

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held May 26, 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. L. Kempe
Ms. M. Lucio
Ms. M. Marcotte
Mr. D. Moncur
Ms. P. Papadeas
Ms. M. Renaud
Mr. R. Rusich
Mr. R. Seguin
Dr. J. Strasser, **President**
Ms. M. Wickham
Mr. D. Wilson, **Chair-Elect**

REGRETS:

Mr. V. Marcotte, **Chair**
Ms. M. Rogers

Also Present:

Mr. D. Barsanti, Chief Financial Officer
Mr. E.P. Chant, Editor, SAINT, Student Newspaper
Ms. C. Collins, Local 137, Support Staff
Mr. J. Fairley, Vice President, College and
Community Relations
Ms. P. France, Senior Vice President, College
Operations and Corporate Secretary
Ms. S. Girard, Secretary, Board of Governors
Ms. K. Gosselin, Manager, Donor Relations
Mr. F. Mocerri, President, Foundation Board
Ms. M. Underwood, President, Student
Representative Council

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.

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
adopt the May 26, 2015
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the April 28, 2015 Meeting Held in Windsor, Ontario**

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

RESOLVED THAT the
April 28, 2015 Full Board
Minutes be approved as distributed.

3.0 **Constituent Reports**

Student Representative Council

The Chair-Elect called on Miranda Underwood to present her report.

Ms. Underwood highlighted the following items from the Student Representative Committee (SRC):

- SRC hosted the CSA conference which was held at the St. Clair College Centre for the Arts. She noted it was a huge success and thanked the College for their support and sponsorship.
- SRC held their workshop for the SRC Board.
- Looking forward to another great year.

Support Staff

The Chair-Elect called on Ms. Connie Collins to present a report on behalf of OPSEU Local 137, support staff and food service workers.

Ms. Collins highlighted the following items in her report:

- She noted that local elections run on the even years and announced that the elected Local executive officers are:
 - Florry Foster, President

- Connie Collins, 1st Vice President
- Mary Beth Rush, 2nd Vice President (Chatham campus)
- Lyn Medler, Secretary
- Ann Peltier, Treasurer
- Jordan McGrail, Chief Steward (Chatham campus)
- She explained that St. Clair College is a composite local, which means there is more than one collective agreement. Support Staff is under Colleges of Applied Arts and Technology Central Bargaining (CAAT) and food services in the cafeteria is currently Compass Canada, students/staff in the Student Centre are currently Aramark.
- The CAAT sector negotiated a collective agreement last fall for four years, expiring on August 31, 2018, the Compass Canada group will expire September 30, 2015 and the Aramark Group, mainly run by students expires February 2017.
- The local represents approximately 220 support staff and 40 food service workers.
- At this time, Ms. Collins congratulated Dr. Strasser on his retirement and thanked him for his contributions to the College, staff, students and the community.
- Ms. Collins extended appreciation to the Board for their selection of Ms. France as the new College President.
- She announced that the local has not filed a grievance since September 22, 2011.
- At the provincial level, all support staff locals have joined together to start an OPSEU CAAT Student Scholarship fund and have raised \$7,000 in less than a year.

4.0 **Business Arising**

4.1 Report to the Board

The President had nothing to report at this time.

5.0 **Business Arising**

5.1 Ad-Hoc Committee Reports

The Chair-Elect called on Mr. Janisse to give his report on this item. Mr. Janisse noted that the draft Presidential Performance Evaluation Form is attached as item #5.1 to the agenda and the draft policy recommendation is attached as #6.1 to the agenda. He noted the following highlights:

- This form was created based on the recommendations from the College President's Performance Toolkit received from the College Centre of Board Excellence and many of the committee members brought items to the group that they had success in using in their organizations in the past.
- This form was set up in three sections:

1. Performance Objectives (70%) (3-6 objectives will be set at the beginning of every year based on the Strategic Plan that the Board has put forward)
 2. Competency Assessment (15%) (9 currently have been set up – these can be added to or changed – these are recommendations from the committee)
 3. Learning & Development Objectives (15%) (this would change based on the individual objectives for the year)
- Mr. Janisse noted that all of the above sections and percentages can be changed year to year based on what the Board is trying to achieve through the tool.
 - Mr. Janisse stated the following regarding the format:
 - The evaluation tool will be done annually based on the timing calendar that is attached to the agenda.
 - There will now be a mid-term review.
 - The assessment is completed at the end of the year.
 - He noted that the scoring set up in an Excel spreadsheet.
 - Mr. Janisse brought the timing calendar to the Board’s attention for review (page 15 & 17 of the agenda).

At this time, Mr. Janisse requested that the committee be disbanded as it is felt that this committee has completed what was asked of them. He thanked the members of the Presidential Evaluation Committee for their time and support.

The Chair-Elect asked for a motion to accept the new Presidential Performance Evaluation process and format as presented and distributed subject to future changes that the Board would approve, it was,

RESOLVED THAT the Board of Governors approve the new Presidential Performance Evaluation process and format as presented.

The Chair-Elect asked for a motion to dissolve the Presidential Evaluation Committee, it was,

RESOLVED THAT the Board of Governors approve the dissolution of the Presidential Evaluation Committee.

5.2 Report from the Foundation Board to the Board of Governors

At this time, the Chair-Elect introduced Mr. Frank Mocerri, President of the Foundation Board and Ms. Kelly Gosselin, the Manager of Donor Relations.

Mr. Fairley, Mr. Mocerri and Ms. Gosselin presented an update on the Foundation to the Board, items included:

- Mission of the St. Clair College Foundation
- Board of Directors for 2014/2015
- Overview of Scholarships
- Scholarships – 2015 in review
- Investment Policy
- Investment Portfolio as of March 31, 2015 (Secretarial note: it was noted that the actual portfolio was incorrect and a revised copy of this presentation will be attached to the Minutes)
- Investment Portfolio Information regarding the Food and Wine Gala and the Charity Golf Tournament
- Foundation for Life
 - Review from December 2014
 - December 2014 “Action Plan”
 - Social Media Launch
 - Community Engagement
 - Scholarships
 - Scholarships to be Attained
 - Foundation for Life Cabinet

At this time, a Board member asked if there was still availability for naming rights at the SportsPlex. It was noted that there was and that there is a Naming Rights Committee process prior to it coming to the Board.

A copy of the revised Foundation Board PowerPoint presentation is attached as item #5.2 to the Minutes.

5.3 Appointment of a Member to the Foundation Board

Mr. Moncur has volunteered to participate on the Foundation Board for the upcoming year.

RESOLVED THAT the Board of Governors approve David Moncur to be on the Foundation Board for the 2015-2016 year.

5.4 Board Retreat

The Chair-Elect stated that the Retreat would take place on Friday, October 16, 2015 and Saturday, October 17, 2015. This Retreat would take place in Windsor and would not take place overnight. He noted the focus of the Retreat would be strictly Strategic Planning and would include all Board members and Senior Management. He noted that more details would come back at the June 23, 2015 Board meeting. The other date that he asked the Board to hold would be Tuesday, September 8, 2015 in preparation for the Board Retreat.

5.5 MTCU Program Cancellation/Suspension

Ms. France noted that a copy of this report has been sent to the Ministry in draft noting that there was a Board meeting scheduled for this evening. Of the list that was submitted there are three programs that the College suggested to remain active on the list of programs. The two bottom programs are currently being delivered in a continuing education format not through post-secondary per say but under a part-time basis so the College wanted to attain the ability to do that. The other program is Mechanical Techniques – Precision Metal Cutting, there may be an opportunity to revisit this program to tweak the curriculum and reoffer it.

A Board member asked, when the report states “suspend” does that mean the program will be cancelled as well. Ms. France stated that if the report states “suspend” it can still be offered without Ministry approval. If the report states “cancel” then the College would have to go through the formal approval process again.

At this time, the Chair-Elect asked for a motion to accept the report as presented, it was,

RESOLVED THAT the Board
of Governors accept the
MTCU Program Cancellation/
Suspension report as presented.

6.1 Policy Review 2003-27

At this time, the Chair-Elect asked Mr. Janisse to present this item.

He noted that this is the policy that the Presidential Evaluation Committee drafted based on the recommendations from the College President’s Performance Toolkit and it was formatted to meet the needs of St. Clair College.

Mr. Janisse highlighted the following from the policy:

- The purpose is to ensure the President and Board effectively work together to achieve the goals.
- Identify where performance gaps may exist and develop plan to address.
- Foster open, transparent, two-way communication.
- Determine compensation and other performance awards.
- The policy then goes through the Performance Management Process.
- Identifies the Role of the President.
- Identifies the Role of the Board Chair and Chair-Elect noting that they lead the process.
- Identifies the Role of Board Members – it was noted under this title that the external Board members will provide their individual assessment of the effectiveness of the President’s performance to the Board Chair at the end

of the performance year. He noted that this is per the recommendation of the College President's Performance Toolkit.

Ms. Marcotte stated that in the College President's Performance Toolkit under the responsibilities of internal and external Board members it indicates from a best practice point of view, it would not be advisable to have internal Board members go through the evaluation process. In coming to that conclusion, there was a consulting firm that was hired on behalf of the Governors Review Committee (GRC) and Colleges Ontario to provide assistance on that specific issue in addition to the whole package. A Ministry directive was looked at that talked about the roles and responsibilities of internal and external Board members in that review process. There was an opinion letter from Borden Ladner Gervais, who is a law firm that performs legal work for Colleges Ontario, which was contained as attachments to the Toolkit and Ms. Marcotte suggested that it be reviewed. Based on the three above collections of groups, it is not a best practice to include internal Board members in the actual evaluation of the President. The Toolkit does recommend is internal and external Board members should participate in the development of the policy and the development of the evaluation tool.

At this time, Dr. Strasser strongly expressed his concern with internal Board members not completing the evaluation and also expressed his opinion that this initiative was not in the best long term interest of the College.

After some discussion, it was determined that this policy would be deferred to the next Board meeting after all Board members could review the College President's Performance Toolkit and all the attachments for further discussion.

RESOLVED THAT the Board of Governors the policy review 2003-27 be deferred to the next meeting.

6.2 By Law Review – 1st Reading

After a brief discussion, it was,

RESOLVED THAT the Board Of Governors approve the 1st reading of by laws 22 & 23 as presented.

At this time, the Chair-Elect asked all the Board members to remain for a continuation of the In-Camera meeting.