



**Minutes for the Board Meeting of the  
Lethbridge College Board of Governors  
Held on Tuesday, May 25, 2021 via  
Zoom video conferencing**

**Board of Governors**

**In Attendance**

1. Brenda Brindle
2. Paula Burns, President and CEO
3. Kristine Cassie, Vice Chair
4. Emil Cipion
5. Jennifer Davis
6. Karri Flatla
7. Emory Hache
8. Nolan Johnson
9. Ray Many Chief
10. Michael Marcotte, Chair
11. Janene Moch
12. Calvin Scott

**Regrets**

**MANAGEMENT:**

Samantha Lenci, Provost and Vice President Academic  
Coreen Roth, Vice President People and Planning  
Kristen DeMone, Senior Executive Assistant and Board Secretary (recording secretary)

**1.0 Call to Order**

Michael Marcotte called the meeting to order at 4:31 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 thanked Emil Cipion for his service to the Board of Governors.

**2.0 Setting the Context: Board Ends Framework**

Michael drew the boards 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 25, 2021**

**3.2 Approval of the Draft Minutes of April 27, 2021**

Michael asked if there were any questions. None arose.

**MOVED** by Jennifer Davis and seconded by Brenda Brindle **THAT**, the Board of Governors approves the consent agenda for the May 25, 2021 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 each of the association leaders for their reports. He asked if there were any questions. None arose.

#### **6.0 Executive Leadership Team**

##### **6.1 President and CEO Report**

Paula spoke about her work over the past month which included an immense amount of government relations activity. She shared that the executive team received the final report from the Support Services Operational Review and has begun to review it with the senior leadership involved in the review. After a short pause coming out of a difficult year due to the pandemic, she will begin to work with the College Leadership Council to develop a go forward plan that is aligned with the Alberta 2030 report and that is future focused. This will include a communication and planned rollout to the entire college community.

Paula spoke about the guidelines for a return to campus in the fall. She commended all college employees for their dedication to ensuring a safe campus community throughout the global pandemic.

Paula provided an update on the interim structure with the departure of the Vice President Corporate Services and Chief Financial Officer.

#### **7.0 Board Chair Report**

Michael spoke about his participation on the City of Lethbridge's new Social Service Integration committee.

#### **8.0 Committee Reports**

##### **8.1 Academic Council**

###### **8.1.1 Business Administration Marketing Major Program Suspension**

Samantha welcomed Kevin Smith, Dean for the Centre of Business, Arts, and Science, to provide background information on the proposed program suspension. Kevin discussed the steps moving forward to review the program further, including consultation with stakeholders.

A board member inquired about programs being identified as majors and concerns regarding consultation. Samantha spoke about the process which includes extensive consultation with internal and external stakeholders.

A board member inquired if transferability is considered when assessing the suspension of a program.

Samantha shared that these are difficult decisions that are not taken lightly. The program review process is comprehensive, and transferability is a factor that is looked at closely. The University of Lethbridge was consulted in this case, and the suspension of this major will not impact the transferability of our program.

Samantha shared that there will still be marketing classes offered as part of the first year of the program.

**MOVED** by Paula Burns and seconded by Michael Marcotte **THAT**, the Board of Governors approve the suspension of admissions to the Marketing major in the Business Administration program effective July 1, 2021 and provide recommendation for approval to Alberta Advanced Education. **MOTION: CARRIED**

**8.1.2 Bachelor of Applied Science in Ecosystem Management Name Change**  
Samantha provided background information on the proposed program name change highlighted in attachment 8.1. No questions arose.

**MOVED** by Paula Burns and seconded by Brenda Brindle **THAT**, the Board of Governors approve the name change of the Bachelor of Applied Science in Ecosystem Management program to Bachelor of Ecosystem Management effective July 1, 2020 and provide recommendation for approval to Alberta Advanced Education. **MOTION: CARRIED**

## **8.2 Governance and Human Resources Committee (GHRC)**

Brenda reviewed the recent activities of the committee. She shared that the committee reviewed the President and CEO's performance plan and monitoring reports EL-1 Treatment of Students, EL-10 Access to Education, and EL-11 Ethical Research and found them to comply with policy.

### **8.2.1 Board of Governors Annual Work Plan 2021-22**

Brenda highlighted the work plan as presented.

**MOVED** by Michael Marcotte and seconded by Brenda Brindle **THAT**, the Board of Governors approve the annual work plan for 2021-22 as presented in attachment 8.2.1. **MOTION: CARRIED**

## **8.3 Finance, Audit and Risk Committee (GHRC)**

Kristine provided a report to the board, sharing that the committee reviewed the college's operating and capital budget and the board's operating budget.

She spoke about the Legislative Compliance report and Internal Controls framework which were reviewed by the committee.

Kristine shared that the committee reviewed monitoring reports EL-3 Financial Planning and EL-4 Financial Condition, finding them to be compliant with policy.

### **8.3.1 Board of Governors Annual Operating Budget**

Kristine highlighted the Board of Governors annual operating budget as circulated per attachment 8.3.1 and provided to the board for information.

### **8.3.2 Related Party Disclosure**

Michael inquired if any board members or their family members had any related party transactions with Lethbridge College during the 2020-21 fiscal year. No disclosures were reported.

## **9.0 Lethbridge College's Annual Operating and Capital Budget**

Paula highlighted the college's annual budget as circulated per attachment 9.0. She provided background information on the process to compile the budget.

Heather reviewed pertinent details, assumptions, and risks contained within the budget.

**MOVED** by Ray Many Chief and seconded by Emil Cipion **THAT**, the Board of Governors approve 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 highlighted Lethbridge College's Investment Management Agreement (IMA) as circulated in attachment 8.0. She provided background information on the document, sharing that it replaced the Comprehensive Institutional Plan (CIP) and is a three-year agreement requiring board and ministerial approval.

Paula shared that Advanced Education extended the timelines and revised the metrics from the previous year due to COVID-19. Paula shared that this year only has one metric, Work Integrated Learning (WIL), which is tied to funding.

Paula spoke about the goals and priorities included in the IMA.

Samantha provided information on the collaboration with the ministry to complete the IMA. She shared that Lethbridge College is the highest in the province for existing WIL in programs.

**MOVED** by Jennifer Davis and seconded by Karri Flatla **THAT**, the Board of Governors approve Lethbridge College's Investment Management Agreement as circulated per attachment 10.0, with management having license to make minor refinements.

**MOTION: CARRIED**

## **11.0 Performance Management Plan for President and CEO**

Paula provided background information on the development of her Performance Management Plan as presented in attachment 11.0. She shared that the plan was reviewed by GHRC and that the committee recommended the plan for approval to the Board of Governors as presented.

Paula shared some highlights from within the plan including future work with each division on the Education Plan, Performance Measures, and alignment of strategies with Key Performance Indicators.

**MOVED** by Kristine Cassie and seconded by Emory Hache **THAT**, the Board of Governors approve the Performance Management Plan for the President and CEO for 2021-22 as presented in attachment 11.0 **MOTION: CARRIED**

## **12.0 Information**

### **12.1 Monitoring Reports**

#### **12.1.1 EL-1 Treatment of Students**

#### **12.1.2 EL-3 Financial Planning**

#### **12.1.3 EL-4 Financial Condition**

#### **12.1.4 EL-10 Access to Education**

#### **12.1.5 EL-11 Ethical Research**

**12.2 Correspondence – Deputy Minister Curtis Clarke – Program Termination Approval**

Michael asked if there were any questions. None arose.

**13.0 Question Period/Board Discussion**

Michael asked if there were any further questions or items members wished to discuss further.

**14.0 Other**

No other business arose.

**15.0 Adjournment**

**MOVED** by Michael Marcotte and seconded by Paula Burns **THAT**, the Board of Governors adjourns its public meeting of May 25, 2021 at 6:05 p.m. **MOTION: CARRIED**