



## MEDICINE HAT COLLEGE BOARD OF GOVERNORS

### Regular Meeting Minutes

December 10, 2024

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#### PRESENT:

Board Members:	Sarah MacKenzie	Board Chair
	Yusuf Mohammed	Vice Chair
	Shelley Beck	Board Member
	David Hoekstra	Board Member
	Lily Schaerer	Board Member
	Valter Fuck	Board Member
	Andrea Woods	Board Member
	Brian Stauth	Board Member
	Kent Smith	Board Member
	Michelle Banks	Board Member
	Kevin Shufflebotham	President & CEO
Regrets:	Ebenezer Asare	Board Member
Administrative Resources:	Wayne Resch	VP, Administration & Finance
	Nancy Brown	VP, Academic/Provost
	Tiffany Digness	Executive Assistant, President & CEO / Secretary to the Board of Governors

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#### 1. CALL TO ORDER

The meeting was called to order at 4:05 pm, a quorum was confirmed present, and the meeting was declared duly constituted.

##### 1.1. ACKNOWLEDGEMENT TO THE TERRITORY

S. Mackenzie acknowledged that the Board of Governor's meeting is being held on traditional territory.

##### 1.2. DECLARATION OF CONFLICT OF INTEREST

No conflict of interest declared.

**2. APPROVAL OF THE AGENDA**

Addition: Add under New Business item 5.4 – Committee Appointments.

**MOTION: B. Stauth**

**“THAT the Board of Governors approves the December 10, 2024, Board Meeting agenda as amended.”**

**CARRIED**

**3. APPROVAL OF THE MINUTES**

**MOTION: S. Beck**

**“THAT the Board of Governors approve and acknowledge the Board meeting minutes for October 15, 2024, as presented.”**

**CARRIED**

**4. APPROVAL OF CONSENT AGENDA**

➤ ***Committee Minutes***

- External Relations Committee (*November 12, 2024*)
- Finance & Audit Committee (*October 15, 2024*)
  - OAG Exit – (*October 15, 2024*)
  - Finance & Audit Committee (*November 26, 2024*)
- General Academic Council (*November 25, 2024*)

**MOTION: L. Schaerer**

**“THAT the Board of Governors approve and acknowledge all Consent Agenda items, as presented.”**

**CARRIED**

**5. REPORTS**

**5.1 Finance & Audit Committee – 2023-2024 Annual Report**

W. Resch went through document in package. Format has been changed as per the Government’s request. We still need to have OAG sign the financial statements, and should be receiving this next week. Annual report is due to the Government at the end of December.

**MOTION: K. Smith**

**“THAT The Board of Governors approves the Annual Report, as presented.”**

**CARRIED**

## 5.2. General Academic Council

### Pharmacy Technician Diploma

J. Openo provided an overview on the Pharmacy Technician Diploma. There is a strong business case and regional need for this program. The curriculum came from NorQuest College.

#### **MOTION: S. Beck**

**“THAT the Board of Governors of Medicine Hat College approves the offering of Pharmacy Technician Diploma at Medicine Hat College, subject to the approval of the Minister of Advanced Education.”**

**CARRIED**

### Addictions Counselling Diploma

J. Openo provided an overview of the program. The college received a grant of \$580,000 from Government to deliver this program.

#### **MOTION: K. Smith**

**“THAT the Board of Governors of Medicine Hat College approves the offering of Addictions Counselling Diploma at Medicine Hat College, subject to the approval of the Minister of Advanced Education.”**

**CARRIED**

## 5.3. Policy & Bylaw Committee – GEA-08 – Disclosure Protection

S. MacKenzie went over changes.

#### **MOTION: S. Beck**

**“THAT the Board of Governors of Medicine Hat College approves the offering of Addictions Counselling Diploma at Medicine Hat College, subject to the approval of the Minister of Advanced Education.”**

**CARRIED**

## 5.4 Governance Committee – Committee Appointments

The following committee appointments were recommended:

- Valter Fuck – Campus Development Committee (2 year term)
- Andrea Woods – Campus Development Committee (2 year term)
- Michelle Banks – Policy and Bylaw Committee (2 year term)
- Shelley Beck – Governance Committee Chair (2-year term)

**MOTION: S. Beck**

**“THAT the Board of Governors approves committee board appointments, as presented.”**

**CARRIED**

## **6. STRATEGY, CULTURE & EDUCATION**

### **6.1. President's Update**

K. Shufflebotham provided an overview of policy work required for college to offer autonomous degrees.

K. Shufflebotham provided an update on IRCC changes. The training that we are doing with Medicine Hat Police Services.

K. Shufflebotham advised Board that we had sent out Employee Engagement survey in November and will be providing the results at the next Board meeting.

It is the 60<sup>th</sup> anniversary for Medicine Hat College. We will be leveraging existing events to celebrate.

Jack Mintz will be leading a post-secondary funding review.

N. Brown thanked the international team for all their work.

An announcement will be coming soon regarding soil research.

N. Brown provided an update on the status with CAQC. She met with Council regarding our submission, and we should have a response in the next few weeks.

W. Resch provided an overview on the 25/26 budget meetings. Administration will bring a draft budget to the Board in April. We are assuming grant funding is flat.

### **6.2. International Update**

S. Henderson provided a presentation to the Board. There are changes on the cap of international students, and eligibility for post-graduate work permits are now linked to national labour codes.

**7. IN-CAMERA**

**7.1. IN-CAMERA WITH PRESIDENT & CEO**

Guests were asked to leave at this time.

**MOTION: K. Smith**

**“THAT the Board of Governors move to In-Camera at 5:13pm.”**

**CARRIED**

**MOTION: L. Schaerer**

**“THAT the Board of Governors end In-Camera and return to the Public Board meeting at 5:17pm.”**

**CARRIED**

**7.2. IN-CAMERA WITHOUT PRESIDENT & CEO**

The President left meeting.

**MOTION: L. Schaerer**

**“THAT the Board of Governors move to In-Camera without President at 5:17pm.”**

**CARRIED**

**MOTION: L. Schaerer**

**“THAT the Board of Governors end In-Camera without President and return to the Public Board meeting at 5:18pm.”**

**CARRIED**

**8. ADJOURNMENT**

**MOTION: S. Beck**

**“THAT the Board of Governors Public Board meeting of December 10, 2024, be adjourned at 5:18pm**

**CARRIED**

  
Sarah MacKenzie  
Board Chair, Board of Governors

  
Tiffany De Luca  
Executive Assistant, Board of Governors

