

**NORTHWESTERN POLYTECHNIC  
BOARD OF GOVERNORS**

**Board Meeting Minutes**

Thursday, May 30, 2024

4 – 7 PM | Fairview Campus

---

In Attendance: Shawna Miller, Dominique Fjeld, Dennis Landis, Jason Forbes, Ken Wittig, Andrew Pietsch, Melanie Pack, Vanessa Sheane, Cody Beairsto, Lydell Torgeson, Darlene Horseman

Regrets: Angela Birnie-Brown, Brent Cage

Guests: Thomas Watts, Owen Lewis, Heather Kerschbaumer

Records: Georgia Greenwood Duncan, Krista Schuett

**1. Call to Order**

Meeting was called to order at 4:03 PM

**2. Land Acknowledgement**

**Territory Acknowledgement:** *We acknowledge the homeland of the many diverse First Nations and Métis people whose ancestors have walked this land since time immemorial. We are grateful to work, live, and learn on the traditional territory of Treaty 8.*

**3. Approval of Agenda**

**Approval of May 30, 2024, Agenda**

*Moved by Lydell Torgerson, and seconded by Ken Wittig that the Board of Governors approve the agenda as presented.*

#### 4. Approval of Minutes

##### 4.1 Approval of March 28, 2024, Minutes

*Moved by Lydell Torgerson, and seconded by Dennis Landis that the Board of Governors approve the March 28, 2024, minutes as amended.*

##### 4.2 Approval of April 25, 2024, Minutes

*Moved by Dennis Landis, and seconded by Lydell Torgerson that the Board of Governors approve the April 25, 2024, minutes as presented.*

#### 5. Declaration of Conflicts of Interest

No conflicts were declared.

#### 6. Proposed Motions

#### 7. Hidden Valley Land Disposition for Lease

Owen Lewis joined at 4:18 pm to present on the Hidden Valley Land Disposition for lease.

*Moved by Andrew Pietsch, seconded by Dennis Landis, that the Board of Governors approve the disposition of land to Maskwa Medical Center (Canada) Inc. for the parcel identified as Lot 2, Block 1, Plan 202-1277 (2.03 Acres) subject to approval of the Ministry as per terms and conditions outlined in the Maskwa Medical Center Land Lease Business Case.*

**Carried  
6114 / 2024**

Asynchronous vote (June 14 -17, 2024):

*Moved by Shawna Miller, seconded by Brent Cage, that the Board of Governors amend the resolution relating to the Hidden Valley Land Disposition for Lease (reference number 6114/2024) adopted at the May 30, 2024 meeting by substituting the resolution with the information and format required by the Ministry of Infrastructure as below.*

***WHEREAS Northwestern Polytechnic Board of Governors, in order to support the Maskwa Medical Center (Canada) Inc. considers it advisable to enter into a 40-year lease agreement with the option of two (2) – ten (10) year renewal periods with Maskwa Medical Center (Canada) Inc.***

***IT IS HEREBY RESOLVED:***

*THAT, subject to the prior approval of the Minister of Infrastructure under section 67 of the Post-secondary Learning Act, Northwestern Polytechnic Board of Governors authorizes and approves a forty (40) year lease with the option of two (2) – ten (10) year renewal periods with Maskwa Medical Center (Canada) Inc. in order to construct a new building to service the community.*

*THAT Northwestern Polytechnic is authorized on behalf Northwestern Polytechnic Board of Governors to negotiate and enter into a forty (40) year lease with the option of two – 10-year renewal periods, at a negotiated market lease rate, with Maskwa Medical Center (Canada) Inc. The area required in the lease agreement will be approximately 0.823 hectares (2.03 acres) of land and is Lot 2 Block 1 Plan 202 1277 which is contained within the parcel legally described as 6;6;71;27;NE.*

*THAT all lease agreements purporting to be executed as provided in this resolution shall be valid and binding on Northwestern Polytechnic Board of Governors.*

**Carried  
6126 / 2024**

**8. Chairs Report**

Presented by Shawna Miller.

**9. Presidents Report**

Presented by Vanessa Sheane.

## 10. Strategic Items

### 10.1 Strategic Plan

*Moved by Vanessa Sheane, seconded by Darlene Horseman that the Board of Governors approve the Vision, Mission, Values, and Goals of the Strategic Plan as presented.*

**Carried  
6115 / 2024**

#### 10.1.1 External Relations Plan

Presented by Vanessa Sheane.

### 10.2 Skilled Trade Expansion

#### 10.2.1 Building Land Information Management System (BLIMS) Submission

*Moved by Andrew Pietsch, seconded by Dominique Fjeld, that the Board of Governors approve the BLIMS submission for Skilled Trades expansion as presented.*

**Carried  
6116 / 2024**

#### 10.2.2 GR/Advocacy Plan

Presented by Vanessa Sheane

## 11. Committee Reports

### 11.1 Executive Committee

#### 11.1.1 Chair Summary

Presented by Shawna Miller

#### 11.1.2 Board Membership

Reviewed staff and student members

#### 11.1.3 Vice Chair Position

*Moved by Shawna Miller, seconded by Darlene Horseman, that the Board of Governors appoint Brent Cage as the Vice-Chair of the Board for the period of June 1, 2024 – May 31, 2025; in accordance with the roles and responsibilities outlined in the Bylaws.*

**Carried  
6117 / 2024**

11.1.4 Mandate and Roles Document

*Moved by Shawna Miller, seconded by Ken Wittig, that the Board of Governors approves the revised Mandate and Roles Document for legislative compliance as presented.*

**Carried  
6118 / 2024**

11.1.5 August 2024 Retreat Itinerary Draft

Presented by Shawna Miller.

11.1.6 Advocacy Items

Presented for information to be discussed at upcoming Board Retreat.

11.1.7 Ad Hoc Committee – Land Trust

Consensus was given to use this committee for land trust items.

11.1.8 Board Schedule 2024/2025

Presented for information.

11.1.9 Board Renumeration for 2024/2025

*Moved by Shawna Miller, seconded by Darlene Horseman, that the Board of Governors approve the Board renumeration for 2024/2025 as presented.*

**Carried  
6119 / 2024**

11.2 **Human Resources Committee**

11.2.1 In Camera

*Moved by Dominique Fjeld, seconded by Vanessa Sheane, that the Board of Governors move in-camera.*

11.2.2 Exit In Camera

*Moved by Dominique Fjeld, seconded by Ken Wittig, that the Board of Governors exit in-camera.*

## 11.3 Governance & Development

### 11.3.1 Chair Summary

Presented by Cody Bearisto.

### 11.3.2 Board Bylaws

*Moved by Cody Bearisto, seconded by Vanessa Sheane, that the Board of Governors approve the revised Bylaws as presented pending legal review.*

**Carried  
6120 / 2024**

### 11.3.3 Board self-assessment and annual evaluation To be sent out following the board meeting.

### 11.3.4 Executive Attestation

Presented by Vanessa Sheane.

### 11.3.5 Academic Council recommendations

*Moved by Cody Bearisto, seconded by Andrew Pietsch, that the Board of Governors approve the program review recommendations for the credit programs in the School of Health and Education and the School of Applied Science and Technology as presented.*

**Carried  
6121 / 2024**

*Moved by Cody Bearisto, seconded by Andrew Pietsch, that the Board of Governors approve the termination of the University Transfer Computing Science program as presented.*

**Carried  
6122 / 2024**

*Moved by Cody Bearisto, seconded by Darlene Horseman, that the Board of Governors approve the Academic Council appointments as presented.*

**Carried  
6123 / 2024**

## 11.4 Finance Committee

### 11.4.1 Chair Summary

Presented by Lydell Torgerson.

### 11.4.2 Land Trust Update

Presented as information.

### 11.4.3 Investment reports and compliance

Presented as information.

### 11.4.4 Annual Financial Statement

*Moved by Lydell Torgerson, seconded by Darlene Horseman, that the Board of Governors approve the 2023-2024 Audited Annual Financial Statements as presented.*

**Carried  
6124 / 2024**

### 11.4.5 Reserve Transfer

*Moved by Lydell Torgerson, seconded by Ken Wittig, that the Board of Governors approve the transfer of \$2,498,796.00 from the annual surplus to internally restricted net assets under Capital Renewal and Upgrade.*

**Carried  
6125 / 2024**

## 11.5 Audit Committee

### 11.5.1 Chair Summary

### 11.5.2 External Auditors Report

Presented by Lydell Torgerson

### 11.5.3 Enrolment Update

Presented by Vanessa Sheane

## 11.6 External Relations Committee

### 11.6.1 Chair Summary

Presented by Shawna Miller.

## 12. Foundation Board

### 12.1 Chair Summary

Presented by Vanessa Sheane in Brent's absence.

## 13. Retiring Board Members

The board chair thanked outgoing board members Angela Birnie-Brown, Dominique Fjeld, and Melanie Pack for their dedication and service.

## 14. In-Camera Session

*Moved by Darlene Horseman, seconded by Dominique Fjeld, that the Board of Governors move in-camera.*

*Moved by Andrew Pietsch, seconded by Darlene Horseman, that the Board of Governors exit in-camera.*

## 15. Next Meeting

August 23, 2024, Edmonton

## 16. Adjournment

*Moved by Dominique Fjeld, seconded by Ken Wittig that the meeting adjourns at 7:18 pm.*