



Board of Governors

Public Meeting
November 30, 2022
4:00 p.m. - 7:00 p.m.
Governors Board Room/Teams
Meeting Minutes

We respectfully acknowledge that we are on Treaty No. 8 Territory, the traditional meeting grounds and gathering places of our First Nations, Métis, and Inuit peoples.

In Attendance:

Board of Governors:

Joe MacNeil, Chair (Regrets)
Tyrone Brass 1st Vice Chair (Regrets)
Christian Matte, 2nd Vice Chair
Michelle Toner, Public Member (Regrets)
Kim Farwell, Public Member
Adele Thomson, Public Member
Dr. Nermin Zukic, Academic Staff
Leon Bevans, CUPE Representative
Jason, Student Representative
Antonette Romano, Student Representative
Jay Notay, President & CEO

Administration:

Murray Walford, Vice President Corporate Services & CFO
Tracy Boyde, Vice President Infrastructure & CIO
Fred Russell, Vice President Academic
Neil Riley, Interim Executive Director - Human Resources
Terri Turner, Executive Assistant (RS)

1 Call to Order

C. Matte, Board Vice Chair, called the Public Board of Governors meeting to order at 4:03 p.m.

2 2.1 Declaration of Conflict of Interest:

There was no declaration of conflict of interest.

2.2 Declaration of Fraud & Irregularities:

There was no declaration of fraud or irregularities.

3. Adoption of Consent Agenda

Motion: "That the Consent Agenda for the November 30, 2022, meeting of the Board of Governors be approved as presented/amended."

Moved by A. Thompson and seconded by J. Smith "**that**, the Consent Agenda for the November 30, 2022, meeting of the Board of Governors be approved as presented.

Carried Unanimously

4. Adoption of Regular Agenda

Motion: “That the Regular Agenda for the November 30, 2022, meeting of the Board of Governors be approved as presented.”

Moved by K. Farwell and seconded by A. Thompson “**that** the Regular Agenda for the November 30, 2022, meeting of the Board of Governors be approved as presented

Carried Unanimously

5. **President Update**

1. Northern Allowance
 - J. Notay highlighted that the college staff have received their first Northern Allowance payment with retro back to April 2022
2. Mandate Letters
 - J. Notay identified that the attached mandate letters are for information purposes and discussed how elements of those letters aligned with the College Strategic Plan

6. **Governance & HR Committee Update**

1. Board Evaluation (A. Thompson)
 - A. Thompson identified that the evaluation has been circulated and it is due December 8, 2022
2. **Deferred** Terms of Reference for the Executive Committee and Board bylaws and polices (January 25, 2023)
 - A. Thompson identified that this is deferred to January 2023, and it needs a thorough review prior to bring a motion to the BOG
3. Strategic Plan Update (C. Matte)
 - J. MacNeil sent his thanks you for attendance and identified it was welcoming to see the support of dignitaries
 - J. Notay identified he has received positive feedback from the minister and dignitaries
 - J. Notay identified that he has met with presidents’ councils’ leadership group to ensure alignment of initiative with the Strategic Plan.

7. **Finance & Audit Committee Update (K. Farwell)**

1. K. Farwell reviewed BOG package highlights and identified that timelines are on track
 - A. Thompson asked for clarification on the Fort Chipewyan space?
 - K. Farwell identified that the space is rented to the community’s alternative school
 - T. Boyde identified that financial the property is breaking even
 - J. Notay identified the K. Cardinal and they indicated they preferred to work with the other two communities as opposed to one receiving the benefits of the space
 - F. Russell identified that the goal is to do what is best for the three communities with the College remaining involved. However, there is not rush as the communities want to get their business in order before moving forward with the College

8. **Academic**

- F. Russell identified that the information provided identified how each new program aligns with the Strategic Plan, fills a gap in services as identified from the associated labor market studies for the IT programs
- F. Russell highlighted that the post diploma programs are part of the international market and bring international student interest
- F. Russell identified that many of the new programs qualify for additional funding from the government and with the BOG approval the funding process can begin
- A. Thompson requested further information regarding the funding envelopes?
- F. Russell identified that the call for proposals is sporadic and therefore the funds are rolled out accordingly. Therefore, the college had to be ready with project plans

- J. Notay identified that as the new programs align with the strategic plan it will assist with moving away from the reliance on government funding
 - K. Farwell enquired about the program funding cost, is it included in the forecast, and do we need to hire more faculty?
 - F. Russell identified the new programs are not contingent on funding envelopes, the programs are designed to intrigue the students, particularly international students and therefore increase enrollment. The scheduling will include resources based on what is allotted in the budget.
 - F. Russell highlighted that a portion of the new programs are packaged together from existing courses, others have been modified to include international student enrollment and some curriculum was given to us from partnering colleges
 - N. Zukic asked if funding is no longer available what is the decision process for the programs to stay and which ones to eliminate
 - F. Russell identified that the programs incorporate existing courses, the programs are designed to be self-sufficient, and the budget process will drive the decisions
 - J. Smith asked about the plans to support academic success as many students, is there a process to mitigate the risk of students not keeping up with requirements and grades especially if students need to work
 - J. Notay identified that with increase in the cost-of-living student may need to work more so we have mechanisms in place such as access to resources, the student association can help, and students need to be encouraged reach out when there is an issues
 - C. Matte asked if there will be a need for new FTE's and what is the plan for work terms?
 - F. Russell identified that there may be a need for FTE's with the creation of the new programs, this will be completed through DSP
 - F. Russell identified that setting up work terms is completed through a variety of methods and not all work terms are paid, there are online requirements
 - J. Notay identified that the ministry recognizes that need for placements
1. Artificial Intelligence Post Diploma Certificate, and Advanced Artificial Intelligence and Machine Learning Post Diploma Certificate
 - A. Thompson requested further information
 - F. Russell identified it is software driven, consulted with leaders in the field, we are part of the coding group, Economic Development and Tourism as well as Alberta innovate, there are partnerships, funding envelopes and this will launch when the college is prepared

Motion: “That the Board of Governors recommend the addition of two new programs - Artificial Intelligence Post Diploma Certificate, and Advanced Artificial Intelligence and Machine Learning Post Diploma Certificate”

Moved by A. Thompson and seconded by K. Farwell “**that** the Board of Governors recommend the addition of two new programs - Artificial Intelligence Post Diploma Certificate, and Advanced Artificial Intelligence and Machine Learning Post Diploma Certificate”

Carried Unanimously

2. New Program-Digital Marketing Diploma

Motion: “That the Board of Governors recommend the addition of the new program – Digital Marketing Diploma”

Moved by K. Farwell and seconded by N. Zukic “**that** the Board of Governors recommend the addition of the new program – Digital Marketing Diploma”

Carried Unanimously

3. General Arts and General Science Certificate

Motion: “That the Board of Governors recommend the addition of two new programs – General Arts and General Science Certificates”

Moved by L. Bevans and seconded by N. Zukic “**that** the Board of Governors recommend the addition of two new programs – General Arts and General Science Certificates”

Carried Unanimously

4. Global Supply Chain Management Diploma

Motion: “That the Board of Governors recommend the addition of the new program – Global Supply Chain Management”

Moved by A. Thompson and seconded by L. Bevans “**that** the Board of Governors recommend the addition of the new program – Global Supply Chain Management”

Carried Unanimously

5. Hospitality Management Diploma

Motion: “That the Board of Governors recommend the addition of the new program – Hospitality Management Diploma”

Moved by L. Bevans and seconded by K. Farwell “**that** the Board of Governors recommend the addition of the new program – Hospitality Management Diploma”

Carried Unanimously

6. Network Security Post Diploma Certificate, and Advanced Network and Cybersecurity Post Diploma Certificate

Motion: “That the Board of Governors recommend the addition of two new programs - Network Security Post Diploma Certificate, and Advanced Network and Cybersecurity Post Diploma Certificate”

Moved by L. Bevans and seconded by K. Farwell “**that** the Board of Governors recommend the addition of two new programs - Network Security Post Diploma Certificate, and Advanced Network and Cybersecurity Post Diploma Certificate”

Carried Unanimously

7. Software Programming and Testing Post Diploma Certificate, and Advanced Software Programming and Automated Testing Post Diploma Certificate

Motion: “That the Board of Governors recommend the addition of two new programs - Software Programming and Testing Post Diploma Certificate, and Advanced Software Programming and Automated Testing Post Diploma Certificate”

Moved by L. Bevans and seconded by A. Thompson “**that** the Board of Governors recommend the addition of two new programs - Software Programming and Testing Post Diploma Certificate, and Advanced Software Programming and Automated Testing Post Diploma Certificate”

Carried Unanimously

8. New Program – Primary Care Paramedic Certificate

Motion: “That the Board of Governors recommend the addition of the new program - Primary Care Paramedic Certificate”

Moved by J. Smith and seconded by A. Thompson “**that** the Board of Governors recommend the addition of the new program - Primary Care Paramedic Certificate”

Carried Unanimously

9. Annual Report

- F. Russell identified that there were a few edits at the Executive level recently, otherwise the report is complete
- K. Farwell identified that the motion regarding the wind down of the Land Trust needs to be removed from the annual report.
- BOG agreed to the removal of the Land Trust motion
- N. Zukic Nermin highlighted formatting errors, he will provide his suggestions to F. Russell for review and changes

Motion: “That the Board of Governors approve the 2021-2022 Annual Report as amended

Moved by K. Farwell seconded by J. Smith “**that** the Board of Governors approve the 2021-2022 Annual Report as amended”

Carried Unanimously

Board Cheer

- F. Russell provided an update on the plan for the event

9. **In-Camera**

Motion: “that the Board of Governors move in-camera”

Moved by K. Farwell and seconded by A. Thompson “**that**, the Board of Governors move in-camera”

Carried Unanimously

1. Bargaining Update (N. Riley) (public members and Executive Only)

Motion: “that the Board of Governors conclude the in-camera discussion

Moved by K. Farwell and seconded by A. Thompson “**that**, the Board of Governors conclude the in-camera discussion”

Carried Unanimously

10. **Adjournment**

There being no further business, **moved by K. Farwell** and seconded by A. Thompson “**that**, the meeting of the Board of Governors be adjourned at 6:15 p.m.”

Carried Unanimously