

**MEDICINE HAT COLLEGE
BOARD OF GOVERNORS
Regular Meeting Minutes
October 20, 2020**

PRESENT:

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

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

Guest:	Jason Openo	Director, Teaching & Learning
--------	-------------	-------------------------------

DEPARTMENT PRESENTATION

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.

Jason Openo, Director, Teaching & Learning gave a presentation to the Board on their part in supporting the faculty in implementing virtual teaching.

1. CALL TO ORDER

The Chair, Graham Kelly, called the meeting to order at 5:35 pm, confirmed a quorum was present and declared the meeting duly constituted

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.

MOTION: (J. Kent)

“BE IT RESOLVED THAT the agenda of the Open Meeting of the Board of Governors of Medicine Hat College on October 20, 2020 be approved as presented.”

CARRIED

5. APPROVAL OF THE MINUTES

The minutes from the September 15, 2020 Open meeting were presented for approval.

MOTION: (L. Day)

“BE IT RESOLVED THAT the minutes of the Open meeting of the Board of Governors of Medicine Hat College of September 15, 2020 be approved as presented.”

CARRIED

6. CONSENT AGENDA

The following items were approved by Consent Agenda:

- Executive Committee minutes (*dated September 1, 2020*)
- General Academic Council (GAC) draft minutes (*dated October 6, 2020*)

MOTION: (S. MacKenzie)

“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

Luke Day, Chair of the Finance & Audit committee reported on the Finance & Audit meeting that the annual reports were received for FOIP (Freedom of Information & Privacy Protection), Public Interest Disclosure (Whistleblower) and Human Rights. The ERM report (Enterprise Risk Management) was received and this winter the Finance & Audit committee will be reviewing the Strategic Risks. Following the Finance & Audit meeting the OAG (Office of the Auditor General) meeting was held. Luke reported that the auditors were pleased with the support of management while doing the audit. The only item brought up was the MHC policies and procedure for purchasing need to be clearer.

7.2. Ends Statements

Kevin Shufflebotham reported that the “Strategic Plan-Update to the Board” shows each goal of the strategic plan and includes the associated metrics and strategy. Each strategy has a direction and in future reports the board will see the tactics being used more.

Kevin stated that he has been working with various groups on mental health in Medicine Hat. Medicine Hat College hosted a virtual presentation with Kevin Cameron and had 700 registrants attend. Medicine Hat College is part of the Regional Vitality Planning Project with the City of Medicine Hat and the Chamber of Commerce. The project is working directly with people in the region to develop the grounds for mutual support. Medicine Hat College is able to contribute to the regional vitality with our strategic plan.

Vicky Roy, VP Academic report on program development. A proposal for a Bachelor of Paramedicine degree will be submitted to government for review. Other programs that will be submitted to government for approval are a diploma in Sustainable Business Innovations, a diploma in Service Dog Training and a Practical Nursing Refresher certificate. Other programs being looked at are a Hairstylist and Barber program in the Trades and in Continuing Studies they are working on a Crisis Management program. Vicky reported that the Fall semester has been working well with offering courses both blended and virtually. The decision for Winter 2021 has been made to offer the courses in the same format.

Wayne Resch, VP, Administration & Finance reported on the Health, Wellness and Athletics Expansion (HWAE). The project has been sent out to tender with construction to start mid-November.

MOTION: (S. MacKenzie)

“BE IT RESOLVED THAT the Board of Governors of Medicine Hat College approves the End Statements & Priorities as presented.”

CARRIED

7.3. Executive Limitations

As per BP 3 – Monitoring Presidential Performance, the President & CEO must report on the Executive Limitations on an annual basis. To accomplish this requirement a schedule has been set up. For the month of October EL1 General Executive Constraint, EL 2 Treatment of People, EL 3 Budgeting, EL 4 Financial Conditions was reported on. It was recommended that the Executive Limitations now become part of the Consent Agenda.

MOTION: (J. Kent)

BE IT RESOLVED that the Board of Governors of Medicine Hat College approve Monitoring Reports EL1 General Executive Constraint, EL 2 Treatment of People, EL 3 Budgeting, EL 4 Financial Conditions.

8. BUSINESS ARISING

9. NEW BUSINESS

9.1. Board Appointments

No new board appointments have been made. Graham Kelly and Mohammed Idriss are extended until January 17, 2021 or until they have filled their positions as per section 56 of the PSLA.

9.2. Mandate Statement

The Board is required to be in compliance with the Post-secondary Learning Act. In February 2020 the Board approved the draft mandate statement and returned to the Advanced Education minister for their approval. The Mandate Statement specifies the PSI's role and purpose within the context of the Adult Learning System and is required by all public post-secondary institutions. The Board is not to engage or carry out any activities not in its mandate. As no feedback has been received yet from Advanced Education there was a decision made to update the mandate statement to align with the college's strategic plan and include the offering of degrees.

MOTION (K. Smith):

"BE IT RESOLVED THAT the Board of Governors of Medicine Hat College has reviewed and accepts the revised Mandate Statement as presented."

CARRIED

9.1. Approval of Consolidated Financial Statements as of June 30, 2020

Annually the Board of Governors is required to approve the financial statements. To assist the Board, the Board's Finance & Audit committee reviewed the statements at the annual exit conference meeting with the Office of the Auditor General on October 16, 2020. The Finance & Audit committee recommended that the Board of Governors approve the financial statements and accept the findings of the Auditor General.

MOTION (L. Day):

"BE IT RESOLVED THAT the Board of Governors of Medicine Hat College approve the Consolidated Financial Statements, as presented, for the year ended June 30, 2020 and further, that the Board of Governors recommend that Medicine Hat College administration investigate and respond appropriately to the comments of the Auditor General expressed in the 2020 management letter."

CARRIED

10. OPEN DISCUSSION

APPROVED
November 17, 2020

11. ADJOURNMENT

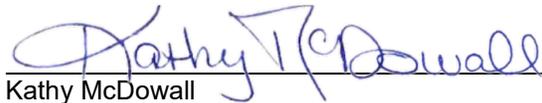
MOTION: (S. Beck)

**BE IT RESOLVED THAT the Board of Governors Open Meeting of September 15, 2020
be adjourned.**

CARRIED



Graham Kelly
Chair, Board of Governors



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