

PUBLIC MEETING/BOARD OF GOVERNORS
5:00 p.m., March 24, 2003
SMED Boardroom MA317, Heritage Hall

CHAIR: Doug Mitchell

GOVERNORS PRESENT: John Aldred
Brent Altwasser
Al Browne
Marcel Carpenter
Norm Donaldson
Irene Lewis
Bill Maxwell
Ruth Ramsden-Wood
Beth Reimer-Heck
Michael Rott
Kat Tsakumis

GOVERNORS EXCUSED: Dave Buffett
Frank Duffin
Blaine Favel
Robert Pierce

RESOURCE PERSONS: Michael Dyer, Vice President, Employee and Student Services
Gord Nixon, Vice President, Academic
Keith Pedersen, Vice President Finance and CFO

EXECUTIVE ASSISTANT: Marg McKelvey

PRELIMINARIES

1. CALL TO ORDER/INTRODUCTIONS

The Chair called the public meeting to order at 5:03 p.m. and extended a special welcome to all guests. He then established protocol for the meeting. The business of the meeting is for the discussion of Board members and resource individuals presenting at the request of the Board. Members of the public or others in attendance are observers only and are not entitled to speak or ask questions at the meeting – questions should be submitted in writing to Marg McKelvey.

2. REVIEW AND APPROVE AGENDA

MOVED by Marcel Carpenter and **SECONDED** by Brent Altwasser that the agenda for the March 24, 2003 public meeting of the Board be approved as distributed.

MOTION

Carried

3. DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interest declared.

CONSENT AGENDA

4. APPROVAL OF ITEMS ON BOARD'S CONSENT AGENDA

MOVED by Mike Rott and **SECONDED** by Kat Tsakumis that the Board of Governors approve the following item on the Board's Consent Agenda as submitted:

MOTION

- Approval of Minutes of November 25, 2002 Public Meeting of the Board

Carried

PRESENTATIONS

5. UPDATE/CALGARY AIRPORT AUTHORITY AND SAIT – ACTT PROJECT

The Executive Committee met on March 10th to discuss a major item regarding \$1.25 million in funding for construction of an aircraft apron for the ACTT Project. Following discussions with the Calgary Airport Authority, they agreed to pay the cost of the apron.

Beth Reimer-Heck joined the meeting at 5:05 p.m.

The official opening and naming of the Centre took place on March 21. Attendees included Cabinet Minister, MLAs, members of the aircraft industry, etc. SAIT will now move forward with the Centre.

COMMITTEE/WORK TEAM REPORTS

Governance and Priorities Committee – Ruth Ramsden-Wood reported that the Committee met on March 18th. She reported on the following items:

6. PROGRAM NAME CHANGE - INFORMATION TECHNOLOGY PROFESSIONAL PROGRAM

Information Technology Professional Program curriculum was provided to SAIT by the Software Human Resources Council (SHRC). SAIT and BCIT have jointly developed an improved program - the *Technology Infrastructure Management Program*. The new collaboration with BCIT will provide joint funding for curriculum development and marketing. The curriculum is 75% complete.

MOVED by Ruth Ramsden-Wood and **SECONDED** by Beth Reimer-Heck that the Board of Governors approve the following program name change: “Information Technology Professional Program” to “*Technology Infrastructure Management Program*”.

MOTION

Carried Unanimously

7. POLICY A.6 – EVALUATION OF STUDENT PERFORMANCE

Policy A.6 was revised to reflect the change made to the policy statement in Procedure A.6.3. The proposed change clarifies student and course eligibility for clearing deficiencies and the manner deemed appropriate by the department concerned. The procedures will allow students who received an F, but within 5% of the pass mark, to write a supplemental exam. If they pass the supplemental exam, they will receive a D. The Dean will determine which courses are eligible.

MOVED by Ruth Ramsden-Wood and **SECONDED** by Beth Reimer-Heck that the Board of Governors approve Policy A.6 – *Evaluation of Student Performance* – as revised.

MOTION

Carried Unanimously

8. BOARD PLANNING SESSION – AGENDA TOPICS

The Board’s Planning Session will be held September 19-20, 2003 at SAIT. The format is similar to last year. Ken Balmer, President, RETHINK (West) Inc. has agreed to be facilitator for the Planning Session. The Governance and Priorities Committee identified issues to be addressed at the Planning Session and actions to achieve its key strategies. Issues included:

- Government Advocacy – half day discussion/consider inviting a presenter to lead this discussion
- Board’s Strategic Issues Plan – an environmental scan will be done in advance of the Planning Session to identify any gaps that must be identified and addressed
- Earned Revenue Programs – Other institutions who have been successful with earned revenue programming/will consider inviting someone from one of those institutions to do a presentation

Doug Mitchell, Irene Lewis and Ruth Ramsden-Wood will meet with Ken Balmer in April to discuss expectations for the Board’s Planning Session and how best to proceed.

OTHER REPORTS

9. ACADEMIC COUNCIL

The February 14, 2003 minutes were included in the Board’s agenda package. Gord Nixon provided a brief overview of the key issues addressed at the March 11th Academic Council meeting. (1) Currently conducting an e-learning survey on campus which consists of four questions relating to learner satisfaction with the laptop program. (2) Working on Intellectual Property Policy – hope to present to the Board in April for approval.

10. CHAIR’S REPORT

The Board Chair reported on the following:

- On March 10 attended SMED Donor Recognition Event. The Executive Boardroom is now called “The SMED Boardroom” in recognition of SMED’s contribution to SAIT. SMED spoke highly of their relationship with SAIT and the importance of SAIT’s graduates. Approximately 40% of SMED’s employees have attended SAIT at one time or another.

- On March 11th attended the Transportation Industry Breakfast held at the Roundup Centre and brought greetings from the Board. The auto industry is a very strong supporter of SAIT.
- On March 12th Chaired the Chairman's Circle Breakfast Meeting held in the Highwood. Attendance for these meetings has been excellent. The topic was *Importance of Trades and Technology to the Future of Alberta and SAIT*. The discussions will be summarized and shared with all members.
- The Board hosted a reception and dinner for the Executives of the SAIT Campus Constituent Groups on March 13th. Since the Board Chair was unable to attend, Dave Buffett brought greetings from the Board. The event was well attended and enjoyed by all.
- Attended the Official Announcement and Naming of SAIT's Aero Centre for Training and Technology on March 21st.
- Distributed at the meeting/Letter from the Minister of Learning pertaining to the Government's announcement regarding the war in Iraq and the suspension of all international travel outside of North America.

11. PRESIDENT'S REPORT

The President reported on the following:

- The second round of breakfasts/luncheons between the President and each Board member has now been arranged for April and May.
- Orientation with SAIT's Vice Presidents and Robert Pierce has been scheduled for May 5. Blaine Favel has also been invited to attend. Also plan to schedule the two new student Board members once we receive their appointment letters.
- SAFA elections will take place in late May. Following their elections, SAFA will provide a letter recommending a replacement for Bill Maxwell whose term expires May 31.
- Received correspondence from the Minister of Learning and Ottawa regarding canceling trips for certain parts of the world. SAIT also put out a notice. There will be some special considerations, but those traveling will be asked to sign a waiver. The President and Vice President Academic canceled their trips to Australia and Singapore – planned for the end of March.
- A special thank you was extended to all External Relations staff involved in planning the official announcement and naming of the Aero Centre for Training and Technology. They did an exceptional job. There were over 300 attendees.

12. SAITSA PRESIDENT'S REPORT

The President reported on the following:

- Earlier this month she attended a National Forum on Education in Winnipeg hosted by the University of Manitoba's Students Union -- open forum on post-secondary issues. One of the most valuable discussions was the changing methods of delivery. The speakers were excellent.
- The Executive is currently working on SAITSA's budget.
- Currently working on the Intellectual Property Policy/obtaining some legal opinions on how this policy will affect SAIT Students.
- Student elections are now underway – paper ballot/advanced poll March 21 and voting March 24 and 25. SAITSA hired a Chief Returning Officer and a Deputy Returning Officer was provided by Alumni Relations. Kat explained the reason for this decision and outlined the process used. The SAITSA Executive and Students' Council have taken a "hands off" approach with respect to the voting process.

FUTURE AGENDA ITEMS

Ruth Ramsden-Wood reported that she toured both the Fund Development and Marketing and Communications Departments – her assigned visits for this year. She was provided with an excellent overview and enjoyed meeting and talking to the staff.

FUTURE AGENDA ITEMS

DATE, TIME, PLACE OF NEXT MEETING

In-Camera Meeting, 5:00 pm, April 29, 2003 – SMED Boardroom MA317/Heritage Hall

MEETING EVALUATION FORM

Distributed for completion.

TERMINATION

MOVED by Kat Tsakumis and **SECONDED** by Norman Donaldson that there being no other business on the motions duly moved and seconded, the public meeting of the Board adjourn at 5:30 p.m.

MOTION

Carried

Chair

President and CEO