



BOARD OF GOVERNORS MEETING – OPEN

5:00 p.m. – 6:00 p.m. Wednesday, May 29, 2024
SMED Boardroom, 3rd Floor, Heritage Hall

MINUTES

Committee Members:

Erickson, David, Chair
Ross, David
Annesley, Janet
Bailey, Cameron (*Regrets*)
Barry, Stephen
Billington, Susan
Fleming, Tonya (*Regrets*)
Kad, Sanjeev
Lauder, Robert
MacDonald, Ryan
Murphy, Lara
Ramos, Aaron
Sekhon, Ravdeep
Trache, Andy
VanApeldoorn, Candace

Resource:

Bourassa, Emily, CFO & VP, Corporate Services
Buchholz, Marcia, VP, People and Culture
Butler, Mark, VP Corp Development & Applied Research and
International
Magotiaux, Heather, VP, External Relations (*Regrets*)
Welch, Janet, VP, Academic
Ruptash, Tracy, EA to the Board of Governors

Guests:

Teela Kowalchuk, Instructor, Health & Public Safety

PRELIMINARIES

1. CALL TO ORDER

The Chair called the meeting to order 5:05 p.m.

2. REVIEW AGENDA

The agenda was received as presented.

3. DECLARATION OF CONFLICT OF INTEREST

No Conflicts of Interest were declared.

4. CONSENT AGENDA

MOTION:

THAT the Board of Governors has undertaken a full review of the items and motions on the Consent Agenda and approve as presented.

- (a) Board of Governor Minutes March 13, 2024 (Open)
- (b) Program Approval
 - i) School of Hospitality and Tourism
Global Hospitality and Tourism Management Post Diploma
 - ii) MacPhail School of Energy
Electrical Trade and Technology Diploma
- (c) Program Suspension
 - i) School of Manufacturing and Automation
Pre-employment Mobile Crane
- (d) Program Termination
 - i) School of Construction
Process Pipe Drafting
 - ii) School of Manufacturing and Automation
Pre-employment Ironworker
- (e) FN.12.1 and FN.12.1.1 Signing Authority Policy and Procedure Annual Review
- (f) AD.1.5 and AD.1.5.1 Internal Audit Policy and Procedure Annual Review

Moved: L. Murphy
Seconded: A. Trache
CARRIED BGC240529-01

BUSINESS ARISING FROM THE PAST MINUTES - NONE

PRESENTATIONS - NONE

REPORTS

5. CHAIR'S REPORT

The Board Chair provided a verbal report.

The Chair noted the correspondence received from the Ministry in reference to Bill 18. It was also noted that the Minister, Advanced Education will be meeting with Chamber of Commerce throughout Alberta and where appropriate the Minister, would appreciate board support in attendance. Logistics for the visit to be sent by the Ministry in due course.

The Chair advised Board members that convocation was fast approaching and that Board members are encouraged to attend wherever possible.

The Board were advised that the Chair participated on a panel discussion at CiCAN relating to sustainability. It was stated that SAIT currently has approximately 190 initiatives in this field and a potential agenda item at future board meetings.

6. PRESIDENT'S REPORT

Report received.

It was reported that the institution is now operating at full capacity since the pandemic back in 2020. The institution continues to command leadership roles within the sector and convocation will see over 2,000 graduates cross the stage this spring.

Security Threat Groups (STG's) are front of mind with the institution undertaking action to prioritize the safety and security of the SAIT community and reviewing.

The President and CEO provided a summary of Work Integrated Learning component of the Investment Management Agreement. It was noted that Work Integrated Learning covers approximately 85% of programs.

7. SAITSA PRESIDENT'S REPORT

A verbal report was provided.

The Saitsa President provided a verbal summary of Saitsa's ongoing activities and initiatives. It was reported that Saitsa has focused on its food and service initiative, post-secondary tuition affordability and wellness and community.

Saitsa is working with students on matters relating to fiscal responsibilities and have provided a free tax return program.

8. ACADEMIC COUNCIL REPORT

The VP, Academic provided a verbal report.

It was reported that Academic Council has been active in the review of program approvals, terminations and suspensions throughout the academic year as well as policy review.

The Academic Council sub-committees have now completed their reviews. The digital literacy review relating to skills required to function within the classroom was undertaken and recommendations complete. The student initiative "feedback matters" has been identified as a potential committee and a potential tool to improve practices. It was noted that an aggregated data report would be of interest to be presented to the Board at a future meeting.

NEW BUSINESS

9. CONSOLIDATED FINANCIAL STATEMENTS AS AT MARCH 31, 2024

The Chair, Audit Committee provided a summary of the Consolidated Financial Statement as at March 31, 2024 for Board approval.

MOTION:

THAT the Board of Governors accept the recommendation of the Audit Committee and approve the Audited Consolidated Financial Statements as at March 31, 2024.

Moved: R. MacDonald
Seconded: S. Kad
CARRIED BGC240529-02

10. CAPITAL PRIORITIES (BLIMS)

The Chair, Audit Committee provided a summary of the Capital Priorities for 2025/2026. Each year a report is provided to the provincial government where funds can be utilized for construction. It was noted that there is no expectation that funds will be received however, should funds be available the priorities are in front of the government for consideration.

MOTION:

THAT the Board of Governors accept the recommendation of the Audit Committee and approve the infrastructure priorities summarized above for submission to the Government of Alberta through BLIMS.

Moved: R. MacDonald
Seconded: R. Sekhon
CARRIED BGC240529-03

11. BOARD OF GOVERNORS BYLAWS

The Chair of the Governance Committee provided a summary of the revisions of the bylaws to include the Joint Board Executive Committee as a standing Committee of the Board for approval.

MOTION:

THAT the Board of Governors accept the recommendation of the Governance Committee and approve the Board of Governors' General Bylaws as presented.

Moved: S. Billington
Seconded: A. Ramos
CARRIED BGC240529-04



12. IN CAMERA

At 5:55 p.m. the Board went to an in-camera session.

INFORMATION

Reports received.

13. Academic Council Minutes February 12, 2024

14. Academic Council Minutes March 19, 2024

15. Academic Council Minutes April 9, 2024

FUTURE AGENDA ITEMS

NEXT MEETING

The next meeting of the Board of Governors is scheduled for Wednesday, September 4, 2024 SMED Boardroom, Heritage Hall

ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

Chair: _____ President and CEO: _____