



**MEDICINE HAT COLLEGE  
BOARD OF GOVERNORS**

**Regular Meeting Minutes**

**March 7, 2023**

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**PRESENT:**

Board Members:	Sarah MacKenzie	Board Chair
	Eben Asare	Public Member
	Shelley Beck	Public Member
	Yusuf Mohammed	Vice Chair
	Brian Stauth	Public Member
	David Restoule	Non-Academic Member
	Alysha Kuntz	Student Member
	Carolynn Marr	Student Member
	Russel Krasnuik	Academic Member
	Kevin Shufflebotham	President & CEO
Regrets:	David Hoekstra	Public Member
	Kent Smith	Public Member
Guests:	Dr. Darren Howes	President, Faculty Association
Administrative Resources:	Wayne Resch	VP, Administration & Finance
	Nancy Brown	VP, Academic/Provost
	Kathy McDowall	Executive Assistant, President & CEO / Secretary to the Board of Governors

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**1. CALL TO ORDER**

The meeting was called to order at 4:03 pm, a quorum was confirmed present, and the meeting was declared duly constituted. Sarah welcomed Eben Asare as the new public member.

**1.1. ACKNOWLEDGEMENT TO THE TERRITORY**

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

**1.2. DECLARATION OF CONFLICT OF INTEREST**

The Chair provided board members with an opportunity to declare a conflict of interest with any of the items on the agenda. None was declared.

**2. APPROVAL OF THE AGENDA**

Honorary Applied Degree was moved to In Camera with President.

**MOTION:**

**MOVED BY R. Krasnuik, seconded by A. Kuntz THAT the Board of Governors approve the March 7, 2023, Board Meeting agenda as amended.**

**CARRIED**

**3. APPROVAL OF THE MINUTES**

**MOTION:**

**MOVED BY S. Beck seconded by D. Restoule THAT the Board of Governors approve and acknowledge the Board meeting minutes for December 13, 2022, as presented.**

**CARRIED**

**4. APPROVAL OF CONSENT AGENDA**

**MOTION:**

**MOVED BY B. Stauth, seconded by Y. Mohammed THAT the Board of Governors approve and acknowledge all Consent Agenda items, as presented.**

➤ ***Committee Minutes***

- Executive Committee (*January 17, 2023*)
- Human Resources Committee (*January 17, 2023*)
- External Relations Committee (*February 14, 2022*)
- Finance & Audit Committee (*February 8, 2023*)
- General Academic Council (*February 7, 2023*)
- Governance Committee (*January 31, 2023*)
- Policy & Bylaw Committee (*January 31, 2023*)

➤ ***Executive Limitations***

- EL 9 Communications and Counsel to the Board
- EL10 Emergency Executive Succession
- EL12 Sustainability
- EL13 General Academic Council

**CARRIED**

**5. REPORTS**

**5.1. Executive Committee**

As Luke Day's term was completed vacancies had been created in key roles. A motion was approved electronically on January 25, 2023, to vote Yusuf Mohammed as Vice Chair, Kent Smith as Chair, Finance & Audit and David Hoekstra, Chair, Campus Development Committee.

**MOTION:**

**MOVED by R. Krasnuik, seconded by A. Kuntz THAT the Board of Governors approve THAT Yusuf Mohammed hold the position of Vice Chair, Kent Smith hold the position as Chair, Finance & Audit Committee, and that David Hoekstra hold the position as Chair, Campus Development Committee.**

**CARRIED**

**5.2. Human Resources Committee**

**Collective Agreement between MHC Faculty Association and the Board of Governors**

The Collective Agreement between MHC Faculty Association and the Board of Governors was ratified by the Faculty Association members on January 18, 2023. The Human Resources Committee recommended that the Board of Governors ratify the agreement through an electronic vote on January 26, 2023.

**MOTION:**

**MOVED by S. Beck, seconded by D. Restoule THAT the Board of Governors of Medicine Hat College ratify the contract negotiated with the Medicine Hat College Faculty Association with the term July 1, 2020 to June 30, 2024.**

**CARRIED**

**Employee Engagement Survey Results**

The Employee Engagement Survey results were sent to the Board electronically on January 23, 2023. Kevin pointed out that the results of the survey will guide actions moving forward.

**5.3. Finance & Audit Committee**

Wayne presented the Tuition & Fees for the 2023-2024 academic year. It is being recommended that:

- Base tuition for domestic students will increase from \$143.34 per credit to \$151.22 per credit in 2023-2024.
- International Tuition differential will remain at 2.8 time's domestic tuition.
- Athletics and Recreation fees will increase to \$8.00 per credit.
- Student Support fee will increase to \$6.00 per credit.
- Apprenticeship tuition and fees will increase to \$126.43 per week and material fees will increase to \$86.92.
- Base tuition for new programs will be \$175.00 per credit
- Collaborative program tuition rates will be charged by the fee rates of the university offering the program.

**MOTION:**

**“MOVED by S. Beck, seconded by Y. Mohammed THAT the Board of Governors of Medicine Hat College approves the tuition and mandatory fees for the 2023/2024 academic year as presented.”**

**CARRIED**

**5.4. General Academic Council**

**Program Suspension: Business Administration – Administrative Office Professional Specialization**

Request for approval from the Minister of Advanced Education to suspend the Administrative Office Professional specialization within the Business Administration program. The Administrative Office Professional Major offers students the opportunity to receive a two-year diploma while taking only certificate courses in the APRO course, and first-year Business Administration courses. The two students enrolled in the specialization will be able to complete the program.

**MOTION**

**MOVED by A. Kuntz, seconded by D. Restoule THAT the Board of Governors approves the suspension of the Administrative Office Professional specialization within the Business Administration program.”**

**CARRIED**

**Program Termination: Business Administration – Hospitality & Tourism Specialization**

A request for approval from the Minister of Advanced Education to terminate the Hospitality & Tourism specialization, within the Business Administration program. The Hospitality & Tourism specialization was launched five years ago and has not run due to low enrolment. The request has been made to terminate the program.

**MOTION**

**MOVED by S. Beck, seconded by D. Restoule THAT the Board of Governors approves the termination of the Hospitality & Tourism specialization within the Business Administration program.”**

**CARRIED**

**Honorary Applied Degree Recipient**

Each year, MHC invites members of the college community and the public to nominate worthy individuals to receive an honorary degree.

On February 3, 2023; the MHC Honorary Applied Degree Committee reviewed the nominations that were submitted and made a recommendation to General Academic Council . General Academic Council. With the support of GAC, the recommendation for the 2023 Honorary Applied Degree recipient is being presented to the Board for final approval.

This topic has been moved to In Camera for discussion.

**5.5. External Relations Committee**

The External Relations committee met on February 14. The Regional Engagement Plan had been presented to the committee. Yusuf explained to the Board that this is MHC connecting

with the community. Included in the Board package were the major pillars of the integrated plan.

**5.6. Governance Committee**

Alex Usher will be presenting at the Board Retreat on Friday, May 26. The retreat will be held from 12-5 pm. Institutional activities will follow the Alex Usher presentation and then a social. The Senior Leadership Team (SLT) has been invited to Usher's presentation.

**5.7. Policy & Bylaw Committee**

Policy & Bylaw Committee will be bringing the revised policies and bylaws for approval to the May Board meeting.

**6. STRATEGY, CULTURE & EDUCATION**

**6.1. President's Report**

Kevin, Wayne & Nancy gave highlights from their portfolio. Kevin reported on the provincial budget there was no change in the Operating and Program Support Base Grant from last year's amount. We have received funding for construction in the T-wing of the 2<sup>nd</sup> floor hallway. For 2024-2025 there will be a 2% cap on tuition. Kevin will share with the Board the key advocacy points.

Nancy reported that the College held an Open House on March 4 and had a good attendance with about 400 people. The Academic Plan is finalized. This is a three-year plan with the current version being good until June of 2024. Nancy talked about autonomous degrees and working around policy development. The BEET program will be offered at Brooks next year. Recently held a Drone Conference and had 160 people in person and 150 people online.

Wayne gave an update on ERP. We are continuing to move forward to seek out a vendor. Work on our 2023/24 budget is well underway. and will be brought to the May Board meeting for approval.

**6.2. Meet with Faculty Association**

Dr. Darren Howes, President of the Faculty Association met with the Board. The ACIFA survey results had been forwarded out to the Board prior to the meeting.

**7. IN-CAMERA WITH PRESIDENT & CEO**

Guests were asked to leave at this time.

**MOTION:**

**MOVED by R. Krasnuik and seconded by Alysha Kuntz THAT the Board of Governors move to In-Camera at 5:21 pm.**

**CARRIED**

**MOTION:**

**MOVED by R. Krasnuik and seconded by D. Restoule THAT the Board of Governors end In-Camera and return to the Public Board meeting at 5:27.**

APPROVED

CARRIED

Moved out of In Camera and returned to the Public Board meeting for motion.

**MOTION:**

**MOVED by D. Restoule and seconded by R. Krasnuik THAT the Board of Governors approves the recommendation that the 2022-23 MHC Honorary Applied Degree be awarded and presented during the June 2023 convocation ceremony."**

CARRIED

**8. IN-CAMERA WITHOUT PRESIDENT & CEO**

Kevin, Wayne, and Nancy left the meeting at 5:30 pm.

**MOTION:**

**MOVED by Y. Mohammed and seconded by R. Krasnuik THAT the Board of Governors move to In-Camera at 5:31 pm.**

CARRIED

**MOTION:**

**MOVED by S. Beck and seconded by A. Kuntz THAT the Board of Governors end In-Camera and return to the Public Board meeting at 5:33.**

CARRIED

**9. ADJOURNMENT**

**MOTION:**

**MOVED by Y. Mohammed THAT the Board of Governors Public Board meeting of December 13, 2022, be adjourned at 5:35.**

CARRIED

  
Sarah MacKenzie  
Board Chair, Board of Governors

  
Kathy McDowall  
Executive Assistant, Board of Governors