



**Minutes for the Board Meeting of the
Lethbridge College Board of Governors
Held on Tuesday, January 31, 2023
CE2341**

Board of Governors

In Attendance

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

Regrets

Emory Hache

MANAGEMENT:

Samantha Lenci, Provost and Vice President Academic

Tracy Holt, Chief Financial Officer

Coreen Roth, Vice President People and Engagement

Kenny Corscadden, Vice President Research and Partnerships

Jennifer Yanish, Executive Assistant, Vice Presidents People and Engagement and Research and Partnerships, Chief Financial Officer

Guest:

Dr. Kevin Smith, Dean, Centre for Business, Arts and Sciences

1.0 Call to Order

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

The Board welcomed Perry Stein and Sheila French to the Board of Governors (public and faculty representatives, respectively).

2.0 Setting the Context: Board Ends Framework

Michael drew the board's attention to the Board Ends Framework as circulated per attachment 2.0. He reminded members to review the document prior to Board meetings. The Board Ends document is being reviewed and will be added to the agenda for the Board of Governors Retreat, March 21.

3.0 Consent Agenda

3.1 Approval of the Agenda for January 31, 2023

3.2 Approval of the Draft Minutes of November 29, 2022

MOVED by Janene Moch and seconded by Nolan Johnson **THAT**, the Board of Governors approves the consent agenda for the January 31, 2023 meeting. **MOTION: CARRIED**

4.0 Conflict of Interest Declarations

No conflicts or perceived conflicts of interest were declared.

5.0 Association Reports

6.1 LCSA Report

6.2 LCFA Report

6.3 AUPE Report

Michael thanked the association and union representatives for their reports. He clarified that the Executive Leadership Team plans to discuss the ACIFA 2022 Climate Survey results and the four-year comparative with the Faculty Association Executive before it is shared with the Board of Governors.

6.0 Executive Leadership Team

6.1 President and CEO Report

Brad Donaldson highlighted some of his external and internal activities over the past few months. He hosted a series of Town Halls open to all college employees in the third week in January. On January 19 he attended an announcement at the Galt Museum where the Honorable Dan Vandal, Minister of PrairiesCan, announced that Lethbridge College will receive \$2M to support agriculture research in the Centre for Applied Research, Innovation and Entrepreneurship.

Samantha, Kenny and Brad traveled to Edmonton in December for Team Lethbridge. There were approximately 50 participants from Lethbridge sectors representing various interests. They met with several ministers and Premier Danielle Smith. There were some robust discussions, and the event was informative.

Brad asked if there were any questions. None arose.

6.2 The Road to Ready: Strategic Visioning

Brad shared that this is a four-phase process, and he is striking a Steering Committee with representatives from across the college as part of phase 1. Phase 2 will include comprehensive data collection (focus groups, interviews, surveys with internal and external stakeholders) and analysis. Results will be brought forward to the Board of Governors in September and the project will wrap up in October 2023.

A question was raised as to whether the college has an existing strategic plan. Lethbridge College has a strategic framework with a vision, mission and strategies that was last approved in 2020. The strategic direction needs to be reviewed to ensure Lethbridge College is adaptive and responding to changes in a post-pandemic world.

Engaging with the Francophone and Indigenous communities (Red Crow Community College and Saamis Employment Training Association) is important. An invitation may be circulated to the broader community.

Phasing and timelines need to be considered. The working group will advise on timing that works best for communications. In house resources will be utilized. Operational resource planning comprises the final phase.

Perry Stein will join the Steering Committee representing the Board of Governors.

7.0 Board Chair Report

Michael will provide a report in the closed meeting.

8.0 Committee Reports

8.1 Academic Council Recommendations

8.1.1 Business Administration Diploma – Marketing Diploma

Dr. Kevin Smith advised that the Marketing Major was suspended in 2021 due to low enrolments. An extensive consultative process and review of Alberta post-secondary institutions ensued in consideration of reactivating the program. Marketing program enrolments across the province remain lower than other Business Administration majors. The current Business Administration Diploma majors at Lethbridge College continue to offer first and second year marketing courses and the 2+2 or block transfers for the Business Diploma will continue.

MOVED by Kristine Cassie and seconded by Muneer Nazam **THAT**, the Board of Governors approve the termination of the Business Administration – Marketing Diploma program effective June 30, 2023 and provide recommendation for approval to Alberta Advanced Education.

MOTION: CARRIED

8.2 Governance and Human Resources Committee

Kristine provided an oral report. She reminded the Board that the self-evaluation survey closes tonight. The Board Retreat agenda, policy review and new Board member orientation were discussed at the January 17 meeting.

MOVED by Janene Moch and seconded by Mike Marcotte **THAT** the Board of Governors approve the appointment of Sheila French to the Finance, Audit and Risk Committee. **MOTION: CARRIED**

MOVED by Kristine Cassie and seconded by Muneer Nazam **THAT**, the Board of Governors approve the appointment of Perry Stein to the Governance and Human Resources Committee. **MOTION: CARRIED**

8.3 Finance, Audit and Risk Committee

Janene Moch provided an oral report. The committee is planning to hold a FAR orientation including a session on the audit process in September, to possibly tie into the full Board orientation. Derek Taylor, KPMG and John Zabos, Office of the Auditor General attended the January 23 meeting to review the audit entry plan. They spoke to some new accounting standards and approaches going forward. Cybersecurity and emergency response plans for Alberta post-secondary institutions are being evaluated in conjunction with the audit. Monitoring Report EL-4 Financial Condition was reviewed for the period ending December 31, 2022.

9.0 Mandate and Roles document

MOVED by Muneer Nazam and seconded by Nolan Johnson **THAT**, the Board of Governors approve the Mandate and Roles document as presented in attachment 9.0. **MOTION: CARRIED**

The Mandate and Roles Document will be forwarded to Alberta Advanced Education for final review and following approval, will be sent back for the Board Chair's signature.

10.0 Government farm transfer request

Moved to the Closed Board of Governors meeting.

11.0 Information

11.1 CIGan Collective Intelligence World Congress 2023 (April 23-25)

Michael may attend the conference and encouraged the Board Co-Chairs to attend. Online/hybrid sessions are not being planned at this time. Samantha Lenci, Lowell Yellowhorn and Kristen DeMone will attend and present on the Indigenous Social Innovation Lab. Perry Stein was involved with this process as well.

11.2 Monitoring Reports

11.2.1 EL-4 Financial Condition

11.2.2 EL-8 Communication and Support to the Board

11.3 Order in Council – Perry Stein

11.4 Order in Council – Mike

11.5 Ministerial Order – Sheila French

12.0 Question Period/Board Discussion

Michael advised that all Board of Governors positions are now filled.

13.0 Other

No other business to report.

14.0 Adjournment

MOVED by Muneer Nazam and seconded by Sarah Harland **THAT**, the Board of Governors adjourns its public meeting of January 31, 2023 at 3:49 p.m. **MOTION: CARRIED**