



**Board of Governors  
Public Meeting**  
March 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.*

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In Attendance:

**Board of Governors:**

Joe MacNeil, Chair  
Christian Matte, 2nd Vice Chair  
Michelle Toner, Public Member  
Kim Farwell, Public Member  
Adele Thomson, Public Member  
Kalpesh Patel, Public Member  
Andrew Rosser, Public Member (arrived at 4:26 p.m.)  
Dr. Nermin Zukic, Academic Staff (left at 5:17 p.m.)  
Leon Bevans, CUPE Representative (Regrets)  
Jason Smith, Student Representative  
Antonette Romano, Student Representative

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 (Regrets)  
Neil Riley, Executive Director – Human Resources  
Terri Turner, Executive Assistant (RS)

Guest:

Tim Mitchel, Legal Council

**1 Call to Order**

J. MacNeil, Board Chair, called the Public Board of Governors meeting to order at 4:00 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 requested information about Black Stone Energy, Prairies Can and the definition of MAE as abbreviated with reference to DM Pillipow in J. Notay's report to the board

- J. Notay identified that the college engaged Blackstone Energy to discuss the steps the college would need to follow to become net zero compliant, they provided some directions and suggestions
- J. Notay identified that he met with Vanessa Cheeseman, Director of Prairies Can, to discuss the college's vision of creating a Centre of Excellence and Energy, we engaged Prairies Can to see if they are interested in the plan for the college
- J. Notay noted that the college is still at the beginning stages of the vision
- J. Notay identified that Lora Pillipow is the Deputy Minister and MAE refers to Minister of Advanced Education
- C. Matte noted that he would like to see the milestones that build us to a 5-to-10-year plan, this could also be added to the Action Log
- J. Notay identified that he has met with the departments about the SP initiatives, we are moving slower than anticipated as there have been a few challenges, the departments are beginning to communicate with each other for cross references of initiatives

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

**Carried Unanimously**

4. **Adoption of Regular Agenda**

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

**Carried Unanimously**

5. **Governance & HR Update** (A. Thomson)

1. Mandate Letter Update (Information only)

- A. Thomson noted this is a draft of the updated version, it is public and posted on the website, this is for information only

2. Policy 8 - 7.2 a (iii)- Disclosure requirements

- A. Thomson noted that this was reviewed and discussed at Governance & HR committee meeting, as a recommendation from chief of staff, this reporting was not necessary under current legislation
- C. Matte left the room prior to the motion

**Motion:** “THAT the Board of Governors approve the revisions of Policy 8 by removing 7.2 a (iii) in its entirety as recommended by the Governance & HR Committee.”

**Moved by N. Zukic** and seconded by M. Toner **“that**, the Board of governors approve the revisions of Policy 8 by removing 7.2 a (iii) in its entirety as recommended by the Governance & HR Committee.”

**Carried Unanimously**

3. Free Speech

- A. Thompson noted that the policy included in the package is a new policy and it is and pending legal review as advised from the Governance & HR Committee
- C. Matte returned to the meeting
- A. Rosser joined the meeting

**Motion:** “THAT the Board of Governors approve the freedom of speech policy pending legal review.”

**Moved by A. Thomson** and seconded by K. Farwell “**that**, the Board of Governors approve the freedom of speech policy pending legal review.”

**Carried Unanimously**

**4. Board Survey**

- A. Thomson noted that the process was reviewed to see how to maintain the anonymity, the software we use currently would not allow anonymity, there will need to be further research and training
- Governance & HR Committee will review the survey, adjust any issues, and bring it back at a later date
- M. Toner asked if this would go back to Governance & HR for review and adjustments, will this go back on the Action Log?
- A. Thomson identified that the process would go back to Governance & HR, and it will go back on the Action Log

**6. Finance & Audit Committee Update**

**1. Investment Performance Report**

- K. Farwell noted that that the Finance & Audit Committee had a retail strategy session that discussed a proposal about the future of fort McMurry, the committee did not share the same visions
- K. Farwell noted that the Finance & Audit committee met with Franklin Templeton for a review, they identified that we are tracking below benchmark, but this is not unexpected as we are low risk invertors and bons have not recovered as of yet

**2. Finance & Audit update**

- K. Farwell noted two new metrics: administration expense ratio and research commercialization and it is confirmed that research commercialization metric will not be applicable to Keyano College
- Metrics will include percentage of programs with work integrated learning (WIL), domestic FLE student enrolments, graduate employment, and administration expense ratio – weighting will need to total 25%
- K. Farwell noted the measurement year is 2023/24 but base operating grant not adjusted until 2025/26. Maximum at risk is 25%.
- K. Farwell noted that the CMR report identifies that some of the larger anticipated variances will be related to HVAC systems. The Ministry provided a \$6.9 million grant for HVAC so CMR funding originally allocated to HVACs is being reassessed and will likely be allocated to other eligible projects
- K. Farwell identified that the First draft of the budget was presented, second draft will be presented in May and the final draft will be presented in May for BOG’s approval
- K. Farwell noted that draft budget currently sitting at \$795,067 deficit, Targeted Enrolment Grants have been applied for and if approved will reduce budget deficit, and many new positions are tied to revenues – if enrolments don’t materialize then hiring into new positions can be delayed or cancelled
- J. Notay identified that the WIL and domestic enrollment changes are due to the new ministry alignments, this is will not affect he college, however, the concern is that the ministry is looking at research as falling under university, this will impact the College in terms of plans for the future, this does not require any action currently, but it is something we need to follow

**7. Academic**

**1. Faculty Workload Agreement**

- F. Russell noted that a workload agreement for the facilitators is required when there is a new program, and it requires approval of the Board
- F. Russell noted that the information regarding the 2 new programs is included in the BOG package

**Motion:** “THAT the Board of Governors approve the Faculty Workload Agreements for Primary Care Paramedic and Early Learning and Child Care as presented.”

**Moved by C. Matte** and seconded by N. Zukic “**that** the Board of Governors approve the Faculty Workload Agreements for Primary Care Paramedic and Early Learning and Child Care as presented.”

**Carried Unanimously**

## 2. Extension of Suspension of Process Operations Program

- F. Russell noted the briefing note in the BOG package highlights the reason the extend the Suspension of the Process Operation Program
- F. Russell noted that this can be reviewed and evaluated in the future if needed
- J. Smith asked if there has been research as to why the extension is needed?
- F. Russell identified that extensive research was not completed, there is a concern that there will need to be revision and meeting s down the road

**Motion:** “THAT the Board of Governors approve an extension to the suspension of Process Operations Co-op program until June 30, 2025.”

**Moved by C. Matte** and seconded by N. Zukic “**that**, the Board of Governors approve an extension to the suspension of Process Operations Co-op program until June 30, 2025.”

**Carried Unanimously**

## 3. Recommended Tuition and Fee Increase 2024-2025

- F. Russell noted that tuition fee increase is approved by the BOG each year as required, this year the government is recommending a 5.5 % increase this year followed by 2% in the subsequent year
- M. Toner enquired about the financial impact of this increase to our budget?
- M. Walford identified it would increase our budget
- C. Matte enquired about the exception mentioned in the briefing note
- F. Russell identified the exceptions are for suspended programs and if there is an outside partner, they set the tuition
- J. Smith asked what consideration was given to the financial impact on the students?
- F. Russell noted that that college dis consider the students and there are other initiatives in place to help offset the costs, there are employment opportunities within the college, scholarships, and awards
- J. Notay noted that Keyano tuition is among the lowest in the province, and we need to ensure the college is still able to offer programs and course to the students, we are in alignment with the province
- Romano asked about the benefits to the students because of the increase
- F. Russell noted there is a long list of items the college has implemented to assist students and we stive to meet expectations

**Motion:** “THAT the Board of Governors approve the 2023-24 Proposed Tuition and Fee Increases as presented.”

**Moved by C. Matte** and seconded by N. Zukic “**that**, the Board of Governors approve the 2023-24 Proposed Tuition and Fee Increases as presented.”

**Carried Unanimously**

8 **Strategy & Business Transformation**

1. Golf Tournament (Information & Discussion)

- F. Russell noted that the Golf tournament is Sept 7, 2023, the idea is to discuss the role of the BOG and seek advice on how to maximize engaging key influencers
- J. Notay identified that idea is bring in key stakeholder that we can strategically pair with the BOG at the golf tournament, this is an excellent way for the community and industry partners to see how the BOG supports the college

2. Gala (Information & Discussion)

- F. Russell noted that the Gala is November 4, 2023 and the idea is to gain feedback from the BOG about engagement and maximizing the benefits of the event
- F. Russell encouraged discussion of the two items simultaneously
- J. MacNeil noted that the student and athletes had a strong impact during last year’s tournament, there has been lots of great feedback from the attendee’s
- M. Toner asked if the ask is for suggestions in changing Gala or to discuss that the return is not great for this event
- F. Russell noted that the financial return is not as high as they would like but the public engagement and connections are key to funding
- K. Farwell suggest that the Gala be extended to a weekend event, include hotel packages, addition events such as tours, salon bookings, breakfast event
- M. Toner noted the amount of work this would entail for the small number of staff involved but a connection to a hotel would be a great option
- A. Rosser asked who do we identify as key influencers and how do we engage the BOG to assist with engaging the influencers desire?
- A. Thomson agreed that it is important to know the key stake holders, and that she supports extending the Gala activities
- A. Rosser asked how the BOG can assist to move forward on extending the event and engaging key stakeholders
- A. Thomson suggested a steering committee with BOG members
- F. Russell noted that the college has a list of key stakeholders that can be shared and cross referenced to see if anyone is missing from the list
- F. Russell noted that T. Turner can assist as necessary

3. Suspension of Huskies Cricket Program (Information Only)

- F. Russell noted this was for information only, the program had many issues, and we did not meet expectations
- N. Zukic left the meeting at 5:17 p. m

9 **In-Camera**

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

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

**Carried**

1. RFP Theatre (Information Only)
2. Asset Utilization (Information Only)
3. Legal Discussion on Complaint received by the Board (Public Members & Executive Only)
4. Bargaining Update (Public Members & Executive Only)

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

**Moved by K. Farwell** and seconded by M. Toner "that, the Board of Governors conclude the in-camera discussion."

**Carried Unanimously**

**Motion:** "THAT the Keyano College Board of Governors approve the recommendations from the in-camera session, specific to this complaint."

**Moved by K. Farwell** and seconded by A. Thomson "that, the Keyano College Board of Governors approve the recommendations from the in-camera session, specific to this complaint."

**Carried Unanimously**

**Motion:** "THAT the Board of Governors move in-camera."

**Moved by K. Farwell** and seconded by K. Patel "that the Board of Governors move in-camera."

**Carried Unanimously**

5. Board Executive Committee Recommendation on Evaluation of President & CEO (Public Members Only)

**Carried Unanimously**

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

**Moved by C. Matte** and seconded by K. Farwell "that, the Board of Governors conclude the in-camera discussion."

**Carried Unanimously**

**Motion:** "THAT the Board of Governors approve the Executive Committee recommendations on the evaluation of the President & CEO."

**Moved by M. Toner** and seconded by C. Matte "that, the Board of Governors approve the Executive Committee recommendations on the evaluation of the President & CEO."

**Carried Unanimously**

## 10. **Adjournment**

There being no further business, **moved by A. Thomson** and seconded by C. Matte "that, the meeting of the Board of Governors be adjourned at 7:06 p.m."

**Carried Unanimously**