

**PUBLIC MEETING/BOARD OF GOVERNORS**  
**5:00 p.m., Tuesday, November 28, 2006**  
**SMED Boardroom MA317, Heritage Hall**

**CHAIR:** Doug Mitchell

**GOVERNORS PRESENT:** Ivan Bernardo  
Doug Chudleigh  
Frank Duffin  
Al Browne  
Julie Dormer  
Irene Lewis  
Jessica Powless  
Beth Reimer-Heck  
Clare Rhyasen  
Lyndal Turner

**GOVERNORS EXCUSED:** John Aldred  
Mike Begin  
Bev Longstaff  
Bob Pierce

**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:** Mark Carrier/Health, Safety and Wellness Services (*Item 5*)  
Rand Ayres, Dean/ICT Department (*Item 11, 12, 13, 14*)

**EXECUTIVE ASSISTANT:** Marg McKelvey

**1. CALL TO ORDER**

The Chair called the public meeting to order at 5:05 p.m. and welcomed all guests and observers. He then established protocol for the public 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 to the Board Chair in writing through Marg McKelvey the Board Secretary/Executive Assistant, subsequent to this meeting.

**2. REVIEW AND APPROVE AGENDA**

**MOVED** by Frank Duffin and **SECONDED** by Al Browne that the agenda for the November 30, 2006 public meeting of the Board be approved as circulated. Policy

**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**

The President asked that Policy HS.3.1 – Blood Borne Pathogens - be removed from the consent agenda and discussed as a separate item.

**MOVED** by Ivan Bernardo and **SECONDED** by Jessica Powless that the Board of Governors approve the following items on the Board's Consent agenda as submitted:

**MOTION**

- Minutes, October 30, 2006 Public Board Meeting
- Honorary Degree Nomination Process

**Carried**

**POLICY HS.3.1 – BLOOD BORNE PATHOGENS**

Michael Dyer reported that changes arose in the Health Safety and Wellness Services that required more direction in terms of a formal SAIT policy around blood borne pathogens and how learning occurs in this Department. The supporting procedures were updated to reflect 2006 standards which resulted in the following changes to the policy: (1) Title changed from "Acquired Immune Deficiency Syndrome" to "Blood Borne Pathogens" - broader scope to include other blood borne pathogens, i.e., Hepatitis B and C. and (2) Policy Statement revised to include "Blood Borne Pathogens".

**MOVED** by Frank Duffin and **SECONDED** by Doug Chudleigh that the Board of Governors approve Policy HS.3.1 – Blood Borne Pathogens.

**MOTION**

**Carried**

**5. PRESENTATION – HEALTH AND SAFETY AT SAIT POLYTECHNIC**

Micheal Dyer introduced Mark Carrier, Health, Safety and Wellness Services, who provided an overview of SAIT's journey to achieve a Certificate of Achievement for our safety practices – where we started, where we are now and where we want to be. SAIT has been moving along the path to fit into the world-class service culture/Goal 6 of SAIT's Strategic Plan. To that extent, SAIT wishes to attain its Certificate of Recognition for world-class safety by 2008.

The journey began with an audit of management's safety systems and that identified our needs. All department audits should be complete by late 2007 or early 2008. Looked at world-class safety – safest companies and not so safe. Mark's presentation provided information on Health and Safety Training/Low Risk and High Risk Departments and where they are in terms of attaining a Certificate of Recognition. The presentation also provided an overview of the different types of safety/environmental/hygiene requests as well as incident frequency and severity – a look at what industry looks at when they review health and public safety issues.

Clare Rhyasen joined the meeting at 5:20 p.m.

- With respect to training of staff, looked at companies throughout North America. Would like to see every instructor in SAIT's high risk departments take training sessions for hazard assessment, health and management systems training, etc. Courses are held in December and June of each year. *Why are there gaps between those who are trained and those expected for training? How do we ensure that these people are trained to meet our expectations?* Mark explained. The biggest challenge at SAIT is the cultural change required so individuals realize their role in health and safety. *What proactive measures are we taking to ensure that others get the training?* Contacting management and meeting with them so they have an understanding.
- *What is the cost for audits?* Approximately \$15,000. Don't see this as a cost issue. This is SAIT's responsibility as a training organization – want to set the standard at SAIT and in the classroom. The internal process for auditing will start in January - an action plan will be done so departments can identify their weaknesses. This is a long-term investment. The ultimate goal is having a very safe organization and incorporating that into our learning objectives.
- SAIT needs to do more safety training especially for hands-on training. Should look at the inclusion of training in every course especially for journeymen – could consider home courses.

The Chair, on behalf of the Board, thanked Mark for an excellent presentation. It is important for our Board to be aware of SAIT's safety programs and their effectiveness.

## REPORTS

### 6. CHAIR'S REPORT

Doug Mitchell reported on the following:

- Ellen Flynn has resigned from SAIT's Board due to illness. AUPE has recommended that Cisley Robinson, Information and Communications Technology Department, be appointed to serve the balance of Ellen's term. An official recommendation, signed by the Board Chair, will be submitted to Advanced Education by the end of November. Send Ellen a note with the Board's best wishes for a speedy recovery.
- Board members were reminded of the Board's Holiday Reception and Dinner, scheduled for Wednesday, December 6, 5:30 p.m., SAIT's Highwood Dining Room.

### 7. PRESIDENT'S REPORT

Irene Lewis reported on the following:

- At the Philanthropy Day Luncheon/November 20<sup>th</sup>, John Aldred received the “2006 Generosity of Spirit Individual Philanthropist of the Year Award” – for his significant time and resources in support of trades education and champions trades to others. Through the Cadmus Foundation, and also the Cadmus Fund through the Calgary Foundation, John supports new entrance scholarships by matching any new scholarship dollars raised from other donors on an annual basis resulting in the addition of \$1,050,000 to SAIT’s scholarship program over the last seven years.
- PCL Recognition – thanks to Guy Mallabone and his team SAIT received a \$500,000 donation which we expect government to match (\$150,000 for scholarships with the balance going to the Trades and Technology Complex).
- There have been great reviews in the newspaper on the November 9<sup>th</sup> President’s Reception and Partnership Award.
- Russian Student Award – Yesterday 14 agents from Russia visited SAIT to present us with the International Student Award for being the most popular Canadian institution. Hope to have more interest from Russian students wishing to attend SAIT.

## 8. SAITSA PRESIDENT’S REPORT

Jessica Powless reported on the following:

- In early November spent seven days in Ottawa speaking with the Federal Government on behalf of the Canadian Alliance of Students Association (CASA) regarding student issues across Canada and SAIT as well.
- Met with Members of Parliament from the various political parties including Prime Minister Stephen Harper and have scheduled a meeting with The Hon. Jim Prentice.
- The Student Resource Centre has just had its big opening for the year. Now have more volunteers in the Centre then we did overall last year. It is a huge success. Thanks to administration for their continued support.
- The Annual White Rose Ceremony will be held on December 6, 2006, 11:00 a.m., Atrium/Heart Building – honoring victims of the Montreal massacre. There will be media coverage. Jessica will speak with Heidi Sparks, Corporation Communications.

## COMMITTEE REPORTS

Academic Council – Gord Nixon reported that the Council met on Tuesday, November 14<sup>th</sup>.

## 9. REPORT FROM ACADEMIC COUNCIL

Approved minutes for the October 10<sup>th</sup> Academic Council meeting were included in the agenda package. There were no questions on the material presented.

## CURRICULUM/PROGRAM CHANGES

### 10. CURRICULUM CHANGES – Business and Tourism Department/Transportation Department – Retail Meat Cutting Program, Hotel Restaurant Management Diploma Program and Heavy Equipment Technician Program

Gord Nixon provided an overview of the rationale for the proposed curriculum changes – details included in the agenda package.

Board members indicated that with respect to reducing the quota for the Hotel and Restaurant Management Program to 160 students, would be more appropriate to increase to 200 given the shortage of skilled workers in this industry. We are reducing FLEs. Gord indicated that we would require more access funding.

**MOVED** by Al Browne and **SECONDED** by Lyndal Turner that the Board of Governors approve the following program changes:

**MOTION**

- **Retail Meat Cutting Program:** Change the program name to Meat Operations and Management, reduce the program length from 24 to 20 weeks, remove Meat 205/Sausage Making from the program, convert the two existing practicums into a single practicum and reduce the program course credits from 39.5 to 33.5, with all changes effective for Fall 2007.
- **Hotel and Restaurant Management Program:** Change the program name to Hospitality Management, adjust the program quota to 160 students, eliminate program options, reduce the program credits from 94 to 85, and eliminate the January intake and transfer those quota seats to the Fall semester intake, with the first four changes effective for Fall 2007 and the January intake elimination change effective for January 2008.
- **Heavy Equipment Technician Program:** Change the program name to Diesel Equipment Technician, effective for Fall 2007.

**Carried**

**MOVED** by Al Browne and **SECONDED** by Lyndal Turner that the Board of Governors recommend that administration pursue increasing the program quota for the Hotel and Restaurant Management Program from 160 students to 200 students given the shortage of skilled workers in this industry.

**MOTION**

**Carried**

#### **11. Curriculum Changes/Information and Communications Technologies Department – Broadcast Technology Program, Electronics Engineering Technology Program**

Rand Ayers, Dean, ICT Department, provided a presentation on Positioning for Growth (IT/Engineering Technology Restructuring Project) which included (1) IT Sectoral Recommendations, (2) Programs Under Review, (3) Rationale/Factors Considered, (3) Proposed Program Suspensions due to declining enrollments, poor retention, low learner satisfaction, etc. – see motions 11, 12, 13, 14 resulting from this repositioning. The restructuring is based on careful consideration of the needs of industry, learners and faculty.

The repositioning provides more flexibility to adapt to market demand and technology changes – learners are provided with alternative/flexible paths. The redeveloped programs are more clearly defined for prospective students, provide industry-related training, increased business skills, flexible framework, reduction in the number of courses and reduced attrition rate. There is a transition process in place for students affected by the changes – Rand explained. *Do you do better by actually selecting the individuals?* The more rigorous the selection process the better the completion rates. Rand responded to questions raised by Board members.

**MOVED** by Jessica Powless and **SECONDED** by Al Browne that the Board of Governors approve the following program changes, Information and Communications Technologies Department:

**MOTION**

- **Broadcast Technology Program:** Change the name of the program to Broadcast Systems Technology and change the content of this program, with all changes effective for Fall 2007.
- **Electronics Engineering Technology Program:** Change the content of this program, with changes effective for Fall 2007.

Carried

## 12. NEW PROGRAM – INFORMATION TECHNOLOGY PROGRAM

As a result of repositioning, the ICT Department is recommending the creation and implementation of a new two-year Information Technology Diploma Program, and that this new program have four majors. The new program will allow SAIT to streamline curriculum while better meeting the needs of learners and aligning with industry requirements. Graduates of the new Information Technology Program will be employed in the information technology industry as IT professionals. The creation of the four major areas of study—*Software Development, Computer Systems, Network Systems and Telecom Systems*—will ensure that graduates have the particular skills necessary to work in a specific IT field. Learners will declare their major before entering the program, and the majors will be structured to allow for learner flexibility once the learner is in the program.

**MOVED** by Jessica Powless and **SECONDED** by Al Browne that the Board of Governors approve the creation and implementation of the Information Technology Program as a two-year diploma program, with the four majors of Software Development, Computer Systems, Network Systems and Telecom Systems, effective for Fall 2007.

MOTION

Carried

## 13. PROGRAM SUSPENSIONS

**MOVED** by Jessica Powless and **SECONDED** by Al Browne that the Board of Governors approve the following program suspensions, effective for Fall 2007:

MOTION

- Computer Engineering Technology Program
- Computer Technology Program
- Computer Control Technology Program
- Network Engineering Technology Program
- Telecommunications Technology Program

Carried

## 14. BACHELOR OF SCIENCE DEGREE/INTERNETWORKING

A presentation on the B.Sc. Internetworking was provided at the November 21 meeting of the Chairman's Circle. The Alberta Government recently passed legislation which allows colleges and technical institutes to apply for approval to offer full baccalaureate degrees. Filling the growing gap between traditional fields of computing and engineering, SAIT's B.Sc. in Internetworking focuses on the maturing specialization of network technology. This new degree will provide graduates with high-level theoretical and practical applications of network technologies, including those in emerging areas of wireless, security and voice over IP (VoIP). This degree will also provide graduates with a strong foundation in essential business and soft skills, preparing them to function effectively in the workplace.

This new four-year degree will provide students with the opportunity for career growth beyond the current two-year diploma and three-year applied

degree options that SAIT already offers – will be able to advance to graduate school. The program is being planned so as to minimize the impact on SAIT’s current resources. A request for funding will be submitted to Alberta Advanced Education for new lab facilities, curriculum development and operational funds. The balance of operating costs will be covered by new tuition from students in the program.

This is SAIT’s first submission and will be submitted to government for commencement in the Fall of 2007. *How do we ensure that this degree does not become water downed by industry and other post-secondary institutions?* By staying with a traditional degree guarantees that our students can advance to graduate school. *Will we offer liberal arts?* Will limit liberal arts and will ask for assistance from the University of Alberta and the University of Lethbridge – it is not our intent to hire Liberal Arts instructors.

**MOVED** by Beth Reimer-Heck and **SECONDED** by Lyndal Turner that the Board of Governors approve SAIT submitting a proposal for a B.Sc. in Internetworking to the Minister of Advanced Education.

**MOTION**

**Carried**

**INFORMATION**

**FUTURE AGENDA ITEMS**

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

In-Camera Meeting 5:00 pm, Tuesday, January 30, 2007, SMED Boardroom MA317.

**TERMINATION**

**MOVED** by Doug Chudleigh and **SECONDED** by Beth Reimer-Heck that there being no other business on the motions duly moved and seconded, the November, 2006 public meeting of the Board adjourn at 6:20 p.m.

**MOTION**

**Carried**

---

Chair

---

President and CEO