

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

**MINUTES of the**

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

Held on Tuesday, November 24, 2015 at 7:15 p.m., in the Board Room #342 at South Campus, Windsor, Ontario

**PRESENT:**

Mr. D. Allen, **Chair-Elect**  
Mr. T. Berthiaume  
Ms. M. Corey  
Ms. P. France, **President**  
Mr. C. Janisse  
Ms. L. Kempe  
Ms. M. Lucio  
Ms. M. Marcotte  
Mr. V. Marcotte  
Ms. P. Papadeas  
Ms. M. Renaud  
Ms. M. Rogers  
Mr. R. Rusich  
Mr. R. Seguin  
Ms. M. Wickham  
Mr. D. Wilson, **Chair**

**REGRETS:**

Mr. D. Moncur

**Also Present:**

Mr. D. Barsanti, Vice President, Student Services & Administration  
and Corporate Secretary  
Mr. W. Beck, Coordinator/Professor, School of Business &  
Information Technology  
Mr. E.P. Chant, Editor, SAINT, Student Newspaper  
Mr. F. Curtis, Faculty Observer  
Mr. J. Fairley, Vice President, College Communications and  
Community Relations  
Ms. S. Girard, Secretary, Board of Governors  
Mr. W. Habash, Vice-President, Academic  
Ms. L. McCormack, Chair, School of Media, Art & Design  
Mr. C. Mao, Professor, School of Business & Information Technology  
Ms. R. Mousaly, Chair, School of Business & Information Technology

Ms. N. Rourke, Coordinator/Professor, School of Business & Information Technology  
Mr. C. Ryan, Director, Entrepreneurship  
Ms. L. Strutt-MacLeod, Coordinator/Professor, School of Media, Art & Design  
Ms. R. Susannah, Coordinator/Professor, School of Business & Information Technology  
Mr. J. Ulakovich, Professor, School of Business & Information Technology

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. Wilson chaired the meeting and Ms. Girard was the Recording Secretary.

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

The Chair asked if there were any conflicts of interest or changes to the agenda. The Chair noted that he would like to add item #7.2 Finance & Audit Committee to the agenda. At this time, Ms. Papadeas declared she has a perceived conflict of interest with item #5.3 and potentially item #5.4.

**RESOLVED THAT** the Board of Governors adopt the Full Board agenda as amended.

After some discussion, a motion was brought forward that Ms. Papadeas' participation in item # 5.3 Degree Program – Bachelor of Business Administration (Information Communication Technology) could be perceived as a potential conflict of interest and that she should abstain from conversation and the vote for this program, therefore, it was,

**RESOLVED THAT** the Board of Governors approve that Ms. Papadeas' participation in item # 5.3 Degree Program – Bachelor of Business Administration (Information Communication Technology) could be perceived as a potential conflict of interest and that she should abstain from conversation and the vote for this program.

After some discussion, a motion was brought forward that Ms. Papadeas' participation in item #5.4 Degree Program – Bachelor of Applied Arts in Social Justice and Legal Studies would not be perceived as a potential conflict of interest, therefore she could partake in the discussion and vote of this item, it was,

**RESOLVED THAT** the Board of Governors approve that Ms. Papadeas' participation in item #5.4 Degree Program – Bachelor of Applied Arts in Social Justice and Legal Studies would not be perceived as a potential conflict of interest, therefore she could partake in the discussion and vote of this item.

2.0 **Approval of the Full Board Minutes of the October 27, 2015 Meeting Held in Chatham, Ontario.**

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

**RESOLVED THAT** the Full Board Minutes of the October 27, 2015 meeting be approved as distributed.

3.0 **CONSTITUENT REPORTS**

The following constituent reports were heard:

**Student Representative Council (Windsor)**

At this time, Mr. Chant presented Ms. Underwood's report as she was unable to attend this meeting as she is attending business associated with the College Student Alliance. The following items were highlighted:

- SRC has wrapped up an awareness and fundraising campaign for breast cancer during October and made a donation of almost \$1700 to the Cancer Society.
- SRC is doing a similar donation towards prostate cancer research and treatment in November.
- SRC has launched its Christmas activities:
  - On Saturday, December 5, 2015 in conjunction with the Alumni Association will be staging a Christmas children's party
  - SRC will also be expanding on its year-round food bank operation by providing Christmas food packages for financially needy students; coupled with toys for the children of student-parents.
- SRC will also have a booth at this coming weekend's Open House and they are looking forward to orientation for January-intake students.
- SRC also wished the Board a very Merry Christmas and Happy New Year.

## **Faculty**

At this time, Mr. Curtis stated that he didn't have much to report other than the faculty continue to maintain a positive working relationship with Administration through various committees and things are moving forward stating that, in fact, faculty are relatively content.

### **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:

- 1) She reminded the Board that in their portfolios there is a copy of all the media stories and releases that have taken place over the last month since the last meeting.
  - Ms. France wanted to highlight one article in the Windsor Star by Dave Waddell named "St. Clair College's first Employer Day a hit with students". She hopes that is the first of many indicating that this is an attempt as part of the College's reorganization, under Industry Liaison, to create a stronger commitment to industry.
- 2) At the recent Committee of President's (COP) meeting the topic of Accreditation was put back on the agenda and COP voted in favour of creating a Task Force that would look at the issues and concerns around accreditation and within a 12 month period determine whether or not Colleges would move forward with accreditation, or not, and continue with Quality Audit's. Ms. France indicated that she is on the Task Force.
  - The College would be due for a Quality Audit by November 28, 2016 and a site visit would be February/March 2017 and this would have the same criteria as the accreditation.
- 3) She indicated that there are basketball games tomorrow night at 7:00 p.m. and 9:00 p.m. at the SportsPlex noting that the Senior Team will be there and encouraged everyone to come and join.
- 4) The College is having an Open House on Saturday, November 28, 2015 at all campuses from 10:00 a.m. to 1:00 p.m.

### **5.0 MONITORING REPORTS**

#### **5.1 TSI Student Centre Expansion & Referendum (Thames Campus)**

At this time, the Chair called on Thames Student Incorporated (TSI) President, Danica Quenneville to present their expansion proposal to the Board.

TSI brought a video of their plans and highlighted all the benefits and reasons for this project. Before she began the video, she mentioned that in the Board portfolios was the floor plan layout and their financial reports, attached as item #5.1.

After the video, she introduced the other members of TSI that had joined her this evening and had been involved in the development of this project:

Andrea Brown - Operations Manager  
Stephanie Woodall -Programming and Projects Coordinator  
Paul Ward - Vice President  
Derek Harvey - Director of Communications & Media  
Kennedy Shadd - Director of Special Events  
Esaba Chowdhury - Director of Student Development  
Matt Patterson - Director of Wellness  
Janny Lau -Director of Marketing

Ms. France also indicated that TSI will be funding this project 100% and TSI was successful in passing a referendum with the student body that would provide the security for this loan.

At this time, Ms. Quenneville reviewed the sequence of the renovation that would take place to complete the project.

## 5.2 Entrepreneurship – Genesis Centre

The Chair called on Chris Ryan, Director, Entrepreneurship to present this item.

Mr. Ryan thanked the Board for taking the time to tour the Genesis Centre, ask the questions and see the space that has been created.

Mr. Ryan reviewed his PowerPoint presentation highlighting their vision, objective and the exciting things that have happened in the past couple of months and the upcoming events that they are proposing.

Mr. Ryan's presentation is attached as item #5.2 to the minutes.

At this time, Ms. Papadeas left room due to a perceived conflict of interest on this item.

## 5.3 Degree Program – Bachelor of Business Administration (Information Communication Technology)

The President took this opportunity to thank the chairs and faculty members present this evening for all their dedication and hard work to bring these two programs to the Board tonight.

The President introduced Ms. Mousaly to present this item to the Board.

At this time, Ms. Mousaly introduced the development team:

- Ms. Ruth Susannah
- Mr. John Ulakovich
- Mr. Warren Beck
- Ms. Nicole Rourke
- Mr. Chang Mao

Ms. Mousaly presented a PowerPoint presentation, highlighting the following points:

- This is an undergraduate program, very unique in its offering and consists of 120 credit hours.
- Combines mainstream Business areas of Finance, Marketing, Human Resources, Accounting and Business Management with a relevant level of Information Communication Technology literacy.
- Degree highlights:
  - Business foundation courses.
  - Information Technology foundation courses.
  - Integration of both disciplines.
  - Work Integrated Learning opportunity (mandatory).
  - Capstone Project.
  - Both IBM and CISCO curriculum & sponsor.
- Community partners are extremely supportive.
- Budget for part time staff who will liaise with industry partners to procure placements.
- Pathways & Admissions.
  - Higher admission requirements for degree entry.
  - Pathways from or advanced diploma.
  - Pathways to other degrees and institutions.
- The Strategic Importance – this program clearly supports St. Clair College's commitment to the Strategic Mandate Agreement and responds specifically to three of the priorities:
  - Priority 1: Jobs, Innovation and Economic Development
  - Priority 2: Teaching and Learning
  - Priority 4: Program Offerings
- The degree was developed based on three pillars:
  - Business
  - Information Communication Technology
  - Integration of Business, ICT and Business and ICT Management
- Academics Group Research performed an Industry Needs Assessment to ensure economic need for the graduates of this degree program. Academics's findings demonstrated an economic need for this program and confirmed that the graduate profile will meet the current industry standards and labour force requirements.

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

**RESOLVED THAT** the Board of Governors approve the Bachelor of Business Administration – Information Communication Technology Degree as presented.

Ms. Mousaly's presentation is attached as item #5.3 to the minutes.

At this time, Ms. Papadeas returned to the Boardroom.

#### 5.4 Degree Program – Bachelor of Applied Arts in Social Justice and Legal Studies

At this time, the President introduced Ms. McCormack to present this item.

Ms. McCormack introduced Ms. Strutt-McLeod to the Board and thanked her for all her hard work in developing this program.

Ms. McCormack presented a PowerPoint presentation, highlighting the following points:

- The focus is on community advocacy and capacity building.
- The curriculum will cover oral and written advocacy, social and political change, crime prevention, access to justice and the study of indigenous and marginalized groups.
- Specific Skill Sets:
  - Leadership in advocating and giving a voice to persons who have been victimized and/or marginalized.
  - Able to assist those same groups navigate social-legal systems.
  - Preparation for a wide range of employment opportunities.
- Community partners are extremely supportive.
- Budget allocation for part time staff that will assist in placements.
- Pathways & Admissions:
  - Higher admission requirements.
  - Better retention.
  - Bridging opportunities from two province wide existing programs (CJS & Paralegal).
  - Pathways to other degrees including Law and Social Work.
  - Strong support from Academics Research and the Program Advisory Committee.
- The Strategic Importance – this program clearly supports St. Clair College's commitment to the Strategic Mandate Agreement and responds specifically to three of the priorities:
  - Priority 1: Jobs, Innovation and Economic Development
  - Priority 2: Teaching and Learning
  - Priority 4: Program Offerings

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

**RESOLVED THAT** the Board of Governors approve the Bachelor of Applied Arts in Social Justice and Legal Studies Degree program as presented.

Ms. Papadeas abstained from the vote.

Ms. McCormack's presentation is attached as item #5.4 to the minutes.

## 6.0 NEW BUSINESS

### 6.1 Mid-Year Review 2015/16

At this time, the Chair called on Mr. Barsanti to present this item and Mr. Barsanti introduced Ms. Armstrong before beginning his presentation.

Mr. Barsanti presented a PowerPoint presentation and highlighted the following points:

He indicated that this item is now going to be known as “Mid-Year Review Report” as it now includes the following financial information:

1. Income Statement
2. Income Statement: For Six Months Ended September 30, 2015
3. “Non-Committed Cash” Projection 2015-16
4. Balance Sheet
5. Financial Sustainability Metrics
  - The MTCU 2015/16 Income Statement was approved by the Board on September 29, 2015 which provided for a deficit position of \$4,351,000.
  - Moving forward: terminology used will be “Income Statement” not “Cash Budget”.
  - Based on the mid-year review analysis, the College is projecting a deficit position of \$750,000 at March 31, 2016.
  - The original budget was predicted on a projection of 8,300 students. Actual post-secondary enrolment as of November 1, 2015 is 8,690 including Acumen.
  - Mr. Barsanti noted the following changes to the Revenue Budget:
    - Based on the revised budget presented to the Board on September 29, 2015, Administration forecasted \$500,000 in additional International Revenue. The College actually realized an increase in International revenue by \$1,589,000.
    - Additional unexpected revenue has resulted in an increase of \$389,000. Overall, the net gain is \$1,978,000.
  - Mr. Barsanti noted the following changes to the Expenditure Budget:
    - On September 29, 2015, College Administration committed to operational savings of \$2,565,000 and \$585,000 of staff savings.
    - Due to the additional staff strategies, savings have increased to \$800,000.
    - Operational savings have been reduced to \$606,000 due to the following factors:
      - To achieve the increase to International student revenue, additional costs of \$885,000 were incurred.
      - Increases to utility costs were \$200,000.
      - Administrator’s submissions have included increases of \$874,000. The Senior Group is closely reviewing these increases for validity.

- Overall the College forecast of savings of \$3,150,000 has been reduced to \$1,623,000.

One Board member asked if Administration could break down the revenue and expenditure numbers for the St. Clair College Centre for the Arts and bring the details back to the Board.

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

**RESOLVED THAT** the Board of Governors approve the 2015/16 Mid-Year Review Report as presented.

It was noted that in the future this report would go to the Finance & Audit Committee for review prior to coming to the Board with their recommendation.

Mr. Barsanti's presentation is attached as item #6.1 to the minutes.

## 6.2 Colleges Ontario Conference Report to the Board

The Chair 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 felt the guest speakers were excellent.
- Most of 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. Wickham noted that her favourite comment was from Sue Gardner about the future of the internet "personal data is like radioactive waste -- easy to generate, easy to store, incredibly difficult to get rid of".
- Ms. Renaud stated that she is thankful that she had the opportunity to attend this conference indicating that this was a very good experience for her. The one session that stood out to her was the student government.
- Mr. Allen stated that all the keynote speakers were excellent. He also stated that both he and Mr. Wilson attended the Chair/Vice-Chair session on the Sunday. Both Linda Franklin and Denise Amyot presented and he will try to get a copy of their presentations prior to the Retreat for the Board as he feels the information would be useful from the Ontario and National perspective from CiCan.

Ms. Wickham prepared a one page write-up of her experience and the Chair noted that a copy of this is in the Board portfolios. In addition, Mr. Rusich prepared a one page write-up of his experience but this was not handed out at the meeting. Both reports are attached as item #6.2 to the minutes.

## 7.0 POLICY/BY LAW REVIEW

### 7.1 By-Law Review

The Chair indicated that he would like to propose an amendment to by-law 24 but asked the Board if they had any revisions. Hearing none, he stated that he would like to include the following statement:

- A Board member who is present at a meeting of the Board of Governors is deemed to have consented to any resolution passed or action taken at the meeting, unless the Board member's dissent is entered into the minutes of the meeting.

As an explanation, if an item comes up, a Board member has to either be for or against a vote with no one being able to abstain from a vote. If there is a conflict of interest, the Board member should not be part of the discussion.

After some discussion, the Chair indicated that he would withdraw his addition and called for a motion to approve by-laws 24 & 25 as presented, it was,

**RESOLVED THAT** the Board of Governors approve the 1<sup>st</sup> reading of by-laws 24 & 25 as presented.

### 7.2 Finance & Audit Committee

At this time, a motion was proposed to allow the Finance & Audit Committee to start recruitment efforts for two external community members and to return to the Board with their recommendations pending the finalization of the amended policy 2003-4 & by-law 38, it was,

**RESOLVED THAT** the Board of Governors approve the Finance & Audit Committee to start recruitment efforts for two external community members and to return to the Board with their recommendations pending the finalization of the amended policy 2003-4 & by-law 38.