

# Board of Governors Meeting AGENDA



Thursday, October 27, 2022

4:00–8:00 PM

Innovation Studio, 5<sup>th</sup> Floor, CELT  
NorQuest College, 10215 108 Street

Topic	Action	📄	Lead	Time
<b>MINISTER'S REMARKS</b>				
Update from Minister Nicolaides	Discussion		Minister Nicolaides	4:00–4:30 PM (30 min)
<b>1. OPENING</b>				
1.1 Thank you to Maria Bavaro & Delores Cardinal	Action		M. Bacchus C. Campbell	4:30–4:35 PM (5 min)
1.2 Quorum	Confirmation		M. Bacchus	4:35–4:40 PM (5 min)
1.3 Call to Order	Action			
1.4 Conflict of Interest & Confidentiality	Declaration			
1.5 Optional In-Camera Session (Chair's Discretion)	Discussion			
<b>2. APPROVAL OF AGENDA</b>				
2.1 Agenda – October 27, 2022	Approval	✓	M. Bacchus	
<b>3. APPROVAL OF CONSENT AGENDA</b>				
3.1 Minutes of June 6, 2022	Approval	✓	M. Bacchus	
3.2 Minutes of August 26, 2022	Approval	✓		
3.3 Sexual and Gender-Based Violence Policy	Information	✓		
3.4 Code of Conduct Policy	Approval	✓		
3.5 Financial Report & Forecast	Information	✓		
3.6 Strategic Risk Register	Information	✓		
3.7 Action Register	Information	✓		
3.8 Legislative Compliance Report	Information	✓		
3.9 Board Attendance Record	Approval	✓		
<b>4. STRATEGY, CULTURE, EDUCATION AND DECISIONS</b>				
4.1 Institutional Campus Master Plan 4.1A Campus Master Plan Presentation	Discussion	✓	J. Matthew	4:40–5:25 PM (45 min)
4.2 Appropriation of Net Assets 4.2A 2023-24 Appropriation of Net Assets	Approval	✓	J. Matthew	5:25–5:55 PM (30 minutes)
4.3 Annual Report 4.3A 2021-22 Annual Report	Approval	✓	J. Matthew	5:55–6:05 PM (10 min)
<b>Break for Dinner</b>				<b>6:05–6:35 PM (30 minutes)</b>

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<b>Break for Board Group Photo &amp; Headshots – 1<sup>st</sup> and 2<sup>nd</sup> Floor of SCFL</b>				<b>6:35–7:05 PM (30 minutes)</b>
<b>5. REPORTS</b>				
5.1 CEO Report 5.1.1 President & CEO Written Report	Discussion	✓	C. Campbell	7:05–7:15 PM (10 min)
5.2 Human Resources Committee Report 5.2.1 President & CEO 2022–23 Performance and Leadership Evaluation Guide	Approval	✓	T. Naqvi-Rota	7:15–7:20 PM (5 min)
5.2.2 Human Resources Committee Terms of Reference	Approval	✓		
5.2.3 Occupational Health & Safety Quarterly Report	Information	✓		
5.3 Governance Committee Report 5.3.1 Board Retreat Summary & Survey Results	Discussion	✓	T. Naqvi-Rota	7:20–7:30 PM (10 min)
5.3.2 Mid-Year Strategy Session	Discussion	✓		
5.3.3 Board Committee Structure and Membership	Approval	✓		
5.3.4 Board Calendar and Meeting Timing	Approval	✓		
5.3.5 Board Skills Matrix	Approval	✓		
5.3.6 Honorary Diploma Process	Discussion	✓		
5.4 Finance & Audit Committee Report 5.4.1 Consolidated Year End Financial Statements	Approval	✓	C. Lavin	7:30–7:40 PM (10 min)
5.4.2 Auditor General’s Exit Report	Information			
5.5 Teaching & Research Continuing Care Centre (TRCCC) Committee Report	Discussion		T. Naqvi-Rota	7:40–7:45 PM (5 min)
5.6 Board Chair Report 5.6.1 Board Chair Meetings Report	Discussion	✓	M. Bacchus	7:45–7:50 PM (5 min)
<b>6. IN CAMERA SESSIONS</b>				
6.1 In camera session with Management	Discussion		M. Bacchus	7:50–7:55 PM (5 min)
6.2 In camera session without Management	Discussion		M. Bacchus	7:55–8:00 PM (5 min)

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<b>7. CONCLUSION</b>				
7.3 Adjournment	Action		M. Bacchus	8:00 PM
<b>NorQuest College Foundation</b>				
Annual General Meeting	Meeting	✓	S. Sheldon	8:00-8:15 PM
The NorQuest College Foundation will be holding their Annual General Meeting immediately after this Board of Governors meeting in the Innovation Studio.				

**DISTRIBUTION LIST:**

**Members:**

- |                     |                 |
|---------------------|-----------------|
| Mike Bacchus, Chair | Joette Decore   |
| Carolyn Campbell    | Leslie Sayer    |
| Adam Chrobak        | Megan Schwann   |
| Brad Pickering      | Navjot Kaur     |
| Chris Lavin         | Supriya James   |
| Dan Hugo (regrets)  | Tarandeep Kaur  |
| Jennifer Cleall     | Tina Naqvi-Rota |
| Jenny Adams         |                 |

**Guests:**

- Minister Demetrios Nicolaides, Minister of Advanced Education (virtual)  
 Maria Bavaro, former Non-Academic Board Member  
 Delores Cardinal, former Indigenous Cultural Board Advisor  
 Emma Dunn, GEC Architecture  
 Richard Blouin, GEC Architecture  
 Matthew Orlando, NorQuest College  
 Trevor Morton, NorQuest College  
 Lindsay Wozney, NorQuest College (virtual)

**Resources:**

- Brad Arkison, VP Marketing & Communications  
 Jackie Nelson, Acting VP External Relations & Partnerships  
 Jill Matthew, VP Administration and Chief Financial Officer  
 Jonathan Robb, VP Learner Experience  
 Laurel Evans, VP People & Culture  
 Norma Schneider, VP Academic  
 David Middagh, Chief of Staff and Director of Strategy

**Recorder:**

Veronica Duarte, Board Coordinator