

Board of Governors Meeting AGENDA



Thursday, March 2, 2023
12:00–4:00 PM
Innovation Studio, 5th Floor, CELT
NorQuest College, 10215 108 Street

Time	Topic	📄	Action	Lead
12:00-12:15 PM (15 min)	Prepare for a Working Lunch: Please grab food and settle into your seats.			
	1. OPENING			
12:15-12:30 PM (15 min)	1.1 Quorum 1.2 Call to Order 1.3 Land Acknowledgment 1.4 Conflict of Interest & Confidentiality 1.5 Chair’s Opening Comments 1.6 In-camera session (Chair’s discretion)		Action Confirmation Action Discussion Optional	M. Bacchus J. Robb
	2. APPROVAL OF AGENDAS			
12:30-12:40 PM (10 min)	2.1 Approval of Agenda – March 2, 2023	✓	Approval	M. Bacchus
	Approval of Consent Agenda 2.2 Minutes – October 27, 2022 2.3 Action Register 2.4 Updated Board Schedule and Calendar 2.5 Board Attendance Record 2.6 Board of Governors Skills Matrix 2023 2.7 Insurance Update 2.8 Financial Report & Forecast 2.9 Strategic Risk Report 2.10 Naming of Indigenous Student Centre	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	Approval Information Approval Information Information Information Information Information Information Approval	
	3. STRATEGY, CULTURE, EDUCATION AND DECISIONS			
12:40-1:20 PM (40 min)	3.1 Land Acquisition 3.1A REMAX Commercial Property Brochure 3.1B Questions and Answers re: Land Acquisition	✓	Discussion	J. Matthew D. Babich T. Morton
1:20-1:55 PM (35 min)	3.2 NorQuest Student Showcase	✓	Discussion	J. Robb
1:55-2:20 PM (25 min)	3.3 Dessert with the Dean and Team of Research and Academic Innovation 3.3A RAI Overview	✓	Activity	N. Schneider P. Hergott
2:20-2:25 PM (5 min)	Break			

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4. REPORTS				
2:25-2:35 PM (10 min)	4.1 President & CEO Report 4.1A President & CEO Written Report 4.1B Honorary Diploma Recommendation (in-camera)	✓ ✓	Discussion Approval	C. Campbell
2:35-2:45 PM (10 min)	4.2 Governance Committee Report 4.2A August Board Retreat 4.2B Committee Membership List and Terms of Reference Approvals 4.2C Public Board Member Recruitment Process 4.2D Skills Matrix 4.2D Mandate and Roles Document	✓ ✓ ✓ ✓	Discussion Approval Approval Approval	J. Cleall
2:45-3:15 PM (30 min)	4.3 Finance & Audit Committee Report 4.3A Signing Authority 4.3B Tuition & Fees Proposal 2023-24 4.3C Fiscal Year-End Change	✓ ✓ ✓	Approval Approval Approval	C. Lavin J. Robb
3:15-3:35 PM (20 min)	4.4 Teaching & Research Continuing Care Centre (TRCCC) Committee Report 4.4A TRCCC Ad-Hoc Committee Terms of Reference - Tracked	✓	Approval	B. Pickering
3:35-3:40 PM (5 min)	4.5 Strategic Alliances Committee Report 4.5A Strategic Alliances Committee Terms of Reference - Tracked	✓	Approval	J. Adams
3:40-3:45 PM (5 min)	4.6 Board Chair Report 4.6A Board Chair Meetings Report	✓	Discussion	M. Bacchus
5. IN CAMERA SESSIONS				
3:45-3:55 PM (10 min)	In-camera session with President/CEO 5.1 Human Resources Committee Report 5.1A President/CEO Mid-Year Evaluation 5.1B Succession Plans and Recruitment Plan	✓	Discussion Approval	M. Bacchus S. James

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3:55-4:00 PM (5 min)	5.2 In camera session without President/CEO		Discussion	M. Bacchus
	6. CONCLUSION			
4:00 PM	6.1 Adjournment		Action	M. Bacchus
4:00-4:50 PM (50 min)	Optional Tour of NorQuest College with VP, External Relations – Please meet at the elevators after the meeting.			

MEETING ATTENDEES:

Chair: Mike Bacchus, Board Chair

Members:

Carolyn Campbell	Joette Decore
Adam Chrobak	June Parham
Ashley Snape	Megan Schwann
Brad Pickering	Navjot Kaur
Chris Lavin	Supriya James
Dan Hugo	Tarandeep Kaur
Jennifer Cleall	Tina Naqvi-Rota (virtual)
Jenny Adams	

Guests:

Trevor Morton, Director Facilities NorQuest
Ian Howatt, Director Student Services NorQuest
Camille Maclean, Administrative Assistant NorQuest
Robert Gurney, Social Work Program Student
Harman Bajwa, Business Administration Student
Ama Dogbefou, English as a Second Language Intensive Program Student
Nicolas Martin Martin, Business Administration Student
Renuka Jantz, Settlement Studies Diploma Program Student
Somoud Sbehat, Settlement Studies Diploma Program Student
Patti Hergott, Dean Research and Academic Innovation (RAI)
Erika Goble, Vice Dean Research RAI
Angharad Hong Brown, Manager Program Development (RAI)
David Settle, Manager Innovation Studio (RAI)
Dawn Witherspoon, Manager Curriculum Development (RAI)
Doug McKenzie, Consultant Finance and Grants (RAI)
Erin Waugh, ACT! Project Lead (RAI)
Lisa Rochman, Vice Dean, Colbourne Institute of Inclusive Leadership (RAI)
Loni Robertson, Manager, Digital Education & Faculty Development (RAI)
Sarah Smyth, Manager, Quality, Communications and Operations (RAI)
Tony Olmstead, Manger Institutional Research (RAI)

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Resources:

Brad Arkison, VP Marketing & Communications
Dale Babich, Controller (backup for VP Administration & CFO)
Jackie Nelson, Acting VP External Relations & Partnerships
Jill Matthew, VP Administration and Chief Financial Officer (virtual)
Jonathan Robb, VP Learner Experience
Shauna Yohemas, Director People & Talent (acting for VP People & Culture)
Norma Schneider, VP Academic
David Middagh, Chief of Staff and Director of Strategy

Recorder:

Veronica Duarte, Board Coordinator