



**Minutes for the Board Meeting of the
Lethbridge College Board of Governors
Held on Tuesday, September 11, 2018 in
CE2341, the College Boardroom**

Board of Governors:

In Attendance

1. Kristin Aillsby, Board Chair
2. Paula Burns, President and CEO
3. Kristine Cassie, Vice Chair
4. Jennifer Davis
5. Terri Ann Fitz-Gibson
6. Justin Lorne
7. Tracy Zappone, Vice Chair

Regrets

8. Travis Plaited Hair

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. She noted that quorum was met. Kristin acknowledged that this is the first meeting within the new academic year.

Kristin also acknowledged Travis' absence due to the passing of his sister, Delores Weasel Moccasin. She added that Delores was the wife of Elder Peter Weasel Moccasin and college employee Marcia Black Water. The entire board expressed their sympathies to the family and the entire Blackfoot community as they deal with such a profound loss.

ITEM #001/2018-19

Consent Agenda

a. Approval of the Agenda for the September 11, 2018 Board Meeting

b. Approval of the Draft Minutes of June 12, 2018

Kristin asked if there were any questions and none arose.

MOVED by Kristin Aillsby and seconded by Jennifer Davis **THAT** the Board of Governors approves the consent agenda for the September 11, 2018 meeting. **MOTION: CARRIED**

ITEM #002/2018-19

Conflict of Interest Declarations

No conflicts of interest were identified.

ITEM #003/2018-19 Association Reports
a. LCSA Report
b. LCFA Report
c. AUPE Report

Kristin noted that AUPE did not submit a report for the meeting. She thanked each of the association/union leaders for their reports. Kristine asked a question around the LCFA's report as it relates to faculty work load. Kevin responded that the faculty is working through changes to the management model. Kevin shared that there is a positive feeling that the shared management model is developing nicely and that all issues will be resolved.

There were no further questions.

ITEM #004/2018-19 Executive Leadership Team
a. President and CEO Report

Paula commended Nicholas on his enthusiasm for this academic year and his involvement with the college community. Paula also thanked Kevin for his comments with regards to the LCFA report.

Paula highlighted staff and student events that occurred over the summer. Paula mentioned the launch of the new brand and AgENT. Paula shared that Minister Schmidt was on campus and had a wonderful time engaging with students. Paula noted she was absent for his visit as she was at a Comprehensive Community Institution (CCI) President and Board Chair retreat for a strategic discussion regarding Alberta's Colleges.

Paula shared that the board retreat will be moving offsite this year to the Banff Centre. Paula wanted to note that as a board, they have not gone off site in 5 years and with three new board members coming online, it will allow for team bonding and creative thinking.

b. People Development

Coreen's presentation highlighted the two cornerstones of the college's people development, Talent Management and Human Resource Operations. She noted that there is a core competency framework being developed and it will be implemented with a focus on foundational, practical, inspirational and transformational learning levels. A portion of the presentation focused on employee engagement including employee health and wellness in order to foster an environment that is respectful, appreciative, engaging and fun. Coreen shared that the employee engagement committee has created an employee pub night in collaboration with the LCSA and proceeds from those nights will remain with the LCSA. Coreen highlighted some of the operational work of the Human Resources team including their annual process reviews and the pursuit of partnerships to enhance service delivery.

ITEM #005/2018-19

COMMITTEE REPORTS

a. Academic Council Recommendations

Sam brought forward proposed administrative members for Academic Council.

MOVED by Paula Burns and seconded by Kristin Ailsby
THAT the Board of Governors approves the appointment of Marko Hilgersom, Jeanine Webber, Terry Kowalchuk, Kenny Corscadden, Tim Heath, Jackie Doherty and Shelley Carter-Rose to Academic Council for the 2018-2019 term.

MOTION: CARRIED

b. Governance and Human Resources Committee (GHRC)

Tracy shared that the committee discussed the Board Ends thoroughly and that the committee was pleased with the new board ends Paula had submitted.

She shared that the committee also discussed the policy and process for the appointment and reappointment of the President. Currently, there is no policy in place. Tracy shared that Coreen developed a policy and process that the committee reviewed and has submitted to the board for approval.

Tracy spoke to Paula's performance review for 2017-18. She also noted that the committee reviewed the Terms of Reference and committee membership. She commented that committee membership could not be addressed until the outstanding board appointments come through from the Minister of Advanced Education.

MOVED by Tracy Zappone and seconded by Kristin Ailsby

THAT the Board of Governors approves the policy GP-15 Recruitment and Appointment of the President and CEO as identified in attachment 6.2.

MOTION: CARRIED

c. Finance, Audit and Risk (FAR) Committee

Kristin shared that the committee welcomed two new members, Justin Lorne and Jennifer Davis. She updated that the board will receive statements in October for the annual audit. She noted that there is an anticipated surplus.

Kristine also commended the Finance team for a clean audit. She noted that Simon shared presentations with the committee including risk management and investments.

Kristine added that the committee reviewed terms of reference and there were no changes to be made.

ITEM #006/2018-19

Board Ends

Kristin shared that Paula submitted new board ends to the GHRC committee. Paula provided background on board ends and shared that work was done on the board ends at the board retreat in March of 2018. She shared that the information from that session was taken away and condensed.

MOVED by Kristin Ailsby and seconded by Kristine Cassie **THAT** the Board of Governors approves the board ends as identified in attachment 7.0. **MOTION: CARRIED**

ITEM #007/2018-19

Board-President Policies

Kristin noted that GHRC made amendments to the policies and are now bringing the policies to the board for approval. Paula added that the ends will need to be replaced in policy B-P 4 Monitoring Executive Performance with the newly approved ends.

MOVED by Kristin Ailsby and seconded by Paula Burns **THAT** the Board of Governors approves the Board-President Policies as presented in attachment 8.0. **MOTION: CARRIED**

ITEM #008/2018-19

Code of Conduct

Coreen shared a brief that was created for the board. She publicly thanked Bonnie Farries for all of her work on the Code of Conduct and noted that Lethbridge College is only one of three institutions that have had approval to date. Coreen shared that the policy will be posted publicly for 60 days. It will come into effect on November 10th, 2018 once the 60 day period is complete.

MOVED by Jennifer Davis and seconded by Justin Lorne **THAT** the Board of Governors approves the Lethbridge College Code of Conduct Policy which received approval by the Alberta Office of the Ethics Commissioner on August 20, 2018. **MOTION: CARRIED**

ITEM #009/2018-19

Information

- a. Amended Board Calendar 2018-2019
 - b. Board Work Plan 2018-2019
 - c. Ministerial Order – Appointment of Jennifer Davis
 - d. Correspondence to Hon. M. Schmidt from Board Chair – Board Appointments
 - e. Correspondence to Hon. M. Schmidt – CIP Submission
 - f. DM Rod Skura, Approval of Suspension of Enrolment in Agriculture Business Risk Management
 - g. DM Rod Skura, Approval of Plumber in Pre-Employment Certificate Program
 - h. Hon. M. Schmidt – Annual Report 2016-2017
 - i. Hon. M. Trussler – Code of Conduct Approval
- Kristin reviewed all the information items with the board.

ITEM #010/2018-19

OTHER

Kristin asked if there was any additional board business to discuss and none arose.

ITEM #011/2018-19

ADJOURNMENT

MOVED by Kristin Ailsby and seconded by Tracy Zappone
THAT, the Board of Governors adjourns its public meeting of
September 11, 2018, at 5:58 p.m. **MOTION: CARRIED**