

# ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## MINUTES

### of the

## FULL BOARD MEETING of the BOARD OF GOVERNORS

Held November 18, 2014 at 7:15 p.m., in the Board Room #342 at South Campus, Windsor, Ontario

### PRESENT:

Mr. D. Allen  
Ms. M. Corey  
Ms. L. Kempe  
Ms. M. Lucio  
Ms. M. Marcotte  
Mr. V. Marcotte, **Chair**  
Ms. P. Papadeas  
Ms. M. Rogers  
Mr. R. Rusich  
Dr. J. Strasser, **President**  
Mr. C. Topliffe  
Ms. M. Wickham

### REGRETS:

Mr. T. Berthiaume  
Mr. C. Janisse  
Mr. D. Moncur  
Mr. R. Seguin  
Mr. D. Wilson, **Chair-Elect**

### 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  
Mr. W. Habash, Associate Vice President, Academic  
Operations  
Dr. P. Tumidajski, Vice President, Strategic Planning  
Ms. B. Whiteford, Observer

A quorum of the Board of Governors in attendance and Notice of 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 18, 2014  
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the September 30, 2014 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 30, 2014  
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 currently the College was looking into three conceptual proposals:

1. Sports Park which may include a roller hockey facility, soccer field, beach volleyball and tennis courts.
2. Bandshell
3. Campus Centre for students to be located between the Health Sciences building and the SportsPlex. This could be a 2017 legacy project with a fountain where students can collect and discuss ideas. The Alumni of Distinction would be asked to fund this project.

On December 15, the College is having three architects' present designs, concepts and proposal prices. All projects will come to the Board for approval prior to the commencement of any work.

## 5.0 BUSINESS ARISING

### 5.1 Ad-Hoc Committee Reports

1. Presidential Recruitment Committee – Vince Marcotte stated that they are on time, the committee is moving forward and progressing well.
2. Presidential Evaluation Committee – Mila Lucio stated that the committee is continuing to meet and are making progress. They are working on a template based on the best practices as identified in the President’s Toolkit and as soon as they have a template they are comfortable with they will present it to the Board.
3. Governance Process Review Committee – Lori Kempe asked if the second reading could come back to the next meeting as the changes had not yet been made.

### 5.2 Multi-Year Accountability Agreement (MYAA)

At this time, Ms. France stated that since the Board Retreat there was a new component (Productivity Innovation Fund – PIF) added to the MYAA. She noted that the College had applied and participated in numerous projects under the initiative. She explained that under the heading Project Number where it indicates STCL, St. Clair College was the lead institution and the only institution that participated. The dollar amount under Cost Savings/Cost Avoidance was the amount that was requested and allocated. In the other projects, the College participated with other institutions and the leading institution would be noted under the Project Number. There was also an update provided under the heading Ongoing Activity.

This was submitted as part of the October 31, 2014 deadline but is being brought to the Board for information.

### 5.3 Strategic Directions

At this time, a motion to approve the Strategic Directions for the period April 1, 2015 to March 31, 2016 as amended after a discussion In-Camera with amendments, it was,

**RESOLVED THAT** the Board of Governors approve the Strategic Directions for the period April 1, 2015 to March 31, 2016 as amended.

Dr. Strasser stated that the amendments would be forwarded to Ms. Rogers, Ms. Marcotte and Ms. Papadeas to ensure their suggestions were captured in the amendments.

**Amendments are as follows:**

**2. ENROLMENT GROWTH AND STUDENT SUCCESS (ATTRACTION, ATTRITION AND RETENTION) sub-section in Goal entitled **Continue marketing effort to make St. Clair College a “destination of choice” for domestic students.****

1. Review feasibility of creating sites in Essex and Kent Counties to maximize opportunities for post-secondary College education by minimizing or eliminating obstacles created by the distance from main campus sites in Windsor and Chatham.
2. Conduct assessment of the post-secondary needs of Inuit communities in northern Canada.

**3. FINANCIAL HEALTH (NEEDS AND SUSTAINABILITY) sub-section in Goal entitled, **Analysis of Capital Requirements****

***Previous wording (Objective)***

Build additional residence capacity for Windsor and Chatham for September 1, 2016.

***Proposed amendment (Objective)***

Pursue the feasibility of increasing residence capacity for Windsor and Chatham for September 1, 2016.

In section 4 under the heading Goal it should read “To expand, influence and “present” not “preserve” St. Clair College beyond Campus borders.

These amendments will be made and brought back to the Board for information at the next Board meeting.

6.0 NEW BUSINESS

6.1 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, 2014.
  - 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, 2014
  - 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.
  - This report is provided for information purposes only.
  
2. Financial Statements for Six Months ended September 30, 2014:  
Revenue
  - Mr. Barsanti noted the following:
    - Revenue - we are ahead of target.
    - Expenditures are on target except for expenditures incurred at certain points in the year (academic cycle).
  
3. Mid-Year Review 2014/15
  - The 2014/15 budget approved on March 25, 2014 provided for a surplus position of \$231,000 and a reserve of \$1,000,000 at March 31, 2015.
  - Based on the mid-year review analysis, the College is expecting a surplus of \$746,000 and a reserve of \$1,000,000 as of March 31, 2015.
  - Mr. Barsanti noted the following changes to the Revenue Budget:
    - MTCU Operating Grants had increased by \$3,686,000.
    - Ontario Grants had decreased by \$15,000.
    - Tuition increased by \$735,000.
    - Other Revenue increased by \$63,000.
    - Ancillary Revenue increased by \$482,000.
  - Mr. Barsanti noted the following changes to the Expenditure Budget:
    - Salaries & Benefits increased by \$1,300,000.
    - Non-Salary Expenditures increased by \$3,989,000.
    - Ancillary costs increased by \$447,000.

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 #6.1.

## 6.2 New Program – Social Service Worker Diploma Program

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

- The proposed program will enhance the program offerings at the Chatham campus in the area of human services, adding to the cluster of programs of Child and Youth Worker, Developmental Service Worker, Early Childhood Education and the latest addition of Social Service Worker-Gerontology.
- St. Clair College is the only college in the CAAT system that currently does not offer a Social Service Worker – General program. This proposed program will allow students to complete a post-secondary offering in their own catchment area.
- The program supports the following College strategic goals:
  - This program will incorporate the human service aspect into the health and well-being of individuals. This supports, priority #1 of the Strategic Mandate Agreement (SMA).
  - Expanding the community involvement and educational offerings at the Chatham campus.
  - Promotes enrolment growth.
- This will be offered as a two year diploma program in Chatham starting in September 2015.

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

**RESOLVED THAT** the Board of Governors approve the Social Service Worker Diploma program as presented.

## 7.0 POLICY/BY-LAW REVIEW

### 7.1 By-Law Review

Based on a previous discussion By-Law 19 will be amended and brought back to the next meeting.

After a brief discussion regarding By-Law 18, the Chair called for a motion to approve and it was carried, it was,

**RESOLVED THAT** the Board of  
Governors approve the 2<sup>nd</sup>  
reading of By-Law 18  
as presented.

## 8.0 **Date of the Next Meeting**

The next Full Board meeting will be held on January 27, 2015 in Windsor.

At this time, the Chair reminded the Board that there is a copy of the Board Performance Evaluation in their portfolios explaining that it would probably be best to complete it after each Board meeting while things are fresh in your mind.

Dr. Strasser wanted to make the Board aware that there may be a few announcements in the next few days regarding Entrepreneurship and the Fundraising Campaign.