

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

## **MINUTES**

### **of the**

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

Held January 28, 2014 at 6:00 p.m., in the Conference Room, St. Clair College Employment Centre,  
Roundhouse Centre, Windsor, Ontario

### **PRESENT:**

Mr. D. Allen  
Ms. M. Corey  
Mr. T. Farron  
Ms. L. Kempe  
Mr. C. Janisse, **Chair-Elect**  
Ms. M. Lucio  
Ms. M. Marcotte  
Mr. V. Marcotte, **Chair**  
Mr. D. Moncur  
Ms. P. Papadeas  
Mr. D. Pavlovski  
Mr. R. Rusich  
Mr. R. Seguin  
Dr. J. Strasser, **President**  
Mr. D. Wilson

### **REGRETS:**

Mr. C. Parrott

### **Also Present:**

Mr. D. Barsanti, Chief Financial Officer  
Mr. E.P. Chant, Editor, SAINT, Student Newspaper  
Mr. F. Curtis, Faculty Observer  
Mr. J. Fairley, Vice President, College & Community Relations  
Ms. P. France, Senior Vice President, College Operations  
Ms. S. Girard, Secretary, Board of Governors  
Ms. K. Isley, SRC President

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. Marcotte chaired the meeting and Ms. Girard was the Recording Secretary.

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

Hearing no declarations of conflict of interest and no changes to the agenda, it was,

**RESOLVED THAT** the Board  
of Governors adopt the  
January 28, 2014 Full Board  
Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the November 26, 2013 Meeting Held in Chatham, Ontario**

Hearing no changes, errors or omissions to the Minutes, it was,

**RESOLVED THAT** the Board  
of Governors approve the Full  
Board Minutes of the November 26, 2013  
meeting as distributed.

3.0 **Constituent Reports**

**Student Representative Committee**

Ms. Isley highlighted a few items that the Student Representative Committee (SRC) would be involved in within the next month:

- SRC will help with administering the KPI process.
- SRC will be helping with the Hat on for Health Care campaign with Windsor Regional Hospital.

At this time, the Chair thanked the SRC for all their help with assisting with the KPI process.

**Faculty**

Mr. Curtis reported to the Board that the latest open house that was held at the College was a huge success and he was sorry that he had to miss the last meeting that took place in Chatham.

**NOTE:** At the conclusion of the Constituent Reports, the Chair advised the Board that he would like to have a short In-Camera meeting following this meeting.

4.0 **President's Report**

The President discussed the community incident that had happened during the week prior and the role played by the College in the events.

## 5.0 **Business Arising**

### 5.1 Naming Opportunity – Western Ontario Institute of Technology (W.O.I.T)

As requested from the November meeting, Dr. Strasser distributed a map of the College property and stated that every road is identified by a different colour for a possible naming opportunity. He noted that the orange highlighted road in front of the Ford Centre for Excellence in Manufacturing (FCEM) building is the recommended naming opportunity for Charles Jackson that was discussed at the November meeting. It was noted by the Chair that this had been previously approved at the November meeting but the Board just wanted clarification on the location. The map is attached as item #5.1 to the minutes.

### 5.2 Skilled Trades Initiative

Dr. Strasser distributed a handout entitled Chronology of Events re Technology and Trades Pilot Training Program. He indicated that this was a chronology of all the events that have happened since the initiative commenced. Dr. Strasser stated that he and Peter Tumidajski, Scott O’Neil and Karen Gill-Gore had already met with the Canadian Tooling and Machining Association (CTMA). The Chronology of Events re Technology and Trades Pilot Training Program handout is attached as item #5.2.

### 5.3 Ad-Hoc Committee Reports

The Chair indicated that there were four committees formed and informed the Board of their status:

- Presidential Recruitment Committee – Still waiting on information.
- Presidential Evaluation Committee – Waiting on information.
- Board Self-Evaluation Committee – Had a good and productive meeting but nothing to report back to the Board at this time.
- Governance Process Review Committee – Still waiting on information.

The Chair indicated that he would like a Chairperson appointed to each committee and that person would apprise the Board of the development at each meeting if there is anything to report.

## 6.0 **New Business**

### 6.1 Appoint a Treasurer

The Chair announced that Mr. Janisse has indicated that he is willing to continue as Treasurer for the 2014/15 year, therefore it was,

**RESOLVED THAT** the Board of Governors approve Mr. Janisse as the Treasurer for the corporation.

## 6.2 2013/2014 Auditors

In keeping with the Board of Governors work plan, Ms. France reminded the Board that PriceWaterhouse Coopers had previously been approved for a five year term (2012-2017).

## 6.3 Business Plan – Accrual Budget Template (MTCU format)

At this time, Mr. Barsanti provided a PowerPoint presentation which summarized the package that was attached to the agenda.

- Mr. Barsanti explained that this is a requirement of MTCU (Ministry of Training, Colleges & Universities) that all Colleges prepare an interim forecast to March 31, 2014 based on information known to the College at November 30, 2013.
- He highlighted the projected revenue, expenditures and the expected surplus.
- Mr. Barsanti highlighted the projected assets and liabilities and what the expected net assets were.
- He stated that every January and June the College has to use this format to report to the Board of Governors and to the Ministry.

Following Mr. Barsanti's presentation, a motion was called and carried. It was,

**RESOLVED THAT** the Board of  
Governors approve the 2013-2014  
Business Plan – Accrual Budget  
Template (MTCU Format) as presented.

Mr. Barsanti's presentation is attached as item #6.3 to the Minutes.

## 6.4 Colleges Ontario Conference Report to the Board

The Chair asked the Board members that attended the Colleges Ontario Conference to share some of their thoughts from the Conference. The following points are some of the highlights from the members that showed their viewpoints:

- Most members felt the guest speakers were very good.
- One Board member noted they were very happy with the diversity of the guest speakers once again this year.
- Most of the Board members that attended the Good Governance session felt it was an excellent session.
- It is a great opportunity for the Board members to interact and get to know each other building a stronger rapport.
- The overall experience was worthwhile and valuable.
- One Board member noted that it is an excellent networking opportunity.
- Mr. Marcotte noted the following items from the Chair/Vice-Chair session:
  - College priority: 3 year degree programs
  - Enrolment is slowing down – 2013 is at its peak
  - Funding now tied to enrolment but outcomes are what is important

- Duplication of programs - need to avoid
- The Ministry is looking at a system wide matrix to evaluate all colleges with the same matrix.
- Credit transfers are becoming a big issue for the Ministry
- The Ministry will be looking at institutional excellence where some colleges are known for a specialty (i.e. George Brown is known for cooking)

At this time, the Chair thanked Ryan Rusich for his written submission to the Board.

Dr. Strasser updated the Board on a few items from their most recent Committee of President's (COP) meeting. There was a discussion that they are trying to eliminate the competition between colleges with respect to programs, the Ministry is looking at regionalizing all the areas to ensure there are not duplications of programs. Dr. Strasser stated that it appears St. Clair College may be grouped with Lambton College and University of Windsor.

The Committee of Presidents is also reviewing the format of the Premier's Awards.

#### 6.5 Ontario's Differentiation – Policy Framework

#### 6.6 St. Clair College Strategic Mandate Agreement

At this time, Ms. France asked the Board if she could present the above items in the same presentation. Ms. France's PowerPoint presentation that she referenced at the All Academic Sector meeting was distributed at this meeting and is attached as item #6.6 to the minutes.

Ms. France stated that all of the documents that are attached to the Board agenda in addition to the Reaching New Heights – Differentiation and transformation in higher education have all been added to the St. Clair College intranet for the staff to view. This document was a culmination of Coordinating Community of College Vice Presidents, Academic (CCVPA) and Committee of Presidents (COP) responding to the Differentiation Policy Framework and it speaks to some of the initiatives that have taken place in the last six months. Ms. France noted that Ms. Girard will add this document to the Blackboard portal for the Board's convenience.

Ms. France indicated that the Ministry of Training, Colleges and Universities has adopted a policy of differentiation to better advance the government's vision and priorities for postsecondary education, while ensuring institutions can reinforce their distinctive strengths. The overarching goals for differentiation in Ontario are to:

- Support student success and access to a high quality Ontario postsecondary education.
- Increase the global competitiveness of Ontario's postsecondary education.
- Build on and help focus the well-established strengths of Ontario colleges and universities while avoiding unnecessary duplication.
- Maintain an efficient and financially sustainable postsecondary.

Ms. France explained that while the Strategic Mandate Agreement (SMA) process is underway, the Ministry has decided to implement a temporary suspension of college and university program approvals to ensure that new and expanded programs are consistent with institutional mandates and strengths while avoiding unnecessary duplication.

During this time period, the Ministry will not approve some existing program approval requests and any new requests in the following areas:

- New Ontario college credentials
- New college degree programs in applied areas of study
- New non-core university undergraduate and graduate programs

At this time, Ms. France reviewed the Institutional Program Strengths and Strategic Areas of Focus. She also reviewed the two mandatory spreadsheets that are required to be submitted with regards to “Program Strength” that were attached to the agenda.

Ms. France explained how the College hopes to work together with the University of Windsor to deliver the Cross Border Logistics and Security project.

#### 6.7 On Line Learning

Ms. France reviewed the attached documents as well as distributing two other documents named “Online Course Development” and “Online Course Development – Other Colleges” detailing the courses that were submitted and how St. Clair College compared to other colleges on the amount of programs submitted. It should be noted that the number of courses submitted on behalf of St. Clair College included one entire program, these two documents are attached as item #'s 6.7 (a) and 6.7 (b) to the minutes. She noted that only those submissions where online course development has not occurred will be considered.

#### 6.8 Alumni of Distinction – 2014 Honourees

At this time, John Fairley announced the date for the Alumni of Distinction had changed from March 1, 2014 to May 9, 2014 and noted that attached to the agenda is the list of the 2014 Alumni of Distinction Nominees.

#### 6.9 International Recruitment Initiatives

At this time, Ron Seguin reviewed the Update Report: International Education that is attached to agenda, highlighting the following points:

- At this time, there are 26 countries represented with a total of 339 students.
- There have been 37 Visas approved, which is 100% of the applications.
- \$109,000 per student over three years for a total of \$4,033,000.

- Panama has approximately 37 students beginning study in Windsor, which will include two semesters of ESL followed by a post-secondary diploma program in either Internet Application & Web Development or Sustainable Energy.
- Brazil currently has five students enrolled in the ESL program with an additional 26 students in March.
- China is starting to grow in enrolment with 70 accounting students currently enrolled.
- St. Clair College launched a collaborative partnership with ACE Acumen Academy regarding the delivery of two programs; Business and Internet Application & Web Development.
- Mr. Seguin, Mr. Habash and Mr. Bondy visited India back in November and he noted that the Indian recruitment numbers are expected to increase due to the new advanced standing agreements and program access in S. S. Gerontology, Mechanical Engineering, Electrical Engineering, International Trade Management and Fitness and Health.

## 7.0 **Policy/By-Law Policy**

### 7.1 By-Laws 13 & 14 (2<sup>nd</sup> reading)

After a brief discussion, the Chair called for a motion to approve and it was carried, therefore, it was,

**RESOLVED THAT** the Board of Governors approve the 2<sup>nd</sup> reading of By-Laws 13 & 14 as presented.

## 8.0 **Date of the Next Meeting**

The next Full Board meeting will be held on February 25, 2014 in Windsor.