

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held November 30, 2010 at 6:45 p.m., in Boardroom 200F Thames Campus, Chatham, Ontario

PRESENT:

Ms. K. Curtis
Ms. L. Gall
Mr. C. Janisse
Ms. D. Livneh, **Chair**
Ms. M. Marcotte
Ms. S. McCourt
Mr. D. Moncur
Ms. R. Parak
Mr. C. Parrott, **Chair-Elect**
Dr. J. Strasser, **President**

REGRETS:

Mr. M. Caron
Mr. T. Farron
Ms. M. Lucas
Ms. P. Papadeas
Mr. R. Seguin

Also Present:

Ms. S. Armstrong, Director, Financial Services
Mr. D. Barsanti, Chief Financial Officer
Mr. E.P. Chant, Editor, SAINT, Student Newspaper
Ms. P. Corro-Battagello, Secretary, Board of Governors
Ms. J. Dale, Representative, St. Clair College Retirees Association
Mr. J. Fairley, Vice President, College & Community Relations
Mr. J. Fox, President, SRC, Constituent Representative
Ms. P. France, Senior Vice President, College Operations
Ms. E. Kitchen, Internal Vice President, SRC
Ms. L. McCormack, Chair, School of Media, Art & Design
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. Corro-Battagello was the Recording Secretary.

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

The Chair added Item 4.5.1, College Employer Council to the agenda. Items 5.5, Purchase of Property at Cabana Road Entrance, and Item 6.1, By Law Review were deferred. Ms. Livneh then 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 November 30, 2010
Full Board Agenda as amended.

2.0 **Approval of the Full Board Minutes of the September 28, 2010 Meeting Held in Windsor, Ontario**

The Chair at this time called for any changes or omissions to the above Minutes as distributed and hearing none, it was therefore,

RESOLVED THAT the Full
Board Minutes of the September
28, 2010 meeting be adopted
as distributed.

3.0 **Constituent Reports**

Student

Mr. Fox addressed the Board at this time reporting that the SRC raised over \$2200 for the "Movember" prostate cancer research fundraiser/awareness campaign for which SRC members grew mustaches. For the "Do the Math Challenge" members of the SRC dined exclusively on a typical week's offering from a community food bank to support the hunger awareness campaign and call upon the provincial government to increase social assistance by \$100 per month. Mr. Fox further added that this year Wal-Mart has joined the SRC as a corporate sponsor for the Toy and Food Drive to help students in need. Thanks to the generous amount of canned and non-perishable food items donated during the "Trick or Eat Can Drive" the SRC is able to maintain its two food banks.

As a result of the October 20, 2010 forum with the Windsor Mayoral candidates, a meeting with Mayor Eddie Francis is scheduled for December 16, 2010 at 6:30 p.m.

A scholarship program has been created by the College Student Alliance (CSA). The CSA will award a yearly \$1,000 scholarship to each of its member-schools.

With the addition of five new directors, the SRC Board of Directors now has 14 members.

A copy of the Student Representative Council report is attached as Item 3.1 (a) to the minutes.

SCC Retirees Association

Ms. Jo An Dale presented a report on behalf of the Retirees Association. She stated that OCRA continues to pursue discussions with the College Employer Council, the CAAT Pension Plan, OPSEU representatives, and OCASA representatives, to communicate on behalf of the retirees. Mr. Martin will continue on the OCRA Board for another year.

A display of the Western Ontario Institute of Technology (WOIT) era was provided for the October WOIT Reunion.

To date 67% of the targeted \$30,000 has been raised for the two HealthPlexes. Additional fund-raising events are being planned.

Following Ms. Dale's presentation Mr. Fairley thanked the Retirees Association for their help and contributions in making the WOIT Reunion a success.

A copy of the Retirees Association report is attached as Item 3.1 (b).

4.0 **Business Arising**

4.1 President's Report

The President began his report to the Board with indicating that the Capital Projects are doing well and should be completed on time.

The endangered grass species is still an issue in delaying the potential development of a parking lot on the South Campus. A teleconference with the Ministry of Natural Resources is scheduled in hopes of resolving the issue.

Dr. Strasser plans to connect with Mr. John Wilks, an alumnus of St. Clair College, who has extensive theatre experience. He currently resides in

Fort Pierce, Florida. Dr. Strasser would like to explore synergies with the Chrysler Theatre.

In conclusion of the President's report, Dr. Strasser congratulated Mr. John Fairley on being awarded the Outstanding Fundraising Volunteer Award from the Association of Fundraising Professionals.

4.2 Foundation Report

Ms. Livneh explained that the last approved Foundation Board minutes were attached to the agenda for Board information. During the May 2011 Board meeting the Foundation will be discussed further.

Ms. Parak recently became the new Board of Governors representative on the Foundation Board, replacing Mr. Curtis.

Mr. Fairley noted that the Foundation Board typically meets four times a year and that the next meeting is scheduled for December 13, 2010. He further added that Ms. Christy Gatto has replaced Ms. Judith Harris as the Executive Director and Ms. Linda Monic has replaced Mr. Brian Bartman as the President of the Foundation.

Ms. Curtis asked that the Board members be advised of the date for the Wine Gala and encouraged Board members to attend the Gala.

Dr. Strasser informed the Board that a 2007-2010 Foundation Summary will be made available to Board members.

The 2007-2010 Foundation Summary is attached to the minutes as Item 4.2.

4.3 Blackboard Sub-Committee Report

Ms. Livneh updated the Board members on the new developments of the Blackboard Sub-Committee. She highlighted the following points:

- The committee is looking for an existing Board banner for the opening page.
- Documents will now have a version date on the right of the page in the header, marked as 'V - YYYY/MM/DD'
- Prior documents will be archived.
- Updates will be made on a weekly basis.
- They are working on creation of a notice board for College announcements relating to the Board of Governors.

The Blackboard Sub-Committee report is attached to the minutes as Item 4.3.

4.4 Board Annual Work Plan

The Chair noted that the Financial (Business Plan) Submitted to MTCU should be moved to the January column. Having noted that correction, it was,

RESOLVED THAT the Board of
Governors approve the 2010/2011
Work Plan as amended.

4.5 Colleges Ontario Conference

Ms. Livneh noted that 80% of Board members attended the Conference. She then asked that the Board members who were at the conference offer their thoughts.

Mr. Parrott began by stating that he found the perceived connection between colleges and universities interesting. It was said at the conference that in the future the employment market will require six college graduates for every one university graduate.

Mr. Moncur agreed with Mr. Parrot stating that the chasm between universities and colleges cannot be closed easily.

Ms. McCourt found the conference informative and recommends that Board members attend in the future.

Mr. Janisse commented on the lack of transferability of credits between colleges and universities. He noted that the concept of a mentor for new Board members is an excellent idea. He ended by saying that the highlight of the conference was the performance from the St. Clair College performing Arts students.

Ms. Gall discussed the relationship between high schools and colleges. The session she attended offered some strategies for how high schools and colleges should work together. She took part in an interesting survey on how people think which might be interesting for our Board members to complete.

Mr. Fairley thanked everyone for making the gala such a special night for the Alumni of Distinction members and their guests.

The session that Ms. Curtis attended discussed how colleges market themselves to high schools and the differences between high school and mature students. She noted the importance of reaching students and their parents at a young age. Ms. Curtis echoed the idea that colleges and universities should be able to come together and have collaborative programs.

Ms. Marcotte began by stating that she appreciated attending the St. Clair College orientation prior to the orientation at the conference. She added that the emphasis on the obligations and duties of a Board member was an important and helpful component.

Ms. Parak also felt that the importance of the collaboration between colleges and universities needs special attention, adding that in the end it is supposed to be about the students.

In general, all the Board members who attended the conference were very pleased and found it beneficial.

4.5.1 College Employer Council

The Chair attended the Colleges Employer Council meeting. The Colleges Employer Council is the bargaining agent for the 24 Ontario colleges in negotiating collective agreements with unionized staff. The council provides assistance and advice in the areas of human resources, collective agreements and benefit policies.

During the meeting mentioned above, which took place at Queens Park, individuals were given the opportunity to meet and converse with different MPPs about the role of colleges in the economy.

A chart showing the tuition comparison across Canada between colleges and universities is attached to the minutes as Item 4.5.1.

4.6 Strategic Directions

The Strategic Directions were attached to the Agenda and discussed during the In Camera meeting, as well as at the October 2010 Retreat. During that Retreat, an update was provided to the Board on College activities in the five Strategic Directions which emerged from the previous Retreat in January 2010. Those five Strategic Directions are:

- The Advancement of Academic Excellence
- The Growth of Enrolment
- The Completion of Capital Projects
- The Enhancement of College Communications

- The Development of Human Resources

The President explained that the two main areas of concentration in the next two years should be the completion of the Capital Projects to improve the quality of the learning experience, and the development of new programs.

Following the President's report it was,

RESOLVED THAT the Board of Governors approve the Strategic Directions as presented.

5.0 **New Business**

5.1 Audit Committee for the 2010-2011 Year

Ms. Livneh explained that one of the Board members who sat on the Audit Committee has resigned. Mr. David Moncur is suggested as his replacement. With all Board members in agreement it was,

RESOLVED THAT Mr. Moncur join The Audit Committee for the 2010-2011 year.

5.2 Monitoring Reports

Prior to Mr. Barsanti commencing his presentation, Dr. Strasser noted that the College is in the best position in terms of finance at mid-year review in any year since he has been at the College. Due to the state of the economy and the uncertainty surrounding the election period it will be important to start a new fiscal year with more than \$1,000,000 in reserves.

Mr. Barsanti highlighted the following pages from the Agenda during his presentation to the Board:

- Page 27 shows the Operating Revenues for the six months ended September 30, 2010.
- Page 28 shows the Total College operating expenditures for the six months ended September 30, 2010.
- Page 37 shows the MYR Revenue Budget and page 38 shows the MYR Expense Budget – 2010/11

Mr. Parrott asked if there are any restrictions on the surplus, to which Mr. Barsanti answered in the negative, unless the Board

designates any. There are still such risks as deferred maintenance, part-time unionization, operating utility costs for the new buildings, the green tax and enrolment levels Mr. Barsanti added.

Mr. Moncur asked for clarification on the 3.1M in surplus, since when you deduct that from the 3.4 M, it leaves a deficit of \$300,000, given the fact that the grant is a onetime thing. To this Dr. Strasser replied that the colleges typically receive grants near the end of each fiscal year. On only one occasion since 2000 has the College gone into reserves.

Mr. Janisse questioned why on page 26 there were such large differences in the actual totals compared to last year, to which Mr. Barsanti replied that it is simply a matter of timing regarding the arrival of funds from different funding pots.

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

RESOLVED THAT the Board
approve the Financial Statements
and Mid Year Review for information.

The presentation is attached to the minutes as Item 5.2.

5.3 New Program – Media Convergence

Ms. McCormack explained that today, a journalist must be capable of working in all the different types of media such as television, radio or print. To be converged is to be able to work in print, web, or broadcast platforms. The proposed program would be unique to St. Clair College due to the fully equipped state of the art multi-platform converged Newsplex.

The prerequisite for the program is a diploma or degree from an accredited college or university in a related field or demonstrated competence through related work.

There was one concern regarding lecture time versus lab time which was easily resolved by clarifying that they would be equal. A Board member also asked why the program would be successful at St. Clair College when it was not successful at other colleges. Dr. Tumidajski responded that Conestoga and Sault did not have the needed facilities. He added that the only two viable programs are Algonquin and Sheridan, so St. Clair can offer the program for the Western area.

Hearing no other comments or questions, a motion to approve the new program offering was brought forward and it was therefore

RESOLVED THAT the Board
approve the Media Convergence
Ontario College Graduate Certificate.

5.4 Update on Previously Approved Programs

Dr. Tumidajski explained that in September there were four programs that went before the Board following a Pre-PAC meeting. These programs were approved at that time, however following a formal PAC meeting in October minor changes have been made. These changes included such things as the sequencing of the classes. The changes had no financial impact.

Dr. Tumidajski further explained that there now is a new process in place where a formal PAC meeting will take place prior to the program being recommended to the Board.

A Board member asked who sits on the PAC committees to which Ms. France replied that the voting members are all external constituents.

5.5 Purchase of Property at Cabana Road Entrance

This item was deferred.

5.6 Naming of the Western Ontario Institute of Technology Bridge

The President announced that the College has had its second WOIT reunion after five years to honour the connection between WOIT and St. Clair College. The concept of naming the walkway that connects the Ford Centre with the main building as the “Western Ontario Institute of Technology Bridge” was discussed. Having a plaque listing the names of the 862 WOIT graduates inside the FCEM building was also recommended.

With all Board members in agreement it was therefore,

RESOLVED THAT the Board approves
The naming of the Western Ontario
Institute of Technology Bridge

6.0 **Policy/By Law Review**

6.1 By Law Review

This item was deferred.

7.0 **Date of the Next Meeting**

The next Full Board meeting will be held on January 25, 2011 in Windsor.

Prior to adjournment Ms. Livneh reminded Board members of the Holiday Social on December 16, 2010. She also reminded the new Board members as well as the new administrators of their performances during that social.