



**MEDICINE HAT COLLEGE  
BOARD OF GOVERNORS**

**Regular Meeting Minutes**

**November 16, 2021**

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**PRESENT:**

Board Members:	Sarah MacKenzie Shelley Beck Yusuf Mohammed Kent Smith Diane Gall David Restoule Travis Boser Veronica Yeoman Kevin Shufflebotham	Interim Board Chair Public Member Public Member Public Member Academic Member Non- Academic Member Student Member Student Member President & CEO
Regrets:	Luke Day	Interim Vice Chair
Administrative Resources:	Wayne Resch Kathy McDowall	VP, Administration & Finance Executive Assistant, President & CEO / Secretary to the Board of Governors
Guests:	Clay Bos Chad Flinn Timothy Spielman	Dean, School of Arts, Science & Education Dean, School of Trades & Technology Dean, School of Business & Continuing Studies

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**1. CALL TO ORDER**

The meeting was called to order at 4:02 pm, a quorum was confirmed present and the meeting was declared duly constituted.

**2. ACKNOWLEDGEMENT TO THE TERRITORY**

The interim board 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**

Topic for discussion added to the agenda under New Business is 9.2 Board Vacancy.

**MOTION: (V. Yeoman)**

**“BE IT RESOLVED THAT the agenda of the regular meeting of the Board of Governors of Medicine Hat College of November 16, 2021 be approved as amended.”**

**CARRIED**

**5. APPROVAL OF THE MINUTES**

The minutes of the regular meeting of the Board of Governors for September 21, 2021 meeting was presented for approval. Correction to the minutes were noted. Error in date in motion for dates in Special Task Force report of January 16, should be January 18, 2022 and Diane Gall voted “No” in the motion regarding not pursuing the implementation of an Alternative Academic Council.

**MOTION: (D. Gall)**

**“BE IT RESOLVED THAT the minutes of the meeting of the Board of Governors for September 21 2021 be approved as amended.”**

**CARRIED**

**6. CONSENT AGENDA**

The following items were approved by consent agenda. Correction to be made in the Policy & Bylaw Committee minutes of December 1, 2020 to remove Shelley Beck as she is not a member of the Policy & Bylaw committee.

- **Committee Minutes**
  - Executive Committee (*October 26, 2021*)
  - Finance & Audit Committee (*May 4, 2021, October 19, 2021*)
    - OAG Meeting (*May 4, 2021, October 19, 2021*)
  - General Academic Council (*October 4, 2021, November 1, 2021*)
  - Governance Committee (*February 4, 2021, November 2, 2021*)
  - Policy & Bylaw (*December 1, 2020, October 12, 2021*)
- **Special Task Force Minutes** (*November 2, 2021*)
- **President’s Monitoring Reports – Executive Limitations**
  - EL-1 General Executive Constraint
  - EL-2 Treatment of People
  - EL-3 Budgeting
  - EL-4 Financial Conditions

**MOTION: (S. Beck)**

**“BE IT RESOLVED THAT the Board of Governors of Medicine Hat College approve the amended Consent Agenda as presented at the November 16, 2021 meeting of the Board.”**

**CARRIED**

## **7. STRATEGIC PLAN UPDATE**

### **7.1. President's Report**

Kevin provided an overview of the President's report. Work continues to move forward on strategies in the strategic plan. Funding has been secured to pilot three Hy-Flex classrooms. Two will be on the Medicine Hat Campus and one will be in Brooks. On October 7-8 Medicine Hat College hosted CAQC (Campus Alberta Quality Council). A response to the CAQC conditions and recommendations was provided to CAQC and a meeting will be held on December 6. Work continues on HWAE. Kevin had the opportunity to engage with the new Deputy Minister Lora Pillipow. He has provided her with updates on priorities of the College, our vacant board positions and inquired on the status of the Hairstyling and Barber program.

Since the last Board meeting GOA has implement Bill 74. Amendments to the Post-secondary Learning Act and its regulations will

- Align the preamble of the PSLA with Alberta 2030
- Establish the minister's Advisory Council on Higher Education and Skills (MACHES) which will be responsible for advising the Minister on:
  - Strategic goals and direction for post-secondary education in Alberta
  - Metrics for measuring the performance of public, post-secondary and independent academic institutions in Alberta; and
  - Other matters, as required.
- Eliminate the two consecutive term limit for board members and replace it with six total years of service limit, subject to a three-year cooling off period.
- Transfer authority to increase apprenticeship tuition fees from the Minister to the boards of public post-secondary institutions, beginning in the 2022/23 academic year
- Change the number of categories of post-secondary institutions. There will be one category for universities and another for polytechnics and colleges.

New metrics have also been drafted for the IMA. They include:

- WIL
- Graduate employment
- Administrative Expense Ratio
- Domestic Enrolment
- International Enrolment

## **8. REPORTS**

### **8.1. Committee Reports**

#### **• Finance & Audit Committee – Financial Statements & Annual Report**

The OAG (Office of the Auditor General) met with the Finance & Audit committee and the Financial Statements were presented to the Finance & Audit Committee for approval.

#### **MOTION: (S. Beck)**

**“BE IT RESOLVED that the Board of Governors of Medicine Hat College approve the Consolidated Financial Statements, as presented for the year that ended June 30, 2021.”**

**CARRIED**

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, 2021. Once approved by the Board of Governors the document will be made presentable to 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 approve the Annual Report for the year 2020-2021.**

**CARRIED**

- **General Academic Council (GAC)**

The GAC met on November 3, 2021 and two submissions to the Apprenticeship Extensions – Call for Proposals were brought forward to the GAC for consideration and were recommended to be approved by the Board. These two programs were submitted as a response to the Apprenticeship Extension – Call for Proposals. Tim Spielman, Dean, School of Business & Continuing Studies presented the Data Analytics for Business and Clay Bos, Dean, School of Arts, Science & Education presented the Sustainable Energy Systems Professional programs to the Board of Governors. Students attending these courses will receive mentorship, classroom education and on the job education interspersed throughout the duration of the program. Students will be hired as employees of the companies and will be paid during the portion of their workplace learning. Both programs have received letters of support from the community.

**OMNIBUS MOTION: (K. Smith)**

**"BE IT RESOLVED that the Board of Governors approve the Apprenticeship Extension Programs- Data Analytics for Business and Sustainable Energy Systems Professional, subject to the approval of the Minister of Advanced Education."**

**CARRIED**

- **Terms of References**

The Board reviewed each of the Terms of Reference focusing on the duties and responsibilities of each of the Terms of References. The Terms of References will be sent back to the Policy & Bylaw for final review of the membership and number of meetings. Each of these Terms of References will be brought back to the January Board meeting for final approval.

- **President's Performance Review**

Yusuf Mohammed reported to the Board that a committee was formed to meet and put together questions for the Presidents Performance Review. The Executive Committee will be sending out the evaluation with the goal to have this completed by the end of the year.

## **9. NEW BUSINESS**

### **9.1. In Camera Guidelines**

The Policy & Bylaw Committee set up guidelines for In Camera. Sarah asked the Board to review them and let her know of any changes or concerns.

### **9.2 Board Vacancy**

We currently have two vacant Board seats. Sarah has had a conversation with government and they have asked that we provide a short list of names. Please give names to Sarah this week and they will be taken to the Governance committee to be discussed and then sent to our MLA, Michaela Frey (Glasgo).

## **10. STRATEGIC DISCUSSION**

- **Centre of Innovation**

Chad Flinn, Dean of Trades & Technology and Timothy Spielman, Dean of Business & Continuing Studies presented the plan for the Centre of Innovation for endorsement from the Board of Governors. They walked through the three pillars – Centre of Applied Research & Innovation Services for Medicine Hat College and the region, Innovation Learning Centre for Individuals and Industry, and the Entrepreneurship Development Centre. The next steps are approval of the plan, then meet with the community and stakeholders

## **11. IN CAMERA**

Leaving the meeting was W. Resch at 5:44 pm

### **MOTION: (K. Smith)**

**“BE IT RESOLVED THAT the Board of Governors move to In Camera.**

**CARRIED**

K. Shufflebotham left the In Camera meeting at 5:50 pm

### **MOTION: (T. Boser)**

**“BE IT RESOLVED THAT the Board of Governors move out of In Camera and to the Regular meeting.**

**CARRIED**

## **12. ADJOURNMENT**

### **MOTION: (D. Gall)**

**“BE IT RESOLVED THAT the Board of Governors Regular meeting of November 16, 2021 be adjourned.”**

**CARRIED**

 _____ Sarah MacKenzie Interim Chair, Board of Governors	 _____ Kathy McDowall Executive Assistant, Board of Governors
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