

**MEDICINE HAT COLLEGE
BOARD OF GOVERNORS**

Open Meeting Minutes

May 19, 2020

PRESENT:

Board Members:	Graham Kelly	Chair
	Mohammed Idriss	Vice Chair
	Shelley Beck	Public Member
	Luke Day	Public Member
	Diane Gall	Academic Member
	Joshua Hirsch	Student Member
	Jade Kent	Non Academic Member
	Sarah Mackenzie	Public Member
	Yusuf Mohammed	Public Member
	Kent Smith	Public Member
	Veronica Yeoman	Student Member
	Kevin Shufflebotham	President & CEO

Administrative Resources:	Wayne Resch	VP, Administration & Finance
	Vicky Roy	VP, Academic and Provost
	Kathy McDowall	Executive Assistant, President & CEO / Secretary to the Board of Governors

Guests:	Carla Bennett	Executive Director, Corporate Services
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1. CALL TO ORDER

The Chair, Graham Kelly, called the meeting to order at 6:05 pm, confirmed a quorum was present and declared the meeting duly constituted. To allow for social distancing guidelines board members attended the meeting via Skype.

2. ACKNOWLEDGEMENT TO THE TERRITORY

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

3. DECLARATION OF CONFLICT OF INTEREST

No conflict of interest or perceived conflicts of interest were declared.

4. APPROVAL OF THE AGENDA

The Chair called for any changes to the agenda. Item 8.1 Investment Management Agreement (IMA) & Mandate Statement was struck from the agenda until next month.

MOTION: (D. Gall)

"BE IT RESOLVED THAT the agenda of the Open Meeting of the Board of Governors of Medicine Hat College on May 19, 2020 be approved as amended.

CARRIED

5. APPROVAL OF THE MINUTES

The minutes from the April 21, 2020 Open meeting were presented for approval.

MOTION: (J. Hirsch)

"BE IT RESOLVED THAT the minutes of the Open Meeting of the Board of Governors of Medicine Hat College of April 21, 2020 be approved as presented."

CARRIED

6. CONSENT AGENDA

The following were approved by Consent Agenda:

- Executive Committee Minutes (*dated March 24, 2020*)
- Finance & Audit Committee Minutes (*dated October 21, 2019, February 13, 2020*)

MOTION: (M. Idriss)

"BE IT RESOLVED THAT the Board of Governors of Medicine Hat College approves the Consent Agenda as presented.

CARRIED

7. REPORTS

7.1. Committee Reports

Finance & Audit Committee

Luke Day presented the Finance & Audit Committee report as submitted.

7.2. Ends Statements & 2019-2020 Priorities

Kevin reported that he would let the Ends Statements & 2019-2020 Priorities report stand as submitted. He informed the Board that to recognize the graduates of 2020 the college will be providing graduates with the opportunity to pick up their diploma as well as their hat and tassel.

MOTION: (S. Mackenzie)

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

CARRIED

8. BUSINESS ARISING

8.1. Policy Approval

- Bylaw Notice of Motion

Mohammed Idriss reported that formal notice had been served at last month's Board meeting for changes that were made to the bylaws.

MOTION: (M. Idriss)

"BE IT RESOLVED THAT the Board of Governors of Medicine Hat College approves the amendments to the Board of Governors Bylaws."

CARRIED

9. NEW BUSINESS

9.1. 2020-2021 Budget

The 2020-2021 budget was presented in the Closed meeting. The Board of Governors has a responsibility to approve the College's budget annually as outlined in the Executive Limitations policy EL3-Budgeting. The proposed budget is built on the assumption of 1.975 full-load equivalent students and an overall credit tuition fee increase of 7% and NISF fee increase of 10%, as per the limits set out by the Minister of Advanced Education. The base grant has been reduced by 1.7% (\$538,000) and 15% of the grant is based on the achievement of performance metrics (\$4,756,000 at risk). There is a decrease in full-time equivalent (FTE) employees of 41.19 compared to the 2019-2020 base budget.

MOTION (L. Day):

BE IT RESOLVED THAT the Board of Governors of Medicine Hat College approve the 2020-2021 Budget as presented.

CARRIED

2020-2021 Restricted Reserves Amendments

Medicine Hat College is projecting a deficit of between \$4-\$5 million for the 2019/2020 fiscal year. One of the major factors is the current pandemic that has caused significant loss in projected revenues, and the reduction of employees through the 2020/2021 budget process has resulted in a significant amount of severance payments in the current fiscal year. In order to cover any potential shortfall in the unrestricted reserve account due to the forecasted deficit at June 30, 2020, the college requested the board approve a transfer of funds from the contingency restricted reserve account to the unrestricted reserve account. The transfer would then be reversed back in 2020/2021 to restore the contingency restricted reserve account to the original balance of 2.5 million.

MOTION (L. Day):

"BE IT RESOLVED that the Board of Governors of Medicine Hat College approve: the transfer of an amount on a temporary basis from the Contingency Reserve account to the unrestricted reserve account that would not exceed an amount that would put MHC in non-compliance with policy EL-5 Executive Limitations relevant to Restricted and Unrestricted Net Assets. This amount would be transferred back to the Contingency Reserve account from unrestricted reserves in the 2020/2021 year."

CARRIED

2020-2021 Restricted Reserves Amendments

The reserve transfer are part of the 2020/2021 budget.

Student Residence and Related Parking – Recommendation to the Board approve a transfer of up to \$150,000 to cover maintenance and minor renovations in 2020/2021.

Parking – Recommendation to the Board to approve a transfer up to \$70,000 to cover minor maintenance and renovations that are budget in 2020/2021.

Health, Wellness, Athletic Expansion – Recommendation to the Board to approve a transfer of up to \$3,700,000 to cover costs that are budget in 2020/2021.

MOTION (L. Day):

BE IT RESOLVED that the Board of Governors of Medicine Hat College approve; the transfer of up to \$150,000 from the Student Residence and Related Parking reserve, up to \$70000 from the Parking reserve and up to \$3,700,000 from the Health, Wellness and Athletic Expansion reserve for expenses contained in the 2020/2021 budget.”

CARRIED

9.2. Capital Plan Priorities

Submitted to Alberta Infrastructure is the 2021 Capital Plan priorities. Our first priority is the Health, Wellness & Athletics Expansion (HWAE), our second priority is the Brooks Campus Community Commons. This project will see the creation of intersecting space between MHC's Brooks Campus main building and the proposed Brooks Composite high school. The thirds proposed priority is to create a Sports Pavilion located near the soccer field to support the users of the soccer fields and the tennis courts. Submitting six preservation projects for consideration.

MOTION (L. Day):

BE IT RESOLVED that the Board of Governors of Medicine Hat College approve; the 2021 Capital Plan future projects in the following order of priority according to the Government of Alberta categories:

- New:**
- 1. Health, Wellness and Athletics Expansion**
 - 2. Brooks Campus “Brooks Community Commons”**
 - 3. MHC Sports Pavilion**

- Preservation:**
- 1. T-wing Second Floor Link**
 - 2. Asphalt Renewal Project**
 - 3. Electrical Substation Renewal**
 - 4. Server Room Replacement**
 - 5. Centralized Heating/Cooling Plant**
 - 6. Sanitary Sewer Renewal/Replacement.**

CARRIED

9.3. Related Plan Priorities

Key Management Personnel Declaration statement form was presented. All Board members and executive committee members are to complete the Key Management Personnel Declaration Statement and submit it to Kathy by July 15, 2020.

10. OPEN DISCUSSION

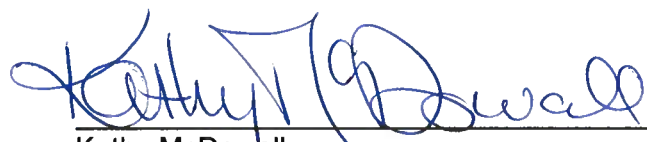
11. ADJOURNMENT

MOTION: (J. Hirsch)

"BE IT RESOLVED THAT the Board of Governors Open Meeting of May 19, 2020 be adjourned."

CARRIED



Graham Kelly
Chair, Board of Governors

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

