

MEDICINE HAT COLLEGE
BOARD OF GOVERNORS
Regular Meeting Minutes
March 15, 2022

PRESENT:

Board Members:	Sarah MacKenzie Luke Day Shelley Beck Yusuf Mohammed Kent Smith David Restoule Veronica Yeoman Kevin Shufflebotham	Interim Board Chair Interim Vice Chair Public Member Public Member Public Member Non- Academic Member Student Member President & CEO
Regrets:	Travis Boser	Student Member
Administrative Resources:	Wayne Resch Sue Fitzsimmons Kathy McDowall	VP, Administration & Finance Acting VP, Academic/Provost Executive Assistant, President & CEO / Secretary to the Board of Governors
Guests:	Jessica Surgenor Mark Keller	Brooks Campus Executive Director, Advancement & External Relations

1. CALL TO ORDER

The meeting was called to order at 2:40 pm, a quorum was confirmed present and the meeting was declared duly constituted. Prior to the meeting the Board toured the Brooks Campus.

2. ACKNOWLEDGEMENT TO THE TERRITORY

Sarah 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.

Sarah addressed the Board and informed them this will be Veronica Yeoman's last meeting, She thanked Veronica for all the work she has done on the Board.

4. APPROVAL OF THE AGENDA

Agenda item 8.3 General Academic Council – Honorary Applied Degree will be moved to In Camera.

MOTION: (S. Beck)

“BE IT RESOLVED THAT the agenda for the Board of Governors meeting of March 15, 2022 be approved as amended.”

CARRIED

5. APPROVAL OF THE MINUTES

MOTION: (V. Yeoman)

“BE IT RESOLVED THAT the minutes of the meeting of the Board of Governors for January 18, 2022 be approved as presented.”

CARRIED

6. CONSENT AGENDA

The following items were approved by consent agenda.

- **Committee Minutes**
 - Executive Committee (*February 8, 2022*)
 - Finance & Audit Committee (*November 9, 2021, February 15, 2022*)
 - General Academic Council (*March 7, 2022*)
 - Governance Committee (*March 2, 2022*)
 - Policy & Bylaw (*March 1, 2022*)
- **President’s Monitoring Reports – Executive Limitations**
 - EL-9 Communication and Counsel to the Board
 - EL-10 Emergence Executive Succession
 - EL-12 Sustainability
 - EL-13 General Academic Council

MOTION: (D. Restoule)

“BE IT RESOLVED THAT the Board of Governors of Medicine Hat College approve the Consent Agenda as presented at the March 15, 2022 meeting of the Board of Governors.”

CARRIED

7. STRATEGIC PLAN UPDATE

7.1. President’s Report

Kevin highlighted the budget and IMA’s. We are expecting a 0.6% decrease in our Campus Alberta Grant which is consistent with what was expected. IMA’s that are being looked at for the next year are:

- Graduate Employment Outcomes
- Domestic Enrolment
- Apprentice Enrolment

➤ **Work Integrated Learning.**

15% of our funding will be attached to these metrics. Metrics will be brought to the Board before being approved.

Sue's highlights included that work on developing the four new micro credentials and three diploma programs is being completed for Fall 2022. Student numbers have been in decline. There was a 2% decrease last year and this year we saw a 4% decrease to our FLE's. The application numbers are seeing a 23.5% increase for Fall 2022 compared to March of last year and a 62% increase of students paying their deposits for Fall 2022 from March of last year. Sue is currently working on the Academic Plan with presentations being made to the Executive Committee, APC, Deans, and the Senior Leadership Team. Bargaining is in progress with faculty.

Wayne reported that he is in bargaining with AUPE. The implementation of the ERP software for Finance will be completed by July 1. An RFI had been sent out for the Student System of the ERP. Four responses to this request have been received and are being reviewed by the ERP Committee. The date that we are to receive the keys for the HWAE building is April 16. The 2022/2023 Budget process has started. The budget will be presented to the Finance & Audit Committee in May and will be sent to the Board for final approval at the May Board meeting.

8. REPORTS

8.1. *Committee Reports*

- **Executive Committee**

The Mandate & Roles Document is being updated for government. We have been asked to provide a short description of each standing committee. On the draft copy committee membership was included but will be removed because if the membership changes then we would have to resubmit the mandate and roles document again for approval.

MOTION: (L. Day)

"BE IT RESOLVED that the Board of Governors of Medicine Hat College approves the amended Mandate & Roles Document to be sent to government for final approval."

CARRIED

- **Finance & Audit Committee**

Luke presented the Tuition & Fees for the 2022-2023 academic year. Discussions have been held with the Students Association Executive and with the students on tuition and fees for the 2022-2023 year. We are in our final year where the Tuition and Fees regulation allows tuition to be increased up to 7% per year. We will be returning to the rate of CPI in 2023. International student tuition is not regulated, however the amount of tuition an international student pays must be guaranteed for the standard length of the program in their offer of admission.

- Base tuition for domestic students will increase from \$133.96 per credit to \$143.34 per credit in 2022-3023.

- International Tuition differential will increase to 2.8 time's domestic tuition, to \$401.34 per credit.
- Athletics and Recreation fees will increase to \$6.50 per credit in support of the new fitness centre operations
- Student Support fee will increase to \$5.00 per credit in support of a new counsellor position.
- Apprenticeship tuition and fees will increase to \$119.84 per week and material fees will increase to \$82.39
- Base tuition for the Practical Nurse Refresher Certificate will be \$175.00 per credit
- Base tuition for English for Academic Purposes-International program will decrease to \$300 per credit.

MOTION: (L. Day)

"BE IT RESOLVED that the Board of Governors of Medicine Hat College approves the tuition and mandatory fees for the 2022/2023 academic year as presented."

CARRIED

- **General Academic Council (GAC)**

The GAC met on March 7, 2022 and two motions have been brought to the Board for approval.

New Program: Post Diploma Intermediate Accounting

This new certificate will build upon existing courses and provide learners an improved pathway into the Advanced Accounting Certificate. This program is specifically designed for business students with a non-accounting major, international students with a business diploma or degree in a non-accounting field, or upskilling learners.

MOTION: (V. Yeoman)

"BE IT RESOLVED that the Board of Governors approve the creation of a Post-diploma certificate in Intermediate Accounting, subject to the approval of the Minister of Advanced Education."

CARRIED

Bachelor of Business Administration Program Termination

The Bachelor of Business Administration program was suspended in May 2020. If there happens to be any students who do not complete the program by the termination date of July 1, 2022; the agreement with Mt. Royal University states that they will be able to finish the coursework at MRU.

MOTION: (L. Day)

"BE IT RESOLVED that the Board of Governors approve the termination of the Bachelor of Business Administration program subject to the approval of the Minister of Advanced Education."

CARRIED

9. STRATEGIC DISCUSSION

• **Brooks Campus Presentation “Community Campus College”**

Sarah welcomed Jessica Surgenor and Mark Keller. Mark & Jessica shared a PowerPoint on Brooks Campus and asked the following questions. How should we serve the region beyond Medicine Hat? What considerations should we make as we look to the future? How would you like to see us engage this community and region? Sarah thanked Jessica and Mark for their presentation.

10. IN CAMERA

Leaving the meeting was W. Resch at 4:20 pm

MOTION: (K. Smith)

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

CARRIED

Honorary Applied Degree

This year there were 13 nominations for the Honorary Applied Degree recipient.

Move out of In Camera and back to the meeting at 4:35 pm.

MOTION: (S. Beck)

“BE IT RESOLVED THAT the Board of Governors end In Camera and move back into the Board meeting.

CARRIED

MOTION: (D. Restoule)

‘BE IT RESOLVED THAT THE Board of Governors approve the recommendation that the 2022-22 MHC Honorary Applied Degree be awarded and be presented during the June 2022 convocation ceremony”]

CARRIED

IN CAMERA WITHOUT PRESIDENT & CEO

Leaving the meeting were Kevin Shufflebotham and Sue Fitzsimmons.

As this was a personnel issue the Chair asked that David Restoule and Veronica Yeoman leave the meeting at 4:37.

MOTION: (S. Beck)

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

CARRIED

MOTION: (K. Smith)

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

CARRIED


11. ADJOURNMENT

MOTION: (Y. Mohammed)

"BE IT RESOLVED THAT the Board of Governors Regular meeting of March 15, 2022 be adjourned."

CARRIED


Sarah MacKenzie
Interim Board Chair, Board of Governors


Kathy McDowall
Executive Assistant, Board of Governors