



BOARD OF GOVERNORS

Minutes of the Regular Meeting Held on Monday, February 9, 2009 [Public Session]

- PRESENT:
- C. Williams, Chair
 - B. Damps, Recording Secretary
 - L. Black
 - M. Delorme
 - J. Diakiw
 - D. Farrell
 - J. Giesbrecht
 - K. Hewson
 - N. Kenward
 - M. Koczkur
 - D. Marshall
 - R. Ramsden-Wood
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- R. Fisher, Provost and Vice-President, Academic
 - R. Roberts, Vice-President, Administrative Services
 - H. Wight, Vice-President, External Relations
 - B. Fleming, Executive Director, Student Affairs and Campus Life
 - J. O'Connor, Executive Assistant to the President
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- D. Anderson, Director, Financial Services
 - M. Fogal, Executive Director, Students' Association of Mount Royal College
 - D. Hyttenrauch, President, Mount Royal Faculty Association
 - B. Lane, Dean, Faculty of Science and Technology
 - I. Paul, Instructor, Department of Chemical and Biological Sciences
 - B. Ravelli, Instructor, Department of Sociology and Anthropology
 - C. Simpson, Executive Director, Mount Royal College Foundation
 - P. Warmington, Director of Development, Mount Royal College Foundation
- ABSENT:
- B. MacKenzie
 - R. Shaw

3.1 APPROVAL OF AGENDA

Moved by M. Koczkur, seconded by K. Hewson:

THAT the agenda be approved with the addition of the following item:

3.7.5 BMO Purchasing Card (P-Card) Agreement.

CARRIED

3.2 FACULTY PRESENTATIONS

3.2.1 Dr. Izak Paul, Instructor, Department of Chemical and Biological Sciences

Dr. Izak Paul, Instructor, Department of Chemical and Biological Sciences, provided Board members with an overview of the Holocaust Education Symposium offered annually to Grade 12 students, an initiative with which Dr. Paul has been involved since its inception 25 years ago.

3.2.2 Dr. Bruce Ravelli, Instructor, Department of Sociology and Anthropology

Dr. Bruce Ravelli, Instructor, Department of Sociology and Anthropology, made a presentation to the Board of Governors on the TooFAST On-Line Assessment Tool, a free on-line assessment tool to gather anonymous feedback from students. Dr. Ravelli collaborated on this project with Carleton University and Campus Alberta.

3.3 APPROVAL OF MINUTES

3.3.1 Regular Meeting, Public Session, December 8, 2008

Moved by L. Black, seconded by M. Delorme:

THAT the minutes of the Public Session of the Regular Meeting of the Board of Governors held on December 8, 2008 be approved as distributed.

CARRIED

3.4 CHAIR'S REPORT

a. C. Williams reported the following:

- The Campus Alberta Strategic Directions Committee met on January 5, 2009 and the group is moving towards being an advisory committee to the Minister, as opposed to a decision-making body. The Committee met with the Minister, Advanced Education and Technology, to discuss a number of matters including accommodating increased enrolment during a time of economic downturn, budgetary constraints in 2009-2010 and 2010-2011, a study on maximizing facility use, the Auditor General's report on good practices with respect to Chief Executive Officer hiring, and non-credit cost-recovery. The Minister will be hosting a joint meeting of the Board Chairs and institutional Presidents in the Fall 2009.
- The Board Chair met separately with the Minister, Advanced Education and Technology, on January 5, 2009 to discuss various matters.
- Ms. Williams expressed appreciation to members of the College community who prepared for, and participated in, the January 2009 AUCC site visit.

b. The Board of Governors received the Chair's Report for information.

3.5 EXECUTIVES' REPORTS

3.5.1 President

- a. In addition to the contents of his written report, D. Marshall reported the following:
 - An amendment to the Post-Secondary Learning Act has been tabled that would allow Mount Royal and MacEwan, as Baccalaureate and Applied Studies Institutions, to apply to the Minister, Advanced Education and Technology, for a name change to use the term "university" in their institutional name. The Chair recognized D. Hyttenrauch, President of the Mount Royal Faculty Association, who reported on his meeting with the President of the MacEwan Faculty Association who indicated that MacEwan is pleased with the legislation.
 - Based on the feedback received, it appears that the AUCC site visit held on January 29 and 30, 2009 went well, and the outcome will not be known until October 2009.
- b. The Board of Governors received the President's Report for information.

3.5.2 Provost and Vice-President, Academic

- a. R. Fisher, Provost and Vice-President, Academic reported that applications to Mount Royal have increased significantly for Fall Term 2009. It is not known whether this increase is in consequence of the implementation of new degree programs or the economic downturn.
- b. The Board of Governors received for information the Report from the Provost and Vice-President, Academic.

3.5.3 Vice-President, Administrative Services

- a. R. Roberts, Vice-President, Administrative Services, reported that Mount Royal has received \$2.6 million in planning money for the Learning Centre and for repurposing the existing Library space.
- b. The Board of Governors received for information the Report from the Vice-President, Administrative Services.

3.5.4 Vice-President, External Relations

- a. H. Wight, Vice-President, External Relations, reported the following:
 - With the \$105 million campaign now approved, the Foundation is working to ensure that there is adequate manpower to support the campaign. Ms. Patricia Warmington, who recently joined that Foundation as the Director of Development, was introduced. The upcoming College centennial and a potential name change will be positive to the success of the campaign.

- Pearls of Wisdom, scheduled for Saturday, May 30, 2009, will raise money for the General Scholarship Endowment Fund.

b. The Board of Governors received for information the Report from the Vice-President, External Relations.

3.5.5 Executive Director, Student Affairs and Campus Life

a. In addition to the contents of his written report, B. Fleming, Executive Director, Student Affairs and Campus Life, reported the following:

- The Division of Student Affairs and Campus Life assists students with their finances by providing meaningful work opportunities on campus. A recent audit conducted within the Division showed that there are almost 700 employment opportunities with over 75,000 paid hours available to Mount Royal students.
- He thanked Board members who attended the Cougar Hockey game on January 30, 2009.

b. The Board of Governors received for information the Report from the Executive Director, Student Affairs and Campus Life.

3.6 GENERAL FACULTIES COUNCIL

3.6.1 Board Member Briefing on General Faculties Council

No discussion.

3.6.2 Report from General Faculties Council

The Board of Governors received for information the written report on the activities of the General Faculties Council at its December 11, 2008 and January 22, 2009 meetings.

3.6.3 Minutes, General Faculties Council Meeting Held on November 20, 2008

The Board of Governors received for information the minutes of the General Faculties Council meeting held on November 20, 2008.

3.6.4 Minutes, General Faculties Council Meeting Held on December 11, 2008

The Board of Governors received for information the minutes of the General Faculties Council meeting held on December 11, 2008.

3.7 DECISION / ACTION ITEMS

3.7.1 International Nursing Students – Tuition Fees

- a. The Audit and Finance Committee has considered, and supports, a request for exemption from the International Student Tuition Fee Assessment for all current and future Mount Royal students in the Internationally Educated Nurses program and the Bridge to Canadian Nursing program. These students were recruited in an effort to address the nursing shortage in Alberta and because they are non-Canadian students they trigger the international student tuition fee, which is 2.25 times the domestic tuition rate. The government funders have requested exemption from the international student tuition fee for these students and that the domestic tuition rate apply. Board approval is required to exempt these students from the College's international fee assessment.
- b. There was an inquiry as to whether there has been a request for changes to other fees for the students located in Edmonton, such as the Athletics Fees. R. Roberts responded that the request was to waive the international student tuition fee assessment only. The Board Chair reported that international student tuition fees were discussed by the Strategic Directions Committee and there is no consistency across the province. The Minister, Advanced Education and Technology, has requested an individual to lead an exercise to determine what institutions are doing and whether there should be a review.
- c. Moved by J. Giesbrecht, seconded by K. Hewson:

THAT the Board of Governors approve the request to exempt the Internationally Educated Nurses program and the Bridge to Canadian Nursing program from the International Student Tuition Fee Assessment.

CARRIED

3.7.2 Campus Sustainability Policy Statement and Guiding Principles

- a. B. Fleming reported that the Mount Royal Sustainability Committee, comprised of representatives from the various institutional stakeholder groups, has been reviewing institutional practices with respect to sustainability issues. The Committee has drafted an overarching Policy Statement and Guiding Principles for future activities. It is anticipated that a number of operational policies will be developed in response to sustainability issues under this umbrella policy.
- b. Moved by K. Hewson, seconded by M. Koczur:

THAT the Board of Governors approve the Campus Sustainability Policy Statement and Guiding Principles.

CARRIED

- c. M. Koczur thanked the Board of Governors for its support of the Policy Statement and Guiding Principles and this positive direction for Mount Royal.

3.7.3 Health and Safety Policy Statement and Guiding Principles

- a. B. Fleming reported that a Health and Safety Task Force comprised of representatives from the various areas responsible for health and safety issues was struck to review institutional practices with respect to campus health and safety issues. The Committee has drafted an overarching Policy Statement and Guiding Principles for future activities. It is anticipated that a number of operational policies will be developed in response to health and safety issues under this umbrella policy. Various areas in the College that have procedures and processes in place will come together to identify what it means to be a safe and healthy campus. Other organizations (such as the Calgary Police Service and Alberta Health Services) will be involved in the development of sub-policies and procedures, and “dry runs” would also be part of the process.
- b. It is anticipated that by September 2009, a crises management prevention and response plan will be in place. All individuals on the campus should be engaged and play a role in making the campus a safer and healthier environment. The challenge will be how to do that effectively.
- c. One of the Guiding Principles is that the campus will be open to the public. Members heard that this was an important Principle for Mount Royal. In view of the nature of the campus, it would be extremely difficult and even impractical to restrict access. Mount Royal would be as safe as other public facilities.
- d. It was noted that the College should have measurements in place for determining success/failure. The Board heard that Campus Security Services forwards a critical incidents report to the College administration and a summary report covering the past two years will be forwarded to the Board. The College agrees that there should be measurements in place.
- e. B. Fleming and R. Roberts will revisit the Policy Statement and Guiding Principles and reword the Guiding Principles to make it clear that campus health and safety is the responsibility of everyone on campus working together. One of the Guiding Principles governing health and safety is intended to help individuals optimize health and safety from their own perspective as well as from an institutional perspective. As the sub-policies and procedures are developed, consideration will be given to whether the umbrella policy requires revision and strengthening.
- f. Moved by D. Farrell, seconded by M. Delorme:

THAT the Board of Governors approve the Health and Safety Policy Statement and Guiding Principles, as amended (item e., above).

CARRIED

3.7.4 Lincoln Park Campus Master Plan

- a. M. Delorme, Chair of the Campus Development Committee, reported that the Committee met on February 3, 2009 to consider the Master Plan for the Lincoln Park Campus. The Committee noted the significant amount of work that has occurred to reach this point and is recommending the Plan to the Board of Governors for approval.
- b. The Plan was developed in response to degree transition and planned enrolment growth. It establishes broad planning principles and guidelines and then sets out an immediate set of priorities (Phase 1) from the longer term proposed campus changes (Phase 2). The Plan will inform decisions regarding immediate building projects and plans, as well as assist with conversations with the City regarding building permits and parking and transit needs. The plan also sets a number of expectations regarding sustainability, architectural design, landscaping and open space, and transportation.
- c. The near term and longer term projects comprising the Campus Master Plan were reviewed:

Phase 1 Projects

- Science and Technology Expansion, Phase 1 – 4,700 m².
- Proposed Health and Science Building - 25,460 m² – the building is required at some point but might not happen at the same time as the other facilities in Phase 1.
- Proposed Concert Hall – 2,900 m².
- Proposed Conservatory – 5,875 m² – this project depends on federal, provincial and municipal funding; the College will know during the next eight weeks if the project will proceed in the short-term; the building would be located adjacent to the proposed vehicle parkade.
- Centre for Continuous Learning Expansion – 6,121 m².
- Proposed New Library – 15,960 m².

Phase 2 Projects

- Phase 2 buildings organized around three new campus quads.
- Academic and mixed use buildings, residences, study cottage/alumni building.
- East segment of Mount Royal Circle is transformed into a pedestrian-priority promenade.
- Two bus terminals are located at the north and south areas of the campus – waiting areas are in adjacent buildings.
- Three new campus entrances.

The consultants have indicated that the Campus Master Plan would allow Mount Royal to grow to 17,500 students.

- d. There are four elements that tie the plan together:
- Sustainability.
 - Architectural design of buildings.
 - Use of open spaces.
 - Transportation.
- e. There was an inquiry about transit plans. R. Roberts reported that Calgary Transit has been provided with a copy of the draft Campus Master Plan; the College has had a number of meetings with the consultants and with Calgary Transit and the conversations continue. There are two elements to the transit vision: the west leg of the LRT in 2013-2014 and design of the campus to accommodate two transit hubs. Providing more parking on the campus isn't a realistic objective and the College will have to leverage off higher transit usage going forward. Mount Royal's challenges will occur between now and 2013-2014 and the College is in discussion with Calgary Transit about options, such as articulated buses. There needs to be an improvement in transit service and an increase in transit ridership.
- f. It was observed that the new buildings will complement the existing buildings and facilities, although the existing buildings and facilities seem to be a "bit chopped up". Without a plan, it's easy to look at a building in isolation but the four elements that tie the plan together (item d., above) will help address that perception.
- g. There was an inquiry as to whether the College anticipates any regulatory hurdles with the neighbouring communities with higher buildings. R. Roberts responded that the College should not encounter any difficulties in view of the height of the Westmount Corporate Campus. The new Learning Centre building proposed is five to six stories high and that's consistent with the Westmount Corporate Campus. The College will have to be sensitive and responsive to its future neighbours directly across the street from where the east student residences are presently located.
- h. Moved by M. Delorme, seconded by K. Hewson:
- THAT the Board of Governors approve the Lincoln Park Campus Master Plan Update.

CARRIED

3.7.5 BMO Purchasing Card (P-Card) Agreement

- a. The Audit and Finance Committee has considered a recommendation for a P-Card at Mount Royal and is recommending approval to the Board of Governors, with an amendment to the Agreement. The P-Card program will allow users the ability to directly place orders for lower dollar items, thereby freeing up the Supply Chain Department to add value for higher dollar purchases rather than being transaction focused. It will also reduce the number of invoices the Accounts Payable Department is required to process.

- b. The Agreement requires the College to provide a resolution from the Board authorizing the College to enter into the arrangement with the Bank “to provide credit by way of a Corporate MasterCard account in an amount of up to Cdn \$800,000, or such greater amount as officers of Mount Royal may from time to time deem appropriate”. The Audit and Finance Committee agreed to delete the statement “or such greater amount as officers of Mount Royal may from time to time deem appropriate”. If an adjustment to the \$800,000 amount is required, there would need to be a recommendation to the Board of Governors.
- c. Moved by J. Giesbrecht, seconded by D. Farrell:

THAT the Board of Governors approve the Bank of Montreal Financial Group Resolution for the ePurchasing Solutions Program as amended, and approved signing officers for Mount Royal College as at February 9, 2009.

CARRIED

3.8 DISCUSSION / INFORMATION ITEMS

3.8.1 Degree Programs Status Report

- a. R. Fisher reported that there will be less money available from the Enrolment Planning Envelope (EPE) in 2009-2010 and government will only be funding programs that fall into one of its five areas of priority or programs that are a priority for another government Ministry. Institutions will be permitted to implement new degrees if they are willing to fund those programs internally. Generally speaking, Mount Royal is not willing to fund degrees internally. The Ministry of Advanced Education and Technology has indicated that the Ministry will no longer forward programs to the Campus Alberta Quality Council (CAQC) unless there is a chance that the programs will be funded. Mount Royal is responding by changing its program roll-out plans but is not moving away from any of its degrees.
- b. The Ministry will be reviewing Mount Royal’s three-year Bachelor of Arts proposal. If approved, Mount Royal will have to determine if it wants to fund the program internally as there will not be EPE funding for that program in the next year or two. Mount Royal’s Bachelor of Education (Elementary and Secondary) proposals are a priority for the Ministry of Education and the program will be going forward from Advanced Education and Technology to the CAQC for review and anticipated implementation in Fall Term 2009. The College will be implementing the Bachelor of Computer Information Systems in the Fall Term 2009 and this program is being funded internally. A number of other degree programs are presently at various states of the development and review processes for implementation in Fall Term 2010 and beyond.
- c. The Board of Governors received for information the Degree Programs Status Report.

3.8.2 Academic Plan Implementation Status Report

- a. Since approval of the Academic Plan by the Board of Governors in December 2006, significant progress has been made at the half-way point of the five-year plan to address the 79 recommendations in 10 areas of the Plan.
- b. The College has either completed or made significant progress on most of the recommendations. Work on a number of major recommendations is complete and the goals have been met. The vast majority of the recommendations are, and will continue to be, works in progress as they do not have a finite end point but require that the College continue to work on them. Major progress has been made in the areas of the student experience, faculty roles and responsibilities, program development including degree implementation, and in establishing the culture of scholarship. There are four recommendations where work has not yet commenced, although work will start in the near future on two of those recommendations – residency requirements and the strategic e-learning plan.
- c. The Board of Governors received for information the Academic Plan Implementation Report.

3.8.3 Investment Report to December 31, 2008

- a. The Audit and Finance Committee has reviewed the year to date Investment Report to December 31, 2008. The total fund return was -5% for the fourth quarter of 2008 and -11.6% for the year ended December 31, 2008. This translates into added value of 0.7% relative to the benchmark in the third quarter and 0.7% over the one year period. Despite outperforming the benchmark, the College's investment manager underperformed because of its investment style.
- b. The Board of Governors received the Year-to-Date Investment Report to December 31, 2008 for information.

3.8.4 Operating and Capital Budget Report to December 31, 2008

- a. Financial performance at the mid-year point is positive, primarily due to revenue from credit tuition in view of higher enrolments, favourable Continuing Education performance, and reduced expenditures in salaries in view of the timing of filling vacant positions. An excess of revenues over expenditures is forecast for year-end. The capital budget is performing as anticipated.
- b. The Board of Governors received for information the 2008-2009 Fiscal Year Quarterly Operating and Capital Report to December 31, 2008.

3.8.5 Students' Association of Mount Royal College Audited Financial Statements to June 30, 2008

- a. On February 9, 2009, the Audit and Finance Committee met with M. Fogal, Executive Director of the Students' Association of Mount Royal College, to receive the Association's Audited Financial Statements to June 30, 2008 and the Licensed Premises Report for 2007-2008.

- b. The Association is in a healthy financial position, it is in compliance with the generally accepted accounting principles, there are no concerns, and the Association received its first management letter in four years. The management letter indicated that Association “management report on a periodic basis to the Executive Council all cases of known or suspected fraud”, as well as the actions taken or to be taken.
- c. The Board of Governors received for information the Students’ Association of Mount Royal College Audited Financial Statements to June 30, 2008.

**3.8.6 Alberta College and Technical Institute Student Executive Council
2008-2009 Lobby Document**

- a. M. Koczur, Chair of the Alberta College and Technical Institute Student Executive Council (ACTISEC) shared with the Board the ACTISEC’s lobby document for 2008-2009. The document has been presented to the Minister, Advanced Education and Technology. Advocacy priorities are Tuition, Alberta Student Loan Program, Scholarships, Post-Secondary Learning Act, Environmental Standards for Post-Secondary Institutions, and Affordable Student Housing. In May 2009, there will be a meeting with MLAs in Edmonton. The ACTISEC is considering organizational changes to correspond to the six-sector model.
- b. The Board of Governors received for information the Alberta College and Technical Institute Student Executive Council 2008-2009 Lobby Document.

3.9 COMMITTEE REPORTS

3.9.1 Human Resources and Compensation Committee

The Board of Governors received for information the written report on the Human Resources and Compensation Committee meeting held on January 29, 2009.

3.9.2 Campus Development Committee

The Board of Governors received for information the written report on the Campus Development Committee meeting held on February 3, 2009.

3.10 CONSENT AGENDA

3.10.1 Items Removed from Consent Agenda

There were no items removed from the Consent Agenda.

3.10.2 Consent Agenda

Moved by K. Hewson, seconded by D. Farrell:

THAT the Board of Governors approve or receive for information, as recommended, the Consent Agenda items for the February 9, 2009 meeting of the Board of Governors.

3.10.2.1 Information Item

**3.10.2.1.1 Students' Association of Mount Royal College
Licensed Premises Report for 2007-2008**

THAT the Board of Governors receive for information the
Licensed Premises Report for 2007-2008.

CARRIED

3.11 OTHER BUSINESS

There were no other items of business.

3.12 NOTICES OF MOTION

There were no Notices of Motion.

3.13 MOTION TO RECESS

The February 9, 2009 meeting of the Board of Governors recessed.

C. Williams, Chair

Date