

# ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

## MINUTES

### of the

## FULL BOARD MEETING of the BOARD OF GOVERNORS

Held January 26, 2010 at 6:45 p.m., in Room #342, Windsor Campus,

### PRESENT:

Mr. M. Benoit  
Mr. S. Bustin  
Ms. K. Curtis  
Ms. L. DeBoer  
Mr. T. Farron  
Ms. L. Gall  
Ms. B. Jones  
Ms. M. Lucas  
Ms. S. McCourt  
Ms. S. McLelland  
Mr. C. Parrott  
Mr. R. Shaw, **Chair**  
Dr. J. Strasser, **President**

### ABSENT:

Ms. D. Livneh, **Chair-Elect**  
Ms. K. Mingay  
Ms. R. Parak

### Also Present:

Ms. S. Armstrong, Director, Financial Services  
Mr. D. Barsanti, Chief Financial Officer  
Mr. E. P. Chant, Editor, SAINT, Student Newspaper  
Mr. P. Cohen, Part-Time Faculty, School of Business  
Ms. P. Corro-Battagello, Secretary, Board of Governors  
Mr. J. Fairley, Director, Corporate Communications & Alumni Relations  
Mr. J. Fox, President, Student Representative Council  
Ms. P. France, Senior Vice President, College Operations  
Ms. J. Harris, Vice President, Corporate & Community Services & Executive Director, St. Clair College Foundation  
Mr. J. Martin, Observer, Vice President, St. Clair College Retirees Association  
Mr. F. Sorrell, Vice President, College Advancement  
Dr. P. Tumidajski, Vice President, Academic  
Mr. J. Wilson, Chair, School of Business

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. Shaw chaired the meeting and Ms. Corro-Battagello was the Recording Secretary.

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

There were no declarations of conflict, it was therefore

**RESOLVED THAT** the Board of  
Governors adopt the January 26, 2010  
Full Board Agenda as distributed.

2.0 **Approval of the Minutes of the Full Board Meeting Held on November 24, 2009, in Chatham.**

A motion to approve the minutes of the above meetings was moved and carried and it was therefore

**RESOLVED THAT** the Board of  
Governors approve the Minutes of  
the November 24, 2009 Full Board  
Meeting.

3.0 **Constituent Reports**

**Student Representative Council**

Mr. Justin Fox presented a report on behalf of the St. Clair College Student Representative Council (Windsor Campus). He began by updating the Board on the huge success of the "Tuition and You Campaign". St. Clair was the most successful college, tripling the second place college in regards to this campaign. The 3,000 signatures on the petitions were faxed to local MP's and the SRC received \$300.00 toward their food bank.

The SRC's food bank/toy drive successfully rose over \$20,000 and a second food bank was opened at the St. Clair Centre for the Arts.

Due to the success of the "Respect Campaign" launched in December, the SRC has decided to reach out to high school students. They will be informing the youth of the dangers of texting and driving.

Other items mentioned by Mr. Fox were that the SRC is helping provide support to “Doctors Without Borders”, the new and improved website, done by Art Barron, is up and running, that the SRC elections are coming up, and that the SRC has its first ever co-op student (a first generation student from Herman high school).

Mr. Sorrell added that every dollar donated to “Help for Haiti” is matched by the SRC (\$2), then by Andy Faas (\$4), then by CIDA totaling \$8.

In closing, Mr. Fox thanked the Board for the opportunity to speak at the meeting and Mr. Shaw thanked Mr. Fox for his presentation.

A copy of Mr. Fox’s report is attached to the Minutes as item 3.0.

#### St. Clair College Retirees Association

Mr. Jim Martin presented a report on behalf of the Retirees Association.

Some key points included:

- The Retirees Association’s appreciation to Dr. Strasser for his help in bringing a document regarding retiree representation and a proposed retiree insurance advisory committee document forward at a Committee of Presidents meeting.
- Three members of the SCCRA Executive are members of the ten person Ontario Colleges Retirees Association Board of Directors.
- Valuable information, pictures, and plans are available for all to see on the SCCRA website.

<http://www.stclaircollege.ca/people/retirees/>

- Appreciation to the College for agreeing to name the Student Residence “Quittenton Hall” in honour of the founding President, Dr. Richard Quittenton. A group of Retiree executive members have volunteered to help develop a naming ceremony.
- The Retirees plan to prepare displays of events and memorabilia from the history of the College when the display cabinet is in place.
- To date, there has been \$7041 raised towards the \$30,000 target for the HealthPlex. An indoor Golf fund-raiser is being organized by Jim Chambers at “On the Green” on February 15, 2010. All are invited to attend.
- A group of Retirees and the College Human Resources Department have scheduled a retirement planning workshop for May 20, 2010. At the invitation of the SCCRA, Derek Dobson, CEO and Plan Manager of the CAAT Pension Plan will present.
- A second “Keeping Up with the Grandkids” workshop is being planned.
- About 101 retirees attended the retiree Christmas Luncheon at the St. Clair Centre for the Arts including Judith Harris representing the College – Windsor, Dec. 2/09.

Mr. Martin concluded by expressing his appreciation for what the College does for the Retirees Association and they will in turn try to continue to give back to the College. Dr. Strasser thanked the Retirees Association for their continued work and help. The Chair added that the Board received a letter from Dr. Quittenton's son, Derek, thanking the College for the naming of Quittenton Hall.

A copy of the Retirees Association's Report is attached to the minutes as item 3.0.

A copy of the letter from Derek Quittenton is attached to the minutes as item 3.0.

#### 4.0 **Board Education / Information Items**

##### 4.1 Presidential Update

Dr. Strasser stated that Mr. Fox has taken the lead with the KPI's. The students will be distributing and collecting them in the classrooms. The President also stated that Mr. Fox is doing a tremendous job.

Dr. Strasser distributed an article from the "Applause" Awards Booklet showcasing St. Clair College as the 2009 Gold Award Winner at the 8<sup>th</sup> Annual Healthy Workplace Awards. He congratulated Ms. France, Ms. Demchuck and their team, which included Elyse Maindonald, Linda Jahn, Cindy Crump and Dave Nugent for a job well done; and the Board concurred with a round of applause. Ms. France stated that this came at an interesting time since the College was part of a Work Wellness Audit when they received the Healthy Workplace award, and that St. Clair College did in fact pass the audit.

A copy of the article from the "Applause" booklet is attached to the minutes as item 4.1.

##### 4.2 Creation of a Standing Committee to recognize and recommend "Naming" Opportunities

The President explained to the Board that he prepared the attached report since the College does not have any guidelines regarding naming of College property and facilities. This document will come back to the February agenda as an approval item.

A copy of the report regarding Naming Opportunities is attached to the minutes as item 4.2.

## 5.0 **Approval Items**

### 5.1 New Program – Ontario College Certificate – Entrepreneurship

Dr. Tumidajski introduced Mr. Wilson, Chair, School of Business and Mr. Cohen, part time faculty, School of Business, to speak to the Board regarding the recommended approval of the Entrepreneur program.

Mr. Cohen stated that this is a very unique program. He has in the past encountered many people who possess a certain skill, or have a unique idea or product, but do not know how to initiate their own business or do not have a real sense of what that would entail. This program would offer those management principles. It would offer training in areas such as strategic planning, marketing, advertising and finance, so that at the end of the year the student would have a blueprint to start their own business.

Mr. Wilson added that only people with entrepreneurial experience would be used to teach these courses in order to portray from firsthand experience the personal drive, commitment and energy required to be successful. Furthermore, only part time teachers would be used to start the program and this would offer more flexibility and reduce the cost of the program. This program would be ideal for people who have been laid off or taken a buyout offering a large potential market.

A Board member suggested looking into government assistance for small business owners or bringing guest speakers into the classrooms to speak on such opportunities. Another Board member stated that when the Chatham campus launched a similar program roughly a year ago it quickly filled with 30 students, so the demand is there. Another Board member commented that this may result in less businesses failing since they will be given a realistic picture of what is required and a business plan to follow.

Dr. Tumidajski added that “Dragons Den” is a popular television show, and that the courses that follow popular culture are typically successful. Dr. Strasser added that Arlene Dickinson, a member of Dragons’ Den, is scheduled to speak to the Soft Tech Alliance group in February. Another suggestion from a Board member was to have community mentors speak to the students.

Mr. Wilson stated that the College runs a Self Employment Assistance program for the Federal Government which has an excellent success rate, and he plans to use the manager, Ms. Karen Gill-Gore’s expertise in this area. He commended Ms. Gill-Gore on her success with the program.

The Chair suggested contacting Confederation College, who ran a similar program, to inquire why they no longer offer it.

Having heard and read all of the information regarding the Entrepreneurship Certificate, and with no declaration of conflict of interest, it was

**RESOLVED THAT** the Board of Governors approve the Ontario College Certificate – Entrepreneurship for September 2010.

## 5.2 Strategic Directions

Dr. Strasser distributed a report regarding Strategic Directions. He began his discussion with “Part II” of the report, stating that a memo went out to all staff on December 21, 2009 with a statement and a question in each of five areas for their input. These areas noted below were finalized at an administrative strategic planning session in November.

- 1) Academic Excellence
- 2) Rationalization of Enrolment Levels
- 3) Capital Projects
- 4) Communication Strategies
- 5) Human Resource Development

Next Dr. Strasser explained that “Part III, Beyond April 1, 2011”, is an inclusive unedited summary of what was extracted from the coloured cards completed by the Board members at the Retreat and categorized under the same five categories as Part II. The only difference is that the wording of “Capital Projects” was changed to “New Structures and Sustainability” in number three.

Dr. Strasser stated that “Part I” is for Board approval. It clearly states that the Strategic Directions from April 11, 2010 to March 31, 2011 are to complete the four projects (HealthPlex, MediaPlex, Centre for Applied Health Sciences and Technology & Trades Building) and to continue with the program development for these four projects. Since this in itself is an enormous task, to expand on it or add measurable would be an impossible task the President added. The Chair clarified that what is proposed for approval is a one year plan.

After considerable discussion, it was decided that this item will come to the next Board meeting for approval.

A copy of the distributed report regarding Strategic Directions is attached as item 5.2.

### 5.3 Business Plan – Accrued Budget

Mr. Barsanti explained that the Ministry of Training, Colleges & Universities requires that all colleges prepare an indication of their projected financial position as at March 31, 2010 based on information known to the College at November 30, 2009 and submit proof of Board approval to them. Mr. Barsanti and Ms. Armstrong further explained that this is a new report generated to place more accountability on the colleges.

The Chair asked if there have been any changes or if there are any areas where there may be a significant change, to which Mr. Barsanti stated that the second career program figures are, at this stage, a best guess.

**RESOLVED THAT** the Board  
accept the Business Plan  
Accrual Budget as presented.

A copy of Mr. Barsanti's presentation "St. Clair College Business Plan Accrual Budget" is attached to the minutes as item 5.3.

## 6.0 **Policy Review**

### 6.1 Policy 2003-1 - Board Job Description (1<sup>st</sup> Reading)

The Chair explained that this would be the time to voice any concerns or suggestions, or ask for clarification if needed. Having heard none, Mr. Shaw announced that this policy will come to the February 23, 2010 meeting for second reading and possible approval.

### 6.2 Policy 2003-12 – General Executive Constraints (1<sup>st</sup> Reading)

The Chair explained that this policy states that the President can not knowingly take part in illegal acts. A Board member asked if there have been any legislative laws regarding the President's role that have changed since 2003, to which it was stated that there none to which the President is aware.

Before the meeting was adjourned, a Board member mentioned that the son of one of his clients was given a job with the Windsor Star recently after graduating from St. Clair College. This young man has an article in this Monday's paper, so he would suggest to the Board that they congratulate St. Clair College for producing successful graduates. To this

Dr. Strasser stated that the credit should largely go to Ms. Veronique Mandal, Coordinator of the Journalism program and Ms. Lorna McCormack, Chair of the School of Media, Art and Design.

**Date of Next Meeting**

The next meeting is scheduled for February 23, 2010, in Windsor at 7:00 p.m.