

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

## **MINUTES**

### **of the**

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

Held January 29, 2013 at 6:35 p.m., in Boardroom 342, South Campus, Windsor, Ontario

### **PRESENT:**

Ms. L. Kempe  
Mr. C. Janisse  
Ms. M. Lucio  
Ms. M. Marcotte  
Mr. V. Marcotte, **Chair-Elect**  
Ms. P. Papadeas  
Ms. R. Parak  
Mr. K. Pilon  
Mr. R. Rusich  
Mr. R. Seguin  
Dr. J. Strasser, **President**  
Mr. D. Wilson

### **REGRETS:**

Ms. K. Curtis  
Mr. T. Farron, **Chair**  
Ms. S. McCourt  
Mr. D. Moncur  
Mr. C. Parrott

### **Also Present:**

Ms. S. Armstrong, Director, Financial Services  
Ms. K. Bagley, SRC President  
Mr. D. Barsanti, Chief Financial Officer  
Mr. W. Beneteau, Acting Chair, School of Community Studies  
Mr. E.P. Chant, Editor, SAINT, Student Newspaper  
Mr. R. Chittam, Chair, School of Skilled Trades  
Mr. J. Fairley, Vice President, College & Community Relations  
Ms. F. Foster, President, Local 137, Support Staff  
Ms. P. France, Senior Vice President, College Operations  
Ms. S. Girard, Secretary, Board of Governors  
Mr. W. Habash, Associate Vice President, Academic Operations  
Mr. O. Klein, Representative, St. Clair College Retirees  
Association  
Mr. R. Murad, Chair, School of Engineering Technologies

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. Marcotte chaired the meeting in Mr. Farron's absence and Ms. Girard was the Recording Secretary.

Mr. Pilon had to depart the meeting for a previous engagement at this time.

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 January 29, 2013  
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the November 20, 2012 meeting Held in Chatham, Ontario**

These will come back to February 26, 2013 meeting for approval.

3.0 **Constituent Reports**

**Student Representative Committee**

Ms. Bagley highlighted a number of activities that had taken place in the past couple of months and highlighted activities that would occur in the next couple of months including elections, Sexual Awareness Week, CSA February Conference, Coldest Night of the Year, Academic Awards and the Changeover.

A copy of Ms. Bagley's handout and PowerPoint presentation are attached as Item #3.0 to the Minutes.

**Support Staff**

Ms. Foster reported to the Board and highlighted several items including the signing of the new labour agreement with Chartwell's food service and the ongoing positive relationship with the College.

**Retirees**

Dr. Klein reported to the Board on behalf of the Retirees Association. He noted that there would be a newsletter next month and he had nothing written this month. He highlighted the following goals for the coming year:

- Maintain social activities and have them well attended.
- Keep the retirees updated as much as possible to the changes in the pensions and the adjustments that are being made in the pension plan and the payments from their pension plan.

- Hold workshops that are relevant to the retirees (they have surveyed the retirees, so they are aware of what they want).
- They have over 400 members that support them in their activities, the College supports them in their activities and it is much appreciated.

#### 4.0 **Business Arising**

##### 4.1 President's Report

The President stated that he had nothing to report at this time.

#### 5.0 **New Business**

##### 5.1 New Program – Community Integration through Cooperative Education (CICE)

At this time, Ms. France highlighted the following points:

- This has been in development for the last 18 months.
- The community reached out to the College and asked us to pursue running this program. In addition, there was interest and requests from high school counselors in both the catholic and public school boards because of the challenges that they are seeing in the high school system.

Ms. France introduced Mr. Habash to present this program to the Board and he highlighted the following items:

- Mr. Habash noted that this is highly supported by the community.
- This program will provide individuals with developmental disabilities and other significant learning challenges with the opportunity to experience college life, pursue a postsecondary education and develop skills which will help them prepare for employment.
- There will be a limit of ten students for the first year but could easily go to 40 or 50 students by year three or four.
- This will be a two year program.
- There will be an interview to identify what accommodations the student will require and the College will accommodate based on their needs.
- There will be one facilitator for five students.
- The courses build and map to each other to ensure that students will have ample time to reinforce and retain essential life, community and employability skills.

Having concluded the question and answer portion of this presentation, a motion to approve the new program offering was brought forward and it was therefore,

**RESOLVED THAT** the Board of Governors approve the Community Integration through Cooperative Education (CICE) Certificate program as presented.

At this time, Ms. Marcotte left the meeting as she had a previous engagement. Mr. Pilon returned to the meeting at the same time.

## 5.2 New Program – Biomedical Engineering Technology – Equipment and Devices Advanced Diploma

Mr. Murad presented this program to the Board highlighting the following items:

- This program is an interdisciplinary program where students will explore the application of engineering principles to the field of medical science.
- A graduate from this program allows the student to seek employment opportunities in hospitals and clinical facilities for scheduled preventative and corrective maintenance and safety inspections of medical devices.
- This will be a three year advanced diploma program.

Having concluded the question and answer portion of this presentation, a motion to approve the new program offering was brought forward and it was therefore,

**RESOLVED THAT** the Board of Governors approve the Biomedical Engineering Technology – Equipment and Devices Advanced Diploma as presented.

## 5.3 Appoint a Treasurer

The Chair announced that Mr. Janisse has indicated that he is willing to continue as Treasurer for another year, therefore it was,

**RESOLVED THAT** the Board of Governors approve Mr. Janisse as the Treasurer for the corporation.

## 5.4 2013/2014 Auditors

Ms. France brought this item to the Board and reminded them that PriceWaterhouse Coopers had been approved for a five year term (2012-2017).

## 5.5 Business Plan – Accrual Budget Template (MTCU format)

At this time, Mr. Barsanti provided a PowerPoint presentation which summarized the package that was attached to the agenda.

- Mr. Barsanti reviewed that this is a requirement of MTCU (Ministry of Training, Colleges & Universities) that all Colleges prepare an interim forecast to March 31, 2013 based on information known to the College at November 30, 2012.
- He highlighted the projected revenue, expenditures and the expected surplus.

- Mr. Barsanti highlighted the projected assets and liabilities and what the expected net assets were.
- He stated that every January and June the College has to use this format reporting to the Board of Governors and the Ministry.

Following Mr. Barsanti's presentation, a motion was called and carried, therefore, it was,

**RESOLVED THAT** the Board of  
Governors approve the 2012-2013  
Business Plan – Accrual Budget  
Template (MTCU Format) as presented.

Mr. Barsanti's presentation is attached as Item # 5.5 to the Minutes.

#### 5.6 Colleges Ontario Conference Report to the Board

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 from the members that showed their viewpoints:

Most members that attended the conference believed that the guest speakers (Thomas L. Friedman, Irshad Manji, David Chilton and Jim Stanford) were very good.

The following is a summary of the guest speakers from each Board member with comments that stood out to them:

- **Thomas L. Friedman**
  - "Average is over", if you want a higher paying job you have to bring higher skills.
  - If you are doing a job, you have to bring creativity to it; just doing average now will basically get you nowhere if you are looking for a high paid job.
  - Low skill and higher paid jobs do not exist.
  - Ideas are where the value is.
  - A reoccurring theme throughout the conference was globalization.
- **Irshad Manji**
  - Spoke about the difference between education and indoctrination; education liberates and encourages questions and indoctrination studies those questions.
  - We live in a multi-cultural society and we have to ask questions to better understand each other.
  - She quoted Robert Kennedy by saying "speak the truth in the face of intimidation for the greater good" and then she went on to elaborate on each one.
  - She noted that asking questions and critical thinking are important for adding value.

- We need to have enough respect for each other to have an honest conversation with each other and if we are not prepared to have the honest conversation then we really don't respect for each other enough.
- **David Chilton**
  - People have too much debt.
  - He made the comment that life is not about "stuff".
  - One of the Board members stated that he was an excellent speaker and very engaging and that we should try and have him come to Windsor to do a speaking engagement.
- **Jim Stanford**
  - Need to look at the employment rate.
  - There are 100,000 vacant jobs that we can't fill but there are 1.5 million Canadians unemployed.
  - He feels in the future there are going to be over a million jobs that don't require higher education and he outlined four skill strategies for Canada.
    1. Need a strong and consistent funding for all post-secondary education.
    2. Stronger link with employers in terms of planning and curriculum.
    3. Ensure the graduates that they are able to use their skills in.
    4. Sync the standards and incomes of the people, not lower them.
- **Jesse Hirsh**
  - His session on *Harnessing the Power of Social Media* brought forward a couple of interesting ideas. One idea was a "nerd council" and essentially leveraging the "nerd" community within the College to help with keeping up with the latest Information Technology and how to approach the rapidly changing Technology, Social Media world around us.
- One Board member made the comment that they were very happy with the diversity of the guest speakers once again this year.
- It was noted by one of the members that the St. Clair College performing arts students did a wonderful job again this year.
- It is a great opportunity for the Board members to interact and get to know each other building a stronger rapport.
- The overall experience was worthwhile and valuable.
- The fact that the conference occurred during the days surrounding the 100<sup>th</sup> Grey Cup was a wonderful experience.
- Mr. Pilon spoke about the Student Governance session with Tyler Epp, director of advocacy, College Student Alliance. There was a recommendation that there would be a transition package for the new student rep coming on the Board helping them to understand what had been done in the past and bringing them up to date. Reminding them that their voice is equal to everyone else and that they are not only representing the students you are an important part of the

Board and for the betterment of the College. There was a discussion regarding having a conference call with all the new student governors, so we could see how other student governors are transitioning and how they were taking on their role at their college.

- Mr. Marcotte spoke about the Chair/Chair-elect session stating that they had discussion regarding the President's Performance Reviews and the different styles used throughout the system. He also indicated that some colleges are very detailed, others not so much. The important thing was to have a structure in place and the ability to measure your categories was most important.
- Mr. Marcotte also indicated that there was a discussion surrounding the Presidential Recruitment. He said that most used an outside firm. Some set up a selection committee who did most of the work and kept the Board updated at each meeting. Mr. Don Sinclair indicated that the Colleges Employer Council has a lot of material to help any Board at any point in the process.
- In talking to the other members at his table, it was noted that a lot of them were promoting within their College.
- Mr. Sinclair also stated that five presidents were going to be recruited this year.

#### 5.7 Enrolment

At this time, Ms. France reviewed the enrolment numbers noting that these are not official ministry numbers and that the data source is from OCAS. These will not be official until the final audit in June. She noted that St. Clair College had an increase of 1.53% from the prior year; the Colleges as a whole were up 3.89%.

#### 5.8 Meeting/Events Schedule

Ms. France indicated that there were a few changes to this schedule and a copy was in their portfolios. She noted the Alumni of Distinction Awards Dinner had been changed to March 2, 2013 and that another session for spring convocation if needed on June 14, 2013.

#### 5.9 Annual Report – New Programs

Ms. France informed the Board that this item would come back at the February meeting to allow adequate time to review this item in light of the fact that this agenda is a bit larger this month.

6.0 **Policy/By Law Policy**

6.1 By Law 10 (2<sup>nd</sup> reading)

At this time, it was agreed that the revised By Law 10 be accepted as amended. 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 Law 10  
as amended.

7.0 **Date of the Next Meeting**

The next Full Board meeting will be held on February 26, 2013 in Windsor.