



**Board of Governors  
Public Meeting**  
February 28, 2024  
4:00 p.m. - 7:00 p.m.  
Governors Boardroom/Teams  
**Meeting Minutes**

*We respectfully acknowledge that we are on Treaty No. 8 Territory, the ancestral and traditional territory of the Cree, Dene, and Métis, peoples.*

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In Attendance:

**Board of Governors:**

Don Scott, Chair  
Andrew Rosser, 1<sup>st</sup> Vice Chair, Public Member  
Christian Matte, 2nd Vice Chair, Public Member  
Joe MacNeil, Public Member  
Kim Farwell, Public Member  
Adele Thomson, Public Member  
Kalpesh Patel, Public Member  
Chief Raymond Powder, Public Member  
Dr. Nermin Zukic, Academic Staff  
Leon Bevans, CUPE Representative  
Shereese Miller, Student Representative  
Shavell Skeel, Student Representative  
Jay Notay, President & CEO

**Administration:**

Murray Walford, Vice President Corporate Services & CFO  
Sandra Efu, Vice President Academic & Student Experience  
Khwezi Mbolekwa, Associate Vice President, People, Culture and Innovation  
Terri Turner, Executive Assistant (RS)

**Guest:**

Chantal Beaver, Associate Vice President, Public Engagement

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1 **Call to Order**

**A. Rosser**, 1<sup>st</sup> Vice Chair, called the Public Board of Governors meeting to order at 4:07 p.m.

2 2.1 Declaration of Conflict of Interest:

There was no declaration of conflict of interest.

2.2 Declaration of Fraud & Irregularities:

There was no declaration of fraud or irregularities.

### 3. **Adoption of Consent Agenda**

- K. Farwell noted items on the past BOG Minutes and suggested an action log be created to capture such information
- BOG agreed this will be an item for the BEC
- C. Matte asked for clarification about the indigenous space funding
- M. Walford noted that the college should know about government funding tomorrow, and if money is required the request will go to Finance & Audit and then the BOG for approval

**Motion:** “THAT, the Consent Agenda for the February 28, 2024, meeting of the Board of Governors be approved as presented/amended.”

**Moved by A. Thomson** and seconded by C. Matte “**that**, the Consent Agenda for the February 28, 2024, meeting of the Board of Governors be approved as amended.”

**Carried Unanimously**

### 4. **Adoption of Regular Agenda**

**Motion:** “THAT, the Regular Agenda for the February 28, 2024, meeting of the Board of Governors be approved as presented/amended.”

**Moved by C. Matte** and seconded by A. Thomson “**that**, the Regular Agenda for the February 28, 2024, meeting of the Board of Governors be approved as amended.”

**Carried Unanimously**

### **Board Executive Committee Update (D. Scott)**

#### **5.1 IRCC Update (J. Notay)**

- J. Notay provided an overview of the past and concerns around the increasing number of students coming to Canada for post-secondary
- J. Notay identified that IRCC has initiated a mechanism to cap the number of students granted study visas in the country, which will be broke down by province and then post-secondary institutions
- J. Notay identified the following based on our interpretation of the information we have received to date:
  - that IRCC have also added and additional step in the student visa approval process, where each province must provide letters of attestation for every student visa application
  - once the province provides a letter of attestation for every eligible student, each letter will go to the student, and the student will be required to add this letter as part of their student visa application to the IRCC,

- each post-secondary institution will be allocated a definitive number of these letters which are non-transferable. Therefore, if a student changes their mind to come to Keyano, that is an unused letter and therefore a lost “spot” for the college. J. Notay identified that housing alignment along with the economy will be considered when the number of letters for each post-secondary are determined
- Chief Powder asked about the timeline for announcing the number of letters for each post-secondary
- J. Notay identified this should be announced by the end of week
- L. Bevans asked if the administration felt there was enough support in place to accommodate the increase in students, as he observed increase in the need for service in some departments
- J. Notay identified that new support has been added and as we go through the budget process, we are planning for more positions to be identified through the DSP process within our next budget cycle
- S. Skeel asked about the implementation date of the IRCC process?
- J. Notay identified that applications submitted prior to January 22 2024 will follow the traditional process, and applications submitted by students after January 22, 2024 the letter of attestation process will need to be implemented

## 5.2 Board Planning Session (J. Notay)

- J. Notay discussed the request for a board planning session with an outside facilitator, there are a few options, and the next step is to review these options with support from C. Matte
- C. Matte agreed to support J. Notay with selection

## 5.3 Board Governance Survey (D. Scott/J. Notay)

- J. Notay identified that the PSI requested information regarding board orientation and on boarding through a survey, this survey was completed, reviewed by the BEC and submitted

## 5. Governance & HR

### 6.1 Governance & HR Update (A. Thomson)

- Board Evaluation
  - A. Thomson reviewed the issues with the survey sent last year, noting this year the survey was reviewed, updated, and the process now provides anonymity
  - A. Thomson noted that 8 of 12 have completed the survey and we will provide an additional 2 week to complete the survey

## 6. Finance & Audit Committee Update

### 7.1 Finance & Audit Committee Update (K. Farwell)

- K. Farwell noted the forecasted surplus is \$1.6 million, with international student increase contributing \$6 million of the surplus
- K. Farwell noted that the Auditor General provided the report to the college, we received two greens and one yellow, this yellow can be contributed to some minor issues that M. Walford discovered and corrected moving forward
- K. Farwell noted that the Finance & Audit committee reviewed a risk matrix used by another post-secondary institution, and this matrix is being adopted and adjusted for the college

### 7.2 Accumulated Surplus and Internally Restricted Surplus Policy

- K. Farwell referred to the pre-read, noting the motion was passed at the Finance and Audit Committee meeting and it is being brought to the BOG for approval
- The original motion stated: **Motion:** “THAT the Board of Governors approves the Accumulated Surplus and Internally Restricted Policy as presented.”
- Moved by C. Matte and seconded by N. Zukic
- After which the Board recommended a friendly amendment, adding “surplus” after restricted

**Motion:** “That the Board of Governors approves the Accumulated Surplus and Internally Restricted Surplus Policy as presented.”

**Moved by C. Matte** and seconded by N. Zukic **that**, the Board of Governors approves the Accumulated Surplus and Internally Restricted Surplus Policy as presented.”

**Carried Unanimously**

### 7.3 Tuition Fee Regulation (S. Efu)

- S. Efu referred to the tables bringing attention to the recommended rates as presented and noted that SACK was consulted, rates for international students uses a 3x multiplier, the aviation rates are determined by that department, non-instructional fees as noted and subject to change to align with inflation, the apprentice material fee is considered separately
- A. Thomson noted a mathematical error in the table, and noted the college is competitive to the market
- S. Efu will review and update
- The original motion stated **Motion:** “THAT the Board of Governors approves the Tuition and Mandatory Non- Instruction Fees as presented.”
- C. Matte suggested a friendly amendment to reflect the change that will be made to the provided numbers in the pre read

**Motion:** “That the Board of Governors approves the Tuition and Mandatory Non-Instruction Fees as presented with caveat on clarification on the aviation tuition fee amount.”

**Moved by A. Thomson** and seconded by C. Matte “**that**, the Board of Governors approves the Tuition and Mandatory Non- Instruction Fees as presented with caveat on clarification on the aviation tuition fee amount.”

**Carried Unanimously**

7. **Academic & Student Services Update (S. Efu)**

**8.1 Faculty Professional Development Policy (S. Efu)**

- S. Efu noted this is an updated policy
- A. Thomson asked if the funding amount was approved by the board?
- S. Efu noted yes, but that amount is prescribed
- C. Matte asked if this was included in our annual budget?
- M. Walford noted that it is included, and the calculation is prescribed
- C. Matte asked about the 60/40 ratio
- S. Efu noted that in the past it was a struggle to get faculty, this was implemented to ensure proper credentials and it is recommended to stay at that rate. There is also reserve to allow carry over

**Motion:** “that the Board of Governors approves the Faculty Professional Development Policy as presented.”

**Moved by C. Matte** seconded by D. Scott “that the Board of Governors approves the Faculty Professional Development Policy as presented.”

**Carried Unanimously**

**8.2 Child & Youth Programs- Certificate & Diploma (S. Efu)**

- S. Efu referred to the pre-read, noting there is significant increase in interest for this program
- The original motion stated: **Motion:** “That the Board of Governors recommend the addition of the Child & Youth Programs – Certificate & Diploma.”
- BOG recommends a friendly amendment to this motion and the motion for 8.3 and 8.4 to replace the word “recommend” with “approve”

**Motion:** “That the Board of Governors approves the addition of the Child & Youth Programs – Certificate & Diploma.”

**Moved by A. Thomson** and seconded by D. Scott “**that**, the Board of Governors approve the addition of the Child & Youth Programs – Certificate & Diploma.”

**Carried Unanimously**

### 8.3 Termination of Aboriginal Entrepreneurship Certificate

**Motion:** “THAT the Board of Governors approve the termination of the Aboriginal Entrepreneurship Certificate (ABENC) program.”

**Moved by D. Scott** and seconded by C. Matte “**that**, the Board of Governors approve the termination of the Aboriginal Entrepreneurship Certificate (ABENC) program.”

**Carried Unanimously**

### 8.4 Extension of Suspension of the Art and Design Certificate

- S. Efu noted there was not a lot of uptake, we need more time to explore potential opportunities and allow for market studies and consultations
- A. Thomson suggested reaching out to high schools doing work in this area
- S. Skeel suggested a combination program between the college and stakeholders may increase interest

**Motion:** “THAT the Board of Governors approve the extension of suspension of the Art and Design Certificate to June 30, 2026.”

**Moved by A. Thomson** seconded D. Scott “that, the Board of Governors approve the extension of suspension of the Art and Design Certificate to June 30, 2026.”

**Carried Unanimously**

## Public Engagement – Former Strategy & Business Transformation

### 9.1 Endowment Information (C. Beaver)

- C. Beaver joined the meeting at 5:34 p.m.
- C. Beaver noted the pre-read is an annual update for the year ending 2023,

### 9.2 Gala (C. Beaver)

- C. Beaver referred to the pre-read, noting the donors were consulted regarding the allocation of funds to the student and the cost of the Gala
- C. Beaver asked if the board preferred donations going directly to the students or continue with Gala, the overwhelming response was to continue with the Gala
- Discussion ensued
- BOG support continuing with Gala as recommended in the pre-read

## 8 In-Camera

**Motion:** “THAT, the Board of Governors move in-camera”

**Moved by A. Thomson** and seconded by C. Matte “**that**, the Board of Governors move in-camera”

**Carried Unanimously**

**10.1** Theatre Update (J. Notay)

**10.2** Assets and Regional Properties (M. Walford)

**10.3** Bargaining Update - Public Members & Executive Only (J. Notay/K. Mbolekwa)

**10.4** Board Executive Committee Recommendation on Evaluation of President & CEO  
-Public Members Only (D. Scott/K. Mbolekwa)

**Motion:** “THAT, the Board of Governors conclude the in-camera discussion”

**Moved by D. Scott** and seconded by A. Thomson “**that**, the Board of Governors conclude the in-camera discussion”

**Carried Unanimously**

**Motion:** THAT the Board of Governors approves the Board Executive Committee recommendations on the evaluation of the President & CEO pending government approval.”

**Moved by C. Matte** and Seconded by K. Farwell “**that**, the Board of Governors approves the Board Executive Committee recommendations on the evaluation of the President & CEO pending government approval.”

**Carried Unanimously**

9. **Adjournment**

There being no further business, **moved by C. Matte** and seconded by A. Thomson “**that**, the meeting of the Board of Governors be adjourned at 7:06 p.m.”

**Carried Unanimously**