

**ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**MINUTES**

**of the**

**FULL BOARD MEETING of the BOARD OF GOVERNORS**

Held September 30, 2008 at 7:10 p.m., in Board Room 342, South Campus,  
2000 Talbot Road West, Windsor, Ontario

**PRESENT:**

Mr. M. Benoit  
Ms. K. Curtis  
Mr. T. Farron  
Ms. L. Gall  
Mr. M. Helal  
Ms. B. Jones  
Ms. S. McLelland  
Ms. K. Mingay  
Mr. C. Parrott  
Mr. R. Shaw, Chair  
Dr. J. Strasser, **President**

**ABSENT:**

Mr. P. Choma  
Ms. D. Livneh, **Chair-Elect**  
Ms. M. Lucas  
Mr. V. Marcotte,  
Ms. R. Parak  
Mr. J. Wickett

**Also Present:**

Mr. D. Barsanti, CFO  
Mr. E. Chant, Editor, SAINT, the Student Newspaper  
Ms. R. Demchuk, Manager, Health & Safety  
Ms. P. France, Vice President, Administration  
& Student Services  
Ms. S. Garant, Board Secretary  
Ms. J. Harris, Vice President, Corporate & Community  
Services  
Ms. A. McNeil, President, Student Representative  
Council  
Mr. R. Seguin, Director, Continuing Education &  
Corporate Training

A quorum of the Board of Governors in attendance and the Notice of the Meeting and the Agenda having been duly sent to all Board members, the meeting was declared regularly constituted. A copy of the Notice of Meeting/Agenda is attached as **Appendix 'A'**.

Mr. Shaw chaired the meeting and Ms. Garant was the Recording Secretary.

1.0 **Adoption of the Agenda and Declaration of Conflict of Interest**

A motion to adopt the agenda was moved and carried and after calling for and hearing no declarations of conflict of interest, it was therefore,

**RESOLVED THAT** the Board of Governors adopt the agenda as distributed.

2.0 **Approval of Minutes of the June 24, 2008 Full Board and Annual General Meeting of the Board held at the St. Clair Centre for the Arts**

A motion to approve the minutes of the above meetings was moved and carried and it was therefore

**RESOLVED THAT** the Board of Governors approve the Minutes of the Full Board and Annual General Meetings held on June 24, 2008 at the St. Clair College Centre for the Arts.

3.0 **Welcome and Introductions of the New 2008/9 Board Members**

The Chair announced that this item was dealt with at the September 9<sup>th</sup> meeting.

4.0 **Constituent Reports**

Student Report

Ms. McNeil addressed the Board and announced that the Student Representative Council is hosting an all candidates forum in the St. Clair Hangar tomorrow to afford students the opportunity to ask questions of the candidates who are running in the upcoming Federal elections later this month.

The students, announced the SRC President, are excited to participate in the upcoming media conference next week to kick off the fundraising drive for the Health-Plexes in Windsor and Chatham.

In addition Ms. McNeil noted that the student representative program has been upgraded to provide improved communications link for students with SRC to better deal with their concerns.

There were no further constituent reports.

## 5.0 **Board Education/information Items**

### 5.1 Presidential Update

The President made the following announcements at this time:

- The College Support Staff are scheduled to hold a ratification vote on their tentative agreement this Thursday, October 2, 2008. The President expressed his hopes that this offer would be accepted.
- On October 8, 2008 a media conference will be held at 9:30 a.m. in Chatham at the Thames Campus and at 1:00 p.m. in Windsor, adjacent to the student residence, to unveil an exciting major capital campaign (Health-Plexes) which will be of benefit to the students and the respective College communities. The President invited as many Board members as are able to attend.
- The President presented a brief report on discussions that took place amongst the college Presidents at the previous weekend retreat he attended at Niagara on the Lake. He indicated that some of the discussion centered on the term “polytechnic” which when used denotes an institute that ascribes to do more applied research and offer more applied degrees. A polytechnic institute offers nothing that the community colleges can’t or don’t already offer, affirmed Dr. Strasser.

A representative from the Ministry provided the college presidents his comments pertaining to funding to the colleges over the next two years. This individual was putting the colleges on notice that there would be no increases in funding to compensate colleges as a result of the unionization of their part-time employees.

The mid-sized colleges like St. Clair are struggling to stay in the “black”. Two colleges have tabled deficits and plan on dipping into their reserves. The remaining three colleges are projecting a deficit.

- Dr. Strasser followed up with a “good news” announcement that our College Baseball League is in contention for the National finals. They will be playing the winner of Durham College and Queens University on October 11, 2008 at 1:00 and 3:00 p.m. respectively to secure a position in the finals. Should they not be successful in those games they still have a chance at a “wild card” bid into the competition.

## 5.2 2008 Enrollment Update

Ms. France distributed a September 2008 Enrolment Status Report to the Board which outlines the registration statistics at St. Clair College at the 10-day drop/add period. In addition, noted Ms. France, at the Board Fall Retreat in October 2007, a 4% increase in enrollment was identified as one of the five Strategic Directions for 2008-2010 as the targeted growth for the College, by the Board of Governors.

Ms. France further announced that the current college growth rate across the province appears to be near 2% and she was pleased to announce that the College was well ahead of the provincial average with a 7% increase in full time student enrollment at the Windsor Campus (from 5844 in 2007 to 6265 in 2008) and 9% increase in full time enrollment at the Thames Campus (from 961 in 2007 to 1046 in 2008).

Ms. France cited the following initiatives that were instrumental in driving enrollment numbers;

#### Windsor

- Media/Arts/Design programs increased based on bigger student retention numbers.
- The Power Engineering program was revamped and fifty-five students were registered for the first year.
- A new program T947 – Electrical Techniques was introduced in the Skilled Trades division resulting in a fifty-eight student registration response.

#### Chatham

- The Esthetician program was offered in Chatham for the first time and eighteen students were interested and registered.
- The Thames first year Law & Security Administration program increased enrollment from 55 students last year to 71 registered for September 2008. This represents a 55% increase.
- An increase in section numbers in the Pre Health Science program facilitated an 85% enrollment increase (from 40 to 74 students).

Ms. France also informed the Board that due diligence to student needs by faculty and staff provided the impetus to convert applications to registrations.

New program information was released in a timely fashion giving perspective students the necessary program options available to them when making their selections.

Ms. France assured the Board that once the OCAS (Ontario College Application Services) figures are available they will be forwarded to the Board members. This will provide the system-wide September 2008 enrollment snapshot for their information.

This concluded Ms. France's report to the Board and at this time Ms. France thanked the team efforts of the St. Clair College faculty, learning commons staff and registrar's office staff in realizing such positive outcomes for the College.

Mr. Shaw thanked Ms. France for her report and extended his thanks, on behalf of the Board of Governors, for the concerted

effort of those individuals and departments responsible for the increase in enrollment.

A Board member offered his thanks to Ms. France and her staff and from the Thames Campus perspective thanked those responsible for seeing the Thames Residence to fruition which he ascribed as a major contributor for the Chatham campus enrollment increase.

A copy of the 2008 September Enrolment Report is attached to the Minutes as Item 5.2.

### 5.3 First Quarter Financials – St. Clair Centre for the Arts

Dr. Strasser addressed this item and provided a handout to the Board which included the last two slides from his June 24<sup>th</sup> presentation and is attached as Item 5.3 to the Minutes.

#### **1<sup>st</sup> Slide:**

The President reminded the Board members, that at the meeting in June, he informed them that the following items were a significant part of the agenda for the coming months:

- 1) Complete the image makeover.
- 2) Assess the following components to decide which is making a profit and which is not:
  - (a) Inside events (banquets, weddings)
  - (b) Catering
  - (c) Thames Campus kiosk
  - (d) Chrysler Theatre
  - (e) Downtown kiosk
- 3) Cafeteria at South Campus (SCCA staff catering as in Chatham).
- 4) Catering – *DECISION* – Benefits vs. costs

## **2<sup>nd</sup> Slide:**

The President again reiterated his bottom line that the College would still have made a good decision in taking over the operations of this facility should they have to utilize it solely in an academic capacity.

As of this date, using the same parameters stated the President, the results are better than last year.

Dr. Strasser indicated that now, just as was stated in June, the unionization of the part time workers is still a major pothole in the road which will impact heavily on any of the above decisions.

In this part of his financial summary to the Board concerning the St. Clair Centre Dr. Strasser pointed to the 5 real questions that have yet to be answered.

- 1) Can each profit centre (banquet, catering, campus grill, Thames kiosk and Theatre) be profitable without the City subsidy?
  - \* Answers necessary before next budget is in place
  - City subsidy
  - correct salary numbers assigned to appropriate area
- 2) What are the true operating costs of the Centre with no streams?
  - We must identify the true costs of operating the Centre as an academic institution.
- 3) What role does St. Clair College have in a contribution to the Arts?
  - Do we want to subsidize groups such as Windsor Light Opera, the Windsor Symphony, and Theatre Alive in support of the local arts community?
- 4) Where are the synergies in any University of Windsor/St. Clair College Downtown partnership?
- 5) What is the profit potential of other College food service areas under the St. Clair Centre for the Arts Management?

The Chair followed the presentation up with a question of the President as to when the College had to make its decision to which Dr. Strasser responded April 1, 2009.

#### 5.4 Health & Safety Review

Ms. France spoke to this item on the agenda and explained that although the manual was distributed back in June, Administration wanted to allow the Board a chance to review the material and have the opportunity to get clarification or questions answered, pertaining to the document, since its distribution.

Ms. France continued to update the Board with the following information surrounding the College's most recent dealings with the Ministry of Labour concerning a Health and Safety item at the St. Clair Centre for the Arts.

Recently explained Ms. France there have been two serious staff slip/fall injuries in the kitchen of the facility which prompted the Ministry to issue ten orders to the College with a deadline to comply of October 14, 2008.

A new floor is being installed to meet their demands, assured Ms. France, at a cost of approximately \$35,000.

After receiving the verbal and written reports for information one Board member suggested that staff be encouraged to report to members of the Health and Safety Committee or appropriate administrator any concerns they have which would foster a preventative approach to safety rather than having to be reactive.

Ms. France assured this member that each new staff member, and this includes student employees at the College, must complete an on-line health and safety course. After they have completed it successfully, they must sign off that they have done so.

A student member has recently joined the health and safety committee which will give the students an avenue for their concerns. In addition, any programs which incorporate a heavy machine aspect now have a health and safety component written into their curriculum.

#### 5.5 MYAA Report Back to the Ministry



This item, explained Ms. France, is coming for Full Board approval rather than information (as stated on the agenda) although it was approved at the September 9<sup>th</sup> Committee of the Whole meeting in order to comply with the Ministry deadline of September 15, 2008.

Ms. France reminded the Board members that, as she explained previously, the two areas that were not completed in the first Multi Year Agreement were due to funding issues surrounding the Thames Residence construction. The College was forced to find alternate funding sources for this initiative which put the opening back one year and the program reviews that were mentioned were actually programs the College decided to suspend and had no information at that time to provide in that report to the Ministry.

A motion was moved and carried to approve the MYAA Report back and it was therefore

**RESOLVED THAT** the Board approve the 2007/8 MYAA (Multi-Year Accountability Agreement) Report Back to the Ministry, as distributed.

After the presentation Dr. Strasser noted that since several colleges were unable to meet the Ministry deadline the Ministry has agreed to grant an extension. Since St. Clair was able to meet the deadline we will have a year's reprieve.

## 6.0 **Approval Items**

### 6.1 Request for approval to offer a new College Certificate for Computerized Design Machining Technology

Ms. Harris and Mr. Seguin spoke to this item explaining to the Board members that this approval item is coming before them in response to the Canadian Auto Workers Local 195 request to provide training to laid off workers from Hallmark Tool whose jobs were lost due to closure. These men were 10 to 15 year employees with Journeyman status in their respective trades as Machinists, Tool and Die Makers and Mouldmakers.

The purpose of this program is to provide an added component to their skill level that will enhance their employability prospects as well as satisfy industry demands.

The program incorporates 236 hours of training and of the 20 students that initially enrolled for the program five have already been offered full time positions.

This pilot project has minimal costs connected to it since the instructor is a former faculty member who designed/developed the curriculum for the program. The program runs in the off hours at the Ford Centre.

The local union is convinced that with the quality of the pilot program, with its customized training, other displaced auto workers with similar, if not identical skills sets would surely benefit from this training.

Board members were impressed with the program results and it was therefore

**RESOLVED THAT** the Board  
approve the offering of this  
new College Certificate program in  
Computerized Design Machining Technology  
under the auspices of Corporate Training.