

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held January 31, 2012 at 6:30 p.m., in Boardroom 342, South Campus, Windsor, Ontario

PRESENT:

Ms. K. Curtis
Mr. T. Farron, **Chair-Elect**
Ms. L. Gall
Mr. C. Janisse
Ms. M. Lucio
Ms. S. McCourt
Ms. M. Marcotte
Mr. V. Marcotte
Ms. P. Papadeas
Ms. R. Parak
Mr. C. Parrott, **Chair**
Mr. R. Seguin
Dr. J. Strasser, **President**
Ms. B. Whiteford
Mr. D. Wilson

REGRETS:

Mr. D. Moncur
Mr. R. Rusich

Also Present:

Mr. P. Aylesworth, Local 138 Faculty Observer
Mr. D. Barsanti, Chief Financial Officer
Mr. M. Caron, SRC President
Mr. E.P. Chant, Editor, SAINT, Student Newspaper
Mr. D. Chauvin, Supervisor, Continuing Education-Thames
Campus
Mr. R. Chittam, Chair, School of Skilled Trades
Ms. J. Dale, Representative, St. Clair College Retirees
Association
Mr. J. Fairley, Vice President, College & Community
Relations
Ms. P. France, Senior Vice President, College Operations
Ms. S. Girard, Secretary, Board of Governors

Ms. J. Green, Director of Strategic Planning
Mr. W. Habash, Associate Vice President, Academic
Operations
Ms. L. McCormack, Chair, School of Media, Arts & Design
Mr. P. Pedro, Reporter, AM800 CKLW

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. Parrott chaired the meeting and Ms. Girard was the Recording Secretary.

1.0 **Adoption of the Agenda and Declaration of Conflict of Interest**

The Chair called for a motion to adopt the agenda and it was moved and carried. Mr. Parrott called for any declarations of conflict. Ms. Papadeas declared a conflict of interest with respect to item 5.8 of the agenda, noting this, it was therefore,

RESOLVED THAT the Board
adopt the January 31, 2012
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the November 22, 2011 meeting Held in Chatham, Ontario**

The Chair at this time called for any changes or omissions to the above Minutes as distributed and hearing none, it was therefore,

RESOLVED THAT the Full
Board Minutes of the November
22, 2011 meeting be approved
as distributed.

3.0 **Constituent Reports**

Student Representative Committee

Mr. Caron reviewed a number of activities that had taken place in the past couple of months:

1. The Annual Toy and Food Drive raised \$10,000 and 112 students and 162 children were helped by this initiative.
2. Movember raised \$2,800 and Goodfellows raised \$2,100.

Mr. Caron also attended the College Student Alliance (CSA) conference in which they discussed the 30% tuition reduction. This enabled the Student

Representative Committee to answer all the student's questions on the tuition reduction. Mr. Caron informed the Board that the Student Representative Committee would be helping the College with the KPI surveys around the College.

Mr. Caron also showed the Board the new iVote T-shirt that they will be wearing for the new student elections coming up. Mr. Caron indicated that this is the first year that all three of our elected positions have people running in them. We have two candidates for President, three for external and four for internal, so we think that with the campaign and the amount of people running our voter turnout will increase from previous years.

SCC Retirees Association

Ms. Dale presented the report on behalf of the Retirees Association. Ms. Dale stated that the Retirees are approximately 69% towards their goal of \$30,000 for the HealthPlex fundraising.

Ms. Dale also extended a thank you to Dr. Strasser for the tickets to the Ship's Ahoy Christmas concert at the St. Clair College Centre for the Arts. Everyone had a wonderful time and she applauded the level of talent of the St. Clair College students.

A copy of the Retirees Association report is attached as Item 3.0 (a).

Faculty

Mr. Aylesworth wanted to bring to the Board an example of what Faculty is doing above and beyond their Faculty role and with that Mr. Aylesworth presented a report to recognize and congratulate Prof. Pawel Lukawski on his achievements and efforts in the Automotive Product Design Program.

A copy of the presentation is attached as Item 3.0 (b).

4.0 Business Arising

4.1 President's Report

The President stated that St. Clair College has formed two new Committees:

1. The Recruitment Committee comprised of both the Academic Sector and the Senior Management group.
2. A Fundraising Committee.

The Recruitment Committee has started to map out strategies with a group of 10 people. The Fundraising Committee will help us identify places where we can go to talk to supporters of the College for financial support for capital requirements or scholarships.

5.0 New Business

5.1 New Program – Health & Fitness Management Ontario College Diploma

At this time, Ms. France handed out the list of individuals that participated in the Program Advisory Committee for the Health & Fitness Diploma and Certificate programs. This list is attached as Item # 5.1 to the minutes. Mr. Habash presented the program to the Board by highlighting a few items:

- This is a two year diploma program and it will be offered at the Windsor campus in 2013.
- This program will have the same curriculum as Fanshawe.
- This program could make us a destination College.
- The labour market is substantial in this industry; there are several health/fitness clubs and organizations between the Chatham and Windsor directories.
- Students graduating from this program can write programs for clients and be able to manage a fitness facility.
- Fanshawe's program is listed as "highly competitive" by OCAS.
- The program will cover direct operating expenses beginning in Year 1.
- In Year 2, the program is expected to generate about \$90,000 of revenue over expenses.

Ms. Papadeas asked who would be writing the course outline. Mr. Habash responded that Chatham faculty and people from industry would be compiling the course outline.

Having concluded the question and answer portion of this presentation, a motion to approve the new program offering was brought forward and it was therefore,

RESOLVED THAT the Board approve the Health & Fitness Management Ontario College Diploma as presented.

Ms. Marcotte noted that previously the Board had asked to receive a copy of the Program Advisory Committee minutes with the new program package. Ms. France stated that she would get the minutes and email them to Board members.

5.2 New Program – Health & Fitness Consultant Ontario College Certificate

Mr. Habash presented the program to the Board by highlighting a few items:

- This program can be used to bridge into the Diploma program.
- This program will also be offered at the Chatham campus in the fall of 2012.
- A graduate from this program allows the student to be a consultant providing one on one fitness.

- Graduation from the one year Certificate program allows the student direct entry into the two year Diploma program.
- The program will cover direct operating expenses beginning in Year 1.
- By Year 4, the program will return over \$50,000 per year to the College.
- We have the ability to run both programs at both campuses.

Having concluded the question and answer portion of this presentation, a motion to approve the new program offering was brought forward and it was therefore,

RESOLVED THAT the Board approve the
Health & Fitness Consultant Ontario
College Certificate program as presented.

5.3 New Program – Fashion Design Ontario College Diploma

At this time, Ms. France handed out the Program Advisory Committee for the Fashion Design program. The list is attached as Item # 5.3 to the minutes. She indicated that minutes from that meeting would also be forwarded to the Board. Ms. France introduced Ms. Lorna McCormack to present the program. Ms. McCormack highlighted the following:

- This is a two year diploma program.
- There will be computerized pattern drafting and standard business applications as part of the core curriculum; this will be helpful if the student would like to be an entrepreneur in the fashion business.
- There was much discussion about the recommendations for admission and it was decided that the student should be able to understand garment patterns and have basic sewing skills. Ms. McCormack stated that the rationale for these basic skills is because their chances for success may be hampered.
- The highlight of the program is going to be an annual fashion show with the student's creations on the runway.
- There is also hope that these students will help support the musical theatre program and be involved with the costume design.
- The target for this program is 25 students.
- A comment was made that we should focus a lot of our efforts on Walkerville High School for students in this program.
- This program will really help to put the College on the map as a destination college.
- This program will cover direct expenditures (excluding start-up equipment costs) in Year 1.
- By Year 5, the program will provide \$180,000 revenue over expenses.

Having concluded the question and answer portion of this presentation, a motion to approve the new program offering was brought forward and it was therefore,

RESOLVED THAT the Board approve the Fashion Design Ontario College Diploma program as presented.

5.4 New Program – Pre-Service Firefighter Education and Training Ontario College Certificate

At this time, Ms. France handed out the Program Advisory Committee for the Pre-Service Firefighter Education and Training Ontario College Certificate and indicated that the minutes of that meeting would be forwarded to the Board for information. The list is attached as Item # 5.4 to the minutes. Ms. France introduced Mr. Robert Chittam to present the program to the Board. Mr. Chittam highlighted the following:

- We are looking to have this program commence September 2012.
- This is a one year certificate program with three semesters.
- With bringing this program into a post-secondary group, we are able to use OSAP and financial funding. From the College side we receive additional funding as well.
- This is endorsed program by the Ontario Fire Marshall's office so it is the Fire Marshall's curriculum that is delivered at all colleges that offer this program.
- We are looking at a target of 36 students per year.
- We can bring this program into our existing facilities.
- St. Clair College has our own fire truck; we will just have to change the colour because it is not an active unit.
- Our major costs are going to be for safety equipment, the air packs are the biggest expense at \$50,000 and have a 10 year life expectancy.

Having concluded the question and answer portion of this presentation, a motion to approve the new program offering was brought forward and it was therefore,

RESOLVED THAT the Board approve the Pre-Service Firefighter Education and Training Ontario College Certificate program as presented.

In response to a question pertaining to costing for facility operations. Ms. France responded that the current costing model includes a contribution to overhead which includes facility costs.

Ms. Papadeas thought it was mentioned at a previous meeting that the Board would like a report a year after a program had started to see where we are at after a year compared to what was proposed when it was originally brought the Board for approval. The suggestion was made that we should have it come back

at the next Board meeting for a proper motion for a report to be supplied to the Board on where we start on the program and where we are after one year.

5.5 Appoint a Treasurer

This item had been discussed by the Board of Governors previously in the In-Camera meeting, and it was,

RESOLVED THAT the Board of Governors approve Mr. Janisse as the Treasurer for the corporation.

5.6 2012/2013 Auditors

Mr. Barsanti informed the Board of the new RFP process for the new Auditors. The following are some key points:

- As of March 31, 2012 it will be the fifth and final year with PriceWaterhouse under our current agreement to be our auditors.
- We have already started the RFP process and it has already been submitted.
- On February 21, 2012 there will be an Audit Committee meeting where Administration will bring the process that we use and recommendations for our next auditors starting April 1, 2012 until March 31, 2017.
- On February 28, 2012 the proposed Auditor from the Audit Committee will come back to the Board for approval.

5.7 Business Plan – Accrual Budget Template (MTCU format)

At this time, Mr. Barsanti provided a Powerpoint presentation detailing the new Ministry format of the Business Plan, attached as Item # 5.7 to the minutes.

- Projection is based on what we knew in November 2011, it is a format that the Ministry requires us to use that has all the accruals and amortizations. Basically it is what our financial statements should look like on March 31, 2012 based on what we know.
- Every January and June we have to use this format reporting to the Board of Governors and the Ministry.

Following Mr. Barsanti's presentation, a motion was called and carried, therefore, it was,

RESOLVED THAT the Board of Governors approve the 2011-2012 Business Plan – Accrual Budget Template (MTCU Format) as presented.

5.8 Retirement Compensation Arrangement (RCA) of the CAAT Pension Plan

Ms. Papadeas had declared a conflict of interest at the beginning of the meeting so at this time she left the room.

Ms. France stated that a copy of the Terms of Reference is in each of your portfolios and explained to the Board what the Recommended change #3: Extraordinary changes to Terms of Reference meant. This means anything that is outside the scope of the Terms of Reference has to come to the Board for approval.

At this time, the Chair called for a motion to approve and it was carried, therefore, it was,

RESOLVED THAT the Board of Governors approve recommendations made to the CAAT Supplementary Pension Plan as distributed.

At this time, Ms. Papadeas returned to the Boardroom for the remainder of the meeting.

5.9 Finalize Strategic Plan for 2012/2013 (Reg. 34/03, article 8.1)

Dr. Strasser asked that this item be deferred to the next meeting on February 28, 2012.

At this time, the Chair informed the Board that the President's Evaluation Committee looked at the Strategic Directions that had been established to 2015. The Chair is recommending and asking the Board for approval to look at a Strategic Plan and to hire a facilitator to lead us through the process. This is based on the premise that if the College is going to be in a position where we need to hire a new President it would make sense that we are pretty clear in our vision so whoever we choose will be matching that vision.

The Chair asked the Board for permission to start looking at an outside facilitator to help the Board with the strategic direction process, it would mean a Friday night and Saturday to attend but the Chair believes we are in the right position to do that. After some discussion, the Chair asked for a motion to approve and it was carried.

RESOLVED THAT the Board approve the Chair to start looking for an outside facilitator to help with the strategic directions.

Dr. Strasser abstained from the vote.

5.10 Colleges Ontario Conference Report to the Board

The Chair asked the Board members that attended the Colleges Ontario Conference to share some of their thoughts from the Conference. The following points are some of the highlights from the members that showed their viewpoints:

- All members that attended thought that the guest speakers (Margaret Trudeau, Paul Martin and Robert F. Kennedy Jr.) were fabulous.
- The breakout sessions were interesting specifically the one presented from Internet strategist, Jesse Hirsh regarding Technology and the Internet.
- It was noted that there was some redundancy across some of the presentations but overall there was good information.
- The St. Clair College performing arts students that performed were absolutely wonderful and clearly the most outstanding of the four College groups that performed at the event.
- The experience was worthwhile and valuable.
- There was a comment that Seneca College is paying three students to Tweet their experience throughout the year to get other students to engage in events.

5.11 Schlegel Villages

This item was discussed at length in the In-Camera meeting. No new items were brought to the Full Board meeting.

5.12 Dormant Programs

At this time, Ms. France reminded the Board that on page three of the Policy Framework, we need a formal approval from the Board to suspend or cancel a program with the Ministry of Training, Colleges and Universities (MTCU). After review of the information, the Board asked Ms. France, on a go forward basis, if she could provide the total number of suspended programs and the reasons why the program was suspended.

After some discussion the Chair asked for a motion to approve the programs listed to suspension and it was carried, therefore, it was,

RESOLVED THAT the Board of Governors approve the Dormant Programs be moved to the suspended list as presented.

6.0 Policy/By Law Policy

6.1 By Law 5.9 (1st reading)

At this time, it was agreed that “person” be replaced with “internal Board member” as indicated on the track changes attached to the agenda.

The Chair called for a motion to approve and it was carried, therefore, it was,

RESOLVED THAT the Board of Governors approve the track changes as attached to the agenda as item #6.1.

6.2 By Laws 6 & 7 – (2nd reading)

These by laws were brought to the Board at the November 22, 2011 Full Board meeting and hearing no changes, it was therefore,

RESOLVED THAT the Board of Governors approve By Laws 6 & 7 as distributed.

7.0 **Date of the Next Meeting**

The next Full Board meeting will be held on February 28, 2012 in Windsor.