



MEDICINE HAT COLLEGE BOARD OF GOVERNORS

Open Meeting Minutes

January 21, 2020

PRESENT:

Board Members:	Graham Kelly Mohammed Idriss Patricia Cocks Luke Day Dalton Ehry Diane Gall Kelly Garland Joshua Hirsch Jade Kent Sarah MacKenzie Petra Mauerhoff Kevin Shufflebotham	Chair Vice Chair Public Member Public Member Student Member Academic Member Public Member Student Member Non Academic Member Public Member Public Member President & CEO
Administrative Resources:	Wayne Resch Terry Chapman Kathy McDowall	VP, Administration & Finance VP, Academic Executive Assistant, President & CEO / Board of Governors
Guests:	Sandy Henderson	Dean, Student Services/Registrar

DEPARTMENT PRESENTATION – International Education

As per Board practice, half an hour at the beginning of each public meeting is dedicated to providing members with an opportunity to meet with a specific service or program area of the College.

Hadija Drummond, Director, International Education gave a presentation to the Board on International Education at Medicine Hat College.

1. CALL TO ORDER

The Chair, G. Kelly, called the meeting to order at 6:30 pm, confirmed a quorum was present and declared the meeting duly constituted.

2. ACKNOWLEDGEMENT TO THE TERRITORY

The Chair, G. Kelly, acknowledged that the Board of Governor's meeting is being held on traditional territory.

3. DECLARATION OF CONFLICT OF INTEREST

The Chair provided Board members with an opportunity to declare a conflict of interest with any of the items on the agenda. None was declared.

4. APPROVAL OF THE AGENDA

The Chair called for additions to the agenda. New Business 9.2 Tuition & Related Fees will be presented after Consent Agenda and added to the agenda under New Business is 9.5 Board Committees.

MOTION: (J. Kent)

“BE IT RESOLVED THAT the agenda of the Open Meeting of the Board of Governors of Medicine Hat College on January 21, 2020 be approved as presented.

CARRIED

5. APPROVAL OF THE MINUTES

The minutes from the November 19, 2019 Open meeting were presented for approval.

MOTION: (P. Mauerhoff)

“BE IT RESOLVED THAT the minutes of the Open Meeting of the Board of Governors of Medicine Hat College of November 19, 2019 be approved as circulated.”

CARRIED

6. CONSENT AGENDA

The Board adopts the following items on the consent agenda.

- Executive Committee Minutes (*October 22, 2019*)
- General Academic Council Draft Minutes (*November 23, 2019*)
- Policy & Bylaw Committee Minutes (*April 23, 2019, November 12, 2019*)

MOTION: (M. Idriss)

“BE IT RESOLVED THAT the Board of Governors of Medicine Hat College approves the Consent Agenda as presented at the January 21, 2020 Open Meeting of the Board.”

CARRIED

9. NEW BUSINESS

9.2. Tuition & Related Fees 2020-2021

Sandy Henderson shared the presentation on Tuition & Fees presented to the students. There were two forums held for the students to attend. One at Medicine Hat Campus and one at the Brooks Campus. As per the Post-secondary Learning Act the board shall set the tuition fees and mandatory non-instructional fees in accordance with the regulations. For the past five years, our tuition and non-instructional fees have been frozen at the 2014/2015 rate. G. Kelly expressed appreciation with the Students' Association for working with the students.

MOTION: (P. Cocks)

“BE IT RESOLVED THAT the Board of Governors of Medicine Hat College approve the tuition and mandatory fees for the 2020/2021 academic year as mandated by the provincial government.”

CARRIED

7. BUSINESS ARISING

8. REPORTS

8.1. Ends Statements & 2019-2020 Priorities

As per Board policy BP 3 - Monitoring Presidential Performance that merge the Ends and the priority initiatives for the 2019-2020 academic year.

Kevin reported that recruitment for a new Vice President Academics would continue. Kevin continues to be present in the community. Medicine Hat College has partnered with the Chamber of Commerce signing an MOU (Memorandum of Understanding) to connect local business and post-secondary students to gain workplace experiences. Our institutional strategic plan is on target. At the February board meeting we will be able to share a draft of the Strategic Plan and the metrics.

Terry Chapman spoke to developing a stage gate process for new programs. There are five programs that are moving forward to ‘concept validation’. The completion date for the first program “Service Dog Training” should receive validation by the end of the month.

Wayne Resch reported that a pulse survey was completed before Christmas and the results are back. This will be brought to the Board for review at the February meeting. The latest drawings of the HWAE facility were included in the Board package.

MOTION: (J. Hirsch)

BE IT RESOLVED that the Board of Governors of Medicine Hat College approve the End Statements & 2019-2020 Priorities as presented.

CARRIED

8.2. Board Effectiveness Committee Report

J. Kent reported that the Board Effectiveness committee met and discussed having a one-day retreat in the Spring. Jade asked that anyone with topic ideas to forward them to her.

CICan 2020 will be held in Montreal, May 3-5. Board members interested in attending are to contact Kathy.

9. NEW BUSINESS

9.1. Policy Approval

The Board is required to review and update their policies to keep pace with legislation and best practices. The Policy & Bylaw Committee presented the following policies for Board approval: EL 2 Treatment of People; EL 5 Restricted and Unrestricted Net Assets; EL 8 Compensation and Benefits; EL 9 Communication and Counsel to the Board; EL 10 Emergency Executive Succession; EL 12 Sustainability; EL 13 General Academic Council; EL 14 Strategic Planning; BP 1 President & CEO's Role and Job Description; BP 2 Delegation to the President & CEO; BP 3 Monitoring President & CEO Performance; GP 11 Approval of Major Capital Projects; GP 11 Approval of Major Capital Projects- Appendix A. Policy EL 11 International Activity was presented to be deleted.

OMNIBUS MOTION (M. Idriss):

"BE IT RESOLVED that the Board of Governors of Medicine Hat College approves the policies as presented,

- **EL 2 Treatment of People,**
- **EL 5 Restricted and Unrestricted Net Assets,**
- **EL 8 Compensation and Benefits,**
- **EL 9 Communication and Counsel to the Board,**
- **EL 10 Emergency Executive Succession,**
- **EL 12 Sustainability,**
- **EL 13 General Academic Council,**
- **EL 14 Strategic Planning,**
- **BP 1 President & CEO's Role and Job Description,**
- **BP 2 Delegation to the President & CEO,**
- **BP 3 Monitoring President & CEO Performance,**
- **GP 11 Approval of Major Capital Projects,**
- **GP 11 Approval of Major Capital Projects Appendix A**
and delete policy
- **EL 11 International Activity"**

CARRIED

9.3. Program Changes

• Termination of Programs

In order to ensure academic programs remain relevant, programs are reviewed annually. Advanced Education and Medicine Hat College had approved the Travel Counsellor certificate and the Environmental Science diploma for suspension due to low enrolment for the Travel Counsellor program and the end of a partnership with Lethbridge College for the Environmental Science program. These programs have been suspended for 2 to 3 years now so all impacted students either have completed the program or are in the process of completing it.

MOTION (D. Gall):

“BE IT RESOLVED that the Board of Governors of Medicine Hat College approves the termination of the Travel Counsellor Certificate and the Environmental Science Diploma at Medicine Hat College, subject to the approval of the Minister of Advanced Education.”

CARRIED

- **Change of Program Name**

Medicine Hat College academic programs are reviewed annually to ensure they remain relevant. To help more accurately describe the Bachelor of Applied Arts – Visual Communications the name will be changed to Bachelor of Applied Arts – Art & Design. This change will bring the nomenclature in line with similar programs across Alberta and Canada.

MOTION (S. MacKenzie):

“BE IT RESOLVED that the Board of Governors of Medicine Hat College approves the Change of Name of the Bachelor of applied Arts – Visual Communications program at Medicine Hat College to Bachelor of applied Arts – Art & Design, subject to the approval of the Minister of Advanced Education.”

CARRIED

9.4. ACIFA Climate Survey

Every year the Faculty Association does a climate survey. The results were provided for information in the Board package.

9.5. Board Committees & Membership

According to GP-6 Board Committee Structure, the Board reviews and approves the Board Committee Structure. New board members have been included on the following committees:

- Policy & Bylaw – Sarah MacKenzie
- Finance & Audit – Luke Day
- Foundation – Sarah MacKenzie

MOTION: (M. Idriss)

BE IT RESOLVED that the Board of Governors of Medicine Hat College approves the Board Committees and Membership, as discussed.

CARRIED

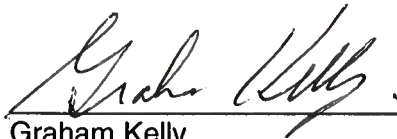
10. OPEN DISCUSSION

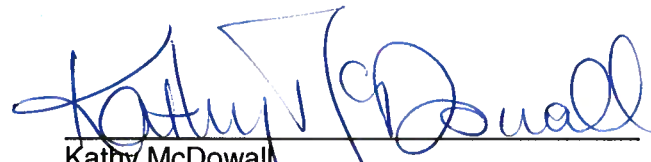
11. ADJOURNMENT

MOTION: (D. Gall)

**"BE IT RESOLVED THAT the Board of Governors' Open Meeting of January 21, 2020
be adjourned."**

CARRIED



Graham Kelly
Board Chair

Kathy McDowall
Executive Assistant, President & CEO/
Secretary, Board of Governors