



**Minutes for the Board Meeting of the
Lethbridge College Board of Governors
Held on Tuesday, November 26, 2019 in
CE2341, the College Boardroom**

Board of Governors

In Attendance

1. Brenda Brindle
2. Paula Burns, President and CEO
3. Elaine Dixson
4. Jamie Fisher
5. Terri Ann Fitz-Gibson
6. Michael Marcotte
7. Frederico Marouelli
8. Jesse Poriz
9. Tracy Zappone

Regrets

Kristine Cassie
Jennifer Davis
Travis Plaited Hair

MANAGEMENT:

Simon Griffiths, Vice President Corporate Services and CFO
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. He noted that quorum requirements were met.

Michael welcomed instructors Pete Gingras, Martina Emard, Kris Hodgson-Bright, and student observers from the Digital Communications and Media program.

2.0 Consent Agenda

2.1 Approval of the Agenda for November 26, 2019

2.2 Approval of the Draft Minutes of October 29, 2019

Michael asked if there were any questions. None arose.

MOVED by Brenda Brindle and seconded by Tracy Zappone **THAT**, the Board of Governors approves the consent agenda for the November 26, 2019 meeting.

MOTION: CARRIED

3.0 Conflict of Interest Declarations

No conflicts or perceived conflicts of interest were declared.

4.0 Association Reports

4.1 LCSA Report

4.2 LCFA Report

4.3 AUPE Report

Michael thanked each of the association/union leaders for their reports. He asked if there were any questions. None arose.

5.0 Executive Leadership Team

5.1 President and CEO Report

Paula highlighted her written report as provided in attachment 5.1 and spoke about various campus events. Paula asked if there were any questions. None arose.

6.0 Committee Reports

6.1 Academic Council

Paula discussed the motions presented to the board and asked Samantha to provide background information.

6.1.1 Health Care Aide Certificate – Suspension of Admissions

Paula asked Samantha to provide further information on both 6.1.1 and 6.1.2. Samantha shared that Alberta health mandated a program change to a 10-month certificate program from the previous 5-month program.

MOVED by Brenda Brindle and seconded by Tracy Zappone **THAT**, the Board of Governors approve the suspension of admissions to the existing Health Care Aide Certificate program effective July 1, 2020, and provide recommendation for approval to Alberta Advanced Education. **MOTION: CARRIED**

6.1.2 Health Care Aide – Government of Alberta Certificate

Samantha provided information under item 6.1.1 above.

MOVED by Tracy Zappone and seconded by Brenda Brindle **THAT**, the Board of Governors approve the new Health Care Aide – Government of Alberta Certificate program effective July 1, 2020, and provide recommendation for approval to Alberta Advanced Education. **MOTION: CARRIED**

6.1.3 Engineering Design and Drafting Technology Diploma

Samantha asked the board's permission to invite Dr. Terry Kowalchuk, Dean, Centre for Technology, Environment and Design, to join in the discussion for items 6.1.3 through 6.1.8 and to answer any questions board members may have. Terry shared that the new name of the program will provide opportunities to better explain the purpose and content of the program to prospective students and the general public. Discussion ensued.

MOVED by Paula Burns and seconded by Brenda Brindle **THAT**, the Board of Governors approve changing the Engineering Design and Drafting Technology program name to Engineering Design Technology effective July 1, 2020, and provide recommendation for approval to Alberta Advanced Education. **MOTION: CARRIED**

6.1.4 Agriculture Enterprise Management – Suspension of Admissions

Samantha provided background information on items 6.1.4 through 6.1.7. The board discussed the proposed changes and inquired about industry consultation. Terry shared that the program advisory committees are in support of the proposed changes, adding that faculty was consulted.

MOVED by Paula Burns and seconded by Jesse Poriz **THAT**, the Board of Governors approve the suspension of admissions to the Agricultural Enterprise Management diploma program effective July 1, 2020, and provide recommendation for approval to Alberta Advanced Education.

MOTION: CARRIED

6.1.5 Agriculture Sciences Diploma – Plant and Soil Sciences Major

Samantha provided information under item 6.1.4 above.

MOVED by Tracy Zappone and seconded by Terri Ann Fitz-Gibson **THAT**, the Board of Governors approve changing the Agriculture Sciences – Plant and Soil Sciences program name to Agriculture Sciences – Agronomy effective July 1, 2020, and provide recommendation for approval to Alberta Advanced Education.

MOTION: CARRIED

6.1.6 Agriculture Sciences Diploma – Agriculture Business Major

Samantha provided information under item 6.1.4 above.

MOVED by Brenda Brindle and seconded by Terri Ann Fitz-Gibson **THAT**, the Board of Governors approve the new Agriculture Sciences – Agriculture Business Major effective July 1, 2020, and provide recommendation for approval to Alberta Advanced Education.

MOTION: CARRIED

6.1.7 Agriculture Sciences Diploma – Program Load Changes

Samantha provided information under item 6.1.4 above.

MOVED by Jesse Poriz and seconded by Brenda Brindle **THAT**, the Board of Governors approve the change to the Agriculture Sciences diploma and program majors – Animal Science, Agronomy (formerly Plant and Soil Sciences) and Agriculture Business (formerly Agriculture Enterprise Management) resulting in an additional major and a change to total program load effective July 1, 2020, and provide recommendation for approval to Alberta Advanced Education.

MOTION: CARRIED

6.1.8 Bachelor of Science in Agriculture Technology

Paula read in the motion to approve the new Bachelor of Science in Agriculture Technology. Samantha discussed the process undertaken to create the Bachelor's Degree in Agriculture Technology. Samantha and Terry addressed the board's concerns regarding pathways for students and options for post-graduate studies. Discussion ensued.

MOVED by Paula Burns and seconded by Jesse Poriz **THAT**, the Board of Governors approve the new Bachelor of Science in Agriculture Technology program effective July 1, 2020, and provide recommendation for approval to Alberta Advanced Education.

MOTION: CARRIED

6.2 Governance and Human Resources Committee (GHRC)

Tracy provided a verbal report highlighting the work of the Governance and Human Resources Committee over the past month.

6.2.1 Committee Membership

MOVED by Tracy Zappone and seconded by Brenda Brindle **THAT**, the Board of Governors appoint Michael Marcotte as chair of the External Relations Committee effective immediately. **MOTION: CARRIED**

6.3 Finance, Audit and Risk (FAR) Committee

Michael provided a report to the board in Kristine's absence. He shared that Simon provided a presentation to the committee on the institution's risk register. He shared that the committee reviewed several monitoring reports and found all reports to have evidence of compliance.

6.4 External Relations Committee

Michael provided an update on the past meeting of the External Relations Committee. He shared that Karla Pyrch provided a presentation to the committee on Corporate and Continuing Education.

7.0 Lethbridge College's Budget Impact Plan

Paula discussed Lethbridge College's Budget Impact Plan as circulated in attachment 7.0. She provided background information on the creation of the plan. Paula shared that the overall goal is to minimize impact to students.

Paula reviewed the details within the plan with the board. The board inquired what outcome the Government is expecting with the Budget Impact Plans. Discussion ensued.

Paula discussed the need for information on potential funding models the government is considering.

MOVED by Terri Ann Fitz-Gibson and seconded by Brenda Brindle **THAT**, the Board of Governors approves Lethbridge College's Budget Impact Plan as presented in attachment 7.0, with management having license to make refinements. **MOTION: CARRIED**

8.0 Annual Report

Coreen provided a presentation to the board that highlighted the college's achievements from the comprehensive institutional plan for the year 2018-19. Coreen discussed themes prevalent throughout the document including the institution's focus on growing its way to sustainability.

MOVED by Jesse Poriz and seconded by Jamie Fisher **THAT**, the Board of Governors approves the 2018-2019 Annual Report as per attachment 8.0, with management having license to make refinements. **MOTION: CARRIED**

9.0 Revised Strategic Framework

Paula discussed her work on the Strategic Framework over the past few months. She shared that over 40% of employees have joined the college since 2013, when the Strategic Framework was originally approved. She discussed the outcomes from the Strategic Framework Engagement Sessions and provided a summary to the board.

Paula proposed changing 'Resource Innovation' to 'Innovation and Entrepreneurship', adding that she would like to share out the information and the proposed change to the internal college community ahead of a formal approval from the board.

10.0 Information

10.1 Audited Annual Financial Statements for the Lethbridge College Students' Association

10.2 Submission Letter to Assistant Deputy Minister Peter Leclaire

10.3 New Approved Policy – Applied Research and Scholarship Policy

10.4 Correspondence from Minister Nicolaides – Budget Impact Plan

Michael asked if there were any questions. No further questions arose.

11.0 Other

No other business arose.

12.0 Adjournment

MOVED by Tracy Zappone **THAT**, the Board of Governors adjourns its public meeting of November 26, 2019 at 6:14 p.m.

MOTION: CARRIED