

**NORTHWESTERN POLYTECHNIC
BOARD OF GOVERNORS**

Board Meeting Minutes

Thursday January 30, 2025

4 – 7 PM | Grande Prairie Campus

In Attendance: Shawna Miller (Chair), Sathish Babu, Cody Beairsto, Brent Cage, Jason Forbes, Darlene Horseman, Karthika Jyotheendran, Heather Kerschbaumer, Dennis Landis, Tyler May, Michael McMann, Andrew Pietsch, Chevayah Ropcean, Vanessa Sheane, Lydell Torgerson & Ken Wittig
Regrets: Sathish Babu
Guests: Melly Pack & Paul Girgulis
Resources: Jarem Gurney, Terry Kowalchuk, Cindy Park & Thomas Watts
Records: Krista Schuett

1. Call to Order

The meeting was called to order at 4:01 PM

2. Approval of Agenda

Approval of January 30, 2025, Agenda

Moved by Lydell Torgerson, seconded by Jason Forbes that the Board of Governors approve the agenda as presented.

3. Approval of Minutes

Approval of October 23, 2024, Minutes

Moved by Dennis Landis, seconded by Brent Cage that the Board of Governors approve the October 23, 2024, minutes as presented.

4. Declaration of Conflicts of Interest

Vanessa Sheane declared a conflict of interest related to agenda item 9.2.4 and requested to be excluded from any discussion. The request was accepted by the Chair.

5. Proposed Motions

Received for information.

6. Chair's Report

Presented by Shawna Miller.

7. President's Report

Presented by Vanessa Sheane.

8. Strategic Items

8.1 Land Trust education presentation received by guest Paul Girgulis of Field Law.

9. Committee Reports

9.1 Executive Committee

9.1.1 Chair Summary
Presented by Shawna Miller.

9.1.2 Board of Governors Meeting Dates for 2025 and 2026 reviewed.

9.2 Human Resources Committee

9.2.1 In Camera
Moved by Karthika Jyotheendran, seconded by Cody Beairsto, that the Board of Governors move in-camera.

9.2.2 Exit In Camera
Moved by Lydell Torgerson, seconded by Dennis Landis, that the Board of Governors exit in-camera.

9.2.3 Employee Engagement
Reviewed engagement survey trends and insights report.

9.2.4 President Compensation

Moved by Jason Forbes, seconded by Michael McMann, that the Board of Governors approve a 3% increase to the president's base salary, for Dr. Vanessa Sheane, retroactive to April 1, 2024, in accordance with PBCO's Executive and Non-Union Compensation 2024 Interim Approach.

**Carried
6134/2025**

9.2.5 AUPE GP Board Bargaining Team

Moved by Vanessa Sheane, seconded by Lydell Torgerson, that the Board of Governors designate the Board bargaining team for the AUPE GP non-academic staff negotiations as Gabriel Joshee-Arnal, Chair and Jarem Gurney, committee member.

**Carried
6135/2025**

9.3 Governance & Development

9.3.1 Chair Summary
Presented by Cody Bearisto.

9.3.2 Board Policies

9.3.2.1 Executive Expectations

Moved by Cody Bearisto, seconded by Ken Wittig , that the Board of Governors approve the revisions to Board Policy Executive Expectations as presented.

**Carried
6136/2025**

9.3.2.2 Global Governance Process

Moved by Cody Bearisto, seconded by Karthika Jyotheendran, that the Board of Governors approve the deletion of the Board Policy statement on Global Governance Process as presented.

**Carried
6137/2025**

9.3.2.3 Governance Commitment GP-1

Moved by Cody Bearisto, seconded by Dennis Landis, that the Board of Governors approve the revisions to Board Policy Governance Commitment GP-1 as amended.

**Carried
6138/2025**

9.3.3 Academic Council

9.3.3.1 Academic Policies
Academic Schedule Policy
Course Management Policy

Moved by Cody Bearisto, seconded by Vanessa Sheane, that the Board of Governors approve Academic Council's recommendations for the following revised policies as presented:

- *Academic Schedule Policy*
- *Course Management Policy*

**Carried
6139/2025**

9.3.3.2 New Programs

Moved by Cody Beairsto, seconded by Darlene Horseman, that the Board of Governors approve Academic Council's recommendations for the following new programs:

- *Graphic Design Diploma*
- *Health Information and Office Management Diploma*
- *Information Technology Specialist Certificate*

**Carried
6140/2025**

Moved by Cody Beairsto, seconded by Jason Forbes, that the Board of Governors approve Academic Council's recommended changes to the following Ministry approved programs:

- *Agriculture Operations Diploma*
- *Early Learning and Childcare Certificate*
- *Early Learning and Childcare Diploma*

**Carried
6141/2025**

9.3.3.3 2025-2026 Academic Schedule

Moved by Cody Beairsto, seconded by Chevayah Ropcean, that the Board of Governors approve the 2025-2026 Academic Schedule as presented.

**Carried
6142/2025**

9.4 Finance Committee

94.1 Chair Summary
Presented by Lydell Torgerson.

94.2 Students' Association Financial Statement
Guest: Melly Pack
Presentation by Melly Pack followed by a Q & A.

Board posed questions and expressed concerns over the SA Financial statement regarding presentation of their assets, collection of fees, unrestricted reserves, and others.

ACTION: Administration to add SA Financial Statement presentation as an agenda item to 2025-03-12 Finance Committee meeting for SA to provide follow-up to questions with recommendations.

94.3 Q3 Forecast
Presented by Thomas Watt for information.

94.4 2024-2025 Capital Plan reallocation

Moved by Lydell Torgerson, seconded by Chevayah Ropcean, that the Board of Governors approve the revised 2024-2029 Capital Plan as presented.

**Carried
6143/2025**

9.4.5 2025-2026 Tuition and Fees

Moved by Lydell Torgerson, seconded by Brent Cage, that the Board of Governors approve the tuition and fees schedule for the 2025-2026 academic year as presented.

**Carried
6144/2025**

9.4.6 Investment Report
Presented by Lydell Torgerson for information.

9.4.7 Board input into 2025-2026 budget planning
Vanessa Sheane presented a summary and sought board feedback in a roundtable.
ACTION: Board members to email Vanessa with any additional feedback.

9.5 **Audit Committee**

9.5.1 Chair Summary
Presented by Lydell Torgerson.

9.5.2 Enterprise risk management update
Presented for information by Lydell Torgerson.

9.5.3 Enrolment Update
Presented for information by Terry Kowalchuk.

9.6 **External Relations Committee**

9.6.1 Chair Summary
Presented by Shawna Miller.

9.7 **Ad Hoc Committee**

9.7.1 Chair Summary – November 20, 2024
Presented by Cody Beairsto.

9.7.2 Chair Summary – January 8, 2025
Presented by Cody Beairsto.

9.7.3 Terms of Reference
Moved by Cody Beairsto, seconded by Darlene Horseman, that the Board of Governors approve the revised Ad Hoc Committee Terms of Reference as presented.

**Carried
6145/2025**

9.7.4 Trust Board Membership
Discussion

9 Foundation Board

9.3 Chair Summary
Presented by Brent Cage.

10 In-Camera Session

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

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

11 Next Meeting

March 26, 2025, Grande Prairie

12 Adjournment

Moved by Brent Cage, seconded by Darlene Horseman that the meeting adjourn at 6:59 PM.