



MINUTES
OLDS COLLEGE BOARD OF GOVERNORS MEETING
Thursday: May 23, 2019 9:00 a.m. - 3:30 p.m.
DMP Main Boardroom

Present:

Leona Staples, Chair
Donna Maxwell
Jeffrey Bengtson
Laurie Newsham

Mark Kaun
Gordon Cove
Jennifer Wood
Meghan Dear

Anita Heuver
Angela White
Stuart Cullum

Administration:

Debbie Thompson, VPASE

Patrick Machacek, VPDS

Greg Wiens, CFO

Recording:

Heather Steckly

OPEN SESSION

1. CALL TO ORDER

Chair Staples called the meeting to order at 9:00 a.m.

D. Maxwell was appointed as meeting monitor.

2. AGENDA

A MOTION was made by G. Cove to adopt the Agenda.

MOTION CARRIED

3. DECLARATION OF CONFLICTS OF INTEREST

Board members were asked to declare if they had any conflicts of interest relating to agenda items for the meeting and, if so, they should declare them in accordance with the Alberta Public Agencies Governance Act. J. Wood declared a conflict with respect to an item on the Committee of the Whole agenda.

A MOTION was made by D. Maxwell to enter into Committee of the Whole.

MOTION CARRIED

A MOTION was made by M. Kaun to return to Open Session.

MOTION CARRIED

RETURN TO OPEN SESSION

4. REVIEW OF MINUTES OF APRIL 25, 2019 REGULAR BOARD

A MOTION was made by J. Bengtson to adopt the minutes of the April 25, 2019 Board of Governors meeting as circulated.

MOTION CARRIED

5. MOTIONS OUT OF CLOSED SESSION

5.1 Order in Council

A MOTION was made by D. Maxwell that, subject to the prior approval of the Lieutenant Governor in Council under section 67 of the Post-secondary Learning Act, the Olds College Board of Governors authorizes and approves to sell its interest in the following lands:

Plan 1511332, Block 1, Lot 13

Plan 0813207; Block 1, Lots 4,5,7,9

Plan 0813207, Block 3, Lots 3,4,5,6,7,8

Plan 0813207, Block 4, Lots 1,4,5,6,7,8,9

which are surplus to the needs of Olds College.

MOTION CARRIED

6. OWNERSHIP LINKAGE

K. Van Bussel presented the Industry Advisory Committee report for the Agriculture Management Program. Areas of challenge that represent areas of opportunity for Olds College include providing opportunities for life-long learning for program graduates and integration of technology and data management into the program. The need for a global agriculture focus was identified as critically important for students. Based on input gathered from Mr. Bussel's network across the province, the results that would need to be achieved to ensure that Alberta leads in agriculture include: new and evolving agriculture programming that is continually reviewed and updated to ensure integration of the latest technology and practices while continuing to provide strong foundational learning, life-long learning opportunities for program graduates and learner pathways through the education system.

The Board noted that the strong focus on life-long learning supports the Ends work conducted at the Board Workshop on May 22, 2019. The items noted as necessary to achieve Board Ends are well underway, however, it will be important to remain vigilant to ensure continued awareness of future industry trends. The Ownership Linkage questions developed at the Board Workshop were discussed and it was agreed that consideration will be given to incorporating them into the Industry Advisory Committee presentation template for 2019/2020.

7. BOARD EDUCATION

Post Election Update / Government Relations - E. MacDonald and J. Ennis, Global Public Affairs

Global Public Affairs has been engaged by Olds College to provide guidance and input into government relations activities. Priorities for Olds College government relations include education and awareness, smart farm support, animal health technology facility and the Olds College role and mandate document. A document outlining key messages for Board member advocacy will be developed and provided to Board members.

8. ENDS ITEMS FOR DECISION

No Ends items were presented for decision at the May 23, 2019 Board of Governors meeting.

9. GOVERNANCE PROCESS ITEMS FOR DECISION

9.1 GP-11 Board Linkage with Ownership - *J. Wood*

9.1.1 Routine Content Review Worksheet

J. Wood reviewed Policy GP-11 Board Linkage with Ownership, noting that the policy is consistent with Policy Governance and outlines a plan that will guide the Board in gathering ownership input to be utilized in Ends work. No amendments to the policy were suggested.

9.2 Audit Committee Report - *A. Heuver*

9.2.1 Budget to Actuals Report

9.2.2 9x3 Forecast

CFO Wiens presented the Budget to Actuals Report for period ending March 31, 2019 which shows the budget to be on track. The forecast for the final quarter of the fiscal year indicates that, based on information known at this time, the College will end the fiscal period with a small surplus. Decisions that may be made with respect to the hotel as well as finalization of the 2019/20 budget have unknown impacts and the Board will be kept apprised with a further update at the June Board meeting.

9.2.3 2019 / 2020 Budget Development Update

The 2019/20 Budget is nearing completion and will be presented to the Board for approval at the June Board meeting.

9.2.4 Timing of Monitoring Evidence Provided to the Board

The Board reviewed the timeline for presentation of monitoring evidence to the Board. By consensus, the Board accepted the timeline as reasonable.

9.3 Coaching Report – April 2019

The Board reviewed the Coaching Report for April 2019. Suggestions for amendment to the Code of Conduct policy for consistency with the policy size Policy Governance principle will be incorporated. Feedback with respect to monitoring reports will be incorporated into future reports.

10. EXECUTIVE LIMITATIONS ITEMS FOR DECISION

10.1 EL-4 Financial Condition & Activities - *D. Maxwell*

10.1.1 Routine Content Review Worksheet

D. Maxwell reviewed Policy EL-4 Financial Condition & Activities. The policy was agreed to be comprehensive and complete. No policy amendments were recommended.

11. BOARD-MANAGEMENT DELEGATION ITEMS FOR DECISION

No Board-Management Delegation items were presented for decision at the Board of Governors meeting.

12. REQUIRED APPROVALS AGENDA

12.1 Academic Council

Academic Council members are appointed under the Post-Secondary Learning Act as Board representatives. As such, the Board is required to approve the appointment members for the upcoming academic year.

A MOTION was made by M. Kaun that the Board of Governors approve the appointment of the following members to Academic Council for the 2019/2020 Academic Year: Stuart Cullum, Debbie Thompson, Barb Mulholland, Dalin Bullock, Dan Daley, Gordon Gilchrist, Peter Mal, Christine Chalaturnyk, Jason Finnigan, Mary Medinsky.

MOTION CARRIED

13. MONITORING CEO PERFORMANCE

13.1 EL-12 Major Capital Projects - *L. Newsham*

13.1.1 Monitoring Report

A MOTION was made by G. Cove that the Board has assessed the monitoring report for Policy EL-12 and finds that it demonstrates compliance with a reasonable interpretation of the policy.

MOTION CARRIED

13.1.2 Monitoring Report Worksheet

13.2 EL-13 Major Co-Investment Partnership Development - *M. Dear*

13.2.1 Monitoring Report

A MOTION was made by D. Maxwell that the Board has assessed the monitoring report for Policy EL-13 and finds that it demonstrates compliance with a reasonable interpretation of the policy.

MOTION CARRIED

13.2.2 Monitoring Report Worksheet

- 13.3 EL-11 Investments - G. Cove
13.3.1 Monitoring Report (updated from April 25, 2019)
A MOTION was made by A. Heuver that the Board has assessed the monitoring report for Policy EL-11 and find that it demonstrates compliance with a reasonable interpretation of the policy except for the stated non-compliance with items 5.2, 5.3, 5.4 and 6 which the Board acknowledges and accepts the planned date for compliance.
MOTION CARRIED

14. MONITORING BOARD PERFORMANCE

- 14.1 GP-13 Governance Succession Planning
14.1.1 Monitoring Report Worksheet
The Board demonstrates compliance with the policy through current public member recruitment practices. These include development of human capital requirements for the position under recruitment as well as through maintenance of a competency matrix for the Board that is utilized to ensure that the human capital needs of the Board drive the recruitment process.
- 14.2 GP-14 Special Rules of Order
14.2.1 Monitoring Report Worksheet
The Board demonstrates compliance with the policy through meeting management and practices as set by the Chair. The Board maintains a commitment to following the process of Policy Governance while ensuring the ability for all Board members to participate in Board discussion and decision-making.
- 14.3 BMD-5 President Compensation
14.3.1 Monitoring Report Worksheet
Compliance with policy is maintained within provincial government legislative constraints.

15. INFORMATION REQUESTED BY THE BOARD

- 15.1 President
15.1.1 Calendar of Events
The President reviewed the Calendar of Events for the balance of the 2018/19 year, encouraging Board attendance at Convocation on June 1, 2019.
- 15.1.2 President's Report
15.1.2.1 COPPOA Submission
The following highlights were provided from the President's written report included in the agenda package:
- The Fashion Institute held another highly successful spring fashion show in May. This event provides opportunities for students and alumni to showcase their designs as well as for relationship development with industry leaders.

- Olds College was well represented at the Career Expo event held in Red Deer. Approximately 4,000 Central Alberta students attended to learn about career and post-secondary opportunities. Over 20 faculty and staff participated and showcased all that Olds College has to offer.
- A contract has been issued to develop the functional program for the Ag Tech Learning Hub with a goal to initiate facility renovation in June 2020 with a completion target of June 2022.
- A \$100,000 grant has been secured from Alberta Innovates to be put toward ag tech equipment for installation in the Smart Farm during the 2019 growing season.
- A systems-wide response has been provided to the Ministry of Advanced Education outlining the challenges facing the post-secondary sector and providing suggested strategies to improve the sector as a whole.

15.2 SAOC Report - *A. White*

The following highlights were provided from the President’s written report included in the agenda package:

- The Crossing restaurant will undergo a revamp of staff and renovations in anticipation of re-opening in the fall.
- The 2018/19 Yearbook is close to completion and will be issued in digital format only. This is anticipated to minimize print waste and postage costs for books not picked up by students.
- SAOC Executive members will participate in leadership conferences in preparation for the 2019/20 academic year.

15.3 OCFA Report - *K. Smyth*

An OCFA Report was not provided.

15.4 AUPE Report - *C. Taylor*

An AUPE Report was not provided.

16. NICE TO KNOW INFORMATION

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17. SELF-EVALUATION OF GOVERNANCE PROCESS AT THIS MEETING

D. Maxwell presented a self-evaluation report for the Board meeting. The meeting was efficient while allowing for fulsome discussion that included input from all Board members. Continued intention in ensuring opportunity for future-focused discussion remains important for the Board.

18. ADJOURNMENT

The meeting was declared adjourned at 3:30 p.m.