

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

## **MINUTES**

**of the**

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

Held April 26, 2011 at 7:30 p.m., in Room 126, Thames Campus, Chatham, Ontario

#### **PRESENT:**

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

#### **REGRETS:**

Ms. S. McCourt  
Mr. D. Moncur

#### **Also Present:**

Ms. S. Armstrong, Director, Financial Services  
Mr. D. Barsanti, Chief Financial Officer  
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  
Ms. P. France, Senior Vice President, College Operations  
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 added items 6.1 "Ad hoc Governance Committee" and 6.3 "Advisory College Council" to the agenda.

Dr. Strasser added item 5.3 "Pre Apprenticeship CNC Precision Metal Cutting Program" to the agenda. A motion to adopt the agenda as modified was moved and carried.

Ms. Livneh called for any declarations of conflict, to which both Ms. Papadeas and Mr. Caron declared a conflict with item 6.3. Noting this, it was

**RESOLVED THAT** the Board  
adopt the April 26, 2011  
Full Board Agenda as amended.

### 2.0 **Approval of the Full Board Minutes of the March 22, 2011 Meeting Held in Windsor, Ontario**

The Chair at this time called for any changes or omissions to the above Minutes to which Ms. Papadeas asked that on page 5 under item 5.2 Cardiovascular Technology -Ontario College Diploma, the statement that one full time faculty person will hired for this program be added to the minutes. Noting that addition to the minutes, it was therefore,

**RESOLVED THAT** the Full  
Board Minutes of the March  
22, 2011 meeting be adopted  
as modified.

### 3.0 **Constituent Reports**

Prior to the commencement of the constituent reports the following Board member's achievements were recognized:

- Ms. Maureen Lucas was awarded the Athena Award from the Windsor-Essex Regional Chamber of Commerce.

- Ms. Kay Curtis has made it to the finals of the “Dancing with the Local Stars” charity event that benefits Bone Marrow Registry.
- Mr. Ted Farron has been awarded the WESPY Award (Windsor Essex Sports Person of the Year).

### **SCC Retirees Association**

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

- The Retiree Association By-Laws have been revised and will be presented at the May 4, 2011 Annual General Meeting.
- 58% of the target donation to the HealthPlex has been raised.
- Ms. Anita Blair will continue as President of the Retirees Association.
- A trip to the Agawa Canyon is planned for September.
- A new program called “Birds and Breakfast” has been established.

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.

## 4.0 **Business Arising**

### 4.1 President’s Report

The President reported that the details regarding the acquisition of the 11 acre property on Highway 42 owned by Dr. White are being finalized and will come to the Board in May.

### 4.2 KPI Surveys

Dr. Tumidajski distributed a two page hand out showing the results of the KPI surveys. He noted the following items:

- St. Clair College ranked first in overall satisfaction.
- Student and graduate satisfaction both ranked above the Provincial average.
- In terms of employer satisfaction, there was a bit of a dip for St. Clair College, however it still ranked slightly over 90%. Dr. Tumidajski also noted that this is the least reliable of the statistics.
- In terms of graduate employment St. Clair College was very close to the Provincial average.
- The KPI Student Satisfaction Survey was broken down into four areas; Knowledge and Skills, Learning Experiences, Facilities

Resources and Services. St. Clair ranked above the Provincial average in all four areas.

- St. Clair College ranked in 9<sup>th</sup> place of the 24 colleges (or in the top third).

Ms. France acknowledged the hard work of the all the staff (support staff, faculty and administration). She stated that the excellent results of the KPI's are due to their efforts.

Ms. Lucas asked which employers participate in the surveys, to which Dr. Tumidajski replied that graduates are asked if the College can contact their employers. He noted that there is only a small sample size of employers who participate. This holds true for all colleges in the province, making Employer Satisfaction a less reliable statistic.

The KPI Survey results are attached to the minutes as item 4.2.

#### 4.3 2011 ACCC Conference

The Chair noted that four Board members have shown interest in attending the ACCC Conference in Alberta. They are Ms. Livneh, Mr. Parrott, Mr. Caron and Ms. Papadeas. She further noted that two spots remain open, and should others want to attend, they can call the Chair or Ms. Corro-Battagello. The Chair also explained that those attending should call Ms. Corro-Battagello to complete the registration process.

Mr. Janisse cited that the 2011 ACCC Conference falls during the same time as the Foundation Golf Tournament and the Awards Banquet. Ms. France explained that the College usually tries to schedule events around each other, but that is not always possible unfortunately.

Prior to moving on to the Budget Presentation, Dr. Strasser reminded the Board that the Rosalie Trombley Banquet is scheduled for June 14, 2011. Tony Orlando will perform as well as MC the event.

### 5.0 **New Business**

#### 5.1 2011/12 Budget Presentation

Mr. Barsanti provided PowerPoint presentation to the Board. Some key points included:

- The information was based on a student enrolment of 8,100.
- He stated that the college is seeking Government funding for the following:

- HealthPlex (Windsor)
  - Vacated Space
  - Training Equipment for Health Sciences
  - Culinary Wine Institute
  - Greenhouse Education Centre
  - Urban Campus
  - Green Energy Initiative
  - Energy Conservation
  - Deferred Maintenance
- Ontario Grants are down substantially.
  - The major source of revenue is operating grants with student tuition fees being second. This is also seen on schedule II of the agenda package.
  - Other sources of revenue include; Contract Training, International Agreements, School College Work Initiative, Rental & Other and Divisional Income.
  - Schedule III on the agenda shows the Expense Budget, where Salary & Benefits are the majority of that.
  - Total Salaries & Benefits are projected to decrease overall due to contractual economic adjustment, less part-time faculty and reduction in administration costs.
  - Non-Salary Expenditures are projected to decrease overall due to lack of funded Capital Expenditures.
  - Uncertainties include:
    - Enrolment levels
    - Mix of students
    - Allocations are notional and subject to change
    - Deferred maintenance liability
    - Part-time employees unionization
    - Local economy
    - Ontario election
  - The 2011-12 Financial Plan at March 31, 2012 is providing for:
    - Surplus of \$131,000
    - Reserve of \$1,000,000
    - Potential surplus above reserve \$2-\$3M

Following the presentation Ms. France distributed the Student Fees which go through student fee protocol and both TSI and SRC sign off on it. The 2011/2012 tuition increase for a standard program is

\$104.40 (guidelines indicate a 4% increase or \$100, whatever is greater).

When asked about revenue versus expenses with the St. Clair Centre for the Arts, Mr. Barsanti replied that he projected the SCCA can make \$150,000.

In response to a question regarding debt, Mr. Barsanti stated that it will be around 20M.

When asked about the related uncertainties surrounding the Provincial Election Mr. Barsanti stated that should the Liberals be elected there will be some stability, whereas if the Conservatives are elected things may be more uncertain. This is why the enrolment number is conservative and the reserve has been expanded from 1M to 3½M.

Mr. Seguin responded to a question regarding International Recruitment. He stated that the difference between Panama and China is that the College has a facility in Panama. On the other hand, College curriculum is used in China for the first two years, and then the students come to St. Clair in their third year. In regards to India, their students typically come to St. Clair for the entire program.

Regarding the fact that the Residence in Windsor is losing money, Ms. France noted that it will in fact lose money until the mortgage is paid off. The Residence in Chatham on the other hand is not owned by the College.

The uncertainty of enrollment levels, the mix of students and the fact that as new information is received things may need to be adjusted were once again stated as possible risks or uncertainties in response to that question.

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

Following the discussion, it was,

**RESOLVED THAT** the Board  
approve the 2011-12 Budget/  
Financial Plan as presented.

- 5.2 Ministry Guidelines Regarding the (BPS) Broader Public Sector Procurement Directives will be presented for Board Information

Mr. Barsanti referred everyone to page 15 of the agendas regarding the Broader Public sector (BPS) Procurement and Expense Directives. He stated that based on Government directions, College policies 4.12.1, 4.13 and 4.2 needed to be revised to ensure compliancy. These changes in turn impacted Board Policies 2003-6, Cost of Governance and 2003-14, Asset Protection. Mr. Barsanti explained that the intent from the BPS is to improve accountability, provide equal access to all stakeholders and maximize the value-for-money. He explained that the agenda pages that followed included the revised policies and various forms/templates produced by the Government and uniform for all colleges.

Ms. Marcotte, along with other Board members who attended the Colleges Ontario Conference in November 2010, had already seen the new Travel, Meal and Hospitality Expenditure Policy. Mr. Barsanti added that this new policy is longer and more detailed than the original. Changes included:

- Specifics regarding Alcoholic beverages in Item 3.3. Alcohol and Item 3.4, Hospitality.
- Item 6.0 Meals, in particular the low meal rates in Canada had changed.
- Item 1.2, Application and Scope, where it states that “expenses for a group can only be claimed by the most senior person present”.
- There is a pre-approval process in place which can help minimize some of the challenges boards may be faced with due to some of the new policies.

In the end, these are new Government laws to which all colleges must comply, and they must revise any related policies where required.

Regarding Board Policy 2003-6, Cost of Governance it was suggested that in the second paragraph of page 16 the last two words be changed from “Board Chair” to “College Policy”, and that the last sentence on that same page be removed.

In regards to Board Policy 2003-14, Asset Protection, there are no changes to the Policy itself, only to Appendix A.

Mr. Parrott asked that this be considered the first reading for Board Policies 2003-6 and 2003-14, and that they come back on the next agenda for second reading. After some discussion regarding this

suggestion, it was decided that the changes noted above will be considered the first reading and the two Policies will appear on the May agenda for second reading.

### 5.3 Pre Apprenticeship CNC Precision Metal Cutting Program

The President explained that historically pre-apprenticeship programs did not come to the Board for approval, however moving forward they will. He explained that this program was not on the original agenda because they only received confirmation that it would be running last week. There are 15 confirmed students and the start date is May 2, 2011. It was therefore,

**RESOLVED THAT** the Board of Governors approve the Pre Apprenticeship Precision Metal Cutting Program.

## 6.0 Policy/By Law Review

### 6.1 Ad hoc Governance Committee

Ms. Livneh stated that some Policies need to be revised, however many more By-laws need to be reviewed since they have not been done since 2004. For example, College Compensation Council is now called College Employer Council, and the CCAC (College Compensation and Appointment Council) no longer exists. Ms. Livneh suggested starting an ad hoc committee with Ms. France and a few Board members for this committee. She recommended Mr. Parrott and Ms. Papadeas and Ms. Marcotte who both have legal backgrounds to join Ms. France. Mr. Parrott and Ms. Marcotte will co-chair the committee. This committee would review the By-Laws and bring any changes forward to the Board at monthly Board meetings.

### 6.2 By-Law Review

The Chair deferred Operating By-Laws 1-5 to the Ad hoc Committee.

### 6.3 Advisory College Council

The Terms of Reference for the Advisory College Council were attached to the agenda as item 6.1b. The purpose of the Council is to provide a means for students and staff to provide advice to the President. Ms. France noted that only the preamble is mandated

and comes from the Minister's Binding Policy Directive – Governance and Accountability Framework.

It was indicated that appendices C & D were historically not included in the Board Manuals. Historically, the Board has also not been involved in the approval of College Committees. Given this, the Board's role is to ensure that the Advisory College Council is active and compliant with what the Ministry is asking of them. Should the Council become inactive the Board must be informed.

#### 7.0 **Date of the Next Meeting**

The next Full Board meeting will be held on May 24, 2011 in Windsor.

Prior to the meeting being adjourned, an invitation was extended to Mr. Caron, whose term ends May 1, 2011, to attend the May 24th meeting.

Dr. Strasser invited board members to the annual Lobsterfest on June 25, 2011.