

MINUTES
OLDS COLLEGE BOARD OF GOVERNORS' MEETING
THURSDAY, DECEMBER 8, 2011 – 8:30 A.M.
OLDS COLLEGE – BELL E LEARNING CENTRE – ROOM 955

OPEN SESSION

Present: Barry Mehr, Chair
Bob Clark
Shirley McClellan (*Via Teleconference*)
Annelise Doolaege
Joe Gustafson
Kim Goddard
Leona Staples
Gloria Beck
John Winton
Barry Graham
Dr. Tom Thompson

Vice Presidents
Jason Dewling
Stewart MacNabb
Jordan Cleland

Recording: Kim Jamieson

1. AGENDA

Addition of Item 4.9 – Trust Report – R. Clark
Removal of Item 4.2 – Audit Committee Report

A MOTION was made by Kim Goddard to adopt the Agenda as amended.

MOTION CARRIED

A MOTION was made by Shirley McClellan to enter into the Committee of the Whole.

MOTION CARRIED

A MOTION was made by Leona Staples to return to Open Session.

MOTION CARRIED

RETURN TO OPEN SESSION

2. REVIEW OF MINUTES OF OCTOBER 27, 2011 REGULAR BOARD MEETING -

A MOTION was made by Gloria Beck to approve the Minutes of the October 27, 2011 regular Board meeting as circulated.

MOTION CARRIED

3. MOTIONS OUT OF CLOSED SESSION

3.1. Partner of the Year

A MOTION was made by John Winton to approve the Senior Administration's recommendation for the 2012 Partner of the Year and to embargo the information until January 2012.

MOTION CARRIED

3.2. Faculty Professional Development – Restricted Net Assets

A MOTION was made by Joe Gustafson that professional development is considered an outcome of sustainability and as such the differing views regarding the Faculty Professional Development Fund be resolved on the following non-precedent setting conditions:

- *A Restricted Net Asset account for accumulated Professional Development monies be established (December 2011);*
- *A one-time \$75,000 allocation be deposited to the said restricted account;*
- *Monies unused from the Restricted Net Asset account be carried over if unused in 2011/12;*
- *The Professional Development Fund for Olds College Faculty Association be addressed in negotiations of the Collective Agreement to provide clarification of the intent of the article contained therein.*

MOTION CARRIED

4. GOVERNANCE PROCESS

4.1. Executive Committee Report

Bob Clark, Executive Committee member advised that the Executive Committee met on November 27th. They discussed the need for a new Order in Council as requested by the Ministry.

A MOTION was made by Robert Clark, that subject to the prior approval of the Lieutenant Governor in Council under section 67 of the Post-secondary Learning Act, the Board of Governors of Olds College authorizes and approves a 30-year lease agreement with Olds Hotel & Convention Centre LP in order to develop the Canadian Institute for Rural Entrepreneurship.

AND FURTHER THAT Senior Administration of Olds College is authorized on behalf of the Board of Governors of Olds College to negotiate and enter into a 30-year lease agreement, at a negotiated market lease rate, with Olds Hotel & Convention Centre LP. The area required in the lease agreement will be approximately two hectares.

AND FURTHER THAT all lease agreements purporting to be executed as provided in this resolution shall be valid and binding on the Board of Governors of Olds College.

AND FURTHER THAT the Board of Governors shall request that the Minister of Infrastructure recommend that the Lieutenant Governor in Council rescind Order in Council #271/2010.

MOTION CARRIED

4.2. Institutional Evaluation Committee Report

4.2.1. Orientation of New Committee Member

Annelise Doolaege, Committee Chair advised that orientation of the new committee member Leona Staples and VPAR Jason Dewling had been completed at their meeting in November.

4.2.2. Institutional Scorecard

Stewart MacNabb reviewed the Institutional Scorecard for the Board. He indicated that a range of measures are provided to the Board throughout the year, but when developing the scorecard it was recently refocused on critical measures. These measures were amended last year from 13 to 5. These measures are also embedded in the CIP. Additionally, the scorecard is utilized for the Annual Report.

4.2.3. Review of KPIs

The Institutional Evaluation Committee will be meeting later in December to review the KPIs. This will give the new members an opportunity to become familiar with the existing KPIs and will result in a more thorough review.

4.2.4. Revisions to Outcomes Monitoring Table

At its last meeting the Committee reviewed the Outcomes Monitoring Table. They suggested some revisions and the revised copy was attached to the Agenda package for Board member review.

A MOTION was made by Annelise Doolaege that the Board of Governors approve the revised 2011-2012 Outcomes Monitoring Timetable.

MOTION CARRIED

4.2.5. Stakeholder Survey

Annelise Doolaege advised that the stakeholder survey had been completed by the Departments of Agriculture and Rural Development, Infrastructure and Advanced Education and Technology. Overall the Committee was pleased with the comments received.

4.3. Sustainability Committee Report

4.3.1. Orientation of New Committee Member

Committee Chair Kim Goddard advised that the Sustainability Committee met on November 25th. Orientation of the new committee member was completed at that meeting.

4.3.2. Environmental Sustainability Survey Update

Stewart MacNabb advised that the survey for students and staff closed at the end of November. Analysis of the information received is now underway. The

response rate for staff was just over 50%, which is exceptional. Student response rate was just over 10%. A link for the survey was also sent to Board members.

4.3.3. "Yellow" Board Comment Sheet

The Comment Sheet was reviewed by the Sustainability Committee. Overall, it was agreed that the sheet was very useful but it is quite vague at this time. The Outcomes Monitoring Timetable report has so much good information in it, that possibly it should be utilized for the comment sheet.

4.3.4. Sustainability Presentation from Shaun Fox, Chair of the Olds Advisory Group for Sustainable Living

Shaun Fox provided a presentation to the Committee at its November meeting. In his presentation, Mr. Fox outlined the five dimensions of sustainability in the Olds Strategic Sustainability Plan, including economic, social, environmental, cultural and governance sustainability. It was agreed by the Committee that it would be beneficial to have Mr. Fox present to the Board perhaps in January.

4.4. Board Effectiveness Committee Report

Committee Chair Joe Gustafson advised that the priority for the Board Effectiveness Committee is the replacement of Board members. A Public Board Member is to be replaced and this will be discussed under Item 5.0 - Human Capital Criteria Review.

With respect to Board member replacements for AUPE and OCFA, a workshop will be held in February for potential candidates. Board members Kim Goddard and Annelise Doolaege indicated that both organizations are looking forward to that workshop.

4.5. External Relations Committee Report

Committee Chair Leona Staples advised that the External Relations Committee met in November and completed orientation for new committee member, Barry Graham, at that meeting.

4.5.1. Social Media Tools

Committee member Barry Graham spoke about social media from a student's perspective. He advised that the website is static and is only updated monthly. There are alternate means of social media (Twitter and Facebook) which would allow people to follow the Board or get a quick answer to a question. Utilizing this social media would enable the Board to become a resource and do some mentoring.

4.5.2. The Role of Board Members with Respect to 2013 Centennial

Leona Staples requested that the Discussion Topic for the January 2012 Board meeting be what the Board members' roles are with respect to the 2013 Centennial (i.e. expectations, liability and responsibilities).

4.6. Governance Policy and Board Bylaws Review Committees

Chair, Barry Mehr provided an overview of the Committees for the Governance Policy and Bylaws Review that is scheduled for February 22, 2012.

Joe Gustafson, Leona Staples and Gloria Beck are leaders of the groups. It is their responsibility to pull the groups together and do the reviews. Comments must be

submitted to the Board Secretary by February 8, 2012 (two weeks prior to the Policy Review Workshop).

4.7. Chairman's Report – *B. Mehr*

4.7.1. AACTI Update

Chairman Barry Mehr provided the Board with an update for AACTI. He advised as follows:

- The Executive of AACTI is currently undergoing a self-analysis to determine the value and purpose of the organization.
- There is a possibility that AACTI may offer to take over the administration office for Campus Alberta.
- Membership information was provided with respect to recent changes.
- Membership may dictate a name change for AACTI.

4.7.2. Research Funding and Administration Research

Chairman Mehr advised that the activities in support of research commercialization and its funding by the Alberta Government is under review. AACTI has indicated that they want to play a more active role in the administration of the research network that the Government of Alberta has.

4.7.3. ACCC 2012 General Meeting Attendance

A MOTION was made by Gloria Beck that Chair Barry Mehr attend at the ACCC meeting in Halifax in May 2012.

MOTION CARRIED UNANIMOUSLY

4.8. **11:30 a.m.** Industry Advisory Committee Guest

Jason Dewling introduced Industry Advisory Committee guest Jan Thompson, member of the Office Administrative Program Advisory Committee.

Ms. Thompson reviewed her career path since graduating from the Office Administrative Program. She indicated that the career opportunities with this program are limitless and enable students to work in many different fields. One of the challenges of this career is staying up to date with technology.

Jason Dewling reinforced the value of this program and advised that steps were recently taken in an effort to educate students on new technology. The program currently has eighteen full-time students and two part-time students.

4.9. Olds College Trust

Barry Mehr advised that the Trustees (as established by the Board at the October 27th meeting) had a meeting the evening of December 7th.

Bob Clark has been appointed as Chair to the Trust and as such provided the following report:

- The purpose of the Trust is to organize the business affairs as far as the hotel is concerned and allow the College to maintain its charitable status. It is also important for the Olds College Foundation to maintain its charitable status.

- In addition to Bob Clark being appointed as the Trust Chair, additional appointments were completed, including Recording Secretary, Legal Record Keeper and Financial Record Keeper.
- Signing authority was also designated. All five Trustees will have signing authority and any two of the five can sign with the provision that the President of Olds College and the Chair of the Board not be the two individuals signing together.
- A Certificate Document for the limited partnership to be created was signed.
- The Limited Partnership Agreement will also be signed entering into an agreement with the Pomeroy's.
- Calls for cash are forthcoming.
- The Trust will meet again in January and will review some of the documentation presented.
- The Trust will provide monthly reports to the Board.
- Additional liability insurance is being obtained for the Trustees.
- The Trust will have some cash requirements (i.e. bank fees, insurance, etc.). In that regard, the Trust approved a request to the College to deposit \$5,000.00 to the trust bank account.
- Stewart MacNabb advised of the critical importance of separating trust matters from college matters. Business Services staff will ensure that this happens so that the charitable status of the College is never compromised.

4.10. **1:00 p.m.** Update on 2013 Centennial Governance Team

VPAD Jordan Cleland advised that

- There are now draft budgets for each of the Centennial Signature events.
- There is also a draft budget for the Centennial book, as well as budgets for other incidentals.
- A Centennial Governance Team meeting is scheduled for next week.
- Employees for Business Services and Academic provided assistance to Kerry Moynihan in preparing the budgets.
- The opening of Calgary Campus is going to be the first signature event and will be held in January 2013. A chair has not yet been secured, but there are some candidates.
- Several chairs have been secured for signature events that need approval of the Board. A motion will be made subsequently.
- A potential major sponsor is being investigated for Feeding Canada & the World. As a result, the wording for the title of the event may change.
- Centennial sponsorship is growing.
- A designer and printer have been selected for the Centennial book.
- Confirmation has been provided from the Deputy Herald Chancellor that the Coat of Arms for Olds College has been granted.
- A Centennial Rose is currently being chosen.

Bill Quinney, Chair of the 2013 Centennial Governance Team provided an update to the Board with respect to the 2013 Centennial, including:

- The Governance Team has not met since Mr. Quinney last spoke with Board.
- Events will be profit orientated as much as possible.
- Jordan Cleland and Kerry Moynihan were thanked for their assistance with respect to the draft budgets. Stewart MacNabb was also thanked for providing additional staff support.
- The Finance Committee, led by John Schmeiser, has met once and will likely meet again before next team meeting.
- The budget will be brought back to the February Board meeting.
- The budget and numbers for the book will be discussed at the next Executive and Governance Team meetings.
- The potential major donation discussed by the Board reduces the risk of the Centennial and could take the Centennial to a different level.
- Information regarding the plowing competition budget was presented. The 60th World Plowing Match Committee hosted at the Agri-trade show which resulted in approximately 50 possible sponsors. The Chair of the 60th World Plowing Match Committee, Mark Kaun, is actively pursuing sponsorship.

President Thompson reminded the Board members of the importance of the contribution of volunteer hours by the individuals involved with Centennial.

5. DISCUSSION TOPIC

5.1. Losing a Valued Board Member and the Human Capital Criteria Review

Board Effectiveness Committee Chair Joe Gustafson led the Board through a process to identify human capital criteria for future Board members. Some of the most notable criteria included:

- Interest and passion for Olds College
- Agriculture knowledge
- CIRE/entrepreneurial
- Partnerships
- Independence of government - experience in venture capital
- Rurally minded, connected entrepreneur
- Social media / technology
- Distributorship / linkages
- Leader in field
- Time commitment / management
- Well connected

The Board Effectiveness Committee will consider the criteria identified and bring back to the Board the top three criteria.

6. SENIOR ADMINISTRATION

6.1. College/System Wide

6.1.1. Calendar of Events

President Thompson provided an overview of the Calendar of Events for the upcoming months. Some highlights include:

- In January the Board performance improvement process begins. As well, Board committees review their terms of reference.
- February will be a two-part Board meeting – February 22 will be the Board development workshop for Policy and Bylaw Review. Dr. Cindra Smith will be facilitating that workshop. Substantive and editorial changes for the Policies and Bylaws will be brought to the February 23 meeting. A joint dinner meeting with Mountain View County is to follow the Board meeting.

6.1.2. President's Report

President Thompson reviewed his report for November and December 2011, advising as follows:

- As part of the Executive for ECampus, President Thompson attended a meeting with the Minister of Advanced Education and Technology to discuss servicing the need for increased on-line learning activities.
- President Thompson recently met with the Ag Society and had a very productive and positive conversation.
- VPSS Stewart MacNabb attended a meeting with five or six other institutions to look at the common information system.
- The Innovation initiative had a very positive response from the college community. Twenty-nine applications were submitted and once the top three were chosen, approximately 600 votes were received.
- President Thompson spent an afternoon at the Alberta College Athletic Conference discussing with them the strategic plan review process.
- The Rotary Club has asked for a presentation on Centennial and President Thompson will be presenting that before Christmas.
- President Thompson presented to the Board of Governors at Lakeland College in October. Since that time, that Board has by motion made a commitment to embrace governance. President Thompson will attend at Lakeland College in February and April to take them through process.

6.2. Academic and Research

The written report of VPAR Jason Dewling was received. Jason Dewling reviewed his report and provided additional information in response to questions. Highlights of this report include:

- VP Dewling attending a meeting with representatives of the Department of Advanced Education and Technology regarding dual credit programing.
- Included in VP Dewling's report is the Academic and Research Division Plan. This report brings alignment with the CIP in tangible ways. Page 1 was created to show the big picture. Each school took ownership in completing the other pages. This report will undergo an annual review.

- Massive industry support has been received regarding the pre-employment motorcycle mechanics program.

6.3. Student and Support Services

The written report of VPSS Stewart MacNabb was received. Stewart MacNabb reviewed his report and provided additional information in response to questions.

Highlights of this report include:

- The Common ERP meeting that VP MacNabb attended closed with what the next steps would be. They will be looking to the software companies for possible systems. A range of institutions will be required to move this system forward.
- Strong investment earnings have allowed for significant improvements to be made to the Canadian Equine Centre of Innovations, including landscaping and grading work, installation of additional storm drains, parking lot improvements, creation of an exterior gathering area and general road work.
- With the completion of the Knowledge and Infrastructure (KIP), the College is now in a position to begin focusing on improvements for the interior of buildings.
- Steps are being taken to improve student retention.

6.4. Advancement

The written report of VPAD Jordan Cleland was received. Jordan Cleland reviewed his report and provided additional information in response to questions. Highlights of this report include:

- Fundraising for the period of November and December is positive.
- An on-line auction has been created and is accessible on the Olds College website.
- In mid-November the staff of Advancement had a strategic planning retreat recognizing the importance of upcoming year in relation to the Centennial.

A MOTION was made by Kim Goddard to appoint individuals as Chairs for Centennial Signature Events as follows:

- *Robert LaFlamme, 100 Years of Fashion*
- *Karilynn Marshall, Alberta Outstanding Young Farmers' Event*
- *Paul Gustafson, Community Celebration Festival*
- *Mike Nowosad, Feeding the World: Canadian 4-H Council/Alberta -H/Olds College*
- *Lanny McDonald, Olds College Golf Tournament*

MOTION CARRIED UNANIMOUSLY

7. **OUTCOMES**

7.1. Board Members' Review/Discussion/Questions on Outcome-by-Outcome Basis

Board member Leona Staples led the Board in the review of measures contained in the November/December Outcomes Monitoring Timetable. Administration provided additional information on the reports and answered questions.

SEM Report – report indicates that some of the numbers are down significantly and will need to be monitored. The College starts taking application as of November 1, so these numbers are very preliminary. Administration indicated that there is a changed approach on how students are going through admissions. Any student not accepted into one program is encouraged to look at another program.

Office of Student Recruitment and Admissions - Stewart MacNabb advised that some of the numbers included in this report are down, particularly with respect to the numbers of the fall of 2008. The critical difference between 2009-2011 and 2008 is that in 2008 students had to manually apply to each institution. In 2009 multiple applications could be done. As soon as the automated system was put in place the percentages on this report began to change. Numbers from 2009-2011 are fairly consistent. Discussion followed regarding deposits and application fees.

There was an increased effort last year to recruit students. The benefits of this effort will be realized in years to come. The cost of recruitment is not anticipated to drop in the next few upcoming years.

Facilities Measure – report indicates a decrease in backlog (54% in last year).

3-year Extension Non-credit - there has been a large reduction in the non-credit number because of the move towards credited programming.

Research Outcomes – qualitative information on second page of the report has been added. It was requested by Board members that information describing the particular project be added to that page.

Program Review – curriculum reform has just been completed. Currently, there is no process for annual review. Administration will get a process in place and then do a comprehensive review in five to seven years.

Investment Earnings – report indicates a return on investment rate of 8.65%. This report is indicative of the strong investment strategy that has been put in place. The criteria for investments are outlined in the investment policy.

7.2. Reminder to Provide Written Comments

Chair Barry Mehr reminded Board members to provide written comments regarding the measures reviewed in the Outcomes Monitoring Timetable for the months of November and December.

8. **REPORTS**

8.1. Olds College Students' Association

The written report of Barry Graham was received and reviewed. Highlights of the report include:

- OCSA has had some staffing/duty changes, resulting from the resignation of the HELP Centre coordinator.

- The Crossing is experiencing challenges to be profitable. Some of these challenges arise from restrictions placed on the Crossing by campus policies. The Vice Presidents are to meet with the Student Association to discuss this and bring forward possible solutions.
- The Students' Formal Christmas event was successful.

8.2. Tuition Fee Review

Stewart MacNabb advised that Advanced Education and Technology has indicated that Tuition Fee increases shall not exceed 1.45%.

The possibility of a tuition fee increase was discussed by Administration with the Student Association. The increase of 1.45% would result in the cost per credit increasing from \$141.30 to \$143.35. This increase for a full course load with 30 credits would result in an increase in tuition from \$4,239 to \$4,300 per year.

A MOTION was made by Barry Graham to increase tuition fees for Olds College by 1.45% for the 2012/2013 year.

MOTION CARRIED UNANIMOUSLY

8.3. Administrative Services Committee

8.3.1. Annual Report

Jordan Cleland reviewed the draft Annual Report with the Board.

A MOTION was made by Robert Clark to approve the 2010-2011 Olds College Annual Report.

MOTION CARRIED

8.4. Academic Council Committee

8.4.1. Policy D19 - Grading Policy

A MOTION was made by Joe Gustafson that the Board of Governors approve the addition of a statement indicating the minimum letter grade required to pass a course to Policy D19 – Grading Policy.

MOTION CARRIED

8.4.2. Policy D35 – Program Curriculum Committee Policy

A MOTION was made by Joe Gustafson that the Board of Governors approve the revisions to Policy D35 and Appendix I as presented.

MOTION CARRIED

8.4.3. School of Trades

A MOTION was made by Joe Gustafson that the Board of Governors approve the termination of the Pre-trades Programming and the following four specializations from the Olds College offerings, effective July 2012.

- *Heavy Equipment Technician*
- *Millwright*
- *Welding*
- *Carpenter*

MOTION CARRIED

9. CORRESPONDENCE

9.1. Correspondence – attached

2011-10-20	From Darrel Kennedy, Assiniboine Herald re: Olds College Coat of Arms
2011-10-25	From Minister Greg Weadick re: Barry Graham's Appointment to Board of Governors
2011-10-31	From Minister Evan Berger
2011-11-10	From Minister Ray Danyluk re: Access to Highway 2A
2011-11-10	To Minister Greg Weadick re: Leona Staples Appointment Extension
2011-11-14	To the Honourable Minister Ray Danyluk re: Access to Highway 2A
2011-11-21	From Minister Greg Weadick re: non-instructional fees
2011-11-23	From Deputy Premier Doug Horner

Meeting declared adjourned at 5:01 p.m.