



**Board of Governors**  
**Public Meeting**  
February 26, 2025  
4:00 p.m. – 7:00 p.m.  
Governors Boardroom/Teams  
**Minutes**

*We respectfully acknowledge that we are on Treaty No. 8 Territory, the ancestral and traditional territory of the Cree, Dene, and Métis, peoples.*

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**Attendees**

**Board of Governors Members:**

Don Scott (Chair)  
Andrew Rosser (1<sup>st</sup> Vice Chair), Public Member  
Joe MacNeil, Public Member  
Kim Farwell, Public Member  
Adele Thomson, Public Member  
Kathleen Brennan, CUPE Representative  
Raymond Powder, Public Member  
Chioma Igbokei, Student Representative  
Marc Vergara, Student Representative  
Sandra Efu, Interim President & CEO

**Administration:**

Murray Walford, Vice President, Corporate Services & CFO  
Susan Bansgrove, Vice President, Academic & Student Experience  
Chantal Beaver, Associate Vice President, Public Engagement  
Deni Ruiz, Director, People & Culture  
Terri Turner (RS)

**Guests**

Dale Banfield, community member attendee

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1. **Call to Order** (D. Scott, Chair)  
D. Scott called the meeting to order at 4:03 p.m.
2. **Declaration** (All)
  - Declaration of Conflict of Interest
  - Declaration of Fraud & Irregularities
3. **Adoption of Consent Agenda** (D. Scott)
  1. Executive Reports
    - President & CEO
    - Academic & Student Experience
    - Corporate Services & CFO
    - People & Culture
    - Public Engagement

2. Public Board of Governors Meeting Minutes of November 27, 2024
3. Governance & HR Committee Meeting Minutes - N/A
4. Finance & Audit Meeting Minutes of November 18, 2024 & January 22, 2025
5. Board Executive Committee Minutes November 12, 2024, January 6, 2025, January 21, 2025, and January 29, 2025

**Motion:** “THAT, the Consent Agenda for the November 27, 2024 meeting of the Board of Governors be approved as presented/amended.”

**Move by K. Farwell** and seconded by A. Thomson “**that**, the Consent Agenda for the November 27, 2024 meeting of the Board of Governors be approved as presented.”

**Carried Unanimously**

4. **Adoption of Regular Agenda** (D. Scott)

**Motion:** “THAT, the Regular Agenda for the February 26, 2025, meeting of the Board of Governors be approved as presented/amended.”

**Move by K. Farwell** and seconded by A. Thomson “**that** the Regular Agenda for the February 26, 2025, meeting of the Board of Governors be approved as amended.”

**Carried Unanimously**

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

5.1 Interim Vice President Academic

- S. Efu introduced S. Bansgrove, Interim VP Academic and Student Experience

5.2 APSN

- S. Efu reminded the BOG that the Alberta Post Secondary Network Retreat will be taking place on March 13 & 14, 2025
- S. Efu discussed the March 13, 2025, networking reception

5.3 AB Deans of Business Case Competition

- S. Efu noted that the Alberta Deans Business Competition is taking place at the college from March 13 to 15, 2025
- S. Efu provided details of the event

5.4 Polytechnic Application/CAQC Site Visit

- S. Efu noted that the college received the assessment and responded to the gaps; we are now waiting to hear back from them, which should be in April 2025

6. **Governance & HR** (A. Thomson)

6.1 New Board Members (D. Scott)

- A. Thomson noted there will be a joint sun committee meeting in March
- A. Thomson noted that the BOG has submitted three recommendations to the GOA for appointment to the board
- S. Efu noted that according to our contact at the GOA, they will provide two initial appointments and the 3<sup>rd</sup> later in the year

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

7.1 Finance & Audit Update

- K. Farwell noted that the Finance & Audit Committee completed a fulsome review of the budget guidelines and principles; this was new to Finance and Audit and will be reviewed yearly in November in the future

- K. Farwell noted that the committee reviewed risk oversight, and there were no significant high risks

## **7.2 2<sup>nd</sup> Quarter Forecast**

- M. Walford noted that we are projecting a slight surplus variance, but this could change significantly due to forecasted variables
- M. Walford reviewed the major revenue variances included in the package pre-read material, noting that the government of Alberta grant revenue, the northern living allowance, and the CMR grant will be lower than expected
- M. Walford noted that housing revenue was lower than anticipated; however, we are developing a new plan for managing this; we will provide an update once we have adequately developed the plan
- M. Walford noted that investment income is projected to be higher than budgeted
- M. Walford reviewed the expense variances as indicated in the pre-read material
- M. Walford noted that only \$500K of the expense contingency has been applied
- M. Walford noted that the college will delay hiring for some positions and lay off a number of staff prior to this year-end so that the severance cost can be recorded this year as opposed to next year

## **7.3 Endowment Report – Information Only (C. Beaver)**

- C. Beaver reviewed the material in the pre-read, noting that we cannot use the principal, but we can spend the money earned through interest

## **7.4 Tuition Fee Regulation (TFR)**

- S. Efu reviewed the TFR included in the pre-read, noting that the 2% increase is the maximum amount the college can increase tuition, and each year, we consult with the student association
- S. Efu noted that areas where the increases can be higher than 2% or are determined by a 3<sup>rd</sup> party

**Motion:** “THAT the Board of Governors approves the Tuition and Fees Report, and the Mandatory Non-Instruction Fees Report as presented.”

**Moved by A. Rosser** and seconded by J. MacNeil “**that**, the Board of Governors approves the Tuition and Fees Report, and the Mandatory Non-Instruction Fees Report as presented.”

**Carried Unanimously**

## **8. Academic & Student Services Update (S. Bansgrove)**

## **9. In-Camera**

D. Bendfeld and K. Brennan left the meeting at 4:30 pm

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

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

**Carried Unanimously**

**Motion:** “THAT, the Board of Governors conclude the in-camera discussion.”

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

**Carried Unanimously**

**10. Adjournment**

There being no further business, **motion:** “that the meeting of the Board of Governors be adjourned.”

**Moved by K. Farwell** and seconded by A. Thomson “that the meeting of the Board of Governors be adjourned at 6:02 p.m.”

**Carried Unanimously**