

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held April 29, 2014 at 7:05 p.m., in Boardroom 342, South Campus, Windsor, Ontario

PRESENT:

Mr. D. Allen
Mr. T. Farron
Mr. C. Janisse, **Chair-Elect**
Ms. L. Kempe
Ms. M. Lucio
Ms. M. Marcotte
Mr. V. Marcotte, **Chair**
Mr. D. Moncur
Ms. P. Papadeas
Mr. C. Parrott
Mr. D. Pavlovski
Mr. R. Rusich
Dr. J. Strasser, **President**
Mr. D. Wilson

REGRETS:

Ms. M. Corey
Mr. R. Seguin

Also Present:

Mr. D. Barsanti, Chief Financial Officer
Dr. K. Blanchette, Chair, School of Health Sciences
Mr. P. Bondy, Director, International Education &
Government Relations
Mr. E.P. Chant, Editor, SAINT, Student Newspaper
Mr. F. Curtis, Faculty Observer
Mr. J. Fairley, Vice President, College and Community
Relations
Ms. S. Girard, Secretary, Board of Governors
Ms. K. Isley, President, Student Representative Council
Dr. O. Klein, St. Clair College Retirees Association
Representative
Dr. P. Tumidajski, Vice President, Strategic Planning

A quorum of the Board of Governors in attendance and the 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 and Ms. Girard was the Recording Board 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 April 29, 2014
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the March 25, 2014 Meeting Held in Windsor, Ontario**

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

RESOLVED THAT the
March 25, 2014 Full Board
Minutes be approved as distributed.

3.0 **Constituent Reports**

SCC Retirees Association

Dr. Klein presented a report on behalf of the Retirees Association and noted that a copy of the Spring 2014 Retirees Newsletter is in the Board portfolios for their review. He noted the following items:

- The Retiree Association will hold their Annual General Meeting next Monday, May 5, 2014. At the June meeting the Board will receive a report on the key items that took place at the Annual General Meeting.
- Dr. Klein indicated that there would be a new person coming in to replace him as the Retiree observer and he thanked everyone for the hospitality extended to him over the past couple of years.

A copy of the Retirees Association report is attached as Item #3.0.

4.0 **Business Arising**

President's Report

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

- 1) The town of Leamington is looking at opening an Erie Shores campus across the street from the hospital and the first occupant will be Hospice of Windsor which will have a satellite campus that will be run by Carol Derbyshire and the Hospice of Windsor.
- 2) There was a reception held for the international students in Chez Talbot that was hosted by the Alumni Association.
- 3) There was a fashion show held last evening and kudos were given to Franco Angileri and Elaine Chatwood on the outstanding job done with our first year Fashion Design students.
- 4) Skills Ontario is being held next week in Kitchener-Waterloo and the College is planning on sending two buses to support the students.
- 5) On a historical note, if you search YouTube "the Guess Who at St. Clair College 1974", there is a video which features Wolfman Jack introducing Kim Mitchell and The Guess Who playing in concert at the "old" amphitheater on the St. Clair College grounds.

5.0 **Business Arising**

5.1 Ad-Hoc Committee Reports

1. The Presidential Recruitment Committee has met a couple of times and are in the process of preparing an RFP to proceed with the recruitment process.
2. The Presidential Evaluation Committee has no new information to report at this time.
3. The Board Self-Evaluation Committee is taking the existing evaluation, putting the questions into four categories and adding additional questions. The Committee is planning to meet in mid-May to go over the questions to bring a proposal to the Board at the next Board meeting.
4. The Governance Process Review Committee has no new information to report at this time.

5.2 KPI Results

Dr. Tumidajski reviewed the Key Performance Indicators (KPI) PowerPoint presentation that was attached to the Board agenda. At this time, the new KPI Student Satisfaction and Engagement Survey was handed out. This is attached to the minutes as item #5.2. In addition to the full-time post-secondary students, the apprenticeship students were also surveyed.

He noted the following items:

- MTCU has defined five KPI's to measure :
 - Graduate Satisfaction
 - Graduate Employment
 - Employer Satisfaction
 - Student Satisfaction
 - Graduation Rate
- The three items that are involved in funding are the graduate satisfaction, graduate employment and employer satisfaction. The two non-funding ones are student satisfaction and graduation rate.
- The historical trends have come out very favourable and we are higher on most.
- The number of surveys that were completed are:
 - Student Satisfaction – 5,158
 - Graduate Satisfaction – 1,109
 - Employer Satisfaction – 147

It was noted that since 2008 the Student Representative Council (SRC) has taken the lead on the surveys and it seems to have been invaluable to have the students involved. SRC was commended for their efforts.

Dr. Tumidajski took this opportunity to thank his team for running the surveys and the faculty and administration for providing the time to complete the surveys.

5.3 2014 ACCC Conference

The Chair updated the Board with the names of the Board members that had expressed interest in participating in this year's ACCC conference in Ottawa, ON and he noted that Ms. Girard was completing the arrangements.

6.0 **New Business**

6.1 English Language Paramedic Training Program – Board of Governors Certificate (International Project)

Ms. France called on Dr. Blanchette and Mr. Bondy to present this item to the Board and a chart for this program was handed out for the Board's review, attached to the minutes as item #6.1.

Some key points included:

- This is a customized 45 week training program for the Libyan government.

- The students entering this program will be pre-screened by the Libyan government and St. Clair College has been made to provide a specialized ESL and Paramedic program for 30 students.
- Module 1 will consist of the first 15 weeks will be English training and will enhance the language skills of the students especially in medical terminology related to the health sciences and paramedic industry.
- Module 2 will be divided into three sessions of 10 weeks each and this will be instruction in health sciences and paramedic procedures.
- Module 3 is the experience the students will gain in the industry and the Canadian culture, through field trips and “hands-on” experience related to the local and provincial health science industry.
- Students accepted into this program must have an English Proficiency IELTS, equivalency to an O.S.S.D.

Concerns were expressed over the naming of the certificate. After some discussion, the Board recommended the program be named the Libyan Paramedic Training Program.

Following the discussion, it was,

RESOLVED THAT the Board
Of Governors approve the
Libyan Paramedic Training Program
with the amendment to the name.

Secretarial note: Mr. Parrot exited the meeting at 7:45 p.m. and Mr. Farron exited the meeting at 7:50 p.m. (present for the discussion of the above items only)

6.2 Strategic Mandate Agreement (SMA) – Ministry Template

At this time Ms. France indicated that the content of this version of the SMA is basically the same as the prior versions with the exception of a few revisions made to pages 4, 5, 6 and 11. This version now has the Deputy Minister’s signature on it and the Ministry now is awaiting Dr. Strasser’s signature.

6.3 Governor Selection/Election Process

The Chair noted that at the next meeting, the Board will hold the Chair/Chair-Elect elections.

The Chair noted that four external interviews have been held in addition to the student representative interview. The interviews will be completed by

the end of May and the successful candidates will be invited to the next meeting.

The Chair congratulated Ryan Rusich as the newly elected successful support staff representative for the Board of Governors.

6.4 May/June Board meetings

After some discussion it was determined that, due to conflict with the ACCC conference in Ottawa this year, the Board would combine both the May and June meetings and the new meeting would be held on Tuesday, June 3, 2014.

7.0 **Policy/By Law Review**

7.1 By Law Review

After a brief discussion, the Chair called for a motion to approve and it was carried, therefore, it was,

RESOLVED THAT the Board of Governors approve the 2nd reading of By-Laws 16 & 17 as presented.

8.0 **Date of the Next Meeting**

The next Full Board meeting will be held on June 3, 2014 in Windsor.