

PUBLIC MEETING/BOARD OF GOVERNORS
5:00 p.m., November 30, 2004
SMED Boardroom MA317, Heritage Hall

CHAIR: Doug Mitchell

GOVERNORS PRESENT: Brent Altwasser
Al Browne
Marcel Carpenter
Frank Duffin
Ellen Flynn
Kelly Kennedy
Irene Lewis
Beth Reimer-Heck
Clare Rhyasen
Stu Sherry

GOVERNORS EXCUSED: John Aldred
Ivan Bernardo
Doug Chudleigh
Bob Pierce
Ruth Ramsden-Wood

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

EXECUTIVE ASSISTANT: Marg McKelvey

ACHIEVEMENT AND INNOVATION AWARDS

Alex Zahavich, Director, Innovation and Technology Development, provided a brief overview on the role of his office which was established in 2000 to cultivate applied research and innovation at SAIT. The sole purpose of the research at this time is for staff and student projects. Two awards coming out of this Department are the Innovation and Trailblazer Awards. The Innovation Awards are presented to individuals who support processes or ideas. The Trailblazer Award is presented to a visionary who charts new territory (out-of-the-box thinking). Gord Nixon introduced the award recipients and provided a brief overview of nomination comments:

- Mike Clark and Chris George, Energy Department, recipients of the Innovation Award for Technical Implementation
- Marlene Raasok, Dean, Health and Public Safety Department, recipient of the Trailblazer Award

The Chair, on behalf of the Board of Governors, congratulated award winners for their significant achievements and contribution to SAIT.

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 the Board Secretary, Marg McKelvey, subsequent to this meeting.

2. REVIEW AND APPROVE AGENDA

MOVED by Frank Duffin and **SECONDED** by Stu Sherry that the agenda for the November 30, 2004 public meeting of the Board be approved as presented.

MOTION

Carried

3. DECLARATION OF CONFLICT OF INTEREST

The Chair asked the Committee members if any member had a conflict on any agenda matter, and no member advised they had a conflict.

CONSENT AGENDA

4. APPROVAL OF ITEMS ON BOARD'S CONSENT AGENDA

MOVED by Marcel Carpenter and **SECONDED** by Ellen Flynn that the Board of Governors approve the following items on the Board's Consent agenda as submitted:

MOTION

- Minutes of the October 26, 2004 Public Meeting of the Board of Governors
- Policy HR.5.1 – Recruitment and Selection
- Policy ER.3.3 – Prospect Management

Carried

COMMITTEE REPORTS

Executive Committee – Doug Mitchell reported that the Committee met on November 17. He reported on the following item from the meeting:

5. POLICY HR.1.4 – INTERNATIONAL TRAVEL

Policy HR.1.4 is a new policy. With SAIT's focus on international markets, SAIT requires a formal and consistent approach to international travel for staff, faculty, students and contractors. When presented to the Committee, it was suggested that "to ensure safe travel" be changed. The revised policy was included in the Board's agenda package.

MOVED by Clare Rhyasen and **SECONDED** by Beth Reimer-Heck that the Board of Governors approve Policy HR.1.4 – International Education – as presented.

MOTION

Discussion

Do we have insurance coverage for individuals who travel out of country? Michael Dyer reported yes. SAIT does risk assessment, tracking for individuals who are traveling internationally and has insurance coverage procedures. *Does that include WCB claims that might happen out-of-the country?* Yes, individuals are completely covered while out of country. *What happens if someone were to be killed?* SAIT has procedures in place. Michael was asked to provide the Board with an executive summary of benefits provided which would answer any questions the Board might have.

Carried

Action: M. Dyer

Governance and Priorities Committee – Beth Reimer-Heck reported that the Committee met on November 22. She called on Gord Nixon to report on the following items from the meeting:

6. REVISIONS TO SAIT MANDATE STATEMENT

Under the Post-Secondary Learning Act, the Board of Governors is required to approve the Institute's Mandate Statement. Gord Nixon reported that management has worked closely with Advanced Education on the proposed changes. The revised Statement reflects SAIT's vision as supported by the Board at their September Planning Session and defines the scope of SAIT's operations. The review has followed the Minister's process. There are only minor wording changes to the Statement since the last Board meeting.

MOVED by Frank Duffin and **SECONDED** by Marcel Carpenter that the Board of Governors approve SAIT's revised Mandate Statement and forward it to the Minister of Advanced Education for review and approval.

MOTION

Carried

7. CURRICULUM CHANGES

Curriculum changes for SAIT's credit programs require Board approval. Once approved by the Board, the changes are then forwarded to Alberta Learning for their review and approval. Complete details on the proposed changes were included in the agenda package – Gord Nixon provided a brief overview.

MOVED by Stu Sherry and **SECONDED** by Marcel Carpenter that the Board of Governors approve the following name change and/or curriculum changes for credit programs offered by the *Health and Public Safety Department*:

MOTION

- Change the name of the Emergency Medical Technician – Ambulance Program to *Emergency Medical Technician* effective for the 2005/06 academic year.

- Change the Medical Laboratory Assistant (MLA) Program from a 30-week certificate to a 19-week certificate including a 7-week practicum effective for the 2005-06 academic year.
 - Change the Medical Laboratory Technology Diploma Program to a first discipline program lengthening it by two months using a highly integrated delivery model and understanding that there are two delivery options under review: Option 1/A simulation to replace one semester of practicum time **or** Option 2/A full practicum. Implementation for the 2006/07 academic year.
- Approve the Health Information Office Assistant Certificate Program as a new credit and earned revenue program offered under the Health Informatics portfolio in Health and Public Safety with implementation for the 2005-06 academic year.

Discussion

We are doubling the students we are putting through the Medical Laboratory Assistant Program. *Do we reduce the cost proportionally?* No.

Carried

MOVED by Clare Rhyasen and **SECONDED** by Beth Reimer-Heck that the Board of Governors approve the following name changes for credit programs offered by the **ICT Department**:

MOTION

- Change Exploration Technology Program to “*Exploration Information Technology*” with implementation for the 2005-06 academic year.
- Change Library and Information Technology Program to “*Library Information Technology*” with implementation for the 2005-06 academic year.
- Change “Cinema, Television, Stage and Radio (CTSR) Program” to two names that better describe the program offerings and career paths – “*Radio, Television and Broadcast News (RTBN) Program*” and “*Film and Video Production (FVP) Program*” with implementation for the 2006-2007 academic year.

Carried

MOVED by Ellen Flynn and **SECONDED** by Frank Duffin that the Board of Board of Governors approve the following name change, new program and/or curriculum changes for credit programs offered by the **Energy Department**:

MOTION

- New 12-week Pre-Employment Instrument Technician Program for the 2005/06 academic year.
- Change Industrial Instrumentation Technology Program to “*Instrumentation Engineering Technology Program*” with implementation for the 2005-2006 academic year.
- Change the Power Engineering Technology Program from five semesters to four semesters, and redesign program course content to achieve this goal. The proposed implementation is for the 2006-07 academic year.

Carried

MOVED by Frank Duffin and **SECONDED** by Beth Reimer-Heck that the Board of Governors approve the following new programs offered by the **Transportation Department**:

MOTION

- Approve a new 18-week Pre-Employment Auto Body Repairer Program with implementation for the 2005-06 academic year.
- Approve a new 12-week Pre-Employment Automotive Service Technician Program for implementation for the 2005-06 academic year.

Carried

8. CHANGES TO ACADEMIC COUNCIL'S BYLAWS

Academic Council reports to the Board and is required by legislation. Revisions to Academic Council's Bylaws were required to reflect the change from the Technical Institutes' Act to the Post-Secondary Learning Act which was proclaimed into law March 18, 2004. The revisions, all of which are terminology, mirror the changes in the Post-Secondary Learning Act. The essence of the duties, roles, process and communications described in the Bylaws have not changed.

MOVED by Stu Sherry and **SECONDED** by Al Browne that the Board of
MOTION

Governors approve the proposed changes to Academic Council's Bylaws as presented.

Carried

9. TURNING AWAY QUALIFIED APPLICANTS

The Audit Committee referred this issue to the Governance Committee for review. Michael Dyer reported that in the Fall 2004, there were 6,148 applicants who were qualified but did not get into SAIT. A survey will be conducted by Environics, a national research firm. The survey will be focused on those who were offered a seat at SAIT, accepted the offer, paid a non-refundable deposit but who then did not enroll in their chosen program when the time came for them to do so. The second group is the qualified applicants that were turned away as there were no spaces available. SAIT wishes to determine where these students went.

The Board will receive a written report profiling the two groups, the no-shows and the turn-aways. It is expected that the survey will be conducted during November/December, and the results will be provided to the Board for its first meeting in the New Year. Al Browne reported that it was suggested by the Governance Committee that the survey results not be released until the information is presented to the Board.

- *Does Advanced Education conduct a similar survey?* No.
- *How many students paid a deposit but didn't show up?* Approximately 200.
- *How much will this survey cost?* Approximately \$23,000.
- *Since we will be using the information provided by the students for purposes other than intended, do we have the OK to do this under the Privacy Act?* Michael Dyer will look check into this.

Action: M. Dyer

REPORTS

10. CHAIRMAN'S REPORT

The Board Chair reported on the following items:

- Received a letter from Mark Norris, Minister of Economic Development, congratulating SAIT on the official opening of the Art Smith Aero Centre.
- There was a meeting of the Chairman's Circle on November 10 which was well attended – Topic: *Ensuring SAIT Is Well Positioned to Capitalize on Training Opportunities in the Energy Sector*. The March meeting will be held at the Art Smith Aero Centre.

11. PRESIDENT'S REPORT

The President reported on the following items:

- Partnership – Calgary Board of Education and SAIT training initiatives for Professional Homebuilding in Construction Technology (seven teachers, six-week intensive course in residential construction principles). Teachers have their B.Ed but need skills to teach in the above area. This is part of SAIT's Careers Pathway Partnership.
- Applied Research Project – Alberta Eco-Trust, SAIT and Jayman Master Builders are building a model of an energy efficient and environmentally sound home (for a fraction of the cost of a conventional home). SAIT will manage the project, and Jayman will build the home. The intent is to advance new environmental construction courses at SAIT. This would be a good presentation for a future Chairman's Circle Meeting.
- Talisman donated \$50,000 for our Chinook Lodge Aboriginal Centre. The senior Vice Presidents from Talisman advised us that they have not seen a centre such as this one in any of the centres they've visited across Canada. They were impressed and were discussing more support for the Centre.
- SAIT's sports teams are doing very well. SAIT's Coach, Ken Babey, has been here for 23 years. He now co-hosts a new Fan960 Radio Show called "Hey Coach" with Jim Playfair, Calgary Flames Assistant Coach.
- The new Minister of Advanced Education is Dave Hancock. Lyle Oberg is now the Minister of Infrastructure and Transportation. With the recent changes in Cabinet, there was some discussion focused on announcing that the Alberta Apprenticeship Board would now fall under Mike Cardinal/Minister, Employment and Human Resources. It has now been decided that Apprenticeship will stay where it is under Advanced Education – Frank Duffin provided an overview of discussion at the Apprenticeship Board meeting.

12. SAITSA PRESIDENT'S REPORT

The SAITSA President reported on the following items:

- On November 18, there was a Provincial Day of Action at every post-secondary institution across the province to encourage youth and student voting. SAIT had a collaborative effort from Mount Royal College, Alberta College of Art, Bow Valley College and the University of Calgary. Approximately 600 students spelled out "I Vote" on the Cohos Commons. The coalition of schools rented a helicopter to take the aerial photo with a CFCN reporter to take live footage. Also had a hot air balloon to give rides and to take pictures. In the last provincial election only 30% of SAIT students voted. Although we haven't received the numbers yet on the SAIT student voter turn out, any increase from 30% would be a success at a time when provincial voter turnout has dropped.
- Attended the Canadian Alliance of Student Associations (CASA) Lobby Conference – a federal post-secondary education lobby group in Ottawa to gather information on joining CASA. During that week met with 15 parliamentarians and 15 senators lobbying for various changes to post-secondary education i.e., separating PSE transfer payments from the Canadian social transfer, Pan Canadian Accord between the Federal Government and provinces for PSE, increase to base grants, no GST on textbooks, etc. CASA did a presentation at the Finance Committee. If SAITSA does decide to join CASA, it would be the first technical institute to join.

- At a recent Associated Collegiate Press Convention held in Nashville, SAITSA's newspaper, The Weal, was awarded second place in its category – we were one of two Canadian student newspaper to receive an award. The annual yearbook produced by SAITSA took fifth place of all the yearbooks entered.

13. ACADEMIC COUNCIL REPORT

- Gord Nixon reported that Don Fraser, Durham College, made a presentation on engaging more motivated students/Making Your Mark – page 53, point 2.2.2. The program engages students early in working with faculty and working out their careers. SAIT's pilot project will begin in January.
- A few years ago had a discussion on the increase in apprenticeship fees. At that time there was some discussion related to apprenticeship students not feeling engaged with SAIT – since they are here a short period of time. They are now given parchments, but it is difficult for them to attend SAIT convocations; the timing is not good. *What can we do to engage our apprenticeship students? Could management explore a different venue and timing for apprenticeship convocations? What evidence do we have that we would get more apprentices out for graduation ceremonies if we changed convocations?* Some research would have to be done with our apprentices – Gord will report to the Board on findings at a future Board meeting.

Action: G. Nixon

INFORMATION

The following information was included in the agenda package: (1) Invest in Technology Campaign Update. The following information was distributed at the meeting: (1) Calgary Herald Article on President's Reception and (2) Faculty Circuit/November 2004.

FUTURE AGENDA ITEMS

DATE, TIME, PLACE OF NEXT MEETING

In-Camera Meeting - 5:00 pm, January 25, 2005, SMED Boardroom MA317

TERMINATION

MOVED by Marcel Carpenter and **SECONDED** by Brent Altwasser that there being no other business on the motions duly moved and seconded, the public meeting of the Board adjourn at 5:55 p.m.

MOTION

Carried

Chair

President and CEO