

**PUBLIC MEETING/BOARD OF GOVERNORS**  
**4:00 p.m., October 26, 2004**  
**SMED Boardroom MA317, Heritage Hall**

**CHAIR:** Doug Mitchell

**GOVERNORS PRESENT:** John Aldred  
Al Browne  
Marcel Carpenter  
Doug Chudleigh  
Frank Duffin  
Ellen Flynn  
Kelly Kennedy  
Irene Lewis  
Robert Pierce  
Ruth Ramsden-Wood  
Beth Reimer-Heck  
Stu Sherry

**GOVERNORS EXCUSED:** Brent Altwasser  
Ivan Bernardo  
Clare Rhyasen

**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  
Ken Smith, Strategic Solutions International

**EXECUTIVE ASSISTANT:** Marg McKelvey

**1. CALL TO ORDER**

The Chair called the public meeting to order at 4:05 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 Bob Pierce and **SECONDED** by Doug Chudleigh that the agenda for the October 26, 2004 public meeting of the Board be approved as circulated.

**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.

Governance and Priorities Committee – Ruth Ramsden-Wood reported that the Committee met on October 13. She reported on the following items from the meeting:

**4. SAIT'S REVISED VISION STATEMENT**

The Board reviewed and revised SAIT's vision statement at its September Planning Session. Removed the date 2010 and added polytechnic - these changes better represent the direction SAIT is taking. Work will be done on establishing benchmarks, setting targets to achieve the vision and measuring our success.

**MOVED** by Ruth Ramsden-Wood and **SECONDED** by Stu Sherry that the

**MOTION**

Board of Governors approve SAIT's Vision Statement as revised at the Board's September 2004 Planning Session:

*"SAIT's vision is sharply focused - to be recognized as Canada's premier polytechnic, one of the world's finest, setting the standard in education, training and innovation".*

**Carried**

**5. CHAIRMAN'S CIRCLE TERMS OF REFERENCE**

Terms of Reference are reviewed annually and revised or reconfirmed as appropriate. The Chairman's Circle Terms of Reference were revised to reflect the revisions to SAIT's vision.

**MOVED** by Ruth Ramsden-Wood and **SECONDED** by Ellen Flynn that the

**MOTION**

Board of Governors approve the Terms of Reference for the Chairman's Circle as revised.

**Carried**

**6. BOARD/DEPARTMENT VISITS – TERMS OF REFERENCE**

Each fall the Board is assigned two departments to visit throughout the year. These visits provide Board members with a better understanding of the

departments and how they operate to achieve SAIT's vision. These Terms of Reference have worked well. No change is recommended at this time.

**MOVED** by Ruth Ramsden-Wood and **SECONDED** by Marcel Carpenter that the Board of Governors reconfirm the Terms of Reference for Board/Department Visits.

**MOTION**

**Carried**

**7. RECEPTION FOR FORMER MEMBERS OF SAIT'S BOARD OF GOVERNORS**

The Board supported hosting a reception for former Board members *Friday, April 22, 2005, 6:30 p.m.* and hosting this event on an annual basis. The 2005 Reception will be held at the *Art Smith Aero Centre* and will provide former Board members with the opportunity to see the state-of-the-art training facility. This event also provides an opportunity to keep former members engaged and updated on SAIT happenings. *Do we stay in touch with our former Board members?* Guy Mallabone reported that they receive News@SAIT, the Alumni Link Magazine and invitations to key events.

**8. HOSTING RECEPTION FOR EXECUTIVES OF THE SAIT CAMPUS CONSTITUENT GROUPS**

The reception is an annual event and provides an opportunity for the Executives of SAIT's various campus constituent groups and the Board to get together in an informal setting. *Why does this event start at 5:30 pm?* To accommodate SAIT staff schedules. Location to be determined - Macdonald Hall, Aero Centre or Mayland Heights Campus.

**MOVED** by Bob Pierce and **SECONDED** by Ruth Ramsden-wood that the Board of Governors support hosting a reception for the Executives of the SAIT campus constituent groups on *Wednesday, March 23, 2005, 5:30 p.m.* - location to be identified.

**MOTION**

**Carried**

*Board's Expansion Project Work Team* - Al Browne reported that the Committee met on October 5. He reported on the following items from the meeting:

**9. ART SMITH AERO CENTRE FOR TRAINING AND TECHNOLOGY**

The October 21<sup>st</sup> grand opening of the Centre was excellent - well organized with over 520 guests in attendance. We are receiving excellent feedback from the public, faculty and students at the Centre - have received a number of unexpected donations and gifts-in-kind as a result of this event. Distributed at the meeting *Advertising Feature/Art Smith Aero Centre* which will be an insert in the Calgary Herald.

Al Browne reported that we are budget with this project. There is some work to do in the kitchen area/ventilation system which will be rectified shortly. There are 200 students at the Centre. Gord Nixon provided an overview of the programs offered at the Centre - Aircraft Maintenance, Aircraft Structure and Avionics. We have a 3:1 application ratio for these programs. *Do we expect to breakeven?* Yes. John Myers, Manager, Aviation Business Development and Operations, is now working on the second phase of the business plan - fast

track and pre-employment earned revenue programs. We are also working on customized short-term programs for industry. This information is included in SAIT's quarterly earned revenue reports. *Are we looking at donations for other purposes?* A big part of the fund-raising program is for cash to support curriculum development and marketing of earned revenue programs.

The Chair, on behalf of the Board, thanked all involved for their outstanding work in organizing this event – exceptionally well organized. Projecting the SAIT logo on the tail end of a 737 is creative genius. Guy Mallabone will pass these comments on to the Organizing Committee.

**Action: G. Mallabone**

#### **10. ACADEMIC COUNCIL REPORT**

Gord Nixon reported that two meetings have taken place. The September meeting focused on orientation for new Council members. Council is composed of 21 members with representatives from students, faculty and staff/administration. At the October meeting, Council focused on setting objectives for the year.

#### **11. TURNOVER RATE**

Michael Dyer reported that SAIT's turnover rate is trending downward - last year it was approximately 7.5%. This is a good sign for the health of the organization. In Canada, the private sector turnover rates during the same period were 12.76% and the public sector turnover rate was 9.8%. *Do we conduct exit interviews with the employees who leave SAIT?* Yes.

#### **12. CHAIR'S REPORT**

The Board Chair reported that he, John Aldred, Irene Lewis and the SAIT management team attended the ASTech Gala Awards evening in Edmonton on October 22<sup>nd</sup>. The event was chaired by Guy Mallabone and was very well organized.

#### **13. PRESIDENT'S REPORT**

The President reported on the following:

- Wayne Giles, a first-year mechanical engineering technology student at SAIT, is preparing to compete in the Summer and Winter Olympics in 2010 as a long-track speed skater. He also competes in road cycling, track and cross-country running, cross-country skiing and has excelled at all. He is a reigning provincial 30K champion and has earned top medals for all areas. He is also a top academic achiever with a 90% average graduating from Grade 12.
- Olympic athlete Kyle Shewfelt, gymnast, has announced that he will be applying to SAIT's CTSR program.
- Attended the Construction Industry Breakfast on October 22 – over 300 tickets purchased. The Hon. Murray Smith, Minister of Energy, was the keynote speaker. In his speech he voiced his concern about the shortage of skilled labour for the future economic growth of Alberta – we've asked for his speech and a copy of the video he showed at the breakfast.
- On October 17<sup>th</sup> SAIT hosted the national and international competitions of the Chaine de Rotissieres (10 days) – chefs, students and dignitaries from around the world. This is a society founded in Paris for those with a pride in matching together the highest quality of foods and wines/traces back to

1248.

- A US based company set up its first Canadian operations in Calgary which will bring as many as 400 jobs and a new call center to Calgary – partnership between Calgary Economic Development and Center Partners was announced on October 15. Center Partners provides a broad spectrum of contact center services for clients based in North America and overseas including several Fortune 500 companies. They collaborate with clients to solve problems in sectors of telecommunications, utilities, financial services, insurance, etc. Will build a 25,000 sq. ft. facility in Calgary by late 2005 – currently housed in SAIT’s Colonel James Walker Building.
- A first in Canada/on October 19<sup>th</sup> launched a certificate program for the aboriginal community to better manage their operations – Records Management Certificate. It is an 8-month program, 10 one-week courses including native community content and technical instruction/23 students. Xerox Canada is sponsoring this program – comes out of SAIT’s ICT Program.
- Another first in Canada/Trades Teaching Chair – demonstrates SAIT’s commitment to quality instruction by recognizing and fostering faculty excellence in trades training. Mandate/to provide an award based on achievement and to recognize and honour someone who has excelled as a trades instructor. The recipient must use the award to promote trades as a rewarding career option, mentor other instructors and through professional development activities and project work enhance trades program quality at SAIT (*brochure with complete details distributed at the meeting*). *Are the funds accessible to the teaching chair?* Up to \$2,500 which they can use for items such as tools, equipment and computers – this is taxable. Up to \$22,500 is available to fund the recipient’s project work and professional development activities – not taxable.
- Awarded a special SAIT Plaque to Doug Mitchell in honour of his appointment as a Member of the Order of Canada. The Order of Canada official presentation will take place in Ottawa in February – will be presented with a snowflake pin which signifies the uniqueness of each member of the Order of Canada.
- President’s Reception will be held November 1 - approximately 600 individuals have confirmed their attendance. Special thanks were extended to the Board members for their support of this event.

#### 14. SAITSA PRESIDENT’S REPORT

As submitted (included in agenda package).

##### INFORMATION

The following information was included in the agenda package: (1) Invest in Technology Campaign Update and (2) Board Scholarship Endowment Fund Financial Statement for the Period Ended June 30, 2004.

The Board congratulated Guy Mallabone and the External Relations team on the exceptional job they did on SAIT’s five-year Invest in Technology campaign – reached the \$80 million goal in 44 months of a 60-month campaign. Guy will share the comments with his team.

**Action: G. Mallabone**

##### FUTURE AGENDA ITEMS

**DATE, TIME, PLACE OF NEXT MEETING**

Public Meeting - 5:00 pm, November 30/04, SMED Boardroom MA317

**MEETING EVALUATION FORM** - Circulated at the meeting for completion.

**TERMINATION**

**MOVED** by Al Browne and **SECONDED** by Stu Sherry that there being no other business on the motions duly moved and seconded, the public meeting of the Board adjourn at 4:50 p.m.

**MOTION**

**Carried**

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Chair

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President and CEO