

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held September 27, 2016 at 6:40 p.m., in Boardroom 342, South Campus, Windsor, Ontario

PRESENT:

Mr. D. Allen, **Chair-Elect**
Ms. T. Bendo
Mr. T. Berthiaume
Dr. K. Blanchette
Ms. M. Corey
Mr. F. Curtis
Ms. P. France, **President**
Ms. N. Jammu-Taylor
Ms. L. Kempe
Mr. V. Marcotte
Ms. M. Rogers
Mr. R. Rusich
Mr. E. Sovran
Ms. E. Staley
Ms. M. Wickham
Mr. D. Wilson, **Chair**

REGRETS:

Ms. M. Lucio

Also Present:

Ms. S. Armstrong, Director, Financial Services
Mr. D. Barsanti, Vice President, Student Services &
Administration and Corporate Secretary
Mr. E.P. Chant, Editor, SAINT, Student Newspaper
Mr. J. Fairley, Vice President, College Communications and
Community Relations
Ms. S. Girard, Secretary, Board of Governors
Mr. M. Jones, Chief Financial Officer
Mr. R. Seguin, Vice President, International Relations,
Training & Campus Development
Mr. M. Silvaggi, Associate Vice President, Student Services
& Registrar
Mr. J. Sirianni, Executive Director, Human Resources

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. Wilson chaired the meeting and Ms. Girard was the Recording Board Secretary.

At this time, Mr. Wilson introduced Jeff Rousseau, E.P. Chant, Shelley Armstrong, Marc Jones, Bill Jones, Kelly Gosselin, Charlie Hotham and Kim Davis. He also took this opportunity to introduce the incoming external Board members that were present this evening: Teresa Bendo, Egidio Sovran and Nancy Jammu-Taylor and one of the internal Board members, Dr. Ken Blanchette.

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 September 27, 2016
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the June 28, 2016 Meeting Held in Windsor, Ontario**

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

RESOLVED THAT the
June 28, 2016 Full Board
Minutes be approved as
distributed.

3.0 **Constituent Reports**

Student Representative Council

The Chair called on Mr. Chant to present Mr. Rousseau's report on report on behalf of the Student Representative Council as Mr. Rousseau and the SRC Executive were interviewing for new Directors. The following are highlights from his report:

- He stated everything is going according to plan with regards to the Student Life Centre. Construction is planned to be completed by end of December, early January to have the grand opening in early January.
- He indicated that SRC we begin their Hunger Bites campaign shortly. This is an initiative bags are dropped off at our neighbours with a letter

expressing our need for non-perishable food items. The donations go towards the SRC run foodbank operated out of the downtown campus. Students who are in need of food items for themselves and their families can sign up and receive free food items.

- Representatives from the SRC will participate in the College Student Alliance (CSA) regional conference hosted by Conestoga College. He noted that this is a great learning opportunity for all student leaders to better represent the students.

4.0 **President's Report**

The Chair called on Ms. France to present her report.

- At this time, the President wanted to recognize the teamwork and effort of all of the staff and students for an exciting orientation and a very smooth startup. The last six weeks of service excellence that has been demonstrated by all levels of faculty, support staff, administration, students and retirees is a true example of that service excellence and she thanked everyone for their contributions.
- She noted there are two retirements; Dennis Dowker, he is currently the Executive Director of the Centre of Academic Excellence and he will be retiring at the end of the month. Dan Rorai has been appointed his replacement and Mr. Dowker will stay on part-time until after the accreditation as the self-study is due in November and the site visit will happen in the spring and to make sure that we are successful in those endeavours, Mr. Dowker has agreed to stay on part-time. The other retirement is Kelly Bevan, she is currently the Associate Registrar in Windsor, so she will be retiring soon and Mr. Sirianni will be posting her position soon. She also noted that Randy Semeniuk is the interim Chair of Community Studies while our current Chair, Jim Hutton, is on leave.
- She reminded the Board that in their portfolios there is a copy of all the media stories and releases that have taken place since the last meeting. This is attached to the minutes as item #4.0(a).
- She stated that in the Board portfolios, there is a copy of the St. Clair College internal newsletter "Campus Connections" for information, attached as item 4.0(b).
- She also added that in the Board portfolios there is a copy of correspondence from the Premier dated September 23, 2016 titled Ontario Releases Ministers' Mandate Letters and a copy of Minister Matthews mandate letter for your review. These two documents are attached as item #4.0(c) and #4.0(d) to the minutes.
- She noted that both student centres for Windsor and Chatham have commenced and appreciate the leadership of our student governments for both Windsor and Chatham for taking those projects on.
- She also wanted to mention that our new Mission, Vision and Values have been framed are now on display in our Boardroom. These will also be displayed throughout the College.

5.0 **Consent Agenda**

- 5.1 Annual Report
- 5.2 Premier Aviation Certificate
- 5.3 Strategic Mandate Agreement Report Back November 15, 2016 formerly known as the Multi-Year Agreement (MYAA)
- 5.4 Annual Work Plan
- 5.5 Meeting/Event Schedule
- 5.6 Provincial Conference (November 20 – 21, 2016)
- 5.7 Executive Committee Report
- 5.8 Board Performance Improvement Actions
- 5.9 Fall Convocation

RESOLVED THAT the Board of Governors receive and approve the contents of the Consent Agenda for information purposes.

6.0 **Business Arising**

6.1 Board Planning Session

The Chair reminded the Board that the Board Planning Session will take place at the St. Clair College Centre for the Arts on Saturday, October 29, 2016.

He reviewed the Board Planning Session agenda that was attached to the Full Board agenda and shared some of his thought processes for the items that were on it.

He then called on the Chair-Elect to give a brief background on the guest speaker, Denise Amyot that will be joining us at our Board Planning Session.

7.0 Monitoring Reports

7.1 2016 Fall Enrolment/Registration Report

At this time, Ms. France noted that attached to the agenda is a formal review of the enrolment from a 10 day perspective.

At this time, Mr. Silvaggi presented his PowerPoint presentation.

He began with a brief review of the 2016 Fall 10 Day Enrolment Report that was attached to the agenda. He noted that the report provides a comparison, by program, for the last three years with each year representing the enrolment as of the 10 day drop/add period.

Mr. Silvaggi 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. Mr. Silvaggi stated that the Fall 2016 Post-Secondary 10 day number was 9,478 which includes all full time students from the Toronto campus. This is an overall increase from 2015 of 9.4%.

He noted that the budget was based on 7,700 full-time domestic students and from a Strategic Direction Target directive from the Board it was 7,900 for total full-time domestic students, with an actual day 10 number of 7,957, the goal was exceeded by 0.7%.

From an international perspective, there was a budgetary number of 500 Full-time Post-Secondary students with a Strategic Direction Target directive of an increase of 4%. The actual day 10 number was 581, this is an overall increase of 31% from last year.

He provided the Board with an enrolment breakdown by campus as follows:

- Downtown campus had an overall increase of 21 students.
- South campus had an overall increase of 65 students.
- Chatham campus had an overall decrease of 89 students.

The Chair commented that he was very happy with this report and how it was presented.

A motion was called to receive this report for information purposes, it was,

RESOLVED THAT the Board of Governors approve this report for information purposes.

A copy of Mr. Silvaggi's PowerPoint presentation is attached as item #7.1.

7.2 Financial Quarterly Update and Sustainability Metrics

The Chair called on Mr. Jones to present his PowerPoint presentation.

He highlighted the following items from his presentation:

- The deficit number at June 30, 2016 is \$6,666 million. This is \$8,364 million lower from the \$1,698 million surplus at June 30, 2015. This relates to timing differences during this fiscal year. Between April and June 2016, there was 9 pay periods. During the same timeframe last year there were only 8. That results in a difference of \$2.6 million. The other factor is the timing of Tuition Calculation Assessment, which results in a difference of \$6 million. He noted that if you adjust for those figures it would result in an adjusted surplus of \$2 million at June 30, 2016.
- The increase in enrolment will result in approximately a \$2.4 increase in domestic revenue.

The Chair thanked Mr. Jones' for his very informative report and presentation.

A motion was called to receive the Financial Monitoring Report for information purposes, it was,

RESOLVED THAT the Board of Governors approve the Financial Monitoring Report for information purposes.

Mr. Jones' PowerPoint presentation is attached as item #7.2 to the minutes.

8.0 Approval Items

8.1 Appoint a Treasurer

At this time, the Chair stated that currently the Audit Committee consists of Ms. Rogers and himself. He asked the Board members to consider being part of the Audit Committee as there should be another added to this committee for a total of four.

The Chair asked for a motion to appoint Mr. Sovran to Treasurer, it was,

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

9.0 **Policy/By Law Review**

9.1 By Law Review – 1st Reading

At this time, the Chair provided a brief overview of process of the Policy/By-Law Review for the benefit of the new Board members.

After a brief discussion, the Chair called for a motion to approve by laws 28 & 29 and it was carried, it was,

RESOLVED THAT the Board of
Governors approve the 1st
reading of By-Laws 28 & 29 as presented.