



**Minutes for the Board Meeting of the
Lethbridge College Board of Governors
Held on Tuesday, November 27, 2018 at
Exhibition Park, in the Saddle room**

Board of Governors:

In Attendance

1. Kristin Aillsby, Board Chair
2. Paula Burns, President and CEO
3. Brenda Brindle
4. Jennifer Davis
5. Elaine Dixson
6. Terri Ann Fitz-Gibson
7. Justin Lorne

Regrets

Kristine Cassie
Jamie Fisher
Tracy Zappone
Travis Plaited Hair

Guests:

Rudy Friesen, CEO, Exhibition Park
Mike Wuchterl, Presenter, Exhibition Park
Bruce Galts, Board Director, Exhibition Park
Bonnie Farries, Manager, Institutional Planning, Lethbridge College
Peter Gingras, Instructor, Lethbridge College

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)

Kristin Aillsby called the meeting to order at 4:30 p.m. and welcomed all in attendance. Kristin acknowledged that we are gathering on traditional Blackfoot confederacy territory.

She noted that quorum was met but not without significant absences due to illness. Kristin formally welcomed new board member Elaine Dixson to her first meeting.

Kristin drew attention to Rudy Friesen, President and CEO of Exhibition Park. Kristin invited Rudy to introduce members of his staff and Board of Directors who were present for the meeting.

Kristin introduced instructor Pete Gingras and his first and second year students from Digital Communications and Media, who observed the meeting as part of their curriculum.

ITEM #018/2018-19

Consent Agenda

a. Approval of the Agenda for the November 27, 2018 Board Meeting

b. Approval of the Draft Minutes of October 29, 2018

Kristin asked if there were any questions and none arose.

MOVED by Kristin Ailsby and seconded by Elaine Dixon **THAT**, the Board of Governors approves the consent agenda for the November 27, 2018 meeting. **MOTION: CARRIED**

ITEM #019/2018-19

Conflict of Interest Declarations

No conflicts of interest were identified.

ITEM #020/2018-19

Board Education – Exhibition Park Presentation

Rudy Friesen introduced Mike Wuchterl who presented on behalf of Exhibition Park. The presentation highlighted the current state of Exhibition Park and their new project Exolution.

After the presentation ended, Rudy invited questions from the board and guests observing. Kristin asked a question to Exhibition Park board member Bruce Galts regarding opportunities for collaboration between Exhibition Park and Lethbridge College. Bruce discussed opportunities for partnership in areas of strong focus for both organizations including agriculture. Kristin thanked Rudy and Exhibition Park for hosting the Board of Governors.

Terri Ann asked a question regarding timelines for their new project Exolution. Rudy elaborated on the process and anticipated timelines.

Kristin again conveyed the board's appreciation to Exhibition Park for hosting the board meeting.

ITEM #021/2018-19

Association Reports

a. LCSA Report

Kristin emphasized appreciation for Nicholas' commitment to his Borrow a Textbook initiative. Justin asked a question regarding the purchase of the textbooks. Nicholas provided information on the criteria for selecting textbooks to purchase. Terri Ann inquired about the student food bank. Nicholas shared that the food bank utilization is currently higher than the average usage for this time of year.

b. LCFA Report

Brenda inquired about the communication with administration regarding faculty concerns with the Conflict of Interest. Kevin shared that there has been effective conversations with administration and that they are working

together.

c. AUPE Report

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

ITEM #021/2018-19

Executive Leadership Team

a. President and CEO Report

Paula highlighted her written report and highlighted the collaboration with other post-secondary institutions and external stakeholder Robert Saik, a member of the government's Talent Advisory Council on Technology, to secure technology seats that are specific to agriculture. Kristin asked if there were any questions. None arose.

ITEM #022/2017-18

COMMITTEE REPORTS

a. Academic Council Recommendations

Kristin asked Paula to read in the recommendations from Academic Council. Paula noted that Samantha was available for questions. Paula highlighted the great amount of work Academic Council completed through the fall to make the recommended changes. She commended them for their dedication.

i. Architectural Animation Technology Diploma Program

Samantha shared that Architectural Animation differs from Interior Design, as it is more broad-based, opens up exploration into other fields and offers greater potential for industry partnerships. Terri Ann asked a question in regards to student intake. Samantha shared that they are anticipating around 40-45 students for the first few years with a maximum capacity of approximately 70.

MOVED by Paula Burns and seconded by Kristin Ailsby **THAT**, the Board of Governors approves the new Architectural Animation Technology diploma program, effective July 1, 2019, as recommended by Academic Council at their meeting held on October 17, 2018, and further that the Board of Governors recommends approval to Alberta Advanced Education. **MOTION: CARRIED**

ii. Virtual and Augmented Reality Certificate Program

Samantha shared that the college has been leading in this area over the past few years. She pointed to the first-ever conference in virtual reality that the college hosted. Samantha informed members that it is a one-year program and has the ability to take the

college in a different direction. She highlighted the industry partners nationally and internationally that consulted with the college.

Brenda asked if it is a step on a career path or a supplemental continuing education. Samantha shared that it could be both, a starting point or a building block along a career path. Further discussion ensued.

MOVED by Paula Burns and seconded by Kristin Ailsby **THAT**, the Board of Governors approves the new Virtual and Augmented Reality certificate program, effective July 1, 2019, as recommended by Academic Council at their meeting held on October 17, 2018, and further that the Board of Governors recommends approval to Alberta Advanced Education. **MOTION: CARRIED**

iii. Community Health Promotion Certificate Program Termination

Paula informed the board that she would read the motion for both the Community Health Promotion Certificate and Diploma together as they are similar. Samantha shared that it was a collaborative program initiated by the province but that there was no up take with students. Samantha informed the board that Lethbridge College has turned over the curriculum to Red Crow College as they see an opportunity for their region.

MOVED by Paula Burns and seconded by Kristin Ailsby **THAT**, the Board of Governors approves the termination of the community Health Promotion certificate effective July 1, 2019 as recommended by Academic Council at their meeting held on October 17, 2018, and further that the Board of Governors recommends approval to Alberta Advanced Education. **MOTION: CARRIED**

iv. Community Health Promotion Diploma Program Termination

MOVED by Paula Burns and seconded by Kristin Ailsby **THAT**, the Board of Governors approves the termination of the Community Health Promotion diploma effective July 1, 2019, as recommended by Academic Council at their meeting held on October 17, 2018, and further that the Board of Governors recommend approval to Alberta Advanced Education. **MOTION: CARRIED**

v. **Fashion Design and Sustainable Production Diploma Program Termination**

Paula read the motion and asked Samantha to speak to it. She highlighted the faculty's efforts to sustain the program. She shared that the program was suspended last year. Samantha shared that there is a lack of industry support locally and that there are not enough students to sustain it.

MOVED by Paula Burns and seconded by Jennifer Davis **THAT**, the Board of Governors approves the termination of the Fashion Design and Sustainable Production diploma effective July 1, 2019, as recommended by Academic Council at their meeting held on October 17, 2018, and further that the Board of Governors recommends approval to Alberta Advanced Education. **MOTION: CARRIED**

vi. **Perioperative Nursing Certificate Program Termination**

Samantha shared that the intake was only six students per year and there are difficulties in securing practicum opportunities. Further discussion ensued.

MOVED by Paula Burns and seconded by Kristin Ailsby **THAT**, the Board of Governors approves the termination of the Perioperative Nursing certificate program, effective July 1, 2019, as recommended by Academic Council at their meeting held on November 14, 2018, and further that the Board of Governors recommends approval to Alberta Advanced Education. **MOTION: CARRIED**

vii. **Agriculture Sciences Curriculum Changes**

Samantha discussed the quality assurance of programs and the changes to hours and credits within the Agriculture Sciences program.

MOVED by Paula Burns and seconded by Jennifer Davis **THAT**, the Board of Governors approves the changes to the curriculum of the Agriculture Sciences Program, resulting in a change to the term or the total program credits, effective July 1, 2019, as recommended by Academic Council at their meeting held on November 14, 2018, and further that the Board of Governors recommends approval to Alberta Advanced Education. **MOTION: CARRIED**

viii. **Student Records Policy**

Samantha shared that through the evolution of the college policy framework, the Student Records policy is redundant. Brenda confirmed with Samantha that a communication will be circulated.

MOVED by Paula Burns and seconded by Justin Lorne **THAT**, the Board of Governors approves the rescission of the Student Records (Collection, Access To and Disclosure of Information) Code: 3.5 policy, effective immediately, as recommended by Academic Council at their meeting held on October 17, 2018.

MOTION: CARRIED

b. Governance and Human Resources Committee (GHRC)

i. GP-7 Code of Conduct

In Tracy's absence, Kristin reported that the committee discussed changes to the board Code of Conduct policy on the newly approved Lethbridge College Code of Conduct Policy and Procedures.

Kristin noted that following the GHRC meeting, a further amendment to #13 was proposed and the board endorsed the suggestion as follows:

- Board members must comply with Board Policy GP-7 Code of Conduct and the Lethbridge College Code of Conduct Policy and Personal Conduct and Conflict of Interest Procedures. In the event a conflict arises as between the application and or interpretation of either or both of these two policies, the Lethbridge College Code of Conduct Policy and Personal Conduct and Conflict of Interest Procedures will apply.

MOVED by Kristin Ailsby and seconded by Terri Ann **THAT**, the Board of Governors approves the modifications to board policy GP-7 Code of Conduct as identified in attachment 7.2.1 and as amended above, to align with the new Lethbridge College Code of Conduct policy and procedures, which is a college wide policy.

MOTION: CARRIED

ii. Committee Membership

Kristin reported that the committee contemplated membership of the External Relations committee and had approached Kristine to join the committee. She shared that Kristine had respectfully declined so there was no motion needed.

c. Finance, Audit and Risk (FAR) Committee

Kristin provided a report to the board in Kristine's absence. She shared that the committee discussed the current surplus and Executive Limitations. Kristin shared that Simon presented the institution's Risk Register to the committee. Further discussion ensued.

d. External Relations Committee

Elaine provided a report to the board as she was appointed chair of the committee. Elaine discussed the adjustments the committee made to the Terms of Reference. She also

shared that the committee discussed various external stakeholders that could be appointed to the committee.

MOVED by Kristin Ailsby and seconded by Paula Burns
THAT, the Board of Governors approves the revised Terms of Reference for the External Relations Committee.

MOTION: CARRIED

ITEM #023/2018-19

Draft Annual Report

Kristin introduced Bonnie who provided a presentation to the board on the annual report. Bonnie shared that the report highlights the results of the Comprehensive Institutional Plan (CIP). Bonnie shared that 2017-2018 set the stage for future success.

Kristin inquired about the relationship with Shepell counselling services. Coreen shared that both employees and students can access Shepell, and that the focus is the mental health of the entire college community. Terri Ann added that the services available to staff and students are exceptional. Brenda asked a question regarding the research project focused on student poverty. Jennifer spoke to the project and noted it is in collaboration with the City of Lethbridge and the University of Lethbridge. Further discussion ensued.

MOVED by Kristin Ailsby and seconded by Brenda Brindle
THAT the Board of Governors approves the 2017-2018 Annual Report as per attachment 8.0, with management having license to make refinements.

MOTION: CARRIED

ITEM #024/2018-19

Information

a. Celebrate 90 – FWBA Architects Invitation

ITEM #025/2018-19

OTHER

Kristin asked if there was any other board business anyone wished to discuss. Brenda provided feedback on the Board Orientation she attended that was hosted by Advanced Education. She strongly suggested that other board members attend future sessions as it was of great value.

ITEM #026/2018-19

ADJOURNMENT

MOVED by Kristin Ailsby and seconded by Terri Ann Fitz-Gibson
THAT, the Board of Governors adjourns its public meeting of November 27, 2018, at 6:21 p.m.

MOTION: CARRIED