

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

**MINUTES of the**

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

Held on Tuesday, March 1, 2016 at 6:55 p.m., in the Board Room #342 at South Campus, Windsor, Ontario

**PRESENT:**

Mr. D. Allen, **Chair-Elect**  
Ms. M. Corey  
Ms. P. France, **President**  
Mr. C. Janisse  
Ms. M. Marcotte  
Mr. V. Marcotte  
Ms. P. Papadeas  
Ms. M. Renaud  
Ms. M. Rogers  
Mr. R. Seguin  
Ms. M. Wickham  
Mr. D. Wilson, **Chair**

**REGRETS:**

Mr. T. Berthiaume  
Ms. L. Kempe  
Ms. M. Lucio  
Mr. D. Moncur  
Mr. R. Rusich

**Also Present:**

Mr. D. Amicone, Architectura  
Mr. D. Barsanti, Vice President, Student Services & Administration  
and Corporate Secretary  
Mr. C. Brunone, Architectura  
Mr. E.P. Chant, Editor, SAINT, Student Newspaper  
Mr. F. Curtis, Faculty Observer  
Mr. J. Fairley, Vice President, College Communications and  
Community Relations  
Mr. D. France, SRC, General Manager  
Ms. S. Girard, Secretary, Board of Governors  
Mr. W. Habash, Vice-President, Academic  
Mr. B. Jones, Retiree Representative  
Mr. J. Rousseau, SRC, VP of Student Affairs  
Ms. E. Staley, SRC, VP of Downtown Affairs  
Ms. M. Underwood, SRC President

Having a quorum of Governors in attendance and the 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. Wilson chaired the meeting and Ms. Girard was the Recording 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. At this time, Ms. France declared a conflict with item #7.2 Policy 2003-27 (Presidential Performance Evaluation), it was,

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

At this time, the Chair distributed Good Governance Certificate of Completion to the following Board members on behalf of College's Ontario:

- Charles Janisse
- Mariah Renaud
- Maureen Wickham

2.0 **Approval of the Full Board Minutes of the November 24, 2015 Meeting Held in Windsor, Ontario.**

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

**RESOLVED THAT** the In-Camera Minutes of the November 24, 2015 meeting be approved as distributed.

3.0 **CONSTITUENT REPORTS**

The following constituent reports were heard:

**Retiree Association**

At this time, Mr. Jones gave a brief report highlighting the following from the Retirees Newsletter that is the Board portfolios:

- He noted that the Retirees Association have raised \$37,229 as part of their fundraising and they will continue to raise funds.
- He stated that they have also purchased two bricks.

Retiree Newsletter is attached as item #3.0 to the minutes.

## **Faculty**

Mr. Curtis stated he had nothing to report at this time.

## **Student Representative Council (Windsor)**

At this time, Ms. Underwood gave a brief report highlighting the following:

- SRC has wrapped up their election process stating that they used electronic voting this year. This had the highest turnout ever of 1,137 votes.
- She updated the Board with the election results as follows:
  - Incoming President - Jeff Rousseau
  - Incoming Vice-President of Student Affairs – Holly Nicholson
  - Incoming Vice-President of Student Life – Logan Poels
  - Returning Vice-President of Downtown Affairs – Emily Staley
- She stated that the Polar Plunge this year was a huge success raising almost \$50,000. She noted that there was an increase in the community member participation.

### **4.0 PRESIDENT'S REPORT**

At this time, the Chair called on the President to give her report. Ms. France indicated that she had a few items that she wanted to share with the Board:

- 1) Ms. France stated that she normally gives a verbal report but felt that it would be easier this time to prepare a report highlighting activities that had taken place since the last meeting. The report includes activities that had taken place in December, January and February. This report is attached as item #4.0(a) to the minutes.
- 2) She reminded the Board that in their portfolios there is a copy of all the media stories and releases that have taken place over the last couple months since the last meeting. This is attached to the minutes as item #4.0(b).

### **5.0 MONITORING REPORTS**

#### **5.1 SRC Student Centre Expansion**

At this time, the Chair called on Student Representative Council, Miranda Underwood, to present their proposal to the Board.

Ms. Underwood introduced the other members of SRC that had joined her this evening and had been involved in the development of this project:

- Don France, General Manager
- Jeff Rousseau, SRC, VP of Student Affairs
- Emily Staley, SRC, VP of Downtown Affairs
- Dan Amicone, Architectura
- Carmen Brunone, Architectura

Before Ms. Underwood called on Architectura to present their PowerPoint presentation of the proposed new space, she provided the Board with a brief explanation of how they had come up with the new idea combining the needs of the students from the feedback they had received from Phase 1 of the Student Centre renovations and before proceeding with Phase 2 as the bandshell project had unfortunately come in over budget. Once they received feedback from the students they realized that the direction they originally were taking was not necessarily accommodating the needs of the students. The SRC Board decided to revisit their idea and thought that they could combine the best of both projects including the bandshell with a space for student life.

The space will be called the Student Life Centre. It is hoped that this space will be considered the heartbeat of the campus and open to the community. This will be a multi-functional space, seating approximately 900 people. It will include food services and will be accessible.

In the Board package there was also an overview of the project included and is attached to the minutes as item #5.1(a).

The PowerPoint presentation is attached to the minutes as item #5.1(b).

## 6.0 INFORMATION ITEMS

### 6.1 Program Advisory Committees

At this time, the Chair called on Ms. France to present this item.

Ms. France explained that the Ministry requires the Board of Governors to ensure that there is Program Advisory Committees for every program of instruction at the College. She explained to the Board that attached to the agenda is the "Program Advisory Committee (PAC) Report – Executive Summary 2014-2015". This includes a spreadsheet of the PAC meetings that had been held and a list of PAC participants.

Mr. Habash noted that this was the first year they have had been 100% compliant with having a meeting for every single program. He stated that there were four meetings that did not meet quorum but the meetings were still held and feedback was brought back to the Program Advisory Committee.

Ms. France added that the Annual Report for each PAC would be posted to Blackboard for information.

### 6.2 2016 Association of Canadian Community Colleges Annual Conference

The Chair noted there was a real interest for this year's conference and he had to refer to the policy. After reviewing the policy and applying the rules that are outlined.

He has decided that the following will be eligible for this year's conference:

- Dan Allen, Chair-Elect
- Mila Lucio
- Lori Kempe
- Vince Marcotte
- Maureen Wickham
- Marlene Corey
- Ryan Rusich

The Chair suggested that the Board revisit the policy in either May or June as this is quite an expense and the Board should look at the number of people that are sent to this conference on an ongoing basis.

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

At this time, the Chair called on Mr. Barsanti to present this item.

Mr. Barsanti stated that the Ministry has not requested Board approval for this but Administration is presenting this report to the Board today for information purposes as part of the Board Work Plan. The report is based on information as of November 30, 2015.

A motion was brought forward to receive the Business Plan – Accrual Budget Template for information purposes, it was,

**RESOLVED THAT** the Board of Governors receive the Business Plan – Accrual Budget Template for information purposes.

One of the Board members stated that the Board would be remiss not to congratulate Ms. France and the Senior Team for getting the numbers in a better position.

A Board member asked if it would be possible in the future for Board purposes to add a column for a percentage change on the income statement.

### 6.4 Review of the Board Governing Style

The Chair stated that this item is on the agenda as part of the Annual Work Plan. The Chair asked for everyone to read over policy 2003-7 to become familiar with it. It is very healthy for the Board to look at how we govern and the way that the Board interacts with one another. At this time, the Chair gave a brief overview of the policy.

## 7.0 POLICY/BY-LAW REVIEW

### 7.1 By-Laws 24 & 25 - (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 24 & 25 as presented.

At this time, Ms. France exited the Boardroom.

### 7.2 Policy 2003-27 (Presidential Performance Evaluation)

The Chair stated that this policy has been reviewed before and is coming to the Board for approval today.

A Board member stated that the revised date should read “March 2016” and that there should be a statement added to the beginning of the policy that all discussions pertaining to Presidential Performance Evaluation occur In-Camera.

Ms. Papadeas asked if she could address the “Role of Board Members” specifically paragraph four under this heading. Ms. Papadeas shared her thoughts on this specific item outlining a number of different points why internal Board members should still be involved in the Presidential Performance Evaluation.

Ms. Marcotte stated that she thought the Board should not ignore the specific Ministry Directive or legal opinion that was obtained by College’s Ontario that speaks to this issue. As a Board she felt that we should not say no to what College’s Ontario has deemed to be a best practice.

After some discussion, the Chair asked for a motion to approve the policy as amended. At this time, a vote was taken on the motion. The result of the vote was as follows:

- Yes – 7
- No – 3

Ms. Papadeas stated that she would like it recorded that her vote was “no”.

After the vote was taken with a majority vote of “yes” to approve the policy as amended, it was,

**RESOLVED THAT** the Board of Governors approve policy 2003-27 (Presidential Performance Evaluation) as amended.

### 7.3 By-Law 21 – (1<sup>st</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 1<sup>st</sup>  
reading of By-Law 21 as presented.

### 7.4 By-Law 38 – (1<sup>st</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 1<sup>st</sup>  
reading of By-Law 38  
as presented.

At this time, the Chair indicated that due to the CIG conference in May the Board meeting scheduled for May 31, 2016 will have to be rescheduled as there will not be quorum. The proposed date would be Tuesday, June 14, 2016. The Board will review both May and June agendas as we get closer and possibly combine both meetings.