



## BOARD OF GOVERNORS

### Minutes of the Regular Meeting Held on Monday, April 7, 2008 [Public Session]

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- PRESENT:
- C. Williams, Chair
  - B. Damps, Recording Secretary
  - L. Black
  - M. Delorme
  - J. Giesbrecht
  - K. Hewson
  - N. Kenward
  - D. Marshall
  - R. Ramsden-Wood
  - R. Renaud
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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
  - K. Barrette, Instructional Services Librarian, Library Services
  - C. Dyck, Student Athlete
  - B. Hendrickson, Dean, Faculty of Health and Community Studies
  - K. Hymas, Student Athlete
  - D. Hyttenrauch, President, Mount Royal Faculty Association
  - K. Karch, Manager, Athletics
  - C. London, Associate Dean, Faculty of Health and Community Studies
  - A. Patient, Instructor, English
  - C. Shepstone, Director, Library Services
  - R. Sherwin, Library Systems Coordinator, Library Services
  - S. Sky, Head Coach, Men's Volleyball
  - K. Street, Instructor, Humanities and Chair, Academic Council
- ABSENT:
- J. Blomme
  - G. Lackenbauer
  - N. Lever
  - R. Shaw

#### 4.1 APPROVAL OF AGENDA

The agenda was approved as distributed.

#### 4.2 INTRODUCTIONS AND FACULTY PRESENTATIONS

##### 4.2.1 End of Season Report from Cougar Athletics and Introduction of Athletes and Coaches

B. Fleming, Executive Director, Student Affairs and Campus Life, commented on Mount Royal's Athletics program, the many positive aspects of the program, and the benefits of the program for students, the College and the community. Karla Karch, Manager of

Cougar Athletics, commented on the support Mount Royal provides for its Athletics program, reviewed the results and accomplishments of the Cougar Athletics teams during the 2007-2008 year, and introduced Sean Sky, Head Coach, Men's Volleyball, and Carmen Dyck and Kirby Hymas, student athletes.

#### **4.2.2 Faculty Presentation from Kori Street, History and Aida Patient, English**

Kori Street, Instructor, Department of Humanities and Aida Patient, Instructor, Department of English made a presentation to the Board of Governors entitled "Holocaust History Amongst the Hallows – An Interdisciplinary Approach to Understanding Evil in Harry Potter".

#### **4.2.3 Faculty Presentation from Katharine Barrette and Ross Sherwin, Library**

Katharine Barrette, Instructional Services Librarian and Ross Sherwin, Library Systems Coordinator made a presentation to the Board of Governors entitled "Wherever, Whenever: New Electronic Resources for Mount Royal Students and Scholars".

### **4.3 APPROVAL OF MINUTES**

#### **4.3.1 Regular Meeting, Public Session, February 4, 2008**

Following an amendment, it was:

Moved by J. Giesbrecht, seconded by L. Black:

THAT the minutes of the Public Session of the Regular Meeting of the Board of Governors held on February 4, 2008 be approved, as amended.

CARRIED

### **4.4 CHAIR'S REPORT**

- a. C. Williams reported on the following:
  - The Canadian Colleges Athletic Association National Women's Volleyball Championships were hosted by Mount Royal in March 2008 and the College's team won a silver medal.
  - Mount Royal's new degrees will be officially launched on Friday, April 11, 2008 and Board members were encouraged to attend the celebration.
  - The Alberta Association of Colleges and Technical Institutes provincial Boards of Governors' conference is being held in Banff from May 29 to 31, 2008.
- b. The Board of Governors received the Chair's Report for information.

## **4.5 EXECUTIVES' REPORTS**

### **4.5.1 President**

- a. In addition to the information contained in his written report, D. Marshall reported the following:
  - The new Deputy Minister, Advanced Education and Technology is Annette Trimbee; the Acting Assistant Deputy Minister is Connie Harrison.
  - During a recent trip to Japan with Mount Royal's Director of International Education, he visited Mount Royal's three university partners, one of which offers \$5,000 scholarships to Mount Royal students who wish to participate in an exchange with that institution.
- b. The Board of Governors received the President's Report for information.

### **4.5.2 Provost and Vice-President, Academic**

#### **4.5.2.1 Degree Program Implementation**

- a. R. Fisher, Provost and Vice-President, Academic reported on the following activities underway to prepare for degree program implementation in the Fall Term 2008:
  - Student Recruitment: Enrolment Management and External Relations are working hard on student recruitment and the institution is allocating financial resources to support a variety of recruitment initiatives for the new degrees. The College has commenced taking applications for the new programs.
  - Faculty Roles and Responsibilities: As a transitional measure for one year, Faculty Roles and Responsibilities will be rolled-out for 2008-2009. Applications will be accepted from faculty interested in moving to a scholarship workload pattern, and Faculty-level committees will review the applications and make decisions. Opportunities will be given first to faculty involved with the implementation of the new degrees and money will be allocated until the available funding has been depleted. The process could mean that not everyone who applies will be accommodated, although the institution should come fairly close to accommodating the number of individuals who previously indicated that they would like to move to the scholarship workload pattern.
  - New Degree Program Budgets: The budgets for the new degree programs are close to being finalized and will be presented to the Board of Governors for approval in June 2008.
  - Timetabling: Timetabling for Fall Term 2008 has been a significant task, including scheduling the 150 sections of the General Education Program that are required.

- A number of other degree programs are under development for possible Fall Term 2009 implementation.

b. The Board of Governors received for information the report from the Provost and Vice-President, Academic.

#### **4.5.3 Vice-President, Administrative Services**

a. R. Roberts, Vice-President, Administrative Services, reported the following:

- The College has commenced the process to update the 1999 Campus Master Plan. This work will take about six months to complete and there will be a recommendation presented to the Campus Development Committee and the Board of Governors in the Fall 2008. The updated Campus Master Plan will cover the next ten to fifteen years.

b. The Board of Governors received for information the report from the Vice-President, Administrative Services.

#### **4.5.4 Vice-President, External Relations**

a. H. Wight, Vice-President, External Relations, distributed and reviewed a written report covering government relations activities, Alumni, Communications and Foundation events, upcoming events in those three areas, and items of note in Alumni Affairs, Archives, Foundation, branding, and program launch activities.

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

#### **4.5.5 Executive Director, Student Affairs and Campus Life**

a. B. Fleming reported the following:

- A review process and timeline has been established to ensure student support services are appropriate for the new degrees coming on board in the Fall 2008. Additional information will be provided to the Board of Governors in June 2008.

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

### **4.6 DECISION / ACTION ITEMS**

#### **4.6.1 Governance Matters**

##### **4.6.1.1 Proposed Board of Governors' Schedule for 2008-2009**

Moved by K. Hewson, seconded by L. Black:

THAT the Board of Governors approve the schedule for 2008-2009, as proposed.

CARRIED

#### **4.6.1.2 Revised Charter for Audit and Finance Committee**

- a. The Audit and Finance Committee Charter has been reviewed by the Committee and revised to include responsibilities relating to review and oversight of pension plans, as appropriate.
- b. Moved by J. Giesbrecht, seconded by L. Black:

THAT the Board of Governors approve the revised Charter for the Audit and Finance Committee.

CARRIED

#### **4.6.1.3 Board of Governors' Appointments to College Groups**

##### **4.6.1.3.1 Honourary Appointments Committee for Awarding of Emeritus/Emerita Designation**

Moved L. Black, seconded by K. Hewson:

THAT the Board of Governors approve the appointment of Ruth Ramsden-Wood as a member of the Mount Royal Honorary Appointments Committee for the remainder of the 2007-2008 academic year.

CARRIED

##### **4.6.1.3.2 General Faculties Council**

Moved by J. Giesbrecht, seconded by K. Hewson:

THAT the Board of Governors approve the appointment of Linda Black as a member of the General Faculties Council for a one-year term, commencing August 15, 2008.

CARRIED

#### **4.6.2 Program Approvals**

##### **4.6.2.1 Bachelor of Arts**

- a. The four-year Bachelor of Arts degree will replace the existing student spaces in the collaborative degree Bachelor of Arts—Athabasca University at Mount Royal College, the Bachelor of Applied Policy Studies degree, and part of the Bachelor of Arts University Transfer program. The Bachelor of Arts will offer 665 student intake spaces annually for a total of 1,722 program full load equivalent (FLE) students. It is anticipated that there will be 405 graduates annually when the program is fully implemented.

- b. The Bachelor of Arts program will offer majors and honours in Anthropology, English, History, Policy Studies, Psychology, and Sociology; a major in Spanish; and minors in Anthropology, Economics, English, Education, History, Philosophy, Policy Studies, Political Science, Psychology, Religious Studies, Sociology, and Spanish.

- c. Moved by L. Black, seconded by K. Hewson:

THAT the Board of Governors approve a Bachelor of Arts.

CARRIED

See related agenda item #4.6.4.1.

#### **4.6.2.2 Bachelor of Business Administration**

- a. The Bachelor of Business Administration is a four-year degree with majors in General Management, Accounting, Human Resources and Marketing, and three cooperative work experiences. The degree would replace the Bachelor of Applied Business Administration—Accounting Program. It would offer 400 full-time student spaces and 60 part-time student spaces for a total of 1,381 program FLE students. It is anticipated that the 349 annual graduates will achieve 100% employment.

- b. Moved by L. Black, seconded by K. Hewson:

THAT the Board of Governors approve a Bachelor of Business Administration.

CARRIED

#### **4.6.2.3 Bachelor of Science**

- a. The Bachelor of Science is a four-year degree with majors in Cellular and Molecular Biology, Geology, Health Sciences, and a non-major General Science degree. The degree will offer 720 student spaces annually for a total of 1,235 FLE students with an anticipated 288 graduates annually when the program is fully implemented. The Bachelor of Science will replace some of the existing intake to the Bachelor of Science University Transfer program, but that program will be maintained for students seeking majors not offered by Mount Royal.

- c. Moved by L. Black, seconded by K. Hewson:

THAT the Board of Governors approve a Bachelor of Science.

CARRIED

#### **4.6.2.4 Bachelor of Communication**

- a. The four-year Bachelor of Communication degree will replace the existing Bachelor of Applied Communications and will offer four majors in Information Design, International Communications, Journalism and Public Relations. The program will offer 200 student spaces for a total of 698 FLE students, with 142 graduates each year.
- b. Moved by C. Williams, seconded by J. Giesbrecht:  
  
THAT the Board of Governors approve a Bachelor of Communication.

CARRIED

#### **4.6.3 Program Approvals-in-Principle**

##### **4.6.3.1 Bachelor of Education**

- a. The Bachelor of Education program is a four-year program that would absorb the University Transfer—Bachelor of Education program, which is currently a two-year program with an intake of 155 students for a total of 206 program FLE students. The Bachelor of Education program would have a quota or intake of 200 students, yielding 545 total program FLE students. The rationale for the proposed Bachelor of Education program is based on student demand, benefit to the student, excellent employment opportunities, and the readiness of Mount Royal to offer this degree. Implementation is proposed for Fall Term 2009.
- b. Students will have the opportunity to choose an elementary teaching route, which is a four-year degree program consisting of 40 one-semester courses. Or, students can choose the five-year program that allows them to complete the requirements for a Bachelor of Education elementary route or a Bachelor of Education secondary route, concurrent with another Bachelor degree program such as a B.A. or a B.Sc.
- c. Moved by L. Black, seconded by M. Delorme:  
  
THAT the Governors approve-in-principle a Bachelor of Education.

CARRIED

##### **4.6.3.2 Bachelor of Physical Education**

- a. The Bachelor of Physical Education program is designed to prepare graduates for employment within the health, fitness, sport and recreation sectors, or for further education in graduate or professional programs. Proposed for implementation in the Fall Term 2009, the program would offer 101 full-time student spaces for a total of 252 program FLE students. The new program would absorb the existing University

Transfer—Bachelor of Physical Education Program, which would be phased out in 2011. The Bachelor of Physical Education Program will consist of three streams which share many common core Physical Education courses: General, Athletic Therapy, and Teacher Preparation.

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

THAT the Board of Governors approve-in-principle a Bachelor of Physical Education.

CARRIED

#### **4.6.3.3 Bachelor of Child and Community Studies**

- a. The Bachelor of Child and Community Studies is a four-year degree designed for students whose educational and professional goals are focused on studying within the human services discipline as well as working with children and youth of all ages in family and community settings. The program would replace the existing Bachelor of Applied Child Studies program and have an intake of 40 full- and part-time students for a total of 131 program FLE students.

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

THAT the Board of Governors approve-in-principle a Bachelor of Child and Community Studies.

CARRIED

#### **4.6.4 Program Suspensions**

##### **4.6.4.1 Bachelor of Arts: Athabasca University at Mount Royal College, Bachelor of Applied Policy Studies and Bachelor of Arts University Transfer**

Moved by L. Black, seconded by R. Ramsden-Wood:

THAT the Board of Governors approve suspension of Bachelor of Arts—Athabasca University at Mount Royal College, Bachelor of Applied Policy Studies and Bachelor of Arts University Transfer Programs.

CARRIED

See related agenda item #4.6.2.1.

##### **4.6.4.2 Bachelor of Applied Justice Studies**

Moved by L. Black, seconded by R. Ramsden-Wood:

THAT Board of Governors approve suspension of first year intake into a Bachelor of Applied Justice Studies.

CARRIED

#### **4.6.5 Policies**

##### **4.6.5.1 Cash and Payments Handling Policy**

- a. The Audit and Finance Committee reviewed the draft Cash and Payments Handling policy on April 7, 2008. During the 2006-2007 fiscal year audit, the Auditor General recommended that the College develop and implement a policy supporting control processes for managing cash and payments. A committee representing various College Departments involved in cash handling and payments developed a comprehensive policy and procedures. The draft policy and procedures have been shared with the Office of the Auditor General.
- b. The Audit and Finance Committee recommend that the Policy Statement section include reference to the Safe Disclosure Policy for the benefit of an employee who might feel exposed. The Committee also recommended that the Safe Disclosure Policy be referenced in the Procedures section ("Notification Where Fraud is Suspected"), and that a separate point on "Notification of Security Concerns" be spelled out to indicate that Mount Royal Campus Security will be contacted.
- c. Moved by J. Giesbrecht, seconded by L. Black:  
  
THAT the Board of Governors approve the Cash and Payments Handling Policy, as amended.

CARRIED

##### **4.6.5.2 Revised Policy on Philanthropic and Honorific Naming [formerly Naming Policy]**

- a. The External Affairs Committee is recommending approval of a Philanthropic and Honorific Naming policy. The former policy on naming had not been reviewed since 1991 and has now undergone extensive revision. The revised policy provides a set of standardized guidelines to be used when naming facilities and/or academic entities in recognition of philanthropic donations received from individuals or corporations, and in honour of those individuals who have had a pivotal impact on the history and evolution of the institution.
- b. In response to inquiries, members heard that the time period of a naming is spelled out in the College's contract with the donor; there are various levels of naming opportunities depending on the amount of the donation; the policy has provision for the College to decline or discontinue a naming that is considered not to be in the best interests of the institution; and, when approved, the policy and related procedures will be posted in the on-line Policies and Procedures Manual.
- c. Moved by R. Ramsden-Wood, seconded by R. Renaud:  
  
THAT the Board of Governors approve revised Policy 410: Philanthropic and Honorific Naming.

CARRIED

#### 4.6.5.3 Revised Human Rights Policy

- a. D. Marshall reviewed revisions to Policy 1702: Human Rights which are essentially housekeeping changes to reflect the creation of an Ombudsperson function, the change from a Code of Conduct to a Code of Personal Conduct, and some additional revisions such as an expanded definition of discrimination and the addition of a statement on retention and disclosure of information.
- b. It was noted that the Code of Personal Conduct applies to all members of the College community and, as such, the Board of Governors should be added to the list of member categories outlined in Appendix 4.
- c. At a future date, the Ombudsperson function could be separate from the Human Rights function but the budget is not available for that to occur at this time. Members indicated that it would be useful for the Human Rights Advisor/Ombudsperson to meet with the Board to discuss some of the challenges experienced in this area at the College and elsewhere.
- d. Moved by D. Marshall, seconded by J. Giesbrecht:

THAT the Board of Governors approve the revisions to Policy 1702: Human Rights, as amended.

CARRIED

#### 4.6.6 Presentation of 2008-2009 Budget Plan

- a. R. Roberts presented the 2008-2009 Operating and Capital Budget Plan (the core Budget Plan). Budgets for the new degree programs will be prepared separately. The presentation is summarized below.
- b. 2008-2009 Budget Outcomes
  - Updated institutional priorities and strategies.
  - Balanced budget.
  - 2008-2009 budget sustains current programs and services.
  - Investing \$3 million in one-time funding to address priority needs and transition which provides future budget flexibility.
  - Budget for new degree implementation will be a separate process once degree funding and tuition allocations have been confirmed.
- c. Institutional Priorities and Strategies

The following Institutional Priorities have corresponding Strategies:

1. Implement the Academic Plan.
2. Implement the Baccalaureate and Applied Institution model.
3. Manage Institutional Growth.
4. Implement the Institutional Positioning Strategy.
5. Position Mount Royal as the Employer of Choice.
6. Expand and upgrade facilities to meet future needs.
7. Enhance the institution's financial base.
8. Implement the Strategic Information Technology Plan.

d. Enrolment

- Student enrolment assumptions are no growth – enrolments will remain at 2007-2008 levels.
- Access Funded programs are not achieving enrolment targets; as a result, \$1 million funding shortfall has been built into the 2008-2009 Budget Plan.
- No new enrolments are occurring with the new degree implementation. Only enrolment growth is funded FLE growth in the Bachelor of Nursing degree.

e. 2008-2009 Revenue Assumptions

Revenue Changes (8.6% increase) from 2007-2008 forecasted year-end position.

- Grant Increase - \$5.7 million.
  - Tuition and Related Fees - \$1.9 million.
  - New Degrees and Bachelor of Nursing - \$2.6 million.
  - Other Revenues - \$3.6 million.
- Total: \$13.8 million.

f. 2008-2009 Expense Assumptions

Increase of 9.8% from 2007-2008 forecast for year-end.

- Salary and Benefits - \$8.5 million.
  - Supplies and Services - \$.8 million.
  - New Degrees and Bachelor of Nursing - \$2.6 million.
  - Amortization - \$.5 million.
  - Institutional One-Time - \$3 million.
- Total: \$15.4 million.

g. 2008-2009 Draft #2 Budget

Revenue

- Grants (including new degrees) - \$82,670,807.
  - Tuition and Fees (including new degrees) - \$55,733,265.
  - Other Revenues - \$35,750,804.
- Total Revenue: \$174,154,876.

Expense

- Salaries and Benefits - \$112,914,590.
  - Non-Salary (including new degrees) - \$56,840,286.
  - Institutional One-Time - \$3,000,000.
- Total Expense: \$172,754,876.  
Net - \$1,400,000.  
Reserve Appropriations – (\$1,400,000).

h. Institutional Budget Allocations

- \$3 million in one-time funds - dollars set aside to address priority projects based upon Divisional needs: audit/compliance, information technology priorities, sustainability, transition, and degree implementation.
- \$1 million allocated for supply cost increases – allocated by Division.

i. 2008-2009 Capital and Reserve Budget

- \$4 million for capital replacement and Library acquisitions.
- \$1 million for debt payments for the residences and capital leases.
- \$1.4 million in Reserve appropriations – Parking (\$1.2 million) and Recreation Equipment (\$200,000).

j. Unmet Needs

Divisions identified significant amounts of unmet needs for priority operating and capital needs that were not able to be addressed in the budget.

k. Financial Risks/Opportunities

- Enrolments in new degrees and overall enrolment targets and trends and their effects on funding.
- Salary settlements from contract negotiations.
- Capital funding gap continues to be an issue.
- Additional funding – expansion of FLEs in Bachelor of Nursing degree approved for Fall 2008; implementation of five new degrees in Fall 2008.

l. Meeting the first year enrolment targets for the five new degree programs will be critical in order to retain funding levels and subsequent enrolment targets. Enrolment will be reviewed in September/October 2008 to determine if the budget assumptions require adjustment.

m. Moved by J. Giesbrecht, seconded by R. Renaud:

THAT the Board of Governors approve the 2008-2009 Operating and Capital Budget Plan.

CARRIED

## 4.7 DISCUSSION / INFORMATION ITEMS

### 4.7.1 2007-2008 Budget: Operating and Capital Reports to February 29, 2008

a. R. Roberts reported that the operating and capital budgets for the institutional operations are tracking positive to budget for year-end. The enrolment shortfall has been addressed, although conditional funding has been impacted. Strong performances were realized from Continuing Education and Extension, Recreation, the Residences, Investment Income, and Application Fees which are all ahead of budget. Savings are being forecast in Salaries and Benefits in view of vacant positions on the service side that go unfilled for a period of time and do not impact program delivery. The Mount Royal College Foundation budget is currently in a deficit position with the year-end projection of an accumulated

deficit of just over \$35,000. The Foundation is monitoring its revenues and expenses very closely and will be working towards eliminating the deficit. The Mount Royal College Care Society is operating in a surplus position and is forecasting a positive variance to budget at year-end. Capital initiatives are proceeding as anticipated.

- b. The Board of Governors received for information the 2007-2008 Fiscal Year Operating and Capital and Capital Budget Reports to February 29, 2008.

#### **4.7.2 Report on Meeting with the Auditor General's Office to Review the 2007-2008 Annual Audit Plan**

- a. The Audit and Finance met with representatives from the Office of the Auditor General on April 7, 2008 to receive the Audit Plan for the 2007-2008 fiscal year. One of the new trends is system-wide audits and three such audits are planned. The Auditor General is preparing his mid-year report to the Legislature.
- b. The Board of Governors received for information the Report on the Meeting with the Auditor General's Office to Review the 2007-2008 Annual Audit Plan.

### **4.8 COMMITTEE REPORTS**

#### **4.8.1 Campus Development Committee**

- a. R. Renaud, Chair of the Campus Development Committee, reviewed the written report on the Committee's meeting held on March 14, 2008, and Board members discussed the Internationally Educated Nurses (IEN) and the Bridge to Canadian Nursing (BCN) Programs.
- b. The Board of Governors received for information the report from the Campus Development Committee.

#### **4.8.2 External Affairs Committee**

- a. H. Wight reviewed the written report on the External Affairs Committee's meeting held on March 14, 2008. Board members received draft information sheets on the following: Library and Learning Centre; Bachelor of Education Degree; University Label; and, Criteria for Success of the Baccalaureate Institution. Feedback should be directed to H. Wight.
- b. The Board of Governors received for information the report from the External Affairs Committee.

### **4.9 CONSENT AGENDA**

#### **4.9.1 Items Removed from Consent Agenda**

There were no items removed from the Consent Agenda.

#### **4.9.2 Consent Agenda**

Moved by J. Giesbrecht, seconded by R. Renaud:

THAT the Board of Governors approve or receive for information, as recommended, the Consent Agenda items for the April 7, 2008 meeting of the Board of Governors.

##### **4.9.2.1 Approval Items**

###### **4.9.2.1.1 Revised Policy 550-1: Credit Curriculum Approval Process**

THAT the Board of Governors approve Policy 550-1: Credit Curriculum Approval Process, as amended.

CARRIED

##### **4.9.2.2 Information Items**

###### **4.9.2.2.1 Academic Council Minutes**

###### **4.9.2.2.1.1 Meeting Held on January 17, 2008**

The Board of Governors received for information the minutes of the Academic Council meeting held on January 17, 2008.

###### **4.9.2.2.1.2 Meeting Held on February 14, 2008**

The Board of Governors received for information the minutes of the Academic Council meeting held on February 14, 2008.

#### **4.10 OTHER BUSINESS**

There were no other items of business.

#### **4.11 NOTICES OF MOTION**

There were no Notices of Motion.

#### **4.12 MOTION TO RECESS**

Moved by L. Black, seconded by R. Ramsden-Wood:

THAT the Board of Governors' meeting recess.

CARRIED

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C. Williams, Chair

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Date