



## Board of Governors' Meeting Minutes February 17-18, 2016 Yellowknife, NT

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**In Attendance:**

- Kathy Tsetso, Chairperson, Board of Governors**
- Mary Beckett, Chairperson, Finance Committee**
- David Miller, Chairperson, Policy & Programs Committee**
- Lynn Napier-Buckley, South Slave Representative**
- Sheila O'Kane, Staff Representative**
- Olga Aviugana, Student Representative**
- Jane Arychuk, President, Aurora College**
- Heather Meacock, Executive Assistant**

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.

**1. Opening Prayer**

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

The layout of the meeting facility was reviewed, including washrooms and fire exists. The campus building has experienced multiple glycol leaks over the last several months, the latest on Tuesday (February 16, 2016) morning. The Board was reminded of safety precautions in the leak area.

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

**Motion#BG01-2016: To adopt the agenda as presented, noting that Mr. Arnold Whitzig, founder of Arctic Inspirations Prize will be joining the Board at 4:30pm on February 17, 2016.**

Moved by: Mary Beckett

Seconded by: David Miller

Unanimous/Carried (February 17, 2016)

**4. Meeting Process**

**a. Action Items (November 2015) - Summary & Status**

**b. Email-Fax Poll - Summary**

**c. Next Meetings**

- Committee meetings – week of May 16, 2016
- Board & Research Advisory Council Meeting – June 2016
  - June 6 & 10 – travel
  - June 7 – Research Advisory Council
  - June 8-9 – Board Meeting

**5. Declarations of Interest**

No declarations were made.

**6. Scheduled Deputations**

**a. Polar Knowledge Canada Presentation (David Miller) – February 17, 2016**

**b. Mr. Arnold Whitzig, Arctic Inspirations Prize – February 17, 2016**

## 7. Board Correspondence

Correspondence is provided to the Board as and when it is received or sent, as required.

## 8. Members' Round Table

### a. Conference Report (Crown Corporate Governance Session January 2016) – Kathy Tsetso

The Board agreed that a presentation on risk management as related to the College and GNWT would be beneficial. A presentation will be looked at for the fall, possibly as part of a Board Retreat or Board meeting.

Other items noted for the round table included:

- Student Representative – possible changes to length of appointment, and or number of student representatives appointed
- Student Videos – 'A Day in the Life' of an occupation that result from various college programs to assist students in making choices. Recently a student who graduated a program, obtained a position and realized after they started working that it was not at all what they thought the occupation would be and have since resigned. Other institutions have videos showing a day in the life of a variety of occupations, to give the student a sense of what jobs would be available and what they are like.
- Community Counsellor Supports
  - How to make available and work collaboratively with community partners?
  - Victim services presentation at the start of each academic year?
  - Possibly a 'Mandatory' training session for Student Services Division and/or front line staff
  - Healthy Living ideas

## 9. President's Update

### a. Community & Extensions – Information Items

- Access Redesign
- Northern Adult Basic Education (NABE)
- Regional Deliveries & Continuing Education

### b. Education & Training – Information Item

- Mining Industry – New Programs

### c. Student Services – Information Items

- Enrolments
- Student Information System (SIS)

## 10. Risk Management – Update (IN CAMERA)

**Motion#BG02-2016: To go IN CAMERA at 11:33am on February 17, 2016.**

Moved by: David Miller

Seconded by: Mary Beckett

Unanimous/Carried (February 17, 2016)

**Motion#BG03-2016: To come out of IN CAMERA at 11:39am on February 17, 2016.**

Moved by: David Miller

Seconded by: Mary Beckett

Unanimous/Carried (February 17, 2016)

## 11. Education, Culture & Employment (ECE)- Update

The Board was joined by Mr. David Stewart, Deputy Minister; Mr. Andy Bevan, Assistant Deputy Minister, Labour & Income Security; and Mr. Olin Lovely, Assistant Deputy Minister, Corporate Services from the Department of ECE. The presentation items included the following:

- Legislative Change Process and Overview
  - Budget & Accountability Framework

- Financial Administration Act – Changes and their implications
- Skills 4 Success – Actions and strategic framework

## **12. Finance**

### **a. Finance Committee Minutes – January 19, 2016 – For Approval**

**Motion#BG04-2016: The Board approves the Finance Committee minutes from January 19, 2016 as presented including all recommendations.**

**Motion#FC02-2016: The Finance Committee recommends to the Board of Governors, approval to allocate \$90,000 from surplus, extended over two fiscal years to cover the cost of developing a Strategic Plan for Aurora College as presented.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (February 17, 2016)

### **b. BOG Budget Forecasting**

As a standing item at each meeting, the Board reviews the projected and actual expenditures for the Board of Governors' budget.

## **13. Governance**

### **a. Policy & Programs Committee Minutes – January 18, 2016 – For Approval**

**Motion#BG05-2016: The Board approves the Policy & Programs Committee minutes from January 18, 2016 as presented including all recommendations.**

**Motion#PC02-2016: The Policy & Programs Committee recommends to the Board of Governors, approval of the revisions to the Office Administration Program as presented.**

**Motion#PC03-2016: The Policy & Programs Committee recommends to the Board of Governors approval of the revisions to the Social Work Diploma Program as presented.**

**Motion#PC04-2016: The Policy & Programs Committee recommends to the Board of Governors approval of the revised policy C.50 Academic Freedom as presented.**

**Motion#PC05-2016: The Policy & Programs Committee recommends to the Board of Governors approval of the revised policy H.01 Rental of Heavy Equipment as presented.**

Moved by: David Miller

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (February 17, 2016)

### **b. Governance Handbook – Committee Terms of Reference Review (Workshop Session)**

## **14. Research Update**

### **a. Research Advisory Council – Update – Information Item**

### **b. Research Fellowship & Research Assistant Funding – For Approval**

**Motion#BG06-2016: The Board of Governors approves the recommended total of \$40,000 to be granted under the Research Assistant and Research Fellowship programs in 2016. A listing of the recipients will be provided to the Board at the June 2016 meeting.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (February 17, 2016)

### **c. Transnational Access to Western Arctic Research Centre (WARC) – Information Item**

### **d. Canada Foundation for Innovation (CFI) – Information Items**

- Proposal with Canadian Network of Northern Research Operators (CNNRO)
- Proposal Data Infrastructure

### **e. Aurora Research Institute (ARI) Strategic Planning – Update – Information Item**

**f. Request for Changes to Scientist Act Regulations**

The College is working with ECE to work through changes/revisions to the administrative regulations of the Act at this time to resolve the immediate issues with the legislation. The process to amend the regulations will not involve opening the Act and will allow for a quicker resolution. In future when the legislation is opened, additional consultation will take place for more extensive changes.

**15. Strategic Plan Process**

The Board reviewed the recommendation made by the Finance Committee for a funding request of \$90,000 from surplus to be extended over two fiscal years to cover the costs associated with the Strategic Planning process for Aurora College and agreed to approve through a separate individual motion in addition to the Finance Committee minutes approved earlier in the meeting.

**Motion#BG07-2016: The Board of Governors approves the allocation of \$90,000 from surplus, extended over two fiscal years to cover the cost of developing a Strategic Plan for Aurora College as presented.**

Moved by: Kathy Tsetso

Seconded by: Lynn Napier-Buckley

Carried (1 member abstained) (February 17, 2016)

**16. Other Business**

**a. Convocation Ceremonies – Board Attendance**

- Thebacha Campus (Fort Smith) – April 22, 2016
- Yellowknife North Slave Campus (Yellowknife) – April 30, 2016
- Aurora Campus (Inuvik) – May 4, 2016

**b. International Travel Requests**

**Motion#BG08-2016: The Board of Governors recommend to the Minister of Education, Culture & Employment that international travel be approved for Ms. Heidi Melenchuk, Director of Finance/CFO and Ms. Renee Watts, Manager of Accounting, Budgeting and Inventory, to attend the International Multiview Users' Group (IMUG) 2016 training sessions from June 12-15, 2016 in Austin, Texas, United States.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (February 17, 2016)

**Motion#BG09-2016: The Board of Governors recommend to the Minister of Education, Culture & Employment that international travel be approved for Ms. Betty-Ann Marriott, Instructor of Health Programs, to attend the International Nursing Association for Clinical Simulation and Learning Conference from June 15-18, 2016 in Grapevine, Texas, United States.**

Moved by: Lynn Napier-Buckley

Seconded by: Mary Beckett

Unanimous/Carried (February 17, 2016)

**Motion#BG10-2016: The Board of Governors recommend to the Minister of Education, Culture & Employment that international travel be approved for Ms. Heather Fikowski, Instructor of Social Work, to attend the Joint World Conference on Social Work Education and Social Development from June 27-30, 2016 in Seoul, Korea.**

Moved by: Mary Beckett

Seconded by: David Miller

Unanimous/Carried (February 17, 2016)

**c. Committee Membership**

The Board will defer elections until additional members have been appointed.

**d. Board Members' Term End Dates - For Information**

- **Staff Representative – Tenure**

The Board agreed that the Staff Representative appointment will be for two years with an option of an extension for one additional year.

- **Vacancy Update**

**Motion#BG11-2016: To go IN CAMERA at 3:03pm on February 17, 2016.**

Moved by: Lynn Napier-Buckley

Seconded by: David Miller

Unanimous/Carried (February 17, 2016)

**Motion#BG12-2016: To come out of IN CAMERA at 3:43pm on February 17, 2016.**

Moved by: Lynn Napier-Buckley

Seconded by: Mary Beckett

Unanimous/Carried (February 17, 2016)

**17. Looking Forward**

**18. Closing Prayer & Adjournment**

**Motion#BG13-2016: To adjourn the Board of Governors meeting at 3:20pm on February 18, 2016.**

Moved by: Mary Beckett

Unanimous/Carried (February 18, 2016)

**In Attendance:** Kathy Tsetso, Chairperson, Board of Governors  
Mary Beckett, Vice-Chairperson, Board of Governors  
Sheila O’Kane, Staff Representative  
Olga Aviugana, Student Representative  
Jane Arychuk, President, Aurora College  
Heather Meacock, Executive Assistant

**Regrets:** Lynn Napier-Buckley, South Slave Representative

**1. Call to Order**

The meeting was called to order at 4:10pm on March 8, 2016 by the Chairperson.

**2. Board Vacancy Membership Screening (IN CAMERA)**

**Motion#BG14-2016: To go IN CAMERA at 4:11pm on March 8, 2016.**

Moved by: Mary Beckett

Seconded by: Sheila O’Kane

Unanimous/Carried (March 8, 2016)

**Motion#BG15-2016: To come out of IN CAMERA at 4:25pm on March 8, 2016.**

Moved by: Mary Beckett

Seconded by: Sheila O’Kane

Unanimous/Carried (March 8, 2016)

**Motion#BG16-2016: The Board of Governors recommend to the Minister of Education, Culture & Employment that Ms. Celine Zoe be appointed as the North Slave Representative on the Board.**

Moved by: Mary Beckett

Seconded by: Sheila O’Kane

Unanimous/Carried (March 8, 2016)

**Motion#BG17-2016: The Board of Governors recommend to the Minister of Education, Culture & Employment that Ms. Delphine Pierrot be appointed as the Sahtu Representative on the Board.**

Moved by: Sheila O’Kane

Seconded by: Mary Beckett

Unanimous/Carried (March 8, 2016)

**3. Adjournment**

**Motion#BG18-2016: To adjourn the Board of Governors teleconference at 4:27pm on March 8, 2016.**

Moved by: Sheila O’Kane

Carried (March 8, 2016)



## Board of Governors' Meeting Minutes June 8-9, 2016 Inuvik, NT

**In Attendance:** Kathy Tsetso, Chairperson, Board of Governors  
Mary Beckett, Vice-Chairperson, Board of Governors  
Lynn Napier-Buckley, South Slave Representative  
Delphine Pierrot, Sahtu Representative  
Bambi Amos, Staff Representative  
Jane Arychuk, President, Aurora College  
Heather Meacock, Executive Assistant

**Regrets:** Celine Zoe, North Slave 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.

**1. Opening Prayer**

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

The layout of the meeting facility was reviewed, including washrooms and fire exists.

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

The Chairperson called the meeting to order at 8:46am on June 8, 2016.

**Motion #BG14-2016: To adopt to the agenda as presented.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (June 8, 2016)

**4. Meeting Process**

**a. Action Items (February 2016) - Summary & Status – For Information**

**b. Email Poll – Summary – For Information**

**c. Next Meeting Dates & Locations**

A full cost analysis, including staff costs, will be done to determine the lowest cost location to host the face-to-face meetings and weekdays vs. weekend meetings and determine other mediums for Board meetings, such as videoconferencing. The analysis will be done for Yellowknife and Fort Smith, recognizing that Inuvik was the most expensive location for the Board to hold their meetings on campus.

October 2016 – Meetings

- October 4 – Finance Committee teleconference
- October 5 – Policy & Programs Committee teleconference
- October 6 – Executive Committee teleconference
- October 25 – 31 – Board meeting (exact dates and location to be determined)

February 2017 – Meetings

- February 7 – Finance Committee teleconference
- February 8 – Policy & Programs Committee teleconference
- February 9 – Executive Committee teleconference

March 2017 – Meetings

- March 4-5 – Board meeting (location and means to be determined)

#### May 2017 – Meetings

- May 30 – Finance Committee teleconference
- May 31 – Policy & Programs Committee teleconference

#### June 2017 – Meetings

- June 1 – Executive Committee teleconference
- June 10-11 – Board meeting (location to be determined)

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

No declarations were made.

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

#### **7. Board Correspondence**

Correspondence is provided to the Board as and when it is received or sent, as required.

#### **8. Members' Round Table**

The Board spoke to the challenges of daycare for students of Aurora College and the increased challenges for program requirements outside of standard hours, such as culture camps. The Board has requested detailed information for the next meeting outlining the various programs camps, including activities, expectations, duration and locations.

##### **a. Conference Report – Mary Beckett – For Information**

- i. CIGan Indigenous Symposium – Whitehorse (Feb. 2016)
- ii. CIGan Annual Conference – Quebec City (May 2016)

#### **9. President's Update**

##### **a. Community & Extensions - Information Items**

- i. Regional Deliveries & Continuing Education
- ii. Access Redesign
- iii. Integration Services
- iv. Northern Adult Basic Education (NABE)

##### **b. Education & Training – Information Items**

- i. Centre for Mining & Industry Training
- ii. Pan Territorial Framework for Industry Training (PFIT)

##### **c. Student Services – Information Items**

##### **i. Applications – 2016-2017 Academic Year**

The Board re-emphasized their support to move forward with early acceptance of international students into the Business Programs at the Aurora Campus in Inuvik, allowing them enough time to secure the necessary documentation for student visas.

- ii. Graduates – 2015-2016 Academic Year
- iii. Aurora Campus Consolidation
- iv. Campus Offerings
- v. Student Rental Increase – For Approval

**Motion #BG15-2016:** The Board of Governors approves the following student rental increases as presented, effective July 1, 2017.

<b>Residence Type</b>	<b>Current Rate</b>	<b>Proposed Rate</b>
Single student residence	\$210/mo or \$7/day	\$300/mo or \$10/day
Bachelor units	\$315/mo or \$10.50/day	\$375/mo or \$12.50/day
1 Bedroom units	\$360/mo or \$12/day	\$420/mo or \$14/day
2 Bedroom units	\$390/mo or \$13/day	\$480/mo or \$16/day
3+ Bedroom units	\$465/mo or \$15.50/day	\$555/mo or \$18.50/day

- **Students who stay in residence for half of a month or more will be charged for the whole month while students who stay for less than half of a month will pay the pro-rated daily rate.**



- Students in Grande DeTour (one and two bedroom units) will be charged a laundry fee of \$20/month. Students in stand-alone houses (family units) will be charged \$30/month for a laundry fee. Students in residence units with paid laundry machines will continue to pay a per load fee.
- International students will pay \$900/month for a room in a single residence and up to \$2100/month for a larger unit. No international students will be offered housing until after July 1st each year and only where vacancy permits. This should ensure that northern students receive priority in residence.

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (June 8, 2016)

**Motion #BG24-2016: To go IN CAMERA at 1:25pm on June 8, 2016 to complete the President's Performance Evaluation. The Staff Representative was excused.**

Moved by: Delphine Pierrot

Seconded by: Lynn Napier-Buckley

Carried (June 8, 2016)

**Motion #BG25-2016: To come out of IN CAMERA at 1:40pm on June 8, 2016.**

Moved by: Lynn Napier-Buckley

Seconded by: Delphine Pierrot

Carried (June 8, 2016)

#### **10. Risk Management – Update (IN CAMERA)**

**Motion #BG16-2016: To go IN CAMERA at 11:05am for an update on risk management items on June 8, 2016.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (June 8, 2016)

**Motion #BG17-2016: To come out of IN CAMERA at 11:17am on June 8, 2016.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (June 8, 2016)

#### **11. Education, Culture & Employment (ECE)- Update (June 8, 2016 @ 10:00am via teleconference)**

The Board was joined by Mr. Andy Bevan, Assistant Deputy Minister of Labour & Income Security with the Department of ECE.

#### **12. Finance**

##### **a. Finance Committee Minutes – May 20, 2016 – For Approval**

Based on the timeline provided by the Office of the Auditor General of Canada (OAG) in the presentation of the Audit Plan for the year end June 30, 2016 the Board will prepare a follow up extension request to the Minister of Education, Culture & Employment (ECE) for the Aurora College Annual Report.

**Motion #BG34-2016: The Board of Governors approves the minutes of the Finance Committee from the May 20, 2016 teleconference as presented, including all recommendations.**

**Motion#FC05-2016: The Finance Committee recommends to the Board of Governors that the presented amounts for write offs are approved with a total of \$14426.10.**

- Balance Under \$30 – Total for Write Off \$491.94
- Balance Exceeds Seven (7) Years – Total for Write Off \$10,109.08
- Credit Balance Under \$10 – Total for Write Off \$-80.92
- Other Write Offs – Total for Write Off \$3,906

Moved by: Mary Beckett

Seconded by: Delphine Pierrot

Unanimous/Carried (June 9, 2016)

##### **b. BOG Budget Forecasting**

As a standing item at each meeting, the Board reviewed the projected and actual expenditures for their budget.

##### **c. Aurora College Budget 2016-2017 – For Approval**

**Motion #BG33-2016: The Board of Governors approves the 2016-2017 budget as presented.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (June 9, 2016)

### **13. Governance**

#### **a. Policy Items**

##### **i. Policy Revisions – For Approval**

**Motion #BG18-2016: The Board of Governors approves the revised policies J.02 Fees and J.07 Collection of Accounts Receivable as presented with an implementation date of July 1, 2016.**

Moved by: Mary Beckett

Seconded by: Delphine Pierrot

Unanimous/Carried (June 8, 2016)

##### **ii. Policy Retirement – For Approval**

**Motion #BG19-2016: The Board of Governors approves the retirement of policy D.01 Student Appeals, as presented, effective June 30, 2016, the last day of the 2015/2016 academic year.**

Moved by: Mary Beckett

Seconded by: Bambi Amos

Unanimous/Carried (June 8, 2016)

##### **iii. Dual Credit Learning – Policy Development – For Information**

#### **b. Board Bylaws – For Approval**

**Motion #BG29-2016: The Board of Governors approves the Board of Governors' Bylaws as presented.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (June 9, 2016)

#### **c. Board Terms of Reference (TOR) – For Approval**

**Motion #BG30-2016: The Board of Governors approves the following terms of reference as presented: Executive Committee; Finance Committee; Policy & Programs Committee; Research Advisory Council; Staff Representative; Student Representative; and Elder Representative.**

Moved by: Mary Beckett

Seconded by: Delphine Pierrot

Unanimous/Carried (June 9, 2016)

#### **d. Board Policy – Professional Development – For Approval**

**Motion #BG31-2016: The Board of Governors approves Policy 13 – Professional Development for Board Members as presented.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (June 9, 2016)

#### **e. Governance Handbook – For Approval**

**Motion #BG32-2016: The Board of Governors approves the Board Governance Handbook as presented with the noted revisions. The Handbook is a living document and will be updated as and when Board policies, terms of reference, legislation or other related information changes.**

Moved by: Mary Beckett

Seconded by: Delphine Pierrot

Unanimous/Carried (June 9, 2016)

### **14. Research Update**

The Chair of the Research Advisory Council (RAC) (Vice-Chairperson, BOG) also provided a verbal update on the RAC meeting that took place yesterday, June 7, 2016.

#### **a. Research Fellowship & Research Assistant Funding – Update on Recipients – For Information**

#### **b. Research Ethics Committee – External Reviews – Associated Fees – For Approval**

**Motion #20-2016: The Board of Governors approves the fee schedule below for the Aurora College Research Ethics Committee (REC) review services, effective September 1, 2016.**

Type of Applicant	Fee Amount	Details
Tri-Council Funded	None	Social Sciences & Humanities Research Council of Canada (SSHRC) Natural Sciences & Engineering Research Council of Canada (NSERC) Canadian Institute of Health Research (CIHR)
Internal (staff, students)	None	
Industry-sponsored	\$3000 \$500 for renewals and major amendments	Research that receives its funding from a for-profit entity (i.e., pharmaceutical/medical device company) or other for-profit organization
All other projects	10% of total amount of the project, to a maximum of \$3000 per project	Aurora Research Institute (ARI) Ethics Coordinator and ARI Managerial staff have the discretion to wave or adjust fees for community-led projects

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (June 8, 2016)

**c. Social Sciences & Humanities Research Council of Canada (SSHRC) – Partnership Grant – For Information**

**15. Strategic Plan – For Information**

**a. Aurora Research Institute (ARI) – Update**

**b. Aurora College – Update**

The request for proposal (RFP) is in final stages and will be advertised in the near future for the full Aurora College strategic plan. Aurora College secured additional funding through ECE to support the development of the strategic plan for the College in accordance with legislation.

**16. Other Business**

**a. International Travel (Research Division) – For Approval**

**Motion #BG21-2016: The Board of Governors conditionally approves international travel for Dr. Pertice Moffitt, Manager of the North Slave Research Centre of Aurora College, pending the success of her funding application at which time a recommendation on behalf of the Board will be made to the Minister of Education, Culture and Employment to approve the travel of Dr. Moffitt to Bergen, Norway from November 5-11, 2016.**

Moved by: Lynn Napier-Buckley

Seconded by: Mary Beckett

Unanimous/Carried (June 8, 2016)

**b. Board of Governors – Fall 2016 In Service – Risk Management Session – For Information**

**c. Committee Membership – Elections**

**Motion #BG22-2016: The Board of Governors approves Ms. Lynn Napier-Buckley to sit as the Chairperson of the Policy and Programs Committee for the Board, effective immediately.**

Moved by: Mary Beckett

Seconded by: Delphine Pierrot

Unanimous/Carried (June 8, 2016)

**Motion #23-2016: The Board of Governors approves Ms. Delphine Pierrot to sit on the Policy and Programs Committee of the Board, effective immediately.**

Moved by: Lynn Napier-Buckley

Seconded by: Mary Beckett

Unanimous/Carried June 8, 2016)

**d. Board Members' Term End Dates - For Information**

**e. Screening – Yellowknife Representative Position – (IN CAMERA)**

**Motion #BG26-2016: To go IN CAMERA at 8:43am on June 9, 2016.**

Moved by: Mary Beckett

Seconded by: Delphine Pierrot

Unanimous/Carried (June 9, 2016)

**Motion #BG27-2016: To come out of IN CAMERA at 9:05am on June 9, 2016.**

Moved by: Mary Beckett

Seconded by: Delphine Pierrot

Unanimous/Carried (June 9, 2016)

**Motion #BG28-2016: The Board of Governors recommends the appointment of Mr. William Kellett to sit as the Yellowknife Representative to the Minister of Education, Culture and Employment.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (June 9, 2016)

**17. Looking Forward**

**18. Closing Prayer & Adjournment**

**Motion #BG35-2016: To adjourn the meeting at 2:55pm on June 9, 2016.**

Moved by: Mary Beckett

Unanimous/Carried (June 9, 2016)



# Aurora College Board of Governors

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**Title:** Board of Governors' Bylaws  
**Approved:** Motion #BG29-2016 (June 9, 2016)

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The Board of Governors of Aurora College, pursuant to the Aurora Colleges Act, establishes these Bylaws respecting its members, the calling and conduct of its meetings and the conduct of its business.

## **\*\*\* DEFINITIONS**

For the purpose of these bylaws:

- (i) "COLLEGE" means Aurora College.
- (ii) "BOARD" means the Board of Governors of Aurora College.
- (iii) "EXECUTIVE MEMBER" or "EXECUTIVE" means the Executive Committee of Aurora College Board of Governors.
- (iv) "MINISTER" means the Minister of Education, Culture and Employment.

## **1.0 MEETINGS**

- 1.0 The Board of Governors shall meet in regular session at least three (3) times each year.
- 1.1 Locations and dates of regular meetings shall be chosen by the Board.
- 1.2 Special meetings of the Board shall be convened at the call of the Chairperson or the Chairperson shall call a meeting at the request of three (3) members of the Board.
  - 1.2.1 Notice of such meetings must be given to all members of the Board at least forty-eight (48) hours prior to the date of the proposed meeting.
  - 1.2.2 The requirement for such notice as described in subsection 1.2.1 may be waived by approval of a majority of the members of the Board.
  - 1.2.3 When a special meeting is called, the reasons will be stated and only those matters will be included on the agenda for that meeting.
- 1.3 With the exception of regular meetings, meetings may be held by conference call with forty-eight (48) hours notice.
- 1.4 Resolutions shall be presented on motion by a member of the Board. Another member must second the motion.
  - 1.4.1 The Chairperson may not make or second motions.

- 1.4.2 For the purpose of the business of the Board, members, other than the Chairperson of the meeting, shall have one vote on each question unless a member has declared a conflict of interest as described in section 10.0 of the Bylaws in which case that member is not entitled to vote.
- 1.4.3 In the event of an equality of votes on each side of the question, the Chairperson shall cast the deciding vote.
- 1.4.4 A motion passed by a majority of the members at a meeting of the Board of Governors at which a quorum is present binds all members of the Board with the exception of those cases described in sections 10.4 and 11.1.
- 1.4.5 No act or proceeding of the Board is invalid by reason of:
  - (a) A defect in the appointment of a member of the Board.
- 1.4.6 In the absence of the Chairperson and Vice-Chairperson, a member chosen by the members present may act as Chairperson to preside over the meeting. His/her duties will cease as of the adjournment of that meeting.
- 1.4.7 No member of the public may participate in the discussion at the Board meeting without the Board's consent.
- 1.5 All regular and special meetings of the Board shall be open to the public.
  - 1.5.1 When a majority of members at a meeting is of the opinion that it is necessary, they may hold a meeting of all or part of IN CAMERA. No resolution of the Board shall be made at any meeting which is not an open meeting except for the motion necessary to revert to an open meeting.
- 1.6 Any Board member missing three (3) consecutive meetings, may be subject to a recommendation by the Board for his/her revocation being forwarded to the Minister.

## **2.0 QUORUM**

- 2.0 A majority of the Board members (including the Chairperson) holding office shall constitute a quorum at regular or special meetings of the Board.
- 2.1 Three (3) members of the Executive Committee shall constitute a quorum at executive meetings of the Board.
- 2.2 A majority of the members of the standing committees of the Board and Research Advisory Council shall constitute a quorum for the meetings of each committee.
- 2.3 As an ex-officio member of the Research Advisory Council and the standing committees the Chairperson of the Board has the same rights as other committee members and is counted in determining if quorum is present.

## **3.0 AGENDAS**

- 3.0 The agenda shall be established by the Chairperson in consultation with the President or designated Senior Staff Member.

- 3.1 Members may submit items to the Chairperson or President for consideration to include such items on the agenda.
- 3.2 The agenda will be provided in advance of the meeting to all members.
- 3.3 The agenda may be altered at a regular meeting by motion prior to the adoption of the agenda.
- 3.4 At any regular or special meeting, after the adoption of the agenda, members may give notice of motion to be placed on the agendas for the following regular or special meeting or, if all members are present, may introduce a motion treating a matter not on the agenda, to be considered at the meeting in progress.

#### **4.0 EXECUTIVE OFFICERS**

- 4.0 The Executive Officers of the Board of Governors of Aurora College are the Chairperson, Vice-Chairperson and the Chairs of the Standing Committees.
  - 4.0.1 Collectively, this body is known as the “Executive Committee” of the Board of Governors.
- 4.1 The duties of the Chairperson shall be to:
  - 4.1.1 Direct the business of the Board in accordance with the Bylaws and Policies of the Board of Governors and the Laws of Canada and the Northwest Territories.
  - 4.1.2 When present, preside over the regular and special meetings of the Board.
  - 4.1.3 Chair the meetings of the Executive Committee.
  - 4.1.4 Vote on any question upon which the Board is equally divided.
  - 4.1.5 Act as an ex-officio member, with full voting privileges on all standing and ad hoc committees of the Board.
  - 4.1.6 Provide direction to the President on matters of Board Policy and maintain regular communication with the President.
  - 4.1.7 Communicate with the chairs of other NWT Boards dealing with educational matters.
  - 4.1.8 Act as official spokesperson of the Board.
  - 4.1.9 In the absence of the Chairperson of the Research Advisory Council (the Vice-Chairperson of the Board), the Chairperson of the Board will act as the Chairperson for the Research Advisory Council.
- 4.2 In matters of urgency requiring immediate attention and action by the Board of Governors between Board meetings, the Chairperson, in consultation with the Executive Committee of the Board, may act on behalf of the Board. The Board members will be advised of the actions at the next scheduled Board meeting, at which time, upon motion duly presented and passed, these actions will be ratified.
- 4.3 The duties of the Vice-Chairperson shall be to:
  - 4.3.1 Perform the duties of the Chairperson during any absence or inability of the Chairperson to act.
  - 4.3.2 Act as the Chairperson of the Research Advisory Council.



## **5.0 ELECTION OF OFFICERS AND TERMS OF OFFICE**

- 5.0 Elections of each officer shall take place when a position becomes vacant.
  - 5.0.1 An executive position becomes vacant when the member resigns their officer's position, ceases to be a member of the Board of Governors, or is expelled subject to 5.3.
  - 5.0.2 Election shall take place at a regular meeting of the Board.
  - 5.0.3 Candidates shall be nominated and seconded.
  - 5.0.4 Votes will be by an open show of hands, or by secret ballot if requested be a candidate or voting Board member.
- 5.1 The term of office of officers shall commence as soon as the election has been held, unless otherwise specified through motion.
- 5.2 The term of office of officers shall end at the conclusion of the Board member's term of appointment as stated in the member's instrument of appointment (from the Department of Justice, GNWT) or a formal resignation has been received from the officer holding the position.
- 5.3 An officer shall be removed from the Executive and relieved of their officer's position by a three quarters (3/4) majority vote of the members of the Board in attendance at the meeting.
  - 5.3.1 Members of the Board shall be notified by email in advance of a resolution to remove an officer from the Executive. The notification shall contain the wording of the resolution.
  - 5.3.2 Discussion to revoke and officer's appointment shall take place IN CAMERA. The member in question may declare conflict and be excused from the discussion.

## **6.0 COMMITTEES**

- 6.0 The Standing Committees of the Board of Governors shall be the committees of Finance, Policy and Programs, and any other standing committees the Board establishes.
- 6.1 The Board shall establish Terms of Reference prior to establishing a standing committee and for each ad hoc committee.
- 6.2 Standing committees shall be established with at least three (3) members each.
- 6.3 Members of standing committees are appointed by the Board.
  - 6.3.1 The term of office of a member appointed to a standing committee shall take effect as soon as the appointment has been made.
  - 6.3.2 When a standing committee is in need of another member to achieve a quorum, the Board of Governors or the Executive Committee may temporarily appoint another member who is readily available. The appointment expires when the meeting adjourns.



- 6.4 The student representative of the Board of Governors shall serve as a member of the Policy and Programs Committee.
- 6.5 The staff representative of the Board of Governors generally serves as a member of the Finance Committee.
- 6.6 The Vice-Chairperson of the Board shall serve as the Chairperson of the Research Advisory Council.
- 6.7 There shall be a review of all standing committee memberships at regular Board meetings.

## **7.0 THE PRESIDENT**

- 7.0 The President shall report directly to the Board and shall serve as an ex-officio member of the Board and as an ex-officio member of all committees of the Board with no voting privileges.
- 7.1 The President will inform the Chairperson which Senior Manager will act as College President during any absence from duty of the President for longer than one week.

## **8.0 THE MINUTES**

- 8.0 Minutes of each Board of Governors meeting/teleconference shall be prepared and reviewed to final draft within one (1) month of the meeting, or sooner where possible, by the President's Office.
  - 8.0.1 Minutes will be sent to all Board members (in attendance or not) in final draft for approval through an email poll vote.
  - 8.0.2 With quorum approval, the minutes will be finalized.
  - 8.0.3 Approved minutes will be available on the Aurora College website and accessible to Board members on the Aurora College SharePoint site.
  - 8.0.4 Approved minutes will be distributed to the Minister and Department of Education, Culture and Employment.

## **9.0 EMAIL POLLS**

- 9.0 Email polls allow for regular business between meetings to occur without the need to call a special meeting.
- 9.1 A briefing note outlining the request, including the necessary background information will be provided to the Board via email for their review and response.
  - 9.1.1 The first positive response will be considered the MOVER of the Motion.
  - 9.1.2 The second positive response will be considered the SECONDER of the Motion.
  - 9.1.3 With a positive quorum response the MOTION will be considered as passed.
  - 9.1.4 The motion will be finalized with an official number and logged.

**10.0 CONFLICT OF INTEREST**

- 10.0 The College requires each Board member to fill out and sign a Statement of Disclosure prior to their first meeting and annually, or sooner should their situation change. Members will declare any conflicts that arise during a meeting.
- 10.1 The possibilities of conflict of interest between Board members and the College are illustrated but not limited by the following examples:
  - 10.1.1 Members shall not use or disclose to the prejudice of the College or for personal gain any information of decisions, bids, plans, in camera discussions or other matters concerning the College.
  - 10.1.2 Any member of the Board who has a direct pecuniary interest, either personally or through their family, in a matter under consideration by the Board, shall disclose that interest at the first opportunity and shall refrain from voting on or participating in the matter in any other way.
  - 10.1.3 Members shall not sell or lease to buy from the College any property or services except in the normal course of business.
  - 10.1.4 All Board members are required to conduct College business within the intent of the laws of the land.
- 10.2 No member shall divulge confidential information obtained as a result of his or her appointment unless legally required to do so. If any member does divulge such information s/he may be subject to the action outlined in subsection 5.3.
- 10.3 If the Board has reasonably determined that a member has knowingly allowed himself/herself to be in conflict of interest it may petition the Minister to revoke the appointment of that member.
- 10.4 In addition to these Bylaws, the GNWT Conflict of Interest Act; Access to Privacy & Protection of Information Act (ATIPP); Financial Administration Act and all other policies of the GNWT also apply to members of the Board of Governors.

**11.0 AMENDMENT OF BYLAWS**

- 11.1 Bylaws of the Board may be rescinded, altered or added to at regular meetings of the Board by three-quarter (3/4) majority vote of those present.



## Board of Governors' Meeting Minutes October 26-27, 2016 Fort Smith, NT

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**In Attendance:** Kathy Tsetso, Chairperson, Board of Governors  
Celine Zoe, North Slave Representative  
Shania Clark, Student Representative  
Bambi Amos, Staff Representative  
Lynn Napier-Buckley, South Slave Representative  
Mary Beckett, Beaufort Delta Representative  
Jane Arychuk, President, Aurora College  
Heather Meacock, Executive Assistant

**Regrets:** William Kellett, Yellowknife Representative

The Board of Governors moved through 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.

1. Opening Prayer
2. Occupational Health & Safety - Tool Box
3. Call to Order & Adoption of Agenda  
**Motion#BG36-2016: To adopt the agenda as presented.**  
Moved by: Mary Beckett  
Seconded by: Bambi Amos  
Unanimous/Carried (October 26, 2016)
4. Meeting Process
  - a. Action Items (June 2016) - Summary & Status
    - i. Meeting Minutes – June 2016 – For Approval  
**Motion#BG37-2016: The Board of Governors approves the meeting minutes from the June 2016 Board of Governors meeting as presented.**  
Moved by: Mary Beckett  
Seconded by: Lynn Napier-Buckley  
Unanimous/Carried (October 26, 2016)
  - b. Email Poll - Summary
5. Declarations of Interest  
No declarations were made.
6. Scheduled Deputations
7. Board Correspondence
8. Members' Round Table

The Board spoke on the challenges of promoting the College positively in the media and guaranteeing the message is received by external partners, stake holders, potential students and in general the NWT. Our messaging on programs and successes do not get the prominent media attention. The Board would like to see the College look

at different and unique ways to publicize our stories out to the general public and find ways to be more involved with community outreach. The Board has suggested that a promo document with the top three highlights/stories of success be developed and provided monthly to the Members to use in their own regions as a communication tool when asked about the College, when involved in other meetings or events where they can share this information.

## **9. President's Update**

The update included additional information items for the Board: International Students (previous action item); Targeted Initiative for Older Workers Program; Health & Wellness Fairs (Partnership with the Department of Health & Social Services for College Representation); Community Learning Centre in Lutsel K'e; Indigenous Education Protocol.

### **a. Community & Extensions**

#### **i. Regional Deliveries & Continuing Education**

### **b. Education & Training**

#### **i. Program On the Land Activities**

#### **ii. Pan Territorial Framework for Innovation and Training (PFIT)**

#### **iii. Bachelor of Science in Nursing – Physical Facilities**

### **c. Student Services**

#### **i. Enrolment – 2016-2017 Academic Year**

#### **ii. Daycare**

#### **iii. Student Information System (SIS) - Update**

### **d. Communications**

#### **i. Annual Report – Draft – For Approval in Principle**

The Board requested additional revisions be completed and will then review for approval in principle through a conference call or via an email poll.

## **10. Risk Management**

### **a. Update (IN CAMERA)**

The Staff and Student Representatives were excused from the IN CAMERA session.

**Motion#BG38-2016: To move IN CAMERA at 12:53pm on October 26, 2016.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Carried (October 26, 2016)

**Motion#BG39-2016: To come out of IN CAMERA at 1:05pm on October 26, 2016.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Carried (October 26, 2016)

### **b. Presentation October 27, 2016 @ 9:00 – 11:00am**

**Diane Purdy-MacNeill Manager, Risk Management & Insurance, Finance, GNWT**

## **11. Education, Culture & Employment (ECE)- Update**

**Assistant Deputy Minister, Andy Bevan - @ 3:00pm on October 26 (Wednesday) via teleconference**

### **a. Skills 4 Success Action Plan**

**Minister Alfred Moses - @ 11:00am on October 27 (Thursday) via teleconference**

**Motion#BG51-2016: To go IN CAMERA at 12:08pm on October 27, 2016.**

Moved by: Mary Beckett

Seconded by: Shania Clark

Unanimous/Carried (October 27, 2016)

**Motion#BG52-2016: To come out of IN CAMERA at 12:44pm on October 27, 2016.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (October 27, 2016)

## 12. Finance

### a. Finance Committee Minutes (October 6, 2016) – For Approval

**Motion#BG44-2016: The Board of Governors approves the minutes of the Finance Committee teleconference on October 6, 2016 as presented.**

Moved by: Mary Beckett

Seconded by: Shania Clark

Unanimous/Carried

### b. Strategic Investment Fund for Infrastructure

### c. Student Rent and Tuition Increases – For Approval

**Motion#BG45-2016: The Board of Governors recommends the Minister of Education, Culture and Employment approve an increase to Aurora College tuition rates by \$300/term effective July 1, 2017 followed by a further increase of \$300/term (to a maximum of \$2400/term) on July 1, 2018.**

Moved by: Lynn Napier-Buckley

Seconded by: Mary Beckett

Unanimous/Carried (October 26, 2016)

**Motion#BG46-2016: The Board of Governors approves a rental rate increase of 33% effective July 1, 2017 and an additional 33% increase in July 2018 to the following amounts:**

Residence Type	Current Rate	Proposed Rates 17-18	Proposed Rates 18-19
Single student residence	\$210/mo or \$7/day	\$280/mo. or \$9.33/day	\$350/mo or \$11.67/day
Bachelor units	\$315/mo or \$10.50/day	\$420/mo. or \$14/day	\$525/mo or \$17.50/day
1 Bedroom units	\$360/mo or \$12/day	\$480/mo. or \$16/day	\$600/mo or \$20/day
2 Bedroom units	\$390/mo or \$13/day	\$520/mo. or \$17.33/day	\$650/mo or \$21.67/day
3+ Bedroom units	\$465/mo or \$15.50/day	\$620/mo. or \$20.67/day	\$775/mo or \$25.83/day

**As per the approved changes from June 2016, the following will also be implemented effective July 1, 2017:**

- Students will be charged for a full month when they stay for more than a half month in residence.
- Students will be charged a laundry fee as outlined in June 2016.
- International students will pay three times the Canadian student rental rate but now based on the above changes to rental rates effective 2017-18 and 2018-19. No international students will be offered housing until after July 1st each year and only where vacancy permits. This should ensure that northern students receive priority in residence.

Moved by: Mary Beckett

Seconded by: Shania Clark

Unanimous/Carried (October 26, 2016)

### d. BOG Budget Forecasting

#### i. Meeting Cost Analysis

#### ii. Upcoming Meeting Dates & Locations

The Board has agreed to do a trial run for the next meeting in February via videoconference to reduce the expenditures from the Board budget. Those members in regional communities will

travel to the nearest campus location and will participate from the campus. Due to videoconferencing equipment being used for class deliveries the Board will meet in the evening and over a weekend.

- Committee Meetings (teleconferences) – Last week of January 2017
- February 17, 2017 (videoconference) – Evening (5:30pm start)
- February 18, 2017 (videoconference) – Day

The June Board meeting will be held in Yellowknife and will be face-to-face.

- Committee Meetings (teleconferences) – Week of May 30, 2017
- June 10-11, 2016 (tentative dates – to be confirmed)

The Research Advisory Council will be holding one face-to-face meeting per year, in June and in Inuvik. Two other meetings will be held within the year and will be done via teleconference and/or videoconferencing.

### **13. Governance**

#### **a. Policy & Program Committee Minutes (October 5, 2016) – For Approval**

**Motion#BG40-2016: The Board of Governors approves the minutes from the Policy & Program Committee teleconference of October 5, 2016 as presented.**

Moved by: Lynn Napier-Buckley

Seconded by: Mary Beckett

Unanimous/Carried (October 26, 2016)

### **14. Research Update**

#### **a. Research Advisory Council (RAC) – Meeting Report & Recommendations**

#### **b. Research Assistant Program & Research Fellowship Program Funding – For Approval**

**Motion#BG42-2016: The Board of Governors approves the release of the total amount of \$40,000 to be granted under the Research Assistant and Research Fellowship Programs in 2017 as recommended by the Research Advisory Council.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (October 26, 2016)

#### **c. Aurora Research Institute (ARI) – Final Strategic Plan – For Approval**

The Research Advisory Council reviewed the final draft in detail and confirmed unanimous support for Board approval.

**Motion#BG43-2016: The Board of Governors approves the Aurora Research Institute Strategic Plan for 2016-2026 as presented, noting the document will be updated as required within the effective time period.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (October 26, 2016)

### **15. Strategic Plan – Aurora College - Update**

### **16. Other Business**

#### **a. Board Professional Development – Request for Approval**

**Motion#BG44-2016: The Board of Governors approves the professional development request for Kathy Tsetso to attend the World Indigenous Peoples Conference on Education being held in July 2017 in Toronto, Ontario.**

Moved by: Bambi Amos

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (October 27, 2016)

Ms. Tsetso has expressed her desire to extend her Board appointment for a second term and the Board is in agreement. A request will move forward to the Minister as per the Aurora College Act to request a reappointment for a second term.

**b. Committee Membership – Elections**

**Motion#BG41-2016: The Board of Governors appoints Celine Zoe, North Slave Representative to sit on the Policy & Programs Committee, effective immediately.**

Moved by: Mary Beckett

Seconded by: Bambi Amos

Unanimous/Carried (October 26, 2016)

**c. Board Members' Term End Dates - For Information**

**d. Screening – Sahtu & Elder Representative Position – (IN CAMERA)**

**Motion#BG48-2016: To go IN CAMERA at 9:24am on October 27, 2016.**

Moved by: Mary Beckett

Seconded by: Shania Clark

Unanimous/Carried (October 27, 2016)

**Motion#BG49-2016: To come out of IN CAMERA at 9:43am on October 27, 2016.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (October 27, 2016)

**Motion#BG50-2016: The Board of Governors recommends to the Minister of Education, Culture and Employment the appointment of William Koe as the Elder Representative on the Board.**

Moved by: Mary Beckett

Seconded by: Lynn Napier-Buckley

Unanimous/Carried (October 27, 2016)

**17. Looking Forward**

**18. Closing Prayer & Adjournment**

**Motion#BG53-2016: To adjourn the Board of Governors meeting at 1:05pm on October 27, 2016.**

Moved by: Mary Beckett

Carried

**In Attendance:**        **Kathy Tsetso, Chairperson, Board of Governors**  
                              **Mary Beckett, Chairperson, Finance Committee**  
                              **William Kellett, Yellowknife Representative**  
                              **Shania Clark, Student Representative**  
                              **Bambi Amos, Staff Representative**  
                              **Lynn Napier-Buckley, South Slave Representative**

**David Irving, Principal, Office of the Auditor General**  
**Ben Renard, Audit Professional**  
**Gregory Cebry, Audit Professional**

**Jane Arychuk, President, Aurora College**  
**Kathy Lepine, Standing Acting, Director of Finance/CFO**  
**Heather Meacock, Executive Assistant**

**Regrets:**                **Celine Zoe, North Slave Representative**

The teleconference meeting was called to order at 11:01am on November 24, 2016 by the Chairperson of the Finance Committee of the Board.

The Audit Team presented the Report to the Finance Committee for the Year Ending June 30, 2016 audit.

**Motion#BG54-2016: The Board of Governors approves the Aurora College Financial Statements for the year ending June 30, 2016 as presented with the agreed upon change.**

Moved by: Lynn Napier-Buckley

Seconded by: Bambi Amos

Unanimous/Carried (November 24, 2016)

The meeting was adjourned at 11:20am on November 24, 2016.