



**REGULAR MEETING OF THE BOARD OF GOVERNORS  
OF GRANDE PRAIRIE REGIONAL COLLEGE  
Room E211, April 28, 2005**

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Board Members:	Mr. Fletcher Bootle, Chair Mr. Tom Brewer Ms. BettyLou Feeney Mr. Evans Forsyth Mr. Kenneth Gall Mr. Grant Menzies Mr. Michael O'Connor Mr. John Oman Mr. James Henderson Mr. Brian Parlee Mr. Turk Taylor
Administrative Officers:	Mr. Mike Dion, Vice-President Administration Mr. Doug Hart, Vice-President Academic
Media:	Ms. Lynne Ness, GPRC Advancement
Guests:	Mr. Carmen Haakstad Mr. Don Brown

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## **CALL TO ORDER**

The Chair called to order the public session of the meeting at 4:45 p.m.

The Board Chair welcomed recently appointed public Board member, Mr. Daniel Lemieux. Congratulations were also extended to Mr. Evans Forsyth and Mr. Brian Parlee who were each elected to serve an additional term as Board member for their respective constituent group.

Regrets of absence were extended from Ms. Sunohara, who was absent from the meeting in order to attend a meeting with Infrastructure Minister Lyle Oberg as well as the Premier's dinner in Edmonton.

## **AGENDA**

The agenda of April 28, 2005 was approved by consensus with the addition of:

9. Academic Council Authorities and Bylaws - Notice of Motion
10. Facilities Master Plan
11. Residence - Motion for Approval

## MINUTES

The Chair called for errors or omissions in the March 24, 2005 Minutes. None being noted, the Minutes of the meeting of March 24, 2005, were approved by consensus.

### GOVERNANCE PROCESS

#### ADVANCED EDUCATION BUDGET ANNOUNCEMENT - OVERVIEW

The President provided an overview of the 2005 Budget Announcement and the different provincial Ministries that provide funding to GPRC.

This year's budget announcement responds to the numerous discussions and lobbying efforts to the Ministries for reliable, predictable and sustainable funding. Provincial post-secondary institutions had requested an increase in funding of 6.1% per year and the announcement provides 6% per year for 3 years.

Performance funding which previously has been an uncertain source of funding, has received an allocation for 2005-2006. In addition, a \$3 billion endowment has been proposed. The endowment, while unspecified, will fund additional, innovative, and new ideas.

Although a significant increase in capital funding was anticipated, no increase over the prior year's amount was received. Most of the capital project money will be allocated to municipalities. GPRC Board and Administration are currently advocating for additional capital money.

#### 2005-2009 BUSINESS PLAN

The President extended his gratitude to the members of the Planning and Budgeting Committee. The process has been consistent with that of prior years with the addition of greater feedback and involvement by the Board of Governors.

The factors/objectives of the Planning and Budgeting Committee were:

- not having any employee lose their job to balance the budget
- application/enrolment declines in many departments (and across the province) – 1% change at GPRC (about 15 FLEs) = \$46,000
- Tuition levels increased \$250/FLE, but the province will give a grant-in-lieu next year
- Collaborations for programs/services (e.g. degrees, diplomas, certificates, technology and services)
- Residence – expansion and/or Anderson Hall
- Use of reserves from last year to support new program development, system implementation, org. changes etc.

- Input from various sources on – Learning Centre, French language resources, non-smoking initiative, Aboriginal Workforce Participation Initiative

The 2004-2005 decrease in enrolment was offset by additional grant funding received.

Mr. O'Connor, Board observer on the Planning and Budgeting Committee, reported that Administration did an excellent job in the Planning and Budgeting process.

Board members expressed their enthusiasm and support for the initiatives proposed in the Business Plan. The concept of the Learning Centre will provide additional support services and much needed classroom and office space.

Notice of Motion for approval of the 2005-2009 Business Plan for GPRC was presented at the March meeting of the Board of Governors.

The Planning and Budgeting Committee has prepared the 2005/2006 – 2008/2009 Business Plan and Budget based on the following rationale:

- The College annually reviews and renews a four year Business Plan to focus and direct the College's operations.
- The four year Business Plan and balanced budget has been prepared in accordance with guidelines from Alberta Advanced Education.
- The College community has received opportunity for discussion and input to the Business Plan and Budget.
- The Business Plan and Budget achieves the Board of Governors direction to the President within the Executive Limitations Policy on Financial Condition that the annual operating budget provides for an excess of revenue over expenses of at least 1% of the total College revenue.

**MOVED** by President Henderson that the GPRC Board of Governors approve the 2005/2006 – 2008/2009 Business Plan and Budget as presented.

**CARRIED unanimously**  
**5036/2005**

## **MARKETING AND ENROLMENT PLAN**

Executive Director of Advancement Carmen Haakstad and the Director of Student Services Don Brown made a presentation on Marketing and Promotions as requested by the Board of Governors in March, 2005.

Promotions focus on the stimulus that attracts each individual to attending GPRC as a student. The current promotions reach 400,000 people annually with the goal of attracting those on the mass promotions listing to a one on one contact

list. Providing accurate and timely information to a student is the primary goal of promotion. The promotions focus on the student and the influencers. Studies show that 76% of parents influence their child on the school they will choose.

The five most important factors influencing the decisions of students are:

- quality of instruction
- knowledgeable faculty
- knowledgeable advisors
- able to register for classes with few conflicts
- a safe and secure campus.

Significant recruitment occurs through some of the individual College programs such as Athletics. It is hoped that future marketing efforts reflect a College-wide program rather than being departmentalized.

## **AUDIT COMMITTEE REPORT**

Ken Gall reported on the April 1, 2005 Entrance Audit meeting of the Audit Committee with members of the Auditor General's College Audit Team.

The Audit Plan was reviewed with the Audit Committee. The 2004-2005 Audit will focus on:

- the life of College assets. In particular, the Anderson Hall;
- reviewing the financial controls in place and assess the financial risk;
- accounting for the 2005-2006 provincial tuition fee grant increase.
- an audit of the Board Chair and President expense accounts.

A subsequent meeting will be arranged with the Audit Team of Meyers, Norris, Penny and the Audit Committee to review the findings from the 2004-2005 Audit. The Audit Committee will report to the Board of Governors in October as to the results of the Exit Audit.

Future meetings of the Audit Committee will be recorded through Minutes.

## **GOVERNANCE POLICY REVIEW**

The Board of Governors has reviewed the Executive Limitations Policies 4.G, Public Board Members on Administration Committees and 4.H Annual Board Planning Cycle. The Board of Governors presented a Notice of Motion for approval on May 26, 2005.

## TOBACCO FREE CAMPUS

In response to the request by the Board of Governors for Administration to consider the request brought forward by a student led contingent, Administration implemented a series of opportunities for feedback by the College community.

- Presentations to Administrative Council and Board of Governors
- Open Forum in Bernie's, including ballots to express preferences
- Staff e-mail with a voting ballot to solicit feedback
- Individual e-mail comments from employees
- Hallway white board
- Research of Clean Air Policy and Smoking Guidelines at other institutions.

The feedback received indicated a preference for a smoke-free building.

**MOVED** by the President, the Board of Governors establish GPRC as a smoke-free building whereby:

- The smoking room in Howlers Lounge be closed effective July 1, 2005
- Establish C, E, and L-Wing entrances as non-smoking entrances
- Move the existing ashtrays at smoking entrances at least 6 metres from the door and fasten them so they cannot be removed
- Ask the Students' Association to stop selling cigarettes on campus effective July 1, 2005
- Amend the GPRC Investment Policy to not invest in tobacco companies
- Amend GPRC Policy to not accept donations from tobacco companies

**CARRIED**  
**5037/2005**

## ACADEMIC COUNCIL AUTHORITY AND BYLAWS

As per Motion 5035/2005 approved by the Board of Governors requesting Academic Council update its Authority and Bylaws, Academic Council has presented its revised Authority and Bylaws for approval.

The following Notice of Motion was presented for approval at the May 26, 2005 Board of Governors meeting.

Whereas the Academic Council Authority and Bylaws required revisions due to the changes in:

- the Post-Secondary Learning Act, and
- the Academic Staff Association/Board of Governors Collective Agreement

Therefore be it resolved that the Board of Governors approve the revised Authority and Bylaws of Academic Council effective May 26, 2005.

## **FACILITY MASTER PLAN**

The President reported that the firm of Field, Field and Field has been recruited to perform an update to the Facilities Master Plan. A preliminary meeting with Field, Field and Field has been held and the firm will begin meeting with all College departments as early as next week. All College departments will be given an opportunity for input. The timeframe established for Field, Field and Field to complete the revised Facilities Master Plan is June, 2005.

## **RESIDENCE MOTION**

The President reported that due to rising costs in construction, the total estimated cost of the Residence addition has risen from \$2,700,000 to \$3,445,000.

The Board of Governors discussed alternatives to continue with the construction project agreeing that the project was a necessary and important initiative. Reference checks are in place. The cost of construction includes the fee for a Project Manager. The first 36 beds should be completed in August/September with the second 36 beds available in October/November.

The President presented the following Motion for approval.

Whereas the College wishes to increase the capacity of the Residence by 72 additional beds, and

Whereas the College has approval to borrow up to \$2,350,000 to finance the project, and

Whereas the College cash reserves and Housing Reserve are in good condition,

**MOVED** by the President, the Board of Governors approve constructing the Residence addition by drawing on the cash reserves and Housing Reserve in addition to those sources previously approved.

**CARRIED**  
**5038/2005**

**EXECUTIVE LIMITATIONS****OUTCOMES MONITORING****April 2005 Outcome Report**

Board members received the April 2005 Outcomes Monitoring Report and appreciated the improved layout for the application/registration trend.

**Upcoming GPRC Events**

Board members received a summary of upcoming events at GPRC and encouraged to participate in the May 12 Recognition Ceremony and Convocation on June 18.

**AACTI Report**

The Board Chair reported that he has been elected Vice-Chair of the AACTI Council of Board Chairs. He will meet with the full new executive of AACTI in Red Deer in June.

The Board Chair distributed the following material as received from the AACTI Council of Board Chairs:

- The Executive Director's Report
- Rural Colleges Task Force AACTI Report
- AACTI System Communications Task Team Progress Report
- Applied Research and Innovation Task Force Annual Report to AACTI
- eCampus Alberta Year in Review Report to AACTI
- AACTI Spring 2005 Newsletter

The AACTI is holding an inaugural Premiers Cup Golf Tournament at the Red Tail Landing golf course. GPRC is submitting two teams of four.

**Correspondence**

Board members received for information the announcement regarding the Performance Envelope.

The Board Chair also advised Board members that a petition had been received from concerned students in respect to degree completion. Mr. Forsyth felt that the petition indicated that students feel the subject of degree completion should be discussed by the Board as soon as reasonably possible. Mr. Bootle requested that the Vice-President Academic provide a summary on the undertakings of GPRC in regards to degree completion, and further that the summary be circulated to the Alumni/Foundation Board of Directors.

**MEETING WRAP-UP****Round Table**

Board members felt that the Board meeting was very effective and progressive. The presentation on marketing and promotion was appreciated. Gratitude was extended to Academic Council for their prompt attention to the Board request and the Chair of Academic Council will be invited to the May meeting of the Board.

Events attended by Board members include: the Department of Fine Arts Year End Art Show, and Fine Arts Department Music Performance in the Black Box, the Lions Learning Centre Video Conference highlighting the Theatre refurbishing by Robert Cole, Academic Council meeting, Festival of Gold, Students' Association Meltdown Party and Year End Ceremony, Audit Committee meeting, and a meeting with Minister Mike Cardinal and MLA Mel Knight.

Mr. Oman has completed his term on the Board of Governors. He expressed his sincere appreciation to members of the Board for the opportunity to serve and learn on the Board. The Board members thanked John for his many contributions to discussion.

Mr. O'Connor requested that the Board of Governors consider adjusting its meeting time to one hour earlier. This will be considered with the 2005-2006 meeting schedule.

The President extended congratulations to the Coordinator of Academic Advising in Student Services, Ms. Marg Mazer. Ms. Mazer has been selected to receive an award from the National Academic Advising Association to honour her significant contributions to the improvement of academic advising. The award is an Outstanding Advising Certificate of Merit and will be presented to Ms. Mazer at a special awards ceremony on October 5, 2005 in Las Vegas.

**Adjournment**

The Board of Governors adjourned the meeting at 7:00 p.m.

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J. Fletcher Bootle, Chair

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Maureen Clarke, Secretary