

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

**MINUTES**

**of the**

**FULL BOARD MEETING of the BOARD OF GOVERNORS**

Held February 17, 2009 at 6:00 p.m., in the Board Room # 342, South Campus,  
2000 Talbot Road West, Windsor, Ontario

**PRESENT:**

Mr. M. Benoit  
Mr. P. Choma  
Ms. L. Gall  
Mr. M. Helal  
Ms. B. Jones  
Ms. K. Curtis  
Ms. D. Livneh, **Chair-Elect**  
Mr. V. Marcotte  
Ms. S. McLelland  
Ms. K. Mingay  
Ms. R. Parak  
Mr. R. Shaw, Chair  
Dr. J. Strasser, **President**

**ABSENT:**

Mr. T. Farron  
Ms. M. Lucas  
Mr. C. Parrott  
Mr. J. Wickett

**Also Present:**

Mr. D. Barsanti, Chief Financial Officer  
Mr. E. Chant, Editor, SAINT, Student Newspaper  
Mr. F. Curtis, OPSEU Local 138, Faculty Observer  
Ms. P. France, Senior Vice President, College Operations  
Ms. S. Garant, Board Secretary  
Ms. J. Green, Chair, School of Liberal Arts & Sciences & Acting Chair, School of Community Studies  
Ms. J. Harris, Vice President, Corporate & Community Services

Ms. F. Lang, OPSEU Local 137, Support Staff  
Observer  
Mr. J. Maceroni, Chair, School of Skilled Trades  
Mr. T. Tiegs, Professor, Electrical Apprenticeship  
Program  
Dr. P. Tumidajski, Vice President, Academic

A quorum of the Board of Governors in attendance and the 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. Shaw chaired the meeting and Ms. Garant was the Recording Secretary.

1.0 Adoption of the Agenda and Declaration of Conflict of Interest

A motion to adopt the agenda was moved and carried and after calling for and hearing no declarations of conflict of interest, it was therefore,

**RESOLVED THAT** the Board  
of Governors adopt the agenda  
as distributed.

2.0 Approval of Minutes of the January 27, 2009 Full Board Meeting

A motion to approve the Minutes of the January 27, 2009, Full Board Meeting held in Chatham was moved and a member noted two corrections on page 5 of the Minutes. After recording the changes the motion was moved and carried and it was therefore

**RESOLVED THAT** the Board of  
Governors approve the amended  
Minutes of the Full Board Meeting  
of January 27, 2009.

3.0 Constituent Reports

Faculty

Mr. Shaw called on the Faculty Observer to present a report and Mr. Curtis indicated that there was nothing to report at this time.

## Support Staff

Ms. Lang reported the following items on behalf of the Support Staff group;

- The staff and students are saddened by the announcement of the closing of the St. Clair College day care facility.
- With the rise in enrolment in the Fall, the recent staff cuts were unexpected. The Union is working with affected staff in an attempt to help smooth the transition to new positions for those affected by the bumping process and also to assist those who have lost jobs due to the declared redundancies.
- Although the bumping process is part of the Support Staff Collective Agreement, Ms. Lang announced that grievances are inevitable and that she has solicited the assistance of OPSEU Head Office to deal with them.
- The Board was asked to be progressive in their thinking and planning with hope that they will continue to approve new programs that will best serve the Windsor/Essex County community since it is during such tough times that the public turns to its Community College for support and retraining.

Following Ms. Lang's report, Mr. Shaw expressed his understanding of the situation and reported that the Board was making all efforts to be proactive and encouraging of new program initiatives that are presented to them. The Chair also noted that Fanshawe College has just announced a \$6M deficit and will be making cuts to programs and staff in an attempt to offset it.

There were no other constituent reports at this time.

## 4.0 New Business

### 4.1 KPI Surveys

Dr. Tumidajski reported on this item and noted that all the surveys have been distributed and the results will be reported back to the Board in March, after they have been compiled by the Ministry.

### 4.2 A Request for Board Approval for a New Ontario College Certificate – Plumbing Techniques

Dr. Tumidajski introduced the Chair of the School of Skilled Trades, Mr. John Maceroni, accompanied by Professor, Tim Tiegs, to explain the rationale behind this presentation and answer any questions the Board may have.

Mr. Maceroni began by saying that this program will be much like the Electrical Techniques program currently running, in that it is a one year (two semester) program.

Further, he added, this program will fill a much needed gap in local industry and training that has been requested by those wishing to enter into a Plumbing Apprenticeship. The program is designed to afford the learner entry level skills into the trade and cognizant of safety practices generic to the trade.

According to Mr. Maceroni, the department has fielded many enquiries from people wanting to pursue a career in plumbing. This initiative, he added, is also pursuant to the College's Strategic Directions and will be housed in the new Centre for Construction and Innovation which is scheduled for a fall 2009 completion date.

Following Mr. Maceroni's presentation, Dr. Tumidajski explained to the Board members that the curriculum for this program is based on the full time block release apprenticeship program which will provide our students the basic and intermediate skill sets that employers are seeking when bringing someone on board and considering them for apprentice positions.

Further, Dr. Tumidajski explained, the individuals may be granted some credit toward their future apprenticeship training based on classroom time in the techniques program.

One Board member expressed his support of this program initiative in that it also fills the Second Career mandate for those individuals currently displaced from their jobs in the automotive sector.

In response to a member's question pertaining to any additional schooling for students completing this one year program Mr. Maceroni indicated that the College is looking at offering a technician and possibly a technology program to add to this Certificate program. This would provide an additional 2<sup>nd</sup> and possibly 3<sup>rd</sup> year to those who have completed the one year Plumbing Certificate. The same member commended Administration's program proposal which provided the details needed by the Board to assist them in their decision to support this proposal.

The enrolment target for the program, continued Mr. Maceroni is 25 students and Mr. Tiegs, who was present at the meeting to answer any questions, arising from the discussion, is part of the curriculum development and would be one of the professors with an addition of one sessional (i.e. part-time) faculty member to teach. The instructors, are

required by the Ministry, to have completed their C of Q (Certification of Qualifications) in the trade, he added.

Another member voiced his approval of this program and stated that the timing for such training is right for the community, considering the DRIC announcements and timelines.

A motion to approve this program was brought forward and carried and it was therefore

**RESOLVED THAT** the Board  
approves the offering of  
the New one year Ontario  
College Certificate in  
Plumbing Techniques to start in  
September 2009.

#### 4.3 Request of Approval for a New Ontario College Diploma – Paralegal

Once again Dr. Tumidajski introduced and welcomed Ms. Joann Green, the Chair responsible for this initiative, to address the Board.

The concept for this program explained Ms. Green, was the result of the Bill 14, The Access to Justice Act which expanded the regulatory authority of the Law Society of Upper Canada to regulate legal services provided by independent paralegals in the province of Ontario.

Those wishing to become a licensed paralegal must be a graduate of a paralegal program in Ontario, accredited by both, the Law Society and the Ministry of Training, Colleges and Universities. The potential for self employment in this area is significant with the acquired knowledge base that will afford graduates of the program the ability to advise and represent clients in small claims court and other lower court proceedings, as well as at tribunals and before other administrative bodies.

This program is a perfect fit to St. Clair College's existing program cluster of Law and Security, Police Foundations and Law Clerk which will serve as feeder programs for students entering the Paralegal program. Another program under development is the proposed Border Service Agent.

Ms. Green also noted that currently there are only 6 accredited Paralegal Programs in the province of Ontario. Westervelt College, a private school, is the only institute west of Toronto offering this program which does not pose competition to ours. Our program, with its

accelerated mode of delivery is only matched by Seneca College in Toronto.

As outlined in the program proposal, our Paralegal Program will also offer unique features such as a;

- Paralegal clinic component which partners St. Clair Paralegal students with community agencies to assist members of the public with government forms and regulatory processes, allowing them to experience “live client” environments.
- Paralegal Skills & Practice Management Courses (Levels I & II) which bring, through simulation, all the procedural aspects of the profession such as file management, conflict-checking systems, etc.
- Mock hearings.
- Field trips to observe court and tribunal hearings which are incorporated in the various course offerings within the program.

The entry requirements are specialized in that entrants must be graduates of a two or three-year college diploma program or substantial completion of an accredited university degree.

St. Clair is also exploring the possibility of a post graduate course in Counseling for Immigration, a one-year certificate to augment this program.

Upon completion of the discussion, a motion to approve this program offering was brought forward and carried and it was therefore

**RESOLVED THAT** the Board of Governors approve the September 2009 offering of the New Ontario College Diploma, Paralegal, as distributed.

## 5.0 Date of the Next Meeting

5.1 The date of the next Full Board Meeting is Tuesday, March 24, 2009 in Windsor.