

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held on Tuesday, September 30, 2014 at 6:00 p.m., in Boardroom 342, Windsor, Ontario

PRESENT:

Mr. D. Allen
Mr. T. Berthiaume
Mr. C. Janisse
Ms. M. Lucio
Ms. M. Marcotte
Mr. V. Marcotte, **Chair**
Mr. D. Moncur
Ms. P. Papadeas
Ms. M. Rogers
Mr. R. Rusich
Mr. R. Seguin
Dr. J. Strasser, **President**
Mr. C. Topliffe
Ms. M. Wickham
Mr. D. Wilson, **Chair-Elect**

REGRETS:

Ms. M. Corey
Ms. L. Kempe

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 and Community Relations
Ms. P. France, Senior Vice President, College Operations
Ms. S. Girard, Secretary, Board of Governors
Dr. O. Klein, Retiree Observer
Ms. S. Ryrie, SRC President
Dr. P. Tumidajski, Vice President, Strategic Planning

A quorum of the Board of Governors in attendance and Notice of 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 September 30, 2014
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the June 3, 2014 Meeting Held in Windsor, Ontario**

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

RESOLVED THAT the Full
Board Minutes of the June 3, 2014
meeting be adopted as distributed.

3.0 **Welcome and Introduction of the New 2014 Board Members**

The Chair welcomed Maureen Wickham, Marjorie Rogers and Tim Berthiaume and asked them to introduce themselves to the Board.

4.0 **Constituent Reports**

The following constituent reports were heard:

Faculty

Mr. Curtis indicated that the Faculty members had passed a contract for a three year term and the next contract would be in 2017.

Student Representative Council (Windsor)

At this time, Ms. Sarah Ryrrie, SRC President, introduced herself to the Board and assured the Board that the Student Representative Council were well on their way to making the 2014-15 year an exciting one for all students.

SCC Retirees Association

Dr. Owen Klein indicated that he would continue on as the Retirees representative until further notice. He informed the Board that there was a copy of the Summer 2014 Retirees Newsletter in their portfolios for their review. For the new Board members, Dr. Klein stated that the Retirees Association is comprised of 400 plus members, 270 of which are paid up members.

He stated that the Retirees are experimenting with going paperless with their communication.

Dr. Klein also indicated that the St. Clair College Retirees have continued to connect with Fanshawe College Retirees and that it has been a great experience.

The Retirees also held their Annual General Meeting in May that included a tour of the new SportsPlex.

A copy of the newsletter is attached to the Minutes as Item 4.0.

5.0 PRESIDENT'S REPORT

Dr. Strasser indicated that he had three items he wanted to share with the Board:

- 1) On Saturday, September 27 the College had an unveiling of the Charles Jackson Way in front of the Ford Centre for Excellence in Manufacturing.
- 2) Dr. Strasser was interviewed by Cas McGowen for the "Let's Talk Show" along with Dr. Robert Orr. The first part of the interview was regarding choices and opportunities for students and the second part was about financing and what students have to do to stay afloat.
- 3) Dr. Strasser received an invitation from Rob Myers who is one of the principle owners of R & M Restoration in Chatham to discuss potential opportunities between R & M and St. Clair College. Dr. Strasser said that Dr. Tumidajski and Mr. Benoit had toured a facility near Kansas City to evaluate the possibility of establishing an "auto restoration" program at St. Clair College.

6.0 BUSINESS ARISING

6.1 Ad-Hoc Committee Reports

1. The Presidential Recruitment Committee – Discussion took place in the In-Camera meeting.
2. The Presidential Evaluation Committee – Charles Janisse indicated that the committee has met a number of times and are basing their recommendations on the College President Performance Toolkit provided by the College Centre Board of Excellence. The Committee would like to have this toolkit distributed to the Board prior to the Board Retreat to have a conversation at the Retreat. Looking to have a draft policy and recommendations to the Board in January at the latest. The changes that are proposed will not go into effect until September 2015 with the hiring of a new president.
3. The Board Self-Evaluation Committee – Dan Wilson noted this would be covered under item #6.8 of the agenda.

4. The Governance Process Review Committee – In the absence of the Lori Kempe, the Chair of this Committee, Pat Papadeas distributed and reviewed the highlights of the proposed changes, attached as item # 6.1 to the minutes and this will come back to the Board at the November meeting for further discussion.

6.2 2014 Fall Enrolment/Registration Report

At this time, Ms. France reviewed the 2014 Fall 10 Day Enrolment Report giving a brief overview of the layout of the report that was attached to the agenda. She noted that the report provides a comparison, by program, for the last four years with each year representing the enrolment as of the 10 day drop/add period. Ms. France announced that overall the College is pleased with the progress made in the enrolment strategy.

Ms. France indicated, for ease of reference, the enrolment report has been colour coded. Post-Secondary is in red, Tuition Short is in blue and Apprenticeship is in green. Ms. France stated that the Fall 2014 Post-Secondary 10 day number was 8,715 which includes all full time students from the Toronto campus. The budget for 2014-15 was based on 8,300 Post-Secondary students. She informed the Board that a great deal of effort, from numerous departments and staff, was put forth in the attempt to meet the target enrolment this year.

Ms. France then reviewed the Enrolment Report for each school, highlighting the anomalies.

6.3 2013/2014 MYAA

Ms. France noted that the MYAA is usually due at the end of September but that this year the Ministry has given all colleges an extended deadline as a new version of the template had recently just been received. The report will be sent electronically prior to the Board Retreat for review and the report will come to the Board for approval at the Board Retreat.

6.4 International Update

Mr. Seguin was called upon to speak to this item. He reviewed the update that was attached to the Board agenda highlighting the following items:

- There are 1,122 international students currently enrolled:
 - 384 – Post-Secondary and English as a Second Language
 - Students are from 35 different countries noting that the top markets are from China, India, Brazil, Panama, Nigeria, Vietnam and South Korea.
 - 516 – International Education – Licensing Agreements: Sept 2014
 - 10 agreements overseas (split between China, Panama and India)

- In order for these students to receive accreditation they must come here to receive their advanced standing and then graduate with a Province of Ontario accreditation.
 - 222 – St. Clair College at Acumen (Toronto, Ontario)
 - There are currently 39 international students studying at the Thames campus, an increase from 11 in 2013 (255% growth).

6.5 Board Retreat

At this time, the draft Board Retreat agenda was passed out and Dr. Strasser reviewed it with the Board to see if anyone had any questions. It was noted by the Chair that there would most likely be some additions to this agenda after the In-Camera meeting. A copy of the revised agenda is attached as item #6.5 to the Minutes.

6.6 Provincial Conference (November 22 – 24, 2014)

There was some discussion regarding attendance at the Provincial conference. Board members were asked to reply back to Ms. Girard if they are interested in attending this year's conference or indicate their attendance on the attendance sheet being passed around.

6.7 Fall Convocation

Ms. France noted the dates of the Fall Convocation and distributed an attendance sheet for those that can participate in the Fall 2014 Convocation sessions.

Session 6: Wednesday, October 15th at 1:00 pm (SCCCA)

Session 7: Wednesday, October 15th at 6:30 pm (SCCCA)

Session 8: Thursday, October 16th at 7:00 pm (Capitol Theatre in Chatham)

6.8 Board Self Evaluation

The Chair-Elect indicated that after the discussion in June regarding the Board Self Evaluation form and how it was organized; there was a suggestion by one Board member that a comment section be added. This has been done and a revised copy is attached to your agenda for your review.

A motion was called to approve the Board Performance Evaluation format as presented and distributed and to formally dissolve the sub-committee that had been formed.

This form will start to be used this year and the Chair-Elect asked that the Board members keep a copy and after each meeting rate how the Board meeting went and at the end of the year when you fill out the final Board Self Evaluation you can look back on these as reference.

The Board Chair also asked administration to add an item after the next Board meeting section on the agenda to ensure Board members are reminded of this.

After some discussion, it was therefore,

RESOLVED THAT the Board of Governors approve the Board Performance Evaluation format as presented and distributed and formally dissolve the sub-committee that had been formed.

6.9 Risk Management

Ms. France spoke to this item and a copy of her PowerPoint presentation is attached to the minutes at item #6.9.

Ms. France reiterated that risk management truly is incorporated into the daily operations of St. Clair College. She explained the College determines the potential of risk and develops a course of action for those risks. When identifying risks the College is committed to ensuring that appropriate measures are put in place to:

1. Safeguard the lives and safety of students, staff and visitors.
2. Mitigate personal injuries that can or will occur.
3. Protect the assets of St. Clair College.
4. Preserve our ability to ensure ongoing operations of the College.
5. Protect the reputation and goodwill of the College.

At this time, Ms. France reviewed the Risk Assessment matrix and highlighted anything that had been modified or added since the last review. She also reviewed the Probability and Impact Scales and how they are used.

Ms. France noted that a new Deferred Maintenance Assessment was attached to the agenda as well and Ms. France called on Mr. Barsanti to speak to this report.

Mr. Barsanti noted the following:

- The Ministry hired consultants (VFA Canada Corporation) to do a survey of all the Colleges over a three year time period, our College was one of the first eight to have it done.
- The VFA report was completed in January 2014.
- The \$1.7 million noted on page 38 of the agenda that was allocated to deferred maintenance this year was used for roofs, a cooling tower downtown, flooring and light poles.

Ms. France noted that when administration is formalizing the budget they consider the ratings on the Deferred Maintenance Assessment prior to the budget presentation to the Board.

One Board member noted that a champion was not assigned to each item on the report asking if there was one. Ms. France stated that the sector head for the individual categories is responsible for ensuring risk mitigation and risk management.

One Board member suggested that more detailing may be helpful under the heading entitled Identify Potential Risk Scenario & Potential Impact(s). Ms. France asked for clarification on the expectations from the Board with regards to this report. The Chair explained that this report is great and that the expectation is that there is a full package brought back to the Board every year and that the discussion tonight be a consideration when developing next year's report.

7.0 APPROVAL ITEMS

7.1 Appoint Audit Committee

The Chair noted that the current Audit Committee consists of Dave Moncur, Dan Wilson, Charles Janisse and Dr. Strasser as President (ex-officio). At this time, all stated that they would be willing to stand on this committee for another year. Colin Topliffe volunteered to serve on the Committee.

After some discussion, it was,

RESOLVED THAT the Board of Governors approve the existing committee with the addition of Colin Topliffe.

7.2 Appoint a Treasurer

The Chair noted that the current Treasurer is Charles Janisse and 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.

7.3 Annual Work Plan

At this time, a Board member stated that under October Board Retreat “Examine linkages with the community” should be removed as this is not the intent of the Board Retreat.

After some discussion, it was,

RESOLVED THAT the Board of Governors approve the Annual Work Plan as amended.

7.4 Meeting/Events Schedule

The Chair asked for a motion to approve the Meeting/Events Schedule as presented, it was,

RESOLVED THAT the Board of Governors approve the Meeting/Events Schedule as presented.

8.0 POLICY/BY LAW REVIEW

8.1 Policy Review

After a brief discussion, the Chair called for a motion to approve by-law 18 as presented, it was,

RESOLVED THAT the Board of Governors approve the 1st reading of by-laws 18 as presented.

By-law 19 was deferred based on the Governance Process Review Committee’s recommendations.

9.0 **Date of the Next Meeting**

9.1 The next Full Board meeting will be held on November 18, 2014 in Windsor.