



MINUTES
OLDS COLLEGE BOARD OF GOVERNORS MEETING
Thursday, October 25, 2018 9:30 a.m. - 2:30 p.m.
Olds College Calgary Campus

Present:

Leona Staples, Chair
Mark Kaun
Laurie Newsham

Meghan Dear
Donna Maxwell
Gordon Cove
Bobby-Joe Borodey

Anita Heuver
Laura McKinnon
Stuart Cullum

Regrets:

Administration:

Debbie Thompson, VPASE

Patrick Machacek, VPDS

Mustansar Nadeem, VPCS / CFO

Recording:

Heather Steckly

OPEN SESSION

1. CALL TO ORDER

Chair Staples called the meeting to order at 9:55 a.m.

2. AGENDA

A MOTION was made by M. Kaun to adopt the agenda as presented.

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. No conflicts of interest were declared.

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

MOTION CARRIED

A MOTION was made by A. Heuver to return to Open Session.

MOTION CARRIED

RETURN TO OPEN SESSION

4. REVIEW OF MINUTES OF SEPTEMBER 27, 2018 REGULAR BOARD MEETING

A MOTION was made by L. Newsham to adopt the minutes of the September 27, 2018 Board of Governors meeting as circulated.

MOTION CARRIED

5. MOTIONS OUT OF CLOSED SESSION

5.1

6. OWNERSHIP LINKAGE

6.1 Industry Advisory Committee Guest: Darrel Knight representing the BAsC Agribusiness Program

D. Knight presented the Industry Advisory Report for the Agribusiness Program through the lens of Board Ends. The information provided was captured in the Analysis Guide for Ends Decision Information. The Board noted the strong support for the Ends as currently stated, particularly with respect to the Learners and Qualified People Ends policies. The information gathered will be utilized during Ends Content Review scheduled as part of the April 25, 2019 Board of Governors meeting.

6.2 Board Advocacy Breakfast Update

The Board Advocacy Breakfast will be held on November 8, 2018 at the Sheraton Hotel in Red Deer in conjunction with AgriTrade. Invitations have been sent out, however, uptake has been slow. Board members are asked to provide additional contacts from their networks for the event.

7. BOARD EDUCATION

7.1 Ag Tech Programming Overview

J. Benkie presented an overview of the proposed Ag Tech Programming for Board information. Following extensive collaboration and engagement with industry, internal stakeholders and students, three credentials in Agriculture Technology are under development. It is anticipated that the new programming will be presented to Academic Council for consideration in December. As these programs must be submitted to the Ministry for approval, the Board will be required to approve them in January. Should the Board waive its regular January Board meeting, the Board will be asked to provide an approval via electronic means.

7.2 Planning – *M. Nadeem*

Tabled to the December Board of Governors meeting.

7.3 Cyber Security Report - *M. Nadeem*

Tabled to the December Board of Governors meeting.

8. ENDS ITEMS FOR DECISION

8.1 Routine Content Review

8.1.1 Initial Review of Ends Policies

8.1.2 Monitoring Worksheets for Ends Policies

The Board conducted the initial review of the Ends Policies. As the policies were only recently developed, it was agreed that no amendments are required. It

was further identified that Ownership input to date supports the Ends as currently defined.

9. GOVERNANCE PROCESS ITEMS FOR DECISION

9.1 Routine Content Review:

9.1.1 GP-1 Governing Style

9.1.2 Monitoring Worksheet for GP-1 Governing Style

The Board considered the content of Policy GP-1 – Governing Style. The Policy was agreed to be clear and complete. The Board acknowledged that governance needs to be future-focused with a focus on obtaining ownership input. No amendments to the policy were identified at this time.

9.2 Board Meeting Dates

Over the past four years, the Board has, by motion, waived the January Board meeting. It is not clear at this time if a meeting will be required in January and the Board will consider this at the December meeting.

A MOTION was made by A. Heuver that the November Board meeting be held in conjunction with the December Board meeting on December 13, 2018.

MOTION CARRIED

9.3 Audit Committee Report - A. Heuver

9.3.1 Auditor General of Canada - Report to the Audit Committee

The Audit Committee met with the Office of the Auditor General to review the results of the 2018 financial audit. The OAG presented a clean audit report and the Board affirmed the work of administration in achieving this result.

10. EXECUTIVE LIMITATIONS ITEMS FOR DECISION

No Executive Limitations items were presented for decision at the October Board meeting.

11. BOARD-MANAGEMENT DELEGATION ITEMS FOR DECISION

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

12. REQUIRED APPROVALS AGENDA

A MOTION was made by L. Newsham to enter into the Committee of the Whole.

MOTION CARRIED

A MOTION was made by L. Newsham to return to Open Session.

MOTION CARRIED

- 12.1 2018 Olds College Financial Statements
Special Monitoring Report
CFO Nadeem advised that the OAG has not yet signed off on the 2018 Financial Statements. It was determined that the Board would delay approving the financial statements until such time as the OAG has signed off. If necessary, the Board will be asked to provide a motion for approval via electronic means.
- 12.2 Program Changes
Special Monitoring Report
- 12.2.1 Agricultural Management Program - Finance Major - *(attached) - suspension*
 - 12.2.2 Business Management Diploma Program - Marketing and Sales Major and Accounting Major - *(attached) - suspension*
 - 12.2.3 Agriculture Finance Certificate Program - *(attached) – termination*
 - 12.2.4 Agricultural Management Program - General Major - *(attached) - suspension*
 - 12.2.5 Hospitality and Tourism Programs - *(attached) - termination*
 - 12.2.6 Land and Water Resources Diploma Program - Environmental Stewardship Major and Rural Land Use Planning Major - *(attached) - termination*
 - 12.2.7 Land and Water Resources Diploma Program - Environmental Reclamation Program - *(attached) - termination*
 - 12.2.8 Office Administration Program - General Specialization - *(attached) - termination*
- A MOTION was made by M. Kaun to approve Items 12.2.1 to 12.2.8 on the Required Approvals Agenda as presented.*
MOTION CARRIED

13. MONITORING CEO PERFORMANCE

- 13.1 EL 4 - Financial Condition and Activities - *(external report)*
- 13.1.1 Monitoring Report
 - 13.1.2 Monitoring Worksheet
- A MOTION was made by G. Cove that the Board has assessed the monitoring report for EL-4 and finds that it demonstrates compliance with a reasonable interpretation of the policy, except for the stated compliance to be verified with respect to the Policy Statement and for which the Board acknowledges and accepts the planned date for compliance verification and except for the stated non-compliance with respect to Items: 4.c and 8 and for which the Board acknowledges and accepts the planned date for compliance*
MOTION CARRIED

13.2 EL 6 - Compensation and Benefits

13.2.1 Monitoring Report

13.2.2 Monitoring Worksheet

A MOTION was made by that the Board has assessed the monitoring report for EL-6 and finds that it demonstrates compliance with a reasonable interpretation of the policy, except for the stated compliance to be verified with respect to the Policy Statement, Items 2, 3.d for which the Board acknowledges and accepts the planned date for compliance verification.

MOTION CARRIED

14. MONITORING BOARD PERFORMANCE

14.1 GP-3 - Board Planning Cycle and Agenda Control

14.1.1 Monitoring Worksheet

The Board considered its compliance with Policy GP-3 Board Planning Cycle and Agenda Control. It was noted that there will be amendments to the Agenda Cycle as it is refined over the course of the year. The Board Secretary will capture any amendments required and provide a compilation for Board consideration toward the end of the Board year. It was agreed that the Board will need to be vigilant to ensure that there is time in the agenda for future-focused discussion and policy content review.

14.2 GP 4 - Role of the Board Chair

14.1.2 Monitoring Worksheet

The Board considered its compliance with Policy GP-4 Role of the Board Chair. The Board affirmed the work of the Board Chair and, by consensus, agreed that the Board is in compliance with Policy GP-4.

14.3 Coaching Report - September 2018

The Board reviewed the Coaching Report arising out of the September Board meeting. The Board will continue to refine its approach to the Required Approvals Agenda.

15. INFORMATION REQUESTED BY THE BOARD

15.1 President -S. Cullum

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

VPASE Highlights:

- Aligned with Driver #2 of the 2025 Strategic Plan, Olds College welcomed 513 attendees to the OC Open House
- Enrolment continues to be strong with the anticipation of a 10% increase in new student enrolment year over year
- The Strategic Plan identifies a goal of 450 students annually in dual credit opportunities. In support of that goal, two new dual credit courses opened this

year, one in Hospitality and Tourism and the other in Welding. Both have been well received

VPCS Highlights:

- Development of a Campus Master Plan is underway. As a first step, a long term academic and research vision for Olds College will be created and the long term vision will be utilized to drive the master plan for Olds College
- A business case with respect to the AHT program is under development in support of the \$9M funding request to be included in the CIP. The business case is to be completed by the end of November for submission to the Ministry
- In anticipation of the growth targets included in the Strategic Plan, work is being done on a campus wide space utilization program. This will allow us to see how efficient we currently are and how we can be more efficient and effective in the use of our existing space

VPDS Highlights:

- National media pickup from a Cannabis Production report out of Sundial included an OC student speaking on camera and showcased the College in a great way
- Harvest is winding up on campus. Olds College hosted the TAC Best Practices Workshop with national participation which was very successful
- We hosted the first Smart Ag Engagement Group, a leadership group of about 40 industry representatives. If we truly want to be an organization that is responsive to growth and development, it is necessary to convene this type of group and allow them to lead the way
- Art was a panel member of the PIC meeting in Winnipeg
- In response to the needs of the internal community, a hard copy newsletter will be published 8 times per year in an effort to provide a balance between digital and hard copy communications. Much work has been done through the President's office to create a dynamic, connected environment within the internal community and this is a tool that will support this initiative

President Highlights:

- Travelled to Australia to attend and present at the WFCP Conference. While there, spent time visiting industry and post-secondary Smart Ag initiatives. These international connection points are important for the success of the Olds College Smart Farm
- Meetings are planned with the DM of Economic Development and Trade and Advanced Education to ensure understanding of the future direction of Olds College. The focus of the meetings will be to share the Strategic Plan, and position Olds College Ag Tech programming and advocate for tech seats within the agriculture sector and position the AHT program and the critical need for infrastructure development

15.2 SAOC Report - *L. McKinnon*

L. McKinnon presented the following highlights from her written report included in the agenda package:

- Together with Health and Wellness planned and supported “Orange Shirt Day” to build awareness around residential schools and impact on indigenous peoples
- In collaboration with the women’s Broncos Women’s Hockey team and Red Deer College, supported the “Pink in the Rink” initiative to raise funds in support of the Central Alberta Cancer Centre
- The Student Services Community Engagement initiative is being made available to all students. The program provides an honorarium to students who volunteer in the community
- The Alberta Students’ Executive Council held a goal setting conference and the SAOC Academic VP was able to attend
- Free self-defense classes are being made available for students in an effort to increase safety on and off campus

15.3 OCFA Report - *K. Smyth*

K. Smyth presented the Faculty Association report to the Board. As this is a new initiative, the reporting process is likely to evolve over time. The Faculty Association is appreciative of the opportunity to provide a report to the Board and looks forward to the increased collaboration and communication.

16. NICE TO KNOW INFORMATION

16.1 Academic Council Minutes - *for information only*

17. SELF-EVALUATION OF GOVERNANCE PROCESS AT THIS MEETING

By consensus, the Board agreed that overall the Board is honoring the policy governance process and keeps the principles of policy governance at the forefront during meetings. Areas where improvement can be made are: increasing the future-focus of the agenda and items before the Board and making governance decisions rather than reacting to recommendations from administration. The strength of the Board is in collective decision-making and encouragement of a diversity of viewpoints at the Board table.

18. ADJOURNMENT

The meeting was declared adjourned at 2:25 p.m.