



**Minutes for the Board Meeting of the  
Lethbridge College Board of Governors  
Held on Wednesday, October 26, 2022  
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. Kristine Cassie, Vice Chair
8. Nolan Johnson
9. Joshua Day Chief

**Regrets**

Nil

**MANAGEMENT:**

Samantha Lenci, Provost and Vice President Academic  
Coreen Roth, Vice President People and Business Services  
Kenny Corscadden, Vice President Research and Partnerships  
Kristen DeMone, Community Relations Advisor and Board Liaison  
Jennifer Yanish, Executive Assistant Vice President People and Business Services  
Tracy Holt, Chief Financial Officer

**Guests:**

Joelle Reynolds, Centre for Teaching, Learning and Innovation

**1.0 Call to Order**

Michael Marcotte called the meeting to order at 3:37 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**

Michael drew the board's attention to the Board Ends Framework as circulated per attachment 2.0. He shared that the model was generated when several new members were onboarding and highlights governance: insight, foresight and oversight.

**3.0 Consent Agenda**

- 3.1 Approval of the Agenda for October 26, 2022
- 3.2 Approval of the Draft Minutes of May 24, 2022

**MOVED** by Kristine Cassie and seconded by Calvin Scott **THAT**, the Board of Governors approves the consent agenda for the October 26, 2022 meeting.

**MOTION: CARRIED**

#### **4.0 Conflict of Interest Declarations**

No conflicts or perceived conflicts of interest were declared although Kristine advised that the Chinook Sexual Assault Centre submitted an application for grant funding to the college and decision is pending.

#### **5.0 Board Education – STEM Project**

Joelle Reynolds, Centre for Teaching, Learning, and Innovation presented on a three-year collaborative STEM project between the Dean of Trades, industry, and the K-12 education system in Alberta.

\$1.3M was awarded to the college to work on the project deliverables including teachers' tool kits for various trades, 3-D printable files, shareable webpage prototypes, and lesson activities. There are four phases: 1) Plan and Prototype; 2) Expansion; 3) Dissemination; and 4) Maintenance. Project status to date will be presented at the South Western Alberta Teachers' Convention in February 2023. Expected value is increased enrolment and retention in Trades at Alberta's post-secondary institutions.

A member asked if this initiative is ongoing elsewhere in Alberta. The college is not aware of other activity. It was suggested that project deliverables be shared with students in Montana and British Columbia.

Measurements will be in place to monitor re-admissions and links to the webpage prototypes will be accessible to the public via the Lethbridge College website. This project aligns with Alberta 2030 goals.

A member asked if the recent restructuring in the Ministry will have an impact on post-secondary initiatives. The college recently received a letter, outlining legislative changes, and a new Skills and Trades Ministry. Funding for trades continues to be important.

#### **6.0 Association Reports**

6.1 LCSA Report

6.2 LCFA Report

6.3 AUPE Report

Union and association representatives were thanked for their reports. It was noted that the faculty representative board position is still vacant. The Faculty Association is holding a by-election next week to appoint a new representative.

#### **7.0 Executive Leadership Team**

7.1 President and CEO Report

Brad acknowledged the warm welcome from the Board and Executive Team during his first few weeks. He has visited a lot of areas around campus to become familiar with programs and attended some internal and external events. President and CEO Installation and Fall Convocation took place October 14 and 15, respectively.

7.2 Provost and Vice President Academic

Enrolment is stable – domestic numbers are slightly lower and international numbers have increased. It is expected that IMA enrolment targets will be met. Trades will exceed 1000 students this year, and 94% of programming has incorporated work integrated learning.

The college was awarded microcredential funding and will develop Indigenous Policing and Gaming microcredentials. Six First Nations participated in developing the Indigenous Policing.

The college will receive funding next year for early childhood apprenticeship and greenhouse technician. The new Bachelor of Agriculture Science has 12 students currently enrolled and higher numbers are anticipated in the next few years.

Lethbridge College is currently in negotiations with Bow Valley College to collaborate on designing online programming for international nursing education.

The Centre for Business, Arts and Science continues to operate Lakeshore Campus, offering education to inmates. Lethbridge College is the only post-secondary institution in Alberta that continued this offering during the pandemic.

The college recently received a five-year \$1M federal research Mobilize grant for the public safety applied research program.

### 7.3 Chief Financial Officer

Some restructuring has taken place in Financial Services with Payroll now reporting to Human Resources.

The college's boiler upgrade is completed.

The college is \$500K ahead of budget in the first quarter mainly due to revenues (Visa surcharge and international seats). Expenses are on track.

### 7.4 Vice President Research and Partnerships

LC Extension is reviewing summer camps and microcredential development. Corporate training target is \$700K, looking to expand. The College partnered with the City of Lethbridge and launched The International Coaches Federation pilot for College Leadership Council members. The College will receive credit following the pilot and plans to offer programming to the first cohort in March 2023.

The college secured \$8M in externally funded research and appointed a new President's Applied Research Chair in Public Safety.

The Centre for Applied Research continues to build relationships with industry and the community, including fee for service totaling \$1.2M. The research funding goal for 2025 is \$10M.

An Advisory Committee was struck for Development to better understand students' needs. The 30<sup>th</sup> and final Clayton Allen Wine Auction will be held November 4 with 240 seats sold to date. Mini campaigns are being developed for fundraising: Ready to Share, Ready to Play and Ready to Soar, building on the previous Ready to Rise campaign.

A member asked why the Wine Auction will not be continuing. The Board plans to discuss community engagement and best practices going forward.

### 7.5 Vice President People and Business Services

Rapid Response Team is still in place to assess COVID on campus. Hybrid working arrangements can be made as per the remote working SOP that was developed last year.

Employees can access Consult+ Virtual Health Care Program services – many employees are currently without a family doctor. Lethbridge College was named a Canada's Healthy Workplace Month Great Employer for the third consecutive year.

The Gender Based and Sexual Violence Policy will be submitted to the Government next month following a lengthy consultation process and approval by the Board of Governors in November.

The AUPE Collective Agreement was ratified spring 2022 and negotiations are ongoing with the Faculty Association.

The one-year Comprehensive Community Colleges Employer Association pilot was successful, and a three-year agreement is in place. The Association is beneficial from a labour relations perspective, creates efficiencies and decreases expenditures. Presidents of the 11 institutions will serve as members of the Association's Board.

Lethbridge College's external publication, Wider Horizons, was awarded the 2022 CASE Circle of Excellence and was a finalist in six Showcase categories.

The Equity, Diversity and Inclusion survey results will be disseminated October 28 and Human Resources will draft an action plan.

Michael thanked the Executive Leadership Team for their reports.

## **8.0 Board Chair Report**

### **8.1 Board Ends**

Michael advised a meeting will be scheduled to discuss the Board Ends.

### **8.2 Board Chair Reappointment**

Kristine and Janene submitted a letter to the Minister, requesting Michael Marcotte's Board Chair reappointment.

### **8.3 Board Retreat**

A poll will be circulated for some dates in January-March. It may be beneficial to hold future retreats over 1.5 days in the fall and a half-day in the spring.

## **9.0 Committee Reports**

### **9.1 Academic Council Recommendations**

#### **9.1.1 Geomatics Engineering Technology**

Brad read in the motion to change the name and seek approval from Alberta Advanced Education.

**MOVED** by Samantha Lenci and seconded by Janene Moch **THAT**, the Board of Governors approve the name change of the Geomatics Engineering Technology program to Surveying and Geospatial Engineering Technology, effective July 1, 2022, and provide recommendation for approval to Alberta Advanced Education.

**MOTION: CARRIED.**

### **9.2 Governance and Human Resources Committee**

The committee met October 11. Sarah Harland was appointed to the committee, student member. Board policies will be reviewed in conjunction with a college-wide policy review for consistency and incorporation of EDI.

#### 9.3 Finance, Audit and Risk Committee

The Committee met October 17 with KPMG and the Office of the Auditor General.

### **10.0 Lethbridge College Audited Annual Financial Statements**

Lethbridge College received an unqualified audit report, and there were no unadjusted differences to note.

There were not a lot of changes to the Statement of Financial Position since last year. There was a reduction in the base operating grant. COVID continued to have an impact on tuition targets, staffing levels, field trips, supplies, travel, and professional development projects. Supply chain issues affected completion of some major projects.

Year-end operating surplus of \$453K, net assets of \$63M including accumulated surplus and remeasurement gains, and endowments of \$13M were recorded. Tracy clarified that Note 14 – Contractual rights includes the Daycare and Tim Horton's.

A question was raised about capital budget in future years. Historically \$1.4M is allocated annually for capital projects. The Physical Education upgrade and bleacher replacement are scheduled for next year.

Michael plans to include a budget discussion at a future Board meeting.

**MOVED** by Janene Moch and seconded by Joshua Day Chief **THAT**, the Board of Governors of Lethbridge College approve the audited financial statements for the year ended June 30, 2022 as presented in attachment 10.0. **MOTION: CARRIED**

### **11.0 Information**

- 11.1 Minister Nicolaides – Investment Management Agreement
- 11.2 Signed Investment Management Agreement
- 11.3 Ministerial Order – Student Representative Sarah Harland
- 11.4 Early Childhood Education Internship Certificate approval

### **12.0 Question Period/Board Discussion**

#### **13.0 Other**

No other business to report.

### **14.0 Adjournment**

**MOVED** by Michael Marcotte and seconded by Kristine Cassie **THAT**, the Board of Governors adjourns its public meeting of October 26, 2022 at 5:10 p.m.

**MOTION: CARRIED**