
NORTHWESTERN POLYTECHNIC
BOARD OF GOVERNORS

Board Meeting

Thursday, March 28, 2024

4:00 – 7 PM | Grande Prairie Campus



In Attendance:	Shawna Miller	Brent Cage	Vanessa Sheane
	Darlene Horseman	Lorne Radbourne	Cody Beairsto
	Angela Birnie-Browne	Lydell Torgerson	Heather Kerschbaumer
	Dominique Fjeld	Andrew Pietsch	Melanie Pack
	Jason Forbes	Ken Wittig	
Guests:	Georgia Greenwood-Duncan	Thomas Watts	Cindy Park
	Jarem Gurney		

1. Call to Order

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 March 28, 2024, Agenda

Moved by Cody Beairsto, and seconded by Dominique Fjeld that the Board of Governors approve the agenda as amended.

4. Approval of Minutes

4.1. Approval of December 14, 2023, Minutes

Moved by Lorne Radbourne, and seconded by Darlene Horseman that the Board of Governors approve the December 14, 2023, minutes be accepted as presented.

4.2. Approval of February 22, 2024, Minutes

Moved by Lydell Torgerson, and seconded by Brent Cage that the Board of Governors approve the February 22, 2024, minutes be accepted as presented.

5. Declaration of Conflicts of Interest

Vanessa Sheane and Heather Kerschbaumer declared a conflict of interest and requested to be excluded from a particular item discussion.

The request was accepted by the Chair.

6. Proposed Motions

7. Chairs Report

Presented by Shawna Miller.

8. Presidents Report

Presented by Vanessa Sheane.

9. Committee Reports

9.1. Executive Committee

9.1.1 Chair Summary

Presented by Shawna Miller.

9.1.2 Board Recruitment

Moved by Brent Cage, and seconded by Dominique Fjeld that the Board of Governors move in-camera.

9.1.3 Board Member Reappointment

Moved by Lorne Radbourne, seconded by Brent Cage that the Board of Governors exit in-camera.

9.1.4 Committee Membership

Presented by Shawna Miller.

Moved by Shawna Miller, seconded by Angela Birnie-Browne, that the Board of Governors approve the membership of the board committees as presented.

**Carried
6102 / 2024**

9.2. Human Resources Committee

9.2.1. In-Camera Session

Moved by Lydell Torgerson, seconded by Cody Beirsto that the Board of Governors move in-camera.

9.2.2 Exit In-Camera Session

Moved by Lydell Torgerson, seconded by Domonique Fjeld that the Board of Governors exit in-camera.

9.3. Governance & Development

9.3.1. Chair Summary

Presented by Shawna Miller.

9.3.2 Academic Council New Program Recommendations

Moved by Shawna Miller, seconded by Heather Kerschbaumer, the Board of Governors approve the Motorcycle Mechanic Diploma as presented pending Ministry approval.

Moved by Shawna Miller, seconded by Andrew Pietsch, the Board of Governors approve the Agriculture Operations Diploma as presented pending Ministry approval.

**Carried
6103 / 2024**

9.4 Finance Committee

9.4.1 Chair Summary

Presented by Lydell Torgerson

9.4.2 Q3 Financial Report

Presented by administration.

9.4.3 Strategic Items

Administration presented the recommended 2024-2025 operating budget, the 2024-2025 capital budget, the 2024-2025 strategic initiatives list, the net asset allocation, and the 2024-2027 capital plan.

Moved by Lydell Torgerson, seconded by Brent Cage, that the Board of Governors approve the 2024-2025 Operating Budget as presented.

Carried
6104 / 2024

Moved by Lydell Torgerson, seconded by Darlene Horseman, that the Board of Governors approve the 2024-2025 Capital Plan as presented.

Carried
6105 / 2024

Moved by Lydell Torgerson, seconded by Lorne Radbourne, that the Board of Governors approve the updated Net Asset Allocation as presented.

Carried
6106 / 2024

Moved by Lydell Torgerson, seconded by Cody Beairsto, that the Board of Governors approve the 2024-2025 Strategic Initiatives as presented.

Carried
6107 / 2024

9.4.4 Cash Management Plan

The Operating Cash Management Procedure was presented.

Moved by Lydell Torgerson, seconded by Vanessa Sheane, the Board of Governors approve the Cash Management Procedure as presented.

Carried
6108 / 2024

9.4.5 Investment Policy

The 2024 Investment Policy was presented.

Moved by Lydell Torgerson, seconded by Vanessa Sheane, that the Board of Governors approve the revised Investment Policy as presented.

Carried
6109 / 2024

9.4.6 Budget Planning and Reporting Policy

The Budget Planning and Reporting Policy was presented.

Moved by Lydell Torgerson, seconded by Angela Birnie-Browne, that the Board of Governors approve the Budget Planning and Reporting Policy as amended.

**Carried
6110 / 2024**

9.4.7 Net Assets Policy

The Net Assets Policy was presented.

Moved by Lydell Torgerson, seconded by Heather Kerschbaumer, the Board of Governors approve the revised Net Assets Policy as presented.

**Carried
6111 / 2024**

9.5 Audit Committee

9.5.1 Chair Summary

Presented by Lydell Torgerson.

9.5.2 Risk Report

Presented as information.

9.5.3 Enrolment Update

Presented as information.

9.6 External Relations

9.6.1 Chair Summary

Presented by Shawna Miller.

10. NWP Foundation Board

10.1 Chair Summary

Presented by Brent Cage for information.

10.2 Capital Campaign – Power Engineering and Instrumentation

Moved by Brent Cage, seconded by Darlene Horseman, that the Board of Governors approve the Power Engineering and Instrumentation Capital Campaign as presented.

Carried
6112 / 2024

11. In-Camera Session

Moved by Dominique Fjeld, seconded by Lydell Torgerson that the Board of Governors move in-camera.

Moved by Shawna Miller, seconded by Brent Cage, that the Board of Governors exit in-camera session.

12. Next Meeting

May 30, 2024 @ 4:00pm – Fairview Campus

13. Adjournment

Meeting adjourned at 6:47pm