



**Board of Governors  
Regular Meeting Minutes  
February 24<sup>th</sup>, 2010**

Board Members In Attendance

Lance Carlson  
Marty Kaufman  
Joseph Leung  
Shane Mahar  
Roxanne McCaig  
Cynthia P. Moore  
G. Bradley Moore  
Sheila O'Brien  
James Peacock, Q.C. (Chair)  
Kate Peterson  
Sue Anne Valentine

Regrets:

Darren Delichte  
Yves Trépanier

Resources:

Donald Dart, Senior Vice-President Finance and  
Corporate Services  
Michael O'Neill, Director of Facilities and  
Ancillary Services

Recording Secretary

Elizabeth Hay

Board Members In Attendance by Phone

Margaret-Jean Mannix

The Board meeting was called to order at 4:35 with quorum present and with Jim Peacock as chair.

The meeting was called in-camera at 4:35pm.

The public portion of the meeting resumed at 5:08pm .

**1. APPROVAL OF AGENDA**

MOVED by Cynthia Moore and SECONDED by Shane Mahar that the agenda be approved as presented.

CARRIED  
Unanimous  
MOTION: 1458

**2. APPROVAL OF MINUTES**

MOVED by Sheila O'Brien and SECONDED by Brad Moore that the minutes of the January 12<sup>th</sup>, 2010 meeting of the Board of Governors be approved as presented.

CARRIED  
Unanimous  
MOTION: 1459

**3. CONSENT AGENDA**

MOVED by Shane Mahar and SECONDED Brad Moore that the Board of Governors adopt the consent agenda, as presented.

CARRIED  
Unanimous  
MOTION: 1460

**4. BUSINESS ARISING**

None at this time.

5. **NEW BUSINESS**

**5.1 Alumni Award of Excellence**

*Background:*

The Board of Governors' Alumni Award of Excellence is awarded annually to an alumnus/ae of ACAD. The nominees must have completed at least 30 credits and/or one year attendance as a student of ACAD and have demonstrated excellence in their art practice and/or field of endeavor. All nominations must include: name of the nominator(s), a 500 word synopsis of the nominee's achievements relevant to the criteria. The nomination may also include images of the nominee's artwork (if applicable), a current curriculum vitae, a list of publications, or bio if publicly available.

The Committee this year consisted of:

1. Board of Governors Member, Cynthia Moore
2. Faculty member, Jesse Sherburne, First-Year Studies
3. Faculty member, Mackenzie Frere, Fibre
4. Staff member, Marty Kaufman Assistant Dean
5. Staff member, Shane Smith, Vice-President, Advancement
6. Ex-officio representing Advancement: Melissa Trono, Director of Advancement and Alumni Affairs

Cynthia Moore, Chair of this award committee, relayed the discussion regarding the awarding of this designation. Given the questions that were discussed, it was agreed that an ad hoc committee be struck to determine the purpose and focus of this award, and that the results of this discussion be brought back to the next meeting.

MOVED by Cynthia Moore and SECONDED Marty Kaufman that the Board of Governors approve the recommendation by the Alumni Award Committee in regards to awarding the Alumni Award of Excellence for 2010, and specifically award Amy Gogarty with the Alumni Award of Excellence for 2010.

CARRIED  
Unanimous  
MOTION: 1461

**5.2 Tuition Fees**

Under the Post-Secondary Institutions Tuition Fees Regulations Act, Section 5 (1), the Board may approve of an overall tuition fee increase for regular student fees based on the percentage annual change in the Alberta CPI (formula contained in the act). For the upcoming academic year, it is recommended that the Board approve for the maximum tuition fee increase of 1.5%. Students, Cabinet and the previous SVP of Finance and Corporate Services were consulted in the recommendation of this tuition fee increase; the ACAD Board of Governors Finance and Audit Committee also has reviewed this increase.

MOVED by Joseph Leung and SECONDED Brad Moore that the Board of Governors approves a tuition increase of 1.5% for the 2010 – 2011 academic year, per the Public Post- Secondary Tuition Fee Regulation.

CARRIED  
Unanimous  
MOTION: 1462

### 5.3 Board Meeting Dates

MOVED by Sheila O'Brien and SECONDED Roxanne McCaig that the Board of Governors accept the Board meeting dates for July 2010 to June 2011, as presented.

CARRIED  
Unanimous  
MOTION: 1463

MOVED by Shane Mahar and SECONDED Sheila O'Brien that the Board of Governors meeting start time is changed to a 5pm start on a regular basis.

CARRIED  
Opposed 1  
Motion Carried  
MOTION: 1464

*Secretary's note: this new meeting start time is to be effective next regular meeting in April 2010.*

### 5.4 Reallocation of One-Time Dollars

To allow the Alberta College of Art and Design to fulfill its commitment to the Alberta Post-Secondary Application System (APAS), and specifically to facilitate the technical upgrades required for ACAD's networking system to be compatible with other APAS schools, it is requested that the Board of Governors approve the reallocation of one-time dollars from the Student Laptop Initiative fund in order to meet these needs. With this motion, there will be \$60,000 remaining in the Laptop Initiative fund, which will suffice given what will be the needs of the laptop initiative, which will not be implemented until fall 2011; whereas the APAS program requires us to move ahead this year.

Mr. Joseph Leung, Chair of the Board's Finance and Audit Committee, reported that the ACAD Board of Governors Finance and Audit Committee has also discussed this reallocation and recommends that the Board approve the proposed change.

MOVED by Joseph Leung and SECONDED Brad Moore that the Board of Governors approves the reallocation of \$134,239.00 from the Internally Restricted Funds: Laptop Initiative to the Internally Restricted Funds: Alberta Provincial Application System (APAS) fund effective February 25th, 2010.

CARRIED  
Unanimous  
MOTION: 1465

## 6. CHAIR'S REPORT

Mr. James Peacock, QC reported that the work of the Advisory Search Committee to search for the next President of ACAD has been initiated and the committee is working with search firm Odgers Berndtson. The Committee has begun the process of developing a candidate profile, and will consult with campus, community, and government members and the process to fill this position will begin soon.

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## 7. **BOARD COMMITTEE REPORTS**

### **7.1 Finance and Audit**

Mr. Joseph Leung, Chair of the Board's Finance and Audit Committee reported that the Finance and Audit Committee met before this regular Board meeting to discuss several motions passed by the Board. Mr. Leung also stated that the Committee is offering recommendations to the President and CEO in regards to developing an Investment Procedure for use at ACAD; this document will be used to assess the risk profile for the investments at ACAD.

### **7.2 Governance**

Mr. James Peacock, QC reported that the Mandate and Roles document that was approved by the Governance Committee earlier this year will be signed off by the Minister of Advanced Education and Technology and will be posted on ACAD and the Ministry's website as soon as it is received by ACAD.

### **7.3 Human Resources**

No report at this time.

### **7.4 Relocation Committee**

No report at this time.

## 8. **PRESIDENT'S REPORT**

Mr. Lance Carlson, President and CEO introduced Mr. Donald Dart, the new Senior Vice-President for Finance and Corporate Services.

Mr. Carlson also reported that ACAD held its annual planning day, and that the overall day broke from tradition slightly, and presented "TED"-like talks from school administrators with specific insights into art and design school issues.

Mr. Carlson reported that the 2010 *Smart Night* is going well. He explained that the event this year will be a bit different, so all who are interested should contact him if they'd like to purchase tickets and/or sponsor a table.

Mr. Carlson reminded the Board that ACAD's Convocation is on May 13<sup>th</sup>, 2010; and explained that Michael O'Neill will explain about the current tasks looked at by the Health and Safety Committee.

Finally, Mr. Carlson also reminded the Board that AACTI is hosting a conference at SAIT in April, and that more correspondence regarding the agenda will be distributed to Board members shortly; if Board members would like to attend they are to contact Mr. Peacock and/or the President's Office.

## 9. **BOARD PRESENTATIONS**

9.1 Michael O'Neill, Director of Facilities and Ancillary Services spoke to the Board of Governors regarding his role at ACAD and Mr. O'Neill provided presentation which is included in the minutes for information (Attachment A, pages 6 to 11).

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

Shane Mahar, ACAD Student Board Member, reported that the Student Legislative Council recently passed a motion to combine the two positions of President of ACADSA and the Student Board Member reporting to the Board. Mr. Mahar also reported that the Students' Association is also reevaluating their membership in the Canadian Federation for Students, and expect that outcome to be confirmed soon.

Mr. Peacock reminded the Student Board Member, and the President of the Students' Association, that a letter will need to be written to the Board Chair once the new President of the Students' Association is elected.

**11. ACAD FACULTY BOARD MEMBER REPORT**

Marty Kaufman, the Faculty Board Member representative, submitted a report to be included in the minutes (Attachment B, page 12).

**12. ACAD STAFF BOARD MEMBER REPORT**

Kate Peterson, the Staff Board Member representative, reported that AUPE recently held their Annual General Meeting and that approximately half of the membership were able to attend. She continued that Mr. Lance Carlson also held a special meeting with the membership to discuss the upcoming budget and its ramifications on the overall support staff structure at ACAD.

**13. ADJOURNMENT**

MOVED by Sue Anne Valentine and SECONDED by Margaret-Jean Mannix that the meeting be adjourned at 6:45pm.

CARRIED  
Unanimous  
MOTION: 1466

**<Original signed by Board Chair and President + CEO>**

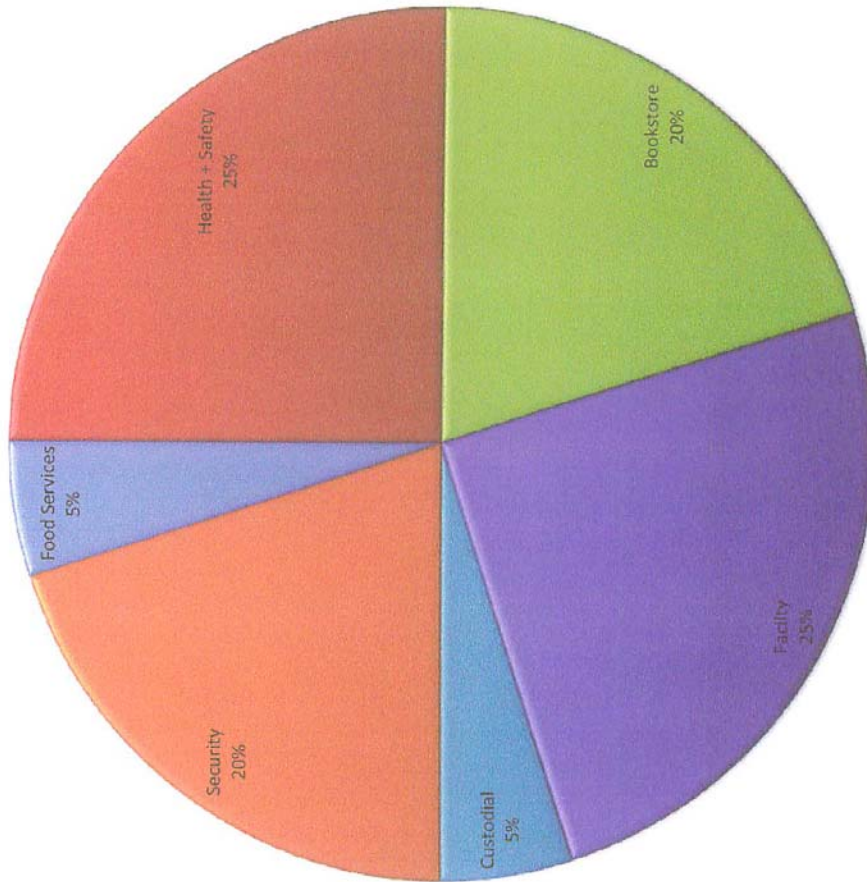
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James Peacock, QC  
Chair, ACAD Board of Governors

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Lance Carlson  
ACAD, President + CEO

Director of Facility + Ancillary Services Role Breakdown



## Facilities

- Strong cooperative working relationship with SAIT
  - Day to day building operations
  - Building renovations
  - Grant Reporting
  - Student Art placement
  - Phone system
-

# Contract Management

- Custodial
  - Current contract is with Sodexo
- Security
  - Current contract provider Paladin Security
  - Access Cards, Card Readers and CCTV cameras
- Food Services
  - Letter of intent with Sodexo
- Parking
  - Currently lease the top level of the parkade from SAIT



# Bookstore

- Purchasing function
  - Retail operation
  - Approximate annual purchases
    - \$150,000 – \$300,000 of Capital Items
    - \$400,000 of College operating materials
    - \$400,000 of Art materials for sale to students
    - \$85,000 of books for retail sale to students
  - Staffing of 3.8 FTE employees
-

## Health and Safety

- Legislation dictates certain standards
- Health and Safety is about culture
- Staff training
- Use of external contractor
- Use of in house technical support
- Form and record keeping development
- Health and Safety committee
- Health and Safety manual is on our web site

# Health and Safety Accomplishments

- The Health and Safety committee meets monthly. Membership is comprised of 4 members of each, ACADFA, AUPE, Student body, Management/exempt.
- H+S Policy from the committee went forward to cabinet and was approved by the Board of Governors in February 2008. This policy acknowledges ACAD's commitment to the promotion of the well-being and safety of all those who attend the campus.
- H+S Program information is posted on the common drive. Including but not limited to Full H&S manual, OHS regulation and code, committee agendas & minutes
- Workplace inspections have been completed throughout the college and recommendations are being acted upon
- Indoor air quality, sound level surveying, and airborne contaminant monitoring have taken place. Exposure levels were found to be under the Alberta 8 hour Occupational Exposure Limits and the report recommendations are being acted upon.
- Workplace Inspection and Hazard Identification training was offered for all constituencies on the H+S committee, as well as technicians and faculty heads.
- Equipment inspections have taken place throughout the college and where appropriate, have been "tagged out" until safe.
- Hand sanitizers have been installed throughout the college where soap and water is not readily available.
- Security cards are required for building access during specific time frames.
- Stay Safe poster /First page of Dept Manuals has been developed and is being incorporated into departmental H&S handouts and it will be posted throughout the facility.
- Bulletin boards dedicated to H+S have been placed strategically throughout the college
- H+S committee members stress H+S responsibility to all constituencies at every available opportunity.
- VCD classrooms (9) were reconfigured to remove the trip and fall hazards presented by extension cord use.
- Proceeding with the installation of two video cameras ongoing in the jewellery / metals department to deter thefts
- Proceeding with the installation of card readers in all three elevators as well as the patio entrance to Stairwell #1 (Graffiti stairwell).
- Development of a condensed and concise version of the H+S manual for students easy reference.

## Attachment B

FACULTY REP. BoG REPORT/02/10

### OFFICE OF THE DEAN FACULTY WORKSHOPS ON FEB 18<sup>TH</sup> CURRICULUM DEVELOPMENT SESSIONS

Faculty took part in lectures and dialogue during the curriculum development sessions on Thursday Feb.18th.

The topics ranged from how to access the Art Stor image bank, to faculty presenting lectures on the impact of the digital world on the teaching and learning experience. In anticipation of the new laptop initiative and a move towards increased utilization of new technologies in teaching, these presentations will feed into further discussions about instructional design and the potential applications of new technologies.

Also, to increase our knowledge and understanding of different program areas in the college, there were presentations to the faculty participants from 3 program heads presenting their program area's views on curriculum, skills, concepts and progression.

These sessions will be the first in a series of cross-school conversations about what we teach and how we teach.

#### LECTURES

Artstore Revealed	Christine Salmon, <i>ACAD Director, Library</i>
To blog or not to blog...	John Calvelli, <i>Liberal Studies Instructor</i>
Living Glass history	Robert Geyer, <i>ACAD Glass Instructor</i>

These workshops were followed later in the afternoon by a faculty "brainstorming" session with the Admissions Office and Communications Office regarding college recruitment material for prospective students.