

Board of Governors Minutes

Wednesday, March 19, 2025

8:00 a.m. – 12:00 p.m.

John and Bobbie Currie Executive Boardroom / MS Teams

Members:

John Kousinioris (Chair)
Misheck Mwaba (President and CEO)
Shannon Bowen-Smed – *remote/left at 10:58 am*
Dwayne Dubois
Louise Lee
Steven McLeod
Neil Yeates

Kara Claypool
Ron Wallace
Indira Smith
Flora Mahdavi
Eddie Boy Argonza
Vitoria Bastos Bernardi

Advisors

Tas Rahim
Vaughn Ravenscroft
Michael Crowe
Lynn Connell
Suzie Johnson
Vicky Chio

Administrative Support:

Nicole Hryn

Guests:

Kara Sayers, Dean Enrolment
& Registrar – *joined at 9:15 am*
Angela Shirely, Associate
Director, Business
Intelligence and Analytics –
joined at 9:15 am
Nara Larkin, Executive Director
SABVC – *joined at 9:03 am*

Call to order

John Kousinioris called the meeting to order at 8:04 am.

1.0 Review of agenda

Flora Mahdavi asked to provide an update from the Faculty to the Board on the recent changes at the College.

Motion: THAT the Board of Governors approve the agenda.

Moved by: Steve McLeod

Motion Carried: **BOG250319-01**

1.1 Declaration of conflict of interest – None

2.0 Consent Agenda Approval

- 2.1 Board of Governors Meeting Minutes for February 5, 2025
- 2.2 Academic Council Meeting Minutes for March 3, 2025
- 2.3 BA Digital Marketing Specialization - MOTION
- 2.4 Stakeholder Engagement Council Meeting Minutes – February 10, 2025

Motion: THAT the Board of Governors approve the consent agenda, with the amended meeting minutes from February 5, 2025, Board of Governors meeting.

Moved by: Louise Lee Motion Carried: **BOG250319-02**

3.0 In Camera – with President

The Board met in camera with Misheck Mwaba for 40 minutes.

4.0 Reports

4.1 President’s Report to the Board

Misheck Mwaba provided an overview of the College Report to the Board. Areas highlighted were:

- Compliance Health
- Capital Planning
- Block 40 Update
- Production Hub opening

4.2 SABVC Report to the Board

Nara Larkin, Eddie Boy Argonza and Vitoria Bastos Bernardi presented the SABVC yearly report. Areas highlighted were:

- Health & Dental
- Safety on Campus
- Meetings with numerous Government representatives
- Tuition Consultation
- 2023-2024 Financial Statements
- 2024-2025 Budget

5.0 Board Development

5.1 Application Analysis

Kara Sayers and Angela Shirley presented the Application Funnel Analysis.

Discussion took place with the Board regarding the Application Funnel Analysis and topics discussed were:

- Application Conversion rates
- Fall 2024 Application Closures
- The Calgary market
- Program Comparisons
- Future State

6.0 Audit and Risk Management Council

Dwayne Dubois provided an overview of the February 12, 2025, Audit and Risk Management Council meeting.

6.1 2025-2026 Tuition and Fees

Bow Valley College is required to:

- Develop tuition and fee pricing in accordance with the Tuition Regulation Framework,
- Conduct a consultation process in accordance with #500-1-15 Tuition and Fees Policy, and
- Bring forward to the Audit and Risk Management Council recommendations for Board Approval (subject to Ministerial review).

Domestic Tuition Rates – The 2025-2026 the institutional cap is set by the Tuition and Fees Regulations at no more than 2.0%.

International Tuition Rates - The Bow Valley College Board of Governors has the authority under the Tuition Regulation Framework to set tuition for international students at their own discretion. Similarly, the rates at which international student tuition increase are entirely at the discretion of the Board.

Mandatory Non-Instructional Fees – For the upcoming Academic year, the following is recommended for MNIF:

MANDATORY NON INSTRUCTIONAL FEES		
>>> Index	2024-2025	2025-2026
Fee Name / Description	Amount per term	Amount per term
Student Services Fee Covers services provided by the Office of the Registrar and Learner Success Services such course registrations, course scheduling, student records, academic advising, student success advising, library services, financial aid services, career services, and convocation.	\$50 full-time \$25 part-time	\$50 full-time \$25 part-time
Learner Health and Wellness Fee Covers services for the mental, physical, and emotional health of individual students and the student body as a whole, including seminars, events, other education and awareness initiatives, and individual appointments.	\$50 full-time \$25 part-time	\$50 full-time \$50 part-time
CHANGE		
Technology Fee Covers the costs of technology and technology services that serve students including software used to deliver courses, college Internet, cyber security, network upgrades, technology equipment used by students, etc.	\$30 full-time \$20 part-time	CEA / School of Tech \$165 full-time \$125 part-time Other \$60 full-time \$60 part-time
NEW		
UPASS FEE Covers the costs of UPASS program negotiated with Calgary Transit		\$170 full-time (Only Career Program Learners)

Motion: THAT the Board of Governors approve the changes to the Tuition and Fees Setting at no more than 2% for 2025/2026 to the Board of Governors for acceptance (Subject to authorization by the Ministry of Advanced Education)

Moved by: Shannon Bowen-Smed

Motion Carried: **BOG250319-03**

6.2 Enterprise Risk Management

The Audit and Risk Management Council reviews the corporate risk report twice a year. The risk report is compiled from the updated risk register and provides the Board and ARM Council the opportunity to focus on the risks the College is currently facing. This report also provides updates on our insurance portfolio.

The risk order has changed, with the most significant change being that Enrollment risk is now the number one risk. The top 10 Strategic and Emerging risks in order:

Risk Number	Risk Name	Inherent Score	Inherent Rating	Residual Score	Residual Rating
1	Enrolment risk /// Potential decline or limited student enrolment (domestic and international)	25	High	20	High
2	Government relations risk /// Government decisions result in unfavorable outcomes for the College	16	High	15	High
3	Financial risk /// Uncertainty of funding due to decision making, political, and socio-economic factors	16	High	12	Significant
4	Competition risk /// Increased competition for students	16	High	12	Significant
5	Cyber and Fraud risk /// Cyber security breach/Fraud incidents pose significant risks to the College (including AI)	15	High	10	Significant
6	Technology risk /// Challenges associated with technology, deprecation, and digitization innovations or adoption of digital technologies	15	High	9	Moderate
7	Recruitment/Retention risk /// Challenges with recruitment/retention, especially in the areas of specialization (i.e. CEA) and leadership/management	12	Significant	8	Moderate
8	Job Actions risk /// Risk of job actions from unions	10	Significant	8	Moderate
9	Health and Safety risk /// Failure to address health and safety risks within our College can jeopardize the well-being of students, faculty, and staff	8	Moderate	4	Low
10	Project risk /// Grant committed projects not delivering the expected results	8	Moderate	4	Low

Insurance:

The College renewed its major insurance policies with CURIE in December. The College didn't have any claims in 2024, and there has been a decrease in the premium of all CURIE policies from the previous year. Details are as follows:

- Liability: Insurer competition has reduced rates.
- Environmental, Social, and Governance (ESG): Canadian, UK, and European Regulators and Reinsurers are asking for climate impact related data from insurers about their insured's policies.
- Cyber: Pricing has stabilized but continues to decrease with new market entrants.
- Artificial Intelligence (AI): Underwriters are starting to ask about the use of AI in operations.
- Social Inflation: Funded litigation as well as claims emergence have been contributing factors in loss demands and settlements, that can drive up costs.

Coverage:	2023	2024	% change
Property	\$155,073	\$144,620	-6.74%
Equipment Breakdown*	\$11,773	\$5,242	-55.47%
Liability/Errors & Omissions	\$108,420	\$104,514	-3.60%
Cyber	\$52,465	\$48,950	-6.70%
Excess Cyber	\$73,500	\$71,663	-2.50%
Total	\$401,231	\$374,989	-6.54%

* CURIE started offering Equipment Breakdown insurance in 2024. The 2023 total was coverage through BFL.

Motion: THAT the Board of Governors accept the recommendation of the Audit and Risk Management Council and accept the Bow Valley College's Enterprise Risk Management Report as presented as well as our new CURIE insurance premiums.

Moved by: Neil Yeates

Motion Carried: **BOG250319-04**

6.3 Quarter Two 2024/2025 Actual and Forecast Report

In accordance with the Post-secondary Learning Act, the Board of Governors of Bow Valley College has identified the following key roles and responsibilities for itself:

Monitor overall performance of the College.

Quarterly reports to the board about finances, enrolments, and human resources are one form of monitoring.

Audit and Risk Management Council reviews the Quarter Two 2024/2025 Forecast Report and makes a recommendation to the Board of Governors for the approval of same.

Motion: THAT the Board of Governors accepts the recommendation of the Audit and Risk Management Council to approve the Quarter Two, 2024/2025 Actuals and Forecast Reports.

Moved by: Neil Yeates

Motion Carried: **BOG250319-05**

7.0 Human Resources and Governance Council

Louise Lee provided an update from February 27, 2025, Human Resources and Governance Council meeting.

The awareness items presented were:

- Revised CEO Emergency Leadership Protocol
- Compliance Health Board
- Employee Engagement Review Process and Timelines
- Whistleblower Update
- Honorary Diploma Nominations
- Supplement Retirement Plan
- Board Assessment Process and Questionnaire
- Government Relations Update

8.0 Strategic Discussion

The Executive Team provided the Board with an update on Digital Transformation.

Discussion took place regarding the contract, pricing, resources, and the benefits of the project. The Board shared concerns about the cost of the project running over the projected amount and if there is a cost variance that it comes to the Board for discussion.

9.0 Old Business - None

10.0 New Business

10.1 – 2025-2026 Board of Governors Meeting Schedule

Board meetings are currently held six times a year in addition to the annual Board retreat. It is imperative to align meetings and provide enough time for decisions and information to move from one council to another for approvals.

Human Resources and Governance Council reviewed the proposed 2025-2026 Board and Council Meeting Schedule on February 27, 2025, and proposed moving to five board meetings a year, 1 special meeting (budget), and one retreat.

The proposed Board meeting dates are:

- October 30, 2025
- December 10, 2025

- February 25, 2026
- April 29, 2026 (budget meeting)
- May 27, 2026
- June 5 and 6, 2026 (retreat)

Motion: THAT the Board of Governors accepts the recommendation of the Human Resources and Governance Council and approves the 2025-2026 Board of Governors meeting dates as presented.

Moved by: Louise Lee

Motion Carried: **BOG250319-06**

11.0 Board In-Camera Session

The Board met in Camera 1.5 hours.

12.0 Adjournment

The meeting was adjourned at 12:30 pm

14.0 Information

14.1 Compliance Health Update

Next meeting:

Wednesday, April 30, 2025

8:00 a.m. – 12:00 p.m.

John and Bobbie Currie Executive Boardroom S7061

Board of Governors Retreat:

Dinner: Friday June 6, 2025 – 6:00 pm TBD

Meeting: Saturday, June 7, 2025

8:00 a.m. – 3:00 p.m.

Date	Item #	Action item	Assigned	Status
		New company business plan	M Crowe/T Rahim	
		Training/PD for the Board at following meetings	M Mwaba	
October 31, 2024	8.0	2025-2026 President and CEO Objectives	M Mwaba	In-progress
October 31, 2024	10.1	Annual Report	V Chio	In-progress