May 28, 2015  
Meeting # 05-28-2014/15 Open Session

PRESENT:  
J. Day, Chair  
D. Atkinson, President  
E. Barichello, Vice Chair  
S. Digweed, Faculty Association Member  
M. Fyfe, Public Board Member  
C. Graham, Public Board Member  
W. Grieve, Public Board Member  
S. Hamilton, Public Board Member  
A. Rhoads, MacEwan Staff Association Member  
B. Pitruniak, Students’ Association Member  

Vice Presidents:  
J. Corlett, Provost and Vice President Academic  
J. McGrath, Vice President Integrated Information and Communication Services and Chief Information Officer  
M. Plouffe, Vice President, General Counsel, via conference call  
B. Quinton, Vice President, Finance and Administration  

Board Office:  
M. Baptista, University Secretary (recording secretary)  
J. Leong, Executive Assistant  

Guest(s):  
E. Kirschner, Retiree  
S. Schnell, Retiree  
J. Sombach, Retiree  
S. MacLean, Associate Vice President, Facilities  
K. Shufflebotham, Director, Office of the President  

Absent, with regrets  
J. Gillespie, Public Board Member  
D. Halliwell, Public Board Member  
R. Harris, Public Board Member  
E. Hurley, Vice Chair  

MINUTES: OPEN SESSION  
1.0 Call to Order and Introduction of Guest(s)  

Day called the meeting to order at 5:37 p.m.  

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

No conflicts were declared.  

1.2 Approval of Agenda/Consent Agenda  

**03-05-28-2014/15** Moved and seconded to approve the agenda and consent agenda with the exception of item 1.2.6, which was discussed separately. Carried.  

1.2.1 Previous Meeting Minutes: April 23, 2015  
1.2.2 President’s Newsletter: May 2015  
1.2.3 Correspondence  
1.2.4 Students’ Association of MacEwan University  
1.2.5 MacEwan Staff Association  
1.2.7 Academic Governance Council (AGC)
1.2.7.1 AGC Report
1.2.7.2 Appointments to AGC
1.2.7.3 AGC Executive Committee Decision Audit

1.2.8 Campus Planning Committee Report

1.2.9 Finance Committee Report
- Signing Authority

1.2.10 Foundation Board of Directors’ Report

1.2.11 Governance and Human Resources Committee Report
- Terms of Reference
- Board Standing Committee Membership

1.2.12 Investment Committee Report

1.2.13 Policy Approvals
1.2.13.1 Policy B1010 Establishing University Policy Documents (Renamed and revised)

1.2.6 Faculty Association

The Faculty Association Report referenced the ratification of a new article on academic freedom. A question was posed regarding whether or not there is a potential for conflict over the scheduling of exams based on the terms of this article. The concern expressed was for the potential of misinterpretation under this article that faculty will schedule their own final exams, even though scheduling is a responsibility of the Office of the University Registrar. Corlett responded indicating that the ratification of this article relates to faculty being able to determine testing methods, not scheduling.

04-05-28-2014/15 Moved and seconded to approve the Faculty Association Report as circulated. Carried.

2.0 Business Arising From Previous Meeting(s)

No items were brought forward from previous meetings.

3.0 New Business

3.1 Letter of Intent
3.1.1 BCom Legal Studies Stream and Paralegal Studies Diploma

Corlett presented the letter of intent to develop a Legal Studies stream to the Bachelor of Commerce degree as well as a Paralegal Studies Diploma. He indicated there is currently no formal training in the province for paralegals. This is a unique opportunity to ladder into the Bachelor Commerce program and the proposal is consistent with the Integrated Strategic Plan. Once approved the School of Business will develop a Part A proposal for submission to the Minister’s office following which it will go to the Campus Alberta Quality Council. Development of Part A proposal requires a consultation process and it is anticipated that law schools and the public will be invited to provide input. Corlett indicated that development of this proposal provides a way to use existing resources and ease out of the current legal assistant program.

In response to a question about the options at year two of the program, Corlett advised there is work underway to address current administrative aspects and technical issues in the student information system for any programs offering a
diploma exit after two years. There are two paths being considered; students could register for a degree and then opt out at year two or they could register for the diploma and then move into the degree program. Decisions on these matters will be made as the proposal works its way through the development process.

A concern was raised regarding elimination of the legal assistant program, noting a number of law offices rely on hiring students from the program. Corlett indicated other institutions offer a legal assistant program and for the University to continue to offer the current program would be a deviation from the Integrated Strategic Plan. The Board suggested it would be valuable to include administrative or public law in addition to business law within the curriculum as this would be of relevance to graduates seeking employment within government.

**05-05-28-2014/15** Moved and seconded that the Board of Governors approve the Letter of Intent to allow the School of Business to develop a full Part A proposal for a Bachelor of Commerce, Legal Studies and a Paralegal Studies Diploma to be submitted to the Minister of Innovation and Advanced Education. Carried.

### 3.2 Retirees of MacEwan University

Margo Baptista introduced Joe Sombach, Sharon Schnell and Elaine Kirschner, who are retired from the University and have recently been part of a group working to develop a retiree engagement strategy. Sombach, Schnell and Kirschner each expressed their appreciation for the support they have received from the University’s administration and Margo Baptista, in particular, in developing this initiative. Baptista outlined the elements of the strategy that have been explored to date noting the request before the Board will allow the group to create its identity relative to the institution.

Plouffe noted that while Part 1 of the PSLA is clear that Board approval is required for use of a university’s name, Part 2 relates to use of a college’s name and to avoid any future issue should MacEwan move within the PSLA, it is recommended that the Board provide its approval. The Board indicated support for the idea noting that retirees can play a valuable role in telling the story of the University within the community.

**06-05-28-2014/15** Moved and seconded that the Board of Governors approve the name “Retirees of MacEwan University” as the name of an organization for retired staff and faculty of Grant MacEwan University. Carried.

### 3.3 Comprehensive Institutional Plan

Atkinson reminded the Board of the special meeting that is scheduled for July 8 to consider the Comprehensive Institutional Plan (CIP). Although the University has not received clear direction from government regarding tuition and operating grant, the budget proposed within the CIP addresses the immediate need to fund cost of living adjustments associated with the recently negotiated collective agreements. Atkinson further noted that, subject to approval at the Campus Planning Committee on June 8, a recommendation on the Students’ Association Building may also be brought forward to the Board on July 8.

### 3.4 AGC Bylaws amendment re: adding academic schedule to Council’s responsibilities
Further to the delegation of authority provided from the Board to AGC in December 2014 in regards to approving the academic schedule, Atkinson presented a request from AGC to revise its Bylaws accordingly. Plouffe advised this is a matter of low risk but one that needs to be corrected to ensure AGC can fulfill its mandate. Atkinson added that in Part 1 of the PSLA, authority for the academic schedule rests with a General Faculties Council. When AGC was established, it was assumed that this responsibility transferred over from the Board, however, this was not stated within the approved areas of responsibility.

**07-05-28-2014/15** Moved and seconded that the Board of Governors approve the following revisions to policy B3000: Academic Governance Council Bylaws:
- Add: section 4.4 The Council has the authority to determine the MacEwan University Academic Schedule.
- Renumber: sections 4.4 to 4.14 accordingly.
Carried.

3.5 Policy D2090 Faculty Development – change of authority to AGC and new policy number C5090

Atkinson indicated this is a housekeeping matter to retire an administrative policy and create an academic policy for which AGC will be responsible. Responding to a question about the relationship between the institution’s priorities and faculty members’ chosen development opportunities, Atkinson advised that all universities grapple with this matter. While it is hoped that faculty development relates to an institution’s priorities, this is not the way in which scholarly activity typically develops; it usually relates to the teaching function. Corlett added that while it may appear as though there is little correlation between the Integrated Strategic Plan (ISP) and faculty development, he is of the opinion that there is a relationship as the ISP was developed through grassroots consultation that involved faculty in developing goals and priorities. He also noted that the University is obliged under the collective agreement to provide professional development and the agreement includes performance criteria to deal with issues of non-performance.

In response to a question about the budget for faculty development, Corlett advised the policy clarifies responsibility for the budget, which is identified through the collective agreement and includes funds for sabbatical leave and administration of faculty development activities with the remaining opportunities being subject to a Faculty Professional Development Committee.

**08-05-28-2014/15** Moved and seconded that the Board of Governors:
- Retire administrative policy D2090: Faculty Development, effective May 29, 2015; and,
- Delegate authority of faculty development policy to the Academic Governance Council, effective May 29, 2015.
Carried.

4.0 Reports
4.1 Board Chair’s Report
Day reported on the following meetings and events held since the April 23, 2015 Board meeting:

- April 14: The 100th Anniversary Celebration for the Alberta Utilities Commission was attended by Day.
- April 25: Mad Hatter’s Gala. This was the 30th Anniversary of the Gala and approximately 500 people attended the event which Day commented was very successful.
- May 1-2: Grieve and Baptista attended the annual Canadian University Boards Association Conference in Montreal. Baptista was a member of the Professional Development Day Organizing Committee and also presented on the topic of Meeting Formats and FOIP. Grieve suggested all Board members should try and attend this conference as it is focuses on the Canadian context of post-secondary governance. He and Baptista will prepare a report for the Board and share it at an upcoming meeting.
- May 5: Provincial Election
- May 6: Career Milestones Event. Day expressed congratulations and gratitude on behalf of the Board to the faculty and staff who have served the institution so well.
- May 11: President’s Reception.
- May 15: Margo Baptista and Kim Warkentine provided an orientation on university governance to the incoming Students’ Association Executive.
- May 20: Day attended the Alberta Blue Cross Event with guest speaker Dan Buettner, who studied the five longest living societies in the world and presented on the topic of how to age and grow old successfully.
- May 25: Day participated in a teleconference call for the post-secondary sector (board chairs and presidents) with the new Minister. Callers were advised that market modifiers were canceled, tuition is frozen and additional budget information will be provided in the fall.

Upcoming Meetings and Events

- June 16-18: Convocation. Two ceremonies each day (09:30 and 3:00). Convocation dinner on Wednesday, June 17, in the Heart of the Robbins.
- September 5-18: MacEwan Days. All of the welcome back events held in the first two weeks of the new academic year as well as several special events will be branded as “MacEwan Days” including residence move-in, new student orientation, parent orientation, campus block party, and Students’ Association Fall Fest.
- September 24: Regular Board Meeting.

Recognitions:

- May 13: Willie Grieve received the Canadian Energy Law Forum “Energy Bear Award). The awards, presented by the Canadian Energy Law Forum, recognize substantial contributions to the field of energy regulatory law that demonstrate ongoing leadership and excellence. Each award is an imposing soapstone carving of a polar bear, weighing more than 30 pounds, sculpted by renowned Nunavut master carver Mark Totan.
- June 19: Jim Gillespie will be honored with a Fellowship by the Institute of Chartered Accountants of Alberta (ICAA) at its Merit Awards Gala in Calgary. Gillespie has been elected as a Fellow of the Chartered Accountants (FCA) for his exceptional career achievements as well as his meritorious service to the profession and the community.
• May 23: Margo Baptista is the inaugural recipient of the Governance and President's Office Professionals’ Award for Distinguished Service. This is a cross-Canada network in the college and technical institute sector, which Baptista founded in 1995 to bring board professionals together for professional development. Baptista led the group until MacEwan discontinued its membership with ACCC in 2012. The award is for dedicated service that has improved and enhanced the presence of the organization in the higher education community and contributed to the growth, development, and overall progress of the profession. Baptista was also named the first Member Emeritus for the network and she was the keynote speaker for the network’s 20th Anniversary. She spoke on Leading Change: Governance, Learning, Teaching and Engagement.

5.0 Adjournment of Open Session

The Board of Governors Open Session adjourned at 6:19 p.m.

Margo Baptista,
University Secretary