

PUBLIC MEETING/BOARD OF GOVERNORS
5:00 p.m., October 27, 2003
SMED Boardroom MA317, Heritage Hall

CHAIR: Doug Mitchell

GOVERNORS PRESENT: John Aldred
Brent Altwasser
Al Browne
Marcel Carpenter
Doug Chudleigh
Frank Duffin
Irene Lewis
Robert Pierce
Ruth Ramsden-Wood
Beth Reimer-Heck
Clare Rhyasen
Michael Rott
Stu Sherry
Clarisa Wagner

GOVERNORS EXCUSED: None

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

INVITED GUESTS: Pommashea Noel-Bentley, Director, Alumni Relations (*Item 6*)
Recipients, Achievement Awards of Excellence (*Item 5*)

EXECUTIVE ASSISTANT: Marg McKelvey

PRELIMINARIES

1. CALL TO ORDER

The Chair called the public meeting to order at 5:00 p.m. and welcomed all guests. A special welcome was extended to all Achievement Award recipients and to Clare Rhyasen Chief Financial Officer, Max Pasley Enterprises Limited newly appointed Board member. 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 Frank Duffin and **SECONDED** by Beth Reimer-Heck that the agenda for the October 27, 2003 public meeting of the Board be approved as circulated.

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 Marcel Carpenter and **SECONDED** by Ruth Ramsden-Wood that the Board of Governors approve the following items on the Board's Consent Agenda as submitted:

MOTION

- Minutes of June 3, 2003 Public Meeting of the Board of Governors
- Executive Committee Terms of Reference
- Governance and Priorities Committee Terms of Reference
- Chairman's Circle Terms of Reference

Carried

PRESENTATIONS

5. ACHIEVEMENT AWARDS

Michael Dyer reported that each spring the SAIT campus nominates individuals for the Ralph T. Scurfield Award of Excellence, the Oracle Award of Excellence and the Clarica Team Award. The awards were presented at Let's Celebrate SAIT Day which was held in June. Gord Nixon provided an overview of the accomplishments of the award recipients.

- **Ralph T. Schurfield Award of Excellence** – honors an instructor who has exhibited excellence in teaching and has had a significant impact on the personal and academic growth of students. Recipient: Hilton DeLivera, ICT Department.
- **Oracle Corporation Award of Excellence** – honors a support staff member who is supporting the learning process and/or one of SAIT's activities that facilitates that process. Recipient: Sandra Ing, Health and Public Safety Department.
- **Clarica Team Award** – honours a SAIT team that has made an exceptional contribution toward meeting a SAIT goal. The award was presented to the ICT's Department Digital Graphics Communications Team. Recipients:

Christine Coffin, Jim Drever, Brenda Lomenda, Danny Miller, Jean Paterson, Luda Paul, Willem Sijpbeer.

Recipients received a round of applause from SAIT's Board and guests. Award winners had their pictures taken with the Board Chair and the President. Names/pictures of award recipients are displayed in the hallway outside the Executive Offices – remains on the wall for one year and then recipients take the photos home. To raise the profile and recognition of these prestigious awards, some form of recognition will also take place at SAIT's graduation ceremonies.

6. BRIEFING ON 2003 FRIENDS OF SAIT CHUCKWAGON

Pommasha Noel-Bentley highlighted the successes of the 2003 Friends of SAIT Chuckwagon and plans for 2004. The Chuckwagon Advisory Group consisted of cross-campus representation, donors and alumni. Al Browne and Frank Duffin were the Board's representatives. The key objectives were (1) team building for SAIT constituents, (2) business development opportunities, (3) fund development opportunities, (4) brand exposure and (5) support for education. We are now on track for the 2004 event. Pommasha will Chair the Advisory Committee; SAITSA will act as Vice Chair. The strength and commitment of our volunteers will make us successful. Details of the presentation are available in the Board office. The Board expressed their thanks for a very successful project.

COMMITTEE/WORK TEAM REPORTS

Governance and Priorities Committee – Ruth Ramsden-Wood reported that the Committee met on October 21st. She reported on the following items from the meeting:

7. INVEST IN TECHNOLOGY CAMPAIGN UPDATE

Guy Mallabone and his Department have done a tremendous job. Guy reported that Campaign Cabinet agreed to increase the goal from \$80 million to \$100 million for the remaining two years of the campaign – we are currently at \$78 million. SAIT is running the best practice campaign. SAIT has had visitors from California, Washington, etc. who want to adopt our practices for their upcoming campaigns. To date the best success has been in the areas of scholarships and centres of applied technology. We are trying to raise monies for 10 endowed chairs – we have had success with two. Will continue to pursue. What does an endowed chair do? Guy explained. Chairs will have no teaching responsibilities but will work closely with faculty and students on applied learning. Are we tracking how many asks? Yes. A more detailed report will be presented to the Board on a quarterly basis – the Board needs to be aware of our fund-raising efforts.

8. DINNER WITH EXECUTIVES OF THE SAIT CAMPUS CONSTITUENT GROUPS

In an effort to get to know each other better, an annual dinner has been held for the executives of the various SAIT campus constituent groups. Attendance at these events has been good, however, we found that more constituents attended the Stampede Breakfast hosted by the Board and Executive Management in July – the first such event hosted by the Board and Executive. The event was well received by campus. It was recommended that the constituent group dinner be replaced by the Stampede Breakfast – allows more members of the various constituent groups to attend and get to know each other better.

MOVED by Ruth Ramsden-Wood and **SECONDED** by Marcel Carpenter that the Board of Governors approve replacing the constituent group dinner with an annual Stampede Breakfast to be hosted by the Board and Executive Management. The President will advise the Constituent Group Chairs/Executives of the change when she meets with them.

Doug Chudleigh joined the meeting at 5:40 p.m.

Discussion

Vacation for instructors begins mid June. Need to choose a date before individuals leave on holidays. *The Board supported the event subject to finding a suitable date to allow for maximum participation from all of the SAIT campus constituent groups.*

Carried Unanimously

REPORTS

9. CHAIR'S REPORT

The Board Chair reported on the following:

- Michael Rott will be leaving SAIT November 5 to take a position with Suncor Energy Inc. The Chair, on behalf of the Board, thanked Mike for his dedication and commitment during his term on the Board.
- The Minister of Finance has asked the Alberta Association of Colleges and Technical Institutes (AACTI) to nominate a representative to the Local Authorities Pension Board. Board members wishing to be considered were asked to contact Marg McKelvey as soon as possible and provide her with their resumes.

10. PRESIDENT'S REPORT

The President reported on the following:

- On October 21, Petro Canada donated their corporate Gulf Stream Aircraft to SAIT – PetroCanada's Aviation Department will be closed. The original log books were also given to SAIT.
- The 2004 Boards of Governors' Conference will be held May 6-8, 2004 at The Banff Centre. This is the only professional development for SAIT's Board – Board members were encouraged to attend. Registration, accommodation, food, etc. are covered by SAIT. Entry to the park and gas for personal vehicles are the responsibility of Board members.
- Art Smith has received the second level Officer of the Order of Canada.
- WorldSkills Competition will be held in 2009. WorldSkills provides a unique means of exchange and comparison of world class competency standards in the industrial trades and service sectors of the global economy. Edmonton wants to compete with Calgary to host the event. SAIT is currently working on putting forward its bid – Guy Mallabone outlined some of the benefits of why SAIT should be at the table. This will be a great economic event for Calgary. The preferred date for the event is September. The WorldSkills Canada Team will come to Calgary November 4. There will be a formal presentation at the Calgary Airport Authority. The Team will go to Stampede Park to tour facilities. Board members were invited to attend a reception to be held at SAIT at 4:30 p.m. – an invitation was distributed at the meeting. Guy Mallabone will provide the Board with the names of the individuals serving on the WorldSkills Selection Committee.

11. SAITSA PRESIDENT’S REPORT

The SAITSA President reported that:

- Student Council has now been elected. Currently engaging in planning for SAITSA’s Annual Retreat.
- There has been much success with the SAITSA Clubs – distributed 60 club packages with the potential for new clubs in the future.
- He just returned from Ottawa where he attended the Canadian Alliance of Students Conference – theme was “Partnerships”. Is there a national response from students across Canada? What is their position? Can they effect change? CASA – issues are closer to education/can benefit from research at the national and provincial levels.

12. ACADEMIC COUNCIL REPORT

Gord Nixon reported that Academic Council is a sub-committee of the Board – Council provides recommendations on major academic issues i.e., program expansions and suspensions. The approved minutes for the May 13, 2003 meeting were included in the agenda package. The first meeting of this academic year was held in October – to set goals and objectives for the current year.

INFORMATION

The following information was included in the agenda package: Board of Governors’ Scholarship Endowment Statement for Year Ended June 30, 2003.

FUTURE AGENDA ITEMS

DATE, TIME, PLACE OF NEXT MEETING

Public Meeting - 5:00 pm, November 24/03, SMED Boardroom MA317

MEETING EVALUATION FORM

Circulated at the meeting for completion.

TERMINATION

MOVED by Doug Chudleigh and **SECONDED** by Michael Rott that there being no other business on the motions duly moved and seconded, the public meeting of the Board adjourn at 6:00 p.m.

MOTION

Carried

Chair

President and CEO