

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

Board of Governors:

Shelley Powell, Chair
Tyrone Brass, 1st Vice Chair
Christian Matte, 2nd Vice Chair
Joe MacNeil, Public Member
Margaret Ziolecki, Public Member
Kim Farwell, Public Member
Staci Millard, Public Member
Adele Thomson, Public Member
Nadine Rimmer, Academic Staff
Chioma Igbokei, Student Representative
Naika Dunkley, Student Representative
Dale Mountain, Interim President & CEO

Administration:

Rob LeSage, Vice President & CFO
Tracy Boyde, Vice President Infrastructure & CIO
Fred Russell, Vice President Academic
Suzie Johnson, Executive Director – Human Resources
Teena Francis, Executive Assistant (RS)

1. Call to Order

S. Powell, Board Chair called the Public Board of Governors Meeting to order at 5:30 p.m.

2. Declarations

- Declaration of Conflict of Interest: Nothing to declare at this time.
- Declaration of Fraud & Irregularities: Nothing to declare at this time.

3. Adoption of Consent Agenda

Moved by A. Thomson and seconded by C. Matte **that**, the Consent Agenda for the meeting of the Board of Governors be approved as presented.

Carried Unanimously

4. Adoption of Regular Agenda

Moved by S. Millard and seconded by M. Ziolecki **that**, the Regular Agenda for the meeting of the Board of Governors be approved as presented.

Carried Unanimously

5. Governance & HR Update

J. MacNeil, Chair provided an update on discussions. Primarily, the work of the Governance & HR Committee has been focused on the President Search. There has been good engagement between the Committee and the Service Provider, and things are going well.

The outstanding action item with respect to the President Evaluation Framework has been delayed due to the recruitment work. A framework will be developed and pieces incorporated into the contractual agreement for the incoming President.

6. Finance & Audit Committee Update

K. Farwell, Chair provided an overview:

- Keyano College participates in a collaboration with other Alberta Post-Secondary Institutions of purchases services and licenses through ShareIT.
- Terms of Reference were reviewed, some minor edits will be made, and the TOR will be brought back to next meeting for approval.
- College is working on preparing 2021-22 Budget and Forecast.
- Minister Nicolaidis issued correspondence to all Alberta PSI's requesting information on whether or not they will have a deficit in 2021, and to make application for government approval if they anticipate a deficit. The College does not anticipate a deficit.
- College Administration received a message from Office of the Auditor General with preview of 2020 Report Card.
 - Financial Statement Accuracy -> GREEN,
 - Financial Statement Timeliness -> GREEN,
 - Outstanding Recommendations -> RED (due to one of the recommendations exceeding 3 years)
- The briefing note on Administration Ratio was presented in response to an action item. College Administration summarized, and commented the College will begin allocating amortization to functional expense categories for 2020 – 2021 and 2021 – 2022 budget. This information has also be communicated to the Ministry.

7. Briefing Note: Program Workload Allocation

College Administration provided a summary of the briefing note included in the meeting package.

According to Article 10.18a of the Collective Agreement between the Board of Governors of Keyano College and the Keyano College Faculty Association "After a new program has been approved by the Board of Governors, the President of the College or Designee shall advise the President of the Faculty Association. The President of the College and the President of the Association shall appoint two members to serve on an ad hoc New Programs Workload Committee.

The scope of the Workload Committee is to “review relevant factors and propose a workload for instructors teaching in each new program”. Article 10.1.8b; “and to make a workload recommendation in draft contract language to the Board and the Association”. Article 10.1.8d.

Between 2018 and 2020 three previously suspended programs and three new programs were approved by the Board. There were not workload changes for the reinstated programs.

Moved by K. Farwell and seconded by N. Rimmer **that**, the Keyano College Board of Governors approve the workload recommendations submitted by the New Programs Workload Committee with respect to the three new programs, Business Aviation Diploma Program, English for Academic Purposes Program and Esports Management Diploma.

Carried Unanimously

8. Briefing Note: Tuition Fee and Compliance

College Administration summarized the briefing note included in the meeting package.

Post-secondary institutions in Alberta are required to establish the Tuition rates for academic programs and Mandatory Non-Instructional Fees (MNIFs), excluding Apprenticeship Tuition and Apprenticeship Material and Services Fees, as these are set by the Minister.

Institutions are required to provide a statement of anticipated increases to tuition fees and MNIFs for a 4-year period in each academic year to each of its students’.

It is anticipated that the majority of institutions across Alberta will increase by the maximum allowable percentage increase for all program.

Keyano College is competitive in the rates of Tuition and Mandatory Non-Instructional Fees when comparing against Comprehensive Community College’s (CCCs) across the province of Alberta in 2020-21.

Consultation has taken place with the Students Association of Keyano College, three consultation sessions were held between December 1, 2020 and January 15, 2021. Additional consultation is anticipated in Spring 2021, giving consideration for programs under review for exceptional increases.

Moved by K. Farwell and seconded by C. Matte **that**, the Keyano College Board of Governors approve the tuition and mandatory non-instructional fees, for the academic years of 2021-2022 to 2024-2025 as presented.

Carried Unanimously

9. Board Correspondence

Following a review of the correspondence, College Administration advised dialogue continues with the Advanced Education, Capital Planning and Grant Management personnel. Additionally, the Flood Mitigation Plan will be presented to the Board of Governors at the February 2021 meeting.

10. In-Camera

College Administration (D. Mountain, R. LeSage, T. Boyde, F. Russell), CUPE Representative and SAKC Representatives were excused from the meeting at 6:10 p.m.

Moved by J. MacNeil and seconded by K. Farwell **that**, the Board of Governors move in-camera at 6:11 p.m.

1. President Recruitment

An update was provided with respect to the President Search.

Faculty Representative excused at 6:17 p.m.

2. Bargaining Update

An update was provided with respect to the bargaining process and Bargaining Strategic Plan.

Moved by C. Matte and seconded by S. Millard **that**, the Board of Governors conclude the in-camera discussion at 6:24 p.m.

Carried Unanimously

11. Adjournment

There being no further business, **moved by K. Farwell** and seconded by M. Ziolecki **that**, the Public Meeting of the Board of Governors be adjourned at 6:24 p.m.

Carried Unanimously

Approved 02.24.2021