

MINUTES
OLDS COLLEGE BOARD OF GOVERNORS MEETING
 Thursday, May 23, 2024 @ 9:00 a.m.

As the Olds College Board of Governors we commit to the principles of good governance and a culture of:

Responsible Decision-Making

- Being committed and engaged
- Being fully prepared for our duties
- Fostering a culture inclusive of diverse perspectives
- Being unified in our support of Board decisions
- Ensuring integrity in our considerations and decisions
- Ensuring the highest level of stewardship of human and financial resources

Visionary Governance

- Focusing on the future while learning from the past
- Seeking growth in the best interests of the College
- Setting direction which recognizes the importance and holistic nature of the agriculture industry as being essential to the preservation and betterment of life

Diversity and Inclusiveness

- Providing a board environment that is conducive to board members openly honoring their positionality
- Recognizing and accepting the unique attributes and contributions of all of our stakeholder communities
- Vigorously defending legislated rights and freedoms
- Making decisions that support a culture of diversity and inclusiveness

Present:		
Al Kemmere, Interim Chair	Mykaela Bauer	Gordon Cove
Anna Dau	Mabel Hamilton	Sarah Hayes
Ashmeet Kaur Khambha	Brendan Richardson	Ben Cecil, President
Regrets:	Tracy Gardner	
Recording:	Heather Steckly	

OPEN SESSION

AGENDA ITEM

1. CALL TO ORDER

Interim Chair Kemmere called the meeting to order at 9:00 a.m.

2. AGENDA

A MOTION was made by M. Bauer to approve the agenda as presented.
MOTION CARRIED

3. CONFLICTS OF INTEREST

In accordance with the Alberta Public Agencies Governance Act, Board members were asked to declare conflicts of interest relating to agenda items for the meeting.

No conflicts were declared.

A MOTION was made by B. Cecil to move the meeting in-camera.

MOTION CARRIED

A MOTION was made by B. Richardson to move the meeting out of camera.

MOTION CARRIED

5. MOTIONS OUT OF IN-CAMERA

5.1 Major Capital Project

A MOTION was made by M. Bauer that the Board instruct administration to continue exploration of the major capital project.

MOTION CARRIED

5.2 2024/2025 Olds College Operating Budget

A MOTION was made by M. Hamilton that the Board has assessed the special monitoring report for Policy EL-3 Planning and finds it demonstrates compliance with a reasonable interpretation of the policy.

MOTION CARRIED

A MOTION was made by G. Cove that the Board of Governors approve the 2024/2025 Olds College Operating Budget as presented.

MOTION CARRIED

RETURN TO OPEN SESSION

6. CONSENT AGENDA

6.1 REVIEW OF MINUTES

6.1.1 April 23, 2024

6.2 OLDS COLLEGE GOVERNANCE POLICY REVIEW

6.2.1 E Mega End

6.2.2 E-1 Qualified People

6.2.3 E-2 New Knowledge, Products & Technology

6.2.4 E-3 Alberta Leads in Agriculture

6.3 OLDS COLLEGE GOVERNANCE PERFORMANCE REVIEW

6.3.1 GP-7 Board Committee Structure

6.3.1.1 Performance Report

6.3.2 GP-7.1 Audit and Finance Committee Terms of Reference

6.3.2.1 Performance Report

6.3.3 GP-7.4 Policy Review Committee Terms of Reference

6.3.3.1 Performance Report

A MOTION was made by G. Cove that the Board of Governors approve the Consent Agenda as presented.

MOTION CARRIED

7. BOARD COMMITTEE REPORTS

7.1 CHAIR'S REPORT

No discussion arose from the Chair's written report included in the Board meeting agenda package.

A MOTION was made by S. Hayes that the Board receive the Chair's Report.

MOTION CARRIED

7.1.1 Board Decision / Action Log

The Chair presented the Board Decision/Action Log from the April 23, 2024 Board meeting. In the future, the Chair and Board Secretary will identify potential items to move to the archive tab and present it for Board review and consideration of approval.

A MOTION was made by M. Hamilton that the Board receive the Board Decision/Action Log.

MOTION CARRIED

7.1.2 Invitation: Town of Olds Next Generation Economy Initiative

A MOTION was made by A. Kaur Khambha that the Board support the participation of the Interim Chair in the Town of Olds Next Generation Economy Initiative on behalf of the Board of Governors.
MOTION CARRIED

7.1.3 Invitation to Participate in Olds Exhibition Strategy Planning

The Chair received an invitation to participate in the Olds Regional Exhibition strategic planning meetings in June 2024.

A MOTION was made by G. Cove that the Board support the participation of the Interim Chair in the Olds Regional Exhibition strategic planning meetings on behalf of the Board of Governors.
MOTION CARRIED

7.2 AUDIT AND FINANCE COMMITTEE

7.2.1 2023 Audit Update

The 2023 Audit remains incomplete as administration continues to address the auditors' concerns. The most recent information required has been submitted and the auditors have committed to finalize the audit as quickly as possible once they are satisfied with the information provided.

G. Cove reiterated the utmost importance of finalizing the audit as it is a major matter for the College. The Audit and Finance Committee commended administration for their efforts in resolving long-standing issues.

Administration confirmed that they have a clear understanding of what is required and steps are being taken to ensure that the College is in a much better place going forward.

7.2.2 2023 Financial Statements - *draft*

The CFO reviewed the updated draft Financial Statements, noting items that have been revised since the draft statements were provided to the Board in August 2024.

7.2.3 Rolling Cash Flow Analysis

The CFO presented the Rolling Cash Flow Analysis noting that the College's cash position is projected to be positive in August 2024. The CFO will continue to monitor spending closely until such time as the College achieves a positive cash balance.

7.2.4 Budget vs. Actuals - Q3

The 2023/24 budget is being managed well and the College position relative to budget is on target. Caution will be maintained going into the fourth quarter and spending will be diligently monitored by the CFO.

The Board requested that the CFO provide a report to the Audit and Finance Committee with respect to moving out of the spending freeze, recognizing that ongoing monitoring by the CFO is not sustainable. The CFO confirmed that steps are being taken to build sustainability around processes and controls to support and ensure spending policy compliance.

7.2.5 Enterprise Risk Management - Q3

7.2.5.1 Enterprise Risk Management Summary

No significant changes in the College's risk profile were noted. From the perspective of the Audit and Finance Committee, risk is well-managed at the College.

7.2.6 Board Operating Budget Report - Q3

The Board is within its operating budget and anticipates concluding the year under budget.

7.3.6.1 [Board Member Expenses](#) - Q3

The Audit and Finance Committee noted no concerns with Board member expenses submitted in the third quarter.

A MOTION was made by G. Cove that the Board receive the Audit and Finance Committee report.
MOTION CARRIED

7.3 GOVERNANCE MODEL COMMITTEE POLICY REVIEW COMMITTEE

7.3.1 Board of Governors Governance Policy Development Work Plan

In an effort to move the policy development work forward more quickly, the Board agreed to schedule two hour committee meetings so that each committee can work on two policies at a time. The Board recognized that this pace is contingent on administration's capacity to support the work.

A MOTION was made by A. Dau that the Board approve the Policy Development Work Plan as presented on the understanding that the Board will move the work forward more quickly by scheduling 2 hour committee meetings, based on administrative capacity.

MOTION CARRIED

7.3.2 Board of Governors Strategic Priorities Policy

The policy as presented encapsulates the current Board Ends policies. The Board will consider its strategic priorities for the organization during the strategic planning process commencing on July 29, 2024. The policy will be revised as required following completion of the next strategic plan.

A MOTION was made by B. Cecil that the Board approve Policy BG-1 Board of Governors Strategic Priorities Policy as presented.

MOTION CARRIED

7.3.3 Board of Governors Policy Development Policy

A MOTION was made by A. Kaur Khambha that the Board approve BG-2 Policy Development Policy as presented.

MOTION CARRIED

7.3.3.1 Policy Development Procedure

A MOTION was made by A. Kaur Khambha that the Board approve BG-2 Policy Development Procedure as presented.

MOTION CARRIED

8. INFORMATION REQUESTED BY THE BOARD

8.1 FOOD SERVICE ON CAMPUS

8.1.1 [SAOC Report](#)

8.1.2 Response by Administration

8.1.2.1 [eMail Message to Executive](#)

8.1.2.2 [Briefing Note \(including Response Plan\)](#)

P. Mal joined the meeting to provide administration's perspective with respect to the Dining on Campus survey provided by the SAOC. In response to the survey results, a meeting of those directly connected to residence services was convened, out of which the Response Plan attached to the Briefing Note was developed. A Food Services Committee with student representation has been convened and the Terms of Reference were approved in May. This is seen to address a gap in student services offerings and is anticipated to provide a venue for student feedback before issues arise.

A. Dau noted that, although the survey response rate was not statistically relevant, there were issues identified that needed to be addressed. The Response Plan is seen to be comprehensive and addresses many of the concerns raised in the survey. The SAOC was appreciative of administration and the Board taking this matter seriously and addressing it.

A MOTION was made by A. Dau that the Board receive the Dining on Campus report.

MOTION CARRIED

9. BOARD EDUCATION - internal

9.1 CENTRAL ALBERTA COLLEGIATE INSTITUTE

9.1.1 Briefing Note

9.1.1.2 Presentation

J. Taylor, T. Ranieri and P. Mal joined the meeting to present the Central Alberta Collegiate Institute (CACI) Metals Facility Enhancement Project. Olds College of Agriculture and Technology ('Olds College') is one of the seven partners in CACI who are focusing on skilled trades career readiness for Central Alberta youth. The CACI partnership was developed in the Fall of 2022 and a Business Case was submitted to Alberta Education by CESD in March 2023. In June of 2023, the CACI partners learned they were one of twelve successful collegiate grant recipients. Alberta Education awarded CACI \$8.7 million for both the operational and capital enhancement aspects of CACI, of which \$4.4M will be utilized to enhance the Metals Facility at Olds College.

This investment is in large part attributable to Olds College's provincial leadership in dual credit. Interest in Olds College dual credit programming is strong with MOUs signed with 51 school authorities and 159.9 dual credit FLEs in the 2023/24 academic year.

LUNCH

10. BOARD EDUCATION - external

10.1 INDUSTRY ADVISORY COMMITTEE: *Stephen Neis, Acting Executive Director, Apprenticeship Delivery Support Services for the Ministry of Advanced Education*

9.1.1 Presentation

S. Neis and D. Beaudoin joined the meeting to provide the Industry Advisory Presentation with respect to Apprenticeship Programs. The most significant challenge facing the trades is the Alberta labour shortage. This will affect various sectors within the agriculture industry. Olds College has an opportunity to continue to partner with industry, continuing to provide evolving programming through advancements in technology within these sectors. Olds College can contribute by continuing to provide a voice at various committees throughout the trades sector.

The Board recognized that trades is an important part of Olds College programming and expressed deep appreciation for the province's investment into the campus through funding for the W.J. Elliott Building Expansion project.

10.2 TOWN OF OLDS

9.2.1 Presentation

Mayor Dahl, Councillor Walsh and CAO Williams joined the meeting to provide insights into the following questions:

1. What are the top three priorities for the Town of Olds?
2. What are the top challenges facing the Town?
3. How can the Town and College work together for the betterment of our communities?

The College and Town will continue the conversation to work together for the betterment of the community.

9.2.2 Board Debrief

*A MOTION was made by B. Cecil that the Board receive the Town of Olds presentation.
MOTION CARRIED*

11. OLDS COLLEGE OPERATIONAL OUTCOMES / PERFORMANCE

11.1 EL-4 FINANCIAL CONDITION AND ACTIVITIES

11.1.1 Performance Report

A MOTION was made by G. Cove THAT the Board has assessed the performance report for

Policy EL-4 Financial Condition and Activities and finds it demonstrates compliance with a reasonable interpretation of the policy except for the stated noncompliance with the policy statement and items 4 and 6 which the Board acknowledges and accepts the planned date for compliance.

MOTION CARRIED

11.2 EL-8 ORGANIZATIONAL CULTURE

11.2.1 Performance Report

A MOTION was made by S. Hayes THAT the Board has assessed the performance report for Policy EL-8 Organizational Culture and finds it demonstrates compliance with a reasonable interpretation of the policy.

MOTION CARRIED

11.3 EL-10 INVESTMENTS - (Q3)

11.3.1 Performance Report

- Request for annual reporting in-person with the investment portfolio manager

A MOTION was made by B. Richardson THAT the Board has assessed the performance report for Policy EL-10 Investments (Q3) and finds it demonstrates compliance with a reasonable Interpretation of the policy except for the stated noncompliance with items 4.1 and 4.3 which the Board acknowledges and accepts the planned date for compliance.

MOTION CARRIED

12. OLDS COLLEGE INSTITUTIONAL OUTCOMES / PERFORMANCE - operational activities

12.1 PRESIDENT'S REPORT

The President provided the following highlights from the written report included in the agenda package;

Driver #1:

504 students are planning to attend Convocation on June 1, 2024. This represents the largest attendance in College history.

Driver #2:

The College has achieved 2001 FLEs, achieving Strategic Driver #2.

The College has reached 51 MOUs with school authorities for in-person or online dual credit opportunities. Admissions is utilizing MyCreds for secure document distribution, centralizing our document management processes in the Office of the Registrar.

Driver #4:

A CIGan delegation from the Caribbean visited the College on April 26th and 27th.

Olds College was awarded the CIGan national gold medal for research and innovation. The award was presented at the 2024 CIGan Conference in Calgary.

Driver #5:

Since July 2023, the College has raised \$10M toward the \$100M target.

Driver #6:

On May 1, 2024, Indigenous Services hosted an awareness and recognition event on campus in advance of the National Day of Awareness for Missing and Murdered Indigenous Women and Girls and two-spirit People (MMIWG2S), which is observed annually on May 5th.

Planning is underway to recognize 41 employees who have achieved service milestones ranging from 5 to 35 years of service with Olds College.

Driver #7:

The IT Team continues to implement software projects like FAST reporting and Banner 9 Self Service that will improve access to data and more effective student processes.

A MOTION was made by A. Kaur Khambha that the Board receive the President's Report.

MOTION CARRIED

12.1.1 Major Capital Projects Update

a. Animal Health Education Centre

A MOTION was made by A. Dau to receive the Animal Health Education Centre report.
MOTION CARRIED

b. Capital Campaign Report

A MOTION was made by M. Bauer to receive the Capital Campaign Report.

MOTION CARRIED

12.2 Bill 18

The President and Chair will attend a meeting in Calgary to discuss the impacts of Bill 18 on the post-secondary sector. A Briefing Note has been provided by the Alberta Post-Secondary Network for consistency in messaging. It is hoped that the Minister and Premier will hear the argument to exempt PSIs from Bill 18.

A MOTION was made by M. Hamilton that the Board receive the Bill 18 verbal report.

MOTION CARRIED

12.2 SAOC REPORT

The next SAOC Report will be provided at the June 20, 2024 Board of Governors meeting.

13. LEGISLATIVE COMPLIANCE APPROVALS AGENDA

[Academic Council Minutes - April 11, 2024](#)

[Academic Council Minutes - May 9, 2024](#)

A MOTION was made by M. Hamilton that the Board receive the April 11, 2024 and May 9, 2024 Academic Council minutes.

MOTION CARRIED

13.1 PROGRAM APPROVAL:

13.1.1 Legislated Approvals Oversight Report -
Post Diploma Certificate: Project Management

13.1.1.1 Briefing Note

13.2 PROGRAM APPROVAL:

13.2.1 Legislated Approvals Oversight Report -
Post Diploma Certificate: Supply Chain Management

13.2.1.1 Briefing Note

13.3 PROGRAM APPROVAL:

13.3.1 Legislative Approvals Oversight Report -
Post Diploma Certificate: Agricultural Business

13.3.1.1 Briefing Note

13.4 PROGRAM APPROVAL:

13.4.1 Legislative Approvals Oversight Report -
Land and Water Resources Diploma Program Redevelopment

13.4.1.1 Briefing Note

A MOTION was made by S. Hayes that the Board approve Items 13.1 to 13.4 on the Legislated Compliance Approvals Agenda as presented with a request that post-implementation survey results be provided to the Board to determine the impact of the program decisions.

MOTION CARRIED

13.5 ACADEMIC COUNCIL MEMBERSHIP:

13.5.1 Legislated Approvals Oversight Report
Academic Council Membership

13.5.1.1 Briefing Note

A MOTION was made by G. Cove that the Board approve Academic Council Membership as presented.

MOTION CARRIED

13.6 ANNUAL REPORT - deferred pending Minister's approval to submit with unaudited financial statements

13.6.1 Legislated Approvals Oversight Report
Annual Report

14. NICE TO KNOW INFORMATION

14.1 OLDS COLLEGE NEWS

- 14.1.1 Business Management Students Excel at Alberta Deans of Business Case Competition
- 14.1.2 In Step with Industry: Olds College Renames Animal Health & Brewmaster Diplomas
- 14.1.3 Aspiring Jockey from Barbados Pursues Dream in Alberta
- 14.1.4 Olds College Broncos Honour Soccer & Futsal Standouts at Annual Awards Night
- 14.1.5 Olds College Calls for Equitable Federal Funding to Boost Research Impact
- 14.1.6 New Functional Fitness Space Now Open at Community Learning Campus
- 14.1.7 AgTech Investment Panel a Resounding Success
- 14.1.8 Olds College Hosts CIGan Delegation from the Caribbean & Kenya
- 14.1.9 Olds College is the Gold Recipient of the Applied Research & Innovation Excellence Award at CIGan
- 14.1.10 Olds College Instructor Explores Digital Communication in Peer-Reviewed Article
- 14.1.11 New Scholarship from the Rotary Club of Calgary at Stampede Park
- 14.1.12 Rocky Mountain Equipment Sponsors New Sprayer for Olds College

A MOTION was made by M. Bauer that the Board receive the information provided in Item 14.1.
MOTION CARRIED

14.2 BOARD CORRESPONDENCE

14.2.1

14.3 OTHER INFORMATION

14.3.1 Ministerial Order

A MOTION was made by A. Dau that the Board receive the Ministerial Order appointing student representatives for a one year term.
MOTION CARRIED

15. ROUNDTABLE

16. JUNE 20, 2024 BOARD AGENDA ITEMS

- President's Annual Performance Review (monitoring Ends)
- Monitoring Tracking Reports
- President's Report
- SAOC Report
- Industry Advisory Committee Report
- 2024/25 Board Calendar of Events
- 2024/25 Board Committee Membership
- GP-4 Board Planning Cycle and Agenda Control
- Board Committee Reports

A MOTION was made by M. Hamilton to move the meeting into Special In-Camera.
MOTION CARRIED

A MOTION was made by B. Richardson to move the meeting out of Special In-Camera.
MOTION CARRIED

17. MOTIONS OUT OF SPECIAL IN-CAMERA SESSION

17.1

18. ADJOURNMENT

The meeting was declared adjourned at 4:45 p.m.



Al Kemmere
Interim Board Chair

Olds College Board of Governors
Meeting Agenda



Ben Cecil
President