

# ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## MINUTES

### of the

## FULL BOARD MEETING of the BOARD OF GOVERNORS

Held November 26, 2013 at 6:30 p.m., in Community Room #1104, HealthPlex, Thames Campus,  
Chatham, Ontario

### PRESENT:

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

### REGRETS:

Mr. D. Moncur  
Mr. D. Pavlovski  
Mr. R. Seguin

### Also Present:

Ms. S. Armstrong, Director, Financial Services  
Mr. D. Barsanti, Chief Financial Officer  
Mr. M. Benoit, Chair, School of Academic Studies –  
Chatham/Kent  
Mr. E.P. Chant, Editor, SAINT, Student Newspaper  
Ms. P. France, Senior Vice President, College Operations  
Ms. S. Girard, Secretary, Board of Governors

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. Marcotte chaired the meeting and Ms. Girard was the Recording 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 November 26, 2013  
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the September 24, 2013 Meeting Held in Windsor, Ontario**

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

**RESOLVED THAT** the Full Board  
Minutes of the September 24, 2013  
meeting be approved as distributed.

3.0 **Constituent Reports**

No reports were provided.

4.0 **Business Arising**

4.1 President's Report

Dr. Strasser stated that there is nothing definitive to report at this time. He noted that St. Clair College is working with Leamington Mayor John Patterson to see what St. Clair College can do to assist with the assessment and training of Heinz employees.

4.2 Strategic Directions

At this time, Dr. Strasser handed out a package to the Board entitled Strategic Directions 2014-2015 Executive Summary indicating that this is an overall summary. Dr. Strasser's recommendation is that the Board stay on course with the five previous year's strategic directions for 2014-2015. This package is attached as item #4.2 (a).

The document that was sent subsequent to the Board package to the Board entitled Strategic Directions April 1, 2014 to March 31, 2015 is attached as item #4.2 (b).

At this time, the Chair called a motion to approve the Strategic Directions for the period April 1, 2014 to March 31, 2015 as presented, it was therefore,

**RESOLVED THAT** the Board of Governors approve the Strategic Directions for the period April 1, 2014 to March 31, 2015 as presented.

## 5.0 **New Business**

### 5.1 Audit Committee for 2013-2014 Year

Ms. France informed the Board that currently Charles Janisse and David Moncur were the Board of Governors representatives on the Audit Committee last year and noted they have agreed to participate for the 2013-2014 year if that is the wish of the Board. Rookaya Parak has now retired from the Board so there is a need to replace her at this time. After some discussion, Dan Wilson stated that he would agree to participate on the Audit Committee. At this time, a motion was called to endorse the above individuals, it was therefore,

**RESOLVED THAT** the Board of Governors approve Charles Janisse, David Moncur and Dan Wilson as Audit Committee members for 2013 – 2014.

### 5.2 Monitoring Reports

Mr. Barsanti presented a PowerPoint presentation indicating that he would be discussing three different items:

1. Summary of Financial Health Indicators Year Ending March 31, 2013.
  - VP's of Finance for all Colleges and MTCU decided on six indicators and agreed on the objective, explanation, benchmark and rationale of each.
  - Move away from "Deficit Recovery Plans" toward "Monitoring Financial Health".
  - Useful tool for Colleges and Ministry to measure financial health in the same way.
  - Use year-end Audited Financial Statements (CFIS format) to calculate percentages.
  - Fiscal year ending: March 31, 2013
  - Mr. Barsanti noted that St. Clair is in the medium grouping and has no flags.
  - Mr. Barsanti also noted that this is only a tool and captures a point in time.

2. Financial Statements for Six Months ended September 30, 2013:  
Revenue
  - Mr. Barsanti noted the following:
    - Revenue - we are ahead of target except for ancillary activities that align with the academic cycle.
    - Expenditures are on target except for expenditures incurred at certain points in the year (academic cycle).
  
3. Mid-Year Review 2013/14
  - The 2013/14 budget approved on March 26, 2013 provided for a surplus position of \$41,000 and a reserve of \$1,000,000 at March 31, 2014.
  - Based on the mid-year review analysis, the College is expecting a surplus of \$4,761,000 and a reserve of \$1,000,000 as of March 31, 2014.
  - Mr. Barsanti noted the following changes to the Revenue Budget:
    - MTCU Operating Grants had increased by \$3,907,000.
    - Ontario Grants had increased by \$1,237,000.
    - Tuition decreased by \$100,000.
    - Other Revenue increased by \$4,339,000.
    - Ancillary Revenue increased by \$601,000.
  - Mr. Barsanti noted the following changes to the Expenditure Budget:
    - Salaries & Benefits increased by \$1,798,000.
    - Non-Salary Expenditures increased by \$3,009,000.
    - Ancillary costs increased by \$457,000.

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

**RESOLVED THAT** the Board of Governors approve the Summary of Financial Health Indicators for information.

**RESOLVED THAT** the Board of Governors approve the Financial Statements and Mid-Year Review as presented.

Mr. Barsanti's presentation is attached to the Minutes as Item #5.2.

### 5.3 Baking and Pastry Arts Management Ontario College Diploma

At this time, Ms. France provided the Board with background information on the Baking and Pastry Arts Management Ontario College Diploma program and how it meets the needs of the Thames Campus strategic program framework as outlined. Ms. France also noted that on Appendix D Part 1 under Contribution,

the negative net present value includes the 35% overhead contribution to honour the request from the Board and to be consistent with all program approval requests to the Board.

Ms. France now introduced Mark Benoit to give a more detailed presentation on the program to the Board. Mr. Benoit highlighted the following:

- The proposed program is designed to help start students in a career as a baker or pastry chef. Entrepreneurial skills are taught throughout the program including student operation of a small retail facility.
- The program supports the following College strategic goals:
  - Programming for the local hospitality industry was a key element.
  - Increases the enrolment of the Thames Campus.
  - Compliments the Capitol Theatre presence in the Chatham downtown area and is a key element in the economic redevelopment of the Chatham city core.
- The Ad-Hoc Program Advisory Committee (Pre-PAC) endorsed this program with very positive feedback and indicated that they felt there was no problem in reaching the goal of 24 students.
- This program will be delivered over three semesters as a fast track program.
- The building will not only be for this program but for other programs.
- There is a possibility of having a bakery at the front of the building to sell the students baked goods and for them to gain experience running a business.
- There is potential for continuing education courses to be taught at this location on weekends and evenings.

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

**RESOLVED THAT** the Board of Governors approve the Baking and Pastry Arts Management Ontario College Diploma program as presented.

## 6.0 **Information Items**

### 6.1 Program Advisory Committees

At this time, Ms. France presented this to the Board indicating that the membership list is attached to the agenda and an Executive Summary was distributed for additional information. Ms. France also noted that the individual Annual Summary Report and the meeting schedule for all Program Advisory Committee meetings will be posted on Blackboard for the Board's convenience. A copy of the Executive Summary is attached as item #6.1 to the minutes.

Having concluded a question and answer period, a motion was called to receive this report for information purposes, it was therefore,

**RESOLVED THAT** the Board of Governors receive this report for information purposes.

7.0 **Policy/By-Law Review**

7.1 By-Law Review

After some discussion, it was determined that no changes would be made at this time to either by-law 13 or 14 and this item would come back at the next meeting for 2<sup>nd</sup> reading.

8.0 **Date of the Next Meeting**

The next Full Board meeting will be held on January 28, 2014 in Windsor.