



**Minutes for the Board Meeting of the
Lethbridge College Board of Governors
Held on Tuesday, May 24, 2022
CE2341**

Board of Governors

In Attendance

1. Paula Burns, President and CEO
2. Janene Moch, Vice Chair
3. Jennifer Davis
4. Emory Hache
5. Michael Marcotte, Chair
6. Calvin Scott
7. Edna Stobschinski

Regrets

Kristine Cassie
Nolan Johnson
Joshua Day Chief

MANAGEMENT:

Samantha Lenci, Provost and Vice President Academic
Coreen Roth, Vice President People and Business Services
Kenny Corscadden, Vice President Research and Partnerships
Kristen DeMone, Senior Executive Assistant and Board Secretary
Jennifer Yanish, Executive Assistant Vice President People and Business Services (recording secretary)
Tracy Holt, Director, Financial Services and Chief Financial Officer
Marko Hilgersom, Registrar
Sheldon Anderson, Dean, Centre for Trades
Kevin Smith, Dean, Centre for Business, Arts and Science

1.0 Call to Order

Michael Marcotte called the meeting to order at 4:05 p.m. and welcomed all in attendance. Michael acknowledged that everyone was gathered on the traditional territory of the Blackfoot confederacy. Michael noted that quorum requirements were met.

Michael advised that Betty Ann Little Wolf, the college's Blackfoot Grandmother, will be presented with an Honorary Degree at Convocation, Friday, May 27. He also thanked Ray Many Chief and Edna Stobschinski, student members, for their service on the Board this past year.

2.0 Setting the Context: Board Ends Framework

Michael drew the board's attention to the Board Ends Framework as circulated per attachment 2.0, reminding the board to remain focused on governance of the college.

3.0 Consent Agenda

3.1 Approval of the Agenda for May 24, 2022

3.2 Approval of the Draft Minutes of February 1, 2022

Michael asked if there were any questions. None arose.

MOVED by Janene Moch and seconded by Emory Hache **THAT**, the Board of Governors approves the consent agenda for the May 24, 2022 meeting. **MOTION: CARRIED**

4.0 Conflict of Interest Declarations

No conflicts or perceived conflicts of interest were declared.

5.0 Association Reports

5.1 LCSA Report

5.2 LCFA Report

5.3 AUPE Report

Michael thanked the union and associate representatives for their written reports. He acknowledged Karl Marten's commitment to the AUPE executive and his upcoming retirement after 17 years at Lethbridge College. Michael asked if there were any questions. None arose.

6.0 Executive Leadership Team

6.1 President and CEO Report

Paula provided an oral report. She extended her thanks and appreciation to the current Board and Executive Leadership Team and acknowledged past Board members for their time, commitment and support during the past nine years. Paula's last official day at Lethbridge College is Friday, May 27.

7.0 Board Chair Report

Michael shared an update on the President and CEO search. The Search Committee is meeting with Boyden June 1 to review the list of applications and the first round of interviews are scheduled June 8-9. The Board will reconvene when the Search Committee is ready to put a recommendation forward for the next President and CEO.

This has been a busy year and Michael thanked the members for their support and committee work. The Board wishes Paula well at Langara College as their President and CEO.

8.0 Committee Reports

8.1 Academic Council Recommendations

Three recommendations from Academic Council were put forward. Paula read in the motions to the Board of Governors.

8.1.1 Culinary Careers Diploma Program Suspension

Dean Sheldon Anderson provided background information to the Board.

MOVED by Michael Marcotte and seconded by Emory Hache **THAT**, the Board of Governors approve suspension of the title of the Culinary Careers diploma, effective July 1, 2022, and provide recommendation for approval to Alberta Advanced Education. **MOTION: CARRIED.**

8.1.2 General Arts and Science – Health Sciences Certificate

Dean Kevin Smith spoke to the year 1 qualification. A member asked if this program competes with programming at the University of Lethbridge. This certificate pertains

more to the Practical Nursing, Therapeutic Recreation and Massage Therapy programs as these tend to have longer waiting lists. Another question was raised regarding potential employment in the health care system upon certificate completion. Employment opportunities could potentially increase in medical and doctors' offices.

MOVED by Paula Burns and seconded by Michael Marcotte **THAT**, the Board of Governors approve the new Health Sciences Certificate Program, effective July 1, 2023, and provide recommendation for approval to Alberta Advanced Education.

MOTION: CARRIED.

8.1.3 Early Childhood Education – Apprenticeship Certificate

Samantha Lenci spoke to the program delivery with a minimum of 51% of time spent in the workplace. A member asked about transfer capabilities and if a similar program is offered at the University of Lethbridge. Certificates should be recognized and accepted at other post-secondary institutions.

MOVED by Paula Burns and seconded by Janene Moch **THAT**, the Board of Governors approve the new Early Childhood Education – Apprenticeship Certificate Program, effective July 1, 2023, and provide recommendation for approval to Alberta Advanced Education.

MOTION: CARRIED

8.2 Governance and Human Resources Committee

Michael read the report from Kristine Cassie who was unable to attend.

8.2.1 Board of Governors Annual Work Plan 2022-23

Michael highlighted the Annual Work plan as per attachment 8.2.1.

MOVED by Janene Moch and seconded by Emory Hache **THAT**, the Board of Governors approve the annual work plan for 2022-23 as presented in attachment 8.2.1.

8.3 Finance, Audit and Risk Committee – Janene Moch

8.3.1 Board of Governors Annual Operating Budget

Janene Moch spoke to the Board of Governors annual operating budget as per attachment 8.3.1.

MOVED by Michael Marcotte and seconded by Emory Hache **THAT**, the Finance, Audit and Risk Committee approves the Board of Governors Operating Budget for the fiscal year 2022-23 as presented.

MOTION: CARRIED

8.3.2 Related Party Disclosure

Michael advised that Board members need to complete a Key Management Personnel Declaration Statement for the 2021-2022 fiscal year if they or their family members had any business dealings with Lethbridge College.

9.0 Lethbridge College's Annual Operating and Capital Budget

Tracy Holt highlighted the college's annual operating and capital budget as per attachment 9.0. A significant portion of the college's revenue is from provincial grant funding. \$91.9M in revenue is forecasted for 2022-2023. The \$750 for the IMP is included as expenditure and expense. Modest growth in tuition in 2024 and 2025 is projected.

Tracy reviewed the budget assumptions and risks. As these are uncertain and challenging times in post-secondary education, projected enrolments, student housing occupancy rates and investment income may not materialize.

Michael asked if there were any questions. None arose.

MOVED by Janene Moch and seconded by Emory Hache **THAT**, the Board of Governors of Lethbridge College approves Lethbridge College's annual operating and capital budget for the 2021-22 fiscal year as per attachment 9.0, with management having license to make minor refinements. **MOTION: CARRIED**

10.0 Lethbridge College's Investment Management Agreement

Paula referenced attachment 10.0. As per the mandate a three-year agreement must in place with The Board of Governors of Lethbridge College and Alberta Advanced Education. The IMA is in effect from April 1, 2022 to March 31, 2025. The performance metrics were presented and approved at the Board Retreat held March 29, 2022. Additional metrics may be added in subsequent years.

Samantha provided clarification with regard to the metrics. The funding metrics are broken down into work integrated learning (WIL), total domestic enrolment (excluding apprentices) and graduate outcomes by survey year. Marketing campaigns have been strong and purposeful with a focus on recent high school graduates.

Lethbridge College will have WIL incorporated in 96% of program design in the 2022-2023 school year, currently the highest in the province. Graduate outcome survey results are positive.

Transparency metrics include international student enrolment by school year, Indigenous student enrolment by school year and graduate employment rate by survey year. Target for international student enrolment for 2022-2023 is 450, Indigenous student enrolment is self-reported (target is 301 for 2022-2023) and target for graduate employment rate for 2022 is 91%.

A member asked if the tolerance bands were negotiated and if there is impact on overall financials. The tolerance bands were negotiated, and funding may be impacted if targets are not met. Three of the four transparency metrics were selected that best reflect the narrative of Lethbridge College.

MOVED by Janene Moch and seconded by Emory Hache **THAT**, the Board of Governors approves Lethbridge College's Investment Management Agreement as circulated per attachment 10.0, with management having license to make minor refinements.

11.0 Lethbridge College Tuition and Fee Increase

Tracy Holt and Marko Hilgersom, Registrar presented as per item 11.0. Apprenticeship tuition is now part of the Alberta Tuition Framework. No changes were made to international tuition surcharge (\$300 per credit). The 7% overall tuition increase with a maximum 10% increase per program is in compliance with the Alberta Tuition Framework.

A 6.4% overall tuition increase for 2022-23 was proposed. The Tuition and Fees Task Team have discussed some proposed increases in fees (e.g., technology, Kodiaks Athletics, LCSA legal fee) for fall 2022. This process includes presentations to College Leadership Council and stakeholder consultations.

Board members highlighted the importance of student bursaries as tuition and fees are increasing for the third consecutive year and many high school graduates take a gap year. Lethbridge College takes the surrounding demographic area into consideration. Paula shared that the Comprehensive Community Colleges Presidents are discussing a sustainable model for athletics going forward.

MOVED by Calvin Scott and seconded by Jennifer Davis **THAT**, the Board of Governors approve the tuition and fee increase for the 2022-23 academic year as presented in attachment 11.0.

12.0 Information

- 12.1 EL-1 Treatment of Students
- 12.2 EL-3 Financial Planning
- 12.3 EL-4 Financial Condition
- 12.4 EL-10 Access to Education
- 12.5 EL-11 Ethical Research
- 12.6 Board Calendar 2022-23

Michael asked if there were any further questions or concerns. None arose.

13.0 Other

No other business arose.

14.0 Adjournment

MOVED by Janene Moch and seconded by Emory Hache **THAT**, the Board of Governors adjourns its public meeting of May 24, 2022 at 5:14 p.m.

MOTION: CARRIED