
BOARD OF GOVERNORS MEETING – OPEN

5:00 p.m. – 6:00 p.m. Wednesday, November 27, 2024
SMED Boardroom, 3rd Floor, Heritage Hall

MINUTES

Committee Members:

Erickson, David, Chair
Ross, David
Annesley, Janet (*Regrets*)
Bailey, Cameron
Ahmad Baker (*Regrets*)
Billington, Susan
Fleming, Tonya
Kad, Sanjeev
Kowalchuk, Teela
Lauder, Robert
MacDonald, Ryan
Murphy, Lara
Santiago, Lance (*Regrets*)
Sekhon, Ravdeep
Trache, Andy
VanApeldoorn, Candace

Resource:

Bourassa, Emily, CFO & VP, Corporate Services
Buchholz, Marcia, VP, People and Culture
Butler, Mark, VP Corp Development & Applied Research and International
Magotiaux, Heather, VP, External Relations
Welch, Janet, VP, Academic
Ruptash, Tracy, EA to the Board of Governors

Guests:

Jaclyn Damboise, Associate Director, Sustainability
John Partington, Director, Equity, Diversity and Inclusion

PRELIMINARIES

1. CALL TO ORDER

The Chair called the meeting to order 5:10 p.m.

2. REVIEW AGENDA

The agenda was received as presented.

3. DECLARATION OF CONFLICT OF INTEREST

No conflicts of interest were declared.

4. CONSENT AGENDA

MOTION:

THAT the Board of Governors has undertaken a full review of the items and motions on the Consent Agenda and approve as presented.

- (a) Board of Governor Minutes September 4, 2024 (Open)
- (b) Board of Governor Minutes September 4, 2024 (Open)
- (c) Program Approvals
 - i) English Language Foundation Program Load and Specialization Change
 - ii) English Language Foundation Program New Specialization
 - iii) School of Advanced Digital Technology Certificate Load Changes
 - iv) Remotely Piloted Aircraft Systems Diploma Program
- (d) Program Terminations
 - i) Geomatics Engineering Technology Program – Mapping Specialization

Moved: L. Murphy
Seconded: R. Sekhon
CARRIED BGP241127-01

PRESENTATIONS

5. EQUITY, DIVERSITY AND INCLUSION ANNUAL PRESENTATION

The Director, Equity Diversity and Inclusion provided an update of activities to date. The Board were provided with a presentation on the progress and impact of the EDI Strategy Plan through the lens of both student and staff. A copy of the EDI Annual Report was received for information purposes.

6. SUSTAINABILITY PRESENTATION

The Sustainability Coordinator provided an update of activities to date. The Board were provided with a presentation on the progress and impact of the Sustainability Plan and road map through the lens of both student and staff.

REPORTS

7. CHAIR'S REPORT

The Board Chair provided a verbal report.

The Chair advised that the Ministry, Advanced Education have created a panel on Post-secondary Institution Funding and Alberta's Competitiveness both domestic and global. As part of the panel's review process they will be seeking to engage institutions to understand current funding challenges.

8. PRESIDENT'S REPORT

Report received.

The President and CEO provided a summary of the report as presented. Highlights include the recent announcement of a gift agreement from the Paaw Foundation to support the new Hospitality and Tourism Teaching Campus.

9. SAITSA PRESIDENT’S REPORT – NONE

10. ACADEMIC COUNCIL REPORT

The Vice President, Academic provided an update on Academic Council activities to date.

The Board were advised that the audit evaluation for quality assurance by Campus Alberta Quality Council has successfully concluded. The Board were informed that the standing committees for the 2025/2026 Academic year have been formed namely; Student Feedback Program and Industry Relationship Committee. The Council received and approved program changes presented to the Board and advised that a number of policy and procedures are under review and will be presented to the Board at a future date.

BUSINESS ARISING FROM THE PAST MINUTES - NONE

NEW BUSINESS

11. DOMESTIC TUITION FEES AND MANDATORY NON-INSTRUCTIONAL FEES

The Chair, Audit Committee provided a summary of the Domestic Tuition Fees and Mandatory Non-Instructional Fee proposals.

The Board are asked to approve the 2025/2026 domestic Approval for an average increase of 2%, management undertook a significant review of the fee structure. Within provincial legislation. Higher percentages due to cost of delivery. Stayed within provincial legislation. The committee discussed whether the tuition and fees were competitive across other post-secondary institutions. It was reported that fees are within competitive. Capital plan deal with equipment, also healthy wait list. It was also reported that domestic enrolments would surpass international. The analysis undertaken is robust, should the market within programs soften a consideration to open to international would be considered.

Mandatory Instructional Fees have not increased and are not cost recoverable recognizing that facilities are limited.

- (a) Domestic Tuition Fees and MNIF Supporting Material
Report received.

MOTION:



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THAT the Board of Governors accept the recommendation of the Audit Committee and approve the 2025/26 Domestic Tuition and Mandatory non-instructional fees.

Moved: R. MacDonald
Seconded: C. Bailey
CARRIED BGC241127-02

12. BOARD GOVERNANCE

(a) Board of Governors Terms of References

The Chair of the Governance Committee provided a summary of the revisions to the Board of Governors Terms of References. The ToR's were updated with inclusive language, no further changes are being recommended.

MOTION:

THAT the Board of Governors accept the recommendation of the Governance Committee and approve the 2024-2025 Terms of Reference for the Board of Governors, Board Chair, Board Members and President and CEO as presented, effective November 27, 2024.

Moved: L. Murphy
Seconded: C. VanApeldoorn
CARRIED BGC241127-03

(b) Board of Governors Committees Terms of References

The Chair of the Governance Committee provided a summary of the revisions to the Board of Governors Committees Terms of References. Revisions to the Audit Committee, Investment and Executive Committee were presented. No changes were recommended to the Joint Board Executive Committee: Major Capital and Governance Committees Terms of References at this time.

MOTION:

THAT the Board of Governors accept the recommendation of the Governance Committee and approve the revisions to the Audit, Investment, Governance, JBEC:MC and Executive Terms of References, as presented.

Moved: T. Fleming
Seconded: T. Kowalchuk
CARRIED BGC241127-04



13. BOARD APPOINTED MEMBERS TO ACADEMIC COUNCIL

The Vice President, Academic advised that representation to the Academic Council has been updated and is presented for Board approval.

MOTION:

THAT the Board of Governors appoints Maureen Toews and Jamie McInnis to Academic Council for 3-year terms to expire no later than June 30, 2027, as presented.

Moved: T. Fleming
Seconded: C. VanApeldoorn
CARRIED BGC241127-05

14. IN CAMERA

At 6:01p.m. the Board went to an in-camera session.

INFORMATION

Reports received.

15. Department Name Changes

(a) External Relations

The Division of External Relations is proposing a name change to *Student Affairs and External Relations* to better reflect the updated structure of the division. In accordance with SAIT Procedure AD.1.8.1 School, Department or Division Name Change the name change has been approved by Executive Management Committee and Management Council following which the Board of Governors shall be informed of the change.

(b) Employee Services

The Division of Employee Services is proposing a name change to *Human Resources* to better reflect the updated structure of the division. In accordance with SAIT Procedure AD.1.8.1 School, Department or Division Name Change the name change has been approved by Executive Management Committee and Management Council following which the Board of Governors shall be informed of the change.

FUTURE AGENDA ITEMS

NEXT MEETING

The next meeting of the Board of Governors is scheduled for Wednesday, March 12, 2025

ADJOURNMENT

The meeting was adjourned at xxx p.m.



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Chair: _____ President and CEO: _____