

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held on Tuesday, January 31, 2017 at 6:30 p.m., in the Board Room #342 at 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. M. Lucio
Mr. V. Marcotte
Ms. M. Rogers
Mr. R. Rusich
Ms. E. Staley
Ms. M. Wickham
Mr. D. Wilson, **Chair**

REGRETS:

Mr. E. Sovran
Ms. L. Kempe

Also Present:

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. W. Habash, Vice-President, Academic
Mr. B. Jones, Retiree Observer
Mr. M. Jones, Chief Financial Officer
Ms. I. Moore-Davis, Manager, Continuing Education, Windsor
Mr. J. Rousseau, President, Student Representative Council
Ms. M. Rush, Support Staff Observer
Mr. R. Seguin, Vice President, International Relations, Training & Campus Development
Mr. J. Sirianni, Executive Director, Human Resources
Mr. G. Vrantsidis, Faculty Observer

Having a quorum of Governors in attendance and the 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. Wilson chaired the meeting and Ms. Girard was the Recording Secretary.

At this time, Mr. Wilson presented the following Board members with their Good Governance certificates and Maureen Wickham with her Advanced Good Governance certificate:

- Emily Staley
- Nancy Jammu-Taylor
- Floyd Curtis
- Teresa Bendo

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 Full Board agenda as distributed.

2.0 **Approval of the Full Board Minutes of the November 29, 2016 Meeting Held in Windsor, Ontario**

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

RESOLVED THAT the Board of Governors approve the Full Board Minutes of the November 29, 2016 meeting as distributed.

3.0 **CONSTITUENT REPORTS**

Student Representative Council

At this time, Mr. Rousseau presented his report and highlighted the following items:

- Winter Orientation 2017
- 50th Anniversary Press Conference
- KBBMA Swab Event
- Polar Plunge
- Arkells Concert

Mr. Fairley added that St. Clair College was number one in all Ontario amongst all the torch run events raising \$48,000 for Special Olympics.

A copy of Mr. Rousseau's full report is attached as item # 3.0 to the minutes.

Support Staff

Ms. Rush reported that everyone is happily back to work after a well-deserved vacation. Staff are gearing up for a pretty busy time in some departments as they head into week four and some students are starting their first round of tests. The Support Staff will be holding their first General Membership meeting next week to begin planning for the annual convention which will be held in Toronto in April. She stated that staff are proudly showing their colours and displaying their decals in preparation of the 50th Anniversary celebrations. She added that everyone will be joining TSI next week for their official grand opening of their Student Centre at the Thames Campus.

Faculty

Mr. Vrantsidis stated that the January intake for Construction/Civil Engineering, as well as the common first year Architecture program was the largest January intake with over 70 students noting the large international contingency of students. He also stated that there will be a meeting next week to discuss what the upcoming negotiations should include from the faculty.

Retiree Association

Mr. Jones stated that the following on behalf of the Retiree Association:

- They had a very successful Christmas dinner with about 120 members in attendance.
- They are currently upgrading the Retiree Association By-laws.
- There is also someone working on a Facebook page.
- He stated that the Folklore Project, which is a series of videos of the College history, has completed three videos and is working on two more.
- In 2016, they had 344 paid members with the Retirees Association.
- They donated \$1,100 to the President's Circle Campaign.
- A Retirees Calendar has been suggested.
- The Retirees will continue to be involved in the 50th Anniversary activities.

4.0 PRESIDENT'S REPORT

At this time, the Chair called on the President to give her report. Ms. France indicated that she had a few items that she wanted to share with the Board:

- Ms. France 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. These are attached as item #4.0(a) to the minutes.
- She provided a quick enrolment comparison and indicated that this is in the Board portfolios, attached as item 4.0(b). She stated that January was a very good start and a winter return semester from a retention perspective. She noted that these are not "official" 10 day numbers and that this is strictly for information purposes. The enrolment numbers increased from 8,832 to 9,762 year over year indicating that 19% of that is international students.
- The Post Secondary Quality Assurance Board is coming for the Quality Audit Site Visit on February 27 and February 28, 2017. She noted that this was intended to be an accreditation audit and based on the Committee of Presidents, they are not moving forward with

accreditation as of yet so this will be a quality audit. The same criteria will be used as if it was an accreditation. St. Clair College will receive both the audit and accreditation results and if the Committee of Presidents decide to go forward with accreditation, St. Clair College could be grandfathered based on these results.

- Ms. France stated that the six institutions that currently have Private/Public Partners have been asked for a request of information to be submitted from a quantitative perspective on February 13, 2017 and noted that they are working through that request with their partners.
- Ms. France stated that the two degrees that were submitted back in the fall were approved by the Ministry and moves forward to the next phase. A site visit is scheduled for March 6, 2017 on Social Justice and Legal Studies.
- She stated that the budget process has begun to present back to the Board in March 2017.
- The Ministry has announced the funding reform and they plan to go live with this as of April 1, 2017.
- She reminded the Board that the TSI Student Centre Grand Opening will be taking place next Tuesday, March 7, 2017. The SRC Student Centre will take place sometime in March, date to be determined.

Ms. Corey congratulated Ms. France on being named the Athena Award recipient.

5.0 **Consent Agenda**

- 5.1 Enhance Student Life – Creation of Working Group (Who/What/Why)
- 5.2 Increase Community Engagement – Report on Annual Contributions by Staff
- 5.3 Develop Corporate Records of Documented Business Practices (Desk Manuals)
- 5.4 Align Fundraising Efforts – Creation of Depository of Potential Partners and Requirements
- 5.5 Creation of a Master Decision Template

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

6.0 **New Business**

- 6.1 English for Academic Purposes (EAP) Certificate Program

At this time, Mr. Seguin presented a PowerPoint presentation.

Mr. Seguin began by introducing Ms. Moore-Davis, Manager, Continuing Education department and noted Mr. Curtis is the Coordinator for English as a Second Language Program.

Mr. Seguin highlighted the following points from his presentation:

- He began by providing a background of the current ESL program to show where the College is right now:
 - 2012 – Ministry notified St. Clair College that tuition funding will be discontinued for English as a Second Language (ESL), effective 2013.
 - 2013-2014 – Ministry eliminates the Ontario Special Bursary Funding – traditionally used by the College to subsidize ESL students.
 - 2014-2015 – Senior Management transfers ESL programs to Continuing Education to reduce operating costs.
 - ESL was maintained to allow international students to bridge into Post Secondary studies.
 - Currently there are 80 students enrolled, 30 of them are international, 50 are domestic.
- 54% of international students studying in Ontario are referred by agents.
- Agents are driving the demand for EAP programming.
- Agents demand English programs that “bridge” to post secondary education.
- Approximately 76% of all international students at St. Clair College are referred by agents.
- EAP is designed to attract students whose ultimate goal is to attend post secondary education.
 - EAP – Academic Focus.
 - ESL – Survival Focus (to be phased out effective September 2017).
- 7 weeks in duration – 16 classroom hours per week plus 4 lab hours per week = 20 hours.
- Increases potential for market share growth in Japan, Korea, Vietnam, Saudi Arabia, Mexico, Brazil, Taiwan
- The automatic bridge to a post secondary programs occurs once a student obtains a 70% average at levels 7 & 8.
- Financial impact – Total revenue of \$1,125,000 is projected for Year 1.

The Chair noted that Mr. Curtis may have a real or perceived conflict of interest and asked him to excuse himself from the vote.

After some discussion, it was,

RESOLVED THAT the Board of
Governors approve the English for
Academic Purposes - Board of
Governors Certificate as presented.

Mr. Seguin’s PowerPoint presentation is attached as item #6.1 to the minutes.

7.0 **Business Arising**

7.1 Strategic Directions April 1, 2017 to March 31, 2018

At this time, the Chair called on the President to present her PowerPoint presentation.

Ms. France noted that attached to agenda was the revised Strategic Directions based on discussions from the Board Planning Session in 2016.

She stated that in her presentation she would touch on the following:

- Board Strategic Planning Session – January 2016.
 - The Strategic Plan – 2016 – 2019.
- Strategic Mandate Agreement – 2014 – 2017 (SMA).
- Funding Reform.
- Strategic Mandate Agreement – 2017 – 2020 (SMA2).
- Strategic Directions – 2017 – 2018.

She noted that all of the above are connected. One cannot be done in isolation without considering the other documents. She added that our Strategic Plan is from 2016 – 2019, the College will be as of April 1, 2017 signing an agreement with the Ministry under the Strategic Mandate Agreement 2 for the time period 2017 – 2020, noting that there is a year gap. Ms. France indicated that perhaps at the next Strategic Planning cycle, the College may want to align the Strategic Plan to be in line with the Strategic Mandate Agreement.

Ms. France provided the Board with a brief background of the content of the current Strategic Mandate Agreement (SMA).

- Fundamental Principles.
- Areas of Strength.
- Program Areas of Strength. (Tied to the National Occupational Codes (NOC))
- Institutional Statement.
- Aspirations.

Ms. France stated that as of April 1, 2017, the College is required to submit a new Strategic Mandate Agreement. The template for the SMA2 was received today and the Ministry has hired an independent consultant, Mr. Brian Tamblyn, he will begin doing College visits regarding the template. She stated that Boards and institutions will have to submit their SMA2's within the next 60 days.

Ms. France stated that the reforms to the funding model are focused on the following principles:

- Improving financial sustainability.
- Supporting differentiation.
- Enhancing the quality of the student experience.
- Improving transparency and accountability.

The Chair asked the President what the Board could expect at the next Board meeting with regards to a Strategic Mandate Agreement. The President will provide the Board an update at the next Board meeting. A draft Plan will be brought to the Board as soon as it is available

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the revised Strategic Directions for the period of April 1, 2017 to March 31, 2018 as presented.

The Chair explained that the Chair-Elect, the President and himself will start reviewing what has been presented and pulling out what is believed to be the key objectives for the next year in terms of the Presidential Evaluation process so that they can be brought back in February for input to have something in place by the end of March.

Ms. France stated that the current Strategic Directions are posted on the St. Clair College website. This document will be added as an appendix rather than change the original three year plan.

Ms. France's PowerPoint presentation is attached as item #7.1 to the minutes.

8.0 **Monitoring Reports**

8.1 Financial Quarterly Update

At this time, Mr. Jones presented his PowerPoint presentation to the Board.

Mr. Jones highlighted the following items for the Board:

- Income Statement for the Eight Months ended November 30, 2016.
- Explanation of Surplus Variance.
- Revenues.
- Expenditures.
- Ancillary.
- Interim Financial Update as of December 31, 2016.
 - Estimated surplus is at \$10.694 million.
 - Cash and cash equivalents at \$28.66 million.
 - Implementing initiatives to assist with achieving mid-year surplus target.
- The following initiatives are being implemented by the Senior Team to achieve the \$2.1 surplus at mid-year are:
 - Suspending P-Card purchases.
 - Limiting overtime.
 - Encouraging staff to use their vacation days.

Mr. Jones reviewed the submission of the Business Plan Accrual Budget Template. He explained that the Ministry requires all colleges submit a forecast to them as of March 31, 2017.

Ms. France clarified for the Board the importance of the surplus of \$2.1 million as an institution because in 2014/2015 we had 2 flags and last year there was 1 flag so if a surplus of \$2.1 could be achieved it will result in having zero flags.

The Chair asked that the non-committed cash be identified in the future.

At this time, the Chair asked for a motion to receive the November 30, 2016 Financial Monitoring report for information, it was,

RESOLVED THAT the Board of Governors approve the November 30, 2016 Financial Monitoring report for information.

At this time, the Chair asked for a motion to approve the Business Accrual Budget Template (MAESD format), it was,

RESOLVED THAT the Board of Governors approve the Business Accrual Budget Template (MAESD format).

Mr. Jones' PowerPoint presentation is attached as item #8.1 to the minutes.

9.0 **Policy/By-Law Review**

9.1 By-Laws 30 & 31 (1st Reading)

After a brief discussion, the Chair called for a motion to approve by laws 30 & 31 and it was carried, it was,

RESOLVED THAT the Board of Governors approve the 1st reading of By-Laws 30 & 31 as presented.

At this time, the Chair thanked Shelley Girard for her years of service and wished her all the best in her new position.

Mr. Marcotte asked that the media stories be sent electronically and not added to the Board portfolios to save on paper.