

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

## **MINUTES**

### **of the**

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

Held April 24, 2012 at 6:30 p.m., in Boardroom 342, South Campus, Windsor, Ontario

#### **PRESENT:**

Ms. K. Curtis  
Mr. T. Farron, **Chair-elect**  
Mr. C. Janisse  
Ms. M. Lucio  
Ms. M. Marcotte  
Mr. V. Marcotte  
Mr. D. Moncur  
Ms. P. Papadeas  
Ms. R. Parak  
Mr. C. Parrott, **Chair**  
Mr. R. Rusich  
Dr. J. Strasser, **President**  
Mr. D. Wilson

#### **REGRETS:**

Ms. L. Gall  
Ms. S. McCourt  
Mr. R. Seguin

#### **Also Present:**

Ms. S. Armstrong, Director, Financial Services  
Mr. D. Barsanti, Chief Financial Officer  
Mr. N. Cacciato, Alternate Faculty Observer  
Mr. E.P. Chant, Editor, SAINT, Student Newspaper  
Mr. J. Fairley, Vice President, College and Community Relations  
Mr. D. France, General Manager of SRC  
Ms. P. France, Senior Vice President, College Operations  
Ms. S. Girard, Secretary, Board of Governors  
Dr. O. Klein, Representative, St. Clair College Retirees Association  
Mr. R. Peebles, Associate Registrar  
Mr. M. Silvaggi, Registrar  
Dr. P. Tumidajski, Vice President, Strategic Planning

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. Parrott 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  
adopt the April 24, 2012  
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the March 27, 2012 Meeting Held in Windsor, Ontario**

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

**RESOLVED THAT** the  
March 27, 2012 Full Board  
Minutes be adopted as distributed.

3.0 **Constituent Reports**

**Faculty**

Mr. Cacciato reviewed the handout that Mr. Aylesworth had prepared in his absence highlighting the Skills Canada competition that the College students will be participating in next week. A copy of the handout is attached to the Minutes as Item # 3.0.1.

**SCC Retirees Association**

Dr. Klein presented a report on behalf of the Retirees Association. He noted the following items:

- The Retirees would like to thank Human Resources and Benefits at the College for all the information provided to the Retirees regarding the Pension Plan.
- The Retiree Association will hold their Annual General Meeting next Wednesday, May 2, 2011. At the May meeting you will receive a report on the key items that took place.
- 71% of the target donation to the HealthPlex has been raised.

- Dr. Klein advised the Board that he has provided the Board with the Winter 2011 and Spring 2012 Retiree Newsletters for review.

A copy of the Retirees Association report is attached as Item #3.0.2.

#### 4.0 **Business Arising**

##### 4.1 President's Report

The President reported that there are no new items at this time.

##### 4.2 KPI Surveys

Dr. Tumidajski reviewed the KPI results that were attached to the agenda. He noted the following items:

- St. Clair College has been at or above the Provincial Average for the past six years in Graduate Satisfaction.
- In terms of employer satisfaction, there was an increase for St. Clair College, ranking slightly over 90%. Dr. Tumidajski also noted that this is the least reliable of the statistics.
- In terms of graduate employment St. Clair College was above the Provincial average.
- The KPI Student Satisfaction Survey was broken down into four areas; 1) Knowledge and Skills, 2) Learning Experiences, 3) Facilities Resources and 4) Services. St. Clair ranked above the Provincial average in all four areas.
- The rise in the number for Employer Satisfaction is partially contributed to the Program Advisory Committee being more involved ensuring the graduates are getting everything that the industry is looking for.

Ms. France acknowledged the hard work of the all the staff (support staff, faculty and administration). She stated that the excellent results of the KPI's are due to their efforts.

The Chair had asked Dr. Tumidajski what kind of efforts have you been doing or have intended in order to get a better sense of feedback from employers. Dr. Tumidajski responded that we make sure that we have up-to-date Program Advisory Committees and external Curriculum Review committees which involve industry participants; those are industry related committees that help us understand if our curriculum is relevant to the industry. At this time, Ms. France stated that there are two new initiatives to solicit feedback and build relationships - a "thank you" evening, which we started last May with a wine and cheese offering that we have done for all our Program Advisory Committees and all of our placement sites on separate evenings one week apart.

#### 4.3 2011 ACCC Conference

The Chair had those that had received confirmation via email from Ms. Girard to attend this year's ACCC Conference in Halifax raise their hand. He also noted that Ms. Girard was completing the arrangements.

#### 5.0 **New Business**

##### 5.1 2012/13 Budget Presentation

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

- Tuition this year is based on student enrolment of 8,100.
- Ontario Grants are trending downwards.
- The major source of revenue is operating grants and tuition fees. This is also seen on schedule II of the agenda package.
- The four major capital projects that were completed:
  - HealthPlex in Chatham
  - Trade & Tech in Chatham
  - Truck & Coach in Windsor
  - Centre for Applied Health Sciences in Windsor
- Schedule III on the agenda shows the Expense Budget, where Salary & Benefits are the majority of that.
- Total Salaries & Benefits are projected to decrease overall due to contractual economic adjustment, less part-time faculty, stability and VELI.
- Non-Salary Expenditures are projected to decrease overall due to lack of funded Capital Expenditures & spending constraint.
  - Risk and Uncertainties include:
    - Enrolment levels
    - Program Mix
    - Loss of Enrolment Bridging and Northern & Rural Grants (worth approximately \$2.5 million)
    - Apprenticeship: notional plan, subject to change.
    - Local economy
    - Schlegel Deal
    - MTO expropriation (Parkway project)
    - Faculty contract expires August 31, 2012
  - The 2012-13 Financial Plan at March 31, 2013 is providing for:
    - Surplus of \$59,000
    - Reserve of \$1,000,000

Ms. France indicated that the guidelines allow for a 4.5% increase on tuition or \$100, whatever is greater on the Student Tuition. This year the

College has implemented the 4.5% increase for a total tuition increase within the allowable 5%. These calculations will be forwarded to the Ministry to ensure we are in total compliance with the Policy.

In response to questions pertaining to the Student Fee Structure, Dolph Barsanti and Dr. Strasser noted that the 2012 Student Fee Structure is included as part of the College budget.

A copy of the PowerPoint presentation is attached to the Minutes as Item 5.1.1.

A copy of the 2012 Student Fee Structure is attached to the Minutes as Item 5.1.2.

Following the discussion, it was,

**RESOLVED THAT** the Board  
approve the 2012-13 Budget/  
Financial Plan as presented.

## 5.2 Dormant Programs

Ms. France explained that attached to the agenda are a list of tuition short dormant programs. She explained that there are a total of 66 programs on the list, 19 that had never had enrolment, 35 programs have not ran in over 10 years and 12 programs that are still active. The 12 active programs are the programs that we are looking for approval from the Board.

After some discussion, it was therefore,

**RESOLVED THAT** the Board  
approve the programs as  
presented.

## 6.0 Policy/By Law Review

### 6.1 By-Law Review

At this time, Ms. France discussed the track changes to By-Law 5.7 as attached to the agenda. Ms. Papadeas made a suggestion that the By-Law should read "One (1) Student Representative to be appointed following a selection process to be established by the Board. The eligible candidates to be selected from the duly elected Student Representative pools. The name of the selected Student Representative will be submitted for approval to CCAC".

After some discussion, it was therefore,

**RESOLVED THAT** the Board  
approve the By-Law (1<sup>st</sup> reading)  
as amended.

7.0 **Date of the Next Meeting**

The next Full Board meeting will be held on May 22, 2012 in Chatham.

**(Note: This meeting has since been changed at the direction of the Chair to Windsor).**