

**NorQuest College Board of Governors**  
**Public Meeting Minutes**  
May 9, 2016

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**Attendees:**

Alan Skoreyko, Board Chair  
Jodi Abbott, President & CEO  
David Dominy  
Sherry Greenbank  
Khalid Hashi  
Brian Hjlesvold  
Lillian Ruptash  
Megan Wenmann

**Regrets:**

Melissa Bourgeois  
Carla Madra  
Todd Walker

**Absent:**

Eduardo Rodriguez

**Guests:**

Crystal Thompson, Incoming Student Board  
Member

**Resource Team:**

Joan Hertz, VP, External Affairs &  
Corporate Counsel  
Jill Matthew, VP, College Services and CFO  
Norma Schneider, VP, Teaching & Learning  
Laurel Evans, Executive Director, Workforce  
Development and Human Resources  
Lidia Surman, Chief of Staff

**Recorder:**

Nicole Blanchette, Senior Executive  
Associate/Board Coordinator

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**1. OPENING**

1.1. Quorum

The Chair confirmed that attendance constituted quorum.

1.2. Call to Order

The Chair called the meeting to order at 6:40 p.m.

1.3. Conflict of Interest

The Chair provided committee members with an opportunity to declare a conflict of interest with any of the items on the agenda. None were declared.

**2. CONSENT ITEMS**

**Motion:**

**Ruptash/Hjlesvold**

**THAT the Board of Governors approve the May 9, 2016, agenda, and approve/acknowledge all consent agenda items as amended:**

2.2 Minutes – March 7, 2016

2.3 Directors and Officers (D&O) Insurance Update

**CARRIED**

### **3. MOTIONS / INFORMATION / DISCUSSION**

#### 3.1 President's Report

Dr. Abbott provided an overview of the President's Report, including a updates on Convocation, internal relations, external relations, market relevance, 1000 Women a Million Possibilities, and the Ken Steele presentation on The Entrepreneurial Campus.

#### 3.2 Finance & Audit Committee

##### 3.2.1 2016-17 Operating & Capital Budget

Ms. Matthew presented the 2016-17 Operating & Capital Budget requesting Board of Governors approval.

<b>Motion:</b>	<b>Dominy/Hjlesvold</b>
<b>THAT the Board of Governors approve the 2016-2017 Operating &amp; Capital Budget as presented.</b>	
<b>CARRIED</b>	

##### 3.2.2 Finance Audit Committee Terms of Reference

Ms. Madra provided an overview of the revised Terms of Reference and is requesting Board of Governors approval.

<b>Motion:</b>	<b>Dominy/Hjlesvold</b>
<b>THAT the Board of Governors approve the Finance &amp; Audit Committee Terms of Reference as presented.</b>	
<b>CARRIED</b>	

##### 3.2.3 Finance Audit Committee 2016-17 Work Plan

Ms. Madra provided an overview of the revised work plan and is requesting Board of Governors approval.

<b>Motion:</b>	<b>Ruptash/Wenmann</b>
<b>THAT the Board of Governors approve the Finance &amp; Audit Committee 2016-17 Work Plan as presented.</b>	
<b>CARRIED</b>	

### 3.3 Governance Committee

#### 3.3.1 Governance Committee Terms of Reference

Mr. Dominy provided an overview of the committee Terms of Reference and is requesting Board of Governors approval.

**Motion:**

**Dominy/Greenbank**

**THAT the Board of Governors approve the Governance Committee Terms of Reference as presented.**

**CARRIED**

#### 3.3.2 Governance Committee 2016-17 Work Plan

Mr. Dominy provided an overview of the committee work plan and is requesting Board of Governors approval.

**Motion:**

**Dominy/Ruptash**

**THAT the Board of Governors approve the Governance Committee 2016-17 Work Plan as presented.**

**CARRIED**

#### 3.3.3 Board of Governors Job Description and Expectations

A draft Job Description and Expectations document was presented to the committee for review that provided defined tasks and expectations for current and new members regarding their role, responsibilities, duties, performance expectations, time and financial requirements. The committee recommend that the Board of Governors approve the Board of Governors Job Description and Expectations document as presented.

**Motion:**

**Dominy/Wenmann**

**THAT the Board of Governors approve the Board of Governors Job Description and Expectations document as presented.**

**CARRIED**

### 3.4 President & CEO Evaluation and Compensation Committee

#### 3.4.1 President & CEO Evaluation and Compensation Committee Terms of Reference

Mr. Dominy provided an overview of the committee Terms of Reference and is requesting Board of Governors approval.

**Motion:** **Dominy/Greenbank**

**THAT the Board of Governors approve the President & CEO Evaluation and Compensation Committee Terms of Reference as presented.**

**CARRIED**

#### 3.4.2 President & CEO Evaluation and Compensation Committee 2016-17 Work Plan

Mr. Dominy provided an overview of the committee work plan and is requesting Board of Governors approval.

**Motion:** **Dominy/Ruptash**

**THAT the Board of Governors approve the President & CEO Evaluation and Compensation Committee 2016-17 Work Plan as presented.**

**CARRIED**

### 3.5 Performance Metrics Scorecard

Ms. Matthew presented the Performance Metrics Scorecard and provided an overview of the new reporting structure. The scorecard will be reported to the board on a quarterly basis.

### 3.6 2016-2019 Comprehensive Institutional Plan (CIP)

Dr. Abbott and Ms. Surman presented the draft 2016-2019 CIP for Board of Governors approval.

**Motion:** **Dominy/Greenbank**

**THAT the Board of Governors approve the 2016-2019 Comprehensive Institutional Plan as presented.**

**CARRIED**


**4. CONCLUSION**

**Motion:**

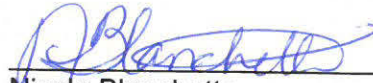
**THAT the meeting be adjourned.**

**CARRIED**

The Chair adjourned the meeting at 7:46 p.m.



Alan Skoreyko  
Board Chair



Nicole Blanchette  
Senior Executive Associate/Board Coordinator