

**ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**MINUTES**

**of the**

**349<sup>th</sup> FULL BOARD MEETING OF THE BOARD OF GOVERNORS**

**HELD ON JANUARY 28, 2003**

In the Board Room, #342, South Campus, 2000 Talbot Rd. West, Windsor, Ontario, at 6:30 p.m.

**PRESENT:**

Ms. K. Bevan  
Mr. J. Belanger  
Mr. L. Browning  
Mr. B. Cutler  
Mr. R. Marentette  
Ms. L. McGeachy **Schultz, Chair**  
Mr. R. McMaster, via proxy  
Ms. C. Pare  
Ms. K. Pitre  
Mr. R. Pollock, via proxy  
Ms. P. Williams  
Mr. M. Vourakes  
Dr. J. Strasser, **President**

**Also Present:**

Ms. P. Abbott, Support Staff Observer  
Mr. G. Docherty, Vice President, Academic  
Ms. P. France, C.I.O. and Corporate Secretary  
Ms. S. Garant, Board Secretary  
Ms. L. Logan, Vice President Finance & Corporate Services  
Mr. P. Hallahan, Observer, Faculty Retirees Association  
Ms. J. Harris, Executive Director, Student Support Systems  
Mr. L. Iversen, Faculty Observer  
Ms. P. McFarlane, Principal, Thames Campus  
Mr. F. Sorrell, Executive Director, St. Clair College  
Foundation  
Mr. D. White, FCEM Project Co-ordinator

**ABSENT:**

Ms. M. Bearfoot-Jones  
Mr. R. Feldmann, **Vice-Chair**  
Ms. D. Livneh

A quorum of the Board of Governors being present, and the notice of meeting and agenda having been duly sent to all Board Members, the meeting was declared to be regularly constituted. A copy of the Notice of Meeting/Agenda is attached as Appendix 'A'.

Ms. Lynn McGeachy Schultz chaired the meeting and Ms. Garant was the Recording Officer.

The Chair announced that a Chair's Address would be added to the agenda, as item 5.0

1.0 **ADOPTION OF AGENDA AND DECLARATION OF CONFLICT OF INTEREST**

There were no declarations of conflict of interest.

**RESOLVED THAT** the agenda  
be approved as amended.

2.0 **INFORMATION ITEMS**

There were no reports from the constituent groups presented at this time.

3.0 **POLICY DEVELOPMENT**

3.1 **Board Recruitment**

The 'Draft' Recruitment Policy was brought forward for second reading and approval.

**RESOLVED THAT** the Board Recruitment Policy be approved as circulated on this 28<sup>th</sup> day of January 2003.

3.2 Code of Conduct

The 'Draft' Code of Conduct Policy was presented for second reading and approval.

**RESOLVED THAT** the revised 'Draft' Code of Conduct Policy be approved as circulated on this 28<sup>th</sup> day of January, 2003.

4.0 **MONITORING REPORTS**

4.1 F.C.E.M. Update

The Chair read the questions from a Board member into the minutes and Mr. Docherty and Mr. White led the discussion, in answer to those questions.

#1. – Equipment Procurement

**What is the status of the evaluation of purchasing a laser machine as a part of our world-class facility?**

The College, through Dan White and Mark Benoit, are presently investigating the use of laser machinery as part of our various course offerings. On December 11, 2002, a meeting was held with Deborah Livneh, Dan White, Mark Benoit and Barb Sedlacek to further explore the use of laser equipment in our programs. We will continue to explore the applied use of this equipment, and possible partnerships with laser equipment users

and

suppliers, (we are at this date scheduling a meeting with Windsor Laser), to explore donations of equipment and the best fit for curriculum inclusion.

Training in this area would enhance the marketability of any of our manufacturing engineering graduates. This will attract more students and instructors to the College. A laser machine and its requirements are more affordable to the College now, with the costs declining and also with additional funding available to offset the cost. The College's FCEM facility is the ideal setting for housing such equipment.

Mr. White added that discussions around the use of laser equipment, especially in an instructional setting, raise several safety concerns. In discussions with partners from General Motors, the experts there felt that concerns for user safety with this equipment could not be stressed enough. These safety concerns are currently being investigated, according to Mr. White, with Ms. Livneh and Windsor Laser.

One Board member questioned the availability of space when responding to industry needs for training in specialized areas. It was asserted that the College must weigh industry demands with the cost of providing the equipment and facilities within existing budget constraints. The member felt that the broad picture must be taken into account during these considerations of machinery space allocation. Mr. Dan White added that the applied research area would be that part of the facility set aside for such areas of specialization, such as the laser equipment scenario.

The Chair questioned whether it would be feasible to keep the Board updated with the progress of the project. Mr. White indicated that a six-month update would be a realistic time frame for presenting to the Board an update in this regard..

## #2 - Industrial Management Programs

### **Is Lean Manufacturing included as an element of a Manufacturing program for diploma or certificate?**

Lean Manufacturing is a topic covered in several courses in the Applied Degree program such as Work Measurement, Production and Inventory Control, Facilities Planning, Manufacturing Applications and the Senior Research Project. The program advisory committee is aware of this and supports the current treatment of this subject area.

Mr. Docherty added that in contrast to the manufacturing industries of fifteen years ago, the manufacturing industries today adhere to a much more lean and streamlined system of inventory control styles. Our College graduates will have been exposed to that style of management, since the areas, as previously mentioned, are part and parcel of their curriculum.

When asked by the Chair, Mr. J. Belanger felt that his fellow Board member's question had been adequately responded to, with the explanation of a shift from "Just In Time" management styles to the current move to "leaner" management styles. He could not foresee any further questions being raised that had not been previously answered.

The Board Chair added that the Board looked forward to a tour of the FCEM at the next meeting in March.

One Board member asked how the equipment purchasing was progressing and Dr. Strasser indicated that to date, approximately \$200,000.00 had been saved in equipment purchases and he anticipates that donations of money and equipment will continue to be forthcoming as the College moves forward to completing the project. The total equipment expenditure is expected to be between \$7.5M - \$10M.

In response to a Board member's question about the status of capital funding, Mr. Docherty noted that the Foundation is always working to collect funds to offset equipment costs. Dr. Strasser added that the industry partners working alongside the College have historically been generous in donating supplies and equipment to the College for instructional purposes. As well, Mr. Docherty asserted there is constant dialogue with industry in the FCEM Equipment Task Force that meets on a regular basis.

The President requested that Board members be mindful of various businesses that may be looking at renovations and downsizing where they have equipment available to donate or sell at a reasonable price to the College.

**RESOLVED THAT** the Board accept this report, on the FCEM project for information.

#### 4.2 K.P.I. Update

Mr. M. Vourakes indicated that the PowerPoint presentation being brought to the Board this evening, would serve to educate new Board members regarding the purpose of the K.P.I. surveys as an evaluation tool. He explained that this instrument allows all Ontario colleges to use the common benchmarks for comparison and for individual colleges to assess how both, student and employer groups, rate their particular colleges, in terms of their overall satisfaction. A copy of the PowerPoint presentation is attached to the minutes as Item 4.2.

Mr. Vourakes informed the Board that the K.P.I. survey includes all graduates (6 months post-graduation) from the Fall and Spring convocations as well as full-time students in their second semester and beyond their programs of study.

Mr. Vourakes stated that the overall objective is to evaluate the quality of all colleges on a consistent basis. He noted that the five areas tracked were:

- Student Satisfaction
- Graduate Satisfaction
- Employer Satisfaction
- Graduate Employment
- Graduate Rate

Mr. Vourakes highlighted the following Improvements made within the 2002/2003 academic years:

- The new residence opened.
- The computer labs were built and equipped in the Student Center Basement. (\$1.4M)
- The amount of money in the areas of scholarships and bursaries were increased and made available to students to defray their educational costs.
- Applied Degree status was granted.
- Extended Operational Hours in the Library, Gym, weight room, cafeteria etc.
- Academic Workshops and Success Center have extended their hours.
- Improvements made to classrooms, student restrooms, etc. (paint, lighting improvements, furniture, equipment).
- New student lockers were added.
- Expanded hours for a physician on campus.
- Increase in Peer Tutor activity.

Mr. Vourakes announced that the K.P.I. Survey week this year, is from February 3 through February 13, 2003. Raw results will be made available to the colleges on March 17, 2003. These results will be shared with the Board in April 2003.

Mr. Vourakes invited questions and comments from the Board at this time. The following is a list of comments and feedback from various Board members, relating to K.P.I.'s in general.

One Board member stated how impressed she was with administration's ability to provide improvements in so many areas that directly impact on students and she asked if administration could foresee any areas of concern for the next academic year.

Dr. Strasser indicated that one major area of concern was parking, given the increase in students by virtue of the Double Cohort. Ms. Harris added that services to students are always a concern.

Another Board member expressed his concern that the students should be made to realize the importance of completing the surveys. Ms. Harris stated that she will continue to meet and will meet with the SRC President and student leaders to explore their comments and how they view their College experience.

One Board member expressed that College fees would be a concern for students and he also questioned if students were aware of the impact the new Charter document would have if the voice of the Student Governor were subject to be challenged.

Another Board member commented on the positive direction the College is taking by providing constituent groups access to administration in a Town Hall meeting forum where issues and concerns can be addressed by the administration.

Mr. Vourakes noted that employer satisfaction ratings that have been the weakest K.P.I. area for the College, is partly due to difficulties in obtaining authorization of graduates to contact employers for the information. Future employer contacts will be done directly without obtaining student authorization.

When a Board member questioned how Thames students rated that campus, Ms. McFarlane responded that with the positive feedback related to capital purchases for the Wallaceburg facility, she would anticipate better ratings this year as opposed to the previous year. She also added that the recreational facilities and campus life issues continue to be a major concern for Thames students. She feels that with the exploration of building a new residence as well as a recreational/community facility, these concerns will be allayed and students would be more inclined to come to Chatham.

At this time the Chair recognized administration for its positive direction to ensure student satisfaction and increase retention.

A copy of the PowerPoint presentation is attached as Item 4.2.

#### 4.3 Senior Management Feedback on Thames Campus Areas of Focus

The Chair asked Dr. Strasser and Ms. McFarlane to respond to the above item and identify what has been done since the October 2002 Retreat in response to the ideas and possible directions the College could undertake in order to improve Thames Campus and keep it a viable community partner.

Dr. Strasser named the three areas of particular interest to our Chatham/Kent community partners. Those areas included:

- Sustainable energy
- Arts and Culture
- Emergency measures

This presentation, he affirmed, will deal with work done in the area of arts and culture. He added that the movement toward realizing a multi-plex facility and making improvements in the areas related to student life, e.g. college residence, is what could provide a turning point for the Thames Campus. A copy of the presentation made is attached to the minutes as Item 4.3.

Dr. Strasser then deferred to Ms. McFarlane to elaborate on these issues and speak to what has been accomplished to date.

According to Ms. McFarlane, a number of activities are currently underway in Chatham in the area of arts and culture as well as movement toward the realization of an educational/recreational facility.

Ms. McFarlane pointed out that in the area of cultural studies a proposal for a Thames Institute of the Arts with a focus on the African-Canadian Heritage is being explored and the partnerships with the key players in this endeavor have been approached and are keenly interested in this pursuit. This would provide students the opportunity to achieve diplomas and certificates in this area of study.

In the Performing and Visual Arts area, the contacts with the Chatham Capital Theatre are in progress and the Chatham/Kent festival committee has agreed to work collaboratively with the College in exploring the feasibility of a musical theatre program.

In the Creative and Visual Arts area, Thames is looking at sharing some of Sir Sanford Fleming's programs and possibly adapting them at Thames Campus.

Ms. McFarlane noted that the Chatham-Kent municipality is attempting to revitalizing its downtown area and they have offered the College access to their facilities in order to attract prospective students. The Chatham-Kent Festival Committee has offered its site as an information center for prospective students in African-Canadian Studies.

In terms of a multi-use recreational complex, the Council had made a resolution to work as a partner with Thames Campus. Dr. Strasser has attended meetings where he presented the College's direction to the group and provided an overview of the proposed complex, which included twinning the current arena. There was also a recreational and community resource center component attached to the proposal. The next step would be to complete a marketing study.

The residence would enhance the College's ability to attract students. The Thames Students Incorporated endorses this concept.

Dr. Strasser, at this time, presented a possible design for a residence at Thames Campus, to the Board. The first phase would provide occupancy for fifty to one hundred students.

With the addition of a sports complex, Thames could possibly offer diplomas and certificate programs in sports

administration. They could be offered within the Continuing Education division.

The Chair invited Board members to prepare some questions that they would like responded to at the next Board meeting. She asked that they forward any questions or concerns related to the presentation or with respect to the Thames theme, in general, to the President. The Board would also be anticipating results of marketing and feasibility studies for review at a future meeting.

Dr. Strasser indicated that there would be more data for the Board to review in March.

**RESOLVED THAT** the Board receive this report for information.

#### 5.0 **CHAIR'S ADDRESS**

At this time Ms. McGeachy Schultz asked Board members to welcome invited guests to approach the Board table.

Ms. Gisele Sullens of the St. Clair Foundation then introduced MPP for Windsor/St. Clair, Dwight Duncan, who was present to bestow, upon Dr. John Strasser, The Queen's Golden Jubilee Award for his contributions to St. Clair College as well as to Windsor and the surrounding communities. He congratulated Dr. Strasser upon being selected as a recipient of this prestigious award.