECE
Lauraine Armstrong, Manager, Policy Development & Institutional Research (via teleconference)
Heather Meacock, Executive Assistant to the President

1. Opening Prayer

The meeting commenced with an opening prayer given by Mr. Andrew.

2. Call to Order & Adoption of Agenda

The meeting was called to order by Ms. O'Sullivan, Board Chairperson at 9:14am on January 29, 2013.

Motion#BG01-2013: To adopt the agenda as presented.

Moved by: David Miller

Seconded by: Helen Sullivan

Unanimous/Carried (January 29, 2013)

3. Declarations of Interest

There were no declarations of interest at this time.

4. Deputations:

a) Allan Twissell – 1:15pm January 29, 2013 – Board & President Evaluation

Mr. Allan Twissell, Principal/Lead Consultant for NorthWays Consulting made a presentation to the Board on evaluations of the President and the Board of Governors. A handout of the presentation was provided. The Board will follow up with the Deputy Minister of Human Resources on the process for evaluating the President and the Board will look further at what is needed to move forward with the development of a Board Evaluation framework and the relationship with the current strategic planning process. The Board will revisit this item.

b) Mark Cleveland – 5:00pm January 29, 2013 – Aurora College Assessment

Mr. Mark Cleveland of Cleveland Consulting met with the Board and provided an update on the Aurora College Assessment and spoke with the Board Members as a whole on areas/items pertaining to the overall assessment.

c) John Stewart – 12:00 Noon January 30, 2013 – Education Reform K-12

Mr. Stewart, Associate Director, Social Studies & Northern Studies Coordinator with ECE made a presentation to the Board on the K-12 Educational Reform, the status of the project, the key

players, key actions and goals for outcomes. Educational Reform is happening nationwide and the NWT Education Reform is being driven by the outcome of the Education Audit from 2009, the Aboriginal Student Achievement Initiative and Alberta's Education Reform.

5. President's Update

Ms. Arychuk was invited to the floor to present the President's Update. Additional briefing notes were provided to the Board. The President's Update highlighted recent events that the College or College staff has been involved with, upcoming events and an update on College staffing. Aurora College Week is February 11 – 15, 2013 and Board Members were encouraged to participate at their respective campuses/CLCs if their schedules permitted.

a) Update

Aurora Campus Residence

Mr. Robertson was invited to the floor to speak to the briefing note. Work has continued between Aurora College, ECE and PW&S to resolve the matter of the deteriorating Family Housing Units (Blueberry Patch) for Aurora Campus of Aurora College. A Request for Proposals (RFP) went out in December 2012 to obtain leased space to accommodate the needs of the College for student housing. Northern Properties (REIT) was successfully awarded the contract and a lease was agreed upon with a three year term with two possible one year extensions, if required. During this lease period, Aurora College, ECE and PW&S will work collaboratively on a long term plan for Aurora College family housing in Inuvik. Funding for the short term solution has been identified through PW&S and ECE. Aurora College will cover the costs of moving the students and the transfer of all utilities. The estimated amount Aurora College will need to cover is \$65K from the Aurora Campus Physical Plant O&M base budget funds previously dedicated for Aurora Campus Family Housing repairs and renovations.

CanNor Update

A summary update of the CanNor Northern Adult Basic Education Project (NABE) was provided for the Board through a briefing note. The objective of this project is to improve Adult Basic Education services and capacity throughout the three territories and colleges, and to increase the number of working-age adults with basic workplace skills needed to increase their chances of joining the labour market or access to vocational training. The NABE Project is defined to include education related activities that assist adults in achieving sufficient levels of literacy, numeracy and other essential skills. The NWT received \$9.2 M for the four year project (2011-2016).

College Assessment

Mr. Mark Cleveland of Cleveland Consulting has been awarded the contract to conduct an assessment of Aurora College, specifically with regards to the reorganization of Aurora College. The terms of reference for this project were expanded to look more broadly at Aurora College, including the Aurora College Act and relationship between Aurora College and the Department of ECE. Mr. Cleveland will conclude his assessment providing a report to ECE by March 31, 2013. Members of the Board, Aurora College Staff, ECE and a variety of external contacts will be interviewed by Mr. Cleveland as part of the assessment.

Yellowknife Campus Facility Update

Ms. Arychuk has communicated with the Minister of Public Works & Services, the honourable Mr. Glen Abernethy on the need for a stand-alone campus in Yellowknife for Aurora College. Under the Federal rules binding the GNWT, any capital leases become GNWT capital and are included against the GNWT borrowing limit. There are no plans for new capital projects at this time. Minister Abernethy has provided two options for the Board to consider and is willing to look at/for other options. Of the two options

presented, the Board agreed to move forward with an expression of interest for space for the College by way of a negotiated lease.

Motion#BG02-2013: To direct the Capital Planning Committee of the Board of Governors to enter into discussions with Public Works & Services (PW&S) and Education, Culture & Employment (ECE) to call for and review expressions of interest for a lease/rent of a standalone new campus facility for Yellowknife. A draft call for proposals should be presented to the Board at the June 2013 meeting in Inuvik.

Moved by: David Miller

Seconded by: Margaret Dumkee

Unanimous/Carried (January 29, 2013)

Early Learning & Care

A status update was provided for the Board, outlining the continued work surrounding the development and delivery of an Early Learning and Care Diploma Program through Aurora College. Discussions for the possibility of developing this new program emerged in the fall of 2011 and most recently included roundtable discussions with Elders and key stakeholders. An Early Learning Framework is in development and this program is expected to be an action item included in the framework. The Board will continue to be updated as this item moves forward.

b) Communications & College Relations

The Aurora College Winter 2013 Newsletter and Aurora College Annual Report for 2011-2012 were provided in hard copy for each Board Member as information items. Press releases made by Aurora College between October 2012 and present were also provided as information items. The Board receives electronic copies of press releases as and when they are published.

c) Student Services

Ms. Paulette was invited to the floor to present the enrolment statistics as rolled up for the past five years as follow up to the Board's request in October 2012. Ms. Paulette will further update the numbers to reflect program years and student registration as well as including an additional column for each year showing the number of graduates per program/program year. The updated information will be provided to the Board within the next month.

6. Finance

Ms. Raffai was invited to the floor to present the Finance section.

a) Financial Statements – Detailed Presentation

A detailed presentation was made to the Board on the 2011-2012 Financial Statements as approved by the Board and finalized by the Office of the Auditor General. The published Annual Report includes the fully signed off Financial Statements for Aurora College for the year ending June 30, 2012 and a hard copy Annual Report was provided for each Member.

The Board moved to item #4) Deputations – Session with Allan Twissell

b) Board Budget Forecast (Including RAC)

Ms. Raffai presented the Board forecasted budget for the 2012-2013 fiscal year, noting that with the estimated costs for the Board, including upcoming meetings, travel and advertising the Board will be over spent. The annual base funding for the Board of Governors does not allow for the requirements of the Board and the territory being represented. This will remain a standing item on the Board agenda at each meeting.

The Board has agreed to delegate the Executive Committee of the Board to look further at the financial difficulties that Aurora College is experiencing and to report back to the Board for further discussion and action as required.

Motion#BG03-2013: The Board of Governors congratulates Ms. Pippa Seccombe-Hett on her being honoured with a Queen's Jubilee Medal and express gratitude for her many contributions to the Aurora Research Institute of Aurora College and express eagerness for her return after her leave of absence in January 2014.

Moved by: David Miller

Seconded by: Margaret Dumkee

Unanimous/Carried (January 29, 2013)

c) Surplus

The Board skipped the Reverse Motion, noting going IN CAMERA was required and moved to Surplus – Licensing Coordinator.

• Reverse Motion

Motion#BG09-2013: To move IN CAMERA at 11:36am on January 30, 2013.

Moved by: Ted Blondin

Seconded by: Helen Sullivan

Unanimous/Carried (January 30, 2013)

Motion#BG10-2013: To come out of IN CAMERA at 11:41am on January 30, 2013.

Moved by: Paul Andrew

Seconded by: Ted Blondin

Unanimous/Carried (January 30, 2013)

Motion#BG11-2013: That the Board of Governors reverses Motion#BG59-2012 (October 2012) and the funds indicated, \$30,300.00 in the 2012-2013 and \$59,000.00 in 2013-2014 be returned to surplus.

Moved by: Ted Blondin

Seconded by: Helen Sullivan

Unanimous/Carried (January 30, 2013)

• Licensing Coordinator – Surplus Request 2013-2014

Motion#BG04-2013: That the Board of Governors approves an allocation of surplus funds in the amount of \$101,413.00 for the 2013-2014 fiscal year to support a Licensing Coordinator with the Aurora Research Institute.

Moved by: Margaret Dumkee

Seconded by: Helen Sullivan

Unanimous/Carried (January 29, 2013)

7. Policy & Governance

The floor was turned over to Mr. Miller, Chair of the Policy Committee. Mr. Miller reviewed the minutes for approval, noting the action items and decisions being recommended by the Committee for Board approval.

a) Policy Committee Minutes – January 25, 2013 – For Approval

MotionBG05-2013: To approve the Policy Committee teleconference minutes from January 25, 2013 as presented.

Moved by: David Miller

Seconded by: Mickey Ipana

Unanimous/Carried (January 29, 2013)

b) Board Policies - Terms of Reference – For Review and Approval

The Board reviewed and discussed the draft Terms of Reference (TOR) for the Staff and Student representatives of the Board. A draft version of a TOR for the Elder Representative of the Board was also provided to the Members for further input. All three TOR will be further developed and the College will seek advice from the ECE Policy Advisor on these items. Revised drafts will be prepared for the June Board meeting.

The meeting was adjourned at 4:55pm on January 29, 2013.

The meeting resumed at 9:45am on January 30, 2013.

The Board moved forward to item #11) Board of Governors – Old Business.

8. Research Advisory Council (RAC)

Ms. Armstrong, Manager of Policy Development and Institutional Research joined the meeting via teleconference to present and provide background information for these items.

a) Regulations & Membership Update

The draft regulations as prepared by Justice, ECE and Aurora College have been sent for translation and once that has been finalized they will be forwarded to the Deputy Minister, ECE for final review and will then move onto the Minister of ECE and Cabinet for official approval. The regulations were drafted from the RAC Terms of Reference that the Board reviewed, revised and approved at the October 2012 Board meeting and in consultation with ECE's Policy Advisor.

b) Intellectual Property Policy I.06

Ms. Armstrong reviewed the briefing note provided and the background on this policy. The policy was developed to fulfill a requirement to be eligible for Tri-Council funding. The Intellectual Property Policy has been in the development stage for more than a year, during which time it has been reviewed by a law firm specializing in intellectual property.

Mr. Miller suggested this item be deferred and delegated to the Policy Committee for further review and discussion. The Policy Committee will look at this policy and bring a recommendation forward to the Board at the June 2013 Board meeting.

c) SSHRC & Academic Freedom - Academic Freedom Policy C.50

The subject of Academic Freedom is a hot topic with associated political issues. As part of the College's application to be eligible for Tri-Council Funding, confirmation of Academic Freedom is needed. As employees of the Government one must abide by the GNWT Code of Ethics which is in direct conflict with Aurora College employees receiving Academic Freedom. A first draft of a policy was provided for the Board. This item will be deferred and delegated to the Policy Committee for further development and review. Initially the Department of Justice provided advice that the Department of Human Resources would need to be consulted on this matter. The President will consult with the Deputy Minister of ECE and Deputy Minister of Human Resources to determine the status of this matter.

Ms. Grinsted has suggested the Board move forward with the internal process for review and with the Board's recommended approval the President and Deputy Minister of ECE will bring forward to the Minister.

The Board revisited the discussion surrounding the President's Evaluation process.

Motion#BG08-2013: The Board of Governors delegates the evaluation of the President, Aurora College to the Executive Committee of the Board.

Moved by: David Miller

Seconded by: Ted Blondin
Unanimous/Carried

The Board revisited the discussion surrounding the Board's Evaluation process. The Board agreed to the following action:

1. Research will be conducted by Aurora College staff of other institutions Board Evaluation tools and processes. A summary of information will be provided to the Board for further review and discussion.
2. An external facilitator be contracted to look at the initial steps of developing an evaluation framework.

The Board returned to item 6c) Surplus - reverse motion.

The Board moved forward to item #10) Strategic Planning Process.

9. Members' Round Table

Prior to the Round Table, Board Members were provided with regional training plans outlining college training/programming being delivered in the communities, by regions. This information was provided in response to the October meeting Round Table.

a) North Slave Region (Mr. Ted Blondin)

- Mr. Blondin has taken part in the Early Childhood/Early Learning & Care meetings over the last two weeks in Yellowknife – important initiative and opportunities for Aurora College.
- The Regional Training Plans are a very informative source of information and something that could be of use to the Board on a regular basis.
- Mr. Blondin will encourage members of his region to step up for the North Slave Representative position on the Board.

b) Yellowknife Region (Mr. David Miller)

- It has been a very short time between meetings, therefore not a lot to report on.
- Congratulations to the second NLDP Completion Ceremony – Mr. Miller was unable to attend, but looks forward to the next one.
- Mr. Miller has spent time getting the Policy Committee of the Board back up and running.
- Mr. Miller has taken on a new position as the Northern Coordinator for the Polar Commission. After consulting with the Board Chair and President, to avoid a perceived conflict of interest Mr. Miller will not sit on the RAC or as the Vice-President of the Board, resulting in being the Chair of the RAC.

c) South Slave Region (Ms. Sydney O'Sullivan)

- Ms. O'Sullivan attended the NLDP Completion Ceremony in Mr. Miller's place. Graduation/Completion ceremonies are always a touching event and she was pleased to attend on behalf of the Board.
- Ms. O'Sullivan is looking forward to continuing through the mountain of Aurora College paperwork that emerges from Board meetings and planning sessions.

d) Beaufort Delta Region (Ms. Helen Sullivan)

- Ms. Sullivan is excited to see initiatives and objectives moving forward from her day employed with ECE.
- There is a need for Aurora College to be more prominent in the communities to promote relationships. Ms. Sullivan will work to have an active role in the Beaufort Delta Region.

- There is a need for a greater variety of program delivery and methods of delivery that reach the communities. Not all students can or will relocate to the campus locations so how do we get programming out to them?
- Ms. Sullivan has been motivated by the discussions at this meeting and is looking forward to her role on the Board.

e) Elder (Mr. Paul Andrew)

- Thank you to Mr. Blondin for his words of wisdom and contribution to the Board and Aurora College.
- Thank you to the staff of Aurora College for the preparation of the Board meeting and all that goes into making it work.
- Mr. Andrew is looking forward to developing the official Role of the Elder Representative on the Board and will research this role and work with the President, Board Chairperson and others. The general idea of the Elder Representative is wonderful and the Terms of Reference can be developed to reflect this.
- The College might want to consider holding Board meetings in other communities to not only bring the face of Aurora College to the communities but allow Board Members and Community Leadership the opportunity to meet and communicate.
- Mr. Andrew would like to participate in the development of the Traditional Knowledge policy.
- Mr. Andrew also suggests that the College should look at different ways, think outside the box, to invite Community Leadership to participate at Board meetings. Community participation would enhance relationships and there is the possibility for new opportunities.

f) Staff (Ms. Margaret Dumkee)

- Ms. Dumkee put out a call for staff input for her report to the Board and received more feedback than normal, some very positive and some not encouraging.
- Ms. Dumkee received the following:
 - CAE had invited Mr. Paul Andrew to speak to a class without knowing he was a Board Member, however was thrilled he joined the class. It was a very positive engagement for the students.
 - Deline CLC has been working with the local RCMP on a safety plan that they were also hoping would be incorporated into the regional meetings.
 - The CAE is, in many communities, the sole person dealing with students many of whom have social issues/problems. One CAE indicated a need debriefing to assist with stressful situations.
 - Work is being done to set up a writing centre for student development at the CLCs in response to the Health Programs, but have available for all students. The writing centre would aim to assist students in development of their writing skills to that of what is required within the programs.
- Ms. Dumkee received feedback from two individuals who felt the Staff Representative position is a “silenced position”, Ms. Dumkee responded to both staff members indicating that she did not agree and felt that she was heard by the Board on all matters, other than the HR items she had been excused from.
- The ReOrg of Aurora College has led to a lot of feedback from staff, with the following noted:

- The Schools created as a result of the ReOrg have allowed for increased positive communication between the campuses. Staff members within the same School are working more closely together and have the opportunity to support one another.
- People are afraid, scared to be working for an organization that seems to have so much trouble attracting and filling Senior Management type positions and are afraid for their own professional lives and welfare.
- Staff are scared to speak directly with Mr. Cleveland regarding the College Assessment. They are afraid to speak their minds. Staff are concerned that they were expected to answer questions they didn't know anything about. The ReOrg has moved forward but most staff have not seen a 'NEW' job description and are reporting to positions that may not exist or reporting to old positions that have been changed. Ms. Dumkee has encouraged those that have spoken with her to complete the questionnaire and respond to Mr. Cleveland.
- Staff have reported that generally they like the weekly President's Updates, however some feel they don't filter down to a relationship with all levels of staff

g) Student (Mr. Mickey Ipana)

- Mr. Ipana also noted not a lot of time between meetings
- Aurora College's priority needs to be the Students
- Feedback Mr. Ipana received from the other campuses/Student Associations shows that students generally seem happy
- Thank you to the College on behalf of the students, specifically the Aurora Campus students for finally getting resolution with regards to the 'Blueberry Patch' family housing units
- Mr. Ipana has suggested that the Board/Staff may want to look at more training/orientation for the Student Representative in the future to decrease the overwhelming nature of this position
 - Ms. O'Sullivan, Board Chair, will follow up with Mr. Ipana, Ms. Sullivan and Mr. Andrew, the Board's newest Members on what they suggest for future orientations of all new Board Members

10. Strategic Planning Process

The Board discussed the next steps in strategic planning for Aurora College including contracting a facilitator to lead the Board through the planning stages. The Board agreed to bring in a facilitator for the June 2013 Board meeting to begin development of the plan for planning. Ms. Arychuk will consult the Standing Offer Agreement GNWT listing for possible facilitators and will work with Ms. Sullivan, Beaufort Delta Representative on making a selection for the June meeting.

The Board returned to item #9) Members' Round Table.

11. Board of Governors – Old Business

a) Approval of Previous Board Minutes

Motion#BG06-2013: That the Board of Governors approves the October 29-30, 2013 Board of Governors meeting minutes as presented with the inclusion of Doug Robertson, Director, Aurora Campus in attendance.

Moved by: Helen Sullivan

Seconded by: Margaret Dumkee

Unanimous/Carried (January 30, 2013)

Motion#BG07-2013: That the Board of Governors approves the November 16, 2012 Board of Governors teleconference minutes as presented.

Moved by: Ted Blondin

Seconded by: Paul Andrew

Unanimous/Carried (January 30, 2013)

b) Review of BOG Action Items

The Board reviewed the Action Item table questioning the usefulness of this document to determine priorities of the Board and report back in an efficient timeline and the overall purpose of the document. Several items from the Action Table have been noted in other areas of the agenda, are in process or will be brought forward at the next meeting. The method of presenting and maintaining a log of action items will be reviewed.

Ms. Grinsted spoke on possible changes to the Aurora College Act in reference to the action item noting a change in legislation of the due date for the Annual Report. It may be possible to do a statutory change to the Act without opening the legislation. Ms. Grinsted will provide further information as it is available to the President.

12. Other Business

a) Next Meeting Dates - Confirmation

The Board of Governors confirmed the following dates for the June 2013 face-to-face meeting in Inuvik and will be looking to revisit the time frame for the annual meetings:

- June 10, 2013 – Travel and Meeting
- June 11, 2013 – Meeting
- June 12, 2013 – Meeting
- June 13, 2013 – Meeting and Travel

b) Committee Membership – Information Item

The Committee membership table was provided as an information item for Board Members.

c) Board Members' Term End Dates

This was Mr. Blondin's last meeting after severing two full terms as the North Slave Representative on the Board. A call for expressions of interest was put out in November/December 2012 and will be re-advertised in the near future. The applicants received did not meet the residency requirements for regions of representation. The Minister will be consulted for assistance and the Board asked Mr. Blondin to encourage a successful candidate from his region to step forward and submit an application.

13. Looking Forward

a) January 2013 – What Went Well (WWW) & Areas for Attention (AA)

Ms. O'Sullivan asked each Board Member to complete the WWW and AA for this meeting.

14. Closing Remarks & Adjournment

Motion#BG07-2013: To adjourn the Board meeting at 4:00pm on January 30, 2013.

Moved by: Ted Blondin

Unanimous/Carried (January 30, 2013)

Board of Governors' Meeting Minutes

June 10 - 12, 2013

In Attendance:

- Sydney O'Sullivan, Chairperson, Board of Governors
- Ethel Blondin-Andrew, Sahtu Representative
- David Miller, Yellowknife Representative
- Margaret Dumkee, Staff Representative
- Mickey Ipana, Student Representative
- Michael Lafferty, North Slave Representative (In Process)
- Jane Arychuk, President, Aurora College
- Margaret Imrie, Vice President, Education & Training
- Heather McCagg-Nystrom, Vice President, Community & Extensions
- Aranka Raffai, Director of Finance/CFO (as required)
- Jeff O'Keefe, Acting Director, Aurora Research Institute (as required)
- Delphine Paulette, Director, Student Services (via teleconference, as required)
- Doug Robertson, Director, Aurora Campus (as required)
- Jayne Murray, Manager, Communications & College Relations
- Lauraine Armstrong, Manager, Policy Development & Institutional Research (via teleconference, as required)
- Heather Meacock, Executive Assistant to the President

Regrets:

- Helen Sullivan, Beaufort Delta Representative
- Priscilla Canadien, Dehcho Representative
- Paul Andrew, Elder Representative

1. Opening Prayer

Mr. Miller led the Board in an opening prayer.

2. Call to Order & Meeting Process

The meeting was called to order on June 10, 2013 at 2:41pm by Ms. O'Sullivan, Board Chairperson.

Ms. O'Sullivan introduced Michael Lafferty to the Board and the Senior Managers in attendance. Mr. Lafferty's appointment is in process for the North Slave Representative on the Board of Governors. The Minister is supportive of this appointment and provided permission for Mr. Lafferty to attend the Board meetings as a non-voting participant.

Ms. O'Sullivan spoke to the Board regarding the meeting process and key focus areas for improvement over this meeting and future meetings. All members have been provided with a hard copy package of the meeting materials as well as a Robert's Rules of Order reference book. Ms. O'Sullivan will review Robert's Rules prior to the Fall Board meeting, and bring forward recommendations for the Board to consider and implement for future meetings.

3. Adoption of Agenda

Motion#BG08-2013: To adopt the agenda as presented.

Moved by: Ethel Blondin-Andrew
Seconded by: Margaret Dumkee
Unanimous/Carried (June 10, 2013)

4. Declarations of Interest

There were no declarations made at this time.

a. Statement of Disclosure & Process – BN

The Board reviewed the briefing note provided with the updated guidelines and form.

Motion#BG09-2013: The Board of Governors approves the updated guidelines and Statement of Disclosure form as presented.

Moved by: Margaret Dumkee

Seconded by: Ethel Blondin-Andrew

Unanimous/Carried (June 10, 2013)

All Board Members were asked to complete the updated form and submit to the President's Executive Assistant for logging and storage. The Board Members will be requested to complete annually and as/when their circumstances change if within the year.

5. Scheduled Deputations:

• Gwich'in Tribal Council – 9:00am June 12, 2013

- **Mr. Robert Charlie, Director, Education & Training**
- **Ms. Donna Neyando, Manager, Education & Training, ASETS**

6. Board of Governors – Old Business

a. Review of BOG Action Items

Ms. O'Sullivan asked to Board to defer this item until the Fall Board meeting, as further work was needed on these items and the way in which the information was provided to the Board.

7. Information Items

a. Correspondence Listing

The Board reviewed the correspondence listing provided. The Board and the College will work to ensure formal responses move forward in a timely fashion for all Board correspondence received in writing.

8. President's Update

Ms. Arychuk was invited to the floor to present the President's Update. Ms. Arychuk highlighted the following items:

- Events
 - Convocations & Completion Ceremonies
 - Minister Chairs' Meeting
 - Motivational Speaker Michelle Cederberg – NABE funded
 - Education Renewal Round Table
 - NWT Youth Symposium
 - Education Hall of Fame

- Aurora Open Golf Tournament (Fort Smith)
- Slave River Day – Walter Gordon Foundation (June 8, Fort Smith)
- Tri College MOU for Northern Adult Basic Education
- Staffing Updates
- On the Horizon

a. Early Childhood – BN

Ms. Arychuk reviewed the briefing note provided to the Board as information, on the status of a renewed Early Childhood program. A renewed framework/strategy is in the development process and as this item moves forward updates will be provided to the Board.

b. Bachelor of Education – BN

Ms. Arychuk reviewed the briefing note provided to the Board as information, regarding the decision to cancel the first year intake for the 2013-2013 academic year of Bachelor of Education. The Board was provided notification of this decision based on low applicants/acceptances for the program at the time of the press release.

During the 2013-2014 academic year, ECE and Aurora College will examine the program and ways to rejuvenate interest among qualified applicants.

c. Personal Support Worker – BN

Ms. Arychuk reviewed the briefing note provided to the Board as information, outlining the key messages presented in the May/June 2013 Legislative Assembly Session by the Minister, ECE in response to questions raised by MLA Yakelaya to have a Personal Support Worker Program delivered in the Sahtu Region.

The key messages included the following:

- Requirement - A placement site for all students in the community or funds to cover the costs of travel and accommodation at alternate locations
- Requirement – Classroom and nursing lab space (2 large rooms)
- Requirement – Equipment to equip nursing lab (4 bed lab)
- Requirement – Housing for two faculty
- The cost to deliver the program is funded through partnerships and would not be possible without them
- Limited placement sites for students practicums in the Sahtu Region
- The Sahtu Region, if interested, should work in consultation with Aurora College to prepare and move forward a proposal to begin forming the necessary partnerships needed to fund a delivery.

d. Speaker Series – BN

Ms. Arychuk reviewed the briefing note provided to the Board as information, providing further details regarding the recent media attention surrounding public comments/remarks by one of the guest researchers participating in the Aurora Research Institute’s Speakers Series.

e. Northern Adult Basic Education (NABE) – BN

Ms. Arychuk reviewed the briefing note provided to the Board as information and Ms. McCagg-Nystrom, Vice President, Community & Extensions provided additional information regarding the NABE Program. The briefing note also included a detailed summary including information on activities, outputs, outcomes (immediate, intermediate and final), indicators and results for the program for 2012-2013.

The Board is interested in participating in the 2014 NABE Symposium. The College Senior Management Team will look at ways to include the Board and regular updates will be provided to the Board.

f. College Assessment – Update

At this time the final report of the College Assessment has not yet been approved for public access through the Minister, Education, Culture and Employment. Once the report has been approved, a copy will be provided to Board Members.

The Board skipped forward to agenda item 8.h) Student Services.

g. Communication

Ms. Murray, Manager, Communications and College Relations was invited to the floor to speak on communication items. The Spring Newsletter was provided to the Board as an information item as well as the collection of press releases that were published since the last Board meeting (previously provided as and when they occurred). If the Board has suggestions/ideas for branding and branching out to reach a larger audience they are asked to contact Ms. Murray.

The Board skipped forward to agenda item 12) Members' Round Table.

h. Student Services

Ms. Paulette, Director, Student Services was invited to the floor, via teleconference to present the enrolment and graduation statistics as well as the current statistics of applications for the upcoming 2013-2014 academic year. Ms. Paulette has agreed to update the application statistics on a weekly/bi-weekly basis for the Board on the status of applications and accepted students.

9. Finance

Ms. Raffai, Director of Finance/CFO was invited to the floor to present the Finance section of the agenda. The Board, through the President requested a reduction of the financial presentation material, specifically related to the Budget, variance reporting and audited financial statements. The Board is looking for a more general summary of the 'bottom line' with items brought more specifically to their attention of concern or unusual characteristics. Ms. Raffai has reduced the presentation materials to the limit of what must be presented to the Board in order to comply with the Auditor General of Canada. The Board is financially and legally accountable for Aurora College, an organization that has approximately 240 regular employees, three campuses and 23 community learning centers. The information provided through power point presentations and

briefing notes meets with the Auditors expectations and the College's responsibility to report to the Board.

a. Audit Plan 2012-2013 – Teleconference with the Audit Team (June 11 @ 9:00am)

Mr. Guy LeGras and Mr. David Irving of the Auditor General of Canada (OAG) joined the Board via teleconference to present the Audit Plan for the upcoming Audit of Aurora College. The following items were highlighted for the Board:

- Office of the Auditor General (OAG) Mandate
- Audit Objectives
- Deliverables
- Responsibilities for Financial Reporting
- Audit Approach
- Independence
- Planning Communications on the Results of the Audit
- Audit Management

A request has moved forward to the Minister, ECE for an extension of Aurora College's Annual Reporting due to the expected timeframe of the Audit and draft and finalization of the Annual Report which includes the audited financial statements.

b. Budget 2013-2014

Ms. Raffai presented the base budget for 2013-2014 and the surplus requests provided for Board review and approval.

Motion#BG10-2013: That the Board of Governors approves the 2013-2014 Budget as presented with the inclusion of the additional surplus funding requests as presented:

- Surplus funding of \$54,350.00 to cover the additional expenditure for a 0.6py for the Executive Assistant to the Vice President, Education & Training
- Surplus funding of \$75,948.18 to cover the expenditures associated with the Executive Assistant to the Director of Finance/CFO (developmental position – currently)
- Surplus funding of \$89,919.38 to cover the expenditures associated with the Finance Officer position at the Yellowknife/North Slave Campus
- Surplus funding of \$95,985.00 to cover the expenditures associated with the Executive Assistant to the Vice President, Community & Extensions
- Surplus funding of \$20,000.00 to support the operation of the Research Ethics Committee
- Surplus funding of \$15,000.00 to support the operation of the Animal Care Committee
- Surplus funding of \$113,238.00 to cover the expenditures associated with the Licensing Coordinator

Moved by: Ethel Blondin-Andrew

Seconded by: Margaret Dumke

Unanimous/Carried (June 11, 2013)

c. Board Budget Forecast

This is a standing information item on the Board agenda to allow the Board Members to routinely review their own budget in detail, Board related expenses/actuals and upcoming estimated expenses.

It was noted that while the current year shows the Board underspent in travel and in expenditures, if a full Board of nine members were all in attendance at all face-to-face meetings this would not be the case. The budget and allocated travel budget would not cover full Board travel and all associated fees.

d. Write Offs

Ms. Raffai presented the requests for write offs.

Motion#BG11-2013: That the Board of Governors approves the write offs as presented in the amount of \$918.00 for the write off of aged deposits and in the amount of \$46,617.87 for the write off of the account receivable balances.

Moved by: Margaret Dumkee

Seconded by: Mickey Ipana

Unanimous/Carried (June 11, 2013)

e. Variance Reporting

Ms. Raffai presented the detailed variance report, noting for the Board that the variance amount demonstrated, while showing a surplus is only as good as the variance information collected by staff. The variances and actuals will be calculated, compared and confirmed during the upcoming Audit.

f. Surplus

Ms. Raffai reviewed the seven surplus requests for Aurora College as part of the presentation on the Budget for approval. The Board's approval of the seven surplus requests was incorporated into the motion for approval of the Budget.

g. Invigilation Fee Change – BN

Ms. Raffai reviewed the briefing note provided to the Board requesting their approval to increase the invigilation fee that Aurora College currently charges. Most colleges and universities across Canada provide invigilation services and associated fees. The College's current rate of \$15.00 per exam does not cover the human resource and administrative costs associated with invigilating exams. In house research was conducted, looking at fees of other institutions across Canada and a recommendation has been made for the Board to consider an increase to \$50.00 per exam, three hours or less in duration, and to charge an additional \$20.00 per hour for each additional hour of duration of the exam.

Motion#BG12-2013: That the Board of Governors approves an increase to the invigilation exam fee of \$50.00 per exam, three (3) hours or less in duration and an additional \$20.00 per hour for each (1) hour over the initial three (3).

Moved by: David Miller

Seconded by: Margaret Dumkee

Unanimous/Carried (June 11, 2013)

10. Policy & Governance - Teleconference with Manager, Policy Development & Institutional Research

Mr. Miller was invited to the floor to present this agenda item as Chairperson, Policy & Program Committee. Ms. Armstrong, Manager, Policy Development and Institutional Research joined the Board via teleconference to provide additional information for the agenda items in this section.

a. Policy Committee Meeting Minutes – May 14, 2013

Mr. Miller reviewed the draft meeting minutes, highlighting the recommendations made by the Policy and Program Committee for Board approval.

Motion#BG13-2013: That the Board of Governors approves the Policy & Program Committee recommendations made to the Board as presented in the minutes from May 14, 2013 and meeting notes from May 22, 2013.

Moved by: David Miller

Seconded by: Margaret Dumkee

Unanimous/Carried (June 11, 2013)

b. Policy Committee Meeting Notes – May 22, 2013

Motion#BG14-2013: That the Board of Governors approves the Policy & Program Committee minutes from May 14, 2013 as presented.

Moved by: David Miller

Seconded by: Margaret Dumkee

Unanimous/Carried (June 11, 2013)

Motion#BG15-2013: That the Board of Governors approves the Policy & Program Committee notes from May 22, 2013 as presented.

Moved by: David Miller

Seconded by: Ethel Blondin-Andrew

Unanimous/Carried (June 11, 2013)

c. Research Report of Student Accommodation – Discussion

The report provided for the Board, was previously provided to the Policy & Program Committee, who requested it to be brought forward to the Board for their information and further discussion. Student housing for Aurora College cannot just be looked at on a per campus view, but rather College wide, noting priorities based on Aurora College as a whole. While Yellowknife could use more student housing, the College's priorities have been focused on the Family Housing units in Inuvik.

The Board will continue to be updated and as required, provide direction on the student housing of Aurora College.

11. Research Update

The Board relocated to the Western Arctic Research Building for the Research section of the agenda and a tour of the facility.

Mr. O’Keefe, Acting Director, Aurora Research Institute was invited to the floor to present the Research section. Mr. Michel, Manager, Scientific Services, Aurora Research Institute was also invited to the floor to provide additional information as required.

a. Scientists Act Update – BN

Mr. O’Keefe reviewed the briefing note provided to the Board as information, highlighting the following:

- The Scientists Act is very out of date – dated back to 1988.
- Gazetted instruments name people to the positions of Science Advisor (President, Aurora College) of the NWT and Science Administrative Officer (Director, Aurora Research Institute) that have not been with Aurora College for many years.
 - ECE has moved to correct this item and the College has requested and is hoping that the positions within the College that serve these research positions will be gazetted rather than the specific individuals.
- The responsibility for changes of the Act falls within ECE.
- A full review of the Act needs to be conducted and areas revised to remove current conflicts that arise as a result of an outdated Act
 - This would also include a full review of the licensing activities within the NWT
 - A revision to the ‘definition’ of research needs to be included to eliminate the current possibility of challenges of the definition based on interpretation
 - Penalties for not meeting the legislative requirements need to be updated to reflect current times – penalties are the same ones put into effect in 1986-1988
- Aurora College will continue to work with ECE on reviewing the Act and suggestions changes

b. Research Assistant and Research Fellowship Programs - Approval

Mr. O’Keefe reviewed the briefing note provided, noting this item had been sent out to the Board originally as an email/fax poll and brought now before the Board as response by quorum had not been received.

The Board is required annually to review and approve the award recipients. The funds awarded for both programs are out of a surplus reserve fund, which requires Board approval as it is considered surplus funding. The applications are reviewed in detail by the Aurora Research Institute and recommendations provided for the Board’s consideration. The Board has requested a more simplified approach. Mr. O’Keefe agreed to prepare a briefing note outlining the suggested revised process for the Board to review and approve.

The College will put together a request at the start of the academic year to obtain approval for a total amount of funds to support the awards associated with the Research Assistant and Research Fellowship Programs and leave the decision of award recipients to the Director, ARI and the President, which will be provided to the Board as an information item at the last meeting of the academic year.

The Board returned to agenda item 8.g) Communications.

12. Members' Round Table

a. Sahtu Region (Ms. Ethel Blondin-Andrew)

- Ms. Blondin-Andrew was thrilled to hear that Mr. Jerry Huculak has been permanently hired as the Regional Program Head for the Sahtu at the Aurora College Community Learning Centre (CLC) in Norman Wells.
 - The College needs to collaboratively work with the Sahtu region to look at why students are not moving through the CLC and advancing in programming and employment potential.
- The Sahtu Region is very interested and very much in need of Trades programming within the regional communities and would like to see something similar to the Mobile Trades Training Lab established for the Beaufort Delta.
- Ms. Blondin-Andrew has heard positive feedback on the NABE project and looks forward to further developments and Board involvement.

b. North Slave Region (Mr. Michael Lafferty)

- Mr. Lafferty is not officially a member of the Board as his appointment is in process.
- Mr. Lafferty is looking forward to more involvement with the CLCs within his region and would like to become involved in the Regional Training Committee for the North Slave Region.
- Trades programming is an important area for the North Slave and Mr. Lafferty hopes to see more annual programming for this region with the emphasis on Apprenticeship Trades.
- There needs to be a greater focus on the connection between education available and employment available throughout the regions.

c. Yellowknife Region (Mr. David Miller)

- Mr. Miller was very inspired by the Yellowknife Convocation Ceremony which he attended as the Board Representative.
 - Largest number of graduates for the Yellowknife/North Slave Campus.
- Mr. Miller would like to see greater academic programming, specifically for the Yellowknife/North Slave Campus to expand the degree opportunities available to Northern students; however in saying this the current set up of the campus and available student housing does not allow for expansion.

- Aurora College needs to continue to push for new facilities and to continue working with Public Works & Services (PW&S) on leased space for the College to meet the current and future needs.
 - This may include acquiring additional lease space within Yellowknife to enhance the facilities Aurora College already has, rather than to just focus on a 'NEW' campus facility.
 - Mr. Miller questioned the status of the Board's Capital Planning Committee and previous motion moved at the January 2013 Board meeting directing the committee to communicate with the GNWT (ECE/PW&S) regarding the Yellowknife facilities. The Committee itself has not been function for several years and would need to be restructured to participate in these types of matters and communication. Mr. Miller will prepare a motion for the Board's consideration later in the meeting to resolve this matter.

Motion#19-2013: That the College collaborate with the territorial government on a detailed planning study including a needs analysis, operational plan and functional program to define the lease-hold infrastructure needs for the Yellowknife/North Slave Campus, which includes consideration of a newly constructed 'general use style' campus facility but not necessarily a new stand-alone campus; and that the College President report progress at the next Board meeting.

Moved by: David Miller

Seconded by: Ethel Blondin-Andrew

Unanimous/Carried (June 12, 2013)

There was a discussion surrounding the issues of available student housing and after several revisions the following motion was put forward:

Motion#BG20-2013: That the Board direct the College to conduct an internal analysis of the current student housing requirements, college wide, including the current state of housing, what is being applied for, what is being provided and what the gap is. The Board will review and discuss the analysis at the Fall meeting and move forward with further action/direction.

Moved by: David Miller

Seconded by: Margaret Dumkee

Unanimous/Carried (July 12, 2013)

Mr. Miller noted that the possibility of delivering General Arts and Sciences programs once looked at needed to be brought back to the table as part of expanding Aurora College programming.

Motion#BG21-2013: That the College conduct/update a feasibility study on introducing General Arts & Science programming, specifically at the Yellowknife/North Slave Campus; and that the College President report back to the Board at the next Board meeting.

Moved by: David Miller

Seconded by: Ethel Blondin-Andrew

Unanimous/Carried (June 12, 2013)

d. South Slave Region (Ms. Sydney O’Sullivan)

- Ms. O’Sullivan recently attended the Minister Chairs meeting and noted two items in development that Aurora College and the Board will be kept up-to-date on – Educational Renewal and Dual Credits, which Ms. Arychuk spoke to earlier in the President’s Update.
- Ms. O’Sullivan attended the Thebacha Convocation as the Board Representative and as in past years is always moved by the ceremony. It is a pleasure to participate and see the successes of Aurora College.

e. Dehcho Region (Ms. Priscilla Canadien)

- Ms. Canadien was not available to attend the meeting.

f. Beaufort Delta Region (Ms. Helen Sullivan)

- Ms. Sullivan was not available to attend the meeting.

g. Elder (Mr. Paul Andrew)

- Mr. Andrew was not available to attend the meeting.

h. Staff (Ms. Margaret Dumkee)

- An email request was sent to all staff members asking for any feedback/items that as the Staff Representative, Ms. Dumkee should look to bring to the Board. The response for this meeting was far less than for past meetings.
 - Staff are generally feeling that work loads are excessive in some cases and that they are unfairly assigned with no recognition for those completing far more than their share.
 - Staff are feeling more positive about the collaboration and support through the Schools between colleagues within all regions, however are also noticing a decline in the connections within their own campuses between the Schools.
- Ms. Dumkee welcomed Mr. Lafferty to the Board and thanked Mr. Ipana for his contributions to the Board as the Student Representative.
- Ms. Dumkee spoke on the suspension of the first year Bachelor of Education Program and that the internal communication of the upcoming suspension was not uniformly presented. Registration offices were relaying the information to students and staff long prior to the official announcement, also noting that there was some concern for the future of the program and delivery of other years, as having no intakes for first year in the upcoming academic year will impact the delivery of second year in the 2014-2015 academic year and so on.

i. Student (Mr. Mickey Ipana)

- Mr. Ipana was very pleased to see the Board’s focus on students and student facilities, specifically related to the issues and closure of the Family Housing Units in Inuvik (a.k.a the Blueberry Patch).
- Mr. Ipana thanked the Board and the Senior Management Team of the College for the learning experience on the Board as this was his last meeting.

13. ECE Update - Teleconference with Rita Mueller, ADM, ECE (June 12 @ 11:00am)

Ms. Mueller, Assistant Deputy Minister, ECE joined the Board via teleconference and spoke on the following items, recently raised in Session of the Legislative Assembly.

Mr. Miller also requested further information on the Northern University Initiative.

a. Third Year Business Administration

There was a discussion surrounding the expansion of the Business Administration Program to a degree program, specifically to be offered in Yellowknife. Mr. Miller suggested this needed to be a specific item on the next agenda for Board discussion as it has been raised in Session several times. Students in Yellowknife had communicated in writing of the need to expand this programming which Aurora College did provide a response to noting that, at this time it was not a viable option, however transfer opportunities were available through our partner institutions.

The newly hired Chair, School of Business and Leadership, Mr. Clarke has just come on staff and will need time to get orientated and in a position to provide feedback and suggestions.

b. Agriculture Program

This item resulted from misinformation that Aurora College was delivering an Agricultural Program through the Hay River CLC. Aurora College was leasing space in Hay River for a pilot program to be run this year by the Territorial Farmers Association, but was not delivering the program. The program was a delivery of an agricultural program on sustainable food production.

c. Alternate Energy Program

An item raised in Session was that of Aurora College delivering an Alternate/Renewable Energy Program. Extensive research was done in house several years ago on the viability of offering this type of training and found that there were no viable employment opportunities in the NWT. The Minister, ECE did commit to further discussion and review with Aurora College on this item and the Board would like to see this as a specific agenda item at their Fall meeting, as has directed the College to review and update the research completed in 2010.

d. Education Renewal – Update

The Department is focused on making major changes within the educational system and has just moved the Early Childhood Framework through the Legislative Assembly as prepared in partnership between ECE and Health & Social Services. The Education Renewal will also be looking at the K-12 system and the overall relationship of education in the NWT. As previously noted by Ms. Arychuk, ECE is focused on the initiation of Dual Credits in the NWT and has invited Ms. Arychuk and Mr. Porter, Chair, School of Education to attend meetings and visit Olds College, the current leader of Dual Credits in Alberta.

In follow up to Mr. Miller's request for additional information and status of the Northern University Initiative, Ms. Mueller noted the following key points:

- It was a collaboration between the three Territories – Yukon, NWT and Nunavut.
- Discussions stalled in 2011-2012 due to conflicts with legislation. As a result changes are needed to legislation and while those changes have been initiated, until such time as they are completed, further discussion and development cannot take place.

Ms. Mueller also provided additional information on the review of the Scientists' Act, noting that the gazetted appointment corrections were in process and that the Department is in process of preparing proposed legislative changes. The changes will require extensive review and consultation with all stakeholders and will be an ongoing action.

Ms. Mueller has been named as the Department contact for Aurora College and will look to attend all Board Meetings and other meetings as requested.

The Board skipped forward to agenda item 15.c) Next Meeting Dates.

14. Strategic Planning (Facilitator – Mark Cleveland)

Mr. Cleveland joined the Board meeting to facilitate the planning of the development of the next Aurora College Strategic Plan. A power point presentation was made with detailed discussions by the Board on expectations, goals and direction. Mr. Cleveland will prepare outcome notes from this session as well as recommendations and suggested next steps, including a timeframe for the work to be completed.

The Board skipped forward to agenda item 15.b) International Travel Request.

15. Other Business

a. Editorial on Yellowknife/North Slave Campus

This was an information item only.

b. International Travel Request

The Board reviewed the request presented for the international travel of Ms. Brennan, Instructor, Health Programs.

Motion#18-2013: That the Board recommends to the Minister of Education, Culture and Employment that international travel be approved for Ms. Jodi Brennan, Instructor, Health Programs to attend the NCLEX-RN item writing session July 28, 2013 – August 1, 2013 in Chicago, Illinois, United States.

Moved by: Ethel Blondin-Andrew

Seconded by: Margaret Dumkee

Unanimous/Carried (July 12, 2013)

The Board returned to agenda item 12.c) Members' Round Table.

c. Next Meeting Dates

The Board suggested a change of locations for the Fall and Winter face-to-face Board meetings and requested an analysis be done of the associated costs to move to a community venue. As a result meeting locations will be determined at a later date. The analysis will be done for the Fall meeting, Norman Wells vs. Fort Smith and for the Winter meeting, Yellowknife vs. Behchoko.

- **Fall Meeting – Week of November 18, 2013**
- **Winter Meeting – Week of March 3, 2014**
- **Spring Meeting – Week of June 9, 2014**

The Board returned to agenda item 14) Strategic Planning.

d. Committee Membership

This was an information item only as full Board not in attendance to select committee membership.

e. Board Members' Term End Dates

This was an information item only.

16. Looking Forward

The Board completes a form noting, What Went Well (WW) and Areas for Attention (AA) at the end of each Board meeting. These forms are provided to the Board Chair and President in planning for the next meeting and are attached as an information item only.

17. Closing Remarks & Adjournment

Motion#22-2013: The Board thanks Ms. Margaret Imrie for her extended return to Aurora College and dedication.

Moved by: Margaret Dumkee

Seconded by: David Miller

Unanimous/Carried (June 12, 2013)

Motion#23-2013: To adjourn the meeting at 4:26pm on Wednesday June 12, 2013.

Moved by: Ethel Blondin-Andrew



Board of Governors' Meeting Minutes November 19 – 20, 2013 Thebacha Campus, Fort Smith, NT

In Attendance:

- Sydney O'Sullivan, Chair, Board of Governors
- David Miller, Chair, Policy & Program Committee
- Mike Lafferty, North Slave Representative
- Helen Sullivan, Beaufort Delta Representative
- Margaret Dumkee, Staff Representative
- Paul Andrew, Elder Representative
- Jane Arychuk, President, Aurora College
- Diane Reed, Vice President, Education & Training
- Heather McCagg-Nystrom, Vice President, Community & Extensions
- Aranka Raffai, Director of Finance/CFO
- Doug Robertson, Director, Aurora Campus
- Rita Mueller, Assistant Deputy Minister, Education, Culture & Employment (Day 1 only)
- Heather Meacock, Executive Assistant

1. Opening Prayer

Mr. Andrew led the Board in an opening prayer.

2. Call to Order & Adoption of Agenda

Motion#BG24-2013: To adopt the agenda with an additional item under Other Business, section #14.

Moved by: Margaret Dumkee

Seconded by: David Miller

Unanimous/Carried (November 19, 2013)

3. Meeting Process

a. June 2013 – What Went Well (WWW) & Areas for Attention (AA)

Ms. O'Sullivan reviewed the WWWs and AAs as part of the development of the meeting procedures.

b. Meeting Procedures

Ms. O'Sullivan reviewed the proposed meeting process for the Board's acceptance. The Board would then move forward with formalizing these procedures into a policy which would be brought back to the Board for the March 2014 regular meeting.

Motion#BG25-2013: To accept the meeting procedures as proposed for all regular meetings.

Moved by: Margaret Dumkee

Seconded by: Helen Sullivan

Unanimous/Carried

• Honouraria & Travel Claims

The Board reviewed the overview provided on honourarium and travel claim payments as per FAM policy and guidelines.

c. Action Items

The process for logging and monitoring action items resulting from meetings will follow the newly accepted meeting process. The action items will be summarized at the end of the minutes.

d. Next Meeting Dates

- **Meeting Cost Analysis**

Motion#BG26-2013: To host the March 2014 Board meeting in Norman Wells and switch from Yellowknife.

Moved by: David Miller

Seconded by: Michael Lafferty

Unanimous/Carried (November 19, 2013)

- **Winter Meeting – Week of March 3, 2014 – NORMAN WELLS**

The Board will confirm a switch to the week of March 10 with Board Members not in attendance and reconfirm with the full Board. The proposed dates are as follows:

- March 3rd – travel
- March 4th – 5th – meeting
- March 6th - travel

- **Spring Meeting – Week of June 9, 2014 – INUVIK**

- June 9th – travel
- June 10th – 11th – meeting
- June 12th – travel

4. Declarations of Interest

There were no declarations of interest made at this time.

5. Scheduled Deputations

There were no deputations scheduled.

6. Information Items

a. Correspondence Listing

The Board moved forward to section #8 with a presentation/discussion by Rita Mueller, Assistant Deputy Minister, ECE.

7. President's Update

Ms. Arychuk presented the President's update providing information on the following items:

a. Review – Business & Office Administration Programs

Motion#BG35-2013: That the Board of Governors approves in principle the formal review of the Business Administration and Office Administration programs with a Terms of Reference and project plan brought forward to the Board at the March 2014 meeting.

Moved by: Helen Sullivan

Seconded by: Paul Andrew

Unanimous/Carried (November 20, 2013)

b. Northern Adult Basic Education (NABE)

An update was provided for the Board including a draft schedule for the upcoming NABE 2014 symposium in Whitehorse.

c. Program for the International Assessment of Adult Competencies (PIAAC) Update – BN

An analysis of the NWT Program for the International Assessment of Adult Competencies (PIAAC) will be ongoing with an expected release date of late 2014/early 2015.

d. Personal Support Worker – BN

An update of this item was provided to the Board during the presentation from the ADM, ECE.

e. Ndilo Community Learning Centre Update – BN

An update was provided regarding the status of the technical service evaluation to be completed by the GNWT and Public Works and Services (PW&S) on the building space currently used by the College and other users. Further updates will be provided to the Board as they are available.

f. Communication

• **Annual Report – Draft for Review & Approval**

Motion#BG36-2013: That the Board of Governors approves the Aurora College Annual Report as presented with updates as noted on page 7, 38 and 39 and the insertion of the Financial Statements for the year ending June 30, 2013 as approved by the Board.

Moved by: Margaret Dumkee

Seconded by: Helen Sullivan

Unanimous/Carried (November 20, 2013)

• **Fall Newsletter**

It was suggested that a regular Board of Governors section could be added to the Newsletters providing connection between the Board and staff, students and stakeholders.

Action: *Jayne Murray will add a Board of Governors' section to the Newsletter starting in the next edition.*

• **Press Releases – Information Only**

The Aurora College press releases are provided to the Board Members at time of release and are provided as an information item on the agenda.

g. Student Services

Ms. Arychuk reviewed the documents provided to the Board demonstrating a 'snap shot' of the enrolment statistics and students in residence.

h. Programs & Services Proposals

Ms. Arychuk reviewed the suggested Programs and Service Proposals for Aurora College. After discussions, the document will be revised and brought forward to the Board for further review and approval.

Action: *Jane Arychuk will make the change to the Program and Services Proposals and bring back to the Board for approval.*

8. ECE Update - Rita Mueller, ADM, ECE

a. Update from the Legislative Assembly Session

Ms. Mueller and Ms. Arychuk provided an update on items noted during the last session of the Legislative Assembly, including the following:

- Yellowknife North Slave Campus (Capital Plan)
 - ECE continues to bring forward.
 - Capital Planning process priority rating criteria was presented to the Board.
- Social Work Program – Additional Year Deliveries
 - Students are looking for year one and two to be delivered.
 - Aurora College is seeking funds in the 2015-16 Programs and Services proposal to move forward with the delivery of a General Arts and Science Program years one and two. The program would allow Social Work students to complete a degree and also benefit students both in Aurora College Programs and students considering obtaining degrees from other institutions.

- Learning Centres – Paulatuk and Sachs Harbour
 - Collaborative models are being looked at and a pilot run with a travelling Community Adult Educator is in process through the Dehcho currently.
 - A Student Review is being led through the Program Review Office of the GNWT for all education groups (K-12 and Post-Secondary) – the Terms of Reference will be provided to the Board once available.
- Sahtu Technical/Technology Institute
 - Aurora College will continue to work with industry in this region as well as ECE on this initiative.
 - Funding has been provided to the College to staff one position, not the programming for this area.
 - The Job Duties are currently part of ongoing discussions to determine the next steps.

b. Comprehensive Review of Post-Secondary Education in the NWT

The review is a direct follow up action to the Aurora College Assessment and recommendations finalized earlier this year. ECE, Aurora College and stakeholders will be involved in the extensive review of post-secondary education in the North.

9. Finance

a. Financial Statements – Year Ending June 30, 2013

- **Teleconference with Auditors (1:00pm Nov. 19) – Audit Report**

Motion#BG27-2013: That the Board of Governors approves the audited financial statements for the year ending June 30, 2013 as presented.

Moved by: Margaret Dumkee

Seconded by: Mike Lafferty

Unanimous/Carried (November 19, 2013)

b. BMO Signing Authority (Changes)

Motion#BG28-2013: That the Board of Governors approves the CIBC, Bank of Montreal (BMO) and BMO Investorline account signing authorities as presented.

Moved by: Paul Andrew

Seconded by: Helen Sullivan

Unanimous/Carried (November 19, 2013)

c. BOG Budget Forecasting

The Board reviewed the projected expenses for their Budget for the remainder of the year based on last year's actuals and estimated costs.

d. Surplus Requests

As noted during the presentation from the ADM, ECE the College will look further into preparing a plan for the use of surplus funding for the March 2014 Board meeting.

- **Northern Leadership Development Program (NLDP)**

Motion#BG29-2013: That the Board of Governors approves the funds of \$50,069 and \$16,716 from surplus be transferred to cover expenditures for the delivery of the Northern Leadership Development Program (NLDP) and the purchase of Geoscience equipment.

Moved by: Margaret Dumkee

Seconded by: Michael Lafferty

Unanimous/Carried (November 19, 2013)

Action: *Jane Arychuk will work with the Senior Leadership of the College to develop a surplus plan in draft to be presented to the Board at the March 2014 Board meeting.*

- **Student Services Review**

Motion#BG30-2013: That the Board of Governors approves the spending of up to \$100K from surplus funds to support the review of Student Services.

Moved by: David Miller

Seconded by: Paul Andrew

Unanimous/Carried (November 19, 2013)

- **Aurora College 50th Anniversary**

Motion#BG31-2013: That the Board of Governors approves \$30K from surplus funds to locate historical items/information available to collect, identify and catalogue for archival purposes.

Moved by: Margaret Dumkee

Seconded by: Michael Lafferty

Carried (2 votes against, 3 votes for) (November 19, 2013)

e. **Christmas Donation – Annual Approval**

Motion#BG32-2013: That the Board of Governors approves a one-time donation of \$300.00 per campus (Aurora, Thebacha and Yellowknife North Slave) for a total of \$900.00 for the 2013 Christmas season to purchase items for Student Christmas activities in lieu of Christmas cards.

Moved by: Helen Sullivan

Seconded by: David Miller

Unanimous/Carried (November 19, 2013)

f. **International Students – Fees & Policy**

Motion#BG33-2013: That the Board of Governors approves and increase in the registration fees for international students effective July 1, 2013 to \$200.00 per application.

Moved by: David Miller

Seconded by: Paul Andrew

Unanimous/Carried (November 19, 2013)

Motion#BG34-2013: That the College fully research a tuition increase for international students with recommendations to be brought forward to the Board of Governors at the March 2014 meeting.

Moved by: David Miller

Seconded by: Helen Sullivan

Unanimous/Carried (November 19, 2013)

Action: *Jane Arychuk will present the Board at the March 2014 meeting with a recommendation for a tuition increase for international students based on research completed by staff.*

10. Policy & Governance

a. **Policy Committee Meeting Minutes – November 13 & 15, 2013**

Motion#BG37-2013: That the Board of Governors approves the minutes from the Policy & Program Committee teleconference held on November 13 and 15, 2013 as presented.

Moved by: David Miller

Seconded by: Helen Sullivan

Unanimous/Carried (November 20, 2013)

b. Bylaw #1 – Student Conduct

Motion#BG38-2013: That the Board of Governors approves Bylaw #1: Student Conduct as presented.

Moved by: David Miller

Seconded by: Margaret Dumkee

Unanimous/Carried (November 20, 2013)

c. Policy – Evaluation of the President

Action: Jane Arychuk and Sydney O’Sullivan will consult further with Human Resources on the process and procedure for the evaluation of the President and will bring forward a revised policy for the Policy & Program Committee to review and recommend to the Board for the March 2014 meeting.

11. Research Update

Mr. Robertson, Acting Director, Aurora Research Institute was invited to the floor and provided an update on research activities for Aurora College, including the following:

- Western Arctic Centre for Geomatics – joint office for Aurora College and NWT Geomatics (GNWT) staff
- Research licensing – approximately five licenses per week are moving through the approval process with ARI
- AgNorth research project
- Research Speaker Series
- ARI website update and release
- Native Seed project
- First Generation Learners research project
- Resources and Sustainable Development in the Arctic research project
- Rural and Northern Response to Intimate Partner Violence research project
- Quality of Life in the NWT for Older Adults research project

12. Members’ Round Table

a. Sahtu Region (Ms. Ethel Blondin-Andrew)

The Member was not in attendance.

b. North Slave Region (Mr. Michael Lafferty)

- The Member would like to conduct further discussions with the Vice President, Community & Extensions regarding training and deliveries for the Tlicho region, specifically to assist in development students with trades training entrance exams.
- The community delivery in Behchoko of the carpentry program was very successful and has generated a lot of positive feedback in the community.

Action: Heather McCagg-Nystrom will continue discussions with the North Slave Region Board Member with regards to preparation for Trades Entrance Exams.

c. Yellowknife Region (Mr. David Miller)

- The Member thoroughly enjoyed participating in the Yellowknife North Slave Campus convocation in June.
- The demand for programming in Yellowknife is being held back by the lack of space available to the College.
 - There is a need for the College and ECE to work collaboratively with the City of Yellowknife to meet the demands of Yellowknife students and students from across the NWT.

d. South Slave Region (Ms. Sydney O’Sullivan)

- It is good to hear there is more going on with the Community Learning Centres than just upgrading and that communities are excited with the opportunities.
- The Member attended various parts of Staff Orientation earlier this year and was impressed with the guest speakers.
- The Member had a chance to join Elder Jane Dragon for a brief visit earlier this year to the Tsu Lake Camp with the ENRTP students.
- Aurora College played host to the Berger Inquiry Exhibit which was very well attended and very impressive.

e. Dehcho Region (Ms. Priscilla Canadien)

The Member was not in attendance.

f. Beaufort Delta Region (Ms. Helen Sullivan)

- The Member has been in contact with stakeholders in her region and has received a lot of positive feedback from the ASETS group and a renewed sense of a collaborative working relationship between the group members and Aurora College.
- The demand for additional programming in Inuvik includes Personal Support Worker program, Early Childhood development training, Driver Class 5 and 7 training, and Heavy Duty Mechanic as well as regional interest for self-government, governance and leadership training and educational opportunities.
- There has been very positive feedback surrounding the Mobile Trades Training Lab (MTTL) and the addition of the delivery of 3rd year Housing Maintainer Program.
- There is a need for the regional training partnerships to be action orientated rather than just an information sharing group.

g. Elder (Mr. Paul Andrew)

- There is a need for interpretation services and training to assist in ensuring that communication between all Northern residents on matters pertaining to the North and the Northern peoples are not lost through language barriers.
 - Community Members and Elders that speak English as a second language may understand the basics of the English language but may not understand detailed communication regarding things such as oil and gas fracking, devolution and the outcomes/impacts as a result, pipelines and other research initiatives affecting the North.
- There is a need to educate the North on addictions and the removal of addictions being acceptable or ‘Normal’ – Aurora College has a role in this through the Community Learning Centres (CLCs) and campuses.
- There is a need to get ready for the completion of land claims/self-government negotiations.
 - Once negotiations are finalized, changes in the NWT will be drastic and the College can take a proactive role to help the citizens of the North stay ahead or at least in pace with changes.

h. Staff (Ms. Margaret Dumkee)

- Positive feedback has been received from/for the Personal Support Worker community delivery.
- Students are still having bandwidth/IT issues for streaming and internet connections.

- On the administrative side, while improving, there still seems to be an awful lot of forms and tracking required which is not only overwhelming, but impedes Instructors ability to spend more time supporting the students.
- There is a need for more specific communication with staff regarding long term education leave funds as well as who is entitled to short term and individual amounts for this current year. Staff are finding it difficult to obtain the information related to their specific eligibility amount.
- Students, specifically on Thebacha Campus, but also noted for Aurora Campus still note the lack of day care as major issues for attendance issues.
- As the student services area is still under staffed, students and staff are noticing that support services are not as widely available for students as needed.
- The Aurora College Assessment was released publically earlier in the year and staff are looking for follow up on outcome actions, possible opportunities to provide input as well as for seen impacts on staff and students.
- The Staff Representative has received some negative feedback from the Fall Orientation sessions for staff, in which some staff felt at least one presenter used inappropriate language during their presentation. It was also noted that the staff were not being provided with positive ways to resolve issues, but only being told what they were doing wrong.
- A need for orientation of new staff, specifically on policies was needed, specifically to introduce them to the policies and outline the expectation and application of the policies. It seems that some policies are not followed or applied consistently and that policies such as the Student Attendance policy are only applied when it is convenient to do.

i. Student (In process)

The appointment of this representative was still in process.

13. Strategic Plan – Next Steps

At this time the Department of ECE, has recommended that Board of Governors delay moving forward with the consultation process and development of the Strategic Plan to allow for the Comprehensive Review of Post-Secondary Education to be completed. This review will provide further direction and feedback for the College and the Board in the development of the new Strategic Plan.

The Department will provide Aurora College with the Terms of Reference for this review in early January to be shared with the Board. The Board will then look to determine a time frame for the planning process and development of the Strategic Plan.

14. Other Business

a. International Travel Request

Motion#BG39-2013: That the Board of Governors recommends to the Minister of Education, Culture and Employment that international travel be approved for Dr. Pertice Moffitt, Manager/Instructor, Health Research Programs to attend and present at the Arctic Frontiers Conference in Tromso, Norway from January 19 – 24, 2014.

Moved by: Helen Sullivan

Seconded by: David Miller

Unanimous/Carried (November 20, 2013)

b. Student Association – Yellowknife

Motion#BG40-2013: That the Board of Governors re-establish the Aurora College Yellowknife Campus Student Association.

Moved by: Margaret Dumkee

Seconded by: Paul Andrew

Unanimous/Carried (November 20, 2013)

c. Committee Membership

The item of full membership for the Committees, specifically the Executive Committee will be deferred until the March 2014 meeting in hopes that all members are in attendance for the meeting and elections of committee membership.

Motion#BG41-2013: That the Board of Governors recommends to the Minister, Education, Culture and Employment to revoke the appointment of Ms. Priscilla Canadien as the Dehcho Representative from the Board and approve the Board to move forward with re-advertising for this position.

Moved by: David Miller

Seconded by: Margaret Dumkee

Unanimous/Carried (November 20, 2013)

d. Board Members' Term End Dates

This is a standing information item for the Board Members.

e. Board of Governors Training

The Board would like the Administration to look at opportunities for Board Members to gain valuable knowledge from other institutions and organizations outside of the NWT on related topics to Aurora College. It may be possible to have Members complete this type of training/travel within their first term on the Board to assist with their orientation to the Board.

15. Looking Forward

a. November 2013 – WWW & AA

The Board Members were asked to complete the forms noting What Went Well and any Areas for Attention and submit at the end of the meeting.

16. Closing Prayer & Adjournment

Motion#BG42-2013: To adjourn the Board of Governors meeting on November 20, 2013 at 4:52pm.

Moved by: Paul Andrew

Summary of Action Items:

Jane Arychuk:

- Jane Arychuk will present the Board at the March 2014 meeting with a recommendation for a tuition increase for international students based on research completed by staff.
- Jane Arychuk will work with the Senior Leadership of the College to develop a surplus plan in draft to be presented to the Board at the March 2014 Board meeting.
- Jane Arychuk will make the change to the Program and Services Proposals and bring back to the Board for approval.

Jane Arychuk and Sydney O'Sullivan

- Jane Arychuk and Sydney O'Sullivan will consult further with Human Resources on the process and procedure for the evaluation of the President and will bring forward a revised policy for the Policy & Program Committee to review and recommend to the Board for the March 2014 meeting.

Heather McCagg-Nystrom

- Heather McCagg-Nystrom will continue discussions with the North Slave Region Board Member with regards to preparation for Trades Entrance Exams.

Diane Reed

- Diane Reed will work with key staff to develop a draft Terms of Reference (TOR) for the Business & Office Administration review and project plan for the Board to review at the March 2014 meeting.

Jayne Murray

- Jayne Murray will add a Board of Governors' section to the Newsletter starting in the next edition.