

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held September 29, 2009 at 6:30 p.m., in the Board Room, Room #342
2000 Talbot Road, West, Windsor, Ontario

PRESENT:

Mr. M. Benoit
Ms. K. Curtis
Mr. T. Farron
Ms. L. Gall
Ms. B. Jones
Ms. D. Livneh, **Chair-Elect**
Ms. M. Lucas
Ms. S. McCourt
Ms. S. McLelland
Ms. K. Mingay
Ms. R. Parak
Mr. C. Parrott
Mr. R. Shaw, **Chair**
Dr. J. Strasser, **President**

ABSENT:

Mr. S. Bustin
Ms. L. DeBoer

Also Present:

Mr. D. Barsanti, Chief Financial Officer
Mr. E. P. Chant, Editor, SAINT, Student Newspaper
Ms. P. Corro-Battagello, Interim Board Secretary
Ms. P. France, Senior Vice President, College
Operations
Ms. Garant, Secretary, Board of Governors
Ms. J. Harris, Vice President, Corporate & Community
Services and Executive Director, St. Clair College
Foundation
Ms. F. Lang, OPSEU Support, Local 137, President
Mr. R. LaPlante, Chair, School of Health Sciences
Mr. K. McLain, Faculty Observer, OPSEU, Local 138

Mr. T. Tiegs, Professor, Part-Time Apprenticeship
Dr. P. Tumidajski, Vice President, Academic

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

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

A motion to adopt the agenda was moved and carried and with no declarations of conflict it was therefore

RESOLVED THAT the Board
adopt the September 29, 2009 Full Board
agenda as distributed.

2.0 **Approval of the Minutes of the Full Board Meeting Held on June 23, 2009, in Windsor**

RESOLVED THAT the Board
approve the Minutes of the June 23, 2009
Full Board Meeting.

3.0 **Welcome and Introductions of the New 2009/2010 Board Members**

The Chair welcomed Ms. Sherry McCourt to her first Full Board meeting as a member of the Board of Governors.

The Chair also introduced the successful candidate for the position of Board Secretary, Paula Corro-Battagello. Ms. Corro-Battagello comes to the position as a long time College employee and is looking forward to assuming her new role on October 19, 2009.

Mr. Shaw then announced the receipt of the official letter of resignation from member, Peter Choma who has accepted a transfer to his hometown of Burlington, Ontario with the Royal Bank of Canada. The Chair expressed that although the Board will miss him we wish him the best as he embarks on this new challenge.

Dr. Strasser added that he has given Peter's name forward to his colleagues at Mohawk College to be considered as a future Board candidate.

4.0 **Constituent Reports**

Faculty

Mr. Kent McLain, Chief Steward of Local 138 and a Faculty member from the Thames Campus presented his report at this time on behalf of the Local.

Mr. McLain reported that Thames had a great start up considering the increase in student numbers and indicated that all went smoothly with only the issue of parking spaces to be ironed out.

Speaking to the ongoing Faculty contract negotiations, Mr. McLain noted that the two parties are poised to come together in October to resume talks. Members are hopeful that an amicable agreement will be reached.

Support Staff

Ms. Lang explained that the past few months have been difficult for staff with the recent cutbacks. Administration continues to work with the Union to lessen that impact and provide alternative employment to affected staff, where possible. These efforts, reported Ms. Lang, are very much appreciated.

Ms. Lang reported to the Board that a 3 year contract had been ratified between Chartwells Management and staff who provide contractual food services to the College cafeteria and are a composite local of OPSEU 137. Ms. Lang further explained that one of the sticking points was having representation from OPSEU during contract deliberations, however, this concern was addressed to the workers' satisfaction and food service to students was not interrupted.

The head office of OPSEU is currently surveying members to provide a social mapping that will best serve the membership across the Province. This will be the first study of its kind to explore the union's demographics and provide the services that cater to the needs of such a diverse group.

As a follow-up to her earlier report pertaining to the OPSEU part-time workers organizing campaign, Ms. Lang informed the Board that voting across the Province takes place from October 5 through October 27th with the St. Clair College vote scheduled to take place on October 14, 2009.

There are three grievances outstanding to date, added Ms. Lang. The hope is that these be settled without the need for arbitration. With the departure of staff, through attrition, positions become available for those workers affected by the latest budget tightening efforts.

Positive relations between College Management and the Local Union have facilitated the resolution of various staff issues and fortunately there is no indication that this is about to change.

With the posting for the two currently vacant Chair positions, the staff are anticipating the individuals will soon be in place. Despite their absence, start up of classes went rather smoothly thanks to the additional effort of management and staff to have the least impact on students.

Ms. Lang continued to report that OPSEU members from this local were pleased to present a picture (caricature) of labour leader and community activist, Gary Parent, drawn by St. Clair staff member, Terrance Burke, at the recently held banquet in Mr. Parent's honour, at the Coboto Club, in Windsor. Mr. Parent was very pleased to accept this gift, explained Ms. Lang.

The Local is pleased and appreciative of the work being done by our Joint Health and Safety Committee here at the College, Ms. Lang noted.

In summary, Ms. Lang indicated that the union supports and looks forward to completion of the new Health Sciences Centre which will provide future job opportunities for her members.

Mr. Shaw, on behalf of the Board, expressed his thanks for the report.

5.0 **Information Item**

5.1 2009 Fall Enrollment Report

Ms. France distributed a copy of the 2009 Fall Enrollment Report to the Board at this time. In this report she explained to the members that the data is based on the number of students registered at the 10 day marker established by the Ministry after the official drop/add period. Also included is comparative data covering a three year period.

Ms. France referred to the 2008-2010 Strategic Directions document where the intended Full Time - Post Secondary target for 2009 was 4%. The total increase in College activity has reached 19% noted the Senior Vice President. This accomplishment, she added, is due to the tremendous effort on the part of all the groups at the College; students (including Alumni), Administration, Faculty and Support.

The new program offerings at the St. Clair Centre have resulted in a 51% increase in students there, continued Ms. France.

Other programs worth noting for their dramatic rise in enrollment are nursing, skilled trades and hairstyling.

Details are included in pages one through 12 of the report noted Ms. France. She cited the following highlights in the report:

- Page 1 of 12 – Under Community Studies, the Border Service Agent program has a 250 student enrollment.
- Page 6 of 12 – Nursing has gone up to 34 from 24.
 - Personal Support Worker has risen from 79 to 120.
- The Chef training program has increased enrollment from 79 to 120.
- Heating and Refrigeration from 74 to 110 and Landscaping from 64 to 79.

These numbers reflect a quick reaction to those interests expressed on the applications of perspective students. The ability to increase class sizes, where possible, facilitated the growth in program enrollment.

In Chatham there were increases as well added Ms. France with the Practical Nursing intake going from 90 to 140 and with a 2010 overall target of 1500 students, we have over 1400 students enrolled in 2009.

Students who did in fact drop out explained Ms. France were quickly replaced by those on waitlists.

Board members expressed how pleased they were with the positive results of the total staff effort.

One member questioned the low enrollment in the Journalism program which was attributed to the limited computer labs available. This situation will be not be repeated and the numbers should go back up to 80 from 42 next year, explained Ms. France.

Another member asked if Thames Campus was having space problems considering the growth in numbers to which Ms. France responded there were, however, some rooms off of the main hallway are being looked at for retrofitting. Computer labs are currently heavily booked.

The new buildings proposed at Thames will alleviate these problems, noted Dr. Strasser.

Dr. Strasser added that despite the parking situation he believes this is the best start up he has witnessed since coming to the College in 2000.

Ms. France directed the Board members to look at the OCAS (Ontario Colleges Application Service) summary which places St. Clair College as one of the highest in the Province. She also noted that a third column was added to the report which indicates the number of second

career students enrolled at each college and our numbers are the largest at 1,000.

A copy of Ms. France's enrollment report and the OCAS Fall 2009 enrollment summary for Ontario colleges is attached as Item 5.1 to the Minutes.

5.2 2008/9 MYAA/2008/9 Annual Report/Consolidated Financial Statements

Ms. France spoke to this item to briefly remind the Board that these reports were actually approved at the June 23, 2009 meeting and were submitted to the Ministry by July 31, 2009 as required.

To date, the Ministry has not questioned the College on any of the information submitted. The reports back to the Ministry are designed to hold the colleges accountable and of particular interest the last few years has been the outreaching of colleges to the aboriginal, first generation and disabled communities.

On Page 3 of the report, noted Ms. France, this was the first year bursaries have been awarded to aboriginal students and this has brought many positive comments back from that community about the College.

Mr. Benoit was the lead at Thames Campus, added Ms. France, for this initiative.

There was a modest increase in disability student enrollment. Although we did achieve our target we had hoped to see a higher number.

The College has appointed Ms. Cynthia Crump, Manager, Student Services, as the lead of the First Generation initiative whose role is to facilitate College access and remove the barriers to post secondary education that have historically been stumbling blocks for this under-represented group.

The number of mature students has increased, according to Ms. France. It should be noted that the Ministry statistics for native students come out of the Student Engagement Surveys. Many students do not complete these surveys which are strictly voluntary.

Our student body is comprised of approximately 55% of mature students, added Ms. France. This has remained relatively consistent over the past decade.

The College continues in its efforts, in the form of "Student Access Guarantees" under the Financial Aid Program, to reach out to students

experiencing financial shortfalls when it comes to tuition costs and textbooks to assist them. Although the College does not advertise such, there are emergency loans and payment plans available to students as well.

One member asked if sports scholarships are available to students to which Dr. Strasser responded that some assistance, to a maximum of \$500 per semester is available to some students. This money is provided by a variety of sources including a local booster clubs in the community.

Ms. France pointed to Page 12 of 71 attached to the agenda which speaks to the spending of \$1.3M on Academic upgrades to classrooms/labs, software, hardware, and lab equipment which certainly helps to increase the KPI ratings (from 76.5%-76.9%). Academic capital expenditures are planned to continue in 2009/10 in order to enhance/increase academic space.

As noted on page 1 of 71, the MYAAs have been extended into 2009/10 in order for the government and its postsecondary partners (colleges & universities) to transition into a re-aligned accountability framework that reflects the future directions for the system in 2010 and beyond. The Ministry's expectation in this transition year is that the institutions maintain their commitments for access, quality and accountability as outlined in the original agreement.

Ms. France informed the Board that Colleges Ontario is offering a workshop to provide improvement strategies in reporting MYAAs by July 31, 2010.

Mr. Shaw acknowledged that these reports contain valuable information and are worthy of a careful reading.

Ms. France further added that the MYAA does not indicate all of the initiatives the College undertakes since it only provides the information that is requested by the Ministry.

One member was pleased with the timing of this report and commented that it was helpful in bringing members up to speed with pertinent information to begin the new academic year.

Our newest member indicated that she was "wowed" by the information.

6.0 **Approval Items**

6.1 New Ontario College Diploma Program – Wind Turbine Technician

Dr. Tumidajski spoke to this item and introduced to the members, faculty member, Tim Tiegs, who was on hand to lend his expertise to the discussion and answer questions relating to the two new program offerings in Wind Turbine technology.

Windsor/Essex and Chatham/Kent are the largest growing local markets for renewable wind energy sources in the world, noted the Vice President, Academic. This fast growing industry currently lacks the trained service personnel needed, since only certified technicians are permitted to service wind turbines.

The two year Diploma program is designed to attract individuals who lack the basic theory and training of those entering the one year Certificate program. They will take the first year to acquire the skills necessary, added Dr. Tumidajski. St. Clair College has received the approval of the BZEE international training Centre, located in Germany, to offer the required certification as a part of the proposed technician program.

This program is designed to provide students with the knowledge and skills necessary to be employed as a wind turbine technician. Upon graduation, students will have the ability to work in the installation, maintenance, commissioning, trouble-shooting or repair of wind turbines. The Academic Vice President further noted that those farmers who currently have wind turbines in operation would like to have choices in who will maintain those turbines post warranty period. Mr. Tiegs concurred with this observation.

When a Board member asked the average age of the students taking this program, Dr. Tumidajski noted that the job isn't necessarily for second career or mature applicants since the physical demands of climbing towers tend to shorten the "shelf life" of the employees, therefore targeting younger individuals.

When asked by a Board member whether new faculty will be hired specifically to teach these two programs, the Vice President responded no and added that existing faculty with electrical and mechanical backgrounds have been updated in some areas and are more than qualified to teach the four non-core BZEE courses in the program.

Upon concluding the discussion and question period a motion was brought forward to approve the program offering of a new Ontario College Diploma – Wind Turbine Technician.

And it was therefore

RESOLVED THAT the Board of Governors

approves the offering of the new Ontario College Diploma-Wind Turbine for September 2010 as proposed.

Various Board members spoke in support and expressed their pleasure with the College's initiative in offering this program which is in line with the Strategic Directions toward diversification.

6.2 New College Certificate Program – Wind Turbine Technician

Dr. Tumidajski along with Mr. Tiegs presented this new program initiative to the Board for approval.

The goal is for this College to become the new centre of expertise with the development of alternate energy sources.

Dr. Tumidajski referred to an article published recently which stated that there are currently 200 wind turbines in operation on the North shoreline of Lake Erie. Wind Turbine Technicians, like those graduating from the new programs presented to you tonight, will be hired to install and maintain this equipment, he added.

The one year accelerated program will be available to those who currently have skills of Industrial Electrician, Industrial Maintenance Mechanics, etc. and after an eight to nine month program will have updated their skills to become Wind Turbine Technicians.

The program has the accreditation from the BZEE regulatory body which can only be touted by three or four other colleges in the rest of Canada and two others in Ontario, announced the Academic Vice President.

With strong ties to BZEE our instructors are properly trained and we have a large pool of electricians in the region from which to draw upon and bring into our programs.

Graduates will have certification from the College and BZEE upon program completion. Mr. Tiegs advised the Board that the individuals from Germany involved in the certification visited St. Clair College and met with Dr. Strasser, Ms. France and Dr. Tumidajski earlier this year. They emphasized the portability of this certification.

When a Board member questioned why the program wasn't slated to begin until next fall, Dr. Tumidajski reminded everyone that before the College can advertise for students, each program must garner Board approval as well as Ministry approval. Further, he added the College

wanted the program/industry standards to be recognized by BZEE which took time to develop under their auspices.

The approvals must be in place before companies can be approached to perhaps donate equipment and such, added Dr. Tumidajski. Part of the educational component in the program will consist of erecting a wind turbine.

One operating wind turbine has many mechanical components that will require composite repairs further added the Vice President; Academic.

A motion to approve the new program offering was brought forward and it was therefore

RESOLVED THAT the Board of Governors approve the College offering of the one year Ontario College Certificate Program – Wind Turbine Technician which will commence in the fall of 2010.

6.3 Notification to MTCU of College Program Suspensions

Law Clerk

Dr. Tumidajski reminded the Board that earlier in the year they had approved the program offering of the Legal Assistant Program in 2010. With that he noted comes the second part of that proposal which was the fading out of the existing Law Clerk program which we are bringing forth tonight.

With the Board's approval tonight the College will notify the Ministry of this program suspension as is required.

A motion to suspend the offering of the Law Clerk program was moved and seconded and it was therefore

RESOLVED THAT the Board of Governors approve the suspension of the College Law Clerk program and no applications for this program will be received for September 2010.

International Business

Dr. Tumidajski spoke to the proposal to the Board to suspend the offering of the two-year Business-International Business program in the fall 2010.

The request before the Board is to suspend the current program as proposed by the Program Advisory Committee and replace it with a three year Business-International Diploma program which has undergone a major program modification resulting in its reclassification to an advanced diploma and include a new MTCU code number and APS number.

When asked by a member whether the College would offer a degree program in International Business, the Academic Vice President responded that we are giving that consideration along with a degree program in Accounting.

Dr. Tumidajski also reminded the Board members that there is a post-graduate one year certificate program that is still available through continuing education in International Business available to our former graduates.

A motion was brought forward and it was therefore

RESOLVED THAT the Board of Governors approves that the College suspend receiving applications for the International Business program for the fall of 2010 and replace the existing two-year program with an Advanced College Diploma Program (3-year) in International Business and that the Ministry be advised of this change.

Medical Laboratory Science - Concurrent

Dr. Tumidajski introduced the next program for Board consideration to be suspended, the Medical Laboratory Science-Concurrent Program.

This program is extremely costly to run, he explained to the Board. The original agreement with the University of Windsor was to offer this concurrent program with them which would afford the students the ability to attend the University on a part-time basis to attain a Bachelor of Science degree and at the same time come to the College and receive a Medical Laboratory Science Advanced Diploma.

The demands/applications to this program are low and the costs to run it are extremely high which is why we are asking Board approval to suspend 2010 applications to this program. This request does not require Ministry notification, he added.

Mr. Roger LaPlante, Chair, Health Science echoed Dr. Tumidajski's comments and also noted that besides losing in tuition and funding the

College has incurred the full costs of accreditation, licensing, and coordinator fees required for the program. The College obtains \$8800. In Ministry funding for one Medical Laboratory Science student and has received \$6600. over three years' time, for nine students in the concurrent program. Each of these nine students cost the College \$3300 with an additional \$4500 additional costs for each student during their placement, which the College has the onus of securing.

Mr. LaPlante informed the Board that the College loses approximately \$36,000 per year for each University graduate.

When acquiring hospital placements, the College must constantly consider the University students whose terms ends in May whereas our students start their placements later in the year, typically in late August.

Historically, continued Mr. LaPlante, the College has twelve to fourteen students in three sections due to "Class 2" biohazards.

The University often provides the number of students coming here late into the planning/scheduling process and the College is forced to incur the additional costs of adding an extra section to the program if necessary. Although the College supports the ideology of a concurrent program added Mr. LaPlante, the costs are prohibitive.

Dr. Tumidajski also added that our current Medical Laboratory Science Program could be considered for a possible Bachelor of Technology program since our diploma has almost exactly the same curriculum as that of the University. This would be a nice addition and fit into the new Health Sciences building, he added.

When a member had a concern that this may possibly impact on our relationship building with the University of Windsor, Dr. Strasser indicated that he would have no problem speaking with Dr. Wildemann at the University and that he was confident that the University President would understand that, after trying this for twelve years, it no longer feasible for us to continue.

Dr. Tumidajski, in answer to Board member concerns, reaffirmed the fact that the College can no longer offer this program as is. When the agreement was originally signed the numbers were significantly higher.

Another member in supporting the program suspension added that should the Medical Laboratory Degree program be added to our profile, it would definitely be a win/win situation for students.

One member added, in support of this program suspension, that she believes the Board should agree to do what is in the best interest of St. Clair College.

In response to a member's question of whether the College has fulfilled its commitment to any students in the concurrent program, Dr. Tumidajski indicated that we will advise the University that the College will honour our obligation to current students.

Mr. Shaw wanted to ensure that the communications to the University of Windsor are put into context when sharing the latest information.

A motion to suspend the Medical Laboratory Science-Concurrent program was brought forward and carried and it was therefore

RESOLVED THAT the Board of Governors approve the suspension of the Medical Laboratory Science – Concurrent program and not accept applications for fall 2010 and inform those involved at the University of Windsor of this decision.

6.4 2009/10 Board Annual Work Plan

The Chair called for a motion to adopt the attached document as distributed after calling for any questions or changes and the motion was moved and carried and therefore

RESOLVED THAT the Board of Governors adopt the 2009/10 Board Annual Work Plan as attached.

A copy of the 2009/10 Board Annual Work Plan is attached to the Minutes as Item 6.4.

7.0 **Business Arising**

7.1 KIP (Knowledge Information Programs)

Applied Health Sciences Centre

Dr. Strasser spoke to this item and informed the Board that the architectural firm, Architecttura Inc. was awarded the contract, during the summer, to build the Centre for Applied Health Sciences. This building will be located just past the former child care centre, facing Cabana Road, added the President. Repositioning of displaced parking space will result in approximately 700 parking spaces added facing in an East/West direction, behind the

residence. An additional access road on the far side of the new Residence entering onto Geraedts Drive between the Residence and the CCIP building will be included in this project.

There is currently one obstacle to overcome and that is to satisfy a new law that requires an archaeological survey to be completed before any digging of more than 12 inches can be started.

The one stipulation in receiving our grant was that the monies should be spent by March 31, 2011.

Trades & Technology Building – Chatham

Architettura Inc. was hired, during the same architect selection process, to accomplish this build. The same completion date of March 31, 2011 is slated for this project. The location has yet to be decided. In discussion with Mr. Benoit, Dr. Tumidajski and Ms. France the consensus is we should locate the building on the potential Healthplex site. The Healthplex has now been better positioned between the Thames arena and the baseball diamonds.

Some facilities inside the main building may be retrofitted to accommodate larger class sizes.

7.2 CAF Projects

Healthplex – Chatham

Jorden and Cook Architects was the successful bidder in securing the construction of the Healthplex in Chatham. The area behind the arena to your left, facing the road running through the campus, is the proposed site of this structure. The area currently is occupied by two soccer fields. The Municipality has been made aware of the our need for the land and they will be required to replace the fields somewhere in the Municipality. Additional parking will be located at the rear of the building.

The Municipality of Chatham/Kent continues to support the College's Healthplex initiative, the President reminded the Board. In addition, Dr. Strasser announced that time constraints will pose problems in that monies must be spent by March 31, 2010 in order to qualify for funding.

A motion was brought forward and carried and it was therefore

RESOLVED THAT the Board of Governors

according to the existing Board By Law, No. 31.4, authorize Dr. John Strasser, President and Ms. Patti France, Senior Vice President, College Operations, to execute the Letter of Offer and all related documents for project CAF 000-000098, the Healthplex-Thames.

Newsplex-Windsor

Receiving the funding for this component of the proposals was a pleasant surprise noted the President. This is seen as a means of expanding the downtown core with the reconstruction and equipment totaling \$4.5M (construction) and \$0.5M (equipment). Again the monies are required to be spent as of March 31, 2010. The government does not dictate the location of the building.

The College is in negotiations with the City regarding the details of one potential site location. The decision is expected by the end of October.

There have been no RFP's for the architect of this project as yet, added Dr. Strasser. The possibilities of combining the Newsplex concept in a Centre for Media Studies, is being considered.

The President further explained that a motion from the Board of Governors is required for the two proposals being funded with Federal funds.

A motion was brought forward and carried and it was therefore

RESOLVED THAT the Board of Governors under the existing Board By Law, No. 31.4 authorize Dr. John Strasser, President and Ms. Patti France, Senior Vice President, College Operations, to execute the Letter of Offer and all related documents for project CAF 000-000652, the Newsplex –Windsor.

Dr. Strasser urged the Board members to advocate on behalf of the two proposals in securing whatever equipment/supplies, etc. that could be used for either building.

8.0 Policy Review

- 8.1 (a) Policy 2003-26 Board-Staff Relationship –President's Job Description, 2nd Reading

The attached Policy was deferred from the June 23, 2009 Board meeting and a motion came forward for approval and it was therefore

RESOLVED THAT the Board of Governors approves Policy #2003-26 as written.

(b) Policy 2003-27 – Board Staff Relationship, Monitoring the President’s Performance – 1st Reading

This item was deferred to the October 27, 2009 Full Board meeting pending the results/recommendations arising from the Presidential Evaluation Sub-Committee.

9.0 **Date of the Next Meeting**

The next Full Board Meeting is scheduled to be held on October 27, 2009.