



**Minutes for the Board Meeting of the
Lethbridge College Board of Governors
Held on Tuesday, October 27, 2020 via
Zoom video conferencing**

Board of Governors

In Attendance

1. Brenda Brindle
2. Paula Burns, President and CEO
3. Kristine Cassie, Vice Chair
4. Emil Cipion
5. Karri Flatla
6. Michael Marcotte, Chair
7. Tracy Zappone, Vice Chair

Regrets

Laura McKinnon
Travis Plaited Hair

Guests

Jennifer Davis

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 4:34 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 shared that Jennifer Davis has been re-elected by the faculty association to serve a second term on the Board of Governors. Michael noted that the ministerial order has not yet been received for Jennifer and although that makes her ineligible to vote, she may still participate in board discussions.

Michael shared that this would be Tracy's final board meeting as a member of the Board of Governors. Michael thanked Tracy for her time and commitment to the board. He spoke about her contributions to Lethbridge College and wished her well on her future endeavors.

2.0 Setting the Context: Board Ends Framework

Michael drew the boards attention to the Board Ends Framework as circulated per attachment 2.0, reminding the board to remain focused on governance of the college.

3.0 Consent Agenda

3.1 Approval of the Agenda for October 27, 2020

3.2 Approval of the Draft Minutes of September 8, 2020

Michael asked if there were any questions. None arose.

MOVED by Kristine Cassie and seconded by Emil Cipion **THAT**, the Board of Governors approves the consent agenda for the October 27, 2020 meeting. **MOTION: CARRIED**

4.0 Conflict of Interest Declarations

No conflicts or perceived conflicts of interest were declared.

5.0 Association Reports

5.1 LCSA Report

5.2 LCFA Report

5.3 AUPE Report

Michael thanked each of the association leaders for their reports and asked if there were any questions.

Kristine asked LCSA president Skye Harding if the students had provided any feedback on how the college can assist them during this challenging time. Skye provided some insight on the current perspective of students regarding online learning and noted that at this time there were no specific solutions provided by the students.

Karri asked Kevin about the faculty supports in place to help them cope with some of the unprecedented challenges. Kevin highlighted the supports that administration has provided since moving to online learning.

6.0 Executive Leadership Team

6.1 President and CEO Report

Paula drew the board's attention to her report, circulated in attachment 6.1. Paula highlighted the announcement from the Minister of Agriculture and Forestry. Paula shared that Lethbridge College recently released student core competencies that identify professional skills that students should be working towards achieving. Additionally, Paula spoke about the changes to the Council of Post-secondary Presidents of Alberta's (COPPOA) organizational structure, sharing that she was elected as Vice President Shared Services.

There was an inquiry regarding microcredentials. Samantha provided insight on the framework currently under development. Discussion ensued.

7.0 Committee Reports

7.1 Academic Council

7.1.1 Unit Clerk Certificate Program Change

Samantha discussed the pan-institutional changes to English in programs. She shared that the common English course will support learner pathways.

MOVED by Paula Burns and seconded by Kristine Cassie **THAT**, the Board of Governors approve the replacement of ENG-1142 with ENG-1159 in the Unit Clerk program, resulting in a change in credits as outlined in the attachment, effective July 1, 2021, and further that this be recommended to Alberta Advanced Education.

MOTION: CARRIED

7.1.2 Educational Assistant Diploma Program Change

Samantha reviewed the proposed changes. No questions arose.

MOVED by Paula Burns and seconded by Emil Cipion **THAT**, the Board of Governors approve the change to the curriculum for the Educational Assistant

Diploma program resulting in a reduction to the total program load, as outlined in the attachment, effective July 1, 2021, and provide recommendation for approval to Alberta Advanced Education.

MOTION: CARRIED

7.1.3 Correctional Studies Diploma Program Change

Samantha reviewed the proposed changes. No questions arose. Michael commented that he appreciated the streamlining and removal of redundancies in programs.

MOVED by Paula Burns and seconded by Brenda Brindle **THAT**, the Board of Governors approve the change to the curriculum for the Correctional Studies Diploma program resulting in the creation of a common year of study between the Criminal Justice Policing and Correctional Studies programs and in an increase to the total program load as outlined in the attachment, effective July 1, 2021, and provide recommendation for approval to Alberta Advanced Education.

MOTION: CARRIED

7.2 Governance and Human Resources Committee (GHRC)

Brenda acknowledged Tracy's dedicated work to the committee during her time on the board. Brenda provided an update on the activities of GHRC, sharing that board development was a primary area of focus for the committee. Brenda spoke about the board competency matrix and provided a brief explanation of how it relates to board succession and committee appointments.

7.3 Finance, Audit and Risk (FAR) Committee

Kristine shared that the Office of the Auditor General and KPMG were present at the FAR committee meeting to review the audited financial statements and present their findings. Kristine thanked administration for their stewardship of college finances.

7.4 External Relations Committee

Michael shared that the External Relations meeting had to be cancelled due to a lack of quorum. He asked that the committee be discussed further during the closed meeting.

8.0 Audited Annual Financial Statements of Lethbridge College 2019-2020

Simon highlighted the financial statements as circulated per attachment 8.0. He provided a presentation to the board where he shared highlights from the financial statements.

Simon also shared that the institution is expecting an unqualified audit report and that there were no adjustments to the bottom-line results, or changes or amendments to the balance sheet submitted for audit. He highlighted there were no items identified on the Summary of Unadjusted Audit Differences.

Simon discussed the strong financial discipline and control by the college's budget managers.

Michael commended Simon and his team for strong fiscal management of the college.

Karri inquired about the unencumbered cash line item. Simon provided an explanation for the changes to the unencumbered cash. Discussion ensued.

MOVED by Emil Cipion and seconded by Kristine Cassie **THAT**, the Board of Governors approve the audited financial statements for the year ended June 30, 2020 as presented in attachment 8.0.

MOTION: CARRIED

9.0 Information

9.1 LCFA correspondence to Minister Nicolaides – Appointment of Jennifer Davis to the Board of Governors

9.2 CCC Economic Recovery Task Force

9.3 Monitoring Reports

9.3.1 EL-2 Treatment of Staff

9.3.2 EL-7 Compensation and Benefits

9.3.3 EL-15 Naming of College Facilities

Michael asked if there were any questions. None arose.

10.0 Question Period/Board Discussion

Michael moved the item to the closed meeting.

11.0 Other

No other business arose.

12.0 Adjournment

MOVED by Michael Marcotte and seconded by Kristine Cassie **THAT**, the Board of Governors adjourns its public meeting of October 27, 2020 at 5:59 p.m.

MOTION: CARRIED