

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held November 20, 2012 at 7:00 p.m. in Room #126 Thames Campus, Chatham, Ontario

PRESENT:

Mr. T. Farron, **Chair**
Ms. L. Kempe
Ms. S. McCourt
Ms. M. Marcotte
Mr. V. Marcotte, **Chair-Elect**
Ms. P. Papadeas
Ms. R. Parak
Mr. C. Parrott
Mr. K. Pilon
Mr. R. Rusich
Dr. J. Strasser, **President**
Mr. D. Wilson

REGRETS:

Ms. K. Curtis
Mr. C. Janisse
Ms. M. Lucio
Mr. D. Moncur
Mr. R. Seguin

Also Present:

Ms. S. Armstrong, Director, Financial Services
Mr. D. Barsanti, Chief Financial Officer
Mr. E.P. Chant, Editor, SAINT, Student Newspaper
Ms. J. Dale, Representative, St. Clair College Retirees Association
Mr. J. Fairley, Vice President College and Community Relations
Ms. P. France, Senior Vice President, College Operations
Ms. S. Girard, Secretary, Board of Governors
Mayor R. Hope, Mayor, Chatham-Kent
Ms. L. McGeachy Schultz, Principal, Thames Campus

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

Prior to the adoption of the agenda, Dr. Strasser asked that there be an addition to the agenda for approval. This would include the approval of Andy Faas being a recipient of the Queen's Diamond Jubilee Medal under 4.1 President's Report.

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

Hearing no declarations of conflict of interest and with the addition of the one item under 4.1 President's Report, it was,

RESOLVED THAT the Board of Governors adopt the Full Board agenda as amended.

2.0 **Approval of the Full Board Minutes of the September 25, 2012 Meeting Held in Windsor, Ontario**

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

RESOLVED THAT the Full Board Minutes of the September 25, 2012 meeting be adopted as distributed.

3.0 **Constituent Reports**

3.1 Update on Chatham/Kent

At this time, the Chair welcomed Mayor Randy Hope and asked him to provide an update on the Municipality of Chatham/Kent; he also noted there was a copy of Mayor Hope's biography in their portfolio. A copy of Mayor Hope's biography is attached to the minutes as item #3.1 (a).

Mayor Hope highlighted the following items:

- He gave a brief summary of his political background from a provincial representative as an NDP to the position of mayor.
- Mayor Hope showed a brief video that has been shown around the world highlighting Chatham/Kent and why people should come here.
- He spoke of how the Capitol Theatre is becoming a success and thanked the College for taking over the operations of the theatre.

- Mayor Hope indicated that he is interested in setting the stage for the long term investment for Chatham and surrounding areas.
- He has been travelling internationally and in the travels he continues to mention the attributes of becoming a student in Chatham/Kent.
- He noted there has been quite a bit of concentration on Green Energy in the Chatham/Kent area.
- He also spoke about some of the incentives that they are using to bring people to the Chatham/Kent such as the quality of life, secure community and promoting that the Chatham/Kent area is less expensive to live in than other parts of the province.
- Mayor Hope also mentioned that they have 18 delegates coming here from China and he would like to, at some point when they return, set up some of the post-secondary schools to continue the student exchange experience and to highlight the opportunities available in Chatham-Kent.
- He explained how he is trying to create an “experience” in the Chatham downtown core.

At the end of Mayor Hope’s presentation the Chair presented him with a token of the Board’s appreciation for attending the Board meeting.

SCC Retirees Association

Ms. JoAn Dale informed the Board that a copy of the Fall 2012 Newsletter is in their portfolios and highlighted the following:

- Ms. Dale indicated that it was the 20th year since the Retirees Association was founded and they would be honouring the founders at the Retirees Christmas party.
- She indicated that the Retirees met with Dr. Strasser in October and he updated them on the plans that are happening at the College and many of the Retirees plan to attend the Student Presentation in December.
- She thanked the Board for all the support that they give the Retirees and she wished everyone a happy holiday.

A copy of the Retirees Association Newsletter is attached as Item #3.1(b).

4.0 **Business Arising**

4.1 President’s Report

The President had three items to discuss:

1. The President distributed the criteria and submission information for the Queen Elizabeth II Diamond Jubilee Medal indicating that the College would like to nominate Mr. Andy Faas for this medal. A copy of the criteria and submission information is attached to the

minutes as item # 4.1. At this time, Dr. Strasser asked the Board for their approval for this nomination, it was therefore,

RESOLVED THAT the Board of Governors approve this nomination.

2. Dr. Strasser also indicated that on Monday, December 3, 2012 between 6:00 pm and 7:00 pm, live on Cogeco he would be participating in a debate with the President of Algoma University and the director of the Ridgeway campus of the University of Guelph. There will be three questions surrounding post-secondary education in Chatham/Kent.
3. Windsor Life asked Dr. Strasser to pose as Santa for the cover of their December edition surrounded by wrapped presents that signify the help that we have been to various partners in the community like Hospice. The overall benefits will be good from a community perspective. Mr. Fairley indicated that this was a celebration of what the College, students, Alumni and staff have done in the community. For example, the golf tournaments, supporting various camps, the Burn Unit, Honour the Ones We Love. There will be an article about the College being a caring part of the community.

4.2 Strategic Directions

Dr. Strasser thanked everyone for their input at the Board Retreat and indicated that their responses are included in the Board materials. A revised "Strategic Directions – April 1, 2013 to March 31, 2015" was handed out and is attached to the minutes as item #4.2 (a).

Dr. Strasser presented a summary on the Priority Listings for Strategic Directions based on answers given at the Board Retreat this attached to the minutes as item #4.2 (b). The President noted that these aligned very well with the original Strategic Directions from back in 2010.

Dr. Strasser referred to page five of the Strategic Directions handout explaining the Legend as follows:

Grey – Carried forward (not quite finished by March 31, 2013)
Green – Original timeline April 1, 2013 to March 31, 2015
Blue – Weave of discussions at the Board Retreat fitted into five directions

He indicated that the only change came under #4 with adding and Partnerships to the title, so it now reads “The Enhancement of College Communications and Partnerships”.

After some discussion, Dr. Strasser asked for a motion to approve the Strategic Directions for April 1, 2013 to March 31, 2015 as presented. It was therefore,

RESOLVED THAT the Board of Governors approve the Strategic Directions as presented.

Mr. Marcotte asked that the Strategic Directions be brought back to the Board Retreat each year for review.

5.0 **Information Items**

5.1 Program Advisory Committees

Ms. France stated that attached to the agenda is a copy of all the Program Advisory Committees (PAC) and their members. She thought it was important for the Board to know who is on the individual committees, so that you are aware who is involved from the community with the College. Ms. France advised the Board that an Annual Summary Report for each PAC was done for 2011 – 2012. Ms. France wanted to make the Board aware that these summary reports are available and if they were interested in seeing them, we could either get them copies or we could put them on the Portal for their convenience. After some discussion, it was agreed that as long as it was available upon request that would be sufficient. Ms. Papadeas requested that if there is a particular program up for discussion a copy of the PAC Summary be attached for information.

6.0 **New Business**

6.1 Audit Committee for 2012-2013 Year

Ms. France informed the Board that currently Charles Janisse, David Moncur and Rookaya Parak participate on the Audit Committee last year and noted they have all agreed to participate for one additional year. At this time, a motion was called to endorse the above individuals, it was therefore,

RESOLVED THAT the Board of Governors approve Charles Janisse, David Moncur and Rookaya Parak as Audit Committee members for 2012 – 2013.

6.2 Monitoring Reports

Mr. Barsanti presented a Powerpoint presentation indicating that he would be discussing three different items:

1. Summary of Financial Health Indicators Year Ending March 31, 2012.
 - VP's of Finance for all Colleges and MTCU began initial discussion about two years ago and decided that they were going to move away from "Deficit Recovery Plans" toward "Monitoring Financial Health".
 - This would be a useful tool for Colleges and Ministry to measure financial health in the same way.
 - They decided on six indicators and agreed on the objective, explanation benchmark and rationale of each.
 - Mr. Barsanti noted that St. Clair is in the medium grouping and has no flags.
 - Mr. Marcotte indicated that he would like this to come back to the Board every year and he would like to see the previous year's numbers included.

2. Financial Statements for Six Months ended September 30, 2012: Revenue
 - Mr. Barsanti noted the following:
 - Revenue - we are ahead of target except for ancillary activities that align with the academic cycle.
 - Expenditures are on target except for expenses that are incurred at certain points in the year (academic cycle).

3. Mid-Year Review 2012/13
 - The 2012/13 budget approved on April 24, 2012 provided for a surplus position of \$59,000 and a reserve of \$1,000,000 at March 31, 2013.
 - Based on the mid-year review analysis, the College is expecting a surplus of \$785,000 and a reserve of \$1,000,000 as of March 31, 2013.
 - Mr. Barsanti noted the following changes to the Revenue Budget:
 - MTCU Operating Grants had increased by 7.7%.
 - Ontario Grants had increased by 2.9%.
 - Tuition increased by 1.9%.
 - Other Revenue increased by 11.2%.
 - Ancillary Revenue decreased by 0.8%.
 - Mr. Barsanti noted the following changes to the Expenditure Budget:
 - Salaries & Benefits increased by 1.6%.
 - Non-Salary Expenditures increased by 12.4%.
 - Ancillary costs decreased by 0.5%.

- Mr. Barsanti noted the following investments are not included on the Mid-Year review:
 - Schlegel funds are earmarked for Scholarships and the Windsor HealthPlex.
 - MTO Expropriation Funds and the use of these funds are to be determined.

Having concluded the question and answer portion of this presentation, it was,

RESOLVED THAT the Board of Governors approve the Summary of Health Indicators for information.

RESOLVED THAT the Board of Governors approve the Financial Statements and Mid-Year Review as presented.

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

At this time, Mr. Parrott had a question regarding the Fall enrolment numbers for all the institutions. Ms. France responded that she would bring these numbers back at the January meeting.

7.0 **Policy/By-Law Review**

7.1 By-Law Review

Ms. France presented this to the Board asking the Board if there were any suggested amendments. Mr. Parrott had a suggestion that 10.1 needed a period after "September 1st" and capital "T" on the. Ms. Papadeas stated that there was some redundancy and she had rewritten the by-law and this will be presented back to the Board for approval at the next meeting.

At this time, the Chair reminded the Board of the Holiday Social on December 14, 2012 at the St. Clair College Centre for the Arts.

8.0 **Date of the Next Meeting**

The next Full Board meeting will be held on January 29, 2013 in Windsor.