



**Board of Governors
Public Meeting**
April 29, 2023
4:00 p.m. - 7:00 p.m.
Governors Boardroom/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:

Don Scott, Chair
Christian Matte, 2nd Vice Chair (Regrets)
Joe MacNeil, Public Member (Regrets)
Kim Farwell, Public Member
Adele Thomson, Public Member
Andrew Rosser, Public Member
Kalpesh Patel, Public Member
Chief Raymond Powder, Public Member
Dr. Nermin Zukic, Academic Staff
Leon Bevans, CUPE Representative
Jason Smith, Student Representative
Antonette Romano, Student Representative (Regrets)

Jay Notay, President & CEO

Administration:

Murray Walford, Vice President Corporate Services & CFO
Tracy Boyde (represented by Dave Benoit), Vice President Projects & CIO
Fred Russell, Vice President Strategy & Business Transformation
Sandra Efu, Vice President Academic & Student Experience
Neil Riley, Executive Director – Human Resources
Terri Turner, Executive Assistant (RS)

1 Call to Order

D. Scott, Board 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

- K. Farwell inquired about the note regarding safe space
- F. Russell noted that due to an incident there is money being allocated to safety

Moved by K. Farwell and seconded by A. Thomson **“that**, the Consent Agenda for the April 26,2023 meeting of the Board of Governors be approved as presented.

Carried Unanimously

4. Adoption of Regular Agenda

Moved by A. Thomson and seconded by K. Farwell “**that**, the Regular Agenda for the April 29, 2023, meeting of the Board of Governors be approved as amended.”

Carried Unanimously

Board Executive Committee Update (D. Scott/J. MacNeil)

- D. Scott initiated round table introductions

Governance & HR Committee Update

1. Update

- A. Thomson noted that the board evaluation for this year is complete, it will be updates and adjusted for next year, it will be brought forward to the 2023-24 Action Log
- A. Thomson noted the college is completing a Legislative compliance review in the upcoming months, any changes will be made accordingly, and it will be reviewed by Governance & HR in the fall if there are any changes or updates
- A. Thomson identified that the Free speech policy is being reviewed by legal council and we are awaiting the feedback

2. Board Skill and Competency Matrix

- A. Thompson identified the Board Skill and Competency Matrix is completed each year by all board members, this will be sent out in May for completion

3. Nominations

- A. Thomson identified that that the BOG no longer has a 1st Vice Chair and that both sub committees have space for new members
- A. Thomson opened the floor for nominations for the BOG 1st voice chair position
- K. Farwell nominated A. Rosser
- A. Rosser noted that he appreciated the nomination but would like further info about the obligation, and requested additional time to decide
- A. Thomson called for any further nominations, being none, the decision will be on hold allowing A. Rosser time to review
- A. Thomson opened the floor for nominations for the Governance & HR sub committee
- A. Thomson nominated R. Powder, K. Patel, and J. MacNeil
- D. Scott asked if they accepted the nominations
- A. Thomson noted that J. MacNeil identified he will accept the nomination during the Governance & HR committee meeting on April 12, 2023
- R. Powder enquired about the schedule and commitment
- A. Thomson reviewed the schedule and obligations
- K. Patel agreed to stand
- R. Powder agreed to stand
- A. Thomson called for any further nominations
- D. Scott closed the nominations

Motion: “**THAT** the Board of Governors accepts the nominations for the Governance & HR subcommittee membership.”

Moved by A. Thomson and seconded by J. Smith “**that**, the Board of Governors accepts the nominations for the Governance & HR subcommittee membership.”

Carried Unanimously

- K. Farwell opened the floor for nominations for the Finance & Audit Sub- Committee
- R. Powder identified that without a background he would not be able to offer a nomination
- K. Farwell opened the floor again for nominations
- K. Farwell noted that in the absence of nominations we will move forward with the agenda

6.

Finance & Audit (K. Farwell)

1. Finance & Audit Update

- 2nd Reading of the Budget
 - K. Farwell noted that the final budget will be reviewed at the Finance and Audit meeting in May, due to timelines of the government and the date of the May BOG the motion to approve the budget will be completed by email, then it will be brought forward at the May BOG for any adjustments
 - K. Farwell reviewed the budget risks as outlined in the meeting package briefing note
 - K. Farwell noted the student fraud issues has been reviewed and the college is handling this concern
 - K. Farwell identified that the college was not following the travel policy, this has been addressed and corrected
 - K. Farwell opened the floor for questions
 - M. Walford noted the biggest variance under tuition is due to the reclassification of scholarships and waivers and the 5.5 % tuition increase, international student enrollment could be affected if the current strike is lengthy
 - A. Rosser asked if there was a reputational risk with holding off on offering new programs
 - S. Efu identified that we do not offer programs or courses if we don't meet the minimal enrollment number. However, we currently offer two intakes, this will soon to be 3 intakes, so if we can't offer a program in fall then it can be deferred to winter or spring
 - A. Thomson asked if any of the 28 positions filled?
 - M. Walford noted that 12 of the positions were added before the budget and the rest will be tied to new programs
 - S. Efu noted that the college has received a lot of grants especially around health and human service and therefore created a need for staff
 - K. Patel asked for clarification around grants?
 - J. Notay reviewed the types of college grants

2. Capital Process Priorities - Information Only (M. Walford)

- M. Walford noted that the college must submit a capital plan, this will set out the institution's priority projects this includes board approved business cases for the top three overall priority projects if the college wish the projects to be considered for funding
- A. Thomson asked if there will be more information about the priorities?
- M. Walford noted that the business cases will be prepared and presented to the Finance & Audit Committee to recommend approval to the Board, the business cases will be sent out via email for BOG review and approval
- A. Rosser noted that the first one is the only one ready for approval.

- J. Notay identified that the other two priorities do not include the business cases, they will be complete and sent out to the BOG after the Finance & Audit committee meeting in May

3. IMA Targets and Tolerances (M. Walford)

- M. Walford noted that The BOG needs to approve IMA targets, weighting, and tolerances for the 2023-24 and 2024-25 fiscal years
- M. Walford noted that Domestic enrollment is excluded, and Work integrated will increase yearly, it included Administration Expense ratio this year, which is new, and apprenticeships are included this year but not next year as they will fall under its own ministry
- A. Rosser asked if the colleges are mandated for increase enrollment targets each year, as the challenge would be tied to risks
- M. Walford noted that the government strongly recommends an increase, so the number is tied to our tolerances
- J. Notay identified that the college is in a strong position for growth with our new program, if there are risks the college, we be ready to go to the government to explain

Motion “THAT the Board of Governors approve the IMA Targets and Tolerances for submission to the Ministry.”

Moved by K. Farwell and seconded by K. Patel “**that**, the Board of Governors approve the IMA Targets and Tolerances for submission to the Ministry.”

Carried Unanimously

Academic & Student Services Update (S. Efu)

- S. Efu noted there are no updates at this time

Strategy & Business Transformation (F. Russell)

9.1 Gala Invitation Update

- F. Russell discussed the Gala and identified that a spread sheet identifying our biggest donors will be sent to the BOG, please review the list of names, and identify people that you feel you could influence in coming to the Keyano Gala. Also, in reviewing the list, please advise us if there are key people that are missing
- T. Turner will send out the list and coordinate responses

8 **In-Camera**

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

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

Carried Unanimously

10.1 Freedom of Expression -All Members (N. Riley)

10.2 RFP Update, Theatre – All Members (F. Russell)

10.3 Mikisew Cree First Nation Letter – All members (J. Notay)

10.4 Bargaining Update - Public Members & Executive Only (N. Riley)

10.5 ACIEA Membership - Public Members & Executive Only (J. Notay)

10.6 ABIE Board Membership - Public Members & Executive Only (J. Notay)

Motion: "THAT the Board of Governors conclude the in-camera discussion."

Moved by K. Patel and seconded by R. Powder "**that**, the Board of Governors conclude the in-camera discussion."

Carried Unanimously

9. **Adjournment**

There being no further business, **moved by A. Thomson** and seconded by K. Farwell "**that**, the meeting of the Board of Governors be adjourned at 6:25 p.m."

Carried Unanimously