

# ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## MINUTES

### of the

## FULL BOARD MEETING of the BOARD OF GOVERNORS

Held February 23, 2010 at 7:00 p.m., in Room #342, Windsor Campus,

### PRESENT:

Mr. M. Benoit  
Mr. S. Bustin  
Ms. K. Curtis  
Mr. T. Farron  
Ms. L. Gall  
Ms. B. Jones  
Ms. D. Livneh, **Chair-Elect**  
Ms. S. McCourt  
Ms. S. McLelland  
Ms. R. Parak  
Mr. R. Shaw, **Chair**  
Dr. J. Strasser, **President**

### ABSENT:

Ms. L. DeBoer  
Ms. M. Lucas  
Ms. K. Mingay  
Mr. C. Parrott

### Also Present:

Mr. D. Barsanti, Chief Financial Officer  
Mr. E. P. Chant, Editor, SAINT, Student Newspaper  
Ms. P. Corro-Battagello, Secretary, Board of Governors  
Mr. J. Fairley, Director, Corporate Communications & Alumni Relations  
Mr. J. Fox, President, Student Representative Council  
Ms. P. France, Senior Vice President, College Operations  
Ms. J. Green, Chair, School of Liberal Arts & Sciences and Chair, School of Community Studies  
Ms. J. Harris, Vice President, Corporate & Community Services & Executive Director, St. Clair College Foundation  
Mr. K. McLain, Faculty Observer, Thames Campus  
Mr. J. Martin, Observer, Vice President, St. Clair College Retirees Association  
Mr. R. Seguin, Director, Con Ed & Corporate Training  
Dr. P. Tumidajski, Vice President, Academic

A quorum of the Board of Governors in attendance and 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. Corro-Battagello was the Recording Secretary.

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

The Chair added item 5.6, Appointment of the Treasurer to the Agenda, and with no declarations of conflict, it was therefore

**RESOLVED THAT** the Board of  
Governors adopt the February 23, 2010  
Full Board Agenda as amended.

2.0 **Approval of the Minutes of the Full Board Meeting Held on January 26, 2010, in Windsor**

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

**RESOLVED THAT** the Board of  
Governors approve the Minutes of  
the January 26, 2010 Full Board  
Meeting.

3.0 **Constituent Reports**

**Student Representative Council**

Mr. Justin Fox presented a report on behalf of the St. Clair College Student Representative Council. He began by explaining the "Blue Bracelet Campaign" which was launched two weeks ago in partnership with the College Student Alliance. The slogan for the campaign is "Strong Academics + Strong College = Strong(er) Students" as stated on the bracelets. Over 2000 of these blue bracelets were distributed in Windsor alone to demonstrate student support. In regards to the Student Government Elections, Mr. Fox informed the Board that all four positions were acclaimed. Mr. Justin Fox will hold the position of President, Ms. Erica Kitchen will be the Internal VP, Mr. Matt Caron will hold the position of External VP, and the VP for the St. Clair Centre for the Arts will be Ms. Stephanie Perrot.

The second campaign that Mr. Fox spoke to was the "Great Grads Great Looks" campaign. This campaign encourages people to donate formal wear to help less fortunate students who may use the donated clothing for proms, graduations,

formal events or even interviews for new careers. Mr. Fox thanked Master Cleaners for agreeing to launder the donated items and Mr. Fairley for his help with this campaign. Mr. Fairley then added that the St. Clair College Alumni Association and Lakeshore Cinemas have also contributed to the campaign, and that there may be a possible partnership with CKLW as well.

Lastly Mr. Fox announced that the "Help for Haiti" campaign raised \$132,972.96, making it an enormous success worthy of a round of applause from the Board.

In closing, Mr. Fox thanked the Board for the opportunity to speak at the meeting and Mr. Shaw thanked Mr. Fox for his presentation. Dr. Strasser added that Mr. Matt Caron will be the student representative joining the Board in May to replace Ms. DeBoer.

A copy of Mr. Fox's report is attached to the Minutes as item 3.0.

#### St. Clair College Retirees Association

Mr. Jim Martin presented a report on behalf of the St. Clair College Retirees Association. He thanked Dr. Strasser for his help in bringing two documents forward to the January 2010 Committee of Presidents meeting. He stated that the Retirees plan to purchase and donate a wall cabinet to display memorabilia from the history of the College. In terms of fundraising for the HealthPlexes, the Retirement Association is a little over 40% toward their \$30,000 target. A group of Retirees and the College Human Resources Department have scheduled a retirement planning workshop for May 20, 2010. At the invitation of the SCCRA, Derek Dobson, CEO and Plan Manager of the CAAT Pension Plan will present. A second "Keeping Up with the Grandkids" workshop is planned for April 8, 2010. Mr. Martin concluded by stating that there are ongoing social activities being planned and that the trip to Cuba was well enjoyed by those who participated. The Chair thanked Mr. Martin for his report.

A copy of the Retirees Association's Report is attached to the minutes as item 3.0.

Mr. Kent McLain stated that the faculty did not have any new developments to report to the Board at this time.

#### 4.0 **Board Education / Information Items**

##### 4.1 Presidential Update

Dr. Strasser began with an update on the Capital Projects. The steel is going up for the HealthPlex building in Chatham. The ground has been leveled for the Trades and Technology building in Chatham. The President reported that the MediaPlex is on schedule. A large television

and read-o-graph have been purchased for the MediaPlex. The large screen will be located on the south-east corner of the building facing University Avenue. Jeff Watson, Member of Parliament, has recently visited the MediaPlex and will return for the ribbon cutting event in April. The President then displayed the latest drawings for the exterior of the Health and Sciences building scheduled to begin construction on March 15, 2010.

Dr. Strasser announced that tomorrow evening would mark the first joint meeting between the Alumni Associations of St. Clair College and the University of Windsor. The meeting will be held at the St. Clair Centre for the Arts. The president of St. Clair's Alumni Association, Derek Renaud and the president of the University's Alumni Association, Tom Porter will be in attendance, along with Dr. Strasser and Dr. Wildeman.

The President stated that St. Clair College has won its 50<sup>th</sup> gold medal of the decade in academics or athletics with the recent OCAA Provincial Championship in men's badminton. Also, St. Clair College won a bronze medal in women's singles badminton. The three medal winners will be competing in Edmonton next week.

Dr. Strasser requested that administration bring the budget to the Board on April 27, 2010 instead of in March, since all the final figures from the Government of Ontario are not yet known. It was therefore

**RESOLVED THAT** the Board of  
Governors receives the budget on  
April 27, 2010.

The President introduced Mr. Fairley to speak in regards to the 20<sup>th</sup> Annual Gourmet Food & Wine Gala. Mr. Fairley stated that this would be a night to celebrate the students of St. Clair College. The College Royale theme for the gala features food from the world of "James Bond". He extended an invitation to all Board members, and suggested that they display the posters distributed to them this evening to promote the event. To this, Board members who have attended the event in the past commented on what a great event this truly is.

Lastly, Dr. Strasser announced that the College community came together to support Mr. Renato Panella, a hard-working member of the facilities department of the College who is suffering from a serious illness. There were 650 tickets sold for the fundraiser for Mr. Panella.

## 4.2 KPI Surveys

Dr. Tumidajski stated that the KPI surveys were conducted in all colleges throughout the Province of Ontario during February 1-13, 2010. They were conducted in 183 classes at the South, SCCA, Thames, and Munsee Delaware campuses. There were 46 volunteers, mostly students, to administer the surveys in the classrooms. To ensure compliance with the Ministry Binding Policies, the total number of registrations for the week prior to the commencement of the KPI process is compared to the number of returned surveys. Now that the first component of the KPIs (current students) is complete, telephone interviews by the independent agency are being conducted to complete the other two components (employers and recent graduates). The results of the KPIs are expected on March 26, 2010, and will be discussed at the April Board meeting. Dr. Strasser thanked the SRC and students for their contribution to the KPI survey process.

## 5.0 Approval Items

### 5.1 New Program – Ontario College Diploma – Community & Justice Services

Dr. Tumidajski introduced Ms. Green, Chair, School of Community Studies, to speak to the Board regarding the recommended approval of the Community & Justice Services program. Ms. Green requested Board approval for the offering of this program with a September 2010 start date, saying that it not only meets the College's Strategic Directions, but also relates to the proposal from the government to build a correctional facility in this area. This program would allow people to train for this type of employment in the Windsor area.

Having heard and read all of the information regarding this program, it was

**RESOLVED THAT** the Board of  
Governors approve the Community  
& Justice Services Ontario College  
Diploma for September 2010.

### 5.2 New Program – Ontario College Diploma – Liberal Arts

Ms. Green, Chair, School of Liberal Arts, continued to speak on behalf of this program, stating that it has been in the works for two years. This program would offer students a broader base and allow them to move through College and onto the University level if they chose to take that route. The College has been working on an articulation agreement with Brock University, Utica College and the University of Windsor, and is almost at the point where two years at St. Clair would equal one and a half

years at the University of Windsor. A Board member asked if courses would be available on line as well to which Ms. Green answered that two courses are currently available on line and others may follow.

Having heard and read all of the information regarding this program, it was

**RESOLVED THAT** the Board of  
Governors approve the Liberal Arts  
Ontario College Diploma for  
September 2010.

Mr. Shaw commented that the format for bringing programs forward to the Board has improved over time.

5.3 New Program – St. Clair College Certificate – RPN Operating Room  
Nursing Program

Ms. Harris introduced Mr. Seguin, Director, Continuing Education and Corporate Training, to discuss this proposal. Mr. Seguin began by stating that the College was approached by Hotel Dieu and Leamington Hospitals to run such a program. St. Clair College was able to purchase the curriculum for a cost of \$10,000, and this amount should be recouped in the first class segment Mr. Seguin explained. Mr. Seguin also noted that there is a large market for this program. Ms. Harris brought it to the Board's attention that although this program does not have Ministry approval, a formal proposal will come back to the Board in the near future for Ministry approval as an Ontario College Certificate so that there will be eligibility for Government grants since the tuition will be high. There currently simply is not enough time for the formal proposal as Hotel Dieu Hospital is in a hurry for this training. In fact the training will take place on weekends in a hospital setting.

After further discussion and having heard and read all of the information regarding the RPN Operating Room Nursing St. Clair College Certificate, it was

**RESOLVED THAT** the Board of  
Governors approve the St. Clair  
College Certificate – RPN Operating  
Room Nursing for September 2010.

#### 5.4 Strategic Directions

Dr. Strasser stated that the Strategic Directions for April 1, 2010 to March 31, 2015 were attached to the agendas for review and were discussed at the In Camera meeting. With the addition of the words “Destination College” to the ending of the first sentence, Dr. Strasser asked for Board approval for the Strategic Directions. With no declaration of conflict of interest, it was

**RESOLVED THAT** the Board  
accept the Strategic Directions  
for April 1, 2010 – March 31, 2015  
as modified.

A copy of the revised Strategic Directions is attached to the minutes as item 5.4.

#### 5.5 Naming Opportunities for College Property

This item was discussed at the last Board meeting as an information item and was attached to the agenda for review. Tonight the President is asking for Board approval for “naming opportunities”, either with or without financial contribution, for College property or facilities. A motion was moved and carried, and it was

**RESOLVED THAT** the Board  
accept the Naming Opportunities  
for College property document  
as presented.

#### 5.6 Appointment of a Treasurer

Mr. Shaw explained that traditionally this position is held by the Chair of the Audit Committee, and since that position currently belongs to Ms. Livneh he would suggest her name for that position. It was

**RESOLVED THAT** the Board  
appoint Deborah Livneh as  
Treasurer of the Audit Committee.

### 6.0 **Policy Review**

#### 6.1 Policy 2003-1 - Board Job Description (2<sup>nd</sup> Reading)

A suggestion was made by a Board member to postpone this Policy review until after the April 13, 2010 Committee of the Whole meeting with

Governance Consultant, Ms. Catherine Raso. With all Board members in accordance, this Policy will come back to the April 27, 2010 Agenda for second reading and possible approval.

6.2 Policy 2003-12 – General Executive Constraints (2<sup>nd</sup> Reading)

The Chair explained that this policy defines what the Board cannot do. A motion to accept this Policy was moved and carried and it was therefore

**RESOLVED THAT** the Board  
accept this Policy as written.

6.3 Policy 2003-3 – Corporate Secretary’s Job Description (1<sup>st</sup> Reading)

The Chair noted that in section A it should read “Corporate Secretary” instead of “Secretary”. He added that this is a very important job in that it is what keeps the board on track. This Policy will come back to the next Board meeting for second reading and possible Board approval.

6.4 Policy 2003-23 – Public Image (1<sup>st</sup> Reading)

A Board member wondered if the wording of the Policies could be in the positive form instead of the “shall nots”, to which Mr. Shaw replied that the wording is typical of Policy Governance, and that this may be a good question for Ms. Raso. This Policy will come back to the March Board meeting for second reading and possible approval.

**Date of Next Meeting**

The next meeting is scheduled for March 23, 2010, in Windsor at 7:30 p.m.