



**Minutes for the Board Meeting of the
Lethbridge College Board of Governors**
Tuesday, November 28, 2023
CE2341

Board of Governors

In Attendance

1. Brad Donaldson, President and CEO
2. Marni Hope
3. Michael Marcotte, Chair
4. Sheila French
5. Perry Stein
6. Joshua Day Chief
7. Janene Moch

Regrets

Kristine Cassie
Stefan Joseph
Calvin Scott
Nolan Johnson
Nicky Jensen

Guests

Dr. Kevin Smith, Dean, Centre for Business, Arts and Sciences
Marko Hilgersom, Registrar
Nancy Russell, Dean, Student Affairs
Debra Bardock, Dean, Health and Wellness
Sheldon Anderson, Dean, Centre for Trades
Candace Lewko, Associate Dean, CTED
Associate Dean, Marda Schindeler, Centre for General Arts & Sciences

MANAGEMENT:

Coreen Roth, Vice President People & Engagement
Kenny Corscadden, Vice President Research and Partnerships and Interim Vice President, Academic
Tracy Holt, Chief Financial Officer
Bryon Anderson, Director, Government and Public Affairs and Board Governance Officer – Closed meeting only
Amanda Paul, Executive Assistant & Board Administrative Support, President's Office

1.0 Call to Order

Michael Marcotte called the meeting to order at 3:05 p.m. and noted that quorum requirements were met. Michael spoke about attending the Metis flag raising and complimented Brittany Lee on what a great job she did organizing the day.

2.0 Setting the Context: Board Ends Framework – Michael Marcotte

Michael spoke to the board ends and reminded the board that this is what we are here for. As well, he summarized the significance of the “Hedgehog” governance model, this is a mind map to remind us and bring us into intentionality.

3.0 Consent Agenda

3.1 Approval of the Agenda for November 28, 2023

MOVED by Joshua Day Chief and seconded by Janene Moch THAT, the Board of Governors approve the agenda for the November 28, 2023 meeting. MOTION: CARRIED

3.2 Approval of the Draft Minutes of October 24, 2023

MOVED by Perry Stein and seconded by Sheila French THAT, the Board of Governors approve the Draft Minutes of the October 24, 2023 meeting pending a small correction from Perry Stein.

MOTION: CARRIED

4.0 Conflict of Interest Declarations

Michael reminded the board of governors to be mindful of any potential conflicts and bring them forward at the meetings. He then read 3.1 and 3.1.A to the room.

5.0 Association Reports

5.1 LCSA – Stefan Joseph – This report was not submitted

5.2 LCFA – Dave English

5.3 AUPE – Jill Siewert-Lemieux

Michael thanked the associations for their reports.

Michael asked if there were any questions or comments. Perry asked if there will be a response to the AUPE questions that were in the report. Coreen brought up that there have been conversations between the appropriate people in regard to Jill Siewert-Lemieux’s report.

It was also asked if we have a plan for better snow removal this year in response to AUPE identified concern. Tracy responded that Wim Chalmet does have a clearer plan for this year and that it has been communicated to appropriate parties. There are priority levels for snow removal around Lethbridge College.

6.0 Executive Leadership Team

6.1 President and CEO Report – Dr. Brad Donaldson

Lethbridge College had more international students than expected, this created a surplus. Tracy and the finance team are looking at a strategy for some of the surplus. There have been 2 approved uses for a portion of the surplus. One being, gifting approximately \$100K to the LCSA. Tracy met with them and are awaiting some ideas for the use of these funds. The second approved usage is to increase the current bursary that is available for emergency situations.

With the increase in international enrollment, there has been a strain on supports for these students. There has been approval for the hiring of 4 new positions to help support the international students.

Charlie McArthur presented to the Executive Leadership Team in November on the Southwest Alberta Graduate Retention Strategy. Input to be considered in future planning.

Kenny summarized that he has initialized 4 international strategy working groups. These groups will analyze where there needs to be more international student support.

Brad summarized where we are at with the Polytechnic status. Brad has met with the University of Lethbridge President, Digvir Jayas and he has given Lethbridge College their support. There will be a Memorandum of Understanding (MOU) drafted and signed between the 2 institutions. Perry asked, is there a concern of competition on degrees from the University of Lethbridge? Brad assured the board that the MOU will have definitive language that supports both Lethbridge College and the University of Lethbridge.

Brad held 3 Road to Ready town halls at the beginning of November, and they were well attended with over 300 people both online and in person. The feedback on the Mission, Vision, Values was great and there was strong endorsement from the institution.

6.2 Update on implementation of Road to Ready

Brad presented a PowerPoint which spoke to the next steps of Road to Ready known as the Road Ahead. Michael brought up that he appreciates how digestible this presentation was and that there is a clear path to the next steps.

7.0 Board Chair Report

December 5th is our Board of Governors Holiday Reception. Michael would like each board member to invite 3-4 people, Amanda will send out the current RSVP list to everyone.

Michael spoke with Minister Sawhney's Chief of Staff, Sarah Amiry at the Government of Alberta, she mentioned that the support for Lethbridge College to go Polytech status is there and that she will be in contact with more information very soon.

8.0 Committee Reports

8.1 Academic Council Recommendations – Dr. Kenny Corscadden

8.1.1 - Close Admissions and Program Suspension of Bachelor of Applied Arts - Justice Studies

MOVED** by Janene Moch and seconded by Josh Day Chief **THAT**, the Board of Governors approve the suspension of the Bachelor of Applied Arts - Justice Studies retroactively to July 1, 2023 and provide recommendation for approval to Alberta Advanced Education **Motion: Carried

8.1.2 General Arts and Science certificate

Michael asked a question in regard to a collaboration opportunity with the University of Lethbridge or do we see any conflicts? Kevin Smith responded that domestic students are interested in a 1 year program that is transferable. This would allow for more students to complete the program at Lethbridge College before moving onto the University of Lethbridge.

MOVED** by Janene Moch and seconded by Marni Hope **THAT**, the Board of Governors approve the new General Arts and Science certificate Program, effective July 1, 2024, and provide recommendation for approval to Alberta Advanced Education. **Motion: Carried

8.1.3 General Arts and Science (Science Pathway) certificate

MOVED** by Perry Stein and seconded by Janene Moch **THAT**, the Board of Governors approve the new General Arts and Science (Science Pathway) certificate Program, effective July 1, 2024, and provide recommendation for approval to Alberta Advanced Education. **Motion: Carried

8.1.4 General Arts and Science (Kinesiology Pathway) certificate

MOVED** by Janene Moch and seconded by Perry Stein **THAT**, the Board of Governors approve the new General Arts and Science (Kinesiology Pathway) certificate Program, effective July 1, 2024, and provide recommendation for approval to Alberta Advanced Education. **Motion: Carried

8.1.5 Primary Care Paramedic Certificate Program (PCP)

A question was asked; What does “owning” the program mean? Debra Bardock advised that we have brokered this program from NAIT and now we want to own it. Owning it means that we would own the curriculum and that we would be able to make changes to it as we see fit and not have to consult NAIT. NAIT is very supportive of this move.

MOVED** by Janene Moch and seconded by Marni Hope **THAT**, the Board of Governors approve the new Primary Care Paramedic Certificate Program, effective July 1, 2024, and provide recommendation for approval to Alberta Advanced Education. **Motion: Carried

8.1.6 Pipes Trades certificate

Michael asked if this program will be a part of the Collegiate and Sheldon Anderson advised that yes it will.

MOVED** by Janene Moch and seconded by Josh Day Chief **THAT**, the Board of Governors approve the new Pipe Trades certificate program, effective July 1, 2024, and provide recommendation for approval to Alberta Advanced Education. **Motion: Carried

8.1.7 Welder certificate

***MOVED** by Janene Moch and seconded by Perry Stein **THAT**, the Board of Governors approve the new Welder certificate program, effective July 1, 2024, and provide recommendation for approval to Alberta Advanced Education* **Motion: Carried**

8.1.8 Carpenter certificate

***MOVED** by Janene Moch and seconded by Brad Donaldson **THAT**, the Board of Governors approve the new Carpenter certificate program, effective July 1, 2024, and provide recommendation for approval to Alberta Advanced Education* **Motion: Carried**

8.1.9 Powerline Technician certificate

***MOVED** by Janene Moch and seconded by Marni Hope **THAT**, the Board of Governors approve the Powerline Technician certificate, effective July 1, 2024, and provide recommendation for approval to Alberta Advanced Education* **Motion: Carried**

8.2.0 Electrician certificate

***MOVED** by Janene Moch and seconded by Shelia French **THAT**, the Board of Governors approve the Electrician certificate, effective July 1, 2024, and provide recommendation for approval to Alberta Advanced Education* **Motion: Carried**

8.3 Governance and Human Resources Committee

8.3.1 – Board Policy Approvals – BP

***MOVED** by Michael Marcotte and seconded by Joshua Day Chief **THAT**, the Board of Governors approve the Board Policy – BP's as presented in attachment 8.3.1* **Motion: Carried**

8.3.2 – Board Policy EL

***MOVED** by Michael Marcotte and seconded by Joshua Day Chief **THAT**, the Board of Governors approve the Board Policy – EL's as presented in attachment 8.3.2* **Motion: Carried**

Perry summarized what was spoke about at the last Governance and Human Resources Committee meeting on November 14, 2023 and thanked the committee for their hard work on the review of the policies.

It was noted that board evaluations are coming in January and that they would be reviewed at the March 2024 retreat. The March retreat will also be a ¾ day and we are looking at changing the date of it. More information on a new date will come in December.

EL – 15 Naming of College Facilities, was not ready for approval at the last meeting and it will be coming back for review at the January 16, 2024 meeting.

Michael brought up that we will need 2 new Board members in June 2024, if anyone knows anyone, please put them forward to him. We will talk more about this at the January 2024 board meeting.

8.4 Finance, Audit and Risk Committee – Janene Moch

The committee met on Nov 7, and they went through the enterprise risk register. It was agreed that we should look at this two times a year.

The surplus of Lethbridge College was also talked about, and Tracy advised that two options have already been approved for some of the surplus. Lethbridge College is increasing the bursary from the current \$40K this year to \$200K. We have also partnered with the Lethbridge College Students Association to donate to their food bank. LCSA will be submitting an RFD for this.

9.0 Lethbridge College Annual Report 2022-23

There were some concerns about language and a few statistics that will be looked at before going to print. Brad also explained, that next year there will more graphics and pictures, the board was encouraged to have a look at Lakeland college's annual report.

MOVED by Sheila French and seconded by Perry Stein THAT, the Board of Governors approve the annual report for 2022-23 as presented in attachment 9.0 with the changes that were noted.

Motion: Carried

10.0 For Information

10.1 Board self-evaluation – Bryon was absent for the meeting and will send an update to the board via email.

10.2 Cyber security update – Tracy Holt

Cyber security is a growing concern for post-secondary institutions. There have been two institutions in Canada that have been hit hard. Lethbridge College deployed Cyber Security training in Oct, this training was mandatory for all staff. The results of this training will be available in 2024. We are working on two plans for cyber security and should have an update by the end of dec.

11.0 Question Period/Board Discussion

No questions or discussion

12.0 Adjournment

MOVED by Janene Moch THAT, the Board of Governors adjourns its open meeting of November 28, 2023 at 5:02 p.m.