

Board of Governors

Meeting agenda

Date Thursday, March 7, 2024

Time 12:00-4:00 p.m.

Location Innovation Studio, 5th Floor CELT | 10215 108 St NW Edmonton, AB T5J 1L6

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Time	📎 Agenda Item	Action	Lead
11:30 a.m. (30 min.)	Optional: Meal service is available for attendees who prefer to eat lunch before the meeting begins.		
1.0 OPENING			
12:00 p.m. (15 min.)	1.1 Quorum	Action	R. Heron
	1.2 Call to order and land acknowledgment	Declaration	
	1.3 Conflict of Interest and Confidentiality	Declaration	
	1.4 Chair's opening comments	Comments	
	1.5 NorQuest Purpose Story: Learner Centre	Discussion	J. Robb
	1.6 Approval of the Consent Agenda	Approval	
	✓ 1.7 Approval of Agenda - Mar 7, 2024	Approval	
2.0 CONSENT AGENDA			
12:15 p.m. (5 min.)	BOARD ITEMS		R. Heron
	✓ A. Minutes – October 26, 2023	Approval	
	✓ B. Board Action Register	Information	
	✓ C. 2022-23 Academic Council Report	Information	
	✓ D. 2022-23 SANQC Financial Statements	Information	
	✓ E. Honorary Diploma recommendations	Approval	
	✓ F. President's Written Report	Information	
	COMMITTEE ITEMS		
	Finance & Audit Committee		
	✓ G. Financial Report & Forecast	Information	
	✓ H. Strategic Risk Report	Information	
	Governance Committee		
	✓ I. Board attendance record	Information	
	✓ J. Updated Skills Matrix	Information	
	✓ K. Updated Board Policies 1, 2, 3, 4, 5	Approval	
	✓ L. Board Position Mandates	Approval	
	✓ M. 2024-25 Annual Board Schedule & Calendar	Approval	

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Time	 Agenda Item	Action	Lead
	COMMITTEE CONSENT ITEMS CONTINUED		
	✓ N. Updated Committee membership list	Approval	
	Community Engagement Committee		
	✓ O. CEC Committee Report	Information	
	TRCCC Ad-Hoc Committee		
	✓ P. TRCCC Committee Report	Information	
3.0 STRATEGY, CULTURE AND EDUCATION			
12:20 p.m. (50 min.)	✓ 3.1 Strategic Discussion: TRCCC Project Next Steps	Discussion	R. Heron
1:10 p.m. (5 min.)	Prepare for photos and head over to second floor SCFL by 1:15 pm		
1:15 p.m. (30 min.)	2022-23 Annual Board and Executive Team Photos – 2nd Floor SCFL		
	A. Board of Governors Group photo - 15 min		
	B. New member individual photos (Rob, Ashley, Ama, June, Shauna) - 15 min		
	C. Executive Team group photo (during individual photos) - 10 min		
1:45 p.m. (20 min.)	3.2 Dessert with the Dean and Team from the Faculty of Arts & Sciences (FOAS)	Education	N. Schneider J. LaBrie
	✓ A. FOAS Overview		
2:05 p.m. (50 min.)	3.3 Applied Research at NorQuest	Education	N. Schneider P. Hergott
	✓ A. Applied Research PPT		
4.0 COMMITTEE REPORTS & MEETING DEBRIEF			
	4.1 Placeholder for potential CEC and TRCCC consent agenda items		

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Time	 Agenda Item	Action	Lead
2:55 p.m. (15 min.)	4.2 Finance and Audit Committee Report ✓ A. 2024-25 Tuition & Fees Proposal B. [Potential FAC consent agenda items]	Approval Discussion	C. Lavin J. Robb
3:10 p.m. (15 min.)	4.3 Governance Committee Report ✓ A. August 2024 Board Retreat Planning ✓ B. Issues Management Model C. [Potential Governance consent agenda items]	Discussion Discussion Discussion	J. Cleall B. Arkison
3:25 p.m. (10 min.)	4.4 Meeting Debrief <i>Quick Roundtable Questions:</i> 1. What worked well for you in this meeting? 2. What was missing for you in the information or discussion? 3. What should we consider for future meetings?	Discussion	R. Heron

5. IN-CAMERA SESSIONS

Board members only: [Link to access in-camera documents](#)

3:35 p.m. (20 min.)	5.1 In-camera session with President & CEO A. President & CEO's Succession Plan B. President & CEO Emergency Replacement Plan and Position Description C. President & CEO Employment Contract	Discussion Approval Discussion	R. Heron S. James S. James S. James
3:55 p.m. (5 min.)	5.2 In-camera session without President & CEO A. President & CEO Performance Plan	Discussion	R. Heron T. Naqvi-Rota

6.0 CONCLUSION

4:00 p.m.	6.1 Adjournment		R. Heron
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Next Board Meeting: Monday, May 27, 2024, from 4:00-8:00 p.m.

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Meeting Attendees

Board

1. Rob Heron, Board Chair
2. Tina Naqvi-Rota, Vice Chair
3. Ama Dogbefou, Student member
4. Ashley Snape, Public Member
5. Brad Pickering, TRCCC Co-Chair
6. Chris Lavin, FAC Chair
7. Dan Hugo, Public member
8. Jennifer Cleall, Governance Chair
9. Jenny Adams, CEC Chair
10. June Parham, Academic member
11. Joette Decore, Public Member
12. Megan Schwann, Public Member
13. Supriya James, Public Member

Executive

14. Carolyn Campbell, President and CEO
15. Brad Arkison, VP, Enrolment & Communications
16. Jackie Nelson, VP, External Relations
17. Jill Matthew, VP, Administration & CFO
18. Jonathan Robb, VP, College Life
19. Norma Schneider, VP, Academic
20. Shauna Yohemas, VP, People & Culture
21. David Middagh, Chief of Staff & Director of Strategy

NorQuest Guests

- Patti Hergott, Dean, Faculty of Research & Academic Innovation
- Elli Dhenavi, Vice Dean, Manager, Applied Research
- Jeannette LeBrie, Dean, Faculty of Arts & Sciences (FOAS)
- Rebecca Hardie, Academic Program Manager FOAS
- Arlene Eaton-Erickson, Academic Program Manager FOAS
- Jadine Sherman, Academic Program Manager FOAS
- Connie Veldman, Manager, Business Operations FOAS

Support

- Veronica Duarte, Board Coordinator
- Erica Nordquist, Executive Associate
- Patricia Courage, Executive Associate
- Caylyn Wolansky, Senior Advisor