

# ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## MINUTES

of the

### FULL BOARD MEETING of the BOARD OF GOVERNORS

Held April 26, 2016 at 6:30 p.m., in Boardroom 342, South Campus, Windsor, Ontario

#### PRESENT:

Mr. D. Allen, **Chair-Elect**  
Ms. M. Corey  
Ms. P. France, **President**  
Ms. L. Kempe  
Ms. M. Lucio  
Ms. M. Marcotte  
Mr. V. Marcotte  
Mr. D. Moncur  
Ms. P. Papadeas  
Ms. M. Renaud  
Ms. M. Rogers  
Mr. R. Rusich  
Mr. R. Seguin  
Ms. M. Wickham  
Mr. D. Wilson, **Chair**

#### REGRETS:

Mr. T. Berthiaume  
Mr. C. Janisse

#### Also Present:

Mr. D. Barsanti, Vice President, Student Services &  
Administration and Corporate Secretary

Ms. S. Armstrong, Director, Financial Services  
Dr. K. Blanchette, Chair, School of Health Sciences  
Mr. E.P. Chant, Editor, SAINT, Student Newspaper  
Mr. J. Fairley, Vice President, College Communications and  
Community Relations  
Ms. S. Girard, Secretary, Board of Governors  
Mr. P. Redko, Faculty Observer  
Mr. J. Rousseau, Incoming President, Student  
Representative Council  
Ms. M. Rush, Local 137, Support Staff Observer

Mr. M. Silvaggi, Associate Vice President, Student Services & Registrar  
Mr. J. Sirianni, Executive Director, Human Resources  
Ms. E. Staley, Incoming Board of Governor Student Representative  
Ms. M. Underwood, President, Student Representative Council

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. Wilson chaired the meeting and Ms. Girard was the Recording Board Secretary.

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

The Chair asked if there were any conflicts of interest or changes to the agenda. The Chair noted that he would like to add item #8.2 Internal Positions to the agenda. Hearing no declarations of conflict of interest and no other changes to the agenda, it was,

**RESOLVED THAT** the Board  
adopt the April 26, 2016  
Full Board Agenda as amended.

2.0 **Approval of the Full Board Minutes of the March 29, 2016 Meeting Held in Windsor, Ontario**

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

**RESOLVED THAT** the  
March 29, 2016 Full Board  
Minutes be approved as distributed.

At this time, the Chair took this opportunity to thank Ms. Renaud for her service on the Board noting that it was a pleasure working with her and presented her with a token of appreciation.

In addition, the Chair presented Ms. Papadeas and Ms. Lucio with their Good Governance Certificate on behalf of College's Ontario.

### 3.0 Consent Agenda

The Chair noted that this is the first time that this item has appeared on the agenda but unfortunately there is nothing to add but noted that the Board would start using this.

### 4.0 **Constituent Reports**

#### **Student Representative Council**

The Chair announced that Ms. Emily Staley is the incoming Student Representative on the Board. Ms. Underwood indicated that this was her last meeting and she thanked everyone very much for the opportunity. She gave the Board an overview of the events that the Student Representative Council had held over the past couple of months and thanked the Board for their support.

- She thanked the Board and the College for bettering the lives of students and SRC.
- She noted that in organization with the students, SRC fundraised \$10,000, which has been donated back to local charities.
- SRC has sponsored clubs both provincially and nationally.
- Phase 1 of the renovation has been completed and they are very excited about Phase 2, which should happen shortly.

At this time, Ms. Underwood introduced the incoming SRC President, Mr. Jeff Rousseau and he gave a brief overview on his background.

The Board Chair thanked Ms. Underwood for her enthusiasm and positivity over the past year and wished her all the best for the future and welcomed Mr. Rousseau.

#### **Support Staff**

Ms. Rush stated that the steward elections have recently been completed and indicated that from the newly elected stewards, the executive will be elected on May 4, 2016 at the General Membership meeting. She noted that the Local 137 support staff union sent a number of representatives to an OPSEU conference in Toronto on April 13-16, 2016. She noted that CAAT support as a group started a new scholarship fundraising program and has raised just over \$4,000 this year.

#### **Faculty**

Mr. Patrick Redko was attending this meeting on behalf of Mr. Curtis who was unable to attend. Mr. Redko indicated that Mr. Curtis stated there was nothing to report at this time.

## 5.0 **President's Report**

Ms. France indicated that she would like to take this opportunity to formally introduce Mr. Joe Sirianni, the new Executive Director of Human Resources.

- She reminded the Board that in their portfolios there is a copy of all the media stories and releases that have taken place since the last meeting. This is attached to the minutes as item #5.0.
- She indicated that they are in the process of hiring the new Chief Financial Officer and will hopefully be in place before September.
- She reminded the Board of the upcoming Fashion Design show on Saturday, April 30, 2016 and if anyone is interested in attending to let her know.

At this the Board Chair indicated that he would like to add an item to the agenda being item # 8.2 Internal Positions.

## 8.2 Internal Positions

At this time, he announced the successful internal positions on the Board as follows:

- Administration representative is Dr. Ken Blanchette
- Faculty representative is Mr. Floyd Curtis

He took this opportunity to congratulate both of them to the Board along with Ms. Staley.

## 6.0 **Business Arising**

### 6.1 Ad-Hoc Committee Reports

The Chair provided the Board with an update on the Board Recruitment indicating that April 1, 2016 was the closing date to apply and 36 applicants were received. The committee met last night and talked about the timeline and interviews are planned for mid-May. The candidates will be brought to the Board for approval in June.

On behalf of the Finance Committee, the scheduled timing for the year-end audit is to begin around April 18, 2016 and a meeting with management will take place in mid-May and final results of the audit will be brought to the Board in June.

The committee that was formed to review the Executive Limitations has not met since the last Board meeting.

## 6.2 KPI Surveys

The President now presented her PowerPoint presentation. She indicated that this information has already been communicated internally within the institution and recognized and thanked the entire College staff for their hard and efforts.

St. Clair College exceeded the provincial average for all Key Performance Indicators for 2015-2016. In addition, to exceeding the provincial average and is equally important to note is that we have improved year over year from a quality improvement perspective.

At this time, the Board Chair congratulated everyone on a job well done.

The PowerPoint presentation is attached as item #6.2 to the minutes.

## 6.3 2016/17 Budget Presentation

Mr. Barsanti introduced Ms. Armstrong and Mr. Silvaggi to the Board.

Mr. Barsanti presented a PowerPoint presentation to the Board. Some key points included:

- Tuition this year is based on student enrolment of 7,700. Planned reduction of 3% in enrolment or 253 students.
- Income Statement: Changes in Revenue include:
  - Closure of the Summer Jobs Program.
  - New grant for Youth Job Connection.
  - Decrease in Post-Secondary Tuition.
  - Decrease in International Projects.
  - Increase in Acumen Revenue.
  - Decrease in Ancillary, mainly the Chatham Capitol Theatre.
  - Overall, revenue decreased \$222,000 (0.2%)
  - International Activity:
    - 1,200 St. Clair College International students.
    - Ace Acumen revenue increased
- Expenditures:
  - Decrease in Salaries & Benefits:
  - Student Assistance 30% Tuition Holdback (Student Access Guarantee)
  - Significant increase in Utilities (Sewer charges at South Campus and estimated rate increases)
  - Decrease in Ancillary – Chatham Capitol Theatre
  - Overall, expenditures decreased \$984,000 (-0.8%)
- Risks:
  - Enrolment
    - First Year Intake/Retention
    - Growth Grant
    - Third Party Delivery

- Deferred Maintenance
- Utilities
- Staffing
  - Part-time
  - Full-time
  - Overtime
- Culture
  - Financial Accountability
  - Maximizing Resources
- Mr. Barsanti noted that there was a signed agreement with both Student Councils (SRC & TSI) for the 2016/17 year regarding Tuition & Ancillary Fees.

At this time, Mr. Marcotte referred to page 11, (Woodland Hills Golf Course and St. Clair College Centre for the Arts), he asked for audited statement for exactly what the non-educational portion is doing for the College. Mr. Barsanti stated that all the details could be provided to the Board in a financial update at the next Board meeting. The President suggested that once the audited financial statements were complete, Administration could bring year-end for 2015/2016.

A copy of Mr. Barsanti's PowerPoint presentation is attached to the Minutes as item #6.3.

Following the discussion, it was,

**RESOLVED THAT** the Board of Governors approve the 2016/17 Financial Plan/Budget as presented.

**RESOLVED THAT** the Board of Governors approve the 2016/17 Student Fee Schedule as presented.

#### 6.4 2016 Convocation Motion to Confer Diplomas, Certificates and Degrees

The Chair called for a motion to approve both the June and October 2016 sessions. It was therefore,

**RESOLVED THAT** the Board of Governors approve the conferring of Diplomas, Certificates and Degrees at the 49<sup>th</sup> Annual Convocation Ceremonies.

## 6.5 Post-Secondary Institutions Strategic Investment Fund

At this time, Ms. France referred to the letter from the Minister of Innovation, Science and Economic Development introducing the Post-Secondary Institutions Strategic Investment Fund (SIF) that was received in the President's office on April 12, 2016 and which was attached to the agenda. She stated that this is a \$2-billion program to be managed by Innovation, Science and Economic Development Canada in support of infrastructure projects at post-secondary institutions for matching funds. Ms. France noted that the College would like to submit three proposals for consideration.

Ms. France called on Mr. Habash to give a little more background. Mr. Habash stated that there is certain criteria that needs to be met and a deadline of Monday, May 9, 2016 which requires a letter signed by the Chair of the Board of Governors supporting the submission of the application.

Mr. Habash stated that the projects that St. Clair College would like to submit are:

1. Advanced Integrated Machining at the Ford Centre of Excellence in Manufacturing (FCEM).
2. Powerline Training Centre in Chatham
3. Deferred Maintenance

The outstanding deferred maintenance can be included in the submission as long as it meets the criteria. The College also must have industry support to help fund this project.

At the end of Mr. Habash's presentation, a motion was put forward for the Board of Governors to support the submission of the application to the Federal Post-Secondary Institutions Strategic Investment (SIF) and to direct the Board Chair to sign a letter accordingly, it was,

**RESOLVED THAT** the Board of Govenors approve the submission of the application to the Federal Post-Secondary Institutions Strategic Investment (SIF) and to direct the Board Chair to sign a letter accordingly.

## 6.6 Board Chair & Chair-Elect Election Results

The Chair called on Mr. Barsanti to announce the election results. Mr. Barsanti stated that Mr. Wilson has been elected as Chair and Mr. Allen has been elected as the Chair-Elect. The Board congratulated Mr. Wilson and Mr. Allen with a round of applause.

**RESOLVED THAT** the Board of Governors approve Mr. Dan Wilson as Chair and Mr. Dan Allen as Chair-Elect.

## 5.9 May/June Board meetings

After a brief discussion, it was agreed that it was not necessary to reschedule the May/June Board meetings.

## 7.0 **Policy/By Law Review**

### 7.1 By Law Review

After a brief discussion, the Chair called for a motions to approve By Law 26 and 27 separately, it was carried, therefore, it was,

**RESOLVED THAT** the Board of Governors approve the 2<sup>nd</sup> reading of By Law 26 as presented.

**RESOLVED THAT** the Board of Governors approve the 2<sup>nd</sup> Reading of By Law 27 as presented.

### 7.2 President Emeritus Policy

The Chair noted that this policy is a brand new policy coming to the Board and that this is not intended to be retroactive, it is a policy on a go forward basis. The effective date would be April 2016. In consolidation from other colleges and some legal advice on how to properly word things and the result is the policy that is brought before you this evening.

Ms. Papadeas made a suggestion that paragraph 7 be moved to be the second last paragraph just for organization within the document.

At this time, Ms. Lucio asked who can table the request? After some discussion, it was determined that the Board Member is the one that would initiate the request to review.

The Chair noted that there will be a clause added to the policy which states what triggers the process and then this will come back to the Board in June as an amended policy.

The Chair-Elect asked for clarification, if someone from the community came to the

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

8.1 The next Full Board meeting will be held on May 26, 2015 in Windsor.