

PUBLIC MEETING/BOARD OF GOVERNORS
5:00 p.m., March 29, 2004
SMED Boardroom MA317, Heritage Hall

CHAIR: Doug Mitchell

GOVERNORS PRESENT: John Aldred
Ivan Bernardo
Al Browne
Marcel Carpenter
Doug Chudleigh
Frank Duffin
Ellen Flynn
Irene Lewis
Ruth Ramsden-Wood
Clarisa Wagner

GOVERNORS EXCUSED: Brent Altwasser
Beth Reimer-Heck
Clare Rhyasen
Stu Sherry

RESOURCE PERSONS: Clint Berg, Director, Internal Audits
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: Chris Foote, International Projects Specialist (*Item 6*)
Doug MacLaren, Energy Business Manager (*Item 6*)
Pat Martens, Dean/Centre for Academic Learner Services (*Item 5*)
Pommashea Noel-Bentley, Director, Alumni Relations (*Item 10*)
Cheryl Oliver, Energy Department (*Item 6*)
Tunde Yusuf, Financial Administrator, Energy Department (*Item 6*)
Wendy Yurka, ExxonMobil Programs Manager (*Item 6*)
Alex Zahavich, Dean, Energy Department (*Item 6*)

EXECUTIVE ASSISTANT: Marg McKelvey

PRELIMINARIES

1. CALL TO ORDER

The Chair called the public meeting to order at 5:05 p.m. and welcomed 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 Doug Chudleigh and **SECONDED** by Frank Duffin that the agenda for the March 29, 2004 public meeting of the Board be approved as circulated.

MOTION

Carried

3. DECLARATION OF CONFLICT OF INTEREST

The Chairman asked the Board members if any member had a conflict on any agenda matter. With reference to item 5/Presentation on Partnership – SAIT and Careers: The Next Generation, John Aldred reported that he is a member of the Board for Careers: The Next Generation. Due to problems with the technology for this presentation, this item was deferred to the April Board meeting.

CONSENT AGENDA

4. APPROVAL OF ITEMS ON BOARD'S CONSENT AGENDA

MOVED by Al Browne and **SECONDED** by Marcel Carpenter that the Board of Governors approve the following item on the Board's Consent Agenda as submitted:

MOTION

- Minutes of November 24, 2003 Public Meeting of the Board of Governors

Carried Unanimously

PRESENTATIONS

5. PARTNERSHIP – SAIT AND CAREERS: THE NEXT GENERATION

Deferred to the April 27th Board meeting.

6. EXXONMOBIL PROJECT

Gord Nixon introduced the staff members from the Energy Department. He then called on Chris Foote, Internal Project Specialist and Wendy Yurka, Project Manager to conduct the presentation – a copy of the presentation was circulated at the meeting. Chris provided an overview of the project history, the revenue/work orders in progress for Russia, Angola and Nigeria and the number of trainees for completed, current and pending programs. Total earned revenue to date for complete and ongoing work totals \$3.3 million and in excess of \$4 million for pending work with significant opportunities for future revenue.

Wendy Yurka's portion of the presentation focused on curriculum and holistic training and development – technical knowledge and skill, business norms and measures and English language and western culture. She then provided an overview of the quality assurance measures ExxonMobil and SAIT have in place to ensure we deliver what was intended. The SAIT project management structure was included in the handout. A question-and-answer period followed the presentation. Questions focused on English skills and communication. Language skills are part of the training SAIT is expected to provide and is built into the program. Weekly tutoring sessions are available for students who want

it. *What currency is used for these contracts?* Contracts are paid in Canadian dollars and follow Canadian law.

The Chair, on behalf of the Board, thanked the team for an excellent presentation.

7. SAIT'S ENDOWED TEACHING CHAIRS

SAIT has the opportunity to be a first in Canada by leading in establishing Endowed Teaching Chairs. Faculty chairs are a tradition in universities. SAIT became the first college in Canada to establish an applied research chair with the Cisco e-learning Chair that is currently being recruited. Establishing the Endowed Teaching Chair Program supports SAIT's Academic Plan with a significant investment in teaching excellence. SAIT's faculty need required industry experience and need our support to make them outstanding teachers. Each year SAIT is able to reward one of its 950 faculty members with the Ralph T. Scurfield Award for teaching excellence. Through the Endowed Teaching Chair Program SAIT will have the ability to reward many faculty each year by promoting teaching excellence. This Program will also demonstrate SAIT's commitment to quality instruction by recognizing and fostering faculty leadership, dedication and excellence.

The Program will provide SAIT with increased flexibility to respond to constantly changing needs in our career programs by helping to ensure that our faculty remain on the cutting edge of their field of study and current with teaching and learning methodologies. Will work with the Fund Development Department to establish 10 endowed teaching chairs valued at \$500,000 each providing \$25,000 annually. Each Endowed Teaching Chair would be established in the name of the chosen donor. The donor may also select the academic discipline to be recognized by the contribution. A meeting has taken place with the prospective donor to fund the first chair in the trades area.

Each Endowed Teaching Chair position would be awarded competitively to full-time faculty. Two types of Endowed Teaching Chairs would be established – Honour Chairs and Project Chairs. Honour Chairs would be based on past achievement and service to SAIT with the idea of honouring a faculty member who is a great teacher and whose work has changed the lives of students for the better by this faculty member's influence. Honor Chairs would receive a cash award with no attendant project tied to it. Project-based Endowed Teaching Chairs will also be awarded to pursue a professional development activity or project specific to an agreed upon field of interest of the donor.

The Board indicated that this is an excellent concept and commended management for coming up with idea.

COMMITTEE/WORK TEAM REPORTS

Governance and Priorities Committee – Ruth Ramsden-Wood reported that the Committee met on March 23rd. She reported on the following items from the meeting:

8. ER.1.1 – Institutional Communications

MOVED by Ruth Ramsden-Wood and **SECONDED** by Al Browne that the Board of Governors approve Policy ER.1.1 – *Institutional Communications* – as presented.

Discussion:

The policy was revised to focus SAIT's communications strategy and activities on SAIT's vision.

MOTION

9. ER.2.1 - Institutional Marketing

MOVED by Ruth Ramsden-Wood and **SECONDED** by Clarisa Wagner that the Board of Governors approve Policy ER.2.1 - *Institutional Marketing* - as presented.

MOTION

Discussion:

The policy was revised to focus SAIT’s marketing strategy and activities on SAIT’s vision and to direct focus on the customers and stakeholders that SAIT serves.

Carried Unanimously

10. ER.4.1 - Alumni Clubs/Associations

MOVED by Ruth Ramsden-Wood and **SECONDED** by Marcel Carpenter that the Board of Governors approve Policy ER.4.1 - *Alumni Clubs/Associations* - as presented.

MOTION

Discussion:

This policy reflects SAIT’s growth and was established to ensure that any new groups would not be operating separate from the SAIT Alumni Department. Any new or existing alumni group will be required to operate under the direction of SAIT and the Alumni Relations Department. This practice will ensure the best interests of SAIT are upheld in all circumstances and that existing SAIT procedures and fundraising practices are followed. Liability issues are also handled with this policy ensuring SAIT’s interests are covered from legal, financial and insurance perspectives. *Do we have any clubs?* Pommasha Noel-Bentley reported that SAIT’s Alumni Relations has 35 clubs/chapters/branches throughout Canada. *Do we have organizations trying to start up to be independent from SAIT?* Historically institutes have not recognized this asset. We have come to an agreement with overall alumni relations to take ownership back. *Is SAIT a registered trademark?* Yes, in Canada only.

Carried

REPORTS

11. ACADEMIC COUNCIL REPORT

The approved minutes for the February 10, 2004 Academic Council Meeting were included in the Board’s agenda package. At the March meeting it was reported that SAIT had a very successful Open House on February 6th and 7th with an estimated 12,000 attendees. SAIT received 850 applications for the fall semester. The application fee of \$25 was waived for those who attended the Open House.

12. CHAIR’S REPORT

The Board Chair reported that:

- a meeting of the Chairman’s Circle was held on March 10. The topic focused on Extracurricular Activities and Athletics.
- Health, Safety and Wellness Centre Open House will take place on March 31, 2:30 to 4:30. Board members interested in attending were asked to contact Michael Dyer.

13. PRESIDENT’S REPORT

The President reported on the following:

- Governing for Excellence - 2004 Boards of Governors’ Conference, May 6-8,

The Banff Centre. The final Conference at a Glance was circulated at the meeting. We are expecting 200-225 delegates. A total of 13 of SAIT's Board members will be attending the Conference. A master account has been set up for accommodations for SAIT's Board members - SAIT will be invoiced following the Conference. As well following the Conference each of the 18 public post-secondary institutions will be invoiced 1/18 of the cost of holding this Conference. The Hon. Lois Hole, Lieutenant Governor of Alberta will be attending to present the PACE Awards to distinguished alumni and for distinguished achievement. Alberta Learning contributes \$25,000 toward the cost of hosting the PACE event. Award recipients receive \$5,000 each which they donate to their institutions.

- Board members were encouraged to attend grad ceremonies scheduled for May 28 - full day if possible. This is a key SAIT activity. This will be the last year at the Jubilee Auditorium. Currently looking for another location.
- The President and Vice President Academic just returned from a visit to SAIT's partner institute - Box Hill Institute in Australia. The President of Box Hill, John Maddock, attended one of our Chairman's Circle meetings and has begun a similar practice at Box Hill.
- Attended the Post-secondary International Network (PIN) Conference - 21 post-secondaries from across the world - provided an opportunity to learn from each other. Issues are very similar no matter where we go.

14. SAITSA PRESIDENT'S REPORT

No report.

INFORMATION

The following information was circulated at the meeting: ExxonMobile Presentation and Conference at a Glance/Governing for Excellence - 2004 Boards of Governors' Conference.

FUTURE AGENDA ITEMS

DATE, TIME, PLACE OF NEXT MEETING

In-Camera Meeting/5:00 pm, April 27, 2004, SMED Boardroom MA317

MEETING EVALUATION FORM

Circulated at the meeting for completion.

TERMINATION

MOVED by Marcel Carpenter and **SECONDED** by Frank Duffin 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

The public meeting was followed by an in-camera session.

Chair

President and CEO