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NORTHWESTERN POLYTECHNIC  
BOARD OF GOVERNORS

**Board Meeting**

Thursday, October 20<sup>th</sup>, 2022

4:00 – 7 PM | L229 Zoom



<b>In Attendance:</b>	Ms. Bridget Hennigar	Mr. Brent Cage	Mr. Justin Kohlman
	Ms. Shawna Miller	Mr. Lorne Radbourne	Dr. Johan Bolton
	Dr. Connie Korpan	Mr. Lydell Torgerson	Mr. Ron Wiebe
	Ms. Dominique Fjeld	Ms. Heather Kerschbaumer	Mr. Roy Bjorklund
	Mr. Andrew Pietsch	Ms. Angela Birnie-Browne	Ms. Brooklyn Broaders
<b>Guests:</b>	Dr. Vanessa Sheane	Ms. Cherene Griffiths	Ms. Sivagowry Lewis
	Mr. Karl Germann	Ms. Georgia Greenwood-Duncan	

## 1. Call to Order

**Territory Acknowledgement:** *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.*

### 1.1. Approval of October 20<sup>th</sup>, 2022 Agenda

*Moved by Dominique Fjeld, seconded by Heather Kerschbaumer, that the agenda be approved.*

### 1.2. Approval of May 19<sup>th</sup>, 2022 Minutes

*Moved by Roy Bjorklund, seconded by Brooklyn Broaders, that the minutes of the May 19<sup>th</sup>, 2022 meeting be accepted.*

## **2. Declaration of Conflicts of Interest**

The Board Chair asked for declaration of conflicts of interest from the Board. Academic and Non-Academic Staff identified 4.4.3 as an item of conflict of interest and will depart the meeting at that time.

## **3. NWP Executive Report**

### **3.1. Office of the President and CEO**

#### **3.1.1. President and Executive Report**

#### **3.1.2. Risk Assessment**

#### **3.1.3. Centre for Entrepreneurial Excellence (CEE)**

A high-level discussion on ideas and suggestions for the CEE took place comparing the results with those of the NWP leadership team.

Justin Kohlman signed an MOU with Munster Technological University (MTU) and the MTU Rubicon Centre in Ireland.

Kohlman will be attending the Global Consortium of Entrepreneurship Centers in October to learn from the best entrepreneurial centres around the world.

John Tiede, an NWP alumnus currently in Ireland studying at MTU, provided his experience as an international student.

## **4. Committee Reports**

### **4.1. Chair Report**

The Board Chair shared her NWP activities since the last meeting including the Classic Golf Tournament and NWP Employee Recognition Ceremony. The Chair is looking forward to the upcoming fall events and suggested all Board members try to attend where possible.

### **4.2. Executive Committee**

#### **4.2.1. Chair Summary of the September 20<sup>th</sup>, 2022 Meeting**

The Board held their annual Board Retreat in Edmonton. The Chair provided a debrief and Board members provided a feedback for the next retreat.

### **4.3. Academic Council**

#### **4.3.1. Minutes of the September 28<sup>th</sup>, 2022 Meeting**

#### **4.3.2. Motions**

## **Proposed Curriculum Changes**

*Moved by Justin Kohlman, seconded by Lorne Radbourne, that the Board of Governors approve the proposed curriculum changes:*

- Bachelor of Computing Science curriculum and progression requirements as approved by CAQC
- Removal of career investigation report as admission requirement for Power Engineering
- Bachelor of Business Administration curriculum as approved by CAQC
- Business Administration Post-Diploma Certificate Program with three specializations as reported to the BOG Executive Committee
- BScN and PN programs to a rolling admission rather than a March 1<sup>st</sup> for all decision date
- Language changes to the HCA program description and admission requirements as directed by Alberta Health
- Introduction of maximum allowable absences for successful completion of the Pre-Employment Welding program
- Introduction of direct admission into ELCC Diploma, BA Diploma, and CST Diploma
- Removal of the other changes included admission changes, credit changes, and required program hours to various programs (BScN, PN, HCA, Power Engineering, UT Engineering, ELCC Diploma, CST Diploma, and Pre-employment Welding)

**Carried**  
**6040 / 2022**

## **Instructor Emeritus Nominees**

*Moved by Justin Kohlman, seconded by Roy Bjorklund, that the Board of Governors approve the nominations of the following individuals for Faculty Emeritus awards: Libero Ficocelli and Dr. Rene Gadacz-Gould.*

**Carried**  
**6041 / 2022**

### **4.4. Human Resource Committee**

**4.4.1.** Chair Summary of the September 20<sup>th</sup>, 2022 Meeting

**4.4.2.** In-Camera Session

*Moved by Shawna Miller, seconded by Lydell Torgerson, that the Board of Governors move to an in-camera session at 6:05pm*

*Moved by Heather Kerschbaumer, seconded by Roy Bjorklund, that the Board of Governors exit the in-camera session at 6:11pm.*

**4.4.3.** Motion:

## **Revised Alberta Union of Provincial Employees**

*Moved by Heather Kerschbaumer, seconded by Brent Cage, that the Board of Governors ratify the Agreement between Alberta Union of Provincial Employees and the Board of Governors for the period of July 1, 2020 to June 30, 2024.*

**Carried**  
**6042 / 2022**

### **4.5. Governance and Development Committee**

- 4.5.1.** Chair Summary of the September 20<sup>th</sup>, 2022 Meeting
- 4.5.2.** Motions

*To be moved by Lorne Radbourne, seconded by Lydell Torgerson, that the Board of Governors accept the Governance and Development Committee Terms of Reference as amended.*

**Carried**  
**6043 / 2022**

*Moved by Lorne Radbourne, seconded by Ron Wiebe, that the Board of Governors recommends Bridget Hennigar be renewed as appointed public member for a second term and as NWP's Board Chair.*

**Carried**  
**6044 / 2022**

### **External Relations Committee**

- 4.5.3.** Did not meet

### **4.6. Finance Committee**

- 4.6.1.** Chair Summary of the September 23<sup>rd</sup>, 2022 Meeting
- 4.6.2.** Motions

### **Banking Resolution**

#### **Relevant Board Policy: EL-4 Asset Protection**

The President shall not allow assets to be unprotected, inadequately maintained, or unnecessarily risked.

*Compliance* with financial institutions requires that each signing officer confirms that they have the power and authority to sign the 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 Director, Financial Services Northwestern Polytechnic (NWP) have resulted in a required update of records of signing authority with the Royal Bank of Canada (RBC).

*Moved by Lydell Torgerson, seconded by Ron Wiebe, that the Board of Governors approves any two of the following to sign jointly on behalf of Northwestern Polytechnic (NWP) on accounts held at Royal Bank of Canada (RBC).*

- *Chair, Board of Governors, Bridget Hennigar*
- *President and CEO, Justin Kohlman*
- *Acting Vice-President, Corporate Services, Karl Germann*
- *Director, Financial Services, Dawn Sauve*

**Carried  
6045 / 2022**

### **Corporate Trading Resolution**

#### **Relevant Board Policy: EL-4 Asset Protection**

The President shall not allow assets to be unprotected, inadequately maintained, or unnecessarily risked.

*Moved by Lydell Torgerson, seconded by Ron Wiebe, that the NWP Board of Governors approve the following amendments to the NWP Corporate Trading Signing Authority, effective October 20, 2022 for the Director, Financial Services.*

- 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.*

<b>Trading Officers</b>	<b>Signing Officers</b>
Mr. Karl Germann, Acting Vice-President, Corporate Services	Mr. Karl Germann, Acting Vice-President, Corporate Services
Mr. Justin Kohlman, President and CEO	Mr. Justin Kohlman, President and CEO
Ms. Dawn Sauve, Director, Financial Services	Ms. Bridget Hennigar, Board Chair
	Ms. Dawn Sauve, Director, Financial Services

**Carried  
6046 / 2022**

**4.6.3.** Chair Summary of the September 23rd, 2022 Meeting

**4.6.4.** Motions

**Enterprise Risk Management Policy**

*Moved by Lydell Torgerson seconded by Brent Cage, that the Board of Governors adopt the new policy on Enterprise Management Policy.*

**Carried  
6047 / 2022**

**NWP’s Audited Consolidated Financial Statements for the Fiscal Year Ended June 30th, 2022**

*Moved by Lydell Torgerson, seconded by Roy Bjorklund, that the Finance Committee recommend to the Board of Governors for approval the allocation of the \$1.5million from the Unrestricted Net Assets to the Capital Renewal & Upgrade Reserve.*

**Carried  
6049 / 2022**

*To be moved by Lydell Torgerson, seconded by Brent Cage, that the Board of Governors approve NWP’s audited consolidated financial statements for the fiscal year ended June 30, 2022.*

**Carried  
6050 / 2022**

**4.6.5.** 2021 – 2022 Annual Report

*Moved by Lydell Torgerson, seconded by Lorne Radbourne, that the Board of Governors approve the NWP 2021-2022 Annual Report subject to editorial revisions and review by the Office of the Auditor General.*

**Carried**  
**6051 / 2022**

#### **4.7. Alumni Foundation Board of Directors**

**4.7.1.** Report of the September 28th, 2022 Meeting

**4.7.2.** Motion

*Moved by Lorne Radbourne, seconded by Brooklyn Broaders, that the Board of Governors appoints the following public Board members to the Alumni Foundation Board of Directors:*

*Kevin Szakacs*

*Lorne Radbourne*

*Ron Wiebe*

*Brent Cage*

**Carried**  
**6052 / 2022**

#### **5. In-Camera Session**

*Moved by Bridget Hennigar, seconded by Heather Kerschbaumer, that the Board of Governors move to an in-camera session at 6:53pm.*

*Moved by Bridget Hennigar, seconded by Lydell Torgerson, that the Board of Governors exit the in-camera session at 7:05pm.*

#### **6. Next Board Meeting**

The next NWP Board of Governors meeting will take place on December 15<sup>th</sup>, 2022.

#### **7. Adjournment**

Moved by Bridget Hennigar, that the Board of Governors meeting be adjourned at 7:15pm.