

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held May 25, 2010 at 7:00 p.m., in the MediaPlex, Windsor, ON

PRESENT:

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

REGRETS:

Ms. L. DeBoer

Also Present:

Mr. D. Barsanti, Chief Financial Officer
Mr. E. P. Chant, Editor, SAINT, Student Newspaper
Ms. P. Corro-Battagello, Secretary, Board of Governors
Ms. P. France, Senior Vice President, College Operations
Ms. J. Martin, Observer, St. Clair College Retirees Association
Ms. L. McCormack, Chair, School of Media, Art & Design
Mr. F. Sorrell, Vice President, College Advancement
Dr. P. Tumidajski, Vice President, Academic

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**

With no declarations of conflict of interest, it was

RESOLVED THAT the Board of
Governors adopt the May 25, 2010
Full Board Agenda as distributed.

2.0 **Approval of the Minutes of the Full Board Meeting Held on April 26, 2010, in Chatham**

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

RESOLVED THAT the Board of
Governors approve the Minutes of
the April 26, 2010 Full Board
meeting as distributed.

3.0 **Constituent Reports**

3.0 Mr. Jim Martin presented a report on behalf of the St. Clair College Retirees Association. Key points included:

- A response has not yet been received from the two documents tabled at the January 2010 Committee of Presidents meeting.
- The Retiree Association is looking forward to the Naming Ceremony of Quittenton Hall on June 4, 2010 at 11:00 a.m. Mr. Martin thanked those involved with this event.
- To date, 45% has been raised towards the \$30,000 target for the two HealthPlexes.
- A successful Retiring Planning Workshop occurred on May 20, 2010.
- A trip to Smith and Wilson Winery is scheduled for May 26, 2010.
- Approximately 50 retirees attended the Annual General Meeting on May 5, 2010.
- Approximately 30 people travelled to the Legends of Rock bus trip.
- The Agawa Canyon trip is confirmed for September 28-30, 2010.

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

4.0 **Board Education / Information Items**

4.1 Presidential Update

Dr. Strasser invited everyone to attend the naming of the Windsor Residence, "Quittenton Hall" after the first President of St. Clair College, Dr. Richard Quittenton, on June 4, 2010 at 11:00 a.m. He announced that the tentative opening date for the MediaPlex is June 24, 2010. The annual fireworks display is scheduled for Monday June 21, 2010. The fourth floor of the St. Clair Centre for the Arts has been reserved for St. Clair College employees and their families to observe the fireworks from the balcony. The cost for the event is \$40 per person, including dinner.

A reorganization within the College will occur after the spring convocation. There are two main reasons for the reorganization. First, there are up to five administrators retiring between this year and next. Secondly, there is the need to spend more time strategically on where the College is headed, and on how to combine with other institutions such as the University of Windsor and the Ridgetown campus of the University of Guelph. There is also the need to implement new programs and Applied Degrees to ensure enrolment growth.

The President informed the Board that in June Mr. Barsanti may be coming to the Board with a request to borrow money from the Provincial Government to complete the existing projects. Dr. Strasser and Mr. Barsanti will work on the figures, but it appears that it will be in excess of \$8M.

A Board member asked if there were any new developments on the Executive Chef position at the Centre for the Arts, to which Dr. Strasser replied that Mr. Mike Jimmerfield, a very talented Chef and current College employee, has been hired for that position.

4.2 Appointments and Reappointments Update

The Chair circulated a sheet highlighting the Board members leaving and coming onto the Board in September 2010. Mr. Shaw noted that there will be a major turn over for the Board with six new people coming onto the Board (three external members, two internal members, and one student) and stressed the importance of orientation sessions.

A copy of the circulated list is attached to the minutes as item 4.2.

5.0 **Approval Items**

5.1 New Program – Food Services Management – Ontario College Diploma

Ms. Lorna McCormack, Chair, School of Media, Art and Design, spoke to this item. This program offers a two year diploma and is being recommended for a fall 2011 start date. The program would provide training for people to potentially be employed in large food service industries; such as hospitals, schools, banquet halls, cafeterias, nursing homes, and assisted living facilities (especially given the aging population). One advantage of this program is that St. Clair College can offer hands on learning with our existing cafeteria, catering, and banquet operations. Another advantage is that placements should not be a problem in our region. Ms. McCormack explained that this is not a culinary program. It is more business oriented, including courses in business calculations, food service finances, budgeting, and inventory management. Upon completion, graduates would be able to manage:

- staff, clients and upper management
- food service production
- budgets
- menu development
- government regulations and standards for best practices in the food industry

A Board member added that knowledge on human resources, attention to allergies, and the requirements considered of Board of Health are three areas which compliment and should be for inclusion in this program.

Another Board member asked if existing faculty or part-time faculty would be used, to which Ms. McCormack answered that part-time faculty would most likely be used, with some shared courses with the existing Hospitality Program.

Another question from a Board member was regarding the mandatory Ontario Secondary School Diploma (grade 12) for admission into the program. It was noted that this is standard for most programs as per the admission handbook. Ms. France added that if a person does not meet the admission requirements, they are automatically tested for math and English. Dr. Tumidajski reiterated this by stating that if a mature person who has worked in the industry is applying, they can be tested for skills or a prior learning assessment can be conducted. A Board member further stated that the counselors, Chairs and Coordinators often give this information to students or refer them to the ACE (Academic and Career Entrance) program for assistance if needed.

Following the discussion, it was

RESOLVED THAT the Board of Governors approve the Ontario College Diploma in Food Services Management.

5.2 Appointment of a member to the Foundation Board

Mr. Shaw explained that Ms. Corro-Battagello circulated an email to all Board members asking if they would be interested in representing the Board on the Foundation Board. Ms. R. Parak has submitted her name for consideration and the board applauded her willingness to serve on the Foundation Board.

5.3 2010 Convocation Motion to Confer Diplomas/Certificates

It was noted that the motion to confer Diplomas and Certificates should read “diploma, certificate or degree” (adding the word degree). It was therefore,

RESOLVED THAT the Board of Governors accept the convocation motion as amended.

6.0 **Policy Review**

6.1 Policy 2003-1 – Board Job Description (1st Reading)

Item number four should read “in the St. Clair College community”, and should read “Windsor-Essex / Chatham-Kent community.”

This Policy will be on the next agenda, with the above noted revisions, for a second reading and possible approval.

6.2 Policy 2003-22 – Programs and Services (1st Reading)

It was noted by Ms. France that the term “Regulations” should be replaced with “Ministries Binding Policy Directive”. This revised Policy along with the corresponding policy framework documentation will come to the next meeting for second reading and possible approval.

Mr. Sorrell mentioned that June 22, 2010 is the rain date for the fireworks. Given the expected potential congestion downtown, it was decided to hold the June 22, 2010 meeting and AGM to Boardroom 342 of the South

Campus instead of the St. Clair Centre for the Arts to avoid any possible problems.

7.0 **Date of Next Meeting**

7.1 The next Full Board meeting is scheduled for June 22, 2010, Boardroom 342, Windsor, ON at 7:00 p.m.