



MEDICINE HAT COLLEGE BOARD OF GOVERNORS

Regular Meeting Minutes

December 09, 2025

Board Members:	Sarah MacKenzie	Board Chair
	Shelley Beck	Board Member
	Maria Solorzano	Board Member
	Ebenezer Asare	Board Member
	Candia Sissons	Board Member
	Kent Smith	Board Member
	Michaela Frey	Board Member
	Michelle Banks	Board Member
	Kevin Shufflebotham	President & CEO

Guest:	Colleen Whidden	Director, Teaching & Learning
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Administrative Resources:	Nancy Brown	VP, Academics & Provost
	Wayne Resch	VP, Finance & Administration
	Tiffany Digness	Executive Assistant, President & CEO / Secretary to the Board of Governors

1. OPENING

1.1. ACKNOWLEDGEMENT TO THE TERRITORY

S. Mackenzie acknowledged that the Board of Governors' 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 4:01 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 – December 09, 2025

S. MacKenzie added the following items to the agenda:

- Item 5.2: Vice Chair appointment
- Item 5.3: Investment Management Agreement

MOTION: S. Beck

“BE IT RESOLVED THAT the Board of Governors approves the December 09, 2025, Board meeting agenda as amended.”

CARRIED

3. APPROVAL OF THE MINUTES

3.1. Minutes October 21, 2025

MOTION: M. Frey

“BE IT RESOLVED THAT the Board of Governors approve and acknowledge the Board meeting minutes for October 21, 2025, as presented.”

CARRIED

4. APPROVAL OF CONSENT AGENDA

➤ **Committee Minutes**

- Campus Development Committee (*November 03, 2025*)
- Executive Committee (*November 18, 2025*)
- Finance & Audit Committee (*November 26, 2025*)

MOTION: C. Sissons

“BE IT RESOLVED THAT the Board of Governors approves and acknowledge all Consent Agenda items for December 09, 2025, Board of Governors Meeting, as presented.”

CARRIED

5. REPORTS

5.1 Finance & Audit Committee – Annual Report

K. Smith provided an overview of the Annual Report. No concerns were identified.

MOTION: K. Smith

“BE IT RESOLVED that the Board of Governors of Medicine Hat College approves the Annual Report, as presented.”

CARRIED

5.2. Executive Committee - Vice Chair appointment

S. MacKenzie reported that the Executive Committee recommends K. Smith for the position of Vice Chair of the Board of Governors.

MOTION: M. Banks

“BE IT RESOLVED that the Board of Governors of Medicine Hat College approves the election K. Smith for Vice Chair, as presented.”

CARRIED

5.3. Executive Committee – Investment Management Agreement

K. Shufflebotham provided overview of the Investment Management Agreement, highlighting both institutional mandate and performance metrics.

MOTION: S. Beck

“BE IT RESOLVED THAT the Board of Governors of Medicine Hat College approves Investment Management Agreement, as presented.”

CARRIED

6. STRATEGY, CULTURE & EDUCATION

6.1. President’s Update

K. Shufflebotham provided an update on the Mintz Report, which includes recommendations for a new funding framework. Currently, detailed information is limited. Discussions are ongoing at various tables pertaining to implementation and potential impacts on PSIs.

K. Shufflebotham provided an update on recent and upcoming advocacy activities:

- Attended the 2025 Presidents' Reception & Annual General Meeting hosted by the Southeast Alberta Chamber of Commerce.
- Participated in the ACC Fall Board Meeting and Deputy Minister Dinner.
- Attended the Intercultural Christmas Gala 2025.
- Took part in the Economic Development Conference.
- Hosted Pari Johnson from CIGan on campus.
- Met with Parliamentary Secretary Chelsey Petrovic regarding the Centre for Community Wellness.
- Planning to host an event at the Calgary Stampede on July 4, 2026, in collaboration with the City of Medicine Hat (Economic Development), Tourism Medicine Hat, and the Chamber of Commerce.
- Hosted Executive Come & Go and Academic Update on campus for faculty and staff.

K. Shufflebotham informed the Board that he has assumed the role of Chair of APSN.

N. Brown provided an update on enrollment figures. The projected Full Load Equivalent (FLE) for 2025–26 is 2,200, compared to actuals of 2,220 for 2024–25.

An Open House was held at both campuses:

- Brooks Campus: 78 guests attended, resulting in 22 applications.
- Medicine Hat Campus: 700 guests attended, resulting in 280 applications.

N. Brown provided an update on the autonomous degree process. Part A of the Bachelor of Social Work (BSW) proposal was submitted following the last Board meeting and is currently undergoing a system coordination review, during which other PSIs can provide feedback. No responses have been received to date; the deadline for comments is December 19, 2025. Part B of the proposal will be submitted afterward.

Medicine Hat College's Addictions Counselling diploma has officially been approved by the Canadian Addictions Counsellors Certification Federation (CACCF).

W. Resch provided an update on the Centre for Community Wellness project. The conceptual design phase is currently being completed. Following this, work will begin on programming, which will include consultations and meetings with stakeholders.

Employee Engagement survey was sent out in November, there was a 56% response rate. Results will be going to the Human Resources Committee in January.

The Strategic Plan refresh will take place between January and June 2026, with the finalized plan scheduled for implementation on July 1, 2026. The Board will be engaged as a stakeholder throughout the process and will receive updates at key stages.

6.2. Dual Credit Presentation

C. Whidden provided a presentation to the Board of Governors on Dual Credit.

7. IN-CAMERA

7.1. IN-CAMERA WITH PRSIDENT & CEO

Guests were asked to leave at this time.

MOTION: S. Beck

“BE IT RESOLVED THAT The Board of Governors moves in-camera with President & CEO at 5:05pm”

CARRIED

MOTION: E. Asare

“BE IT RESOLVED THAT The Board of Governors end in-camera with President & CEO at 5:17pm”

CARRIED

7.2. IN-CAMERA WITHOUT PRESIDENT & CEO

K. Shufflebotham left the meeting.

MOTION: K. Smith

“BE IT RESOLVED THAT The Board of Governors moves in-camera without President & CEO at 5:17pm”

CARRIED

MOTION: S. Beck

“BE IT RESOLVED THAT The Board of Governors end in-camera without President & CEO at 5:18pm”

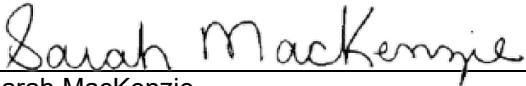
CARRIED

8. ADJOURNMENT


MOTION: E. Asare

“THAT the Board of Governors Public Board meeting of December 09, 2025, be adjourned at 5:18pm

CARRIED



Sarah MacKenzie
Board Chair, Board of Governors



Tiffany De Luca
Executive Assistant, Board of Governors