

## Alberta College of Art + Design (ACAD)



Minutes of the regular meeting of the Board of Governors (the Board),  
Wednesday, December 04, 2013, at 4:00 p.m. in the ACAD Boardroom,  
1407 – 14<sup>th</sup> Avenue NW, Calgary, with the following persons present:

CHAIR: James Peacock, QC

VICE-CHAIR: Margaret-Jean Mannix

BOARD MEMBERS: Dan Barnfield  
Dr. Daniel Doz  
Cynthia Moore  
James Stanford  
M. Carol Ryder  
Natasha Pashak  
Sheila O'Brien  
Teresa Tam  
Ian FitzGerald  
Susan Thomas  
Gregory Forrest (*arrived at 4:26pm*)

REGRETS: Margaret-Jean Mannix  
Sue Anne Valentine

RESOURCES: Christine Moore (Recording Secretary)

The Board meeting was called to order at 4:12 pm, quorum present and with James Peacock as chair.

### 1. APPROVAL OF AGENDA

MOVED by Ms. Sheila O'Brien and SECONDED by Ms. Teresa Tam that the agenda be approved as presented.

CARRIED  
MOTION: 1623

### 2. APPROVAL OF MINUTES

MOVED by Mr. Jim Stanford and SECONDED by Ms. Carol Ryder that the minutes of the October 30, 2013 Board meeting be approved with the amendment of Jeff Lennard's name on page 7 of the meeting package.

CARRIED  
MOTION: 1624

### 3. CONSENT AGENDA

MOVED by Ms. Sheila O'Brien and SECONDED by Mr. Dan Barnfield that the Board of Governors adopt the consent agenda.

CARRIED  
MOTION:1625

An update on the Academic Symposium was requested; Mr. Alex Link gave an overview stating that the intention is to host the event in April 2014. The event was put on hold to bring in a consultant who specializes in Organizational Psychology.

### 4. BUSINESS ARISING

The Board Chair brought forward a suggestion that Board Committee meetings take place on the same day as the Board meetings, with the intention of eliminating the need for Board members to visit the College several times in one week. Although there was no consensus on this suggestion, it was recognized that there is a need to make the committee meetings more efficient, while addressing the needs of Administration to have time to address action items prior to the Board meeting.

### 5. ACTION ITEMS

#### 5.1 Gift Acceptance Policy

MOVED by Ms. Susan Thomas and SECONDED by Ms. Sheila O'Brien that the Board of Governors approve the Gift Acceptance Policy as presented.

CARRIED  
MOTION: 1626

#### 5.2 Whistleblower Policy

MOVED by Ms. Cynthia Moore and SECONDED by Ms. Teresa Tam that the Board of Governors approve the Whistleblower Policy as presented.

CARRIED  
MOTION: 1627

It was noted that Auditors find it difficult to ascertain whether Board Policies have been revised within the most recent year. The Chair of the Governance committee has a record of all Board Policies. It was asked of the President + CEO that Administration inquire with the OAG on what is the preferred updated Policy format.

#### 5.3 Annual Report

MOVED by Mr. Greg Forrest and SECONDED by Mr. Ian FitzGerald that the Board of Governors approve the Annual Report as presented.

CARRIED  
MOTION: 1628

Page 37 of the Report (87 of the package) was questioned, the statement that ACAD risks losing ACAD staff and faculty to the private sector. It was clarified that there are two separate risks being

noted: 1. the competitiveness of the private sector and 2. how this competition can influence ACAD's retention of long-term employees.

## **6. CHAIR'S REPORT**

The Chair updated the committee on his participation with AACTI, a group which has remained dormant for a period of time, it was determined at this recent meeting that the group will continue to remain inactive while they determine the group mandate. A meeting resolution was that AACTI representatives would gauge if there is any interest in operating similar to Campus Alberta (supporting a movement to umbrella all Post-Secondary Institutions and open communication lines with the Government).

The President + CEO gave a history of AACTI referencing the original intention of bonding the voices of all Institutions, via a counsel of Presidents and Chairs of Colleges and Technical Institutes (with limited participation from Universities).

There is a sense that the Provincial Government would appreciate one unified group, but there is little interest from Universities (particularly newly identified Universities) to participate.

## **7. BOARD COMMITTEE REPORTS**

### **7.1 Finance + Audit Committee**

The Committee Chair gave an overview of the finance and audit report summarizing two concerns on the motion to increase the domestic tuition by 1%; whether the increase applied to the 2.15% offered in the year prior and then rescinded, further, that the student fee committee did not have an opportunity to comment on the motion.

Dr. Doz offered a point of confirmation that the 1% is calculated on the 2012-13 tuition, the Government is considering making up the 2.15% in the 2014-15 grant.

More data has been requested on the Risk Management report.

Q1 financials and MD&A were reviewed without issue.

The Audit Implementation Plan was noted to be in a draft form. The committee requested that Management resolve the nine additional items in the audit report by June 30, 2014, and, if this is not achievable, provide a report to the Finance + Audit committee detailing the required resources

The Chair noted that the student fee consultation process is very important in the tuition approval process.

It was noted that it is worth the College's efforts to look into what it would cost (in maintenance) to own the building.

### **7.1. A. Risk Management Report**

Prioritization of the risks is essential for effective use of the document, the Finance and Audit Committee made a request that this summary be formatted at the beginning. The Chair reminded the Board that the purpose of the report is to provide the Board with an assessment of the overall well-being of the institution; the proposed executive summary will help the Board digest the comprehensive information included in the Report.

Organizational Capacity is a new risk included in the report.

Revenue generation was separated from fund raising in the document, addressing confusion between the two different forms of income.

## **7.2 Governance/HR Committee**

### **7.2. A Dr. D. Doz Executive Summary Year 3 and Year 4**

It was noted that the summary was not reviewed with the Governance Committee, but the Chair of the committee felt it was appropriate to have the document forwarded to the Board for information, despite this practice has not been followed in previous years.

It was noted that year four reflects what has happened in 2013-14 Academic Year.

## **7.3 Special Events Committee**

The Committee Chair announced the success of the inaugural ACAD Squares event (Show + Sale preview). Roxanne McCaig has agreed to participate as the ACAD Squares Chair, and had expressed great interest in increasing fundraising efforts. Some event highlights included the inclusion of faculty members in presentations, sponsorship take-aways which have received positive feedback.

## **7.4 Development Committee**

It was noted that the Development Committee meeting minutes were not included in the meeting package despite being submitted on time, hard copies were provided to the Board members present. Prioritized list of corporate and individual sponsors to allow the committee to more effectively coordinate fundraisers and events; an additional meeting has been scheduled to allow for this committee work. Information will be sent forward to the Events committee for consideration in event planning.

## **7.5 Government Relations Committee**

The Government Relations Committee can best help administration by facilitating communications and face time with political representatives.

Cynthia and Carol were delegates at the PC Convention November 22-23, 2013.

It is recommended that the Board be included in strategic planning of the College; particularly political conversations. It is important that the Government Relations committee remain apprised of all conversations with the Ministry and ensure that the College's status of Government issues is well communicated.

## **8. ACAD STUDENT ASSOCIATION REPORT**

AASAK meeting took place at ACAD the weekend after the most recent Board meeting. Students are now able to unify voices across several different institutions.

Show + Sale students' sales were up from previous years to the point where regular attendees on Saturday complained that there was not enough work to select from. Over 3,000.00 were received in donations over the weekend, making the event; particularly the collaboration with the BOG Special Events Committee/ ACAD Squares was a success. There was an overall sense that the event standards were raised compared to previous years, it was acknowledged that this is most likely due to the change in role (from part-time to full-time). An electronic presence is being developed by the Association to allow for online sales throughout the Academic year. Support offered to students intending to sell work includes workshops on website development and tips on how to present and sell work.

## **9. ACAD FACULTY ASSOCIATION REPORT**

No verbal update beyond the written report.

## **10. ACAD STAFF BOARD MEMBER REPORT**

Met with AUPE local representative, Aileen Lublinkhof, it is anticipated that there will be a meeting before the winter break. Further to this there was concern expressed that Administration has decided to contract out the Maintenance and Supervisor position, this is disappointing to Local as this position has been classified as AUPE since autonomy.

## **11. PRESIDENT'S REPORT**

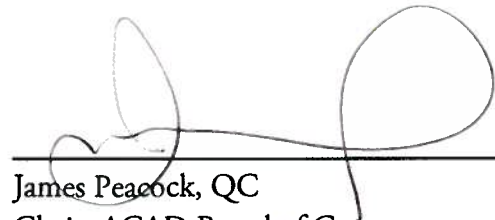
### **11.1. A. Employee Recognition and Long Term Service Procedure**

The first phase of the process has been actioned (initiated about two years ago); recognizing long term service of employees, particularly those whom are moving on from ACAD after an extended period of service. Tuesday, December 17<sup>th</sup> there will be a College reception where long-term services will be recognized and Faculty teaching and research awards will be distributed to deserving faculty members.

## **12. ADJOURNMENT**

MOVED by Ms. Sheila O'Brien and SECONDED by Ms. Teresa Tam that the meeting be adjourned at 6:20pm.

CARRIED  
MOTION: 1629

A handwritten signature in black ink, featuring a large, stylized loop and a long horizontal stroke.

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James Peacock, QC  
Chair, ACAD Board of Governors

A handwritten signature in blue ink, consisting of two horizontal strokes with a small vertical mark in the middle of each.

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Dr. Daniel Doz  
President + CEO, ACAD