

December 18, 2014
Meeting # 12-18-2014/15 Open

FILE 1030-02

PRESENT

J. Day, Chair
D. Atkinson, President
E. Barichello, Vice Chair, via conference call
S. Digweed, Faculty Association Member
J. Gillespie, Public Board Member
M. Fyfe, Public Board Member
W. Grieve, Public Board Member
D. Halliwell, Public Board Member
S. Hamilton, Public Board Member
R. Harris, Public Board Member
E. Hurley, Vice Chair
A. Rhoads, MacEwan Staff Association Member
C. Graham, Public Board Member

J. Corlett, Provost and Vice President Academic
C. Heslep, Vice President, Student Services
M. Plouffe, Vice President, General Counsel, via conference call
B. Quinton, Vice President, Finance and Administration

M. Baptista, University Secretary
G. Jones, Executive Assistant (Recording Secretary)
J. Leong, Executive Assistant

Guest(s)

A. Canto Ellis, Executive Director, Alumni and Development
R. Ellis, Associate Vice President, Finance and Chief Investment Officer
J. French, Executive Director, Faculty Association
B. Horan, Director, Internal Audit
D. McLaughlin, Executive Director, Institutional Analysis and Planning
M. Sekulic, University Registrar
K. Shufflebotham, Director, Office of the President
R. Taylor, Vice President, Academic, Students' Association
K. Warkentine, Secretary, AGC

Absent, with regrets R. Khan, Students' Association Member

MINUTES: OPEN SESSION

1.0 Call to Order and Introduction of Guest(s)

Day called the meeting to order at 4:44 p.m.

1.1 Declaration of Conflicts of Interest and Commitment (Real, Potential or Perceived)

No conflicts of interest were declared.

1.2 Approval of Agenda/Consent Agenda

Heslep responded to a question regarding the mental health funding referenced in the Students' Association financial statement noting the Association identified this as a key priority. She further reported that the University was successful in its application for grant funding to assist with its mental health initiatives. The one-time grant of \$750,000

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confirmed in November will provide support for a registered psychologist and social worker to assist in developing mental health programs for students. These services will complement mental health services already offered at the University.

The Board also reviewed the details of the building fund for the Students' Association, recognizing the need for the Association to raise additional funds through a proposed building levy, which will be voted on through a student referendum in fall 2015.

01-12-18-2014/15 Moved and seconded to approve the agenda and consent agenda as circulated. Carried.

- 1.2.1 Previous Meeting Minutes: October 29, 2014
- 1.2.2 President's Newsletter: November 2014
- 1.2.3 Correspondence
- 1.2.4 Students' Association of MacEwan University
 - 2013-14 Students' Association Audited Financial Statements
- 1.2.5 MacEwan Staff Association
- 1.2.6 Faculty Association
- 1.2.7 Academic Governance Council (AGC) Report
 - AGC Report
 - Professional Golf Management Post-Diploma Certificate Program Closure
- 1.2.8 Campus Planning Committee Report
- 1.2.9 Finance Committee Report
- 1.2.10 Foundation Board of Directors Report
- 1.2.11 Governance and Human Resources Committee Report
- 1.2.12 Investment Committee Report
 - Terms of Reference

2.0 Business Arising From Previous Meeting(s)

2.1 Academic Administrative Structure: School of Business

Atkinson noted this is the first faculty to bring forward a revised administrative structure and indicated the other faculties are also expected to develop similar structures to create departments. He cited the example of combining the Management Studies diploma program with the Bachelor of Commerce program as a way in which diploma and degree programs can be blended within a department structure rather than the former separated program structure.

02-12-18-2014/15 Moved and seconded to approve the School of Business academic administrative structure as recommended by the Academic Governance Council (Motion: AGC-07-10-28-2014). Carried.

3.0 New Business

3.1 External Relations Committee – Open Session Report

Grieve reported the External Relations Committee reviewed the results of the Leger Marketing Survey at its open session on December 15, 2014. The results of the report indicated that recognition of the University was highest in Edmonton and northern areas of the province. The Committee requested additional surveys be conducted to determine the marketing approach for the University in the future. It is hoped such information could provide direction for the University based on what type of university the public

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wants MacEwan University to be. Knowing the University's value proposition is also important for Board members and others to communicate when meeting with prospective donors.

3.2 2013-14 Annual Report

Atkinson advised the Board that the annual report is provided each year to the Minister and as such, the format and expectations around content is set out in guidelines dictated by the Department. Shufflebotham added the report as presented was prepared by the President's Office in collaboration with Finance and Institutional Analysis and Planning. The financial statements included in the report were approved by the Board in October and the Auditor General has also reviewed and approved the report. The External Relations Committee and the Audit Committee Chair were thanked for their recent feedback regarding the document.

03-12-18-2014/15 Moved and seconded to approve the MacEwan University 2013-14 Annual Report for submission to the Minister of Innovation and Advanced Education. Carried.

3.3 2015-16 Tuition and Service Fees

Heslep shared details of the extensive consultation process that was conducted prior to the development of the recommendation. The Finance Committee had the opportunity to review the recommendation at its October 2014 meeting. Heslep indicated domestic tuition fee increases are regulated and were limited by Government to 2.2% for 2015/16. International tuition fees are not regulated; however, they are set according to what the University believes the market will bear. Responding to a question about Mount Royal University's higher domestic tuition fees, Heslep advised that the situation has been unchanged for many years and the most likely way to narrow the gap between overall tuition fees at the two universities is by setting tuition fees for new programs at market-relevant rates. Atkinson added that during past conversations with ministry officials regarding the market modifiers initiative he was advised that, if the Government introduces market modifiers, there would be no consideration given to rebalancing the tuition fees at Mount Royal and MacEwan Universities.

Baptista noted the student member, Ray Khan, while absent from this meeting is aware of the recommendation coming forward; however he did not provide any comment or indicate any questions on the matter. It was noted that Khan attended the Finance Committee meeting, participated in the discussion of tuition fees and abstained from that vote.

04-12-18-2014/15 Moved and seconded to approve the following recommendations for Tuition and Service fees for 2015/16:

1. Adopt an overall increase of domestic tuition fees of 2.2% and 3.8% overall increase in international tuition fees for the 2015/2016 academic year
2. Revise the service and administrative fees as noted below:
 - Revise the levy for Sport and Wellness fee with a three year plan to increase fees and separate the medical clinic fee
 - Revise the fee for the Tuition Payment Plan
 - Establish a fee for deferred final examinations to support the implementation of the Testing Centres

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- Establish a program fee placeholder to support co-operative education programming
- Establish a fee for auditions for the Theatre Arts program
- Eliminate the eCampus Alberta Technology Fee

Carried.

3.4 AGC Review Report

Noting that AGC was mandated to review its operations after being operational for three years, Atkinson presented the recommendations from the AGC Review Report. He recognized Kim Warkentine, AGC Secretary for her commitment to this project and praised her for the extraordinary effort she put forth to ensure a positive outcome.

05-12-18-2014/15 Moved and seconded that the Board approve the following, as recommended by AGC:

1. Receive the Academic Governance Council Review Report (April 29, 2014), as presented.
2. Approve those items directly related to the legislated responsibilities of the Board of Governors in regard to the Amended Alternative Academic Council model, included in recommendations A3, A4, B1, C2, C3, D2, and D5 of the Report, as presented and noted below.

A3. That AGC adopt the following membership composition, totalling 53 voting members:

- Two faculty members per Faculty/School (10);
- Two Professional Resource Faculty (2);
- Six faculty members elected at-large (6);
- Eighteen faculty selected according to representation by population (18);
- Nine students [five voting/ four non-voting] (9);
- Eight senior administrators: President, Provost, and six Deans (8);
- The University Registrar (1);
- Two staff (2); and
- One alumni (1)

Note: Up to three sessional-extended faculty may participate as AGC members at any one time.

A4 That MacEwan University create a formula for an equitable distribution of seats to be occupied by academic staff affiliated with their respective Faculties/Schools: eighteen faculty seats will be allocated on a proportionate basis according to the number of probationary and continuing full-time faculty per Faculty/School.

Section B: Committee Structure

B1. That AGC regard all committees that are accountable to AGC as 'standing committees', reserving the term 'advisory committees' for bodies that provide counsel to individual administrators or that engage with

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external communities, and that it make clear that ad hoc committees, as defined in its Bylaws and accountable to AGC, will continue to meet a legitimate need.

The proposed AGC committee model is as follows:

- Executive Committee
- Nominations Committee
- Academic Planning and Priorities Committee
- Admissions and Selections Committee
- Faculty Development Committee
- MacEwan International Council
- Research Council
- Research Ethics Board
- Student Services Committee

The status of the following committees is pending further review:

- University Rank and Title Committee
- MacEwan Sabbatical Leave Committee
- Faculty Evaluation Committee

Section C: AGC Committee Membership (including Executive Committee)

C2. That the Terms of Reference of AGC's Executive Committee be revised to make clear that (a) it has a coordinating role in managing the academic affairs for AGC and its committees; and (b) it may elect to flag for AGC's consideration questions or issues of particular interest or concern in the documents directed to AGC for approval.

C3. That Executive Committee's membership would include: the President (Chair), Provost, six faculty who are members of AGC (one from each Faculty/School), and one student. (The Executive Committee Vice-Chair will remain a faculty member.)

Section D: Delegation of Authority Recommendations

D2. That the revised AGC Bylaws, as well as amended Faculty/School/Division Council Bylaws, contain a section headed "Relationship of the Academic Governance Council to Faculty/School/Division Councils," which will parallel to some extent the current AGC Bylaws, section 5.0, that articulates in general terms the relationship between the Council and the Board.

D5. That AGC Bylaws include a clause, under the current section 12.4, permitting the dean of a Faculty/School/Division, as chair of a Faculty/School/Division Council, to present motions to the AGC Executive Committee or notices of motion to AGC.

3. Take upon advisement the additional role of Academic Planning and Priorities Committee in assessing the physical infrastructure, information technologies, and the formal and informal learning spaces necessary for the development and maintenance of strong academic programs, as presented in recommendation B5.

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4. Take upon advisement the request for changes to policy B1010: Policy Making, as presented in recommendations E2 and E3.

5. Rename the Academic Governance Council as the General Faculties Council, effective upon approval by the Ministry of Innovation and Advanced Education.

Carried. (Rhoads abstained.)

3.5 Academic Schedule

Atkinson provided the Board with some background information, noting that only recently did it come to light that AGC did not have the authority to approve the academic schedule nor can AGC delegate any of its authority. Across the province and the country, it is typically the academic governing body which approves the academic schedule; however, this authority had never been delegated by the Board to AGC through its bylaws. Consequently, the Board is being asked to rectify the situation and enable AGC to assume this responsibility going forward.

06a-12-18-2014/15 Moved and seconded that the Board of Governors approve the academic schedule as presented for the 2015/16 academic year. Carried.

06b-12-18-2014/15 Moved and seconded that the Board of Governors extend to AGC authority to determine the academic schedule and that this authority be cited within Policy B3000, Academic Governance Council Bylaws. Carried.

06c-12-18-2014/15 Moved and seconded that the Board of Governors delete clauses 4.14.2 and 4.15.2 from Policy E2112, Refunds of Tuition and Student Fees, effective September 1, 2015. Carried.

3.6 Mandate and Roles Document

Hurley introduced the Mandate and Roles Document and advised that the revised document has been created to fulfill the Board's obligation under the Alberta Public Agencies Governance Act (APAGA). Baptista reported on the work undertaken with her colleagues across the province in reviewing APAGA, the PSLA and existing mandate and roles documents. A number of the suggested changes are being made to reflect the shared governance model that is distinctive to universities.

07-12-18-2014/15 Moved and seconded that the Board of Governors approve the submission of a revised Mandate and Roles Document to the Minister of Innovation and Advanced Education. Carried.

3.7 Medals of Excellence – Board appointed representatives

Hurley noted the Medals of Excellence policy was introduced to the Board in May of 2014. At this time, a committee is being brought together to review nominations and make recommendations for awarding Medals of Excellence at 2015 convocation ceremonies. It is expected the Committee will meet once in January.

8-12-18-2014/15 Moved and seconded that the Board of Governors appoint Elizabeth Hurley and Myrna Fyfe to participate on the Selection Committee for the MacEwan

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Medals of Excellence. Carried.

4.0 Reports

4.1 Board Chair's Report

Day highlighted the following events that have taken place since the last Board Meeting:

- October 29 to November 8 – *Catch Me if You Can* – was performed at the Haar Theatre
- November 4 – the ground-breaking ceremony for the new Centre for Arts and Culture. Day noted it was very successful with several government officials in attendance. He congratulated the University on the well-organized event.
- November 14 – National Philanthropy Day was marked with a luncheon at the Shaw Conference Centre. Day thanked the University for nominating him for an award.
- November 18 – Convocation. Day noted the event went very well and he referenced a parent letter received in the Registrar's Office praising the University for the well-run and memorable event.
- November 27 – Read Jones Christoffersen Annual Holiday Reception was held at the University. Day regretted he was unable to attend due to weather conditions.
- December 18 – Staff Holiday Social event held prior to the Board meeting, which was attended by several Board members.

Upcoming events:

- January 13 – Edmonton Economic Impact Luncheon which will be attended by Grieve and Hurley
- January 28 – Campus Alberta Strategic Directions Committee will hold its quarterly meeting with Minister Scott.
- February 26 – Next regular Board Meeting.

Day also recognized the following past Board members on their recent accomplishments:

- Janet Riopel – named as President of the Edmonton Chamber of Commerce.
- Oryssia Lennie – appointed to Premier Prentice's Advisory Council to reform Alberta's public service.
- Kassie Russell – featured on the University's webpage for her work as curator of Edmonton's Global Shapers Community, an initiative of the World Economic Forum to encourage young people (20 to 30 years of age) to make their communities a better place.

5.0 Adjournment of Open Session

Prior to the adjournment of the open session, Heslep reminded the Board of the opportunity to donate to SAMU's Adopt a Family Program, which is supporting twenty-nine students this year.

The Board of Governors' Meeting – Open Session adjourned at 5:26 p.m.

Gail Jones
Executive Assistant
Board of Governors' Office