



## Board of Governors' Meeting Minutes

### March 3-5, 2014

### Norman Wells, NT

**In Attendance:**

Sydney O'Sullivan, Chair, Board of Governors  
Ethel Blondin-Andrew, Chair, Finance Committee  
David Miller, Chair, Policy & Programs Committee  
Paul Andrew, Elder Representative  
Helen Sullivan, Beaufort Delta Representative  
Michael Lafferty, North Slave Representative  
Geraldine Hunter, Student Representative  
Jane Arychuk, President, Aurora College  
Heather McCagg-Nystrom, Vice President, Community & Extensions  
Diane Reed, Vice President, Education & Training  
Aranka Raffai, Director of Finance/CFO  
Pippa Seccombe-Hett, Director, ARI  
Jayne Murray, Manager, Communications & College Relations  
Heather Meacock, Executive Assistant

#### 1. Opening Prayer

Mr. Andrew led the meeting with an opening prayer.

#### 2. Call to Order & Adoption of Agenda

The meeting was called to order by the Chair of the Board, Ms. O'Sullivan, at 7:10pm on Monday March 3, 2014.

**Motion#01-2014: To adopt the agenda as presented.**

Moved by: Ethel Blondin-Andrew

Seconded by: Helen Sullivan

The Board discussed and agreed to add Trades Access for the Tlicho Region to section #14 Other Business. The Board will begin day two (March 4, 2014) with section #12 Members' Round Table.

Unanimous/Carried (March 3, 2014)

#### 3. Meeting Process

##### a. November – What Went Well (WWW) & Areas for Attention (AA)

Ms. O'Sullivan summarized the main items brought forward from the WWW & AA's completed at the November 2013 meeting.

- The Board discussed how they would like to receive the meeting packages and individually confirmed their preferences.
- There always seemed to be a lot of material for the meetings – too much at times.
- The Board raised concerns that there had been too much staff involvement in the meetings.
- Financial presentations made by the Audit Team were too fast and difficult to follow.

##### b. Action Items

Ms. O'Sullivan reviewed the action items resulting from the November 2013 meeting.

**c. Next Meeting Dates**

• **Spring Meeting – Inuvik**

- **Travel & Meeting – June 9**
- **Meeting – June 10, 11**
- **Meeting & Travel – June 12**

**The Board deferred this item until all members could review their calendars.**

**The Board moved forward to Section #14 – Other Business.**

**4. Declarations of Interest**

There were no declarations of interest made at this time.

**5. Scheduled Deputations**

There were no scheduled deputations at this time. Ms. Blondin-Andrew invited Elder Cec McAulay to join the Board meeting on Tuesday March 4.

**6. Information Items**

**a. Correspondence Listing**

Ms. O’Sullivan reviewed the Board of Governors correspondence listing.

- **MLA group visit with Students at the Yellowknife North Slave Campus**
  - Follow up correspondence with MLA Hawkins – in consultation with ECE.
  - The Standing Committee on Social Programs of the Legislative Assembly has requested to meet the Board. This request is in process through ECE and the Minister’s Office and the Minister’s direction is for the Chairperson of the Board and the President meet with them.

***Action: The Board will work to ensure that the Board positions, specifically the Student Representative position, will be filled as quickly as possible to avoid a meeting without student representation.***

***Action: The President and Board Chair will meet with the Student Rep to look at a plan to for review by the Student Associations/Councils on how to better communicate with the Student Associations at each of the three campuses and better represent all students of the College.***

**7. President’s Update**

Ms. Arychuk was invited to the floor to make a power point presentation on the President’s Update. Ms. Arychuk highlighted the following items through her presentation:

- **Accountability Framework with ECE.**
- **Professional Development and Staff Workshops/Training.**
  - Access to Information and Privacy Protection Act (ATIPP) training.
- **Student Satisfaction Survey – in process for revisions.**
- **Programs & Services reviews.**
- **Student Services Review.**
  - Request for Proposals (RFP) has gone forward
  - Review of the division and all aspects of the division, including services, positions and support.
  - Ms. Imrie and Ms. McCagg-Nystrom are the leads for Aurora College.
  - The job description for the Director, Student Services will be part of this review to determine what is needed and how the College can recruit a Senior Manager to meet these needs.

- Community Deliveries.
- Language Classes on campuses.
- Elders on Campus.
- Indigenizing Psychology Symposium – Aurora College is hosting in Yellowknife May 21-23 2014.
- Alumni & Recruitment campaigns.
  - Collecting information to create an Alumni database in addition to acknowledging them as graduates of Aurora College.
- NWT Youth Symposium 2014 – Inuvik.
- Common Experience Payment (CEP).
  - Education credits accessible for Residential School Survivors.
  - A very tight timeline for use of the CEP credits will increase challenges for Aurora College and students looking to use through Aurora College.
  - Key staff has been provided all of the information to allow them to provide support to students, specifically in communities.
  - The Education Credit is \$3000.00 and requests to use must be in by October 27, 2014 and payments must be through by December 1, 2014.
- Education Renewal (ECE)
  - Aurora College has been invited by ECE to have staff representatives on a number of working groups and committees involved in the Education Renewal of K-12.

**a. Projects**

Briefing notes were provided to the Board as part of the meeting package, providing greater detailed information for these specific projects which were highlighted as part of the President's Update.

• **Access Review – Update**

- Access research was completed last year through CanNor funding and has been moved forward to ECE. The research looked at Access across the country.
- Follow up meetings are in process both internally with key staff as well as with ECE.
- Currently Access programs are funded through Student Financial Assistance (SFA); however upgrading (ALBE) courses are not funded through SFA.
- Access programming needs to be updated. This will need to be done in consultation with ECE and SFA to ensure that revised programming still meets funding eligibility requirements for students.

• **Student Record System (SRS) – Update**

- The College's SRS is outdated and a replacements system is anticipated to be a multimillion dollar project.
- The current system does not meet the College's needs to obtain, monitor and input student information for the compilation of a variety of working reports.
- Aurora College and ECE are working collaboratively to complete a thorough needs assessment and to move forward with the development of a Capital Project Plan based on recommendations from the review to access IT Capital Funds through the GNWT.

- **SharePoint – Update**

- This is an ongoing project; funded through NABE that will provide a platform to allow all staff to access information for Aurora College through electronic files and documents.
- SharePoint is a large project for the College and will be rolled out in smaller sections to allow for testing and necessary training for staff use.
- A site within SharePoint will also be set up for Board access and use, to allow Members to access meeting packages and other relevant Board material.

- **Student Accommodations Review ( Program Review Office GNWT) – Update**

- The Board will be provided with updates as the review comes to a close. Action items and a communication plan will be developed as required based on the outcomes of the review.
- This review is focused on the financial aspects of student housing.
- The review is being led by the Department of the Executive and is not a College review nor a requested College review, but rather part of the Department of the Executive's scheduled reviews throughout the GNWT.
- Ms. Arychuk sits on the Steering Committee and Ms. Armstrong, Manager, Policy Development & Institutional Research is the lead contact for Aurora College with the Working Committee.
- The review of the Accommodations Policy (Aurora College) has been put on hold pending any recommendations resulting from the conclusion of this review.
- The College will look to develop a communication plan based on the outcomes and recommendations stemming from the review.

**Action: The President will confirm with the Student Accommodations Review lead contact what was set up for focus groups and what involvement Aurora College students had within these groups and this review.**

**The Board moved forward to Section #8. Education, Culture & Employment (ECE) Update**

**b. Programs**

- **Personal Support Worker – Beaufort Delta & Sahtu**

- A fall delivery in Inuvik is moving forward and is expected to have a second delivery the following year.
- The College is working with the Department of Health & Social Services in the Beaufort Delta.

- **Business & Office Administration Review**

Ms. Reed was invited to the floor to present the request for approval of the Terms of Reference (Project Plan) for the Business and Office Administration Review.

**Motion#BG02-2014: The Board of Governors approves the terms of reference and project plan for the review of the Business and Office Administration programs, as presented.**

Moved by: David Miller

Seconded by: Paul Andrew

Unanimous/Carried (March 4, 2014)

**c. Communication**

Ms. Murray, Manager, Communications and College Relations was invited to the floor to provide an overview of ongoing activities within the Communications Division of Office of the President, including the Recruitment Campaign and Alumni Campaign and the upcoming 50<sup>th</sup> Anniversary. The Alumni Campaign has received a very positive response so far and the College is looking to work with partners, such as the Mine Training Society and the Mines on events showcasing Aurora College Graduates. A hard copy of the College's Winter Newsletter was provided to Board Members. A compilation of all College press releases between the November 2013 Board meeting and present time were provided to the Board for information. Board Members receive the press releases electronically as they are published.

**d. Student Services**

Ms. Imrie, Director, Student Services and Ms. Langevin, Registrar joined the meeting via teleconference to review the student enrolment statics. The enrolment statistics presented were cumulative from July 1, 2014 as the academic and fiscal start of the year for the College and are a 'snap shot' in time.

**e. Programs & Services Proposal – Updated – For Approval**

The Programs & Services Proposal was revised as per the Board's direction at the last meeting for the Board's review and approval.

**Motion#BG03-2014: The Board of Governors approves the Programs & Services Proposal as revised and presented to be moved forward to ECE.**

Moved by: David Miller

Seconded by: Helen Sullivan

Unanimous/Carried (March 4, 2014)

**8. Education, Culture & Employment (ECE) Update**

The following participants from ECE joined the Board via teleconference:

Ms. Rita Mueller, ADM, Education & Culture

Mr. Andy Bevan, ADM, Labour & Income Security

Ms. Joanne McGrath, A/Director, Education Operations & Development

Ms. Shelley Kapraelian, Post-Secondary Education Coordinator

Ms. Deana Twissell, Project Advisor

**a. Update from the Legislative Assembly Session**

- Student Representative for the Board of Governors – concerns raised in the Legislative Assembly by MLA Hawkins.
  - Minister has committed to further discussion with the Board Chairperson and President of the College.
- Possible expansion of the Social Work Program by one year.
- Education Renewal K-12.

**Action: A formal response has been requested by ECE (DM) to the Aurora College Assessment under the Board Chair's signature. The formal response will allow ECE to basically close off the file.**

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

- A Public Announcement will be made by the Minister during session within the next week.
- Inclusion of Education Renewal and the K-12 system.
- Inclusion of Post-Secondary Education, Adult Education and other related programming.

- Emphasis will be placed on labour market initiatives, including a comprehensive review across the NWT of needs, allowing decisions to be made on where investments should be made.
  - Expected launch date for the review is April 1, 2014.
- c. Early Childhood Framework – Update**
- The framework and action plan have been tabled and are available on the ECE website.
  - Early Childhood – 10 year Strategic Plan.
    - Action plan just tabled with a total of 22 actions.
  - Junior Kindergarten will begin in 29 smaller communities in the fall of 2014.

**The Board moved forward to Section #12. Member's Round Table.**

**9. Finance**

**a. Surplus Plan – For Approval**

Direction was provided through ECE that the College needed to have a Surplus Plan in place, approved by the Board based on expected surplus for this year. The Senior Leadership Team met, reviewed and agreed upon the requested compiled in the surplus plan presented for Board approval.

The Board had concerns that some items being requested to be funded from surplus also appeared on the Programs and Service proposal. Ms. Arychuk confirmed that if items on the Programs & Service proposal did move forward, as they were not guaranteed, the allocated funding from surplus would remain in surplus and could then be requested through the Board to be allocated for another item.

There was also a concern raised at the lack of community items represented in this proposed surplus plan. Ms. Arychuk clarified that currently the College is receiving a total of \$8 million dollars through CanNor for sole use in the communities and this funding runs through to the end of 2016, therefore community items were not included in the surplus plan.

Mr. Miller raised concerns that surplus funding had not been allocated to Board Development and Training. This is an important item that has not been reflected in the surplus. The Administration for the College has been asked to put together a list of suggested development and training opportunities for Board Members.

**Action: The Administration will develop guidelines and procedures for Board members to access development and training opportunities and will provide suggestions on professional development opportunities for Board Members.**

**Motion#BG04-2014: That the Board of Governors approves the Surplus Plan as presented, noting minor edit changes.**

Moved by: David Miller

Seconded by: Helen Sullivan

Carried (5 votes for; 1 vote against) (March 4, 2014)

**b. BOG Budget Forecasting**

This is a standing item on the Board meeting agenda and is provided as an information item only. The Board reviewed the projected expenses for their Budget for the remainder of the year based on last year's actuals and estimated costs.

The Board has requested a summary for the past five years outlining the Board's budget and year end positions to gain an understanding of whether the budget can support the legislated requirements of

the Board and how the Board can demonstrate fiscal responsibility while ensuring to meet these requirements.

**Action: The Director of Finance/CFO will provide at the June 2014 meeting a summary of the Board's budget and year end position for the last five years.**

**c. Variance Report**

Ms. Raffai presented the variance report via PowerPoint presentation, it is not believed, at this time that the College will have a surplus year end position.

**d. International Tuition – For Approval**

Research was completed by Ms. Armstrong and provided to the Board via a comparison table in the briefing note.

**Motion#BG05-2014: The Board of Governors seek approval from the Minister of ECE to establish a differential tuition fee for international students of not less than 300% of the domestic tuition fee.**

Moved by: Paul Andrew

Seconded by: Ethel Blondin-Andrew

Unanimous/Carried (March 4, 2014)

**Motion#BG06-2014: The Board of Governors seeks approval from the Minister of ECE to add English Language Proficiency standards to the admission requirements for international students and that a definition of International Student is included within the request to the Minister.**

Moved by: Michael Lafferty

Seconded by: David Miller

Unanimous/Carried (March 4, 2014)

**Action: The Manager, Policy Development & Institutional Research will prepare a request for a tuition increase, language proficiency standard and definition of international students for submission to the Minister of ECE.**

**e. Audit 2013-2014**

**Motion#BG07-2014: The Board of Governors approves a recommendation to the Minister of ECE for an extension of the College's Annual Report deadline to that of December 15, 2014.**

Moved by: Helen Sullivan

Seconded by: Ethel Blondin-Andrew

Unanimous/Carried (March 4, 2014)

**The Board moved forward to Section #13. Strategic Plan – Next Steps.**

**10. Policy & Governance**

**a. Policy Committee Meeting Minutes – February 24, 2014**

Mr. Miller, Chair of the Policy & Programs Committee was invited to the floor to present the minutes from the Policy & Programs Committee and review the recommendations.

**Motion#BG10-2014: The Board of Governors approves Bylaw #2: Academic & Performance Standards as presented.**

Moved by: David Miller

Seconded by: Ethel Blondin-Andrew

Unanimous/Carried (March 5, 2014)

**Motion#BG11-2014: The Board of Governors approves Bylaw #3: Student Loss of Privileges, Penalties, Sanctions and Appeals as presented.**

Moved by: David Miller

Seconded by: Ethel Blondin-Andrew

Unanimous/Carried (March 5, 2014)

**Motion#BG12-2014: The Board of Governors approves Policy C.50 Academic Freedom as recommended by the Policy & Programs Committee through the minutes of February 24, 2014.**

Moved by: David Miller

Seconded by: Helen Sullivan

Unanimous/Carried (March 5, 2014)

**Motion#BG13-2014: The Board of Governors approves the Policy & Programs Committee minutes from February 24, 2014 as presented.**

Moved by: David Miller

Seconded by: Ethel Blondin-Andrew

Unanimous/Carried

Further to an item raised during an earlier update on the Staff Representative and draft Terms of Reference presented to the Policy & Programs Committee, there was a discussion about the Staff Representative position remaining with a two year appointment or a suggested lengthening to a three year appointment.

**Motion#BG14-2014: The Board of Governors approves the Staff Representative position remaining with a two year appointment not eligible for a second term.**

Moved by: Sydney O'Sullivan

Seconded by: Helen Sullivan

Carried (4 votes for; 1 vote against; 1 absent member) (March 5, 2014)

**b. Policy Update Project – Status Report**

This is a standing item on the agenda and is an information item referencing the status of the policy update project for Aurora College. Policy items will continue to move forward through the Policy & Programs Committee for final Board approval.

**c. Definitions – Bylaw, Policy, Procedures and Terms of Reference**

At the request of the Board these definitions were developed for information and reference.

**d. Board Bylaw Discussion**

Ms. O'Sullivan spoke to the briefing note and the larger scale overview that is needed. A comprehensive approach to review Board Governance is needed and the recommendation is for the Board to move forward with hiring a contractor to review and revise the Board's Governance Structure and update the Board's bylaw and policies, as well as provide an understanding of the Aurora College Act. A Request for Proposal (RFP) and project plan will be developed.

**Motion#BG15-2014: The Board of Governors let a contract for the review, revision and formalization of its governance processes and procedures including the pertinent legal aspects.**

Moved by: Sydney O'Sullivan

Seconded by: David Miller

Unanimous/Carried

**Action: The President and Chair prepare a plan for the review, revision and formalization of its governance processes and procedures including the pertinent legal aspects for discussion at the June Board Meeting.**

**The Board moved forward to Section #14a. Other Business – Committee Membership.**

**11. Research**

Ms. Secombe-Hett was invited to the floor to present an update on Research. Detailed briefing notes were provided for the Board within their meeting packages for the following items.

**a. Research Advisory Council (RAC)**



The draft regulations are expected to be approved and through Cabinet by the end of April. Once the Regulations have been approved we can move forward with re-establishing the RAC.

**b. SSHRC Application – Update**

The College has been working for several years to move forward with an application for institutional eligibility for funding. The application review process is expected to take an additional four to six months with hopes to have this completed and accepted by January 2015. Further updates will be provided to the Board as and when additional information is available.

**c. Research Assistant & Research Fellowship for 2014 – For Approval**

**Motion#BG09-2014: The Board of Governors approves the recommended total amount of \$40,000 to be granted under the Research Assistant and Research Fellowship Programs in 2014.**

Moved by: David Miller

Seconded by: Helen Sullivan

Unanimous/Carried (March 5, 2014)

**d. Western Arctic Centre for Geomatics – Update**

This briefing note was provided as an information item only. The potential opportunities for the Aurora Research Institute over the next 10-15 years will be very significant. Regular updates will be provided to the Board for information purposes.

**e. AgNorth – Update**

Aurora College has been involved in a partnership with the University of Guelph and COM DEV Canada to look at the feasibility of installing a high technology farm system to grow fruit and vegetable crops year-round in the NWT. Regular updates as to the involvement and potential involvement of the College through the Aurora Research Institute will be provided to the Board.

**f. International Network for Terrestrial Research & Monitoring in the Arctic (INTERACT) – Update**

The Western Arctic Research Centre (WARC) of the Aurora Research Institute will potentially gain access to the international community of Arctic research centre operators, as well as the information shared by the network if the College was to join INTERACT as an observer station. This could in turn result in more opportunities to access funding and resources for WARC as well as heightening what services and supports WARC can provide to the international community of Arctic researchers.

**The Board returned to Section #10. Policy & Governance.**

**12. Members' Round Table**

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

- Ms. Blondin-Andrew raised concerns with regards to the CLCs not allowing students to progress forward. Students seem to be repeating the same levels and not progressing.
  - How do we allow students to get the maximum benefits from a relationship between the College, Schools, Community and the Learning Centers?
  - The regional feeling is that nothing big is happening at the Learning Centers.
  - Ms. Blondin-Andrew spoke very highly of Mr. Huculak, Community Adult Educator in Norman Wells. One person alone cannot change the patterns and path forward for a region.
- The Sahtu region would like to see a Trades Training Centre housed in Norman Wells.
- Other community programs that would be of interest to the Sahtu region are: Self Government Leadership Development; Governance Development; Management Training; Hospitality Training

- The Sahtu region is lacking in new initiatives which is very disappointing. Industry came into the region with promises and initiatives and they all seem to have dropped off with follow through.

**b. North Slave Region (Mr. Michael Lafferty)**

- Mr. Lafferty pleased to see traditional art activities such as the Snowshoe Making Course and would like to see traditional sewing and drum making also provided, particularly in the communities.
  - Ms. Sullivan has suggested that ECE (Mr. Bevan) is aware of traditional content being included in programming during the Comprehensive Review that is ongoing.
- Mr. Lafferty is still looking to see Trades Access Programming for the North Slave as previously brought forward. Mr. Lafferty has been in contact with Ms. McCagg-Nystrom as well as the CAE in the CLC and the ASETS Coordinator for the North Slave region. Trades Access along with other access programs are important for the communities. There will be a demand for tradesmen and we have possible students in the communities that are struggling to pass trades entrance exams, this programming would assist and allow northern tradesmen.
  - Ms. Arychuk noted that trades entrance requirements have recently changed and course marks and completions on transcripts will be considered.

**c. Yellowknife Region (Mr. David Miller)**

- Mr. Miller noted concerns he had with the amount of time the Board spent with the Department on the phone for ECE updates with respect to the request to be concise on the Round Table items, which is one of the most important agenda item.
- Mr. Miller was pleased to participate in the Aurora College Week activities at the Yellowknife North Slave Campus.
- Mr. Miller noted concerns with the student complaints and items that arose during the MLA visit with the students at the Yellowknife North Slave Campus. MLA Hawkins has noted possible weaknesses within the College. There is a need to look at further and resolve miscommunication issues and to take student concerns seriously.

**d. South Slave Region (Ms. Sydney O'Sullivan)**

- Ms. O'Sullivan did not have further updates for the South Slave Region in addition to those noted during the President's Update.

**e. Dehcho Region (Vacant)**

- This position is currently vacant and in process for a new appointment.

**f. Beaufort Delta Region (Ms. Helen Sullivan)**

- Ms. Sullivan has not been able to connect with Mr. Robertson, Director, Aurora Campus to receive a recent update for the Aurora Campus.
- Ms. Sullivan has received good feedback from the ASETS partners of Aurora College in the Beaufort Delta region. The partners are very pleased with the continued efforts made to provide a variety of programming at the regional learning centers. The ASETS partners have been very satisfied with ongoing meetings between the College and ASETS Members.
  - Pleased with the upcoming Personal Support Worker delivery for Inuvik.
  - Encourage the College to fill the Coordinator for Continuing Education position as soon as possible.

**g. Elder (Mr. Paul Andrew)**

- Thank you to the Board for moving this item forward. The Round Table is very important and allows the Members to bring items to the table that need to be discussed and looked at.
- There is a need for the College to look at the history of Residential Schools and bring this information into programming and courses.
- The independence of Aurora College is a very important matter, especially in light of the College Assessment (Cleveland Report). As a Board Member, Mr. Andrew feels very strongly that the independence of the College is very important to move forward in the right direction. There were a lot of concerns raised in the College Assessment that need to be given more time and discussion in dealing with and moving forward.
  - The College needs to look beyond the next 10 years, the next 20 years, but further into the future.
  - Mr. Miller shares the concerns Mr. Andrew raised.
- Mr. Andrew would like to see greater involvement with communities, not just a meeting held in a community, but actual involvement with the community and community members.
  - Reporting from Communities and what is happening, positive and negative.
  - Students and Communities are the foundation for the College.

**h. Staff (Vacant)**

- This position is currently vacant and in process for a new appointment.

**i. Student (Ms. Geraldine Hunter)**

- Ms. Hunter had a chance to speak with the President of the Student Association for Thebacha Campus, specifically regarding the scheduling of Reading Weeks. The Aurora and Yellowknife North Slave campuses coordinate Reading Week with the schools; however, Thebacha Campus does not coordinate as the schools in Fort Smith take their March Break just before convocation for Thebacha which does not work for the College.
- Concerns raised by the students at the Yellowknife North Slave Campus with the MLAs visit to the campus are being looked into. The Student Association for Yellowknife North Slave Campus was not involved in the MLAs' visit at the campus and confirmed they the Association had declined to participate.
  - Several issues raised were inaccurate based on miscommunication. Those items, such as parking are in process for resolutions.
  - Ms. Hunter is looking into the possibility of a dual bus pass and will continue to work on this issue to aid in parking issues, but also to assist students with children and allowing students easier access to city transportation.
  - Student Financial Assistance (SFA)
    - Students are looking for increased SFA amounts
    - Monthly allotment increased by \$100/month as of September 2013
    - In reality rates are not going to increase to \$2000/month and this is not a battle that Ms. Hunter is looking to take on.
- Ms. Hunter is working to communicate further with the Presidents of the Student Associations at each campus. She will continue with communication and look to be more prepared for the June 2014 Board meeting.

*Action: The President will look to set up a meeting with the students at the Yellowknife/North Slave Campus to discuss issues. The Student Representative will work with the President to schedule a 'coffee meeting'. Ms. Arychuk will further this action by looking to have a 'coffee meeting' with the students at both Aurora and Thebacha campuses.*

**The Board returned to section #7c. President's Update - Communications**

**13. Strategic Plan – Next Steps**

The Board agreed upon direction from ECE to defer this item until the Department has completed the Comprehensive Post-Secondary Review.

**The Board returned to section #3c. Next Meeting Dates**

**14. Other Business**

**a. Committee Membership**

Ms. Hunter agreed to sit on the Policy & Programs Committee.

The Board will defer the election of the Vice Chairperson to the June 2014 meeting in hopes of having a fully appointed Board.

**The Board moved forward to section #16. Closing Prayer & Adjournment.**

**b. Board Members' Term End Dates**

This item was provided as an information item only.

**c. Status of Vacancies**

The Dehcho and Staff Representative positions are currently vacant and will move forward with calls for interest. The Staff Representative position will be advertised to all College staff, rather than by campus. This will allow the position to reflect the restructuring of the College. A screening criteria spreadsheet has been created that will allow a staff representative to be selected based on a variety of considerations including, College Division, School and Program (if applicable) as well as region to try and ensure that this position maintains a variety of perspectives from within the College. It is hoped that both positions will be filled for the June 2014 Board meeting.

**d. Convocations**

**• Thebacha Campus – Fort Smith – April 25, 2014**

- Ms. O'Sullivan committed to attend.

**• Yellowknife North Slave Campus – Yellowknife – May 3, 2014**

- Mr. Miller committed to attend.

**• Aurora Campus – Inuvik – May 9, 2014**

- Ms. Sullivan may not be available to attend the convocation and will get back to us in the next week or so.

**e. International Travel Request**

The Board reviewed the international travel request for three Finance staff members to attend the annual Multiview Users Group conference in Portland, Oregon, United States.

**MotionBG#08-2014: The Board of Governors recommends to the Minister, Education, Culture & Employment that international travel be approved for Ms. Celestine Starling, Comptroller; Ms. Renee Watts, Manager, Accounting, Budgeting and Inventory and Ms. Joanna Westwell, Senior Finance Officer, Northern Adult Basic Education (NABE) to attend the 2014 IMUG Conference and training sessions from June 17-20, 2014 in Portland, Oregon, United States.**

Moved by: Ethel Blondin-Andrew

Seconded by: Paul Andrew  
Unanimous/Carried (March 4, 2014)

**The Board returned to section #11. Research (Day 3 – March 5, 2014)**

**15. Looking Forward**

**a. March 2014 – WWW & AA**

The Board is asked to complete What Went Well (WWW) & Areas for Attention (AA) after each meeting to provide feedback on the meeting.

**16. Closing Prayer & Adjournment**

Mr. Andrew closed the meeting with a prayer.

**Motion#BG16-2014: To adjourn the meeting at 10:30am on March 5, 2014.**

Moved by: David Miller (March 5, 2014)

**Summary of Action Items:**

**Action:** That the Board will work to ensure that the Board positions, specifically the Student Representative position will be filled as quickly as possible to hopefully avoid a meeting without student representation.

**Action:** The President and Board Chair will meet with the Student Rep to look at a plan to move forward to the Student Associations/Councils on how to better communicate with the Student Associations at each of the three campuses and better represent all students of the College.

**Action:** The President and Chair prepare a plan for the review, revision and formalization of its governance processes and procedures including the pertinent legal aspects for discussion at the June Board Meeting.

**Action:** The President will confirm with the Student Accommodations Review lead contact what was set up for focus groups and what involvement Aurora College students had within these groups and this review.

**Action:** A formal response has been requested by ECE (DM) to the Aurora College Assessment under the Board Chair's signature. The formal response will allow ECE to basically close off the file.

**Action:** For the Administration to develop guidelines for Board development and training opportunities and provide suggested professional development for the Board Members.

**Action:** The Director of Finance/CFO will prepare a summary for the last five years of the Board Budget and year end position to be provided to the Board at the June 2014 meeting.

**Action:** The Manager, Policy Development & Institutional Research will prepare a request with the Board's recommendation for a tuition increase, language proficiency standard and definition of international students for submission to the Minister of ECE.

**Action:** The President will look to set up a meeting with the Students at the Yellowknife/North Slave Campus to discuss housing. The Student Representative will work with the President to schedule a 'coffee meeting'. Ms. Arychuk will further this action by looking to have a 'coffee meeting' with the students at both Aurora and Thebacha campuses.



**Board of Governors' Meeting Minutes**  
**June 10-11, 2014**  
**Western Arctic Research Centre, 191 Mackenzie Road**  
**Inuvik, NT**

---

**In Attendance:**

Sydney O'Sullivan, Chair, Board of Governors  
Helen Sullivan, Beaufort Delta Representative  
Michael Lafferty, North Slave Representative  
Kathy Tsetso, Dehcho Representative  
David Miller, North Slave Representative  
Ethel Blondin-Andrew, Sahtu Representative (Partial)  
Kathy Tsetso, Dehcho Representative  
Sheila O'Kane, Staff Representative  
Geraldine Hunter, Student Representative  
Jane Arychuk, President, Aurora College  
Heather McCagg-Nystrom, Vice President, Community & Extensions  
Diane Reed, Vice President, Education & Training  
Aranka Raffai, Director of Finance/CFO  
Pippa Seccombe-Hett, Director, Aurora Research Institute  
Doug Robertson, Director, Aurora Campus  
Margaret Imrie, Director, Student Services  
Jayne Murray, Manager, Communications & College Relations  
Heather Meacock, Executive Assistant

**Not Present:** Paul Andrew, Elder Representative

The Board of Governors moved forward with the agenda in an order based on agreement from the Members to fit in with time allocations and scheduled presentations. Motions made by the Board were assigned a motion number based on the order in which they occurred.

The Minister of Education, Culture and Employment (ECE), the Assistant Deputy Minister and Executive Assistant were in attendance.

**1. Opening Prayer**

Mr. Miller led the Board meeting in an opening prayer.

**2. Occupational Health & Safety - Tool Box**

Ms. Seccombe-Hett, Director of the Aurora Research Institute (ARI) was asked to review the Occupational Health and Safety items for the Western Arctic Research Centre, including emergency exits and procedures.

Ms. Arychuk, President of Aurora College presented the Minister, ECE and the Board Chair each with a NABE Symposium photo book, sharing the College's success.

Ms. O'Sullivan welcomed our new Board Members, Ms. Kathy Tsetso, Dehcho Representative and Ms. Sheila O'Kane, Staff Representative.

**3. Call to Order & Adoption of Agenda**

The meeting was called to order at 8:45am.

The Board requested and unanimously supported joining the memorial ceremony in Inuvik at 3:00pm, Tuesday, June 10 to recognize and remember the three fallen RCMP Members from the tragic incident in Moncton, BC. The Board Member requested and the Board agreed to add the item of Trades Access programming for the Tliche Region to the agenda under Other Business.

**Motion#BG17-2014: To adopt the agenda as presented to include the two items noted above.**

Moved by: Kathy Tsetso

Seconded by: Sheila O’Kane

Unanimous/Carried (June 10, 2014)

#### **4. Meeting Process**

##### **a. March 2014 – What Went Well (WWW) & Areas for Attention (AA)**

Ms. O’Sullivan summarized the WWW & AA submissions from the March 2014 Board meeting.

##### **b. Action Items**

Ms. O’Sullivan reviewed the summary of action items noting those brought forward and included on the agenda.

##### **• Professional Development Process for Board Members**

***ACTION: The Board agreed with the theory of the information provided and will move this forward through the Policy & Programs Committee of the Board to review and finalize a draft policy to then move forward to the Board for approval.***

##### **c. Next Meeting Dates & Locations**

##### **• Fall Meeting – Inuvik**

**• November 17 – 20, 2014 (17<sup>th</sup> – travel and 20<sup>th</sup> – travel)**

##### **• Winter Meeting – Yellowknife**

**• March 17 – 20, 2015 (17<sup>th</sup> – travel and 20<sup>th</sup> – travel)**

##### **• Spring Meeting – Fort Smith**

**• June 1 – 4, 2015 (1<sup>st</sup> – travel and 4<sup>th</sup> – travel)**

#### **5. Declarations of Interest**

There were no declarations made at this time.

#### **6. Scheduled Deputations**

##### **a. Standing Committee – Tuesday June 10 @ 10:45am**

The Standing Committee on Social Programs attendees were MLA Bisaro, MLA Moses, MLA Yakelya and Ms. Tish Langlois the Committee Researcher.

The Standing Committee on Social Programs requested a meeting with the Board in follow up to student concerns raised during a visit of three members of the Standing Committee to the Yellowknife North Slave Campus. The Standing Committee prepared a list of 20 questions stemming from their visit. The Standing Committee presented a selection of these questions to the Board of Governors for response during the meeting. The Board had prepared a written response to all the questions which will be provided to the Standing Committee on Social Programs through the Minister’s Office (ECE).

##### **b. GNWT Financial Overview – Wednesday June 11 @ 11:00am (via teleconference)**

This presentation to the Board was made by Mr. Sandy Kalgutkar, Deputy Secretary of the Financial Management Board and Ms. Kelly Bluck, Director, Fiscal Policy of the GNWT Finance Department.

#### **7. Information Items**

##### **a. Correspondence Listing**

Ms. O’Sullivan reviewed the correspondence listing, highlighting the letters of congratulations/reference in process for the award recipient at each campus of the Board of Governors Student Leadership Award.

#### **8. Members’ Round Table**

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

Ms. Blondin-Andrew was not in attendance for this section and therefore presented on Day Two – June 11, 2014.

- Theme for the Sahtu Region currently is CHANGE.
  - Industrial partners are currently on a break from the Sahtu Region.
  - Mackenzie Valley highway rebuilding project would be an excellent opportunity for the College to provide apprenticeship training for road construction and environmental assessment training.
  - Sahtu Region is in need of reclamation training, WHIMIS and hazardous waste and contaminated sites training.
- b. North Slave Region (Mr. Michael Lafferty)**
- Thanked the Minister, Assistant Deputy Minister and Executive Assistant of Education, Culture and Employment for coming to Inuvik and joining the Board.
  - Trades Access training for the Tlicho Region.
    - Further discussions are needed between the College and the Tlicho Regional Government.
    - Mr. Lafferty will speak further with the Vice President, Community & Extensions and Ms. Francisco with the Tlicho Regional Government.
- c. Yellowknife Region (Mr. David Miller)**
- Highlight of being a Board member is attending the convocation ceremony.
    - The convocations highlight the Colleges success.
    - The YK North Slave Convocation ceremony was such a well run and well organized event.
    - Appreciate being invited to take part.
  - New campus development in YK.
    - Mr. Miller has been in communication with the Mayor of Yellowknife and they are committed to the development of a new campus facility for Yellowknife.
    - Communication has been made with other colleges by the Mayor's office.
    - The College needs to be competitive to compete with other post-secondary options across the country.
      - Time is always changing and AC needs to evolve with these to stay innovative and competitive.
      - Other factors are at play - student housing.
      - Mr. Miller still believes there is an inherent unfairness in the housing. policy and how housing is being awarded.
      - Ms. O'Sullivan responded - College has had a recruitment campaign on the go with the Manager, Communications travelling into almost our communities making presentations on what is available through Aurora College.
      - Information is key in knowing what is available and how we can relate it to south.
  - The Alumni campaign is a great promotional tool for the College.
- d. South Slave Region (Ms. Sydney O'Sullivan)**
- Ms. O'Sullivan highlighted the following events that she has participated in as the Board Chair over the last three months:
    - NABE (Northern Adult Basic Education) Symposium in Whitehorse.
    - Minister Chairs Meeting in Yellowknife – the highlight document was provided to the Board Members for their information.
    - Convocation Ceremonies in Fort Smith and Inuvik.
- e. Dehcho Region (Ms. Kathy Tsetso)**
- As the newly appointed representative for the Dehcho Region, Ms. Tsetso will look to meet with Ms. Rosemary Gill, Program Head for the Dehcho Region over the next couple of months and have a report for the Board at the Fall meeting.
- f. Beaufort Delta Region (Ms. Helen Sullivan)**
- There has not been a lot of change since the last Board meeting. The training needs for the Beaufort Delta Region remain the same and include:



- Driver training
  - Governance training, including legal and financial aspects
  - Devolution – land management training
  - There is a need for Aurora College to develop additional partnerships within the communities and regions to allow the College to provide much needed programming throughout the communities that meets the needs of the NWT, Students and the demands by Industry.
    - An understanding of what a PARTNERSHIP is and can be needs to be communicated and developed.
  - Aurora Campus Convocation was beautiful, the venue was a little small, however it made the entire event seem like a real community.
- g. Elder (Mr. Paul Andrew)**  
Mr. Andrew was not in attendance for the meeting.
- h. Staff (Ms. Sheila O’Kane)**
- ACCC membership and participation in the conferences is important for the College and the Board for networking and information sharing/gathering.
  - A call went out to College staff and two items emerged from feedback provided:
    - Communication regarding the Board meeting, public attendance, agenda and meeting materials was not generally provided to the staff.  
**Action: Communication to staff with regards to Board meetings will be reviewed and a plan put in place for increased communication for the next meeting.**
    - Daycare issues for both students and staff are a high priority item at the campuses, specifically Aurora and Thebacha.
      - Ms. Hunter agreed that the availability of daycare for the Students has been an issue brought forward by the students.
- i. Student (Ms. Geraldine Hunter)**
- **Student Representative Contact**
    - Ms. Hunter summarized the Briefing Note provided noting that it has been difficult in making contact with the other campuses, although minimal contact has occurred.
      - The President and Student Representative will work together to develop a better communication chain between the campuses and students, providing access to ALL Student Email for the Student Representative
      - The Student Associations at each campus currently operate in a ‘silo’ view. The President and Student Representative will work to develop the relationship between the three associations allowing for regular communication.  
**Action: The Student Representative will research the possibility of a College Wide Student Association, allowing associations to still function at each campus.**
    - A transition period will allow for the current Student Representative and the New Representative to work together.
  - The recent ‘Coffee with the President’ meetings at each campus for the students have had positive feedback and the indication is that the students would like to see these happen more often.

## 9. President’s Update

Ms. Arychuk was invited to present the President’s update to the Board. Ms. McCagg-Nystrom, Vice President, Community & Extensions Division, Ms. Imrie, Director, Student Services Division and Ms. Murray, Manager, Communications and College Relations were also invited to the floor to present their sections of the President’s Update.

Ms. Arychuk's update included the following highlights:

- Staff Development – Short Term and Long Term Professional Development, Education Leave
  - NABE (Northern Adult Basic Education) Symposium – Whitehorse
- Program and Services ongoing reviews
- Community Program Deliveries
- Student Success
  - Youth Symposium – Inuvik hosted
- Partnerships
- Research
- Commitment to Aboriginal Cultures and Perspectives
  - Co-hosted the Indigenizing Psychology Symposium – Education & Healing (May 2014 – Yellowknife)
- Degree Opportunities
- Alumni and Recruitment campaigns led through the Communications area
- Upcoming President's Travel and Conferences
  - Honour Ceremony for Aboriginal Graduates in Yellowknife
  - Council of Ministers of Education – Charlottetown, PEI

**a. Projects**

- **Student Services Review – Update**

The review is in process and progressing well. A full draft report with recommendations is expected to be ready on August 6, 2014 with the final report and recommendations being presented to the College on August 29, 2014.

- **Access Review**

Ms. McCagg-Nystrom presented a summary of the Access Review via a power point presentation for the Board's information. The Access Review Final Report was provided to the Board for their information.

- **Northern Adult Basic Education (NABE) Symposium Summary**

Ms. McCagg-Nystrom presented the key highlights of the NABE Symposium via a power point presentation for the Board's information. The three territories (Yukon, NWT and Nunavut) were all involved in this initiative and symposium. Both the Board Chairperson and the President were in attendance as well as the three territorial Ministers of Education. The NWT Caucus Report on the NABE Symposium was provided to the Board for their information.

- **10 Year ALBE Longitudinal Study**

Ms. McCagg-Nystrom presented a summary of the ALBE Longitudinal Study via a power point presentation for the Board's information. The Final Report and Executive Summary for the ALBE Longitudinal Study were provided to the Board for their information.

- **Student Record System – Update**

- A Capital Project Proposal for IT Capital Funds (GNWT 2015-2016 fiscal year) was submitted on April 1, 2014.
- A presentation was made to the Business Advisory Committee on April 17, 2014
- The College was notified on June 2, 2014 that due to a lack of funds, the Informatics Policy Committee (GNWT) had denied the funding for the SRS upgrade project.
- The College can resubmit a proposal for the GNWT 2016-2017 fiscal year.

- **Student Accommodations Review – Update**

The Student Accommodation Review was undertaken by the Department of the Executive, GNWT as per their mandate. Aurora College has participated in the review, working with Ms. Miranda Bye,

the Program Review Analyst with the Department of the Executive. A preliminary analysis of the review has been provided to the Steering Committee for the review. The College lead noted that the legal aspects have not been considered as part of the review and the College was recommending this area be included. The review is expected to be completed by mid-June 2014.

**b. Programs**

- **Business Administration Review – Update**

The review of the Business Administration Program is in process. The Steering Committee for this review expects a draft final report to be presented to the Senior Leadership Team and from there it will be submitted through to the Policy & Program Committee of the Board. The final report is expected to be presented to the full Board at the November 2014 meeting for approval.

**c. Communication**

Ms. Murray was invited to the floor to present an overview of what has been ongoing within the Communications Department of the College and provide updates on the recruitment campaign, the alumni campaign and the current newsletter. A hard copy newsletter was provided to each Board Member.

**d. Student Services**

Ms. Imrie was invited to the floor to present the enrolment and graduation stats to the Board, highlighting an increased number of applicants generally for the upcoming academic year.

**10. ECE Update – Andy Bevan, ADM, Labour & Income Security, ECE and Team**

Mr. Andy Bevan, Director, Reform and Innovation (Adult/Post-Secondary Education & Skills Training) and Mr. Ben Scott, Associate Director, Official Languages joined the Board via teleconference to provide an update on the comprehensive post-secondary review and labour market agreements.

**Action: The President will follow up with Mr. Bevan regarding third party funding from ECE removed for Student Success and confirmation if the funding has been removed or is still available.**

**Action: The President will follow up with the Department of ECE regarding the proposed post-secondary comprehensive review. The College had previously been requested to delay the strategic planning development process to allow the review to happen; however, based on ECE's update it appears The review will be somewhat different than originally understood. The estimated timeline will be well past the date the Board had intended to finalize a new strategic plan. Once additional information and clarifications have been received, the Board will meet via teleconference to discuss and determine next steps for the College's strategic planning.**

**11. Finance**

Ms. Aranka Raffai, Director of Finance/Chief Financial Officer was invited to the floor to present the finance items.

**a. Audit Plan 2013-2014 Presentation (June 11, 2014)**

Mr. Guy LeGras, Principal and Mr. David Irving, Director joined the Board via teleconference to present the Audit Plan for the 2013-2014 audit of Aurora College. The items highlighted through the presentation were:

- Audit Objectives
- Responsibilities for financial reporting
- Audit Approach
  - Risk Analysis
  - Materiality
    - \$950,000 for the upcoming 2013-2014 Audit
  - Fraud and Error
  - Compliance with laws and regulations
  - Compliance with authorities
  - Audit management

**b. Budget**

Ms. Raffai presented the budget for the 2014-2015 fiscal year via power point.

**Motion#BG21-2014: The Board of Governors approves the budget for the 2014-2015 fiscal year as presented.**

Moved by: Ethel Blondin-Andrew

Seconded by: Helen Sullivan

Carried – (7 votes for; 1 member abstained) (June 11, 2014)

**c. Surplus Requests**

**Motion#BG22-2014: The Board of Governors approves \$10,000 to be moved from surplus from the Board of Governors' budget to be used specifically for Board Members to participate in approved professional development activities.**

Moved by: Kathy Tsetso

Seconded by: Ethel Blondin-Andrew

Unanimous/Carried (June 11, 2014)

**Motion#BG23-2014: The Board of Governors approves an allocation of surplus funds for the upcoming fiscal year 2014-2015 in the amount of \$113,238 to support a Licensing Coordinator.**

Moved by: Sheila O'Kane

Seconded by: Helen Sullivan

Unanimous/Carried (June 11, 2014)

**Motion#BG24-2014: The Board of Governors approves an allocation of surplus funds for the upcoming fiscal year 2014-2015 in the amount of \$77,755 to support an Executive Assistant to the Vice President, Community & Extensions.**

Moved by: Kathy Tsetso

Seconded by: Helen Sullivan

Unanimous/Carried (June 11, 2014)

**Motion#BG25-2014: The Board of Governors approves an allocation of surplus funds for the upcoming fiscal year 2014-2015 in the amount of \$30,258.34 to cover 40% of the salary for the Divisional Administrative Assistant to the Chair, School of Business and Leadership.**

Moved by: Sheila O'Kane

Seconded by: Kathy Tsetso

Unanimous/Carried (June 11, 2014)

**Motion#BG26-2014: The Board of Governors approves an allocation of surplus funds for the upcoming fiscal year 2014-2015 in the amount of \$86,333 to support an Executive Assistant to the Director, Aurora Research Institute.**

Moved by: Helen Sullivan

Seconded by: Sheila O'Kane

Unanimous/Carried (June 11, 2014)

**d. Variance Reporting**

The Board of Governors deferred this item.

**e. BOG Budget Forecasting**

Ms. Raffai reviewed the documents provided summarizing the actuals and projected expenditures for the Board of Governors.

**f. Write Offs**

**Motion#BG27-2014: The Board of Governors approves the Write Off amounts as presented for a total of \$5400.73.**

Moved by: David Miller

Seconded by: Helen Sullivan

## 12. Governance

### a. Governance Review – Draft Plan

Ms. Arychuk reviewed the briefing note provided and the proposed next steps. All aspects of the Board's governance, functionality and responsibility, including the Aurora College Act will be included in the structure of the Review. Funding for the review will be requested out of surplus.

**Action: The Terms of Reference (TOR) will be drafted for review and approval by the Board/Executive Committee. Once the TOR has been approved a Request for Proposal (RFP) will be drafted for approval by the Board/Executive Committee and a surplus request will move forward to the Board for approval.**

## 13. Research

Ms. Seccombe-Hett, Director, Aurora Research Institute was invited to the floor to present the Research section of the agenda.

### a. ARI Overview

Ms. Seccombe-Hett's update included the following highlights:

- Licensing Numbers – Projection to be highest year yet for issues licenses.
- Research – By Category and Region
- SSHRC Eligibility Application
- Research Assistant and Research Fellowship programs
- Western Arctic Research Centre (WARC)
  - Research Logistical Support
  - Upcoming Landscaping – Educational Garden
  - Outreach and Education
  - Research and Monitoring Programs
  - NWT Centre for Geomatics – Western Arctic Office proposal
- South Slave Research Centre (SSRC)
  - Science Rendezvous Event – First Ever Event, involved high school students with participation from the ENRT program and Bachelor of Education Instructors as well as other local science professionals.
  - Conoco Phillips Speaker Series
  - Outreach and Education
  - Research and Monitoring Programs
- North Slave Research Centre (NSRC)
  - Outreach and Education
  - Research and Monitoring Programs

### b. Research Advisory Council (RAC) – Update

The recently approved regulations for the RAC were provided to the Board. The Board agreed to move forward in the Fall with the call for applications to sit on the RAC and also agreed that prior to advertising a letter will be sent to all previous applicants from the 2011 call, asking them to reapply if they were still interested in sitting as a member of the Council.

### c. SSHRC/NSERC – Update

The College submitted a full institutional review application to both SSHRC and NSERC on May 26, 2014. Institutional Eligibility comes with a heightened requirement for strict adherence to the new Aurora College policies. Professional development on ethics and human ethics review boards have been scheduled. In addition, training on research policies is scheduled for the fall in service sessions at each campus. Further training opportunities will need to be explored.

### d. 50<sup>th</sup> Anniversary Planning

The Aurora Research Institute will be celebrating 50 years of research in Inuvik through what was originally established in 1964 as the Scientific Research Laboratory by the federal Department of Indian and

Northern Affairs. The Research Lab was later transferred to GNWT and became part of Aurora College in 1994. From June – December 2014 the Western Arctic Research Centre (WARC) facility will be celebrating and profiling 50 years of research. Plans to celebrate and profile the research history of Inuvik are being developed and the Board is encouraged to provide suggestions and recommendations.

The Board agreed to change the location of the November 2014 meeting to take place in Inuvik to allow the Board to take part in the 50<sup>th</sup> Anniversary of Research celebrations.

#### **14. Strategic Plan – Next Steps**

Further follow up is being sought from the Department of ECE regarding the comprehensive post-secondary review and the request for the College to delay its strategic plan development. Once further information and clarifications have been obtained, the Board will meet via teleconference to discuss and determine their next steps.

#### **15. Other Business**

##### **a. Legal Opinion – IN CAMERA**

The Board excused the Senior Staff, Executive Assistant and Board Representative for Yellowknife from the IN CAMERA session on Conflict of Interest.

**Motion#BG18-2014: To go IN CAMERA at 12:31pm on June 11, 2014.**

Moved by: Ethel Blondin-Andrew

Seconded by: Sheila O’Kane

Unanimous/Carried (June 11, 2014)

**Motion#BG19-2014: To come out of IN CAMERA at 1:45pm on June 11, 2014.**

Moved by: Helen Sullivan

Seconded by: Michael Lafferty

Unanimous/Carried (June 11, 2014)

**Motion#BG20-2014: The Board of Governors reviewed the legal opinion on conflict of interest and agreed that further clarification is required. A decision will be made at the November 2014 Board meeting.**

Moved by: Kathy Tsetso

Seconded by: Geraldine Hunter

Unanimous/Carried (June 11, 2014)

##### **b. Committee Membership**

This was an information item only at this time. Further Committee selection will be determined by motion at a later meeting.

##### **c. Board Members’ Term End Dates**

This was an information item only at this time.

##### **d. Trades Access – Tlicho Region**

Mr. Lafferty requested, with full Board agreement to include this item on the agenda under Other Business.

The College has followed up on this request as it has been previously presented by Mr. Lafferty and has communicated with Ms. Vickie Francisco, Implementation Facilitator – Training and Staff Development & Community Services manager with the Tlicho Government. Ms. McCagg-Nystrom, Vice President, Community & Extensions for Aurora College has met with Ms. Francisco and Ms. Lin Maus, Program Head, Tlicho and Yellowknife Regions for Aurora College. As further discussions happen, updates will be provided to Mr. Lafferty.

Mr. Lafferty requested the Board support through motion.

**Motion#BG28-2014: The Board of Governors endorse the establishment of a Trades Access program delivery in the Tlicho Region and that the College moves as quickly as possible to find funding and secure partnerships as needed.**

Moved by: David Miller

Seconded by: Sheila O’Kane

Unanimous/Carried (June 11, 2014)

**16. Looking Forward**

**a. June 2014 – WWW & AA**

The Board is asked to complete What Went Well (WWW) & Areas for Attention (AA) after each meeting to provide feedback on the meeting.

**17. Closing Prayer & Adjournment**

**Motion#BG29-2014: To adjourn the meeting at 5:14pm on June 11, 2014.**

Moved by: Helen Sullivan



## Board of Governors' Meeting Minutes November 18-19, 2014 Inuvik, NT

---

### In Attendance:

Sydney O'Sullivan, Chair, Board of Governors, South Slave Representative  
Ethel Blondin-Andrew, Sahtu Representative  
Kathy Tsetso, Dehcho Representative  
David Miller, Yellowknife Representative  
Sheila O'Kane, Staff Representative  
Geraldine Hunter, Student Representative  
Karen Lepine-McFeeters, Incoming Student Representative (Non-Voting)

Jane Arychuk, President, Aurora College  
Heather McCagg-Nystrom, Vice President, Community & Extensions  
Diane Reed, Vice President, Education & Training  
Jayne Murray, Manager, Communications & College Relations  
Doug Robertson, Director, Aurora Campus (As Requested/Required)  
Pippa Seccombe-Hett, Director, Aurora Research Institute (As Requested/Required)  
Celestine Starling, Acting Director of Finance/CFO (As Requested/Required)  
Heather Meacock, Executive Assistant

Joanne McGrath, Director, Education Operations & Development, ECE  
Shelley Kapraelian, Manager, Adult & Post-Secondary Education, ECE  
Ben Scott, Director, Reform & Innovation (Adult/Post-Secondary Education & Skills Training),  
ECE

### Regrets:

Paul Andrew, Elder Representative  
Michael Lafferty, North Slave Representative

#### 1. Opening Prayer

Mr. Miller opened the meeting with a prayer.

#### 2. Occupational Health & Safety - Tool Box

Mr. Robertson, Director for Aurora Campus reviewed the occupational health and safety items for the meeting attendees.

#### 3. Call to Order & Adoption of Agenda

The meeting was called to order at 8:54am on November 18, 2014 by the Board Chairperson, Ms. O'Sullivan.

**Motion#30-2014: To adopt the agenda as presented.**

Moved by: Ethel Blondin-Andrew

Seconded by: Kathy Tsetso

Unanimous/Carried (November 18, 2014)

Ms. O'Sullivan introduced Ms. Karen Lepine-McFeeters as the incoming student representative for the Board. Ms. Lepine-McFeeters's appointment is in process, she has been invited to attend the meeting as a non-voting member to transition with Ms. Hunter.



#### **4. Meeting Process**

##### **a. June 2014 – What Went Well (WWW) & Areas for Attention (AA)**

Ms. O’Sullivan reviewed the responses from the June 2014 meeting and noted a successful effort to move the Board meeting package out to Members earlier. The Board received their full package 10 days prior to the start of the meeting to allow Members time to review and prepare prior to the meeting.

##### **b. June 2014 Minutes – For Review/Approval**

**Motion#BG31-2014: To approve the Board of Governors meeting minutes from June 2014 as presented.**

Moved by: Kathy Tsetso

Seconded by: Ethel Blondin-Andrew

Unanimous/Carried (November 18, 2014)

##### **c. Action Items – June 2014**

The summary of action items were provided for information as they are included within the minutes as approved in the prior agenda item.

##### **d. Next Meeting – March 17 – 20, 2015 – Yellowknife**

- Travel on March 17, 2015 to YK
- Meeting on March 18-19, 2015
- Travel on March 20, 2015 - home

#### **5. Declarations of Interest**

There were no declarations made at this time.

#### **6. Scheduled Deputations**

##### **a. MLA Moses**

##### **b. David Miller (Polar Commission) – State of Northern Knowledge**

#### **7. Information Items**

##### **a. Correspondence Listing**

Ms. O’Sullivan referenced the listing of correspondence for the Board information.

#### **8. Members’ Round Table**

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

Ms. Blondin-Andrew highlighted the following as the Sahtu Representative:

- The Sahtu has lost two main oil and gas companies from the region – Husky and Conoco Phillips.
  - These companies have been telling leadership and business for the last couple of years that their presence in Norman Wells and the Sahtu was not a guarantee.
    - The Sahtu posed many issues for success of oil and gas:
      - Fracking issues and political atmosphere
      - Lack of training for qualified hires
      - Lack of climate readiness
    - In the wake of the decline of oil and gas activity throughout the Sahtu and the North, the Sahtu Region is looking to move forward with other opportunities for activity and development:
      - Norman Wells Elder Care Centre construction has started and will hit main stride construction in March 2015.

- Members of the community are training as Personal Support Workers to come back to the Sahtu Region once the Elder Care Centre has been completed.
- Opportunities for a partnership with Clarke Builders to have work place groups involving Aurora College students is in discussion. An agreement needs to be worked out if funding can be agreed upon and confirmed. This would provide an excellent opportunity for college students.
- A proposal has been moved forward by the newly developed Tulita District Investment Corporation (Ms. Blondin-Andrew sits as the President) for the development of a 14 km access road that would be a precursor in support of the Mackenzie Valley highway development. This proposal has been moved forward and the hope is that it will be passed, allowing for opportunities of training and work placements for the Sahtu region. This would provide valuable experience to workers for future jobs on the Mackenzie Valley highway and could provide a training opportunity for Aurora College.
- The Sahtu Region is also looking at possible opportunities to capitalize on the recent influx of tourism.
  - Possible development and construction of a Healing Centre.
  - National Park development outside of Tulita
- The Sahtu and Dehcho regions are in preliminary development for a new mine in the area for one of the world's largest lead-zinc deposits. If mine development moves forward in the regions, the North in general would benefit from employment opportunities providing training and skill development was available in the North. This would also be a possible opportunity for Aurora College to provide necessary training and skills development.

**b. North Slave Region (Mr. Michael Lafferty)**

Mr. Lafferty was not in attendance for the meeting.

**c. Yellowknife Region (Mr. David Miller)**

Mr. Miller highlighted the following as the Yellowknife Representative:

- Mr. Miller was very pleased to address staff during the orientation/in service sessions at the Yellowknife North Slave Campus in August. It is inspiring to see the commitment from staff at these events.
- Through his position with the Polar Commission, Mr. Miller was able to work closely in partnership with Aurora College to assist and organize a very successful Traditional Knowledge event in Yellowknife in September.
- Mr. Miller believes there remains a need for continued follow up on the campus facility issue for Yellowknife and possible solutions surrounding space, infrastructure and funding. Mr. Miller continues to speak to the Mayor and MLAs for Yellowknife on this issue.
  - Mr. Miller thinks programming and space needs are not being met and this is a detriment to the students.

Some Board Members suggested that other possibilities, including the revitalization of the downtown core in Yellowknife, and the rebirth of the vacant shopping mall downtown could be renovated to serve the needs of the College.

Examples of education facilities in similar type locations: Simon Fraser University  
– Vancouver, Seneca College – Toronto, University of Alberta - Edmonton

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

Ms. O’Sullivan highlighted the following as the South Slave Representative:

- As always, Ms. O’Sullivan is pleased that she has been able to participate in the convocation ceremonies and staff events such as the orientation/in service sessions earlier this year.
- Ms. O’Sullivan as the Board Chairperson attended the Minister Chairs meeting earlier this fall. While sometimes these meetings seemed to have a focus outside of our involvement, it is beneficial to take part in the meetings.
  - Aurora College needs to restructure their position at these meetings and should look at revising what information is brought and reported to the group by the College.
  - Relationships between the Divisional Education Councils and the College need to be strengthened.

**e. Dehcho Region (Ms. Kathy Tsetso)**

Ms. Tsetso highlighted the following as the Dehcho Representative:

- Ms. Tsetso has been fortunate to meet with Ms. Rosemary Gill, Regional Program Head for the Dehcho several times between meetings.
  - Ms. Gill is very active on the Regional Training Committee.
- Ms. Tsetso is excited for the upcoming construction and upgrade of the fiber optic lines and the College’s proactive involvement in determining needs for the region.
- Ms. Tsetso recently joined the President, Director of Finance/CFO and Vice President, Community & Extensions for a Risk Management Conference hosted by the Conference Board of Canada. Ms. Tsetso prepared a report on her attendance at the conference for the Board which has been provided as the Risk Management agenda item under the Finance section of the agenda.

**f. Beaufort Delta Region (Vacant)**

Currently this position is vacant and in process of being filled.

**g. Elder (Mr. Paul Andrew)**

Mr. Andrew was not in attendance for the meeting.

**h. Staff (Ms. Sheila O’Kane)**

Ms. O’Kane deferred her round table presentation to Day Two – November 19, 2014.

Ms. O’Kane highlighted the following as the Staff Representative:

- The position of the Staff Representative presents a struggle in terms of the distinction between the administrative and policy roles of the position as an employee and a Board Member representing the staff.
  - Mr. Miller commended Ms. O’Kane for the very difficult position she finds herself in and considers it to be the most difficult Board position.
- Generally Ms. O’Kane feels privileged to sit as the Staff Representative for the Board.
- Prior to each Board meeting a general email is sent out to all staff asking for communication of anything they feel should be brought to the Board’s attention – positive or negative.
- Ms. O’Kane highlighted the following as the Staff Representative:
  - Importance of speaking on both successes/positives of the College as well as the negatives.

- There is some feeling that the negatives are toned down and kept quiet, but it is important to see the blemishes too.
- There is a greater need for Aboriginal Elders to be present, seen and available to take an activate role within the College.
- Lack of base funding for programs, especially for the Aurora Campus in Inuvik.
  - Uncertainty when programs are running from year to year.
  - Uncertainty for staff who are hired/renewed on terms from year to year based on program funding not being known.
- Food banks for students for all three campuses (seems to be unique to the Yellowknife North Slave Campus)

The Board skipped forward to section #11. a) Financial Statements – Presentation of the Office of the Auditor General

**i. Student (Ms. Geraldine Hunter)**

Ms. Hunter highlighted the following as the Student Representative:

- Student sessions with the President and Board Student Representative at each Campus:
  - Yellowknife North Slave Campus student housing and the College's housing policy which does not allow Yellowknife resident students to qualify for housing.
  - Thebacha Campus housing:
    - Allowance of pets in housing (single family housing) – exploring options of additional pet deposit.
    - Issues with units not being repaired or maintained properly.
      - Students were delayed getting into housing due to repairs needed and cleanliness issues.
      - The President has already taken these issues right back to staff and will follow up further.
  - Yellowknife North Slave Campus parking – limited spaces, costs and allocation of the available spots.
  - Social Work Degree Program – development being sought by students.
  - Student Food Banks on campuses – currently the Yellowknife North Slave Campus has a student food bank in addition to what is available in each community.
  - Board Christmas Donations – Ms. Hunter has requested the Board review their previous donation of \$300.00 per campus and asked they consider raising this amount.
  - Spring Break dates for schools, specifically for the South Slave do not coordinate with the College's dates.
    - The President has spoken in previous years with the Superintendent of Schools for the South Slave region and will look to speak with them again as well as the principals of the schools as the difference in breaks impacts those students with children attending school and can affect the student's attendance to College programming. **(ACTION ITEM)**
  - A student has questioned whether, providing all licenses, registration and training are in current, if personal fire arms can be used within the Environment & Natural Resources Program.

- The College is looking into this request further internally and with risk management.
- Student issue at the Yellowknife North Slave Campus based on a misunderstanding that the student was thought to be a homeless person hanging out in the lobby of the campus after hours. It was a misunderstanding and apologies have been issued by the staff member involved as well as consultations between the student and the Director, Student Services.
  - The Campus has been having issues with homeless people entering and being on campus both during regular class hours and after hours as well as residences.

## 9. President's Update

Ms. Arychuk was invited to present the President's Update, highlighting the following items in addition to those included as individual agenda items within the President's Update section:

- Ministerial Literacy Awards
- Access Program Redesign
- Student Records System Project
- Student Orientations
- Common Experience Educational Credits – Payments
- Internship Program
- Coffee with the President meetings at each campus with students
- Community Essential Skills – Deliveries
- Participation in Regional Training Committees
- Research – Education & Training Division
  - After Degree – Bachelor of Education
  - Information Technology Program
  - Dual Credits
- Community & Extensions Division
  - Third Party Deliveries Project
  - ASET Planning meeting
- Skills 4 Success Initiative – through ECE
  - President sits on the Steering Committee
  - Vice President, Community & Extensions sits on the Advisory Committee
  - College Representatives sit on each of the four working groups
- Pan Territorial Framework for Industrial Training (PFIT)
  - Three northern colleges – Aurora College, Yukon College, Nunavut Arctic College
  - Multiple entry points to training and employment
    - Delivery of skills trade training to meet labour market/industry demands
    - Skills upgrading programming availability for existing workers
- Commitment to Partnerships
- Prominent Research Institute
  - SSHRC and NSERC eligibility
  - Government of the Northwest Territories (GNWT) Science Agenda Research Partnerships
  - 50<sup>th</sup> Anniversary of Research in Inuvik
- Commitment to Aboriginal Cultures and Perspectives

- Traditional Knowledge Symposium sponsor
- On the land experiences through programming
- Government of the Northwest Territories (GNWT) Traditional Knowledge Report
- Elders' Council
- Indigenous Education Protocol for Colleges and Institutes – Colleges and Institutes Canada (CICan - formerly the Association of Canadian Community Colleges(ACCC))
- Aboriginal Traditional Knowledge and Intellectual Property – internal discussion paper
- Compendium of Research in the NWT – focused on 10 years of Traditional Knowledge research
- Degree Opportunities
- Marketing of Aurora College through celebration events, trade shows, advertising, distribution listings, etc.
- Occupational Health & Safety (OH&S) – college wide
- GNWT Mandatory Staff Training

**a. Projects**

- **Regional Training - BN – For Information Only**

Ms. Arychuk noted that in response to the Board's request for more information on regional training and programming, general briefing notes for all regions were included in the Board meeting material and the additional detailed information for each specific region was provided directly to the specific regional Board representative. A hard copy package, including the detailed information for each region was available for Board Members to look at.

- **Video Conferencing Pilot Activities – BN – For Information Only**

- Pilot activities are operational and include:
  - Office Administration Program – two courses between Aurora and Thebacha Campus
  - Planned deliveries into the Beaufort Delta communities
  - College wide meetings and training
- The pilot activities will allow for evaluation of the success of videoconferencing as an educational teaching technology available to the College.
  - An evaluation framework has been developed and students from the initial pilot activities have participated in focus groups providing feedback.
  - The College is considering an extension of the pilot activities into the winter semester.

- **SharePoint Implementation Projects – BN – For Information Only**

- A SharePoint portal has been established and a core group of College staff has been trained in the use of SharePoint.
- A number of SharePoint Sites (collections of related materials) have been established and launched on a pilot basis through various staff user groups within the College.
- Feedback received from the user groups and pilot sites will allow the College to expand the use of SharePoint and in addition will enable the current users, providing them with more confidence in the use of the new portal. This in turn will allow staff to train and develop other staff on the use of SharePoint.

- **NABE Update – BN – For Information Only**

- The Interim Northern Adult Basic Education (NABE) Program Annual Report for 2013-2014 was completed and submitted as part of the funding agreement to the Canadian Northern Economic Development Agency (CanNor) earlier this year.
  - Of the outputs and outcomes that could be reported on for 2013-2014, 35 of 37 (95%) were fully completed or positive.
  - Pan-Territorial NABE Symposium event took place in Whitehorse earlier this year where Aurora College took the lead on 10 separate planning activities.
    - The Symposium was attended by a total of 258 delegates from across the three territories.
  - Outputs and outcomes include:
    - SharePoint site creation and test pilot user groups.
    - Implementation of the Adult Recognition Model (ARM).
    - Formalization of the Foundations for Success course under the ALBE Program.
    - Development and formalization of the community-based Essential Skills courses.
    - Successful In Service sessions for all staff, hosted at each of the three campus facilities, earlier this fall.
    - Student Success Video development.
    - Recognition of Prior Learning Accredited Pathways.
      1. The accreditation pathways framework and 10 pathways were developed in 2012-2013 and 2013-2014 under the NABE project priorities.
    - Formalization of the Aurora College Access Program Redesign Working Committee.
    - The annual NABE Education Partners meeting is scheduled for February 2015.

- **Student Services Review – Update**

- The report is in the final stages prior to public release.
  - The report consists of an executive summary, eight appendices and 23 recommendations with a number of potential activities intended to support each of the recommendations.
  - Next Steps:
    - Senior Leadership Response
    - Re-establishment of Working Group to develop an action plan
- In response to the recommendations and the operational need to move forward with staffing, a group of job descriptions were rewritten and submitted to job evaluation.
  - Vice President, Student Affairs – reclassification from the original position of Director, Student Services. The job description was revised to include the huge responsibilities of Risk Management and Occupational Health and Safety as the College lead and Senior Leadership Team representative on this items.

- Director, Aurora Campus – rewritten to be in line with the other campuses, however will remain on the Senior Leadership Team, providing a voice for Aurora Campus at this table.
- The Campus Manager positions for the Thebacha and the Yellowknife North Slave campuses were rewritten to be reflective of the requirements of the position, including risk management and occupational health and safety responsibilities and reclassified to Directors, all reporting to the Vice President, Student Affairs.

- **Housing Review – Update**

The Housing Review was independently undertaken and completed by the Program Review Office of the Government of the Northwest Territories (GNWT) with consultation from key staff as deemed required by the Program Review leads. The review has concluded and the report has been provided in draft to the Housing Review Steering Committee and as yet has not been finalized or released.

#### **b. Programs**

- **Trades Programming – Behchoko – BN – For Information Only**

Ms. Arychuk reviewed the briefing note provided to the Members, explaining that at this time it was not feasible. As this request was led by Mr. Lafferty the North Slave Representative of the Board additional contact had been made with Mr. Lafferty to follow up and provide detailed information. Regional contacts and Aurora College staff researched the possibilities of running this program and were all in agreement of the current outcome.

- **Process & Timelines for New Program Requests – For Information Only**

Ms. Arychuk reviewed the briefing note and timeline provided to the Members. The documents demonstrate a very detailed process to move forward with a new program. A suggestion was made to include the list of possible time factors on the timeline diagram, adjacent to respective activity, showing the full picture and involvement required on one document for quick reference.

#### **c. Communication**

- **Annual Report (Draft) – For Review/Approval**

The draft document will go through several more reviews, internally and with the Office of the Auditor General (Audit Team). Space has been allocated and left blank for insertion of the Financial Statements once finalized and approved.

The Board would like to see a message from the Board of Governors added to the standard layout of the Annual Report. The Board needs to be featured as part of Aurora College. **(ACTION ITEM)**

- **Press Releases – For Information Only**

There have been no formal press releases since the June 2014 Board meeting.

- **Newsletter**

The newsletter is provided for information only. Over the last year the participation and input from staff in the publication of the newsletter has increased substantially and the Communications Division has increased the publication number to five times a year and look for continued input and involvement of all staff.

#### **d. Student Services**

- **Enrolment Statistics – For Information Only**

Ms. Arychuk reviewed the enrolment statistics provided to the Board as an information item.



## 10. Education, Culture & Employment (ECE) Update

**Joanne McGrath, Director, Education, Operations & Development, ECE**

**Shelley Kapraelian, Manager, Adult & Post-Secondary Education, ECE**

Ms. McGrath and Ms. Kapraelian were invited to present the highlights for ECE, which included:

- Items raised in the recent Cabinet sitting of the House in the Legislative Assembly.
- The Department's working partnership with Aurora College.
- Student Record System for Aurora College
  - Need to work together to resolve the deficiencies and move forward to meet the needs, recognizing this is not a capital planning funding priority for the Government of the Northwest Territories
- Occupational Health and Safety
- Education Renewal and Initiative (K-12)
- Congratulations to the College and the Aurora Research Institute on the 50<sup>th</sup> Anniversary of Research celebrations.

The Board skipped forward to section #12. Governance.

### a. Skills 4 Success Presentation

**Benjamin Scott, Director, Reform & Innovation (Adult/Post-Secondary Education & Skills Training), ECE**

Mr. Scott presented a power point presentation to the Board on the project formerly known as the Post-Secondary Comprehensive Review that was an action outcome from the Aurora College Assessment. The presentation will be provided electronically for distribution to the Board Members.

The purpose of the project is to be evidence based to impact and assist with the decisions to be made for education of the future, from K-12 through post-secondary.

Aurora College staff members are part of several different working/steering committees of this review. The Board will continue to receive updates.

The Board skipped forward to section #13. Research.

## 11. Finance

### a. Financial Statements – Year Ending June 30, 2014 (Office of the Auditor General of Canada)

**Mr. Guy LeGras, Principal, Office of the Auditor General of Canada**

**Mr. David Irving, Director, Office of the Auditor General of Canada**

Mr. LeGras and Mr. Irving joined the Board via teleconference as did Ms. Celestine Starling, Acting Director of Finance/CFO with Aurora College and Ms. Louise Lavoie, Assistant Comptroller General, Department of Finance, Government of the Northwest Territories.

The Financial Statements were not available for presentation to the Board. There have been significant issues surrounding annual leave and severance liabilities, particularly of past employees that have delayed finalizing the Audit. The Audit Team, Aurora College and the Government of the Northwest Territories (Human Resources and Education, Culture and Employment) have been working collaboratively to resolve these issues. There has been a lot of work done to review calculations line by line and gather the required information to confirm/deny calculations are now correct. A huge thank you to Ms. Raffai and the College Finance Division. The Audit is expected to be completed within the next couple of weeks and can then be presented to the Board of Governors.

The College has already been granted a 60 day extension of Annual Reporting and therefore cannot request an additional extension. A formal notification of the delay will be provided to Minister, Education, Culture and Employment requesting notification be made to the Minister of Finance for the Government of the Northwest Territories. **(ACTION ITEM)**

Once the Financial Statements have been presented and approved by the Board they will be inserted into the final draft of the Annual Report for final approval and submitted to the Minister, Education, Culture and Employment.

**b. BOG Budget Forecasting**

The Board reviewed the projections of expenditures based on upcoming expenses of the Board and those in past years for similar items. The Board Members are still concerned that allocation of Professional Development funding has not been added to the base budget for the Board. The Board would like to see the \$10,000 allocated currently from surplus for this year to be a standing budget allocation from base for the Board. **(ACTION ITEM)**

A suggestion was also made that to serve Board Members as a group it might be more feasible to bring in a facilitator on particular items of interest to the Board to serve all Board Members, rather than sending one or two out on professional development sessions.

**c. Surplus – Overview Document – For Information Only**

Ms. Arychuk spoke to the prepared surplus documents in response to the Board's request at the June 2014 meeting.

The Board returned to section #10. A) Skills 4 Success Presentation

**d. Risk Management**

Ms. Tsetso spoke to her attendance with the President and Director of Finance/CFO recently at a Risk Management Conference and prepared a one page summary report which was provided to the Board Members under this agenda item as an information item.

The College is actively working on the Risk Management education, training and structure required.

**12. Governance**

**a. Governance Review**

**• Terms of Reference – For Review/Approval**

Ms. O'Sullivan and Ms. Arychuk spoke to the project and reviewed the Draft Terms of Reference and the Request for Proposal provided to the Board. Over the past couple of years with work being done on Aurora College bylaws, policies and procedures it has become apparent that work needed to be done on the Board Governance bylaws, policies and procedures to assist the efficient and effective functioning of the Board. The restructuring of the Board's Governance began several years ago with Mr. Terry Weninger facilitating the initial changes and Ms. Lani Cooke, a former Board Member working on the Board orientation package. The Board is now at the point that a facilitator needs to be brought in to look at Board Governance in full and work with the Board and Senior Management to establish current, up-to-date Board bylaws, policies and procedures.

**Motion#BG32-2014: The Board of Governors approves the Terms of Reference for a Board Governance review as presented with the noted changes to the membership of the Steering Committee Members to include the following:**

- South Slave Representative (Board Chairperson)
- Yellowknife Representative
- Dehcho Representative
- Student Representative

Moved by: Kathy Tsetso

Seconded by: Geraldine Hunter

Unanimous/Carried (November 18, 2014)

**b. Policy & Programs Committee – Minutes for Approval**

Mr. Miller was invited to the floor to Chair the Policy & Programs Committee section of the agenda. Mr. Miller was asked to speak to the draft minutes presented to the Board for approval. The Policy & Programs Committee deferred the Business Administration Program Review Report and Responses to the full Board.

**Motion#BG33-2014: The Board of Governors approves the Policy & Programs Committee minutes from the October 29, 2014 teleconference as presented.**

Moved by: David Miller

Seconded by: Geraldine Hunter

Unanimous/Carried (November 18, 2014)

**• Business Administration Program Review – Report & Responses**

Ms. Reed was invited to the floor to present the briefing note provided to the Board and discuss the full report and proposed responses for approval. The Policy & Program Committee felt this was an important review highlighting both positives and negatives of the program that the full Board was able to review.

**Motion#BG34-2014: The Board of Governors approves the responses to the Business Administration Program Review as prepared by the Steering Committee.**

Move by: Geraldine Hunter

Seconded by: Kathy Tsetso

Carried (4 votes for; 1 member abstained) (November 18, 2014)

**• President's Evaluation Policy**

Ms. O'Sullivan was asked to review the status of the policy for the President's Evaluation. This policy has been in development and vetted through the Policy & Programs Committee. It was felt in the last draft that consideration needed to be given to include full Board input into the evaluation process prior to finalization and submission to the Department of Education, Culture & Employment. The Committee requested additional revisions and the revised draft policy is expected to come back to the Committee prior to the March 2015 Board meeting. Ms. O'Sullivan will look to make further revisions and bring back. **(ACTION ITEM)**

The Board skipped forward to section #15.b) International Travel.

### 13. Research

Ms. Seccombe-Hett was invited to the floor to present the research section of the agenda.

**a. Aurora Research Institute (ARI) Overview**

Ms. Secombe-Hett highlighted the following as her overview for the Aurora Research Institute:

- 50<sup>th</sup> Anniversary of Research - celebrations
  - Community Outreach
  - Summer BBQ with staff and researchers (during staff In Service)
  - Movie nights – October and November
  - Storytelling
  - Anniversary newspaper insert
  - Regional events at each campus – Research Centres
- Satellite tours
- Research licenses and research activity
- Research Compendiums and electronic access
- Traditional Knowledge Research compendium – released at the Symposium held in Yellowknife earlier this year.
- Regional Research Centres
  - The Western Arctic Research Centre (WARC) has joined as an Observer, the International Association of Research Sites for Polar Research Facilities which provide logistically support.
  - Science Outreach
  - Speaker Series
  - Robotics Club – Inuvik

**b. Research Advisory Council (RAC) – Membership Screening (IN CAMERA)**

The Board will look at both the membership applications for the Beaufort Delta Representative and the Research Advisory Council member applications as IN CAMERA together.

**Motion#BG39-2014: To move IN CAMERA at 1:05pm on November 19, 2014.**

Moved by: Sheila O’Kane

Seconded by: Ethel Blondin-Andrew

Unanimous/Carried (November 19, 2014)

**Motion#BG40-2014: To come out of IN CAMERA at 2:10pm on November 19, 2014.**

Moved by: Sheila O’Kane

Seconded by: Kathy Tsetso

Carried (Mr. Miller was not present) (November 19, 2014)

**Motion#BG41-2014: To move IN CAMERA at 2:14pm on November 19, 2104.**

Moved by: Sheila O’Kane

Seconded by: Kathy Tsetso

Unanimous/Carried (November 19, 2014)

**Motion#BG42-2014: To come out of IN CAMERA at 2:36pm on November 19, 2014.**

Moved by: Ethel Blondin-Andrew

Seconded by: Sheila O’Kane

Unanimous/Carried (November 19, 2014)

**Motion#BG43-2014: The Board of Governors recommends to the Minister, Education, Culture and Employment that Ms. Mary Beckett of Inuvik be appointed as the Beaufort Delta Representative on the Aurora College Board of Governors.**

Moved by: David Miller

Seconded by: Kathy Tsetso

Carried (3 votes for; 2 votes against) (November 19, 2014) **(ACTION ITEM)**

**Motion#BG44-2014: The Board of Governors appoints Mr. Jim Martin as the Social Science Representative on the Research Advisory Council of the Board. (ACTION ITEM)**

Moved by: David Miller

Seconded by: Ethel Blondin-Andrew

Unanimous/Carried (November 19, 2014)

**Motion#BG45-2014: That select Board Members and Senior Staff will contact potential nominees to seek interest in serving on the Research Advisory Council. (ACTION ITEM)**

Moved by: Ethel Blondin-Andrew

Seconded by: David Miller

Unanimous/Carried (November 19, 2014)

The Board returned to the item of the Christmas donation to the student Christmas programs at each campus by the Board in lieu of spending money on Christmas cards.

**Motion#BG-46-2014: The Board of Governors will contribute \$1000.00 per campus for a one time donation to the 2014 Student Christmas Programs on each campus.**

Moved by: Kathy Tsetso

Seconded by: Ethel Blondin-Andrew

Unanimous/Carried (November 19, 2014)

The Board skipped forward to section #15. c) Committee Membership

#### **14. Other Business**

##### **a. Legal Opinion – Follow up from June 2014 meeting**

Mr. Miller originally requested a legal opinion be sought on the possible conflict if Mr. Miller was to sit on the Research Advisory Council (RAC) in any role, would he be in conflict or perceived conflict with his employment with the Canadian Polar Commission. Mr. Miller has rescinded his initial agreement to not sit in any capacity on the RAC and would like the Board to reconsider this matter to allow the option be available if he was interested.

Mr. Miller has asked the Board to consider ruling on the following:

1. Whether Mr. Miller could serve on the Research Advisory Council in any capacity?
2. Is Mr. Miller's current employment with the Canadian Polar Commission seen as conflict or perceived conflict? How does the Board want to move forward?

Ms. O'Sullivan will follow up further with the Canadian Polar Commission to obtain details of Mr. Miller's position and responsibilities. **(ACTION ITEM)**

**Motion#BG48-2014: To go IN CAMERA at 3:19pm on November 19, 2014. Mr. Miller was excused from the meeting.**

Moved by: Kathy Tsetso

Seconded by: Sheila O'Kane

Unanimous/Carried (November 19, 2104)

**Motion#BG49-2014: To come out of IN CAMERA at 3:24pm on November 19, 2014. Mr. Miller was invited back to the meeting.**

Moved by: Ethel Blondin-Andrew

Seconded by: Geraldine Hunter

Unanimous/Carried

**Motion#BG50-2014: The Board of Governors agreed to defer the matter of conflict (possible or perceived) until the March 2015 Board meeting when more information is available and the Director, Aurora Research Institute is available to participate in the discussion with the Board.**

Moved by: Kathy Tsetso

Seconded by: Geraldine Hunter

Unanimous/Carried (November 19, 2014)

**b. International Travel – For Review/Approval**

- **Aurora Research Institute**

**Motion#BG35-2014: The Board of Governors recommends to the Minister of Education, Culture & Employment, approval of international travel for Ms. Pippa Seccombe-Hett, Director, Aurora Research Institute to attend meetings with JOGMEC in Japan in March 2015. (ACTION ITEM)**

Moved by: Kathy Tsetso

Seconded by: Sheila O’Kane

Unanimous/Carried (November 18, 2014)

- **School of Education**

**Motion#BG36-2014: The Board of Governors recommends to the Minister of Education, Culture & Employment, approval of international travel for Mr. Jeff O’Keefe, Instructor, Bachelor of Education and Mr. Mike Pickles, Program Head, Bachelor of Education to attend the Society for Information Technology and Teacher Education (SITE) Conference from March 1-6, 2015 in Las Vegas, Nevada, United States. (ACTION ITEM)**

Moved by: David Miller

Seconded by: Geraldine Hunter

Unanimous/Approved (November 18, 2014)

- **School of Business & Leadership**

**Motion#BG37-2014: The Board of Governors recommends to the Minister of Education, Culture & Employment, approval of international travel for Ms. Hilary LeRoy-Gauthier, Acting Program Head, and Business Administration Program to attend the Lilly Conference Series on College and University Teaching and Learning from February 19-22, 2014 in Newport Beach, California, United States. (ACTION ITEM)**

Moved by: David Miller

Seconded by: Sheila O’Kane

Unanimous/Carried (November 18, 2014)

The Board returned to Agenda #8 Members Round Table to conclude with Ms. O’Kane’s round table.

**c. Committee Membership**

**Motion#BG47-2014: The Board of Governors approves Ms. Kathy Tsetso to sit as a member of the Finance Committee of the Board and the incoming Student Representative to sit as a member of the Policy and Program Committee of the Board.**

Moved by: Ethel Blondin-Andrew

Seconded by: Geraldine Hunter

Unanimous/Carried (November 19, 2014)

**d. Board Members' Term End Dates**

- **Beaufort Delta Representative Membership – Screening (IN CAMERA)**

This agenda item was revised and completed in conjunction with the membership screening for the Research Advisory Council – section #13.b).

**15. Looking Forward**

**a. March 2015 – WWW & AA**

**16. Closing Prayer & Adjournment**

The Board thanked Mr. Doug Robertson for his time with Aurora College and wished him well on his upcoming retirement.

The Board thanked Ms. Geraldine Hunter for her service on the Board as the Student Representative. This is Ms. Hunter's last meeting. Ms. Tsetso requested that the Board consider presenting Members at the end of terms with a gift of thanks and appreciation.

Mr. Miller closed the meeting with a prayer.

**Motion#BG51-2014: To adjourn the Board of Governors meeting at 3:36pm on November 19, 2014.**

Moved by: Ethel Blondin-Andrew

Unanimous/Carried



## Board of Governors' Minutes Teleconference December 15, 2014

- In Attendance:**
- Sydney O'Sullivan, Chairperson, Board of Governors  
Ethel Blondin-Andrew, Chairperson, Finance Committee  
Paul Andrew, Elder Representative  
Kathy Tsetso, Dehcho Representative  
Sheila O'Kane, Staff Representative
- Jane Arychuk, President, Aurora College  
Celestine Starling, Acting Director of Finance/CFO  
Heather Meacock, Executive Assistant
- Guy LeGras, Principal for the Auditor General of Canada  
David Irving, Director, Office of the Auditor General of Canada  
Louise Lavoie, Assistant Comptroller General, Department of Finance, Government of the Northwest Territories
- Regrets:**
- David Miller, Chairperson, Policy & Programs Committee  
Michael Lafferty, North Slave Representative  
Geraldine Hunter, Student Representative

### 1. Call to Order & Adoption of Agenda

The teleconference was called to order by Ms. Blondin-Andrew, Chair of the Finance Committee of the Board of Governors, at 10:40am on December 15, 2014.

**Motion#BG52-2014: The Board of Governors adopts the agenda as presented.**

Moved by: Kathy Tsetso

Seconded by: Paul Andrew

Unanimous/Carried (December 15, 2014)

### 2. Presentation of the Financial Statements – Audit Team, Office of the Auditor General of Canada

Mr. LeGras and Mr. Irving from the Office of the Auditor General of Canada joined the Board via teleconference along with Ms. Lavoie from the Department of Finance, Government of the Northwest Territories for the presentation of the financial statements for Aurora College for the year ending June 30, 2014. The presentation of the Financial Statements highlighted the key areas of the audit, noting significant audit focus areas of:

- Liability for Employee Leave – Former Employees
- Liability for Pension Contributions for part-time Instructors
- Liability for Employee Severance
- Confirmations of funds received with the Department of Education, Culture and Employment

The Audit Team has completed the audit, and with approval of the Financial Statements presented, will move forward with the signing off of the Audit and Audit Report.



**Motion#BG53-2015: The Board of Governors approves the Financial Statements for the year ending June 30, 2014 for Aurora College as presented.**

Moved by: Kathy Tsetso

Seconded by: Paul Andrew

Unanimous/Carried (December 15, 2014)

**3. Annual Report – Final Draft**

**Motion#BG54-2014: The Board of Governors approves the final draft of the Annual Report as presented, noting the approved and signed Financial Statements and Audit Report will be inserted into the draft in the allocated spaces for final approval from the Audit Team.**

Moved by: Paul Andrew

Seconded by: Sheila O’Kane

Unanimous/Carried (December 15, 2014)

**4. Other Business**

The Board originally was hoping to follow up and review additional applications for membership on the Research Advisory Council. This item has been deferred to allow Board Members and Senior Staff additional time to successfully contact possible candidates for a submission.

Happy Holidays, Merry Christmas and Happy New Year to everyone.

**5. Adjournment**

**Motion#55-2014: To adjourn the meeting at 11:31am on December 15, 2014.**

Moved by: Sheila O’Kane

Carried (December 15, 2014)