



**REGULAR MEETING OF THE BOARD OF GOVERNORS
OF GRANDE PRAIRIE REGIONAL COLLEGE
BOARD ROOM, E211
MARCH 22, 2007**

Board Members:

- Mr. Fletcher Bootle, Chair
- Mr. Tom Brewer
- Mr. Carl Edozien, Notice of Absence
- Mr. Evans Forsyth
- Mr. Peter Gilchrist
- Mr. Doug Hart
- Mr. Richard Horner
- Mr. Daniel Lemieux
- Mr. Grant Menzies, Notice of Absence
- Mr. Michael O'Connor
- Mr. Brian Parlee
- Ms. Vi Sunohara
- Mr. Vince Vavrek

Administrative Officers: Mr. Mike Dion, Vice-President Administration

Guests:

- Ms. Lynne Ness, GPRC Community Relations
- Mr. Rory Tarant
- Dr. Jerry Petryshyn, Chair, Arts, Science and Education
- Mr. Kevin Crush, Daily Herald Tribune
- Ms. Denise Thomson, Institutional Research and Reporting Officer.

CALL TO ORDER

The Chair called to order the public session of the meeting at 3:30 p.m. The Chair recognized Mr. Edozien who introduced to the Board of Governors the recently elected President of the Students' Association for 2007-2008, Rory Tarant. Rory will begin his term on the Board on May 1, 2007.

ADOPTION OF AGENDA

The Agenda of March 22, 2007 is approved by consensus with the following addition:
5.3.1 2007/2008 – 2010/2011 GPRC Business Plan and Budget

MINUTES

Minutes of February 22, 2007

The Chair called for errors or omissions in the February 22, 2007 Minutes. The Minutes of the meeting of February 22, 2007 are approved by consensus.

BOARD EDUCATION

GPRC Investments

The Chair introduced Mr. Kevin Chrenek, GPRC's Investment Advisor representing RBC Dominion Securities.

Mr. Chrenek reviewed with the Board members the ongoing process of managing the College's investments from setting up the investment portfolio to continuously evaluating the portfolio and its performance.

There are two mandates central to the investments of GPRC:

1. Endowments – income/growth objectives
2. Operations – safety and income objectives

An initial discussion with the Investment Committee sets the foundation for the investment portfolio and ongoing reviews keep the needs and desires of the College investments up to date.

Board members were very pleased with the presentation on the College's investments and thanked Mr. Chrenek for his time.

ITEMS FOR DECISION

GOVERNANCE PROCESS

Approval of Governance Process Policies Developed at March 8, 2007 Workshop GP-1, GP-2, GP-3, GP-4, GP-5, GP-6, GP-7, GP-9

MOVED by Mr. Bootle, the Board of Governors approve the following Governance Process Policies:

- GP-1, Governance Commitment
- GP-2, Board Members' Code of Conduct
- GP-3, Governing Style
- GP-4, Board Job Contribution
- GP-5, Roles of Chair and Vice-Chair
- GP-6, Board Linkage with Ownership
- GP-7, Board Linkage with Other Organizations
- GP-9, Board Committee Structure

**CARRIED
5112/2007**

Policy 9.1, Audit Committee Terms of Reference, is under review by Mr. Vavrek and will be brought forward for approval at a future meeting.

In order to continue its review of the proposed Governance Policies, Mr. Bootle has assigned individual Board members the task of reviewing the following policies and bringing them forward for discussion and approval at a future meeting.

- Ms. Sunohara will review GP-9.2, Adhoc PCH/GPRC Joint Health Committee Terms of Reference.
- Mr. Bootle will review GP-10, Board Planning Cycle and Agenda Control.

- Mr. Gilchrist will review GP-13, Investment in Governance.
- Mr. Bootle will continue to explore Governance Succession.

PCH/GPRC Health Care Workforce Education Partnership Committee

Mr. Bootle recognized Ms. Sunohara, Co-Chair of the PCH/GPRC Health Care Workforce Education Partnership Committee, for a report from the adhoc committee.

Ms. Sunohara reported that the Committee has expanded to include Claudia Buck, a member of the Rural Alberta Development Fund.

To strengthen the proposal to PREDA for \$12,000 in funding, the Joint Committee has requested that the PCH and GPRC Boards match the funding request to PREDA by approving \$6,000 each to support the project.

MOVED by Ms. Sunohara that the Board of Governors approve a maximum of \$6,000 in funding to be allocated to the PCH/GPRC Health Care Workforce Education Partnership Committee for purposes of:

- jointly funding with PCH a visit by Dr. Roger Stasser from the Northern Ontario School of Medicine, and
- completing the short version of the proposal for Training Medical Students.

**CARRIED
5113/2007**

Expenditure of the funding must be approved by the Board Chair prior to its commitment. The Board Chair cautioned the adhoc Committee members in committing funding to this project without the proper formalities of Board consultation being followed.

The completion of the short version may include hiring a full-time writer. Mr. Day of the Alberta Rural Physician Action Plan (RPAP) will be asked to assist the Committee in completing the proposal package.

Ms. Sunohara extended her gratitude on behalf of the joint committee to Dr. McAlpine for the support he has given in the development of the pre-proposal package.

Ms. Sunohara encouraged the Board to undertake a consultation process with the PCH planners and functional program committee for the construction of the new hospital to include adequate educational space for medical training.

Mr. Hart reminded Board members of the programs that will be within the College's mandate and that PCH is the driver of this initiative and that GPRC is there for support. GPRC is in the visioning stage of its future direction and role in this initiative.

Audit Committee Report

Mr. Vavrek reported for the Audit Committee. Representatives of the Auditor General's Office were on campus today for the Entrance Audit meeting with the Board Audit Committee.

Staff of the Auditor General's Office provided an overview of the audit plan. GPRC staff demonstrated their preparedness to deal with any potential and pending issue. Mr. Vavrek was pleased with the College's proactive approach to the audit process.

2007/08-2010/11 Business Plan and Budget

Mr. Hart presented a brief summary of the 2007/08-2010/11 Business Plan and Budget. The upcoming year's budget addresses the need for new program development and funding of new programs, adds additional resources for recruitment and promotion, and maintains 1% of revenues in unrestricted net assets. The Business Plan and Budget indicates maintained funding of existing programs and no position eliminations.

The GPRC Community received a presentation of the draft Business Plan and Budget at Administrative Council and at an all staff forum on March 21.

CONSENT AGENDA

MOVED by Mr. O'Connor, that the March, 2007 Consent Agenda be approved as presented.

CARRIED
5114/2007

In approving the Consent Agenda, the following matters were approved:

- Revised Investment Committee Report
- GPRC 2007/08 – 2010/11 Business Plan and Budget

MONITORING CEO PERFORMANCE**Opportunities for Lifelong Learning**

Mr. Hart provided a report on the End 'Opportunities for Life-Long Learning'.

The Board of Governors accepted the report as compliance with the identified end. The Board Chair acknowledged the generous donation to the Library by Mr. Dwight Logan and will be extending his gratitude to Mr. Logan on behalf of the Board.

OWNERSHIP LINKAGE**Employee Satisfaction Survey**

Mr. Hart introduced GPRC Institutional Research and Reporting Officer Denise Thomson to the Board. Following the Boards' receipt of the Employee Satisfaction Survey results in February, 2007, the Board requested a more in-depth explanation of the Employee Satisfaction Survey.

Ms. Thomson made the following observations for the Board's consideration:

- 2006-2007 survey participation is down. This year only 40% responded compared to 50% in 2005-2006.
- The survey was completed later than in prior years – January rather than October.
- There was one change to the survey, the addition of open-ended questions.
- 79.4% of respondents were satisfied with the College as a place to work.
- The highest satisfied of the internal respondents are those in support services.
- Areas of strength included all areas related to students.
- Opportunities for improvement included all of the College plans, leadership (Board and administration), and workload distribution.

- Satisfaction with the College plans may be enhanced by increasing communication to the College community regarding the content of the plans. This should at least impact the number of no opinions in this regard.
- There is a high no opinion response in the Foundation's efforts to generate revenues.
- The low rate of satisfaction received in regards to administration may be a reflection of the past administration.
- The Board can consider anything over 75% a strength.
- There are a significant number of no opinions. This could be decreased by asking a question that encourages a choice.
- It may be beneficial in the development of future surveys to hold focus groups to determine what specific survey terms mean to respondents. For example, 'citizenship' and 'workload equity'.
- A leverage analysis identifies the areas that are most significant and of most urgency for the Board to address.
- The main themes that appeared in all employee groups as opportunities for improvement with high importance and lower satisfaction are:
 - Leadership/Direction by Senior Administration
 - College's Efforts at Building Community Relationships
 - Equity of Workload Distribution
- The main areas of strength with high importance and higher satisfaction are:
 - Opportunities for Professional Growth
 - College as a safe work environment
- In addition to suggesting a new survey for 2007-2008, Ms. Thomson suggested:
 - offering the survey on-line
 - adding a neutral choice option
 - making the questions more detailed

The Board requested that the President examine the common areas of high importance and lower satisfaction and develop an action plan to address these areas.

ACIFA SURVEY

The Board of Governors expressed its disappointment in the timing of receipt of the survey results. The results are old and cannot be considered valid considering the 6 months that has lapsed since it was first started.

Mr. Forsyth will relay Board feedback to the Academic Staff Association. The survey feedback would be beneficial if it were received in a timelier manner. Perhaps the survey could be published in two stages: the individual institutions could receive their respective results early with the comparative provincial responses being circulated at a later date.

SELF-EVALUATION OF GOVERNANCE PROCESS AT THIS MEETING

Mr. Gilchrist completed an evaluation of the Board during the meeting and reported the following:

- The Board is working towards where it needs to be with governance.
- Determine what (discussion) is appropriate outside the narrow interpretation of governance. Is asking for reassurance of a decision that is being made by the President beyond governance?

- Mr. Tarant will be assigned a mentor following his orientation to governance at the end of April.
- The Board Chair is being responsible in ensuring that the Board is considering governance in its actions.

Dan Lemieux will perform the self-evaluation of the governance process at the March meeting.

ROUNDTABLE

- Board members were invited to participate in an open house hosted by Aquatera Utilities, City of Grande Prairie, GPRC and Peace Country Health to receive a progress report on the Aboriginal Workplace Participation Initiative.
- Ms. Sunohara requested a copy of the letter requesting support for the Health and Wellness Education Centre. The PCH/GPRC Healthcare Workforce Education Partnership committee will also be seeking letters of support and wish not to conflict with the Health and Wellness Education Centre request for support.
- Mr. Forsyth requested that the Co-Chairs of the PCH/GPRC Healthcare Workforce Education Partnership committee receive copy of correspondence that is issued that may relate to the joint committee.
- Mr. Bootle submitted a letter of support for the Chamber of Commerce in its quest to relocate the City bypass route.

ADJOURNMENT

The Board of Governors adjourned the meeting at 5:05 p.m.

J Fletcher Bootle, Chair

Maureen Clarke, Secretary