

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held September 28, 2010 at 6:30 p.m., in Boardroom 342, Windsor, Ontario

PRESENT:

Mr. M. Caron
Ms. K. Curtis
Mr. T. Farron
Ms. L. Gall
Mr. C. Janisse
Ms. D. Livneh, **Chair**
Ms. M. Lucas
Ms. M. Marcotte
Ms. S. McLelland
Mr. D. Moncur
Ms. P. Papadeas
Mr. C. Parrott, **Chair-Elect**
Mr. R. Seguin
Dr. J. Strasser, **President**

REGRETS:

Mr. S. Bustin
Ms. S. McCourt
Ms. R. Parak

Also Present:

Mr. D. Barsanti, CFO
Mr. M. Benoit, Chair, School of Academic Studies, Thames Campus
Mr. E.P. Chant, Editor, SAINT, Student Newspaper
Mr. J. Fairley, Vice President, College and Community Relations
Ms. F. Foster, President, Local 137, Support Staff, Constituent Representative
Mr. J. Fox, President, SRC, Constituent Representative
Ms. P. France, Senior Vice President, College Operations
Ms. S. Garant, Acting Secretary, Board of Governors

Mr. Waseem Habash, Associate Vice President, College Operations
Ms. M. Laycock, Vice President, TSI, Observer
Mr. K. McLean, Local 138, Faculty Representative
Dr. 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'**.

Ms. Livneh chaired the meeting and Ms. Garant was the Recording Secretary.

The Chair welcomed and acknowledged the new members, R. Seguin, P. Papadeas, D. Moncur, M. Marcotte and C. Janisse.

Ms. Livneh asked that those present, introduce themselves and indicate their role in relation to the Board and/or St. Clair College.

Prior to the adoption of the agenda, Mr. Farron asked that there be an addition to the agenda, Item 9.0 Solar Energy.

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

The Chair called for a motion to adopt the agenda as amended and it was moved and carried. Ms. Livneh called for any declarations of conflict and hearing none, it was therefore,

RESOLVED THAT the Board
adopt the September 28, 2010
Full Board Agenda as amended.

2.0 **Approval of the Full Board Minutes of the June 22, 2010 Meeting Held in Windsor, Ontario**

The Chair at this time called for any changes or omissions to the above Minutes as distributed and two changes were noted; page one, change salutation to Mr. J. Martin and page seven correction of the name of the Auditing Firm, Price Waterhouse Coopers in the resolution.

It was therefore

RESOLVED THAT the Full Board Minutes of the June 22nd, 2010 meeting be adopted as amended.

3.0 **Welcome and Introduction of the New 2010 Board Members**

This item was dealt with at the top of the agenda.

4.0 **Constituent Reports**

Student

Mr. Fox addressed the Board at this time reporting that the “get green” and “scan your President” campaigns adopted by the students this fall were well received by students. With the new technology available, the students can now scan a bar code and get information on dates, events and promotional opportunities (e.g. Win an iPod contest). The program will be officially launched tomorrow. Mr. Fox further added that 150 contacts have already been made on the “scan the President” initiative.

The first SRC representative meeting, led by External V.P. and Board member, Matt Caron, will be held at 6:00 pm September 29, 2010 added the SRC President with the intent of the meeting to provide information to the new reps. Ms. France has agreed to attend this meeting to welcome the new reps and answer /respond to any questions students may have that relate to College administration.

Mr. Fox continued his report and stated that the SRC office has been given a new look with renovations and a splash of lime green paint to make the centre more inviting to students.

The “safe watch” program is back in place for the new academic year. Each year students from the Law & Security as well as Police Foundations programs volunteer to take part in this program to ensure student safety, especially after attending late night classes. They ensure a safe escort to their vehicles, should they so desire.

The over twenty student clubs at the College have an academic base (Accounting, Marketing for example). The clubs develop and implement fundraising activities for charitable causes or to deflect the costs attached to related program field trips or activities designed to enhance their college learning experience for students.

Students that decided to “opt in” responded favorably to the Health Insurance provided by the SRC this Fall, despite the rise in costs for the benefits (from \$61.89 last year to \$130.89 this year) which is still the lowest cost in the Province. These students would no longer be eligible for coverage under their parents’ health plans and were pleased to take advantage of this program to offset cost of medications for themselves and their dependents.

A campaign designed to get students involved in the upcoming municipal elections call “vote out loud” was effective in engaging students in the process.

A student advantage program has also been initiated, similar to that at the Thames campus, which provides, at no cost to students, the names of local merchants that offer to them discounts for meals and/or services provided.

At the end of his report Mr. Fox distributed water bottles to Board members and those present. These were part of the “Go Green” campaign and distributed to students during the orientation sessions.

A copy of his report is attached as Item 4.1 (a) to the minutes.

Upon the conclusion of this report Ms. Livneh congratulated Mr. Fox and the SRC for the hard work and enthusiasm they exhibit in welcoming new students to the College and engaging new and returning students alike to get involved in College life, making their experience at St. Clair College meaningful as well as fun.

Faculty

In his report, Mr. McLean noted that the Collective Agreements are going to press and should be ready for member distribution soon.

This concluded the faculty report.

Ms. Livneh thanked Mr. McLean on behalf of the Board for this update.

Support Staff

Ms. Foster apprised the Board that Support Staff voted in June to elect their new Executive members.

The voting resulted in the following outcomes:

President -	Ms. Foster
1 st Vice President-	Ms. Collins
2 nd Vice President -	Ms. Medler
Chief Steward -	Mr. Krolicki
Secretary-	Mr. Langill
Treasurer -	Ms. Peters
Trustees -	Ms. Tran, Ms. Black

Ms. Foster advised the Board of her name change from Lang to Foster, for their information.

The staff have undergone some difficult times recently, however, there are currently only five (5) full time staff left to be assigned “home positions” after the fallout from the bumping process.

Ms. Foster added that Ms. France was that contact until recently and the two parties had reached an amicable relationship in dealing with issues and thus reducing the number of grievances. On behalf of the Support Staff group, Ms. Foster wanted to thank Ms. France for her efforts in working with the staff and congratulated her on her new role as Senior Vice President, College Operations.

The Local President stated that with the recent re-organization at the College, the Administrative liaison for the Support group was now Mr. Fairley and that she looked forward to as equally respectful relationship working with Mr. Fairley on behalf of her members.

Before concluding her report Ms. Foster wanted the Board to be aware that a Union Grievance was pending to address a complaint against the College that includes harassment and violations of personal privacy and human rights. The formal grievance was to be filed within the next few days.

Ms. Livneh thanked Ms. Foster for her report.

SCC Retirees Association

In his absence, Mr. Martin provided a written report which was included in the Board folders that evening.

A copy of his report is attached to the Minutes as Item 4 (b).

5.0 **Board Education/Information Items**

5.1 Presidential Update

A copy of the President's report to the Board is attached to the Minutes as Item 5.1.

The President began his report to the Board with an update pertaining to the Pilot Quality Insurance Audit Program. Dr. Strasser indicated that the criteria I through III had been met. St. Clair, added Dr. Strasser, was one of the first colleges involved in the audit when initiated in fall 2006, along with Algonquin, George Brown, Seneca and Confederation Colleges.

An outline will be provided to the Board of the Self-Study portion of the audit process which will be prepared over the next 4-6 weeks and sent to the review panel late in October or early part of November.

Following the results of the Self-Study, the panel will arrive on site to complete the site audit with the process beginning in January/February, 2011 and finishing in June 2011.

The College has been consumed with a record enrolment, even though the first year numbers have declined somewhat. Administration budgeted for 8200 students so we should be able to stay on target which is a good sign, added the President.

The construction projects at both Windsor and Thames campuses are expected to be completed by their projected dates, in March 2011. The plan is to have the Thames Campus facility completed by December 2010 which will allow them to hold their first convocation next spring.

In discussions with representatives from La Cite College, Dr. Strasser noted that a potential partnership with them in the Journalism and Hospitality Programs with us could be realized in the near future. The appropriate parties from both colleges will explore those possibilities.

Upon conclusion of the President's report, Ms. Livneh asked if time at the Retreat in October could include a status report on the construction projects. The President and Senior Vice President Operations indicated that this was possible.

5.2 2010 Fall Enrolment/Registration Report

Ms. France spoke to this agenda item and expressed pride in the Registrar's Office Staff, Program Chairs and students for the success of the 2009/2010 start-up of classes along with the positive outcome in returning student enrolment.

Ms. France referred to the comparison report documenting the enrolment growth at St. Clair College compared to fall 2009 as of the ten day enrolment count.

Full time enrolment for 2010/11 was 8434 noted the Senior Vice President, College Operations which is an increase of 2% overall.

At Thames campus, further added Ms. France there was a slight decline in enrolment from 1304 (2009-10) to 1288 (2010/11), where a 2% decline in first semester enrolment is reported.

In her concluding remarks Ms. France explained to the Board that government funds earmarked for Second Career students has been dramatically reduced. Those students are completing their programs as the funding is being phased out.

In response to a question from a Board member, Ms. France stated that four hundred of these students have self identified and although the government no longer funds their education, the College is making a concerted effort to provide alternative funding sources such as payment plans, OSAP funding and private donors to keep the students enrolled and enable them to complete their studies.

Ms. France further added that retention efforts aimed at bringing students back after one year into the second year of their programs have been successful.

In response to another question pertaining to returning AA7 (Academic Achievement Level "7") students, Dr. Tumidajski responded that the Bachelor program is being phased out which accounts for the enrolment decrease at this entry level.

One question was posed to Mr. Benoit pertaining to the use of the Burgess Skills Centre in Chatham, to which Mr. Benoit responded there are a few apprentices completing their training however that facility has no future scheduled activity.

Ms. Livneh thanked Ms. France on behalf of the Board for this report.

Upon the conclusion of this report a motion was brought forward to accept this monitoring report on enrolment and it was therefore

RESOLVED THAT the Board of Governors approve the e 2010 Fall Enrollment/Registration monitoring report as distributed, for Information.

A copy of the September 2010 Enrolment report is attached as Item 5.2 to the Minutes.

6.0 **Approval Items**

6.1 Borrowing for expansion

Dr. Strasser addressed this agenda item and explained to the Board that with the completion of the three building projects growing nearer, the College must look to borrowing funds to ensure costs associated with the openings of the new Health Sciences facility and the HealthPlex and Trades and Technology buildings in Windsor and Chatham respectively are satisfied.

Funding beyond our current capabilities is a certainty noted the President and the road to acquiring the additional funding is a long one, at best and it would be prudent if those funds were in place and available when the time is at hand to procure the proper equipment/furnishings that these state of the art facilities will require.

The President stated that the request of the Board this evening was to give College Administration approval to proceed with procuring funds up to \$11M to this end.

As the Board was made aware in the preceding In-Camera meeting the College must apply to the Ontario Financing Authority and provide the supplementary documentation along with the request. It is being recommended that the Board approve the borrowing of these funds as outlined.

It was therefore,

RESOLVED THAT the Board of Governors of St. Clair College approve the borrowing of

a sum of up to \$11M dollars to address the above requirements.

The President thanked the Board for their consideration of this matter.

6.2 New Program – Power line Technician

The rationale and background for this program proposal was presented to the Board by Dr. Tumidajski. This two-year College Diploma program proposed for Thames Campus, explained Dr. Tumidajski will ensure there are skilled workers to replace the current aging workforce in the industry.

This technician program will provide graduates an excellent technical foundation to enter apprenticeship internship, once employed in the power industry leading to journey person certification.

With the expansion, upgrade and maintenance of the power grid, especially with the introduction of the newer power sources, such as wind turbines, photovoltaic farms, localized gas-fire generators, technicians schooled in these areas will be in high demand.

With existing programs in Chatham such as Robotics Technician, Electrical Techniques etc., the costs involved will be modest, suggested Dr. Tumidajski.

Letters of support from industry partners are included with the information tonight, added Dr. Tumidajski and with that the request came forward for approval.

One member questioned the Ministry funding and Dr. Tumidajski noted that the programs are often running prior to any Ministry funding being received.

At the end of the question and answer period, it was therefore

RESOLVED THAT the Board approve the Thames Campus offering of this two year College Diploma – Powerline Technician which will begin in September 2011.

6.3 New Program – Sustainable Energy Technician

Dr. Tumidajski continued to bring a second new program before the Board for their approval.

The Sustainable Energy Technician Program, noted Dr. Tumidajski, will fill a void in the Province in the new energy infrastructure. With growth continuing in the commercial development of clean energy technologies and the emphasis on Green Energy and Green Economy the province has made it a priority policy (Green Energy and Green Economy Act (2009)).

West of the Greater Toronto Area there is no direct training competitor, added Dr. Tumidajski. The synergies (knowledge expertise and learning infrastructure) with other programs in the Trades and Technology areas, currently offered at the College not only reduces start-up costs but is in line with the strategic goal of making St. Clair a “destination College”.

Graduates from our program will seek employment opportunities in energy and engineering consulting firms, heating, ventilation, air conditioning and refrigeration industries, etc.

Recent labor reports forecast a severe labor shortage over the next few years, especially in areas of installation and system design and integration.

The unique features of this proposed program added Dr. Tumidajski, is the incorporation of biomass energy which is in conjunction and lends itself to a partnership with the University of Guelph at the Ridgeway campus.

In response to a Board member’s question pertaining to PAC (program advisory) approval, Dr. Tumidajski and Mr. Benoit indicated that letters of support included in the package distributed to the members tonight were in fact the equivalent with those industry partners in time providing recommendations for instructors, curriculum, etc. The industry is extremely supportive of our proposed program, noted Mr. Benoit.

Normally Program Advisory Councils would be in place between the months of October and November, once a new program takes off, added Dr. Tumidajski.

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

RESOLVED THAT the Board approve the two year College Program, Sustainable Energy Technician, at Thames Campus beginning in September 2011.

6.4 New Program – Electrical Engineering Technician

Along with Dr. Tumidajski, Mr. Habash and Mr. Benoit were assisting in presenting this item to the Board.

In our locale, noted Dr. Tumidajski, there are not many “classic” training opportunities available which limit pathways for our Electrical Techniques grads. Our closest competitors are Fanshawe, Connestoga and Mohawk Colleges, in providing comparable training.

Technicians graduating from this proposed program will have the applied electrical theory and knowledge related to design, capable of trouble-shooting and modifying existing developmental or operational electrical machinery and electrical control equipment and circuitry in various industrial/commercial settings and/or laboratories.

This program will run in direct synergy with the proposed Powerline Technician Program presented tonight.

Based on the rationale and information provided to the members and after calling for and hearing no questions from the Board pertaining to this proposal, it was therefore

RESOLVED THAT the Board approve the two year College Diploma-Electrical Engineering Technician to begin in September 2011, at our Thames Campus.

6.5 New Program – College Diploma Electromechanical Engineering Technician (Robotics Technician)

This program announced Dr. Tumidajski will be marketed under the title Robotics Technician and is scheduled to start in September 2011.

The existing Mechatronics program offered at our Thames Campus has suffered a low demand due to its name confusion, lack of program focus and three year length whereas this Robotics Technician program should have a greater appeal to prospective students.

The graduates from this program will acquire skills to install, service, troubleshoot, maintain and repair robots and automated production systems along with related devices, tools and mechanical, hydraulic and pneumatic equipment.

Our nearest competitors are Algonquin in Ottawa and George Brown (on-line courses), in Toronto, which ultimately will not affect our enrolment. The program we offer at St. Clair will provide more hands-on training and more lab hours than hours of in classroom instruction.

The staffing required in the delivery of this program is currently available with limited training requirements to their skills sets.

When a member enquired about the assistance of PAC in marketing the program, the member was informed that rather than focusing on marketing the PAC's were traditionally more involved in deliberations pertaining to the program curriculum.

The Chair requested that with each future program proposal to the Board an accompanying summary (executive summary) be provided.

Administration indicated a brief summary along with the background rationale/information could also be provided to the Board.

Dr. Strasser further added that at the Board Retreat in October Ms. Hetherington will provide a marketing presentation to the Board.

Hearing no further questions/comments it was therefore

RESOLVED THAT the Board approve the new two year College diploma program - Electromechanical Engineering Technician (Robotics Technician) to begin at the Thames Campus in September, 2011.

6.6 2009/10 MYAA/2009/10 Annual Report/Consolidated Financial Statements due to the Ministry by September 30, 2010

Prior to Administration's seeking Board approval, a member expressed her appreciation and complimented College Administration, in particular Ms. France, for the volume and quality of information provided in this report to the Ministry. The information contained in this report, continued the Board member was extremely informative and clarified the mandate of the Ministry and its expectations of the colleges in garnering its stakeholders accessibility to a college education while providing the infrastructure necessary to ensure a high standard associated with quality programming and services.

One Board member asked if Administration could bring back information at the Board Fall Retreat which will allow the Board discussion/input into students transitioning from college to universities with any new developments in regard to this issue identified on Page "8" in the MYAA report.

Dr. Tumidajski added that according to MTCU the College can potentially offer nine (9) bachelor degree programs if they chose to do so.

The Board had no further comments or questions at this time and it was therefore

RESOLVED THAT the Board approves that Administration, in compliance with the MTCU Directives, forward the MYAA 2009/10, the 2009/10 Annual Report and Consolidated Financial Statements, ending March 31, 2010 as required by September 30, 2010, as described.

7.0 **Policy Review**

7.1 Policy 2003-6 – Cost of Governance – 2nd Reading

After a brief discussion, the Board decided and it was therefore

RESOLVED THAT the Board approves a change to the addendum of Policy 2003-6, "Guidelines for determining Professional Development Activities" in particular the bulleted item stating that 1st year board members are not eligible to attend ACCC on their first

year, be deleted and that the “Revised Date” is changed to September 2010 in the Board Policy Manual.

8.0 **Date of the Next Meeting**

After a brief discussion with the President, the Chair announced that the October 12, 2010 Committee of the Whole meeting would be cancelled and also made the members aware that with the upcoming Board Retreat slated for October 22/23, 2010 the Board would be notified should there be any changes to the scheduled October 26, 2010 Full Board meeting.

9.0 **Solar Energy**

The Board member directed the question to both Dr. Strasser and Mr. Benoit. His question related to the new Thames Campus Technology and Trades Building and whether it would be fitted with solar panels to provide required power as well as solar thermal and/or geo thermal energy sources for heating and cooling purposes.

Dr. Strasser assured the Board member that his concerns would be addressed and any updates pertaining to the inclusion of alternate energy sources in our building projects will be presented to the Board.

Prior to adjournment Mr. Fairley reminded the members of their invitations to attend the Alumni of Distinction Awards dinner taking place on Friday, October 1, 2010.