



**Minutes for the Board Meeting of the
Lethbridge College Board of Governors
Held on Tuesday, June 11, 2019 in
CE2341, the College Boardroom**

Board of Governors:

In Attendance

1. Brenda Brindle
2. Paula Burns, President and CEO
3. Kristine Cassie, Interim Board Co-Chair
4. Elaine Dixson
5. Jamie Fisher
6. Terri Ann Fitz-Gibson
7. Jesse Poriz

Regrets

Jennifer Davis
Travis Plaited Hair
Tracy Zappone

Guests

Justin Lorne

Management:

Simon Griffiths, Vice President Corporate Services and CFO
Samantha Lenci, Provost and Vice President Academic
Coreen Roth, Executive Director People and Planning
Kristen DeMone, Senior Executive Assistant and Board Secretary (recording secretary)

Kristine Cassie called the meeting to order at 4:32 p.m. and welcomed all in attendance. Kristine acknowledged that everyone was gathered on the traditional territory of the Blackfoot confederacy. Kristine noted that quorum requirements were met. Kristine welcomed new board member Jesse Poriz, noting that the order in council was received earlier in the day. She shared that it will be Justin Lorne's last board meeting and thanked him for his service to the Lethbridge College Board of Governors.

ITEM #047/2018-19

Consent Agenda

a. Approval of the Agenda for the June 11, 2019 Board Meeting

b. Approval of the Draft Minutes of April 30, 2019

Kristine asked if there were any questions. None arose.

MOVED by Kristine Cassie and seconded by Elaine Dixson
THAT, the Board of Governors approves the consent agenda for the June 11, 2019 meeting. **MOTION: CARRIED**

ITEM #048/2018-19

Conflict of Interest Declarations

No conflicts or perceived conflicts of interest were declared.

ITEM #049/2018-19

Association Reports

- a. LCSA Report**
- b. LCFA Report**
- c. AUPE Report**

Kristine thanked each of the association/union leaders for their reports.

Kristine thanked Kevin for his report and noted the positive communication line between the Faculty Association and Administration.

Kristine asked if there were any further questions. None arose.

ITEM #050/2018-19

Executive Leadership Team

a. President and CEO Report

Paula highlighted some of the activities she had participated in over the past months. She also provided updates on her activities in the post-secondary sector and shared that she is now the chair for CICA's ImpAct Advisory Committee, which provides strategic input and guidance on opportunities and challenges related to strengthening members contributions towards sustainable development goals.

Paula spoke about the letters submitted to the Minister of Advanced Education on behalf of COPPOA and CCC, addressing the impacts of recent legislation on post-secondary Institutions. Further discussion ensued.

ITEM #051/2018-19

COMMITTEE REPORTS

a. Academic Council Recommendations

Paula read in the motions put forward by Academic Council.

Coreen spoke about the extensive changes to the sexual misconduct policy and the consultations that took place. She shared that an appeals process was added and refinements were made to the investigation process. Shelley Carter-Rose, Dean of Student Affairs, was asked to speak and highlighted the consultation process in depth. Coreen added that the ability was made to involve an external investigator if a case warrants it.

A question was raised regarding the definitions that are used throughout the policy and the alignment with definitions used in statutes. Further discussion ensued.

Action: The policy definitions will be reviewed with assistance from board member Jamie Fisher and any revisions that need to be made will be brought forward to the board.

MOVED by Paula Burns and seconded by Brenda Brindle **THAT**, the Board of Governors approve the revised Sexual Misconduct Prevention and Response Policy and Appendix A as presented. **MOTION: CARRIED**

Paula read in the motion to appoint seven administrative members to Academic Council. Paula shared that Dr. Samantha Lenci is her delegate on Academic Council and clarified the membership structure of Academic Council.

MOVED by Paula Burns and seconded by Terri Ann Fitz-Gibson **THAT**, the Board of Governors approve the appointment of Kenny Corscadden, Marko Hilgersom, Shelley Carter-Rose, Jeanine Webber, Kevin Smith, Jackie Doherty and Terry Kowalchuk to Academic Council for the 2019-2020 term. **MOTION: CARRIED**

b. Governance and Human Resources Committee (GHRC)

Brenda provided the GHRC report in Tracy's absence. She shared that the committee discussed the Board of Governors self-assessment results and reviewed the Monitoring Reports EL-1 Treatment of Students, EL-2 Treatment of Staff, EL-7 Compensation and Benefits, EL-10 Access to Education, and EL-11 Ethical Research. Brenda share that the committee discussed and reviewed the current membership on board committees.

MOVED by Brenda Brindle and seconded by Terri Ann Fitz-Gibson **THAT**, the Board of Governors approves the movement of Travis Plaited Hair to the External Relations Committee from the Governance and Human Resources Committee. **MOTION: CARRIED**

c. Finance, Audit and Risk (FAR) Committee

Kristine provided a brief report on the May FAR committee meeting. She shared that the committee reviewed the budget for 2019-2022 and that the committee is recommending approval of the budget to the Board of Governors. She noted that budget approval would occur through approval of the Comprehensive Institutional Plan, item 7.0 on the agenda.

Kristine inquired if board members or any of their family members had any related party transactions. No related party transactions were disclosed.

d. External Relations Committee

Elaine shared that the committee had presentations from Charles McArthur and Sandra Dufresne, focused on demographics and programming at Lethbridge College and the new structure of the Advancement department, the communications structure in place, and the publications in circulation at Lethbridge College. The committee will participate in reviewing strategic communications for external stakeholders.

ITEM #052/2018-19

Comprehensive Institutional Plan

Coreen provided an overview of the Comprehensive Institutional Plan (CIP). Coreen spoke about some of the adjustments made to the CIP and noted new additions required by government around sexual violence prevention and mental health initiatives. She discussed the five overarching goals and the key supporting activities related to each goal.

Simon presented the budget for 2019-20222, highlighting the profit and loss account for the 2019-20 balanced budget. Simon reviewed the inherent assumptions and risks.

Kristine asked if there were any questions. None arose.

MOVED by Kristine Cassie and seconded by Elaine Dixon **THAT**, the Board of Governors approves the three-year Comprehensive Institutional Plan effective 2019-2022 as circulated per attachment 7.0, with management having license to make refinements. **MOTION: CARRIED**

ITEM #053/2018-19

Engagement Plan for Strategic Framework

Paula shared a presentation highlighting the consultation and engagement process she will undertake to refresh the strategic framework. Discussion ensued.

ITEM #054/2018-19

Performance Management Plan for President and CEO

Paula discussed her Performance Management Plan as circulated per attachment 9.0. She highlighted changes made under the five overarching goals and the addition of new priorities.

Kristine commented on Paula's performance plan, noting that she is doing an excellent job of focusing on some areas where feedback was received during the presidential re-appointment process.

The board provided their approval of her performance management plan.

ITEM #055/2018-19

Information

- a. **Letter from DM Rod Skura – Annual Report**
- b. **Letter from DM Rod Skura – Suspension of Physical Education and Leadership Specialization, General Studies**
- c. **LCSA Student Representative Board Member Package**
Kristine reviewed attachments 10.1 through 10.3, as circulated to the board. Kristine asked if there were any questions. None arose.

ITEM #034/2018-19

OTHER

No further business arose.

ITEM #035/2018-19

ADJOURNMENT

MOVED by Kristine Cassie and seconded by Paula Burns
THAT, the Board of Governors adjourns its public meeting of
June 11, 2019, at 6:20 p.m. **MOTION: CARRIED**