



**Minutes for the Board Meeting of the  
Lethbridge College Board of Governors**  
Tuesday, October 24, 2023  
CE2341

**Board of Governors**

**In Attendance**

1. Brad Donaldson, President and CEO
2. Marni Hope
3. Michael Marcotte, Chair
4. Nicky Jensen
5. Nolan Johnson
6. Sheila French
7. Perry Stein
8. Joshua Day Chief
9. Calvin Scott

**Regrets**

Stefan Joseph  
Janene Moch  
Kristine Cassie

**Guests**

Dr. Kevin Smith, Dean, Centre for Business, Arts and Sciences

**MANAGEMENT:**

Samantha Lenci, Provost and Vice President Academic  
Coreen Roth, Vice President People and Business Services  
Kenny Corscadden, Vice President Research and Partnerships  
Tracy Holt, Chief Financial Officer  
Jennifer Yanish, Executive Assistant to the Vice President People and Engagement, Chief Financial Officer, Vice President Research and Partnerships  
Bryon Anderson, Director, Government and Public Affairs and Board Governance Officer

**1.0 Call to Order**

Michael Marcotte called the meeting to order at 3:03 p.m. and noted that quorum requirements were met. The Lethbridge College Land Acknowledgment video was played.

**2.0 Setting the Context: Board Ends Framework – Michael Marcotte**

Bryon and Michael will review the new model. The Board Ends will be included in future agenda packages and played on the screen at the beginning of each meeting, following the land acknowledgment.

### 3.0 Consent Agenda

- 3.1 Approval of the Agenda for October 24, 2024
- 3.2 Approval of the Draft Minutes of September 26, 2023

Going forward, Michael requested that the agenda for the current meeting and minutes of the previous meeting are approved via two separate motions.

Amanda, Brad, Bryon and Michael will meet one week after every board meeting to review any action items, current issues (e.g., government legislation) and identify agenda items for the next meeting.

*MOVED by Perry Stein and seconded by Calvin Scott THAT, the Board of Governors approve the consent agenda for the October 24, 2023 meeting.* **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.

### 5.0 Board Education

#### 5.1 ICD training and Niitsitapi microcredential

Bryon is compiling information and will present a training plan to the Governance and Human Resources and Finance, Audit and Risk committees.

#### 5.2 Boardvantage

Bryon is working with Nasdaq on a three-year contract for their comprehensive software, Boardvantage. This package includes email, survey, data storage capabilities as well as other tools for board members (e.g., tracking and notifications). The software is compatible with mobile and desktop devices. There is a 60-day free trial period before the license is activated. Bryon, Amanda and Brad will roll out training to the board members.

#### 5.3 Canvas Orientation

Byron has updated the training modules. Members are encouraged to log into Canvas and review the changes. Advise Amanda if there are any access issues.

The September 26 retreat provided an opportunity for team building. The half-day March retreat will focus on the Campus Master Plan. The document, which was created in 2017, will be re-

circulated to the board. Wim Chalmet, Director, Facilities Management, will be invited to a future meeting.

## **6.0 Association Reports**

6.1 LCSA – Stefan Joseph

6.2 LCFA – Dave English

6.3 AUPE – Jill Siewert-Lemieux

Michael thanked the associations for their reports.

Michael asked if there were plans in place to address results from the Guarding Minds survey. Coreen advised that the college is working with Kiersten Mohr, Terra Firma Consulting, and she facilitated focus groups for all employees last week. Additional conversations are ongoing to address some of the concerns that were raised.

A board member asked if a board position could be allocated for an Indigenous perspective. Post-secondary board representation is legislated.

The Executive Leadership Team’s commitment to psychological health and safety for all employees and students is commendable.

Michael noted significant capital in the LCSA budget. While the budget is prepared based on previous years, Nicky clarified their operating budget may fluctuate throughout the year based on needs. Food is currently a high priority for students, including international, and additional funding has been utilized to boost the food bank and pantry.

## **7.0 President’s Report**

Road to Ready and the college’s new mission, vision and values launches November 6 and three town halls have been scheduled with a workshop component. Four pillars will direct the work and strengthen alignment of operations going forward: people, programs, processes and partnerships. There will be an ongoing cycle of learning, tracking progress, evaluation, and execution. Brad plans to meet with Economic Development Lethbridge and Chamber of Commerce to socialize the new mission, vision and values within the community.

The Executive Leadership Team and Board of Governors hosted the Minister of Advanced Education Rajan Sawhney October 16 as part of her tour of Alberta post-secondary institutions. The meeting was engaging and she spoke highly of the college’s offerings and facilities. Conversations with the Minister and Deputy Minister Sherri Wilson are continuing regarding the value for Lethbridge College to become a polytechnic.

Brad attended Dr. Digvir Jayas' installation ceremony at the University of Lethbridge and brought greetings forward on behalf of Lethbridge College and Alberta colleges. He looks forward to collaborative opportunities between the two institutions.

Brad attended CIGan on the Hill, an advocacy-focused event, engaged with federal representatives and participated in the Employment and Social Development Canada Roundtable.

## 8.0 Board Chair Report

Had a short, but productive visit with Minister Rajan Sawhney on October 16.

Consider ways in which board members can liaise between the college and community and help strengthen enrolment and retention.

## 9.0 Committee Reports

### 9.1 Academic Council Recommendations

Michael read the motions to the board of governors.

#### 9.1.1 General Arts and Science Indigenous Career Pathways Certificate

Dr. Kevin Smith advised the program was set up in 2012 when the percentage of Indigenous students enrolled at Lethbridge College was very low and the program has outlived its usefulness. A stand-alone program offering a qualification that can be used as a pathway to other programs is being considered. Students are holistically supported regardless of their program.

Perry noted the University of Lethbridge offers a similar program. Having a conversation with Red Crow College and the University of Lethbridge was suggested to possibly build recruitment and collaboration and ensure a successful pathway. Ensure faculty are aware of the supports that are in place for Indigenous students.

***MOVED** by Calvin Scott and seconded by Nicki Jensen **THAT**, the Board of Governors approve the program suspension of the General Arts and Science Indigenous Career Pathways Certificate, effective July 1, 2023, and provide recommendation for approval to Alberta Advanced Education.*

**MOTION: CARRIED**

#### 9.1.2 Culinary Careers Diploma

Sam reported that the Culinary Arts Program launched in fall 2022. As mandated by the provincial government, the existing program is required to close.

***MOVED** by Nicky Jensen and seconded by Nolan Johnson **THAT**, the Board of Governors approve the program termination of the Culinary Careers Diploma, effective July 1, 2023, and provide recommendation for approval to Alberta Advanced Education.*

**MOTION: CARRIED**

## 9.2 Governance and Human Resources Committee

Perry reported that the committee is working through the policy review and recommendations will be brought forward to the November 28 board meeting.

### 9.3 Finance, Audit and Risk Committee

Tracy Holt delivered a presentation on the Lethbridge College 2022-2023 annual financial statements. The college received an unqualified audit report. There were no unadjusted differences. The Office of the Auditor General put forth a recommendation arising from the cybersecurity audit. The college's cybersecurity incident response plan needs to be updated and aligned with the Enterprise Emergency Management Plan.

A question was raised about moving accumulated surplus. This is used for capital funding and cannot be used for operating expenses, without approval from the province. The college is working on strategies for surplus and international to help guide where surplus funds will be allocated.

A member asked if the \$13.5M in endowments is a historical number and comparable with other colleges. Tracy will investigate this.

In-year surplus dollars were utilized to expedite much needed repairs on campus. The College ended the year with \$229K operating surplus.

Major 2023 capital projects include the Farm Stewardship Building transfer, Physical Education boiler project and Paterson HVAC upgrade. Asset retirement obligations consisted largely of lead-based paint and asbestos removal.

Overall, ancillary services increased this year. Tracy will circulate additional information to the board.

### 10.0 Lethbridge College Audited Annual Financial Statements

*MOVED by Calvin Scott and seconded by Sheila French THAT, the Board of Governors approve the audited financial statements for the year ended June 30, 2023 as presented in attachment 10.0.*

**MOTION: CARRIED**

### 11.0 Question Period/Board Discussion

Brad inquired if there is a process for when significant donors pass away and if/when a threshold may be applied. A policy discussion for recognizing history and donors may be needed.

A question was raised about the Builders' wall in Centre Core and the criteria. A publication was created to commemorate the college's 35<sup>th</sup> anniversary which acknowledges the college's visionaries and builders. Bryon will reach out to Stephanie Savage, Alumni and Engagement Manager.

### 12.0 Other

#### 12.1 Holiday Party December 5

The preliminary agenda for the Board of Governors Holiday Party was included in the agenda package. Members may bring a guest.

#### **12.2 Investment Management Agreement Update**

Tracy reported that the proposed performance metrics that were presented at the May Board of Governors meeting were approved by the Minister of Advanced Education. She clarified that a percentage of the college's base operating grant is conditional on achieving funding metrics: work integrated learning by school year, total domestic enrolment by school year, administration expense ratio, and graduate outcomes by survey year.

Michael will sign the amended and restated investment management agreement and it will be sent to the Minister's office for countersigning.

#### **13.0 Adjournment**

*MOVED by Michael Marcotte THAT, the Board of Governors adjourns its open meeting of October 24, 2023 at 5:01 p.m.*