

# ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## MINUTES

of the

### FULL BOARD MEETING of the BOARD OF GOVERNORS

Held March 26, 2013 at 7:00 p.m., in Boardroom 342, South Campus, Windsor, Ontario

#### PRESENT:

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

#### REGRETS:

Ms. K. Curtis  
Ms. M. Marcotte  
Ms. S. McCourt  
Mr. R. Rusich

#### Also Present:

Ms. S. Armstrong, Director, Financial Services  
Mr. D. Barsanti, Chief Financial Officer  
Mr. R. Chittim, Chair, School of Skilled Trades  
Ms. P. France, Senior Vice President, College Operations  
Ms. S. Girard, Secretary, Board of Governors  
Ms. I. Moore-Davis, Manager, Continuing Education  
Mr. 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. Farron 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 March 26, 2013  
Full Board Agenda as distributed.

## 2.0 Approval of the Full Board Minutes of the November 22, 2012 meeting held in Chatham, Ontario and the January 29, 2013 meeting held in Windsor, Ontario.

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

**RESOLVED THAT** the  
November 22, 2012 and January 29, 2013  
Full Board Minutes be approved  
as distributed.

## 3.0 Constituent Reports

### SCC Retirees Association

Dr. Owen Klein informed the Board that there was a copy of the Winter 2013 Retirees Newsletter in their portfolios for their review and highlighted the following items:

- The “In-Memorium” section in the newsletter will have a new template so that section will look better.
- He stated that the executor’s workshop for final planning was very educational and during the discussion he noted that the probate and will lawyer was very up-to-date with this information. It also said that this was so well received that they are going to redo it in the fall for the snow birds that were unable to attend the first session.
- The Retirees will meet with the President for breakfast in April.

A copy of the newsletter is attached to the Minutes as Item 3.0.

## 4.0 BUSINESS ARISING

### 4.1 President’s Report

The President indicated that he had three items to share with the Board:

1. He had a meeting with the Alumni Association to discuss new locations for Chapters of the Alumni of St. Clair College first initiatives will be Chatham and Toronto and then they will look at the Golden Horseshoe and Ottawa.

2. Dr. Strasser was involved in an interaction with Dr. Wilderman, Mark Meldrum and Ryan Killen, President of the Canadian Undergraduate Alliance at the University of Windsor; he noted that there was quite a bit of editing done prior to it going to air.
3. Dr. Strasser indicated that the accumulation for the “Mining for Data” has been completed. He asked the following questions for people to respond anonymously to:
  - a. If you could do one thing to help students what would that initiative be?
  - b. If you had five million dollars (the number is not meant to be exact but merely to signify a significant number) what would you spend it on to improve the college?
  - c. Are there new areas of study or programs that you believe we should offer?
  - d. If you could change one thing at the college to move us closer to excellence what would that one change be?
  - e. Is there one thing that you could suggest that the college could do to save money?
  - He received 116 pages of input with 353 anonymous responses.
  - Dr. Strasser stated that he aligned this input with the Strategic Directions and he said that this proved to be a good working tool for staff and Administration.

#### 4.2 KPI Results

Dr. Strasser indicated that nothing had been released from the Ministry, so there would be nothing to report at this time. This item would come back to the Board in April.

#### 4.3 Quorum

Ms. France stated that she had done some research online and indicated that in all cases; good practice is that there should not be any formal motions once quorum is lost.

### 5.0 NEW BUSINESS

#### 5.1 New Program – Pre-Apprenticeship CNC Industrial Mechanic Millwright Technician Program

At this time, Ms. France called on Mr. Chittim and Ms. McLelland to present this item to the Board.

Mr. Chittim indicated that in November of 2012 St. Clair College had received word from MTCU that the College had been awarded the funding to run the above program in Wallaceburg Ontario at the James Burgess Kent Skills Centre for 10 participants. The program is to begin on April 22, 2013. Mr. Chittim noted that once the student completed the program in Wallaceburg they would come back to St. Clair College to complete the required level 2 and level 3 components of their apprenticeship trade.

After some discussion, it was,

**RESOLVED THAT** the Board  
approve the Pre-Apprenticeship  
CNC Industrial Mechanic Millwright  
Technician Program  
as presented.

## 5.2 Annual Work Plan

Ms. France noted that the Risk Management portion of the work plan had been moved to June.

## 5.3 Request for Modification – Program Name Change

Ms. France called on Mr. Habash to present this item. Mr. Habash stated that the Ministry had come up with a mandate to change the name from “International Trade Management” to “International Business Management” after the agenda had gone out, so this is being brought to the Board for information purposes only.

## 5.4 2013/14 Budget Presentation

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

- Tuition this year is based on student enrolment of 8,300.
- Ontario Grants are trending downwards.
- The major source of revenue is operating grants and tuition fees.
- 2014/15 looks to be a tough year coming.
- Uncertainties: Revenue include:
  - Enrolment levels
  - Program Mix
  - Loss of Operating, Northern & Rural and Growth Grants
  - Apprenticeship: notional plan, subject to change
  - Local Economy
- Expenditures:
  - Salaries & Benefits: Minimal increase
  - Non-Salary Expenditures: Increase about 1%
- Salary & Benefits – Majority of expenses
- Uncertainties: Expenditures include:
  - Security costs
  - Interest on New Debt
  - Part-Time employees unionization
  - Utilities
  - Unplanned deferred maintenance and capital expenditures
- Risks: Uncertain future
  - Economy
  - Minority Government

- College System Growth
- 2013/14 Financial Plan at March 31, 2014 is providing for:
  - Reserve of \$1,000,000
  - Surplus of \$41,000
- Mr. Barsanti noted that there was a signed agreement with both Student Councils (SRC & TSI) for the 2013/14 year.
  - Ms. France added that the new policy framework had not been received as of yet so the agreement was based on 4.5%. If there are any changes there will be an amendment to the agreement.

After Mr. Barsanti's presentation, Mr. Marcotte asked where other colleges are at with respect to their budgets. Are there college's operating at a deficit? Mr. Barsanti responded that this is public information. Mr. Marcotte asked that this information be brought back to the Board.

Dr. Strasser indicated that he is confident that bailing out will not happen again and the college structure is based on the Greater Toronto area and they are controlling the agenda.

Dr. Strasser stated that there is a push on a major fundraising effort and some of the money may go directly to operating costs if needed.

A copy of Mr. Barsanti's PowerPoint presentation is attached to the Minutes as Item 5.4.1.

A copy of the 2013 Student Fee Structure is attached to the Minutes as Item 5.4.2.

Following the discussion, it was,

**RESOLVED THAT** the Board  
approve the 2013-14 Budget/  
Financial Plan as presented.

## 5.5 Audit Committee Report

Ms. France noted that Mr. Janisse was elected the Chair for the Audit Committee for another year and she called on him to give the Audit Committee report.

At this time, Mr. Janisse indicated that the Audit Committee had met on March 5, 2013 and the Audit Committee Report was fairly consistent to prior years. The timing of the Audit for this year would fall between April 22, 2013 and May 24, 2013. He also stated that they were transitioning into the Public Sector Accounting Standards, which is a standard reporting template that everyone is using now.

Following the presentation, it was,

**RESOLVED THAT** the Board of Governors receive the Audit Committee Report for information.

#### 5.6 2013 Association of Canadian Community Colleges Annual Conference

Ms. France indicated that if Board members are interested in attending this year's conference in Penticton, BC, they should let Ms. Girard know.

#### 5.7 Student Presentation

Ms. France stated that the students would do their annual presentation at the next meeting in April.

#### 5.8 English as a Second Language (EASL)

Ms. France called on Ms. Moore-Davis to present this item to the Board.

Ms. Moore-Davis indicated that the Ministry of Training, Colleges and Universities (MTCU) will discontinue all tuition short funding, effective for the 2013/14 academic year. Tuition short programs will automatically be reassigned as local Board certificates as per the MTCU directive.

This program concept is consistent with the College's strategic goals by trying to increase the international students, attracting more students from outside traditional catchment area, aiding to identify St. Clair College as a destination college and higher retention of domestic students (landed immigrants).

Following the presentation, it was,

**RESOLVED THAT** the Board approve the English as a Second Language (EASL) as presented.

#### 5.9 English Second Language (ESL)/Hospitality & Tourism

At this time, Ms. France called on Mr. Seguin to present this item to the Board.

Mr. Seguin gave a brief background on the meetings that he had in Panama City, Panama on January 17, 2013 between St. Clair College and El Instituto para la Formacion Aprovechamiento de Recursos Humanos (IFARHU), the College's International Department was asked to develop a short Windsor-based program that would deliver English as a Second Language (ESL) and related Hospitality and Tourism training. The Director General asked that the agreement include off-site visits to hospitality/tourism organizations in addition to weekend cultural

trips to popular destinations. A proposal was submitted to IFARHU and, following some minor adjustments, the proposal was finalized and accepted by IFARHU on February 22, 2013.

Operating this new program will increase the number of international students studying at the College and hence provide additional funding for St. Clair College.

Students must obtain a Canadian government visitor's visa which requires the applicant to demonstrate the financial means to study and live in Canada during the program's duration of five months (May 6 to October 4, 2013).

Following the presentation, it was,

**RESOLVED THAT** the Board approve the English Second Language (ESL)/Hospitality & Tourism as presented.

## 6.0 POLICY/BY LAW REVIEW

### 6.1 By Laws 11 & 12 (1<sup>st</sup> reading)

Ms. France asked if there were any changes to by-laws 11 & 12. It was noted that under 12.2 there should be a slash (/) between Chair and Elect and the second "of" should be removed after act in the last sentence. It was also noted that there should be another point added to read:

"12.3 Chair/Elect is automatically the Chair of the Naming Committee"