

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held May 24, 2011 at 7:00 p.m., in Rooms 111 & 112 of the MediaPlex, Windsor, Ontario

PRESENT:

Ms. K. Curtis
Mr. T. Farron
Ms. D. Livneh, **Chair**
Ms. M. Lucas
Ms. M. Marcotte
Mr. D. Moncur
Ms. P. Papadeas
Ms. R. Parak
Mr. C. Parrott, **Chair-Elect**
Mr. R. Rusich
Mr. R. Seguin
Dr. J. Strasser, **President**
Ms. B. Whiteford

REGRETS:

Ms. L. Gall
Mr. C. Janisse
Ms. S. McCourt

Also Present:

Mr. D. Barsanti, Chief Financial Officer
Mr. M. Caron, President, Student Representative Council
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 and Community Relations
Ms. P. France, Senior Vice President, College Operations
Ms. C. Gatto, Executive Director, St. Clair College Foundation
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 stated that item 6.0 may be deferred due to time. A motion to adopt the agenda as modified was moved and carried.

Ms. Livneh called for any declarations of conflict, to which none came forward. It was therefore,

RESOLVED THAT the Board
adopt the May 24, 2011
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the April 26, 2011 Meeting Held in Chatham, Ontario**

The Chair at this time called for any changes or omissions to the above Minutes to which none came forward. It was therefore,

RESOLVED THAT the Full
Board Minutes of the April
24, 2011 meeting be adopted
as distributed.

3.0 **Constituent Reports**

Prior to the commencement of the constituent reports Ms. Livneh introduced Ms. Whiteford who introduced herself to the Board and Constituents.

SCC Retirees Association

Ms. Jo An Dale presented a report on behalf of the Retirees Association. She noted the following items:

- 13 retirees participated in the first “Birds and Breakfast” event on May 17, 2011.
- The retirees are looking forward to the staff appreciation brunch on June 24, 2011. They offered their thanks for the invitation.

Ms. Dale concluded by thanking everyone for the support they offer to the Retirees Association.

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

SRC

Mr. Caron began with a short video. Following the video he noted the two following items:

- Approximately 200 students attended the vote mob to encourage students to vote in the elections.
- The CSA May Changeover Conference was well attended, thus the new student leaders should be well informed.

4.0 **Business Arising**

4.1 President's Report

The President reported that the College is proceeding with the Board Secretary position and the Director of Applied Research and Development position.

He stated that June is a busy month with seven convocation ceremonies, two special events, the staff appreciation brunch and the Negev Dinner.

Dr. Strasser noted that Board member Ted Farron will be honoured by the Chamber of Commerce to receive the Lifetime Achievement Award at Essex Golf and Country Club on June 24th. A table will be purchased for Board members. The Board congratulated Mr. Farron on this prestigious award.

Ms. Lucas thanked those who attended the Athena Award Ceremony and Ms. Curtis thanked all those who supported her at the Local Dancing with the Stars. It was noted that there is a lot of talent on the Board.

4.2 Succession Planning

Listed in the President's Report are Ms. Patti France and Dr. Peter Tumidajski as the 2 people delegated the authority of the President in his absence.

5.0 **New Business**

5.1 Risk Management

Ms. France provided a PowerPoint presentation on Risk Management to the Board. This was first presented to the Board two years ago and at this time Ms. France highlighted any changes since that time. They included:

- Creation of a Retention Committee
- Community feedback such as placements and PAC
- Threat assessment
- Senior Vice President regularly meets with both student governments
- Purchasing Policy was recently revised
- Safe Watch services are available on all campuses
- There is an onsite security supervisor
- Security cameras have been installed

Ms. France cited that St. Clair College did extremely well on the Work Well Audit last year, passing on the first try.

Mr. Parrott inquired about the Capital Plans under Deferred Maintenance. Mr. France explained that the Capital Plans are submitted to the sector heads, then the Senior Operating Group, including the CFO reviews them. It was clarified that the \$40M is not just deferred maintenance, but includes every submission that the College receives. Ms. France also explained that if the deferred maintenance is a stage three it will be included in the budget as to not impact the students.

In response to a question from Ms. Marcotte it was clarified that the appeal process is an internal complaint process which includes informal and formal processes.

In response to a comment from Mr. Farron it was noted that the College has a zero tolerance policy for bullying.

Ms. Papadeas expressed how impressive and well laid out the tool is. Ms. Lucas further commented that it would be impressive to present at conferences.

A copy of the Risk Management PowerPoint presentation is attached to the minutes as item 5.1.

In response to a question from Ms. Livneh regarding whether or not the College is in compliance with the Risk Management Plan, it was noted that the College is fully compliant.

5.2 Report from the Foundation Report to the Board of Governors

Ms. Christy Gatto provided a PowerPoint presentation regarding the Foundation. Items included:

- The names of the Board of Directors
- The organizational Structure
- A list of resources
- Types of Scholarships
- A Foundation Endowment chart
- A 2010 Investment Portfolio
- A list of significant gifts in the last year
- Information regarding the Food and Wine Gala and the Annual Golf Tournament
- HealthPlex Contributions

Ms. Gatto noted that the scholarship dollars awarded has tripled over the last ten years. She also stated that the Golf Tournament this year will be on June 6, 2011.

A copy of the Foundation PowerPoint presentation is attached as item 5.2.

Mr. Fairley added that there are not many people to do much fundraising and Board members are encouraged to advertise for the College.

5.3 Appointment of a member to the Foundation Board

It was explained that a Board member sits on the Foundation Board each year and attends their 4-5 meetings. Mr. Moncur volunteered to replace Ms. Parak in this position for the upcoming year. With all Board members in accordance it was therefore,

RESOLVED THAT the Board of Governors approve David Moncur to be on the Foundation Board for the 2011-2012 year.

5.4 2011 Convocation Motion to Confer Diplomas, Certificates and Degrees

It was noted that the motion is for both the June and October 2011 sessions. As such, it was therefore,

RESOLVED THAT the Board of Governors approve the conferring of Diplomas, Certificates and Degrees at the 44th Annual Convocation Ceremonies.

5.5 Continuous Improvement Committee

This Committee was formed in September to deal with any issues pertaining to the Board Self Evaluation Survey results. Mr. Parrott spoke to a two page report consisting of nine recommendations from the Committee. The recommendations are as listed:

1. Board members will be able to attend a PAC meeting of their choice as a non-voting silent observer only.
2. All new programs should contain the names of the PAC members and identify what organization they belong to and their title.
3. Every two months the CFO will prepare a brief summary of the 5 major current financial issues (expenses or revenue).
4. The Audit Committee will report to the Board after each of its meetings at the very next Full Board meeting.
5. Board packages will arrive 6 days prior to the Board meeting. Having the package two weekends prior to the Board meeting is not necessary.
6. The President's report will include an oral report on risk issues.
7. The Risk Assessment Report will be annually reviewed and included in the Board's Annual Work Plan during the month of April.
8. Mentoring of new board members needs to be formalized.
9. The President's Evaluation form and criteria needs to be reviewed to ensure that the assessment is fair and reasonable for the President and the Board Members who are tasked with completing the evaluation.

Feedback from the recommendations revolved around the Carver Model versus so many sub-committees and the fact that this may create more work for the administration. Also discussed was the feeling that some Board members would like more financial reports added to the agendas and for them to be simplified so that they will be easier for people without a financial background to understand. It was suggested by many Board members that these issues should be discussed at the Committee of the Whole Meetings scheduled every second Tuesday of the month rather than by a subcommittee.

After much discussion it was agreed that at this time the recommendations would be accepted for information and that they would be further discussed at a Committee of the Whole Meeting in September.

A copy of the Continuous Improvement Committee Report is attached to the agenda as item 5.5.

6.0 **Policy/By Law Review**

The Chair deferred these items to the next Board meeting.

7.0 **Date of the Next Meeting**

The next Full Board meeting will be held on June 28, 2011 in Windsor.

Prior to the meeting being adjourned, it was noted that an invitation would be extended to the new Board members to attend the June meeting.

It was decided to move the June 28, 2011 meeting from the SCCA to the South Campus due to the possibility that fireworks may occur that day should it rain on June 27th.