

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

## **MINUTES**

### **of the**

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

Held September 27, 2011 at 7:00 p.m., in Boardroom 342, Windsor, Ontario

#### **PRESENT:**

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

#### **REGRETS:**

Mr. C. Janisse  
Mr. D. Moncur  
Ms. S. McCourt  
Ms. R. Parak

#### **Also Present:**

Mr. P. Aylesworth, Faculty Observer  
Mr. D. Barsanti, Chief Financial Officer  
Mr. P. Bondy, Director International Education and Government Relations  
Mr. M. Caron, President, SRC  
Mr. E.P. Chant, Editor, SAINT, Student Newspaper  
Mr. R. Chittim, Chair, School of Skilled Trades  
Mr. J. Fairley, Vice President, College and Community Relations  
Ms. P. France, Senior Vice President, College Operations  
Ms. S. Girard, Secretary, Board of Governors  
Mr. W. Habash, Associate Vice President, Academic Operations  
Ms. L. McCormack, Chair, School of Media, Art & Design  
Ms. S. McLelland, Program Manager, Apprenticeship  
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'**.

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

Mr. Parrott asked that those present introduce themselves and indicate their role in relation to the Board and/or St. Clair College.

Prior to the adoption of the agenda, Mr. Parrott asked that there be an addition to the agenda. These include the approval of the In-Camera Meeting Minutes to be added under 2.0 and Item 5.2 International Recruitment to be added under Board Education/Information Items.

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

The Chair called for a motion to adopt the agenda as amended and it was moved and carried. The Chair called for any declarations of conflict and hearing none, it was therefore,

**RESOLVED THAT** the Board  
adopt the September 27, 2011  
Full Board Agenda as amended.

2.0 **Approval of the In-Camera Minutes of June 28, 2011, Executive Meeting of August 30, 2011 and the Full Board Minutes of the June 28, 2011 Meeting Held in Windsor, Ontario**

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

It was therefore

**RESOLVED THAT** the In-Camera Minutes  
of June 28, 2011, Executive Meeting of  
August 30, 2011 and the Full Board Minutes  
of the June 28, 2011 meeting be approved as  
distributed.

3.0 **Welcome and Introduction of the New 2011 Board Members**

This item was dealt with at the top of the agenda.

## 4.0 **Constituent Reports**

### **Student Representative Council (Windsor)**

Mr. Caron presented a video showcasing this year's orientation and the events that took place in September.

Mr. Caron talked about the initiatives that they came up with during the work stoppage. For example, they brought in a clown, bought a popcorn machine, snow cone machine, and a TV to help the students with their length wait times. Mr. Caron thanked Administration for all their hard work through the work stoppage.

Mr. Caron talked about how SRC is partnering up with the Windsor Star and participating in the "Raise-a-Reader" event that was taking place the following day. He explained that it is similar to Goodfellows in that they sell papers and all of the monies are given back to the local community. Mr. Caron thanked the Alumni Association for supporting a brunch after the event for all the volunteers.

At the end of his presentation Mr. Caron made note that he would like to give each Board member a t-shirt and an SRC reusable bag with a pen, lanyard and a notepad that has the SRC logo on it and noted that these were given out to all the students.

Upon the conclusion of this report Mr. Parrott congratulated Mr. Caron and the SRC for the hard work and enthusiasm they exhibit in welcoming new students to the College and engaging new and returning students alike to get involved in College life, making their experience at St. Clair College meaningful as well as fun.

### **SCC Retirees Association**

In her absence, Ms. Dale provided a written report which was included in the Board folders that evening.

A copy of his report is attached to the Minutes as Item 4.0.

## 5.0 **Board Education/Information Items**

### 5.1 Presidential Update

Dr. Strasser had several items that he wanted to discuss:

Ms. France was asked to speak to the first item:

- Ms. France stated that St. Clair College participated in the Dragon Boat races this year and placed third overall in their division and raised \$10,000 for the event.

- Ms. France proudly informed the Board that St. Clair College will be receiving a Platinum Level Healthy Workplace Award next month for their efforts in achieving Workplace Wellness.
- Dr. Strasser stated that the new HealthPlex in Chatham is serving exactly the purpose it was intended to do and that is to bring people to the College. Kids playing on all the soccer fields, there are people playing on the baseball diamonds, there are skaters at rink and there is a school basketball tournament going on in the HealthPlex. The Humber Hawks from the college league are playing the University of Windsor in an exhibition game tonight in the HealthPlex. We got an email from the Wildcats basketball organizer today, who couldn't say enough good things about the staff. The President also noted that he was speaking with Paul Carter from the Mayor of Windsor's office and he remarked that he was impressed with the HealthPlex. Paul has been a longtime basketball referee in this region.
- The Chair and the President had a discussion with regards to Mexico and the things that are happening in Mexico considering that we have international students and international relations with Mexico and he suggested that we have some update on that situation tonight. Dr. Strasser noted that the Ministry would like Colleges to increase the International students on all campuses across the province by 50% in a five year period and Mr. Bondy and Mr. Seguin are aggressively working towards. The President indicated that he has asked Peter Bondy, Director of International Relations to come tonight to give us a quick overview of where we are.
- Dr. Strasser wanted to extend kudos to Mr. Caron and the Student Representative Council. This strike with unfortunate from a College perspective. The students were very grateful for everything they received, especially as they tried to register or get financial aid. Mr. Caron took the lead to provide student support. The College received a lot of nice messages from students and their parents.
- Mr. Parrot asked Dr. Strasser to bring everyone up to date with what was going on with the athletics due to the work stoppage. Dr. Strasser said that the OCAA said we will suspend all games for the first and second week and we will try to reconfigure schedules and the students will still get a lot of play time.

## 5.2 International Recruitment

Mr. Bondy handed out a report entitled "International Education: Fall 2011", attached to the Minutes as Item #5.2. This report was developed to show the markets St. Clair College is targeting.

Mr. Bondy also provided an update on the potential partnership in Monterey. It has been put on hold for obvious reasons. The environment is unsafe for Mexicans and more so for faculty that we would send down. Dr. Strasser stated,

for those that are not aware of the Monterey issue, there was 35 people in the Casino that were killed in one night because of the drug wars, so it is a rather unsafe environment to send anybody.

Mr. Parrott asked Mr. Bondy “have you completely abandoned Monterey or are you still hoping that it will happen?” Mr. Bondy replied “no, we haven’t, we are still working on the numbers on possibly doing a co-operation in Monterey and partially because it doesn’t have to be in Monterey. The training would be in mold and tool and that demand for that training is global. We actually have good industry partners and we hope the current situation can change.

Mr. Bondy provided a brief snapshot. St. Clair College has 209 International students on campus. The number has grown from 172 a year ago so the growth is 21%. The goal is five years 50%, so within one year we have gone up 21%.

At the conclusion of the report, Mr. Bondy provided a list of the programs that the International students are most likely to come to St. Clair College.

Mr. Bondy explained that St. Clair College has actually had a campus off shore in Panama for about 10 years now, we have partnership with the University of Panama and we essentially rent three rooms at the campus in Panama City. What the ESL students will do is they study for 12 weeks in Panama, usually at the basic level and then they apply for a Visa and hopefully they come here for eight weeks (Phase I and Phase II). The University of Panama is the second oldest university in Latin America and it is considered one of the better schools. This also gives St. Clair College substantial credibility in the Latin American market when we are looking to do business in Brazil.

A Board member raised a question, “Do the resources that we are applying to the students align fairly well with students that come? Mr. Bondy responded “sometimes”, sometime you will have to go to a market a few times in order to get a turnaround. If the money is not there and the population base is not there then we don’t go. The Board member further provided a specific example that questioned the percentage alignment of resources with the percentage of students coming from that country. Mr. Bondy responded that actually we spend 40% of our time in China and soon to be India, the other ones are extra but as we grow we want a diverse International student population. We don’t just want Indian students or Chinese students. The strategy is wrong on many levels and from a business perspective that makes us very vulnerable. Something could happen in China, so we want to spread it. Dr. Strasser commented that the whole International market is something that attracts a lot of interest in the post-secondary education sector in Ontario. You could spend a lot of money for a small amount of students. You have to develop a strategy, have clear objectives and stay focused.

### 5.3 2011 Fall Enrolment/Registration Report

Ms. France informed the Board that the 2011 Fall 10 Day Enrolment Report can be found in their individual Board portfolios. She noted that the report provides a comparison, by program, for the last four years with each year representing the enrolment as of the 10 day drop/add period.

Ms. France indicated, for ease of reference, the enrolment report has been colour coded. Post-Secondary is in red, Tuition Short is in blue and Apprenticeship is in green. Ms. France stated that the Fall 2011 Post-Secondary 10 day number was 8,051 which was a decline from the Fall 2010 number of 8,459. She explained that the decline was anticipated due to the high number of Second Career students previously registered and clarified that the Fall 2011 enrolment/budget target was actually based on 8,100 Post-Secondary students. Ms. France pointed out that although the enrolment was 0.6% off target the tuition revenue actually exceeded the budget because of the current program mix achieved explaining that programs have different weighted funding units. She informed the Board that a great deal of effort, from numerous departments, was put forth in the attempt to meet the target this year.

Ms. France then reviewed the Enrolment Report for each school, highlighting the anomalies.

The Enrolment Report is attached to the Minutes as Item 5.3.

Dr. Strasser said that this year St. Clair College has launched the Articulation Degree program with Nippising in Business and we have more than 20 students registered in the program.

Dr. Strasser also stated that the personnel in the Registrar's office should be commended for their efforts in handling last minute registrations.

Ms. Marcotte asked if the venture with Nippising was already in place. Ms. France responded that the venture is in place and the students are on campus starting this September. It is an agreement with Nippising University on our campus. They are not considered St. Clair College registered students; they are actually registered to Nippising, so they are not in these stats. Mr. Habash noted that there were 24 students registered in the Nippising program.

St. Clair College is currently pursuing another Articulation agreement with Lawrence Tech University regarding a Master's degree. Ms. Marcotte asked if the Nippising student would spend three years here and then their last year at Nippising. Ms. France responded these are St. Clair College graduates that have a diploma and then they register with Nippising University to complete their degree, all on the St. Clair College campus. Basically Nippising University is renting space from St. Clair College.

Mr. Caron added that he knows a lot of students in the program because they are returning students and he has heard only good things about this opportunity for students. Some students that were in two year accounting program have decided to come back for the third year to jump into this program next year. Mr. Caron stated that he believed that the student mix that we have in the Nippising program are going to feed into the current St. Clair College students and encourage them to stay and that he would not be surprised to see that 24 to go to 48 or 50 hopefully for next year.

Mr. Wilson asked the question “do we ever look at enrolment in a capacity utilization scenario? In other words if the facilities we have and the staff we have can only accommodate 8,000 students we are over capacity at 8,050. At the other end, if what we have in place can support 9,000 students, then maybe we are not fully utilizing capacity. Have we ever measured it that way?

Ms. France responded that we have done enrolment scenarios and we have a really good system that allows us to do that, so from a building perspective we can certainly take more. She noted that it depends on the program mix and the breakdown of the individual sections.

Ms. France stated that we are used to late registrations but this year was particularly late and in August we got very creative on some of the things that we did to recruit students because we were nowhere near this number in mid-August.

Ms. Papadeas asked how the College was doing with retention and have retention strategies helped these numbers? Ms. France noted that the retention stats were not done yet but that a Retention Committee was created last year and some good work has gone into retention.

Mr. Farron commented on the problem with the University of Windsor and asked if we can rectify our differences. Dr. Strasser responded that there have been many attempts over a number of years at levels up to and including the President to discuss the business program with no success. St. Clair College is building bridges with Nippising University and we are starting with Lawrence Tech University and other Universities.

Ms. France stressed that St. Clair College is still working with the University of Windsor and we are still hopeful but I think we have just come to the realization that we must pursue other options because waiting is not a luxury we can afford at this point.

#### 5.4 2010/11 MYAA/2010/11 Annual Report/Consolidated Financial

Ms. France said this item was put on the agenda in keeping with the Board Work Plan for September. Ms. France noted that the MYAA is usually due at the end of September but this year the Ministry gave the College an extended deadline in light of the strike. That report is now due October 30, 2011.

Mr. Parrott said this brings up another point. The Work Plan for September indicates that the Board is supposed to appoint an Audit Committee. Mr. Parrott indicated that the Board will appoint the Audit Committee.

#### 5.5 Fashion Design

Dr. Strasser stated this comes as an information item to the Board. Fashion Design has been discussed at this College for probably five years and has come in different forms from different members of the community who have some interest, knowledge or experience in Fashion Design. The President wanted to highlight the fact that the College is still working on it and that we have people from the community who have advised us and continue to advise us on things that might work.

#### 5.6 Pre-Service Fire Fighter

Dr. Strasser stated this comes as an information item to the Board. Ms. France indicated that at this point the Pre-Service Fire Fighter is delivered through contract training and it is not funded. Our goal is to offer it as a funded program for Fall 2012.

Mr. Parrott mentioned that it is very hard to get a job as a firefighter, is this a pre-requisite for the application? Ms. France responded, no. Mr. Seguin added that the demand for firefighters in North America is huge. Locally you are correct but the number of graduates that we have in the Pre-Service Firefighter program currently working in Toronto and living in Windsor is substantial because they are working a five day shift. The military has been a huge referral service. In fact the military are taking our students before they even graduate and finishing them off in the military.

#### 5.7 Provincial Conference (November 26 – 28, 2011)

Mr. Parrott said that the Board is encouraged to attend the Higher Education Summit Conference in Toronto. Mr. Fairley stated that one of the highlights of this conference is the Premier's Awards celebration on Monday night and it is at that point when we celebrate the Alumni of Distinction across the whole province. Five of our Alumni are involved in that process and we celebrate five of our Alumni that have gone on to do great things across the province.

Ms. France passed around an attendance sheet to see who would be interested in attending the Governor Orientation, Conference and the Premier Awards taking place November 26 – 28, 2011.



## 5.8 Fall Convocation

Ms. France passed around an attendance sheet for those that would like to participate in the Fall 2011 Convocation sessions as follows:

Thursday, October 13<sup>th</sup> at 2:00 pm (SCCCA)

Thursday, October 13<sup>th</sup> at 7:00 pm (SCCCA)

Friday, October 14<sup>th</sup> at 7:00 pm (HealthPlex in Chatham)

## 6.0 **Approval Items**

### 6.1 New Program – Pre-Apprenticeship Brick & Stone Mason/Terrazzo, Tile and Marble Setter

Ms. McLelland spoke to this item. Ms. McLelland indicated that with the apprenticeship program you have to be employed and be sponsored by your employer. The pre-apprenticeship program does is that you do not need an employer sponsor. It is a very exciting time for apprenticeship right now because the Ministry has put a lot of money into the apprenticeship program.

St. Clair College has run a pre-apprenticeship brick and stone before at the College. In this program, the College has added the Terrazzo, Tile and Marble component, so there is about 70 additional hours that is in this certificate that we are requesting. With the brick and stone trade there is some downtime in the winter but with the extra skill sets from this program there is an opportunity to be employed throughout the year. This program is fully funded by the province of Ontario, the people that come into this program do not have to pay any tuition, they do not have to pay for their tools and the College will give them a standard tool set to get them started including safety equipment and textbooks. This is a fabulous opportunity for people wanting to get into this trade.

Ms. McLelland also stated that they have gotten approval for another pre-apprenticeship program in the Truck & Coach for heavy equipment. This will be coming back to the Board of Governors next year for approval.

Mr. Rusich asked how many hours can they accumulate through the pre-apprenticeship program and how many are put towards their actual apprenticeship. Ms. McLelland responded that they have to put in 420 hours on the job to go towards their certificate. There is a workplace component built right into this program so that the 420 hours unfortunately does not go into their apprenticeship unless their employer sponsor signs them up immediately as an apprentice and normally an employer wants them to get in and prove themselves first. Apprenticeship is not as much hourly based now, it is more competency based, so as they gain the skill set the employer may sign off on the skill set. The hours provide a guideline.

Mr. Farron suggested that the Board accept this program. Mr. Marcotte asked that the Delivery Costs breakdown sheet come back to the Board with the Actual Costs for the following year to see how close the projection numbers were. This way the

Board would be able to get a better idea if the return was actually what was originally projected.

Having concluded the question 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-apprenticeship Brick & Stone Mason/Terrazzo, Tile and Marble Setter Program.

## 7.0 Policy Review

### 7.1 Policy 2003-6- Cost of Governance – 2<sup>nd</sup> Reading

A copy of Policy 2003-6 – Cost of Governance with track changes is attached to the Minutes as Item #7.1.

Ms. France informed the Board that this policy was originally brought to the Board in June but was asked to bring it back in September with some slight modifications. The modifications that were suggested in June was that a reference be made to the policy number. That is done on page 2, it is Policy # 4.13 and the effective date was April 1, 2011. The following script was removed “The Board shall establish an annual budget to represent the College at appropriate meetings and for professional development activities” and replaced by “At the end of the fiscal year, the Board Chair will receive an annual report summarizing all travel reimbursements incurred under this Policy”. The other two amendments were to take out any reference to the Board Chair approving the expenses that will be incurred as per the new policy outlined by the Ministry.

After some discussion, a motion was brought forward to approve the 2<sup>nd</sup> reading with the addition of “as amended” being added after the effective date of the Policy. The Chair called for a motion to adopt the Policy as amended and it was moved and carried.

It was therefore,

**RESOLVED THAT** the Board approve the 2<sup>nd</sup> Reading of the Policy as amended.

Ms. Papadeas moves that any time College policy 4.13, dated April 1, 2011 is amended it be brought back to the Board for information purposes. The Chair called for a motion to adopt the Policy as amended and it was moved and carried.

It was therefore,

**RESOLVED THAT** the College will bring any amendments on College Policy #4.13 back to the Board for approval.

7.0 **Date of the Next Meeting**

The next Full Board meeting will be held on November 29<sup>th</sup>, 2011 in Chatham.  
The Board retreat is scheduled for October 21 – 22, 2011 at the St. Clair College  
Centre for the Arts.