



MEDICINE HAT COLLEGE BOARD OF GOVERNORS

Regular Meeting Minutes

April 15, 2025

PRESENT:

Board Members:	Sarah MacKenzie	Board Chair
	Shelley Beck	Board Member
	Valter Fuck	Board Member
	Ebenezer Asare	Board Member
	Andrea Woods	Board Member
	Kent Smith	Board Member
	Michelle Banks	Board Member
	Kevin Shufflebotham	President & CEO
Regrets:	Yusuf Mohammed	Vice Chair
Administrative Resources:	Wayne Resch	VP, Administration & Finance
	Morgan Blair	Dean, Business & Continuing Studies & Trades & Technology
	Tiffany Digness	Executive Assistant, President & CEO / Secretary to the Board of Governors

1. CALL TO ORDER

The meeting was called to order at 4:00 pm, a quorum was confirmed present, and the meeting was declared duly constituted.

1.1. ACKNOWLEDGEMENT TO THE TERRITORY

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

1.2. DECLARATION OF CONFLICT OF INTEREST

No conflict of interest declared.

2. APPROVAL OF THE AGENDA

MOTION: S. Beck

"BE IT RESOLVED THAT the Board of Governors approves the April 15, 2025, Board Meeting agenda as presented."

CARRIED

3. APPROVAL OF THE MINUTES

MOTION: M. Banks

"BE IT RESOLVED THAT the Board of Governors approve and acknowledge the Board meeting minutes for February 11, 2025, as presented."

CARRIED

4. APPROVAL OF CONSENT AGENDA

➤ **Committee Minutes**

- Policy & Bylaw Committee (*March 11, 2025*)
- Governance Committee (*March 11, 2025*)
- Executive Committee (*March 25, 2025*)
- Human Resources Committee (*March 25, 2025*)
- Finance & Audit Committee (*April 08, 2025*)
- General Academic Council (*March 31, 2025*)

MOTION: K. Smith

"BE IT RESOLVED THAT the Board of Governors approve and acknowledge all Consent Agenda items, as presented."

CARRIED

5. REPORTS

5.1 Finance & Audit Committee – Budget 2025-2026

K. Smith thanked Finance & staff for their work in getting the budget together.

W. Resch provided presentation to the Board of Governors.

Government grant is flat, but we have applied for other grants with the Government for Welding and Automotive as the province has said we will be receiving more seats. If we do not get the seats, we will not hire for these positions.

Requested for a deficit budget of \$1,075,000.00. The criteria for items that are allowed to be used for deficit budgeting are one-time expenses. Expenses for ERP and Program & Curriculum Development are being requested through the approval process. Will find out on April 25, 2025, if it has been approved by the province.

If grants and enrolment remain flat, and tuition is only allowed to increase by 2%, there is a \$3.5 million deficit forecasted for 2026-2027 and \$4.6 million deficit for 2027-2028.

Summary of 2025-2026 Budget:

- Budget Deficit of \$(1,075,000)
- Base Budget 439.47 FTEs (increase of 7.87)
- Base Budget 2160 FLEs (increase of 31)
- Budgeted \$2,090,550 on Capital Items
- Budgeted \$1,080,000 for Facility Renovations
- Estimated reserve balance at June 30, 2026, \$16,775,000

MOTION: K. Smith

“BE IT RESOLVED THAT The Board of Governors approves the 2025-2026 Budget, as presented.”

CARRIED

5.2. Policy & Bylaw Committee – GEA-07 – Code of Conduct

S. Mackenzie went over the briefing note in package.

MOTION: S. Beck

“BE IT RESOLVED THAT the Board of Governors approves the GEA-07- Code of Conduct policy to become effective, as presented.”

CARRIED

5.3. Governance Committee

Board Retreat Update

- Board Retreat will take place after the Board meeting on June 03, 2025, to discuss:
 - Government Relations
 - Best Practices
 - Political Landscape
 - Role of Board

Committee Appointments

- It is recommended the below Board Members join the following committees:
 - Michelle Banks - External Relations Committee & Governance Committee
 - Shelley Beck – Campus Development Committee

MOTION: S. Beck

“BE IT RESOLVED That the Board of Governors approves the Committee Board Appointments, as presented.”

CARRIED

5.4. Executive Committee – BLIMS 2026-2027 Capital Projects Submission

- W. Resch went through BLIMS 2026-2027 Capital Projects Submission document in package.
- First priority has changed.

MOTION: K. Smith

“BE IT RESOLVED THAT The Board of Governors approves BLIMS 2026-2027 Capital Projects Submission, as presented.”

CARRIED

5.5. General Academic Council

Terms of Office for GAC Members

- K. Shufflebotham went through briefing in package.

MOTION: K. Shufflebotham

“BE IT RESOLVED THAT The Board of Governors adopts the Terms of Office of GAC members, as presented.”

CARRIED

Program Name Change: Built Environment Engineering Technology

- K. Shufflebotham went through briefing in package.

MOTION: K. Shufflebotham

“BE IT RESOLVED THAT The Board of Governors approves the change in program name from: Built Environment Engineering Technology (BEET), to Engineering Design and Architectural Technology (EDAT), subject to the approval of the Minister of Advanced Education.”

CARRIED

Termination: Data Analytics for Business Certificate

- K. Shufflebotham went through briefing that was provided in package.

MOTION: K. Shufflebotham

“BE IT RESOLVED THAT The Board of Governors approves the termination of the Data Analytics for Business Certificate at Medicine Hat College, subject to the approval of the Minister of Advanced Education.”

CARRIED

6. STRATEGY, CULTURE & EDUCATION

6.1. President's Update

K. Shufflebotham informed the Board of Governors that we have received approval from Government to offer Addictions Counselling and Pharmacy Technician for Fall 2025.

K. Shufflebotham provided an update on the strategic plan. We will maintain the three-year timeframe and will refresh in 2026. In fall of next year, we will be sharing a plan with the Board related to the refresh of strategic plan and the associated operational plans.

K. Shufflebotham provided an update on the Post-Secondary Funding review. An interview has been scheduled for April 28, 2025, that K. Shufflebotham and S. MacKenzie will be attending. We have been grouped with other institutions which include:

- Bow valley College
- Keyano College
- Lakeland College

We have been working with our Senior Leadership Team to respond to the proposed questions.

K. Shufflebotham provided an update to the email he sent out in April regarding the Employee Engagement Survey. The Human Resources Department, with support of our Senior Leadership Team, has worked with supervisors and departments over the last two months to gather information around the collaboration driver, consider where gaps and opportunities may exist, and establish next steps.

To address the area of department collaboration, we will:

- Revisit the survey questions around collaboration to ensure common understanding for all employees.
- Continue with employee engagement activities that build opportunities for connection and collaboration.
- Connect with key stakeholders around identified processes and develop specific actions for improvement.

K. Shufflebotham informed the Board of the engagement opportunities that we have had which include:

- Academic town hall on March 21, 2025
- Executive held a come and go on March 27, 2025
- Budget presentation is being held on Thursday April 17, 2025.

Important upcoming dates are:

- April 16 – Employee Recognition Event
 - In addition to recognizing retirees and those who have reached significant milestones in their service, we will be giving out our inaugural Outstanding Contribution Award, Motivational Leader Award and Award of Excellence
- June 11 – Honorary Applied Degree Dinner
- June 13 – Convocation

M. Blair provided an update that the new programs have been open for registration. We are still waiting to finalize the lease for the new Pharmacy Technician space. Renos to be completed in the fall.

M. Blair provided an update on enrollment. Applications are down about 30%.

W. Resch introduced the new Executive Director, Facilities and Information.

W. Resch provided an update on the capital projects that will be happening over the summer which include:

- Room F156
- Pharmacy Technician space
- T wing / N building

6.2. Presentation on Continuing Education

M. Blair provided a presentation on Continuing education.

7. IN-CAMERA

7.1. IN-CAMERA WITH PRESIDENT & CEO

Guests were asked to leave at this time.

MOTION: A. Woods

“BE IT RESOLVED THAT The Board of Governors moves in-camera with President & CEO at 5:36pm”

CARRIED

MOTION: M. Banks

“BE IT RESOLVED THAT The Board of Governors end in-camera with President & CEO at 5:56pm”

CARRIED

MOTION: K. Smith

"BE IT RESOLVED THAT The Board of Governors approves the recommendation that the 2024/2025 MHC Honorary Applied Degree recipient be awarded and presented during the June 2025 convocation ceremony."

CARRIED

7.2. IN-CAMERA WITHOUT PRESIDENT & CEO

K. Shufflebotham left the meeting.

MOTION: S. Beck

"BE IT RESOLVED THAT The Board of Governors moves in-camera without President & CEO at 5:57pm"

CARRIED

MOTION: E. Asare

"BE IT RESOLVED THAT The Board of Governors end in-camera without President & CEO at 6:14pm"

CARRIED

8. ADJOURNMENT

MOTION: A. Woods

"THAT the Board of Governors Public Board meeting of April 15, 2025, be adjourned at 6:15pm"

CARRIED


Sarah MacKenzie
Board Chair, Board of Governors


Tiffany De Luca
Executive Assistant, Board of Governors