

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held on Tuesday, November 29, 2016 at 6:30 p.m., in the Board Room #342 at South Campus, Windsor, Ontario

PRESENT:

Mr. D. Allen, **Chair-Elect**
Ms. T. Bendo
Mr. T. Berthiaume
Dr. K. Blanchette
Ms. M. Corey
Mr. F. Curtis
Ms. P. France, **President**
Ms. N. Jammu-Taylor
Ms. M. Lucio
Mr. V. Marcotte
Ms. M. Rogers
Mr. E. Sovran
Ms. E. Staley
Ms. M. Wickham

REGRETS:

Mr. D. Wilson, **Chair**
Ms. L. Kempe
Mr. R. Rusich

Also Present:

Ms. S. Armstrong, Director, Financial Services
Mr. D. Barsanti, Vice President, Student Services & Administration
and Corporate Secretary
Mr. E.P. Chant, Editor, SAINT, Student Newspaper
Mr. R. Chittim, Chair, School of Skilled Trades
Ms. S. Girard, Secretary, Board of Governors
Mr. W. Habash, Vice-President, Academic
Mr. M. Jones, Chief Financial Officer
Ms. M. Rush, Support Staff Observer
Mr. R. Seguin, Vice President, International Relations, Training &
Campus Development
Mr. J. Sirianni, Executive Director, Human Resources
Mr. G. Vratsidis, Faculty Observer

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. Allen chaired the meeting in Mr. Wilson's absence 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 Full Board agenda as distributed.

2.0 **Approval of the Full Board Minutes of the September 27, 2016 Meeting Held in Windsor, Ontario.**

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

RESOLVED THAT the Board of Governors approve the Full Board Minutes of the September 27, 2016 meeting as distributed.

3.0 **CONSTITUENT REPORTS**

Student Representative Council (Windsor)

At this time, Mr. Chant presented Mr. Rousseau's report as he was unable to attend this meeting. The following items were highlighted:

- SRC was happy to present a \$1,000 cheque to the Canadian Breast Cancer Foundation. Mr. Chant noted all the initiatives they did to raise the money.
- SRC will be holding a Christmas party for students with their children on December 10, 2016.
- SRC will be holding their annual Toy and Food Drive to support students and their families.

Support Staff

Ms. Rush stated that the Support Staff are busy with the final two weeks of the semester gearing up for exams. She stated that they are also very busy supporting a number of campaigns around the campus.

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:

- 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. These are attached as item #4.0 to the minutes.
- She provided an update on the Student Centres. TSI Student Centre has received occupancy noting that the official opening ceremony will take place in January with an invitation will be extended to the Board. The SRC Student Centre is delayed by approximately six weeks and the official opening ceremony is tentatively being planned for February 21, 2017.
- She extended an invitation to the Board for the “Saints” concert on December 18, 2016 at Caesars Windsor supporting the Sleighing Hunger campaign.
- Ms. France stated that the Self Study for Accreditation was submitted on Monday, November 28, 2016 at 4:00 p.m. and the site visit is scheduled for the week of February 22, 2017.

5.0 **CONSENT AGENDA**

5.1 Workplace Wellness Award

5.2 Degree Update

5.3 Campus Connection Newsletter

5.4 Release of Colleges of Applied Arts and Technology (CAAT) Program Standards/Pre-Health Science Pathways

RESOLVED THAT the Board of Governors receive and approve the contents of the Consent Agenda for information purposes.

5.5 Sexual Violence & Harassment Action Plan

RESOLVED THAT the Board of Governors receive and approve the updated Sexual Assault and Sexual Violence Policy and Protocol for compliancy Of the Ontario Regulation 131/16.

6.0 **NEW BUSINESS**

6.1 Colleges Ontario Conference Report to the Board

The Chair-Elect noted that Mr. Rusich had wrote a report and it is in the Board portfolio. The Chair-Elect 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 provided from the Board members that attended the conference:

- Most members felt the guest speakers were excellent.
- The Board members that attended the Good Governance session felt it was an excellent session.
- The overall experience was worthwhile and valuable.
- One Board member noted that it is an excellent networking opportunity.
- Ms. Corey stated that she really enjoyed the 8 Trends That Are Changing the Digital Landscape PowerPoint presentation and has asked that it be posted on Blackboard.

Mr. Rusich's report is attached as item #6.1 to the minutes.

6.2 St. Clair College Regional Skilled Training Centre – BOG Certificate

At this time, Mr. Habash presented this item.

He highlighted the following:

- The concept will prepare students to work in the growing industry of CNC Milling.
- This is a unique delivery method where students earn an hourly wage to manufacture parts that will be used in industry.
- The program is 46 weeks in duration where the students spend 8 weeks in a classroom environment followed by 38 weeks of hands on training.
- Based on evaluation of the existing program by the Centre of Academic Excellence at St. Clair College, the existing program is at a minimum equivalency to a Level 1 apprenticeship certificate and would also include approximately 7 transfer credits to post-secondary programs at St. Clair College in Mechanical techniques and Mechanical Technician.
- The program features will provide theoretical and practical experience to candidates in the field of CNC milling operations.
- This is in line with the Strategic Directions and it is also in our Strategic Mandate Agreement.

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the St. Clair College Regional Skilled Training Centre – BOG Certificate as presented.

6.3 Precision Metal Cutting – One year Ministry Certificate

At this time, Mr. Habash introduced Mr. Chittim to the Board and presented this item.

He highlighted the following:

- This will prepare students to work in the precision machining and tooling industries.
- Currently there is high demand and strong additional growth for the future in this field.
- The program will be a one year certificate program with newly designed curriculum based on updated program and industry standards.
- The curriculum has been designed with the support of strong local industry involvement.
- The successful graduates of the certificate program will receive their General Machinist Level 1 apprenticeship equivalency and those in good standing wishing to further pursue their studies are eligible to automatically enter into the second year of Mechanical Engineering Technician – Industrial two year diploma program or the second semester of the Mechanical Technician – CAD/CAM FastTrack one year program.
- This is in line with the Strategic Directions and it is also in our Strategic Mandate Agreement.

Ms. France clarified that the recommendation should read Mechanical Techniques – Precision Metal Cutting.

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the Mechanical Techniques - Precision Metal Cutting – One year Ministry Certificate as presented.

7.0 **MONITORING REPORTS**

7.1 Mid-Year Review 2016/2017

At this time, Mr. Jones was called on to present his PowerPoint presentation.

Mr. Jones began by introducing Ms. Armstrong to the Board indicating that she was the lead on this year's mid-year review.

Mr. Jones highlighted the following points from his presentation:

- He provided a recap of the Financial Report for 2016-2017 2nd quarter including a summary of the Income Statement, Explanation of Surplus Variance, Risk and Strategies.

- He noted that as part of the mid-year review analysis, he reported that the projected surplus has increased to \$2.1 million from the initial budget of \$12,000.
- He also provided a Mid-Year Budget Review for 2016-2017 which included a summary of the:
 - Income Statement
 - Revenues
 - Expenditures
 - Ancillary
 - Non-Committed Cash Projection 2016-2017
 - Balance Sheet
 - Financial Sustainability Metrics

At the conclusion of Mr. Jones' presentation, Ms. France thanked everyone in finance, administration, faculty and support staff for all the sacrifices and hard work to put the College in a better financial position.

Having concluded the question and answer portion of this presentation, it was,

RESOLVED THAT the Board of
Governors approve the 2016/17 Mid-Year
Review Report as presented.

Mr. Jones' presentation is attached as item #7.1 to the minutes.

7.2 Campus Beautification

At this time, Mr. Seguin was called on to present this item.

Mr. Seguin noted that part of the Strategic Directions is Campus Beautification with a measurable of establishing a Campus Beautification committee. He noted that the goals, guiding principles, measurables and annual budget for the committee are attached to the agenda.

Mr. Seguin presented a PowerPoint presentation illustrating the beautification that had been completed around the campuses.

Ms. France added that there are plans for beautification at the Chatham campus and pictures of that will be brought to the Board once they are complete.

Mr. Seguin's presentation is attached to the minutes as item #7.2.

8.0 APPROVAL ITEMS

8.1 Appoint Audit Committee

The Chair-Elect brought forward a motion to appoint the current Audit Committee which consists of Dan Wilson, Marjorie Rogers and Ms. France as President (ex-officio) with the addition of Egidio Sovran and Maureen Wickham that had volunteered. It was,

RESOLVED THAT the Board of Governors approve the existing committee with the addition of Maureen Wickham.

9.0 POLICY/BY LAW REVIEW

9.1 By Law Review – 2nd Reading

The Chair called for a motion to approve By Law 28 and 29, it was,

RESOLVED THAT the Board of Governors approve the 2nd reading of By Law 28 and 29 as presented.

9.2 Policy Review

The Chair called for a motion to approve the Conflict of Interest policy as it relates to By Law 29, it was,

RESOLVED THAT the Board of Governors approve the Conflict of Interest policy as it relates to By Law 29 as presented.

The Chair-Elect reminded the Board members of the upcoming Holiday Social on December 6, 2016 at Eatery 101 on the Main Campus.