

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held on Tuesday, October 27, 2015 at 5:30 p.m., in Community Room #1104, Thames Campus,
Chatham, 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. Marcotte
Ms. P. Papadeas
Ms. M. Renaud
Ms. M. Rogers
Mr. R. Rusich
Mr. R. Seguin
Ms. M. Wickham

REGRETS:

Ms. M. Lucio
Mr. V. Marcotte
Mr. D. Moncur
Mr. D. Wilson, **Chair**

Also Present:

Mr. D. Barsanti, Vice President, Student Services & Administration
and Corporate Secretary
Mr. E.P. Chant, Editor, SAINT, Student Newspaper
Mr. T. Dunham, Associate Registrar/Campus Hearing Officer -
Chatham
Mr. J. Fairley, Vice President, College Communications and
Community Relations
Ms. S. Girard, Secretary, Board of Governors
Mr. W. Habash, Vice-President, Academic
Mr. M. Silvaggi, Associate Vice President Student Services and
Registrar

A quorum of the Board of Governors in attendance and 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. Allen, Chair-Elect chaired the meeting in the absence of the Chair, Mr. Wilson 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
of Governors adopt the October 27, 2015
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the September 29, 2015 Meeting Held in Windsor, Ontario**

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

RESOLVED THAT the
September 29, 2015 Full Board
Minutes 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. The following items were highlighted:

- SRC hosted the Mental Health and Wellness week from October 5 – 9, 2015, which included a unique theme for each day.
- The Sexually Transmitted Disease testing event was a success, 539 students were tested at South Campus, each student received a free t-shirt and goodie bag. The event was held in collaboration with the Regional Health Unit and the College Health Centre.
- The SRC proudly hosted a Windsor West candidate debate in the Griff's Cavern on October 8, 2015 with media convergence students acting as the panel. With that event we concluded the "We Matter, We Vote" campaign and there was also advance and regular polling in the Residence building this year. Voting turnout nationwide and locally was much higher than during previous elections.
- Trick or Eat campaign has concluded and was very successful.
- SRC will be launching the annual Food and Toy Drive to provide an enjoyable holiday for students and their families.

- Congratulations to Ms. France on a very impressive keynote speech at the Athena Luncheon, it was an honour for the SRC to have some of their Board members present.

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) The President highlighted several accomplishments of the College's athletic teams:
 - Women's Softball won the National Championship and this is the first time the College has won this championship and this will make our fifth National Championship in 48 years. They are:
 - Hockey
 - Women's Golf
 - Men's Cross Country
 - 2 in Men's Baseball
 - Men's Provincial Baseball
 - Undefeated season
 - 3rd Provincial Championship
- 2) 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.
- 3) Ace Acumen and St. Clair College have received their International Student Program (ISP) designation for the Toronto campus and there was a fall intake.
- 4) On Thursday, October 29, 2015, the College is hosting an employer day for Union Gas. This is taking place at both Windsor and Chatham and hopefully this will be one example, of many, in the future to collaborate and strengthen our relationship with industry. Media release attached as item # 4.0.
- 5) The CFO position was posted and closed last week, we are hoping to have someone in place for December. There were 38 applicants.
- 6) TSI completed a referendum recently for a fee to support a student centre expansion. The plan is to incorporate the new fee in next year's fee structure. It will be presented and signed off as part of fee protocol.

5.0 BUSINESS ARISING

5.1 Strategic Mandate Agreement Report Back October 31 formerly known as the Multi-Year Agreement (MYAA)

At this time, the Chair-Elect called on Mr. Barsanti. Mr. Barsanti introduced both Tyler Dunham, the new Associate Registrar and Campus Hearing Officer at the Thames Campus and Mr. Silvaggi, the Associate Vice President Student Services and Registrar at the Windsor Campus.

At this time, Mr. Barsanti turned the presentation over to Mr. Dunham as he had been tasked with doing the Strategic Mandate Agreement and did such a wonderful job that it was fitting for him to present to the Board. The following are highlights from the report:

- He noted that the data that is presented in grey cells was prepopulated by the Ministry. This data has previously been submitted to or generated by the Ministry through various reporting mechanisms.
- Data that appears in the white cells was collected from several departments, and each department head vetted the data.
- He reiterated that this report was formerly known as the Multi-Year Accountability Agreement (MYAA).
- Section 1: Jobs, Innovation & Economic Development is new to this reporting structure this year. This was a fairly large scope, so it was framed in two categories being regional economic development and the second being student, community and social development.
- Section 2 covers the teaching and learning aspects of the College and consists of five subsections:
 - Student Satisfaction – the College started an automated phone survey that reaches out to students to see where they have need for additional support.
 - Graduation Rates
 - Retention Rates
 - Work-Integrated Learning – currently the College does not have any co-ops that fit the Ministry’s definition. The College continues to have conversation with the Ministry about the importance of work-integrated learning and highlights the success of the College’s value-added learning approach.
 - E-Learning
- Section 3 speaks to Student Population and has three subsections:
 - Students with Disabilities, First Generation, Aboriginal, French-Language Students – he noted that in 2013-2014 there were 894 students (12%) and in 2014-2015 there are 1058 students (14.5%).
 - International Students – continued growth and the College is continuing to strengthen the supports for international student success.
 - Proportion of an institution’s enrolment that receive OSAP – he noted that the Ministry has helped students to access these funds by broadening the funding guidelines, which has increased the availability of funding the students.
- Section 4: Program Offerings
 - Includes the Program Advisory Committees and using their recommendations to help guide current and new programs.
 - Modified programs to incorporate the Ministry’s updated learning outcomes.
- Section 5: Student Mobility
 - The College continues to strengthen the commitment to mobility and create pathways for students.
 - The satisfaction with this effort is shown with 88.7% at St. Clair College vs. the provincial average of 79.6%.
- Section 6: Financial Sustainability
 - One note is the benchmarks correspond with the entries on the data page.

One Board member had a question regarding the automated phone survey. Mr. Silvaggi responded to this question indicating that the service used was Vocantas, they are an automated calling system that is used by multiple colleges in the province. The College provided five questions and they do use student's cell phone numbers as the main contact. It was noted that this is a means of providing instant feedback and this is an opportunity for follow-up. It is specific to student services, it is giving the College an opportunity to tie into a retention strategy. The response rate is more significant through this means than if a staff member were to call. He stated that it was cost effective and the contact rate is much great at 70%.

A Board member raised a question regarding the Graduation Rate as it was a decrease from last year. Ms. France indicated that this was a problem with the algorithms on our part that the numbers were not validated but that the College is in the process of fixing the problem and will report back to the Ministry. There is not much that can be done for 2014-2015 but moving forward submitted data to the Ministry will be validated.

The Chair-Elect asked for a motion to receive this report for information purposes, it was, therefore,

RESOLVED THAT the Board of Governors approve the report as presented for information purposes.

6.0 MONITORING REPORTS

6.1 International Development Update

The Chair-Elect called on Mr. Seguin to present this item.

At this time, Mr. Seguin indicated that he has an excellent team in the International Department and introduced two people from his team that he had brought with him this evening, one being Peter Bondy, Director, International Recruiting and Alex Wu, Manager, International Recruitment specializing in Eastern Asia.

He stated that the International Department had achieved record enrolment numbers for the Fall, 2015 Semester. A total of 1,508 international students are currently studying St. Clair College curriculum vs. 1,104 in 2014 (37% growth). There are students from 39 different countries and the top markets include: India (176), China (169), Panama (55), Nigeria (22), South Korea (12)

The four key areas include:

- 1) Post-Secondary and English as a Second Language – 509 students vs. 384 in Fall, 2014 (33% growth)
- 2) Overseas Licensing Agreements – 760 students vs. 498 in Fall, 2014 (53% growth)
- 3) St. Clair at ACE Acumen – Toronto, Ontario – 239 students vs. 222 in Fall, 2014 (8% growth)
- 4) New Projects, Potential Opportunities

Total International Revenue including all tuition, fees and services is currently trending to exceed \$9,000,000 this fiscal year.

The Chair-Elect asked for a motion to receive this report for information purposes, it was,

RESOLVED THAT the Board of
Governors approve the report as
presented for information purposes.

7.0 DATE OF THE NEXT MEETING

7.1 The next Full Board meeting will be held on November 24, 2015 in Windsor, ON.

At this time, Mr. Fairley reminded the Board of the upcoming Premier Awards. He also indicated that he had tickets for opening night and general admission of the Windsor International Film Festival if anyone was interested.

Ms. Corey wanted to congratulate St. Clair College on all of the positive media attention lately with all the wonderful events and fundraising. She also wanted to congratulate Mr. Fairley on his commitment to Hospice over the past 13 years.