



**Minutes for the Board Meeting of the
Lethbridge College Board of Governors
Held on Tuesday, September 8, 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. Jennifer Davis
5. Karri Flatla
6. Michael Marcotte, Chair
7. Emil Cipion
8. Laura McKinnon
9. Tracy Zappone, Vice Chair

Regrets

Travis Plaited Hair

Guests

Roy Pogorzelski

MANAGEMENT:

Simon Griffiths, Vice President Corporate Services and CFO

Samantha Lenci, Provost and Vice President Academic

Coreen Roth, Vice President People and Planning

Jennifer Yanish, Executive Assistant (recording secretary)

1.0 Call to Order

Michael Marcotte called the meeting to order at 4:31 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 reminded everyone of Orange Shirt Day on September 30, 2020.

Michael welcomed new board members Laura McKinnon, Emil Cipion and Roy Pogorzelski and asked them to share a little about themselves. The Order in Council has not yet been received for Roy. He cannot vote at this meeting but may participate in discussions. Laura is in her fourth year of the Environmental Science program. She served previously as the President of the Students Association, Olds College and on the University of Lethbridge Board of Governors. Emil is an international student, in his first year of the Business Administration program. Roy shared that his heritage is Métis and he has been living in Lethbridge for 10 years. They are all excited about their appointments to the Lethbridge College Board of Governors.

Michael extended condolences to Kristen Demone and her family.

2.0 Consent Agenda

2.1 Approval of the Agenda for September 8, 2020

2.2 Approval of the Draft Minutes of May 26, 2020

Michael asked if there were any questions. None arose.

MOVED by Brenda Brindle and seconded by Tracy Zappone **THAT**, the Board of Governors approves the consent agenda for the September 8, 2020 meeting.

MOTION: CARRIED

3.0 Conflict of Interest Declarations

No conflicts or perceived conflicts of interest were declared.

4.0 Board Education – Employee Experience Presentation

Eric Fizzell delivered a presentation on the McLean and Company Employee Experience Monitor (EXM) tool. The survey consists of one question, "How likely are you to recommend the college to family and friends as a great place to work?" with an option to add comments. This question represents the best correlation with engagement. The survey was rolled out to staff beginning January 9, 2020 and is circulated to 25% of college employees weekly. The tool replaced the Employee Engagement Survey. The current employee experience score is 21 and is considered a very good rating. Results and comments are anonymous.

Michael inquired about the total number of people who receive the survey. The survey is circulated to approximately 800-900 employees monthly.

There was a question about the breakdown between casual and full-time employee response rates. The current response rate for non-casual staff is 80%. In August, 45 of 64 casual employees responded.

There was an inquiry about how the college will use the information arising from the survey to make improvements. There will be a focus on some specific areas such as the institutional health and wellness strategy. Changes are monitored monthly. Managers will be given the capability to manage the tool within their respective department/centre and Human Resources will help them with the data analysis. Paula mentioned that she referenced the tool in her performance plan.

Coreen advised that presentations could be provided to the Board of Governors quarterly or twice yearly and details provided prior to meetings for members to review and note questions.

5.0 Association Reports

5.1 LCSA Report

5.2 LCFA Report

5.3 AUPE Report

No report was submitted from LCSA. Michael thanked the association/union leaders for their reports.

Keith Gardner is the incoming Faculty Relations Officer. He is happy to be part of the college community.

Kevin Wiber shared that he is pleased with all the work that has been undertaken and the leadership for the fall relaunch.

6.0 Executive Leadership Team

5.1 President and CEO Report

Paula commended the College Leadership Council, COVID response teams and management on the incredible amount of work and collaboration during the past six months to prepare for the fall semester and provide the best experience possible for students. Students and employees can come to campus with purpose (trades, labs, experiential learning). She appreciates board members' flexibility in holding online board meetings.

Paula referenced the Alberta 2030, a review of the current Alberta post-secondary model. The consultation process is led by McKinsey and Company. Paula has participated in some of the roundtables where a lot of good data and conversations are being shared. Her individual interview is scheduled for next week. A report will be made available in January 2021 to the government and public.

Brenda shared that she participated in the online President's Kickoff last week. She enjoyed seeing the comments and appreciates the communication.

7.0 Committee Reports

7.1 Academic Council Recommendations

Nothing to report. A report will be presented at the October Board meeting.

7.2 Governance and Human Resources Committee (GHRC)

7.2.1 Board Evaluation Follow-up

The committee met last week and discussed the board evaluation follow up. Board governance and operations were rated the lowest and will be addressed. Tracy appreciates Michael's and Brenda's work on the survey and some positive developments will arise.

7.2.2 Committee Membership

MOVED by Tracy Zappone and seconded by Brenda Brindle **THAT**, the Board of Governors approve the appointments of Emil Cipion to the Finance, Audit and Risk Committee, and Laura McKinnon to the External Relations Committee.

MOTION: CARRIED

7.3 Finance, Audit and Risk (FAR) Committee

Kristine met with Derek Taylor, auditor, KPMG, and Michelle Fleming, Principal, OAG. The discussion and feedback were positive.

Currently there is a focus on internal controls and the mechanisms that the finance team has put in place, and risk (cloud computing). Audit results should be available soon.

7.4 External Relations Committee

Michael reported the committee is rethinking strategy and he will provide an update after their next meeting.

8.0 Board Ends

Brenda presented the Global Ends Framework. As per feedback from the Board Evaluation Survey and to ensure all board members gain common understanding of governance, the framework will be briefly reviewed at the start of board meetings.

The framework encompasses two parts: Board Ends and governance concepts of 'insight, foresight, and oversight'. Board Ends are the policy of the board and ensure learners have access to relevant, responsive learning experiences that prepare them for multiple careers and life-long learning; employers have access to a prepared workforce; and a fiscally responsible publicly supported institution. Some questions were added under Board Ends (e.g., Is research expanding and driving innovation?).

The framework will help distinguish between Board of Governors and Operations and can be updated as required.

9.0 Information

9.1 Ministerial Order – Student Representatives

9.2 Correspondence – Minister Nicolaidis – Response to Collaboration

9.3 Correspondence – Minister Nicolaidis – HVAC Renewal

9.4 Correspondence – Minister Nicolaidis – Annual Budget

Michael asked if there were any questions.

Michael suggested that providing a budget process overview/Q&A document may be educational for new board members. Simon will work on this.

Paula noted that the colleges' fiscal year begins July 1.

The 2020-2021 budget was approved amidst the COVID-19 pandemic.

A board member asked if all Alberta post-secondary institutions operate within the same fiscal year. The universities' fiscal year begins April 1, which aligns with the provincial and federal governments.

10.0 Question Period/Board Discussion

Fall 2020 Student Enrolments – Overall, domestic and international enrolments are down in comparison to last year. However, domestic numbers are trending similarly to last year. The college will have a better idea of enrolments later in September as the add/drop date was extended. The School of Business and Centre for Arts and Sciences have higher numbers of international students. Most students are willing to try the blended learning formats.

Residence is at 50% capacity. Students who need to be on campus for a short time during the fall semester for key experiential learning may stay in residence. Social distancing measures are in place including individual use bathrooms. Many students moved into residence this past weekend.

Trades programming is being offered 50% in person. Other programs are being offered 0-50% in person, depending on hands-on requirements.

A board member asked if there will be a re-evaluation of online learning for the winter semester. Paula confirmed that this will be evaluated, and the college will follow recommendations from provincial government and Alberta Health Services before making a decision about program delivery for winter 2021.

There was an inquiry as to whether any trends were noted with students deferring their program for a year. Samantha shared that this is being monitored and some deferrals to January may be expected.

A board member asked if there is an alternate plan for Trades. The Provincial body that governs Trades has indicated there will be no change in program delivery. Enrolments are very close to historical levels.

Michael advised that board members may send questions to him via email and he can forward to the respective board committee for clarification.

11.0 Other

No other business arose.

12.0 Adjournment

MOVED by Kristine Cassie **THAT**, the Board of Governors adjourns its public meeting of September 8, 2020 at 5:48 p.m.

MOTION: CARRIED