

**MEDICINE HAT COLLEGE**  
**BOARD OF GOVERNORS**  
**Regular Meeting Minutes**  
**November 17, 2020**

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**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

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**1. CALL TO ORDER**

The Chair, Graham Kelly, called the meeting to order at 5:40 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 Regular Meeting of the Board of Governors of Medicine Hat College on November 17, 2020 be approved as presented."**

**CARRIED**

**5. APPROVAL OF THE MINUTES**

The minutes from the October 20, 2020 Regular meeting were presented for approval.

**MOTION: (S. MacKenzie)**

**"BE IT RESOLVED THAT the minutes of the Regular meeting of the Board of Governors of Medicine Hat College of October 20, 2020 be approved as presented."**

**CARRIED**

**6. CONSENT AGENDA**

The following items were approved by Consent Agenda:

- Executive Committee minutes (*dated September 24, 2020*)
- Executive Limitations(*EL 5 Restricted & Unrestricted Net Assets; EL 6 Asset Protection; EL 7 Investment; EL 8 Compensation & Benefits*)

**MOTION: (J. Kent)**

**"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**

No reports.

**7.2. Ends Statements**

Kevin Shufflebotham reported that unit planning is currently taking place and bringing the Strategic Plan to life. Our Rattler's athletic teams won't be participating this winter in ACAC sports. A letter to ACAC (Alberta Colleges Athletic Council ) has been signed by all colleges across Alberta stating that their teams won't be participating in ACAC competitions this winter. Kevin also told the board that communication to the college remains a priority through blogs and open forums. Externally, Kevin is involved with the Regional Vitality Project and everything is going well. They have just finished their STEEP analysis and now going into the SWOT stage.

Vicky Roy, VP Academic reported that the search for Dean of Trades and Technology has started. She reported that more resources have been provided to faculty through the CITE centre to help with the transition. A number of program proposals will be submitted to the board early in the new year.

Wayne Resch, VP, Administration & Finance reported about campus access during this COVID pandemic. He mentioned that we are following AHS guidelines and following recommendations from the province to keep the campus safe. Our ERP (Enterprise Resource Planning) project is on schedule. Human Resources will be going live January 1 with payroll and Finance will go live July 1. The Health, Wellness and Athletics Expansion (HWAE) are in the final stages of selecting a contractor. Records Information Management (RIM) training has been happening campus wide.

**MOTION: (S. MacKenzie)**

**"BE IT RESOLVED THAT the Board of Governors of Medicine Hat College approves the End Statements as presented."**

**CARRIED**

**8. BUSINESS ARISING**

**9. NEW BUSINESS**

**9.1. Risk Appetite Statement**

The College's risk appetite must align with the strategic plan and is a formal expression of the amount and type of risk the college is prepared to accept to achieve their goals and objectives. The assessment scale outlines the five appetite levels of residual risk the college is willing to accept. The Risk Appetite Statement document has gone through the Finance & Audit committee and requires the approval of the Board of Governors.

**MOTION: (M. Idriss)**

**"BE IT RESOLVED THAT the Board of Governors of Medicine Hat College approves the Risk Appetite Statement as presented."**

**CARRIED**

**9.2. Annual Report**

The college's annual report requires the approval of the Board of Governors. The annual report is the institutions report card on its performance over the past year to June 30, 2020. The annual report compares the actual performance to the goals, objectives, strategies and initiative set out in the college's comprehensive institutional plan. Once approved by the Board of Governors the document will be submitted to the auditor general for final review. Once approved by the auditor general, the report will then be published and sent to Advanced Education.

**MOTION (K. Smith):**

**"BE IT RESOLVED THAT the Board of Governors of Medicine Hat College approves the annual report for the year 2019-2020 as presented."**

**CARRIED**

**9.1. Committee Appointments**

As per GP6 Board Committee Structure, the Board reviews and approves the proposed committee structure. Sarah MacKenzie was nominated as the Vice Chair..

**MOTION (M. Idriss):**

**"BE IT RESOLVED THAT the Board of Governors of Medicine Hat College approves the nomination of Sarah MacKenzie as the new Vice Chair."**

**CARRIED**

**10. OPEN DISCUSSION**


**11. ADJOURNMENT**

**MOTION: (J. Kent)**

**BE IT RESOLVED THAT the Board of Governors Open Meeting of November 17, 2020 be adjourned.**

**CARRIED**

  
Graham Kelly  
Chair, Board of Governors

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