
NORTHWESTERN POLYTECHNIC
BOARD OF GOVERNORS

Board Meeting

Thursday, December 14th, 2023
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
Guests:	Georgia Greenwood-Duncan	Thomas Watts	Cindy Park
	Carly McLeod	Jarem Gurney	Shannon Gill

1. Call to Order

2. Land Acknowledgement

Territory Acknowledgement and Opening Blessing: *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 December 14th, 2023, Agenda

Moved by Brent Cage, and seconded by Melanie Pack that the Board of Governors approve the agenda as amended.

4. Approval of Minutes

4.1. Approval of October 19th, 2023, Minutes

Moved by Lorne Radbourne and seconded by Dominique Fjeld that the Board of Governors approve the October 19th, 2023, minutes be accepted as presented.

4.2. Approval of November 14th, 2023, Minutes

Moved by Heather Kerschbaumer and seconded by Dominique Fjeld that the Board of Governors approve the November 14th, 2023, minutes be accepted as presented.

5. Declaration of Conflicts of Interest

No conflicts of interest were declared

6. Chairs Report

Presented by Shawna Miller.

7. Presidents Report

Presented by Vanessa Sheane.

8. Committee Reports

8.1. Executive Committee

9.1.1 Chair Summary

Presented by Shawna Miller.

9.1.2 Board Recruitment Process Draft

A Board of Governors outreach process was reviewed and will be implemented over the coming weeks.

9.1.3 DiSC Wheel

Presented by Shawna Miller.

8.2. Human Resources Committee

8.2.1. In-Camera Session

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

Moved by Cody Beirsto, seconded by Melanie Pack that the Board of Governors exit in-camera.

Moved by Shawna Miller, seconded by Heather Kerschbaumer that the Board of Governors approve the BOG Collective Bargaining Committees as presented.

**Carried
6092 / 2023**

8.3. Governance & Development

8.3.1. Chair Summary

Presented by Lorne Radbourne.

9.3.2 Board Code of Conduct

Moved by Lorne Radbourne, seconded by Cody Beairsto, that the Board of Governors approve the Board Code of Conduct as presented.

Carried
6093 / 2023

9.3.3 Academic Programs

New programs

University Science Diploma – 2-Year Diploma

University Arts Diploma – 2-Year Diploma

Exceptionalities in the Classroom for Education Assistants Certificate –
Certificate (<1 Year)

Literacy in the Classroom for Education Assistants Certificate - Certificate
(<1 Year)

Bachelor of Education – 4-Year Degree

Wastewater Technician Certificate – 1-Year Certificate

Power Engineering Technology Diploma – 2-Year Diploma

Program Change

Veterinary technology:

Moved by Lorne Radbourne, seconded by Darlene Horseman, that the Board of Governors approve the Academic Programs as presented

Carried
6094 / 2023

9.3.4 Program Review Policy

Moved by Lorne Radbourne, seconded by Brent Cage, that the Board of Governors approve the Program Review Policy as presented.

Carried
6095 / 2023

9.3.5 2024-2025 Academic Calendar Dates

Moved by Lorne Radbourne, seconded by Lydell Torgerson, that the Board of Governors approve the 2024-2025 Academic Calendar Dates.

Carried
6096 / 2023

9.4 Finance Committee

9.4.1 Chair Summary

Presented by Lydell Torgerson

9.4.2 Q2 Financial Monitoring Report

Presented by administration.

9.4.3 Signing Authorities

Compliance with financial institutions requires that each signing officer confirms that they have the power and authority to sign an Agreement on behalf of the Customer (NWP) and to legally bind the customer. For example: RBC E-Form 60002 (2014/10)

ROYAL BANK OF CANADA

Recent changes in the position of President & CEO and Vice President, Corporate Services Northwestern Polytechnic (NWP) have resulted in a required update of records of signing authority with the Royal Bank of Canada (RBC).

- *Chair, Board of Governors, Shawna Miller*
- *President and CEO, Vanessa Sheane*
- *Acting Vice-President, Corporate Services, Thomas Watts*
- *Acting Director, Financial Services, Danielle Strilaeff*

Moved by Lydell Torgerson, seconded by Andrew Pietsch that the Board of Governors approves any two of the above to sign jointly on behalf of Northwestern Polytechnic (NWP) on account held at Royal Bank of Canada (RBC).

Carried
6097 / 2023

Corporate Trading Resolution

- a) *One or more accounts in the name of the Account Holder be open and maintained with RBC Dominion Securities Inc. and/or any of its affiliated companies ("RBC DS") for the purpose of dealing in securities, commodities, financial or index future contracts and/or options on securities, commodities or financial or index future contracts, on a cash settlement or margin basis and may include short sales or uncovered writings: AND THAT*
- b) *The Trading Officers set out below by name and their respective signatures ("the Trading Officers ") be and each is authorized to give orders or trading instructions to RBC DS, whether in writing or not, in respect of account dealings for, or on behalf of and in the name of the Account Holder, provided that, for greater certainty, any person who is designated as a Trading Officer, unless also designated as a Signing Officer (as defined below), shall not be authorized to give instructions in respect of matters referred to in c) below; AND THAT*
- c) *Two (2) of the Signing Officers set out below by name and their respective signatures (the "Signing Officers") are hereby authorized to: (i) execute and deliver for, on behalf of, and in the name of the Account Holder any and all agreements, consent letters of instruction or other documents as required by RBC DS for the establishment, reclassification or operation of any account; and (ii) withdraw for, on behalf of, and in the name of the Account Holder from any of its accounts any monies or securities contained in such accounts; AND THAT*
- d) *RBC DS shall be entitled to act and rely upon the actions and instructions of the Trading Officers and the Signing Officers taken or given in accordance with this resolution without making or continuing any investigations or inquiries into the propriety of such actions, orders, and instructions; AND THAT*
- e) *This resolution shall remain in full force and effect until written notice of revocation thereof has been filed by an authorized party of the Account Holder [the Secretary in the case of a corporation, the partners in the case of a partnership, members in the case of an investment club, associates in the case of an association or other authorized individuals in the case of any other similar organization] to the Manager of the Compliance Department at RBC DS.*

Trading Officers

Mr. Thomas Watts, Acting Vice President, Corporate Services

Dr. Vanessa Sheane, President & CEO

Ms. Danielle Strilaeff, Acting Director, Financial Services

Signing Officers

Mr. Thomas Watts, Acting Vice President, Corporate Services

Dr. Vanessa Sheane, President & CEO

Ms. Danielle Strilaeff, Acting Director, Financial Services

Ms. Shawna Miller, Board Chair

Moved by Lydell Torgerson, seconded by Andrew Pietsch that the NWP Board of Governors approve the above amendments to the NWP Corporate Trading Signing Authority, effective November 14, 2023, for the President & CEO and Vice President, Corporate Services.

Carried
6098 / 2023

9.4.4 Terms of Reference

Moved by Lydell Torgerson, seconded by Lorne Radbourne, that the Board of Governors approve the revised Finance Committee Terms of Reference as presented.

Carried
6099 / 2023

9.5 Audit Committee

9.5.1 Chair Summary

Presented by Lydell Torgerson.

9.5.2 Risk Assessment

Presented as information.

9.5.3 Enrolment Update

Presented as information

9.5.6 Terms of Reference

Moved by Lydell Torgerson, seconded by Cody Beirsto, that the Board of Governors approve the revised Audit Committee Terms of Reference as presented.

Carried
6100 / 2023

9.6 External Relations

9.6.1 Chair Summary

Presented by Lorne Radbourne.

9.6.2 Terms of Reference

Moved by Lorne Radbourne, seconded by Dominique Fjeld, that the Board of Governors approve the revised External Relations Committee Terms of Reference as presented.

**Carried
6101 / 2023**

9.7 NWP Foundation Updates

9.7.1 Chair Summary

Presented by Lorne Radbourne.

10. Advocacy Priorities

The advocacy priorities were presented for review and feedback was provided by the board.

ACTION: Administration will revise.

11. In-Camera Session

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

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

12. Adjournment

Meeting adjourned at 6:29pm.