

**NORTHWESTERN POLYTECHNIC  
BOARD OF GOVERNORS**

**Board Meeting Minutes**

Thursday January 29, 2026

4 – 7 PM | Grande Prairie Campus

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In Attendance: Shawna Miller (Chair), Cody Beairsto, Andrew Pietsch, Vanessa Sheane, Mike McMann, Ken Wittig, Jason Forbes, Hala Ezzeddine, Tab Pollock, Jan Nutting, Wendy Schmaltz & Lily Forest  
Regrets: Dennis Landis, Karthika Jyotheendran  
Absent: Tyler May  
Guests: Gabriel Joshee-Arnal, Barry Travers, Tamara VanTassell, Cord Spero  
Resources: Nazim Merali, Jarem Gurney, Cindy Park  
Records: Krista Schuett

**1. Call to Order**

The meeting was called to order at 4 pm.

**2. Approval of Agenda**

Approval of the January 29, 2026, Agenda

*Moved by Hala Ezzeddine, seconded by Tab Pollock that the Board of Governors approve the agenda as presented.*

**3. Approval of Minutes**

**3.1 Approval of the November 13, 2025, Minutes**

*Moved by Jason Forbes, seconded by Vanessa Sheane that the Board of Governors approve the November 13, 2025, minutes as presented.*

**CARRIED**  
**6202-2026**

**3.2 Approval of the October 29, 2025, Minutes**

*Moved by Mike McMann, seconded by Ken Wittig, that the Board of Governors approve the following resolution:*

*WHEREAS the Board of Governors has previously adopted the minutes of its meeting held on October 29, 2025; and*

*WHEREAS an error/omission has been identified in the adopted minutes, specifically regarding who moved and seconded resolution 6181-2025;*

*BE IT RESOLVED THAT the Board of Governors amends the minutes of the October 29, 2025, meeting as follows:*

- *Original text: "Moved by Mike McMann, seconded by Jason Forbes..."*
- *Amended text: "Moved by Heather Kerschbaumer, seconded by Wendy Schmaltz..."*

*BE IT FURTHER RESOLVED THAT the corrected minutes shall replace the previously adopted version and be recorded as the official and accurate minutes of the October 29, 2025, Board meeting.*

*CARRIED  
6203-2026*

#### **4. Declaration of Conflicts of Interest**

Vanessa Sheane declared a conflict of interest and requested to be excluded from parts of the meeting for discussions surrounding Agenda Item related to President's compensation. This request was accepted by the Chair.

Andrew Pietsch declared a conflict of interest and requested to be excluded from parts of the meeting for discussions surrounding Fairview Campus. This 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 Board for-profit venture annual training**

- Guest: Barry Travers, KPMG
- Mr. Travers provided a presentation to the Board with Q & A
- For-profit venture annual training for Board of Governors has been completed

##### **8.2 2026-2027 Tuition and Revenue**

*Moved by Tab Pollock, seconded by Jason Forbes, that the Board of Governors approves the 2026-2027 Tuition and Fees Schedule as presented.*

*WHEREAS, pursuant to the Post Secondary Learning Act ("PSLA") and the Tuition and Fees Regulation ("TFR"), the Board of Governors is responsible for approving tuition and mandatory fees for each academic year; and*

*WHEREAS the Ministry has established a maximum allowable 2.0% overall increase in tuition and program fee revenue for the 2026-2027 academic year, and the proposal brought forward meets this requirement; and*

WHEREAS the attached proposal outlines tuition adjustments for apprenticeship and credit programs, including:

- An overall 2% tuition increase for domestic students;
- No change to the international tuition multiplier (maintained at 3.5× domestic tuition); and
- Adjustments to specific Mandatory Non Instructional Fees (MNIFs) and User Fees;

WHEREAS the Students' Association was consulted on November 7, 2025, December 10, 2025, and January 19, 2026, and although Exceptional Tuition Increase (ETI) requests were discussed, no ETI proposals will be submitted for 2026–2027;

BE IT RESOLVED THAT the Board of Governors approves the 2026–2027 Tuition and Fees Schedule as presented.

BE IT FURTHER RESOLVED THAT Administration is authorized to submit all required documentation through the Tuition and Fees Reporting System (TAFRS) and publish the approved 2026–2027 tuition and fee schedule in accordance with the Post Secondary Learning Act and the Tuition and Fees Regulation.

CARRIED  
6204–2026

### 8.3 Fairview Campus Transition

#### In Camera

Moved by Vanessa Sheane, seconded by Jan Nutting, that the Board of Governors move in-camera.

#### Exit In Camera

Moved by Mike McMann, seconded by Vanessa Sheane that the Board of Governors exit in-camera.

## 9. Committee Reports

### 9.1 Executive Committee

#### 9.1.1 Chair Summary

Report provided by Shawna Miller.

#### 9.1.2 Revised NWP Mandate

Moved by Jason Forbes, seconded by Ken Wittig, that the Board of Governors approve the following resolution.

WHEREAS the updated Mandate and Roles Document for Northwestern Polytechnic was developed collaboratively between the Minister of Advanced Education ("Minister") and The Board of Governors in accordance with the Alberta Public Agencies Governance Act (APAGA) and Section 78 of the Post-Secondary Learning Act (PSLA);

WHEREAS the updated document sets out the Institution's legislated mandate, including its designation as a polytechnic institution, credential authorities, programming scope, research activities, regional service area, and its responsibilities under the PSLA;

*WHEREAS the updated document reiterates the roles and responsibilities of the Board, the Chair, the President, and the Minister, including fiduciary duties, governance oversight, strategic direction, reporting expectations, and accountability relationships;*

*WHEREAS the Mandate and Roles Document outlines requirements related to committee structures, planning and reporting obligations, financial accountability, and the mandate review cycle, including the requirement that the document be reviewed, renewed, or amended at least every three years;*

*WHEREAS the updated Mandate and Roles Document has been signed by the Minister of Advanced Education and the Board Chair, confirming alignment and mutual expectations;*

*BE IT RESOLVED THAT the Board of Governors approves and endorses the updated Mandate and Roles Document – Northwestern Polytechnic, and authorizes its submission to the Minister of Advanced Education and posting in accordance with the transparency requirements outlined therein.*

*BE IT FURTHER RESOLVED THAT the Board directs administration to ensure all governance, planning, reporting, and accountability processes remain aligned with the updated mandate and to undertake the next document review prior to the three-year renewal deadline.*

*CARRIED  
6205-2026*

**9.1.3 BOG Meeting Dates for 2026 and 2027 Calendar Years**  
Received for information

**9.1.4 Board of Governors breach of information**  
Guest: Gabriel Joshee-Arnel, Newman Thompson

**9.2 Human Resources Committee**

**In Camera**

Moved by Jan Nutting, seconded by Mike McMann, that the Board of Governors move in-camera.

**Exit In Camera**

Moved by Tab Pollock, seconded by Mike McMann that the Board of Governors exit in-camera.

**9.2.1 President Compensation and contract**

*Increase in Compensation*

Moved by Mike McMann, seconded by Ken Wittig, that the Board of Governors approve the following resolution.

*Whereas Ministerial Order No. 16/2025 enacted under the Public Sector Employers Act (the “Ministerial Order”) allows the Board to provide an increase in base salary to the President & CEO, Dr. Vanessa Sheane;*

*And Whereas the Board wishes to provide Dr. Sheane with an increase in*

compensation consistent with what is permitted by the Ministerial Order.  
Now therefore be it resolved that:

1. The Board agrees to provide Dr. Sheane with an increase in base salary of three percent (3%), effective April 1, 2025, consistent with the Ministerial Order.  
CARRIED 6218-2026

#### Reappointment

Moved by Tab Pollock, seconded by Mike McMann, that the Board of Governors approve the following resolution.

Whereas Dr. Vanessa Sheane is currently employed and appointed as President & CEO of Northwestern Polytechnic under an employment agreement with a term which expires on November 13, 2028;

And Whereas the Board has determined in good faith that it is in the interests of Northwestern Polytechnic to renew Dr. Sheane's appointment as President & CEO in advance of the end of the current term;

And Whereas the Board wishes to renew Dr. Sheane's appointment and employment for a further term, which term will end by no later than February 27, 2031;

And Whereas Dr. Sheane has advised the Board that she is prepared to accept this further appointment and employment as President & CEO;  
Now therefore be it resolved that:

1. The Board, conditional on the parties agreeing to the terms and conditions of a renewal employment agreement and subject to any government approvals required, hereby appoints Dr. Sheane as President & CEO of Northwestern Polytechnic, for a further five-year term, which term will end by no later than February 27, 2031.

The Board delegates to the Chair of the Board the authority to, in the discretion of the Chair, enter into negotiations with Dr. Sheane regarding the terms and conditions of any renewal employment agreement between her and the Board with respect to the new term, and to sign any such agreement on behalf of the Board.  
CARRIED 6219-2026

### 9.3 Governance

#### 9.3.1 Chair Summary

Presented by Jason Forbes.

#### 9.3.2 Board Policies

##### 9.3.2.1 GP-10, Special Rules of Order

Moved by Jason Forbes, seconded by Mike McMann, that the Board of Governors approve the revisions to GP-10, Special Rules of Order as presented.  
CARRIED 6207-2026

##### 9.3.2.2 GP-12, Governance Succession

Moved by Jason Forbes, seconded by Ken Wittig, that the Board of Governors

*approve GP-12, Governance Succession as presented.  
CARRIED 6208-2026*

### 9.3.3 Academic Council

#### 9.3.3.1 2026-2027 Academic Schedule

*Moved by Jason Forbes, seconded by Cody Beirsto, that the Board of Governors approve the 2026-2027 Academic Schedule as presented.  
CARRIED 6209-2026*

#### 9.3.3.2 Academic Policies

*Moved by Jason Forbes, seconded by Cody Beirsto, that the Board of Governors approve Academic Council's recommendations for the following revised policies as presented:*

- *Academic Council Authority and Bylaws*
- *Tuition and Fees*
- *Admissions*
- *Recognition of Academic Achievement*

*CARRIED  
6210-2026*

#### 9.3.3.3 New Programs

*Moved by Jason Forbes, seconded by Hala Ezzeddine, that the Board of Governors approve Academic Council's recommendations for a Bachelor of Nursing program, pending Ministry approval.*

*CARRIED  
6211-2026*

#### 9.3.3.4 Program Changes

*Moved by Jason Forbes, seconded by Hala Ezzeddine, that the Board of Governors approve Academic Council's recommended changes to the Power Engineering Technology Certificate program.*

*CARRIED  
6212-2026*

*Moved by Jason Forbes, seconded by Ken Wittig, that the Board of Governors terminate the Parts and Material Technician program as recommended by Academic Council.*

*CARRIED  
6213-2026*

*Moved by Jason Forbes, seconded by Mike McMann, that the Board of Governors terminate the Water and Wastewater Technician credit program as recommended by Academic Council.*

*CARRIED  
6214-2026*

## 9.4 Finance Committee

### 9.4.1 Chair Summary

Presented by Tab Pollock.

#### 9.4.2 2025–2028 Investment Management Agreement

*Moved by Tab Pollock, seconded by Jan Nutting, that the Board of Governors approve the following resolution.*

*WHEREAS the 2025–2028 Investment Management Agreement (IMA) has been developed between the Board of Governors of Northwestern Polytechnic and His Majesty in Right of Alberta as represented by the Minister of Advanced Education, pursuant to section 78 of the Post Secondary Learning Act (PSLA);*

*WHEREAS the IMA establishes the investment framework for the Base Operating Grant (BOG) and outlines expectations for institutional performance, accountability, transparency, and alignment with Alberta 2030: Building Skills for Jobs;*

*WHEREAS the Agreement sets out the term (effective upon final signature to March 31, 2028) and supersedes the 2022–2025 IMA;*

*WHEREAS the IMA includes detailed provisions regarding:*

- o At risk funding (40% of BOG tied to performance for each fiscal year from 2025–26 through 2027–28);*
- o Performance metrics (Work-Integrated Learning, Domestic Enrolment, Graduate Outcomes, Administration Expense Ratio) and associated targets;*
- o Transparency metrics, including Indigenous student enrolment;*
- o The Institution's mandate, roles, and responsibilities as defined by the PSLA;*
- o Requirements for amendment, execution, and ongoing reporting;*

*WHEREAS the Board has reviewed the full content of the IMA, including Schedules A and B, which outline performance targets and metric weightings for the duration of the Agreement;*

*BE IT RESOLVED THAT the Board of Governors approves the 2025–2028 Investment Management Agreement and authorizes its execution by the Board Chair in accordance with the requirements established by the Minister of Advanced Education.*

*BE IT FURTHER RESOLVED THAT the Board directs administration to undertake all necessary steps to implement and monitor the IMA, including compliance with performance and transparency targets, and to provide regular updates on progress throughout the Agreement term.*

*CARRIED  
6215-2026*

#### 9.4.3 Long Term Borrowing

*Moved by Tab Pollock, seconded by Jason Forbes, that the Board of Governors approve the following resolution.*

*WHEREAS the Board of Governors, to carry out the purposes of Northwestern Polytechnic, considers it appropriate and necessary to expand and renovate NWP's main campus and 112th Street Building in Grande Prairie for the purposes of instructional delivery of in-demand skilled trades programming for current and prospective apprenticeship students to meet the needs of industry ("Project"); and*

*WHEREAS the Board of Governors considers it appropriate and necessary to borrow funds from the lender described in this resolution.*

*IT IS HEREBY RESOLVED THAT:*

1. Pursuant to Section 73 of the Post-secondary Learning Act and subject to the prior approval of the Minister of Advanced Education, the Board of Governors, for the purposes of Northwestern Polytechnic, authorizes and approves the borrowing of an amount to fund the Project not to exceed fifteen million dollars (\$15,000,000) in Canadian funds ("Loan").
2. The Loan be:
  - a. From a lender which is the Alberta Capital Finance Authority ("Lender") in an amount not to exceed fifteen million dollars (\$15,000,000) in Canadian funds;
  - b. For a term not to exceed thirty (30) years;
  - c. At an interest rate not to exceed 6.5% per annum.

*And that within the parameters set out in this section 2, the establishment of the amount, term and interest rate be made by the Vice-President, Administration.*

3. To secure the repayment of the Loan, Northwestern Polytechnic grant to the Lender such security as may be required by the Lender and agreed to by the Vice-President, Administration.
4. The Vice-President, Administration be and is hereby authorized for and on behalf of Northwestern Polytechnic to:
  - a. Negotiate, execute and deliver to the Lender such notes, bonds, debentures or other securities in such form, with or without seal, and containing such terms and conditions related to amount, denomination, time and place of payment, principal and interest and redemption as the Lender requires as a condition of the Loan;
  - b. Include in the security the Lender requires as a condition of the Loan all such securities, debentures, charges, pledges, mortgages, conveyances, assignments and transfers to or in favour of the Lender of all or any property, real or personal, moveable or immovable, owned by Northwestern Polytechnic or in which it may have an interest as the Lender may require;
  - c. Give the Lender any other documents or contracts necessary to give or furnish to the Lender the security or securities required by the Lender including without limiting the generality of the foregoing, all or any receivables, book debts due or growing due, stocks, bonds, insurance policies, promissory notes, bills of exchange and securities of all kinds.
5. All agreements, securities, documents and instruments proposing to be signed, made, drawn, accepted, executed, or endorsed as provided in this resolution shall be valid and binding on Northwestern Polytechnic.
6. The Lender shall be furnished with a signed copy of this resolution.  
CARRIED  
6215-2026

**9.4.4 Q3 Forecast**  
Received for information.

**9.4.5 2024-2025 Student's Association Financial Statement**

Received for information.

#### 9.4.6 Investment Report

Received for information.

#### 9.4.7 Lending to NWP

*Moved by Tab Pollock, seconded by Jason Forbes, that the Board of Governors approve the following resolution.*

*WHEREAS the Board of Governors, to carry out the purposes of Northwestern Polytechnic, considers it appropriate and necessary to lend money from the internal reserves for the initial operational requirements of the NWP Business Corporation so that that Business Corporation can meet the mandate to manage and develop NWP-owned lands for commercial purposes in a sustainable manner ("the Project"); and*

*WHEREAS the Board of Governors considers it appropriate and necessary to lend funds to the NWP Business Corporation ("the Borrower") as described in this resolution.*

*IT IS HEREBY RESOLVED THAT:*

1. *The Board of Governors, for the purposes of Northwestern Polytechnic, authorizes and approves the lending of an amount to fund the Project not to exceed one-and-a-half million dollars (\$1,500,000) in Canadian funds ("Loan").*
2. *The Loan be:*
  - a. *From internally restricted net assets in an amount not to exceed one-and-a-half million dollars (\$1,500,000) in Canadian funds;*
  - b. *For a term not to exceed thirty (30) years;*
  - c. *At a fair-market value interest rate per annum.*

*And that within the parameters set out in this section 2, the establishment of the amount, term and interest rate be made by the Vice-President, Administration.*

3. *To secure the repayment of the Loan, NWP Business Corporation (Properties Trust) shall grant to Northwestern Polytechnic such security as may be required by Northwestern Polytechnic and agreed to by the Vice-President, Administration.*
4. *The Vice-President, Administration be and is hereby authorized for and on behalf of Northwestern Polytechnic to:*
  - a. *Negotiate, execute and deliver to the Borrower such loan agreements or related instruments in such form, with or without seal, and containing such terms and conditions related to amount, denomination, time and place of payment, principal and interest and redemption as Northwestern Polytechnic requires as a condition of the Loan;*
  - b. *Include in the security required as a condition of the Loan all such securities, charges, pledges, mortgages, conveyances, assignments and transfers to or in favour of Northwestern Polytechnic of all or any property, real or personal, moveable or immovable, owned by the Borrower or in which it may have an interest as Northwestern Polytechnic may require;*
  - c. *Obtain and execute any other documents or contracts necessary to give or furnish to Northwestern Polytechnic the security or securities required, including without limiting the generality of the foregoing, all or*

*any receivables, book debts due or growing due, stocks, bonds, insurance policies, promissory notes, bills of exchange and securities of all kinds.*

5. *All agreements, securities, documents and instruments signed, made, drawn, accepted, executed, or endorsed as provided in this resolution shall be valid and binding on Northwestern Polytechnic.*

6. *The Borrower shall be furnished with a signed copy of this resolution.*

*CARRIED  
6216-2026*

#### **9.4.8 Net Asset Allocation**

*Moved by Tab Pollock, seconded by Jan Nutting, that the Board of Governors approve the Net Asset Allocation as presented with reallocation to the Capital Renewal and Upgrade, Operating Contingency, and Loan to NWP Business Corporation.*

*CARRIED  
6217-2026*

### **9.5 Audit Committee**

#### **9.5.1 Chair Summary**

Presented by Tab Pollock.

#### **9.5.2 Enterprise Risk Management update**

Received for information.

#### **9.5.3 Enrolment update**

Received for information.

### **10 In-Camera Session**

*Moved by Ken Wittig, seconded by Hala Ezzeddine, that the Board of Governors move in-camera.  
Moved by Mike McMann, seconded by Cody Beirsto, that the Board of Governors exit in-camera.*

### **11 Next Meeting**

March 28, 2026

### **12 Adjournment**

*Moved by Tab Pollock that the meeting adjourn at 6:39 pm.*