

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held April 27, 2010 at 7:00 p.m., in Room #200F, Thames Campus,

PRESENT:

Mr. M. Benoit
Ms. K. Curtis
Ms. L. DeBoer
Mr. T. Farron
Ms. L. Gall
Ms. B. Jones
Ms. D. Livneh, **Chair-Elect**
Ms. M. Lucas
Ms. S. McCourt
Ms. S. McLelland
Ms. R. Parak
Mr. C. Parrott
Mr. R. Shaw, **Chair**
Dr. J. Strasser, **President**

REGRETS:

Ms. K. Mingay

ABSENT:

Mr. S. Bustin

Also Present:

Ms. S. Armstrong, Director, Financial Services
Mr. D. Barsanti, Chief Financial Officer
Ms. K. Borelli, Community Living Windsor
Ms. J. Carr, Community Living Chatham - Kent
Mr. M. Carron, External Vice President, Student Representative Council
Mr. E. P. Chant, Editor, SAINT, Student Newspaper
Ms. P. Corro-Battagello, Secretary, Board of Governors
Ms. J. Dale, Observer, St. Clair College Retirees Association
Mr. J. Fairley, Director, Corporate Communications & Alumni Relations
Mr. J. Fox, President, Student Representative Council
Ms. P. France, Senior Vice President, College Operations
Ms. J. Harris, Vice President, Corporate & Community

Services & Executive Director, St. Clair College Foundation
Ms. E. Kitchen, Internal Vice President, Student
Representative Council
Ms. L. McGeachy Schultz, College Advancement, Thames
Mr. K. McLain, Faculty Observer, Thames Campus
Ms. K. Nantais, President, Thames Students Inc.
Mr. F. Sorrell, Vice President, College Advancement
Dr. P. Tumidajski, Vice President, Academic
Ms. N. Underwood, Community Living Chatham - Kent
Mr. J. Wilson, Chair, School of Business

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. Shaw chaired the meeting and Ms. Corro-Battagello was the Recording Secretary.

PRESENTATION OF COMMUNITY LIVING AWARD

Ms. Katherine Borelli, Ms. Nancy Underwood, and Ms. Joyce Carr from Community Living Windsor and Community Living Chatham-Kent, were on hand to present Ms. Lynn McGeachy Schultz, on behalf of St. Clair College, a Community Leadership Award for their partnership. Ms. Underwood expressed her gratitude for the invaluable experience given to the students over the three month period that they worked in the Thames cafeteria. Ms. McGeachy Schultz in turn reiterated that it is a win-win partnership, and she is looking forward to having them back this year. Mr. Shaw congratulated Ms. McGeachy Schultz and Community Living for their partnership on behalf of the Board of Governors.

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

With no declarations of conflict of interest, it was

RESOLVED THAT the Board of
Governors adopt the April 27, 2010
Full Board Agenda as distributed.

2.0 **Approval of the Minutes of the Full Board Meeting Held on March 23, 2010, in Windsor**

A motion to approve the minutes of the above meeting was moved and carried and it was therefore

RESOLVED THAT the Board of Governors approve the Minutes of the March 23, 2010 Full Board meeting as distributed.

3.0 **Constituent Reports**

3.0 Mr. Kent McLain did not have any new developments from the faculty to report at this time.

Ms. Jo An Dale presented a report on behalf of the St. Clair College Retirees Association. Key points included:

- A response has not yet been received from the two documents tabled at the January 2010 Committee of Presidents meeting
- The Retiree Association is looking forward to the Naming Ceremony of Quittenton Hall on June 4, 2010. Two or three members of the Quittenton family plan to attend.
- A variety of display cabinets have been reviewed to showcase memorabilia.
- To date, 45% has been raised towards the \$30,000 target for the two HealthPlexes.
- The Oxley Retiree Golf Tournament is scheduled for June 23, 2010.
- A Legends of Rock bus trip to London is planned for May 26, 2010.

Mr. Shaw and Dr. Strasser thanked Ms. Dale for her report.

A copy of the Retirees Association's Report is attached to the minutes as item 3.0 a.

Mr. Justin Fox presented a report on behalf of the Student Representative Council. Key points included:

- The Great Grads Great Looks campaign was a huge success.
- St. Clair College is hosting the College Student Alliance (CSA) Leadership Conference at the St. Clair Centre for the Arts next

week.

- St. Clair College along with two other colleges is nominated for the best Provincial Student Council of the Year Award.
- For the second year in a row the St. Clair College SRC has been the top student council for the CAS and the News Campaign.
- Mr. Ben Simpson, SRC internal Vice-President, died his hair blue for the Colours for Cancer Campaign.
- Five new Directors have been hired, two of whom are mature students.
- Griff's Cavern is seeking input from the students regarding new menu items. Should a student's suggestion be selected, they will receive a gift certificate to Griff's.
- On behalf of the SRC, Mr. Justin Fox thanked the Board of Governors for their ongoing support.

Dr. Strasser thanked the SRC for their continued support for all students and their involvement in the community.

A copy of the student representative Council Report is attached to the minutes as item 3.0 b.

3.1 Thames Students Inc

The Chair introduced Ms. Kaitlyn Nantais, President, and Ms. Lindsay DeBoer, Executive Vice President, Thames Students Inc to present their annual report to the Board. Ms. Nantais began the PowerPoint presentation by stating that TSI is a not-for-profit corporation founded for the benefit of all Thames students. TSI is an active member of the College Student Alliance. The Thames Students Incorporated Board of Directors is made up of the President, Executive Vice President and up to 8 directors. The services provided by TSI include:

- Class Representative Program
- Student Orientations
- Student Photo ID Cards
- Graduation Photos
- Food Bank
- Student Complaints
- Vending Machines
- Movie Nights
- Gym Membership
- Scholarships and Bursaries
- Student Centre

- Social Activities including monthly kids parties, pub nights, nooner games, Christmas semi formal, Saints extramural hockey, winter Olympics, body world trip

The committees that TSI is involved with are:

- Grade Appeals
- Board of Governors
- Orientation Planning Committee
- Scholarship and Bursary Committee

The balance sheet and statement of revenues, expenditures and accumulated net assets for Thames Students Incorporated were distributed to the Board at this time.

In closing, the Chair thanked Ms. Nantais and Ms. DeBoer on behalf of the Board for their presentation.

Copies of the balance sheets are attached to the minutes as item 3.1.

4.0 **Board Education / Information Items**

4.1 Presidential Update

Dr. Strasser displayed photos of the MediaPlex, Health Sciences building, and Quittenton Hall. As Dr. Quittenton cannot travel, the naming ceremony on June 4, 2010 will be taped for him. His wife and some of his children will attend on his behalf.

4.2 KPI Surveys

Dr. Tumidajski explained that the KPIs are one way to measure quality in programs. His presentation demonstrated that in 2008 St. Clair College began to surpass the Provincial average in overall graduate satisfaction and remains above the Provincial average today. In terms of the overall graduate employment rate St. Clair College is only slightly below the provincial average, which is not bad given the poor economic conditions, especially in this region. The College is only half a percent below the Province in terms of overall employer satisfaction. For the first time since 2003 St. Clair College surpassed the Provincial average in overall student satisfaction. The College ranked seventh out of 24 colleges. Furthermore, this was achieved while growing year after year and having the most growth amongst the other colleges in the survey this year.

St. Clair College ranked above the provincial average on question 14 which measures the quality of the curriculum. For the first time since 2003 St. Clair College passed the provincial average (by 3%) on the overall

quality of the learning experiences. Likewise, for the first time St. Clair surpassed the Provincial average by 2% in the quality of the facilities/resources. On question 45, the overall quality of the services in the College, St. Clair was above the Province by over 2%.

The Board responded with a round of applause at the conclusion of the presentation. Mr. Shaw congratulated the staff for a job well done.

One Board member asked if the changes are tracked between the campuses, to which Ms. France answered that they are for the different services. Another Board member asked if the KPI process has improved, to which Ms. France answered in the affirmative. A Board member commented that it is positive to see a gradual and continuous progress, to which the President agreed that since 2003 we have seen a steady increase. Another Board member commented that it is great to see the College growing despite being one of the worst off areas in Ontario economically. Dr. Tumidajski acknowledged the work of the Chairs, and the administration in the College Operations Sector for their efforts in achieving such favorable KPI results while having the highest growth rate of the 24 colleges. Dr. Strasser added that a 57% enrolment growth increase in the last decade is huge, so the team is definitely doing a great job.

A copy of the 2009-2010 Key Performance Indicators Report is attached to the minutes as item 4.2.

5.0 **Approval Items**

5.1 2010/11 Budget Presentation

Ms. France distributed the Student Fees for information. She noted that there is an increase in first year tuition by \$100 for most programs, there are some changes to which programs are in high demand, and the health insurance fee was doubled for 2010/2011 in light of the increase volume of claims in the current academic year which is associated with the number of second career students at the College.

At this point Mr. Barsanti began his presentation. The projected enrolment for 2010-2011 is 8,400; however the budget was based on 8,200. The ongoing major initiatives are the HealthPlex (Chatham), Technology and Trades (Chatham), and Centre for Applied Health Sciences (Windsor). Government funding is being sought for a new culinary facility, the HealthPlex (Windsor) and an automotive complex. In terms of revenue sources, the majority comes from operating grants and ¼ comes from student tuition fees. Other revenue sources include:

- Ontario grants
- Ancillary operations
- Contract training
- International (other than tuition)
- School college work initiative
- Rental
- Divisional income

In terms of expenditures, total salaries and benefits are projected to increase overall, while non-salary expenditures are projected to decrease overall. Some uncertainties include:

- Enrolment levels
- Mix of students
- Allocations are notional and subject to change
- Deferred maintenance liability
- Part-time employees unionization
- Local economy

Mr. Barsanti concluded his presentation by stating that the 2010-2011 financial plan at March 31, 2010 is providing for a surplus of \$1,109,000 and a reserve of \$1,000,000.

A Board member asked if there were any restrictions on the reserve, to which Mr. Barsanti answered that it can be applied anywhere in the budget. Another member questioned the increase in Aboriginal Counselor, to which Mr. Barsanti replied that the College was successful in two grants.

Mr. Shaw offered his congratulations on the surplus, especially considering the break even budget last year. Ms. Livneh also offered her congratulations to the College for the high surplus, as well as scoring above the Provincial average on the KPIs, and moving the St. Clair Centre for the Arts to the black. She then asked if there was any risk in the budget that the Board should be aware of. Mr. Barsanti answered that the actual number of students is a risk as well as the equipment to purchase. However, since the salaries are known there is a good handle on the budget.

Following further discussion, it was

RESOLVED THAT the Board of
Governors accept the 2010-2011
Financial Plan as presented.

A copy of the 2010-2011 Budget presentation is attached as item 5.1.

5.2 New Program-Compensation Claims Management Ontario College Graduate Certificate

Mr. Wilson, Chair, School of Business, spoke to this item. He explained that is a post graduate program, hence people coming in would hold a Diploma or degree in a related field. The focus of the program is to teach companies how to better manage WSIB claims, workers compensation claims, return to work issues, and illness and recovery prevention strategies. It will target mostly individuals in human resources, which is one of the largest full-time day programs with high demand. Ms. Lisa Grainger, a compensation claims expert assisted in writing the program proposal, curriculum and text book. The program has low instructional costs, and would consist of 12 courses offered on a part time basis. A Board member commented that this would be a good opportunity for employers to send their employees for this type of training. Another Board member stated that she is excited to see this program being offered. It was therefore

RESOLVED THAT the Board of Governors approve the Ontario College Graduate Certificate In Compensation Claims Management.

6.0 Policy Review

6.1 Policy 2003-24 – Partnerships (2nd Reading)

With the addition of the words “Annual Strategic Plan” to the end of the first sentence, it was

RESOLVED THAT the Board of Governors approve Policy 2003-24 as amended.

Prior to the conclusion of the meeting the Chair asked that any concerns regarding the draft terms of reference for the Nominating Committee be emailed to him. A Board member asked for clarification between a Selection Committee and a Nominating Committee, to which Mr. Shaw replied that this is not a selection committee, nominations could still come from the floor, and there would still be a vote. It was also noted that the wording should read President, as “ex-officio”.

7.0 Date of Next Meeting

7.1 The next Full Board meeting is scheduled for May 25, 2010, at the MediaPlex, Windsor, ON at 7:00 p.m.