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## BOARD OF GOVERNORS -- PUBLIC MEETING

3:30 p.m. Tuesday, November 18, 2014

### MINUTES

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#### **PRESENT:**

##### **Board Members:**

Lougheed, Joe, Chair  
Brannan, John, Vice Chair  
Crossett, Andrew  
Culbert, Heather  
Demosky, Bart  
Langlois, Sophia  
Leslie, Bruce  
Ramsay, Doug  
Roberts, Amanda  
Ross, David  
Russell, Thane  
Stock, Jared  
Stroobant, Richard  
Upright, Randy

##### **Resource:**

King, Wayne, CFO, Senior Vice President  
MacDonald, Maureen, Assoc. VP, Communications and Marketing  
Zahavich, Alex, VP, Corporate Development and Applied Research

Golding, Marilyn, Executive Assistant

##### **GUESTS:**

Read, Rosemary, Chair, AUPE Local 39

#### **REGRETS:**

Cowley, Ian  
MacPhail, Keith

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#### **1. CALL TO ORDER**

The meeting was called to order at 3:20 p.m.

#### **2. REVIEW AGENDA**

Two items were added to the agenda: Travel Expense Policy and Procedures, and Strategic Planning. With these additions noted, the agenda was approved.

#### **3. DECLARATION OF CONFLICT OF INTEREST**

There were no conflicts of interest declared.

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#### 4. CONSENT AGENDA

That the Board approves the following items within the Consent Agenda:

- (a) Board of Governors Public Meeting – Minutes of April 25, 2014

#### MOTION:

That the Board of Governors approves the Consent Agenda as submitted.

**Moved: J. Brannan**  
**Seconded: A. Crossett**  
**CARRIED**

#### BUSINESS ARISING FROM PAST MINUTES – NO BUSINESS ARISING

#### 5. CHAIR'S REPORT

- Joe Lougheed introduced and welcomed new Board members Heather Culbert and Thane Russell.
- On Friday, November 14, 2014 the University of Alberta announced David Howard Turpin as its 13<sup>th</sup> President and Vice-Chancellor.
- Fellow Board member and SAITSA President Jared Stock was named Athlete of the Week and a brief video featuring Jared was shown.
- Upcoming Events:  
Constituents Group Reception: The reception will take place this evening, immediately following the Board meeting.  
Board Holiday Reception and Dinner: Thursday, December 4, 2014. This event will be held at the Art Smith Aero Centre and will honour retiring Board Chair Bill Lingard, along with retiring Board members Gary Bentham, Wayne Henuset and Paul Storwick.

#### 6. PRESIDENT'S REPORT

President Ross reported on the following items:

- The President reported that he was invited by Polytechnics Canada to attend federal finance committee hearings in Ottawa in October. Questions were raised regarding existing federal program effectiveness, data requirements, required changes and human resource programs.

- The President and fellow Board member Randy Upright also participated in a National Strategy Group meeting that included the attendance of the Hon. Joe Oliver, Minister of Finance and representatives from the PMO.
- The new Canada-Alberta Job Grant (CAJG) was announced that will provide training subsidies to Alberta businesses. Under the grant, employers will be required to cover a minimum of one-third of the costs associated with direct training. SAIT offers a number of programs that are closely aligned with CAJG criteria.
  - The first Regional Presidents meeting was convened with representation from across all western provinces in line with the Premiers efforts and the New West Partnership.
  - The President, Joe Lougheed and SAIT's Executive met with the Hon. Don Scott, Minister of Innovation and Advanced Education along with his Executive Director and Executive Assistant on November 10. While it's still early days for this new Ministry, he felt the meeting went well.
  - It is anticipated that the upcoming provincial budget will incorporate the impact of lower oil prices and subsequent effect on post-secondary funding.
  - The Learner Success Centre in the Centre for Academic Learner Services, MC211, will be named the "Lamb Learner Success Centre" in honour of Trevor and Gail Lamb and their significant gift to SAIT in the amount of \$700,000.
  - The Strategic Plan was launched in October, with the information sessions well attended (600+ participants), including two sessions with industry. The next step will be business plan development with the Deans and Directors.
  - The first fall convocation took place on October 16, 2014 with over 400 grads and the awarding of an honorary degree to Fred Desjarlais. Another first was SAIT's convocation ceremonies taking place in Australia and Kazakhstan.
  - ATB Financial has partnered with SAIT to offer the new SAIT Honours Rewards MasterCard.
  - A third "Doors Open for YYC" event took place at a variety of city venues that included the Art Smith Aero Centre and the downtown Culinary Campus.
  - The recently held Transfers Option Week saw the highest number of schools participating – 32 in all – from countries such as the US, Australia and Denmark. Approximately 700 students participated.
  - The Career Exploration Program is steadily growing – the program started last year working with the two school boards, and will have 1,800 grade nine students visiting the campus. The program has been very well received, with the number of sessions growing from 20 last year to 40 this year.
  - The SAIT/NAIT relationship continues to develop and has expanded to now include Deans discussing common issues such as capacity, growth and scholarly activity, etc.

- The Distinguished Alumni and Outstanding Young Alumni Awards Presentation Ceremony was held on October 30, 2014. 2014 Distinguished Alumni Stephen Harke and Paul Rogalski were honoured, along with Outstanding Young Alumni Rosalyn Ediger, Adam Loria and Catherine Oshaneck. It was a great event with over 300 in attendance.
- SAIT hosted the 2014 Canadian Collegiate Athletic Association (CCAA) Cross-Country Running National Championships November 7 and 8, 2014. SAIT won silver (women) and bronze (men) at the Alberta Colleges Athletic Conference (ACAC) Championships at the end of October.
- About five years ago SAIT undertook a targeted effort at retaining students. In 2010 student retention was at 69% - 70%, today it now sits at 83% - 84%.
- Applications have opened for 2015-2016 academic year. Early submissions are ahead of the previous year including the recently held Open House being our largest ever with about 15,000 visitors. This included over 4,000 based-in high school students from across southern Alberta.
- The President was invited to speak at the World Federation of Colleges and Polytechnics (WFCP) World Congress 2014 in Beijing. The Chinese government is directing its efforts towards developing a greater number of applied education universities and he was invited to provide his opinions as to what that model might look like.
- SAIT received a number of recognitions:
  - Was again named as a Leading Applied Research Institute amongst Polytechnics and Colleges in Canada;
  - GE Innovations recognized SAIT as a leader in Energy Sector training.

## **7. SAITSA PRESIDENT'S REPORT**

- SAITSA held its Mental Health Awareness Week, bringing in Kevin Breel as a speaker, which garnered very positive feedback. The “Pet a Puppy” event also returned, along with Mental Health Day in the atrium.
- This Thursday, November 20 will mark the one-year opening of the Student Support Centre.
- Financial Awareness Week took place that offered sessions on financial resources, knowledge and advice to help students manage their finances.
- There was a free Thanksgiving Dinner provided to those students who were not able to be home with their families.
- The first Pride Night will be held Wednesday, November 19 at the Student Support Centre.

- The SAIT Student Art Show will be held at the Odyssey Coffee House that specifically presents SAIT students' artwork.
- The End Violence Towards Women Awareness Day is scheduled to be held Wednesday, December 3.
- A trial period will take place offering free breakfasts every day to students at the Student Support Centre.
- The VP Academic and the SAITSA Resource Centre are vastly improving the SAITSA Food Bank, collaborating with faculty to raise awareness of the food bank on campus. Over the past two and a half months, the food bank has assisted over 25 students.
- SAITSA has created a new role entitled Manager, Governance and Advocacy to improve the organization.
- A small group has been formed to work on a best practices manual for students and industry to connect with each other.
- Board Chair Joe Lougheed will be meeting with the legislative body at SAITSA for an information session.
- Several committees have been struck by the Student Legislative Council as follows:
  - i. Sustainability Committee
  - ii. Campus Improvement Committee
  - iii. Governance Committee
  - iv. Financial Committee
  - v. Student Engagement Committee
  - vi. Satellite Campus Committee
  - vii. External Advocacy Committee
  - viii. Strategic Planning Committee

## **8. ACADEMIC COUNCIL**

The minutes of the Academic Council meetings held April 8, 2014, May 13, 2014 and September 23, 2014 were reviewed. These documents were included in the meeting package forwarded prior to the meeting.

The next Public meeting of the Board of Governors will be held at 4:00 p.m. on Wednesday, January 28, 2015.

## **9. FINANCIAL REVIEW OF EXPENSE POLICY AND PROCESS**

Governance Committee Chair Randy Upright informed the Board that the Governance Committee was tasked by the Board Chair to review the travel expenses policy and

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procedures. The Governance Committee agreed that this assignment could be conducted with the team of Audit Committee member Sophia Langlois, Senior Vice President and CFO Wayne King and the Chair of the Governance Committee.

Randy Upright reported that the three met earlier in the day to review the expenses policy and procedures and were satisfied that the current procedures are suitable, and that proper measures are in place. A further review at this time was not required. However, it was noted that a follow-up review should be conducted in 2015 in an effort to ensure that the policy and procedures remain robust, reasonable and defensible.

#### **10. STRATEGIC PLAN**

The President provided a brief history of funding provided by the provincial government. With oil prices dropping and possible consequences of funding decreases, it may be prudent to consider various one, two and three-year contingency plans and factor in how prepared SAIT is to understand what those cuts could be.

It was noted that dates and times for Planning Session Team Meetings are in place, and the team is looking forward to building upon last year's session.

There being no further business the meeting adjourned at 4:09 p.m.

Chair: \_\_\_\_\_ President and CEO: \_\_\_\_\_

/mg  
January 15, 2015