

# **ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

## **MINUTES**

### **of the**

### **FULL BOARD MEETING of the BOARD OF GOVERNORS**

Held on Tuesday, September 29, 2015 at 7:30 p.m., in Boardroom 342, Windsor, Ontario

#### **PRESENT:**

Mr. D. Allen, **Chair-Elect**  
Mr. T. Berthiaume  
Ms. M. Corey  
Ms. P. France, **President**  
Mr. C. Janisse  
Ms. L. Kempe  
Ms. M. Lucio  
Ms. M. Marcotte  
Mr. V. Marcotte  
Mr. D. Moncur  
Ms. M. Renaud (arrived at 7:45 p.m.)  
Ms. M. Rogers  
Mr. R. Rusich  
Mr. R. Seguin  
Ms. M. Wickham  
Mr. D. Wilson, **Chair**

#### **REGRETS:**

Ms. P. Papadeas

#### **Also Present:**

Mr. D. Barsanti, Vice President, Student Services & Administration  
and Corporate Secretary  
Mr. E.P. Chant, Editor, SAINT, Student Newspaper  
Mr. F. Curtis, Faculty Observer  
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. Silvaggi, Associate Vice President Student Services and  
Registrar  
Ms. M. Underwood, SRC President

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. Wilson 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 September 29, 2015  
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the June 23, 2015 Meeting Held in Windsor, Ontario**

The Chair noted that under item #6.5 he would like the wording changed from “arrange for” to “contact” them and with that change and hearing no other changes, errors or omissions to the Minutes, it was,

**RESOLVED THAT** the Full  
Board Minutes of the June 23, 2015  
meeting be adopted as amended.

3.0 **Constituent Reports**

The following constituent reports were heard:

**Student Representative Council (Windsor)**

At this time, Ms. Miranda Underwood, SRC President, updated the Board on the activities that have been happening so far this year:

- SRC has hired three full time staff members and noted that they are all St. Clair College graduates. One being a Social Media Coordinator, an Events Coordinator and a Production Assistant.
- Ms. Underwood stated that the renovations to the existing Student Centre are coming to an end with the last thing being the Subway.
- She noted that the SRC Board are heading the CSA October conference at Fleming College. One of the big discussion items is how be more inclusive with aboriginal students on campus.
- Trick or Eat campaign is beginning with the students canvassing the area around the College for canned goods to add to the food bank for College students that are in need.
- SRC is running a “We Matter, We Vote” campaign for the Federal election and Elections Canada is on site to register students and directing them for questions.

- The College is also holding advanced and regular voting taking place in the residence campus hall and this is replacing the voting station at South Windsor Arena.
- Ms. Underwood stated that SRC, TSI and SAA along with Senior Administration have scheduled breakfast meetings and she thanked administration for including them.
- Ms. Underwood also passed on a message from TSI, they wanted to say “hello” to everyone and thanked everyone for making them feel included. They have successfully hired on two new Directors to their Board.

### **Faculty**

Mr. Curtis stated that they had their first LAC meeting last week and there is a very positive feeling currently at the College. He feels that faculty and administration are forming a great relationship.

### **SCC Retirees Association**

Mr. Jones introduced himself to the Board and congratulated Ms. France on her new position. He noted a few items from the newsletter:

- The Christmas party will be held on December 10, 2015.
- Fundraising has reached \$37,129 towards the SportsPlex, so that is 123% of the \$30,000 goal.
- He noted the annual trip to Mexico has been planned.

He concluded with thanking the Board for having him and he looks forward to coming to the meetings.

A copy of the newsletter is attached to the Minutes as Item 4.0.

## 4.0 PRESIDENT’S REPORT

At this time, she 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:

- 1) On October 5 & 6, 2015, the Accredited Feedback Audit will take place and that the College is busy preparing for the visit. This will include all constituents, support staff, faculty and administration.
- 2) Schlegel is having their Grand Opening on October 15, 2015.
- 3) She indicated that in the Board portfolios, she has included an update of media coverage that has taken place in the past month. This will continue to be done for all Board meetings.
- 4) The Genesis Entrepreneurship and Innovation Centre opened and was ready for the first day of school for the students.

- 5) The Athena Luncheon is scheduled for October 23, 2015 and Ms. France has been asked to be the keynote speaker this year.

The Chair took this opportunity to congratulate Mr. Waseem Habash on his appointment to Vice President, Academic.

## 5.0 BUSINESS ARISING

### 5.1 Business Plan – Accrual Budget Template (MTCU Format)

The Chair called on Mr. Barsanti to present this item. Mr. Barsanti stated that the Business Plan – Accrual Budget Template is being brought to the Board for approval stating that this budget had been submitted in July and had been discussed a few weeks ago at the Committee of the Whole meeting, it was,

**RESOLVED THAT** the Board of Governors approve the budget as presented.

### 5.2 Strategic Mandate Agreement Report Back October 31 formerly known as the Multi-Year Agreement (MYAA)

At this time, the Chair called on Ms. France to present this item.

Ms. France stated that historically the College has had the Multi Year Accountability Agreement mandated by the Ministry. She indicated that the College has received notification that this agreement will no longer have to be completed. They are moving to an accountability report focused on the Strategic Mandate Agreement (SMA). These reports will be submitted electronically via a portal. A draft will be brought to the Board for approval once it has been completed. Mr. Habash added that he was just notified today that this report has been extended to November 15, 2015 because of the issue regarding accessibility.

## 6.0 MONITORING REPORTS

### 6.1 2015 Fall Enrolment/Registration Report

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

Mr. Barsanti started off by introducing Mr. Silvaggi noting he was there to answer any questions. Mr. Barsanti reviewed the 2015 Fall 10 Day Enrolment Report giving a brief overview of the layout of the 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. Barsanti 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. Barsanti stated that the Fall 2015 Post-Secondary 10 day number was 8,663 which

includes all full time students from the Toronto campus, which was slightly lower than last year as the Toronto campus is working on completing the ISP application. It was noted that the budget for 2015-16 was based on 8,300 Post-Secondary students. A motion was called to receive this report for information purposes, it was,

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

## 7.0 APPROVAL ITEMS

### 7.1 Appoint Audit Committee

The Chair brought forward a motion to reappoint the current Audit Committee which consists of Dave Moncur, Dan Wilson, Charles Janisse and Ms. France as President (ex-officio). At this time, all stated that they would be willing to stand on this committee for another year. Marjorie Rogers volunteered to serve on the Committee.

After some discussion, it was,

**RESOLVED THAT** the Board of Governors approve the existing committee with the addition of Marjorie Rogers.

### 7.2 Appoint a Treasurer

The Chair noted that the current Treasurer is Charles Janisse and he is willing to continue as Treasurer for the 2015/16 year, therefore it was,

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

### 7.3 Annual Work Plan

The Chair noted that this is a “live document” and it will be amended as needed. He noted that one of the items that had been added was “Approval of President’s seven month objectives under October.

After some discussion, it was,

**RESOLVED THAT** the Board of Governors approve the Annual Work Plan as presented.

#### 7.4 2014/15 Annual Report

The Chair called on Mr. Seguin to present this item. He stated that more people were involved this year with the development of the report. The report was submitted to the Executive Committee during the summer, it was approved by the Executive Committee and submitted the Ministry. He went through the report and highlighted a few items.

After a brief discussion, the Chair called for a motion to accept the report as printed and distributed, it was,

**RESOLVED THAT** the Board of Governors approve the 2014/15 Annual Report as presented.

#### 8.0 INFORMATION ITEMS

##### 8.1 Meeting/Events Schedule

It was noted that the Board Retreat date be revised and redistributed. The Chair called for a motion to approve the Meeting/Events Schedule as amended, it was,

**RESOLVED THAT** the Board of Governors approve the Meeting/Events Schedule for information as amended.

##### 8.2 Provincial Conference (November 15 – 16, 2015)

At this time there was a brief discussion that took place regarding the conference.

##### 8.3 Fall Convocation

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

Ms. France asked that Board members indicate, on the two documents being circulated, their participation in the Convocation sessions and the Academic Awards Banquet.

## 9.0 POLICY/BY LAW REVIEW

### 9.1 Policy Review

The Chair called for a motion to defer policy #2003-27 until January so the Board would have time for a full discussion on this item, it was,

**RESOLVED THAT** the Board of  
Governors approve policy #2003-27  
be deferred until January for the Board  
to have a full discussion on this item.

## 10.0 DATE OF THE NEXT MEETING

10.1 The next Full Board meeting will be held on October 27, 2015 in Chatham, ON.