

**PUBLIC MEETING/BOARD OF GOVERNORS**  
**5:00 p.m., April 26, 2005**  
**SMED Boardroom MA317, Heritage Hall**

**CHAIR:** Doug Mitchell

**GOVERNORS PRESENT:** John Aldred  
Brent Altwasser  
Ivan Bernardo  
Al Browne  
Marcel Carpenter  
Frank Duffin  
Ellen Flynn  
Kelly Kennedy  
Irene Lewis  
Bob Pierce  
Ruth Ramsden-Wood  
Beth Reimer-Heck  
Clare Rhyasen

**GOVERNORS EXCUSED:** Doug Chudleigh  
Stu Sherry

**RESOURCE PERSONS:** Clint Berg, Director, Internal Audit  
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

## **PRESENTATION - KEN BABEY NAMED 2005 HONORED ATHLETIC LEADER**

Ken Babey, SAIT Trojans Athletic Director and Head Coach of the Men's Hockey Team, was recently honoured at the 52nd Annual Calgary Booster Club Sportsman of the Year Dinner when he was named a 2005 Honored Athletic Leader. This recognition is presented to individuals who have spent countless hours contributing to the development of sports in the City of Calgary. Ken has coached the SAIT Men's Hockey Team for 18 years and has been the Head Coach at SAIT Summer Hockey Camps since 1990.

In 2000 Ken was named Head Coach of our National Men's Under 18 Hockey Team and guided the team to a gold medal championship at the World Cup Tournament in Czech Republic. In 2003, he joined the National Men's Team as Assistant Coach at the Slovakia Cup, bringing home another gold medal. He enforces and believes that graduating from SAIT prepares students to enter the workforce and provides endless other opportunities. SAIT's Hockey team maintains the highest GPA of all of SAIT's athletics teams. It is Ken's dedication to the sport and the academics of our students that make him an honoured member of the SAIT team.

The Chair, on behalf of the Board, congratulated Ken for his many accomplishments.

### **1. CALL TO ORDER**

The Chair called the public meeting to order at 5:10 p.m. 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 Clare Rhyasen and **SECONDED** by Ivan Bernardo that the agenda for the April 25, 2005 public meeting of the Board be approved as circulated.

**MOTION**

**Carried**

### **3. DECLARATION OF CONFLICT OF INTEREST**

The Chair asked the Board members if any member had a direct or indirect 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 Frank Duffin that the Board of Governors approve the following items on the Board's Consent agenda as submitted:

**MOTION**

- Policy FN.1.1 - Budget and Business Plan
- Policy FN.2.1 - Annual Report
- Policy FN.3.1 - Reserve Appropriations (New Name: *Internally Restricted Net Assets*)
- Policy FN.5.1 - Borrowing Powers
- Policy FN.9.1 - Investment of Funds

- Procedure FN.9.1.1 - Investment of Funds in Excess of Operating Requirements
- Policy FN.10.1 - Fees/Grant Programs
- Policy FN.10.2 - Fees/Course and Program Laboratory and Shop (*Deletion*)
- Policy HR.3.6 - Leave of Absence Without Pay
- Policy HS.1.1 - Health, Safety and Environment
- Policy HS.3.2 - Communicable Diseases (*New*)

**Carried**

## PRESENTATIONS

### 6. SAIT-CGA APPLIED DEGREE

Fraser Wilson, Dean, Business and Tourism and Wendy Brown, Manager Academic Services did a presentation on the SAIT-Certified General Accountants (CGA) Applied Degree – doing nationally with CGA and positions SAIT as a national player in accounting. It is a combination degree in Accounting and Information Technology which isn't offered anywhere else in Canada. The Program responds to employer needs and industry was involved in the development of the curriculum. It is a four-year degree – three years of competency-based academic learning and one year of directed field studies. The entire degree can be done through distance delivery. It may move to a Baccalaureate Degree in the future - proposal will be prepared for the Fall. Presentation details were included in the agenda package.

### 7. SAIT'S ANNUAL REPORT

Keith Pedersen gave a brief presentation on SAIT's 2004 Annual Report . The report is a requirement of the Post-Secondary Learning Act and is presented to government annually. The Report is used to communicate to stakeholders (faculty, staff, students, Albertans, government) actions to complete the goals listed in SAIT's Business Plan. The results this past year have been excellent. Keith provided an overview of the Plan. The Board applauded Keith Pedersen and the Finance Department for their outstanding work on developing a very meaningful Management Discussion and Analysis - very informative and transparent. Congratulations to all involved.

### 8. INVEST IN TECHNOLOGY CAMPAIGN PROGRESS REPORT

Guy Mallabone reported that to date the Campaign has raised \$84 million – all receiptable gifts. The five-year Campaign will come to a close June 30, 2005. Benefits to SAIT will be more significant than monies raised. Benefits to SAIT include: increased profile/reputation of the Institute, attracted over 2,400 people to make contributions to SAIT, etc. Once the Campaign Wrap Up has been completed, a detailed report will be shared with the Board. Will produce a final legacy report for all of our investors to be circulated the spring of 2006. A Campaign Celebration will also be arranged.

#### Comments:

- There are items/monies donated to SAIT that don't get a lot of visibility – not part of the capital budget. *Is there any way to break out capital expenditures to identify what the capital campaign has contributed to that area?*
- *Is there a way to demonstrate the total sum of donations raised – a report identifying where each donation came from and where it is directed?* Should have a marketing piece – this is what we have been able to do and this is where

the funding came from. By showing that the donations have made a difference, this would encourage more giving. It would be helpful for the Board to understand how the campaign has contributed to the Institute's capital needs – impact on community. Will show in the 2006 Wrap-Up Report. Could this be done for September. It is a question of work flow.

- *Out of the amount received and receipted, how much was gifts-in-kind? Approximately \$20 million in cash with the balance being gifts-in-kind. How much of that was the Aero Centre? A total of \$2.4 capital and \$200,000 cash.*
- The \$73 million received and receipted doesn't include pledges over a number of years. How much of the \$73 million has been used on capital.

## **9. PROVINCIAL BUDGET/WHAT IT MEANS FOR SAIT**

Provincial Budget highlights, the 2005-08 Advanced Education Business Plan and Government's 2005-08 Fiscal Plan were included in the agenda package. Government was asked to provide the colleges/technical institutes with predictable, sustainable and equitable funding. The budget increases the overall funding to the post-secondary system over the next three years - a 6% increase in base operating grants for the next three years. The budget also outlines the government's commitment to increase funding towards apprenticeship training in the province by \$5.7 million next year. There is also a commitment to enhancing financial assistance to students by increasing funding for scholarships, bursaries and grants by \$7.5 million. To achieve the target of adding 15,000 post-secondary spaces over the next three years, government will allocate \$90 million in the Access Growth Fund. Overall the budget is a good one for SAIT and the post-secondary system.

Irene and the Board Chair provided an overview of their meeting with the Minister of Advanced Education at MacDougall Centre on April 22 – shared with him SAIT's vision for the future/reengineering our campus, four priorities, aging infrastructure and our request for \$170 million. Resources are scarce for infrastructure. No monies for capital except for those projects identified by government. The Deputy Minister, Alberta Infrastructure and his Executive Assistant will meet with the Campus Development Committee on May 19<sup>th</sup> to address alternative sources of funding – what it means.

## **REPORTS**

### **10. CHAIR'S REPORT**

Discussed under Item 9/Provincial Budget.

### **11. PRESIDENT'S REPORT**

- Today made a presentation to the Economic Alliance of Southeast Alberta, Medicine Hat on the Human Recourse Crisis.
- Shared some positive feedback on Cadmus Foundation Trades Teaching Chair.

### **12. SAITSA PRESIDENT'S REPORT**

- SAITSA recently held elections - now have four new Executive members who will take office in May.
- Held SAITSA Awards night two weeks ago and honored instructors who had been given instructor excellence awards by SAITSA. These instructors

were nominated by their students. Awards were also presented to students who volunteered their time with SAITSA throughout the year. SAIT's Board Chair and his wife Lois received the SAITSA Community Award for their continued dedication to SAIT students and post-secondary education.

- SAITSA is receiving great feedback on the Fieldhouse. Special thanks was extended to the Board for approving the financing to allow this project to move forward and to Guy Mallabone and his team for securing donations.

### 13. ACADEMIC COUNCIL REPORT

Minutes were included in the agenda package. One of the key focus areas is evaluation of instruction. Students feel that the Student Instructional Report (SIR) is a valid and excellent way for students to provide opinions on the quality of instruction they receive while at SAIT. The feedback provided helps individuals to become even better instructors.

#### INFORMATION

#### FUTURE AGENDA ITEMS

#### DATE, TIME, PLACE OF NEXT MEETING

5:00 pm, Tuesday, May 31, 2005, SMED Boardroom MA317

#### TERMINATION

**MOVED** by Beth Reimer-Heck and **SECONDED** by Al Browne that there being no other business on the motions duly moved and seconded, the public meeting of the Board adjourn at 6:20 p.m.

**MOTION**

**Carried**

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Chair

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President and CEO