

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held January 27, 2015 at 6:30 p.m., in Boardroom 342, South Campus, Windsor, Ontario

PRESENT:

Mr. D. Allen
Mr. T. Berthiaume
Ms. M. Corey
Mr. C. Janisse
Ms. M. Lucio
Ms. M. Marcotte
Mr. V. Marcotte, **Chair**
Mr. D. Moncur
Ms. P. Papadeas
Ms. M. Rogers
Mr. R. Rusich
Mr. R. Seguin
Dr. J. Strasser, **President**
Mr. C. Topliffe
Ms. M. Wickham
Mr. D. Wilson, **Chair-Elect**

REGRETS:

Ms. L. Kempe

Also Present:

Ms. S. Armstrong, Director, Financial Services
Mr. D. Barsanti, Chief Financial Officer
Mr. E.P. Chant, Editor, SAINT, Student Newspaper
Mr. J. Fairley, Vice President, College & Community Relations
Ms. P. France, Senior Vice President, College Operations
Ms. S. Girard, Secretary, Board of Governors
Ms. S. Ryrie, SRC President
Dr. P. Tumidajski, Vice President, Strategic Planning
Ms. B. Whiteford, Observer

A quorum of the Board of Governors in attendance and Notice of 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. Marcotte chaired the meeting and Ms. Girard was the Recording Secretary.

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

Hearing no declarations of conflict of interest and no changes to the agenda, it was,

RESOLVED THAT the Board of Governors adopt the January 27, 2015 Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the November 18, 2014 Meeting Held in Windsor, Ontario**

Hearing no changes, errors or omissions to the Minutes, it was,

RESOLVED THAT the Board of Governors approve the Full Board Minutes of the November 18, 2014 meeting as distributed.

3.0 **Constituent Reports**

Student Representative Committee

Ms. Ryrie highlighted a few items that the Student Representative Committee (SRC) have been involved in the past month:

- Ms. Ryrie explained that there was a blood donor drive held today and it was very successful.
- She explained that there will be a bone marrow swab event on Thursday, January 29, 2015 indicating that are also including an information session to educate people on the importance of doing this. She explained there are currently six people in the immediate area that are waiting for bone marrow.
- She explained there were 313 participants last year and she hoping that the numbers will be even bigger this year. SRC is hoping to work with Alumni to increase these numbers in the years to follow.
- Mr. Wilson is on the Board of Directors for the Katelyn Bedard Bone Marrow Association and wanted to thank everyone at the College for all their support.

4.0 **President's Report**

Dr. Strasser indicated that he had a few items he wanted to share with the Board:

- He thanked Marlene Corey and TV Cogeco for the \$50,000 donation. Ms. Corey explained that there is a fiber line to the SportsPlex enabling anyone to broadcast from the SportsPlex.
- He stated that the men's volleyball is ranked 15th in the country.
- The Annual St. Clair College hockey game on the pond will take place on Friday, February 13, 2015 at noon for staff and students.

- Dr. Strasser stated that he would be heading to London tomorrow for the Pre-Budget Consultation for the Government of Ontario where he would be doing a 15 minute presentation.
- Dr. Strasser asked Mr. Seguin to give the Board an update on the results of the “The Saints” Christmas concert at Caesars Windsor. Mr. Seguin noted that there were 3,000 people that came to the concert raising a \$45,000 donation to help three local food banks. He noted that the College has already met with Caesars Windsor to start planning next year’s event.

5.0 **Business Arising**

5.1 Ad-Hoc Committee Reports

1. Presidential Recruitment Committee – Vince Marcotte stated that the process is proceeding on time and the committee is aware of the August 31st deadline.
2. Presidential Evaluation Committee – Charles Janisse stated that the committee would be meeting in early February and they would report back at the February meeting.
3. Governance Process Review Committee – The Chair stated that this item would be discussed under item # 8.1 of the agenda.

6.0 **New Business**

6.1 2015/2016 Auditors

In keeping with the Board of Governors work plan, Ms. France reminded the Board that PriceWaterhouse Coopers had previously been approved for a five year term (2012-2017).

6.2 Business Plan – Accrual Budget Template (MTCU format)

At this time, Mr. Barsanti provided a PowerPoint presentation which summarized the package that was attached to the agenda.

- Mr. Barsanti explained that this is a requirement of MTCU (Ministry of Training, Colleges & Universities) that all Colleges prepare an interim forecast to March 31, 2015 based on information known to the College at November 30, 2014.
- He highlighted the projected revenue, expenditures and the expected surplus.
- Mr. Barsanti highlighted the projected assets and liabilities of the College.
- He stated that every January and June the College has to use this format to report to the Board of Governors and to the Ministry.

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

RESOLVED THAT the Board of
Governors approve the 2014-2015
Business Plan – Accrual Budget
Template (MTCU Format) as presented.

Mr. Barsanti's presentation is attached as item #6.2 to the Minutes.

6.3 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:

- Most members felt the guest speakers were excellent.
- Most of the Board members that attended the Good Governance session felt it was an excellent session.
- The overall experience was worthwhile and valuable.
- One Board member noted that it is an excellent networking opportunity.
- Mr. Allen stated that he was invited to participate in the Bear Pit Good Governance session, which was a panel question and answer period for other Board members to ask questions. Feedback was very good.
- Colonel Chris Hadfield, Dr. Sousa and Sally Armstrong were noted by all of the Board members as being very informative with excellent subject matter.

6.4 Foundation for Life Campaign

At this time, the Chair called on Mr. Fairley to present this item.

Mr. Fairley handed out a pamphlet telling the College's story and what has been invested in the College. He noted that the campaign had started in late November after the signature donation of \$1 million from the Toldo Foundation. The official launch was in early December with an internal campaign. He explained what the three pillars are that people can donate to:

1. Academic Excellence
2. Student Life
3. Entrepreneurship & Innovation

Mr. Fairley also explained that the pamphlet was printed in Mandarin as well. Mr. Fairley noted that Mayor Randy Hope had taken College literature on his trip to China.

Mr. Fairley stated that the College had received 23 new scholarships in the past couple of months totaling \$15,252.

He asked that everyone help to promote the College by getting the word out as we are always looking for the opportunity to make connections.

The pamphlet is attached to the Minutes as item #6.4.

After Mr. Fairley's presentation, Dr. Strasser took the opportunity to promote Eatery 101 at the College stating that it is available for meetings to be set up for potential donors.

7.0 **Information Item**

7.1 Strategic Directions April 1, 2015 to March 31, 2016

Dr. Strasser explained that this is being brought back to the Board for information purposes with the changes requested from the November meeting.

7.2 Program Advisory Committees

Ms. France presented this item and explained to the Board that in their portfolios there was a Program Advisory Committee (PAC) Report – Executive Summary 2013-2014, a spreadsheet of the PAC meetings that had been held and a "sample" annual report. She explained that the two programs that had an "x" next to them on the PAC meetings sheet did not have quorum and therefore did not meet.

She also noted that the Annual Report for each PAC would be posted to Blackboard for information.

A copy of the items that were in the Board member portfolios are attached to the Minutes as items #7.2(a), 7.2(b) and 7.2(c).

8.0 **Policy/By-Law Review**

8.1 By-Law 19 (2nd reading)

The Chair called on Ms. Papadeas to speak to this item in Ms. Kempe's absence. She stated that the final version of by-law 19 was attached to the minutes on page 96 for the Board's review.

After a brief discussion, the Chair called for a motion to approve and it was carried, therefore, it was,

RESOLVED THAT the Board of Governors approve the 2nd reading of By-Law 19 as presented.

8.2 Policy Review

After a brief discussion, the Chair called for a motion to approve and it was carried, therefore, it was,

RESOLVED THAT the Board of Governors approve policy #'s 2003-6 and 2003-9 as presented and formally dissolve the sub-committee that had been formed.

At this time, Ms. Rogers thanked the committee members for their efforts on the Governance Process Review Committee.

9.0 Date of the Next Meeting

9.1 Board Self Evaluation Review

At this time, the Chair reminded the Board that there is a copy of the Board Performance Evaluation in their portfolios explaining that it would probably be best to complete it after each Board meeting while things are fresh in your mind.

9.2 The next Full Board meeting will be held on February 24, 2015 in Windsor.

The Full Board meeting adjourned at 7:45 p.m. and the Presidential Recruitment Committee held a separate meeting after the adjournment of the Full Board meeting.