



Minutes for the Board Meeting of the Lethbridge College Board of Governors

Tuesday, April 18th, 2023
CE2341

Board of Governors

In Attendance

1. Brad Donaldson, President and CEO
2. Janene Moch, Vice Chair
3. Emory Hache
4. Michael Marcotte, Chair
5. Calvin Scott
6. Sarah Harland
7. Nolan Johnson
8. Joshua Day Chief
9. Sheila French
10. Muneer Nazam
11. Perry Stein

Regrets

Kristine Cassie, Vice Chair

MANAGEMENT:

Samantha Lenci, Provost and Vice President Academic
Coreen Roth, Vice President People and Business Services
Kenny Corscadden, Vice President Research and Partnerships
Tracy Holt, Chief Financial Officer
Erin Hall, Executive Assistant to the Provost and VPA (recorder)
Amanda Paul, Executive Assistant and Board Administrative Support

Guests:

1.0 Call to Order

Michael Marcotte called the meeting to order at 3:01 p.m. and noted that quorum requirements were met. Michael acknowledged that everyone was gathered on the traditional territory of the Blackfoot confederacy.

2.0 Setting the Context: Board Ends Framework

3.0 Consent Agenda

- 3.1 Approval of the Agenda for April 18, 2023
- 3.2 Approval of the Draft Minutes of January 31, 2023

Tuition presentation with Q&A and discussion will take place during the closed meeting.

MOVED by Janene Moch and seconded by Calvin Scott **THAT**, the Board of Governors approve the consent agenda for the April 18, 2023, meeting. **MOTION: CARRIED**

4.0 Conflict of Interest Declarations

5.0 Association Reports

5.1 LCSA Report – Muneer provided a verbal report.

The LCSA is currently working on creating a positive environment on campus for students undertaking exams. Contributions to the Food Bank are needed.

As this was his last Board of Governors meeting, Muneer thanked the Board for his experience.

5.2 LCFA Report – included in the agenda package.

5.3 AUPE Report – included in the agenda package.

Brad shared insight into the labour relations strategy. ELT, AUPE and LCFA Executive teams will meet monthly moving forward with a collaborative approach to setting the agenda.

6.0 Executive Leadership Team

6.1 President and CEO Report

Brad provided an update from the office of the President. The recent signing of the Buffalo Treaty was a significant event on campus.

Regarding the Road to Ready initiative, data collection is ongoing through various engagement activities. The student survey response rate was low. However, there have also been various student focus groups facilitated.

Two award recipients were highlighted: Sheila French: LCSA Instructor Excellence Award; Marnie Hope: Esquao Award.

7.0 Board Chair Report

Mike provided an update regarding the creation of a list of initiatives to take place over the summer. Mike will engage within the coming weeks.

Mike attended the premier's luncheon this week organized through the Chamber of Commerce. There was significant discussion regarding post-secondary institutions.

The college is a recipient of targeted funding for the Bachelor of Nursing Program along with the University of Lethbridge.

8.0 Committee Reports

8.1 Governance and Human Resources Committee

8.1.1 Approval – Revised Board Ends

A summary from the April 4 GHR Committee meeting was provided by Calvin Scott.

MOVED by Calvin Scott and seconded by Janine Moch **THAT**, the Board of Governors approve the revised board ends pending removal of text regarding phonetic spelling.

MOTION: CARRIED

9.0 Bachelor of Criminal Justice – Campus Alberta Quality Council (CAQC) Site Visit Update – Brad Donaldson/Samantha Lenci

Brad and Samantha provided an update on the recent CAQC site visit. They have followed up with a letter to CAQC along with the ministry regarding their displeasure of the process and unprofessional demeanor of the reviewers.

There was a follow up meeting with the CAQC Chairs. The overall result of the visit was approval of the Bachelor of Criminal Justice Program.

There were approximately 15 recommendations and communications have taken place with plans to address each recommendation.

Further meetings are planned followed by final ministerial approval.

Sam provided an additional update on a meeting with four additional Provosts to outline further information to CAQC related to Colleges and Polytechnic Institutions. This will help to inform the CAQC reviewer orientations moving forward.

10.0 Tuition Discussion – Patrick Balfour

Patrick Balfour, Director of Financial Services, presented various tuition fee rate scenarios and their financial impact on the organization.

There are multiple tuition rate levels (bands) averaging to a 5.25% increase. Some programs will see a tuition decrease.

At a 0% increase, significantly more students would be needed to be financially sustainable. Strategic growth is essential as additional costs can be incurred as a result of increased enrolment.

A general assumption is an annual 2% increase in enrollment. This also includes increasing student retention rates.

All reporting is in line with the IMA with cautious domestic enrolment targets.

The finalized budget will come forward to the Board in May for final approval.

11.0 Risk Register Review – Brad

Brad brought forward the Risk Register as follow up to previous conversation. The formatting has been adjusted for clarity.

The purpose of the adjustment is to identify mitigation tactics more clearly for higher risk items and the addition of an action plan.

The recommendation to add definitions to minor, moderate and high depending on each category was brought forward.

Academic and Research risks are also to be added for an institutional overview of risk. The complex process is still formulated within the background.

Further work to take place with the Finance, Audit, Risk (FAR) committee. Please send any additional comments or feedback to Mike.

12.0 Board Retreat Wrap-up

Follow-up to the board retreat to take place in an ongoing basis over the Summer.

13.0 Information

13.1 – Letter of Resignation

Thank you to Emory for her contributions to the Board of Governors.

13.0 Other

No other business to report.

14.0 Adjournment

MOVED by Michael Marcotte and seconded by Calvin Scott **THAT**, the Board of Governors adjourns its public meeting of April 18, 2023, at 4:14 pm. **MOTION: CARRIED**