



**MEDICINE HAT COLLEGE  
BOARD OF GOVERNORS  
Regular Meeting Minutes**

**October 21, 2025**

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Board Members:	Sarah MacKenzie Shelley Beck Maria Solorzano Ebenezer Asare Candia Sissons Michelle Banks Kevin Shufflebotham	Board Chair Board Member Board Member Board Member Board Member Board Member (Via Teams) President & CEO
Regrets:	Kent Smith Michaela Frey	Board Member Board Member
Guest:	Jason Openo Serena Cataldo Marty Robinson Tracey Seitz David Borella	Dean, Health and Community Service Associate Dean, Health and Community Services Executive Director, Facilities & IT Director, Information Technology Manager, Development & Enterprise Application Services
Administrative Resources:	Nancy Brown Wayne Resch Tiffany Digness	VP, Academics & Provost VP, Finance & Administration Executive Assistant, President & CEO / Secretary to the Board of Governors

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**1. OPENING**

**1.1. ACKNOWLEDGEMENT TO THE TERRITORY**

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

**1.2. QUORUM**

S. Mackenzie confirmed quorum was present.

**1.3. CALL TO ORDER**

S. MacKenzie called meeting to order at 4:03 pm, and the meeting was declared duly constituted.

**1.4. DECLARATION OF CONFLICT OF INTEREST**

No conflict of interest declared.

## **2. APPROVAL OF THE AGENDA**

### **2.1. Agenda – October 21, 2025**

**MOTION: S. Beck**

**“BE IT RESOLVED THAT the Board of Governors approves the October 21, 2025, Board meeting agenda as presented.”**

**CARRIED**

## **3. APPROVAL OF THE MINUTES**

### **3.1. Minutes June 03, 2025**

**MOTION: S. Beck**

**“BE IT RESOLVED THAT the Board of Governors approve and acknowledge the Board meeting minutes for June 03, 2025, as presented.”**

**CARRIED**

## **4. APPROVAL OF CONSENT AGENDA**

### **➤ Committee Minutes**

- General Academic Council (*September 29, 2025*)
- Executive Committee (*October 06, 2025*)
- Human Resources Committee (*October 06, 2025*)
- Finance & Audit Committee (*October 07, 2025*)
  - OAG Exit Meeting (*October 07, 2025*)
- Governance Committee (*October 14, 2025*)
- Policy & Bylaw Committee (*October 14, 2025*)

**MOTION: S. Beck**

**“BE IT RESOLVED THAT the Board of Governors approves and acknowledge all Consent Agenda items for October 21, 2025, Board of Governors Meeting, as presented.”**

**CARRIED**

## **5. REPORTS**

### **5.1 New Program Proposal – Bachelor of Social Work / Presentation**

K. Shufflebotham provided an overview of the status of the Bachelor of Social Work (BSW) program at Medicine Hat College.

N. Brown welcomed J. Openo and S. Cataldo to present further details to the Board of Governors. Key highlights from the presentation included:

- Registration for the Social Work diploma program officially opened on October 1, 2025, and as of October 21, 2025, there is already a waitlist, indicating strong student interest.
- Labour Market Demand projections show a need for approximately 27,000 Social Workers by 2028, driven by increased service demands and anticipated retirements.
- MHC has received letters of support from stakeholders confirming availability of practicum placements. There are no concerns regarding student placement capacity.
- Alberta Health Services (AHS) has confirmed they will accept only BSW students for placements, while other organizations are expanding placement opportunities to accommodate both BSW and Diploma students.
- Financial planning for the program is on track, with revenue projections deemed solid and expenses estimated on the higher end to ensure sustainability.

**MOTION: E. Asare**

**“BE IT RESOLVED that the Board of Governors of Medicine Hat College approves the Bachelor of Social Work proposal, subject to the approval of the Minister of Advanced Education.”**

**CARRIED**

**5.2. Finance & Audit Committee**

**5.2.1. Financial Statements ending on June 30, 2025**

At the October 07, 2025, Finance & Audit Committee meeting, F. Usman reviewed the financial variance report related to the period of April to June 2025 as part of the June 30, 2025, financial statement presentation.

W. Resch provided an overview of the OAG audit meeting from October 07, 2025, between the Finance & Audit Committee, OAG and MHC Administration. Some of the areas of focus from the OAG through the audit that were discussed at the October 07, 2025, meeting were: revenue recognition, in particular contributions with stipulations, management control of overrides and schedule of adjusted and unadjusted differences in the financial statements. There were no concerns raised from the OAG in relation to the audit.

The Auditors Report will show that the financial statements for the year ended June 30, 2025, are presently fairly and are not materially misstated. The OAG is prepared to issue a report without reservation of opinion on the Medicine Hat College financial statements.

**MOTION: S. Beck**

**“BE IT RESOLVED that the Board of Governors of Medicine Hat College approves the Financial Statements ending on June 30, 2025, as presented.”**

**CARRIED**

### **5.2.2. Cyber Response Plan/ Presentation**

In response to a 2023 request from the Office of the Auditor General (OAG), all post-secondary institutions were asked to develop and document a cybersecurity response plan.

D. Borella presented Medicine Hat College's Cybersecurity Response Plan to the Board of Governors. The plan, included in the meeting package, is a living document—meaning it will be regularly updated as new information becomes available and as tabletop exercises are conducted to test and refine response protocols.

**MOTION: E. Asare**

**"BE IT RESOLVED that the Board of Governors of Medicine Hat College approves the Cyber Response Plan, as presented."**

**CARRIED**

### **5.3. Governance Committee**

#### **5.3.1. Committee Appointments**

S. Beck reviewed the committee board appointments presented in the package.

**MOTION: S. Beck**

**"BE IT RESOLVED THAT the Board of Governors of Medicine Hat College approves committee board appointments, as presented."**

**CARRIED**

#### **5.3.2. Disbanding of Governance Committee**

S. Beck went over briefing provided in package.

**MOTION: S. Beck**

**"BE IT RESOLVED that the Board of Governors of Medicine Hat College approves that the Governance Committee be disbanded, and its responsibilities be assumed by the Executive Committee and the Policy and Bylaw Committee, as presented."**

**CARRIED**

## **6. STRATEGY, CULTURE & EDUCATION**

### **6.1. President's Update**

K. Shufflebotham indicated that our Senior Leadership Team met in August and reviewed the 2025-2026 Strategic Priorities.

K. Shufflebotham provided an update on the status of the college's Investment Management Agreement. Key components of the agreements include targets for the four metrics as well as our institutional mandate targets, which were originally co-developed, are now being set by Government.

IMAs are to be completed and finalized in November 2025.

K. Shufflebotham informed the Board of Governors that he and Board Chair S. MacKenzie traveled to Calgary to attend the release of the Mintz Report. The report outlines recommendations for a revised post-secondary funding framework.

K. Shufflebotham provided an update on recent advocacy efforts at MHC. The College is also planning to participate in an advocacy event at the Calgary Stampede in 2026, representing Medicine Hat and promoting the College's contributions to the region.

N. Brown shared the College's excitement about the potential launch of its first degree offering, marking a significant milestone for MHC.

As MHC explores its next degree opportunity, the focus will remain on aligning with student demand and labour market needs to ensure relevance and impact.

N. Brown provided an update on enrollment figures for the 2024–2025 academic year, reporting a total Full-Load Equivalent (FLE) of 2,220.

Looking ahead to the 2025–2026 academic year, projections estimate a slight decrease to 2,200 FLE. This change reflects:

- A decrease of 120 FLE in international enrollment
- An increase of 100 FLE in domestic enrollment

Medicine Hat College is also excited to announce the upcoming launch of a new Agri-Business Certificate program.

W. Resch provided an update on the Centre for Community Wellness:

- The Business Case and Needs Assessment have been submitted.
- These documents will support discussions related to the provincial budget.

Next Steps:

- Define strategic goals for the next six months.
- Consider whether the project should be shovel-ready to align with potential funding opportunities.

W. Resch provided update on the ERP project. The current ERP provider is facing bankruptcy, and the company is in the process of being acquired by another firm. Implications for ongoing support, data integrity, and transition planning are being assessed.

W. Resch provided an update on integrated planning. Strategic plan refresh will start with consultation with Board in January 2026 and have the refresh launch on July 1, 2026. The refresh of the four operational will follow.

**7. IN-CAMERA**

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

Guests were asked to leave at this time.

**MOTION: E. Asare**

**"BE IT RESOLVED THAT The Board of Governors moves in-camera with President & CEO at 5:27pm"**

**CARRIED**

**MOTION: S. Beck**

**"BE IT RESOLVED THAT The Board of Governors end in-camera with President & CEO at 5:27pm"**

**CARRIED**

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

K. Shufflebotham left the meeting.

**MOTION: E. Asare**

**"BE IT RESOLVED THAT The Board of Governors moves in-camera without President & CEO at 5:27pm"**

**CARRIED**

**MOTION: E. Asare**

**"BE IT RESOLVED THAT The Board of Governors end in-camera without President & CEO at 5:43pm"**


**CARRIED**

**8. ADJOURNMENT**

**MOTION: S. Beck**

**"THAT the Board of Governors Public Board meeting of October 21, 2025, be adjourned at 5:44pm**

**CARRIED**



Sarah MacKenzie  
Board Chair, Board of Governors



Tiffany De Luca  
Executive Assistant, Board of Governors