Board of Governors
Public Meeting
November 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 ancestral and traditional territory of the Cree, Dene, and Métis, peoples.

In Attendance:

Board of Governors:
Don Scott, Chair
Andrew Rosser, 1st Vice Chair, Public Member
Christian Matte, 2nd Vice Chair, Public Member
Joe MacNeil, Public Member (Regrets)
Kim Farwell, Public Member
Adele Thomson, Public Member
Kalpesh Patel, Public Member
Chief Raymond Powder, Public Member
Dr. Nermin Zukic, Academic Staff (Regrets)
Leon Bevans, CUPE Representative

Jay Notay, President & CEO

Administration:

Murray Walford, Vice President Corporate Services & CFO
Fred Russell, Vice President, Strategy & Business Transformation
Sandra Efu, Vice President Academic & Student Experience
Khwezi Mbolekwa, Associate Vice President, People & Culture
Terri Turner, Executive Assistant (RS)

1   **Call to Order**

D. Scott, Board Chair, called the Public Board of Governors meeting to order at 4:02 p.m.

2   2.1 <u>Declaration of Conflict of Interest:</u>

There was no declaration of conflict of interest.

2.2 <u>Declaration of Fraud & Irregularities:</u>

There was no declaration of fraud or irregularities.

3.   **Adoption of Consent Agenda**

Motion: "THAT, the Consent Agenda for the November 29, 2023, meeting of the Board of Governors be approved as presented/amended."

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

Carried Unanimously

4.   **Adoption of Regular Agenda**

Motion: "THAT, the Regular Agenda for the November 29, 2023, meeting of the Board of Governors be approved as presented/amended."

Moved by K. Farwell and seconded by A. Thomson "**that** the Regular Agenda for the November 29, 2023**,** meeting of the Board of Governors be approved as presented."

Carried Unanimously

5. **Board Executive Committee Update** (D. Scott)

    5.1 Polytechnic Presentation (J. Notay/S. Efu)

    - J. Notay reviewed the PowerPoint as included in the package pre-read noting that there will not be a radical shift in our programs, however, becoming a Polytechnic offers the college an opportunity to expand and respond to the needs of the community and the economy more autonomously, effectively, and efficiently
    - K. Farwell asked if one of the differences revolves around have better access to grants for research?
    - J. Notay identified that we have access to the grants now and we are tri council approved
    - A. Rosser asked for further clarification regarding the differences if we can do all the tasks now?
    - J. Notay identified we lose a large percentage of students to the city centers, there is added bureaucracy layers when you are a college, as a college we are required to collaborate and it takes a long time for new program approvals, as a polytechnic we are more nimble, better able to support our students, better access to trades funding and the process is quicker for program approval.
    - R. Powder requested a programming sample that we are planning to implement if we become a Polytechnic (Sandra will need to provide this example in some way for the Board and maybe have it as an agenda item for the next board meeting so they can see what the 2 new degree programs are about…maybe ask Don how he would like us to do this)
    - J. Notay identified that this can be provided
    - D. Scott inquired about financial implication?
    - J. Notay identified that the application did not include a financial ask at this point but if we get approved then there will be a financial ask that will be in place for the 2025-26 budget cycle as required

    5.2 Mikisew Cree (D. Scott/J. Notay)

    - J. Notay identified that we have a campus in Fort Chipewyan that provides K to twelve programs, there is a meeting schedule with Mikisew Cree next week to discuss and seek feedback about the campus and how it can better serve the needs of the community
    - J. Notay identified that there are three nations in the area and the plan is for the BEC to go to Fort Chipewyan in January and meet with all three nations to seek advice and recommendation about how this facility can better meet the needs of the community
    - C. Matte asked about the approach and if we are engaging with the government or stakeholders
    - J. Notay identified that there has been conversation with government, their advice is to ensure we consult and engage with the communities.

    5.3 Nomination for chairing the BOG Meeting in absence of the Chair (M. Walford)

    - D. Scott opened the floor for nominations
    - K. Farwell nominated the 1st and 2nd vice chairs
    - A. Rosser, 1st Vice Chair accepted the nomination
    - C. Matte, 2nd Vice Chair accepted the nomination

Motion: "THAT the Board of Governors accepts the nomination of A. Rosser as designated chair for those Board of Governors meetings when the chair is absent, and the nomination of C. Matte *as*

designated to chair those Board of Governors meetings when the chair is absent, and A. Rosser is also absent. If all three members are absent, the Board of Governors will nominate and vote for a designated chair at the beginning of that meeting."

Moved by K. Farwell and seconded by A. Thomson "**that**, the Board of Governors accepts the nomination of A. Rosser as designated chair for those Board of Governors meetings when the chair is absent, and the nomination of C. Matte *as designated* to chair those Board of Governors meetings when the chair is absent, and A. Rosser is also absent. If all three members are absent, the Board of Governors will nominate and vote for a designated chair at the beginning of that meeting."

Carried Unanimously

6. **Governance & HR Committee Update**
   6.1 Governance & HR Update (D. Scott)

   - A. Thomson noted that a draft survey has been developed and it will be submitted to the Governance and HR Committee for review and edits, then it will go out to the Board of Governors for completion
   - Board Evaluation (K. Mbolekwa)
     - K. Mbolekwa noted that the college research department will assist with administering the survey and compiling the data to maintain anonymity

   6.2 Board Cheer Reminder (D. Scott)

   - D. Scott reminded the BOG that Board Cheer is December 7 from 4 pm to 7 pm and encouraged the BOG to attend
   - R. Powder noted he will not be able to attend and requested a time in the new year for a tour of the college for anyone else who cannot attend Board Cheer
   - J. Notay identified that this can be arranged and the offer would be to open to all board members (please do a poll with board members who want this)
   - S. Efu suggested this align with a BOG meeting
   - T. Turner will reach out to organize a tour of the college

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

   - K. Farwell noted that the major variance was related to a $2.5 million positive variance for credit tuition fees. The College anticipates 800 international students as opposed to 320 in the prior year
   - K. Farwell noted that this positive variance was offset by some challenges in achieving targets for non-credit programming and the likelihood of selling Riedel by the end of the fiscal year is remote so the $1 million credit to budgeted expenses was not forecasted
   - K. Farwell noted that the College is forecasting that it will meet the IMA targets.
   - K. Farwell noted that the review of internal controls & areas for improvement (Gaps) will be an annual report provided to the Finance & Audit Committee to provide assurance that the College has an effective internal control framework (financial and IT), the controls are monitored and tested and updated and improved, as necessary.
   - K. Farwell noted that the OAG indicated we would likely receive three green lights

   7.2 Priority Projects Update (M. Walford)

   - K. Farwell reviewed the process for applying for the grants, noting that the collage has not been allowed to apply over the past few years due to a number of circumstances
   - M. Walford noted this is a 3-year cycle
   - M. Walford discussed the 3 priorities that were approved last year by the BOG, noting that the labs and classrooms are a high priority and renovating the recital theatre is essential as well, the projects need to move forward and if we get approval for the grant in February then we will put the money back into reserves

- A. Thomson asked about hiring a facility manager
- M. Walford noted that we are hiring facilities manager and a CMO manager as well to assist with the projects

Motion: "THAT the Board of Governors in the interim, pending approval of the Accumulated Operating Surplus and Internally Restricted Surplus Policy approves $250,000 additional funding from the reserve to continue to progress the priority labs and classrooms projects."

Moved by C. Matte and seconded by A. Rosser **"that**, the Board of Governors in the interim, pending approval of the Accumulated Operating Surplus and Internally Restricted Surplus Policy approves $250,000 additional funding from the reserve to continue to progress the priority labs and classrooms projects."

Carried Unanimously

7.3 First Reading -Reserve Policy – Review and Comment (M. Walford)

- M. Walford noted this is a comprehensive policy and it is required, normally colleges get grants, but we need reserves for things not covered by the grants, institutions build a reserve to fund the capital projects, we have not had this situation in the past so therefore we did not have a policy
- M. Walford highlighted the three gates
- K. Farwell noted that this helps to interpret the entire capital process, it ensures that the process gets passed on as the board changes future
- M. Walford identified that if there are any question or concerns, they can be emailed to him directly

7.4 Finance & Audit Terms of Reference (K. Farwell)

- K. Farwell referred to the pre read

Motion: "THAT the Board of Governors approves the Finance & Audit committee's Terms of Reference as presented."

Moved by A. Rosser seconded by C. Matte "**that**, the Board of Governors approves the Finance & Audit committee's Terms of Reference as presented."

Carried Unanimously

8. **Academic (**S. Efu**)**
   8.1 Certificate and Degree Programs

   - A. Rosser left the meeting at 5:13 pm
   - S. Efu referred to the rereads and opened the floor for questions
   - A. Thomson asked if it was difficult to find co-op positions for the Environmental Technology Program and will they be successful in finding employment once graduated?
   - S. Efu noted there is not enough co-op options that fulfill the program criteria; however, we have an advisory committee and the research shows that once a student has graduated, they have more opportunities
   - C. Matte asked for clarification on how not being able to offer work placements will they affect our IMA?
   - S. Efu noted the IMA will not be affected because any program that goes forward has the WIL component

   - **New Program – Emergency Medical Responder**

Motion: "THAT the Board of Governors approve the creation of a new certificate program and specialization, Program name: Emergency Medical Responder, Specialization name: Emergency Medical Responder."

Moved by A. Thomson and seconded by K. Farwell "**that**, the Board of Governors approve the creation of a new certificate program and specialization, Program name: Emergency Medical Responder, Specialization name: Emergency Medical Responder."

Carried Unanimously

- **New Program Proposal – Environmental Technology Program**

Motion: "THAT the Board of Governors approve the creation of a new Diploma specialization: Environmental Technology under the existing Environmental Technology Program."

Moved by A. Thomson and seconded by K. Farwell "**that**, the Board of Governors approve the creation of a new Diploma specialization: Environmental Technology under the existing Environmental Technology Program."

Carried Unanimously

- **New Program Proposal – Power & Process Technologies**

Motion: "THAT the Board of Governors approve the creation of a new diploma program and specialization, Program name: Power Engineering, Specialization name: Power & Process Technologies."

Moved by A. Thomson and seconded by K. Farwell "**that**, the Board of Governors approve the creation of a new diploma program and specialization, Program name: Power Engineering, Specialization name: Power & Process Technologies."

Carried Unanimously

- **Bachelor of Social Work Degree**

Motion: "THAT the Board of Governors approve Part "A" of the proposed Bachelor of Social Work Degree Program as presented, preceding Part "B.""

Moved by C. Matte and seconded K. Farwell "**that**, the Board of Governors approve Part "A" of the proposed Bachelor of Social Work Degree Program as presented, preceding Part "B.""

Carried Unanimously

- **Bachelor of Science Degree**

Motion: "THAT the Board of Governors approve Part "A of the proposed ENVS Degree Program as presented, preceding Part "B.""

Moved by C. Matte and seconded K. Farwell "**that,** the Board of Governors approve Part "A of the proposed ENVS Degree Program as presented, preceding Part "B.""

Carried Unanimously

9. **Strategy & Business Transformation** (F. Russell)

9.1 Annual Report

- F. Russell noted that this is a yearly compliance document and any feedback that was provided has been incorporated
- F. Russell noted that the report is missing information from the Auditor General and they have not sent back their documents
- M. Walford noted that the Auditor Generals information is their opinion

Motion: "THAT the Board of Governors approves the 2022 – 2023 Annual Report presented subject to the addition of the Auditors Generals report."

Moved by K. Farwell and second by C. Matte "**that**, the Board of Governors approves the 2022 – 2023 Annual Report presented subject to the addition of the Auditors Generals report."

Carried Unanimously

10. **In-Camera**

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

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

Carried Unanimously

10.1 Assets and Regional Priorities (M. Walford)

10.2 Indigenous Space -Information Only (F. Russell)

10.3 Theatre Update (F. Russell)

10.4 Bargaining Update - Public Members & Executive Only (J. Notay/K. Mbolekwa)

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

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

Carried Unanimously

11. **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 6:12 p.m."

Carried Unanimously