

# ***Board of Governors – Regular Meeting***

---

Minutes of the Regular Meeting of the Nova Scotia Community College's Board of Governors, held on October 17, 2024 at NSCC Sydney Waterfront Campus in Sydney.

## **MINUTES**

### **Board Members Present:**

Karen Churchill (Chair)  
Jackie Poirier (Vice Chair)  
Nduka Ahilaka  
Donna Bonner (virtual)  
Jason Crowell  
Lisa Donovan  
Lee Erickson  
Krista Jangaard  
Jim King  
Andy Knowles  
Diane MacConnell-Cameron  
Sara Napier  
Michael Peters  
Gerry Post  
Nicole Robinson  
Kathleen Yurchesyn

### **Also Present:**

Don Bureaux, President  
Anna Burke, VP, College Services & Strategy  
Lynn Hartwell, VP, Campuses & Communities  
Jill Provoe, VP, Equity & International  
Andrew Lafford, Acting VP, Academic  
Erin Elliott, Executive Assistant to the President  
Christabell Pinchin, Secretary, Board of Governors  
  
Ashley Power, Executive Director, NSCC Foundation  
Angie Axford, Executive Assistant, Campuses & Communities  
Daniel Kelly, Director, Facilities & Engineering  
Carla Arsenault, Principal Sydney Waterfront Campus  
Barrie Fiolek, Facilities Manager, Sydney Waterfront Campus  
Katie Gordon, Communications Advisor  
Sarah Metherall, Manager, Communications & Content Strategy

### **Regrets:**

Trevor Amiro  
Arthur Kidston

## **1. Call to Order**

Quorum being present, the Chair, Karen Churchill, called the meeting to order. She thanked Carla Arsenault, Principal, Sydney Waterfront Campus for welcoming the Board. She shared that it is the final meeting for Nduka Ahilaka and Jim King. The Chair noted that Art Kidston and Trevor Amrio are unable to attend.

The Chair acknowledged that in Nova Scotia, we are all Treaty People. We recognize the land upon which we work, live and learn is the unceded territory and ancestral homeland of the Mi'kmaq Nation. Our relationship is based on a series of Peace and Friendship treaties between the Mi'kmaq Nation and the Crown, dating back to 1725. She also noted that NSCC recognizes African Nova Scotians as a distinct group who arrived here 400 years ago. From that time on, they have contributed to the infrastructure and economic wealth of the towns and cities they helped to build, but from which they could not benefit.

She reminded Governors that we act in the best interest of the College, we demonstrate good judgement and act in an ethical manner, maintain confidentiality and comply with the Board's By-Laws and policies. She noted we encourage diverse conversation but leave with one voice.

## **2. Affirmation of Absence of Conflict**

Governors affirmed the absence of conflict of interest in the business coming before the Board.

# **Board of Governors – Regular Meeting**

---

## **3. Consent Agenda**

The Chair noted one minor change to the agenda included with the meeting materials. She referenced item 9.1 the First Quarter Financial Report was listed as information when it should be noted as an approval item.

It was moved by Diane MacConnell-Cameron / Jim King

*That the Board of Governors approve the revised consent agenda for the October 17, 2024 meeting as presented. (Revised Agenda; Minutes, June 20, 2024; Executive Committee Terms of Reference; Finance, Audit & Risk Committee Terms of Reference; Banking Resolution & Addendum; Tuition Fees Policy; and Program Committee Terms of Reference)*

This motion was put to a vote and

CARRIED.

## **4. Sydney Waterfront Campus Update**

Carla Arsenault, Sydney Waterfront Campus Principal, Daniel Kelly, Director, Facilities and Engineering, and Barrie Fiolek, Facilities Manager, Sydney Waterfront Campus presented to the Board. Daniel detailed the components of the building and highlighted key features. Carla provided an overview of the spaces (and types of spaces) within the multi-building campus. She said there has been a significant change in students staying in the building longer hours. She also provided an overview of the programming at the campus. The presentation also included an overview of the cultural plan for the campus and highlighted several of the cultural displays on site. Daniel highlighted the accessibility features of the campus.

## **5. President's Update**

Don Bureaux provided an update at the meeting. Don referenced his president's report that was included within the meeting materials. Don talked about his recent teaching opportunity with the World Federation of Colleges and Polytechnics (WFCP) an international network of colleges, polytechnics and associations. WFCP provides leadership in delivering workforce education for our global economy. Don co-facilitated at the World Congress held in Jamaica with Denise Amyot, former CEO of Colleges and Institutes Canada. Don shared that the program had 54 attendees, and it was interesting to see that colleagues from all over the world are dealing with the same challenges in post-secondary education. Don spoke about the recent opening of both Pictou and Akerley Campus housing and touched briefly on Mayor Mike Savage concluding his term as HRM's Mayor.

## **6. Enrolment Presentation**

Andrew Lafford, Acting Vice President Academic and Donna Kennedy, Acting College Registrar presented the Annual Enrolment Presentation. It was noted that enrolment was 11,052 with a 1.8% increase over 2023. 86.7% of students enrolled from Nova Scotia with the average age of students coming in at 26. The presentation included a three-year trend by program type showing slight increases each year. The three-year trend by School showed an increase each year for Health & Human Services and Trades & Transportation.

## ***Board of Governors – Regular Meeting***

---

Donna provided an overview of the 'enrolment funnel' explaining the numbers displayed by first choice, offers, confirmations and total incoming learners. The presentation included an overview of the student profile and an overview of international students. Governors engaged in discussions and there were conversations that focused on the impacts of international enrolment based on the IRCC caps that continue to change.

### **7. Move to In-Camera <<see in-camera minutes>>**

It was moved by Nduka Ahilaka / Kathleen Yurchesyn

*That the NSCC Board of Governors Meeting of October 17, 2024 move to In-Camera.*

This motion was put to a vote and

CARRIED.

### **8.1 Foundation Update**

Gerry Post referenced the Foundation report that was included with the meeting materials and provided a brief update. He spoke about the new Alumni Awards program and shared that 49 nominations were received and are currently being reviewed with the plan to present the first awards in the spring. Gerry also spoke about giving small gifts and how easy it can be for donors. He passed along a tip tap device that can quickly and easily accept donations in set denominations. He passed it around the room and all Board members donated \$20 to the Foundation. He shared that earlier in the day the Foundation Board of Directors also all donated \$20 during their meeting. Gerry concluded his update noting the important work of Alumni and shared that one (1) in ten (10) Nova Scotians are alumni of NSCC, and even more are connected to NSCC.

### **8.2 By-Laws Amendment Notice**

The Chair referred to the meeting materials and noted that the Board's By-laws may be amended provided advanced notice of one meeting is provided. She noted that a change is being brought forward in December to section 17 Public Meetings to clarify that 'programming' is included in the in-camera portion of meetings. The Chair asked that the minutes reflect that advanced notice has been provided.

### **8.3 Overview & Tabling Report to the Community**

Sarah Metherall, Manager, Communications & Content Strategy and Katie Gordon, Communications Advisor presented the Report to the Community. Sarah noted that the report has begun to shift to a more results-based approach and highlighted changes within the reporting structure and timing. She noted that the next community report will come forward to the Board in June to align with the new report timing. Katie then provided an overview of the report stories. Katie also provided an overview of the digital version of the report.

# ***Board of Governors – Regular Meeting***

---

## **9.1 Finance, Audit & Risk Committee**

Diane MacConnell-Cameron provided an update on the recent Finance, Audit & Risk Committee meeting. She noted that it was the first meeting for Lisa Donovan and Andy Knowles. Diane congratulated Anna, Glenda and team on their hard work taking the budgeted \$500K deficit and returning a forecast of less than a \$100K deficit. Diane noted the Terms of Reference were reviewed along with Tuition Policy, Banking Resolution, and Foundation financials. She noted during the meeting Glenda Barrett had presented the Director's Statutory Liabilities and Daniel Kelly joined the meeting to present the Sydney Waterfront Campus and Housing updates.

It was moved by Lee Erickson / Andy Knowles

*That the NSCC Board of Governors approve the First Quarter Financial Report for the period ending June 30, 2024.*

This motion was put to a vote and

CARRIED.

## **9.2 On-Campus Housing Update**

Anna Burke, Vice President, College Services & Strategy provided an overview of the On-Campus Housing Report that was included with the meeting materials. She noted the report no longer includes an update on Akerley or Pictou because those buildings have opened. She spoke about the Ivany Campus housing project and noted the building may be completed as early as April 2025 for opening in September 2025. Anna also spoke about the additional four campus housing builds underway and reminded Governors that Public Works is leading those projects which is a big shift from how construction projects have been managed in the past. The College facilities team is working closely with Public Works. Currently Kingstec looks to be progressing first followed by IT Campus. RFP for a design build contractor for Kingstec will be launched in November. It is anticipated the buildings will take approximately 18 months with Kingstec anticipated for opening in 2027. Anna also referenced the summary page included within the meeting package as requested by a Governor at the last meeting to provide a quick overview of the full number of beds at NSCC on-campus housing.

## **10. Programs Committee Updates**

Andrew Lafford, Acting Vice President, Academic provided an update on behalf of Sara Napier, Chair of Programs Committee who had to step out of the meeting early. He referenced the items that were already approved in the in-camera portion of the meeting. He also noted that the Committee had received an enrolment presentation similar to the presentation shared earlier in the meeting.

## **11. Other Business**

The Chair acknowledged that today was the final Board meeting for both Jim King and Nduka Ahilaka. Don Bureaux took time to thank members and provided them with a gift of appreciation. Both Jim and Nduka had time to address the Board.

## ***Board of Governors – Regular Meeting***

---

### **12. Adjourn and Move to Governors Forum**

The Chair called to adjourn the meeting of October 17, 2024 and move to Governors' Forum.

It was moved by Nduka Ahilaka / Jim King

*That the NSCC Board of Governors regular meeting of October 17, 2024 adjourn and move to Governors' Forum.*

This motion was put to a vote and

CARRIED.

Approved by Board Motion: December 12, 2024