

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held February 28, 2012 at 6:30 p.m., in Boardroom 342, South Campus, Windsor, Ontario

PRESENT:

Ms. K. Curtis
Mr. T. Farron, **Chair-Elect**
Ms. L. Gall
Mr. C. Janisse
Ms. M. Lucio
Ms. S. McCourt
Ms. M. Marcotte
Mr. V. Marcotte
Mr. D. Moncur
Ms. P. Papadeas
Ms. R. Parak
Mr. C. Parrott, **Chair**
Mr. R. Rusich
Mr. R. Seguin
Dr. J. Strasser, **President**

REGRETS:

Mr. D. Wilson

Also Present:

Mr. P. Aylesworth, Local 138 Faculty Observer
Mr. D. Barsanti, Chief Financial Officer
Mr. M. Caron, SRC President
Mr. E.P. Chant, Editor, SAINT, Student Newspaper
Ms. P. France, Senior Vice President, College Operations
Ms. S. Girard, Secretary, Board of Governors
Mr. J. Kazakevicius, Director, Facilities Management

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

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

The Chair called for a motion to adopt the agenda and it was moved and carried. Mr. Parrott called for any declarations of conflict and hearing none, it was therefore,

RESOLVED THAT the Board
adopt the February 28, 2012
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the January 31, 2012 Meeting Held in Windsor, Ontario**

The Chair at this time called for any changes or omissions to the above Minutes as distributed and hearing none, it was therefore,

RESOLVED THAT the Full
Board Minutes of the January 31, 2012
meeting be adopted as distributed.

3.0 **Constituent Reports**

SCC Retirees Association

Ms. JoAn Dale unfortunately could not make it to the meeting in person but had forwarded her report for distribution.

A copy of the Retirees Association report is attached as Item 3.0.

Faculty

Mr. Phil Aylesworth informed the Board that there was a Career Symposium that took place at the College today for students that wanted to participate. There were professionals brought in to hold workshops on topics from resume development to interview skills. The event was put on jointly by St. Clair College and the Employment Assessment Centre. Over 350 students attended and over 40 professionals from industry and other post-secondary institutes were in attendance.

Student Representative Council

Mr. Matt Caron informed the Board that the Key Performance Indicator surveys (KPI) have just finished. He also informed the Board that the election results should be in tomorrow at 4:00 pm announcing the new President and Vice

Presidents. Mr. Caron took this opportunity to inform the Board that the Student Representative Council was awarded the CSA excellence award.

4.0 **Business Arising**

4.1 President's Report

Dr. Strasser had three items to discuss:

1. The Schlegel Villages is now complete from our perspective although the final agreement with the City has not been signed. The only hurdles Dr. Strasser feels are procedural ones in terms of Schlegel and the Ministry of Transportation. It was noted that most of the entry during the construction phase will come off of Cousineau Road; it will not come off the front of the property. The construction assembly area will be used for employee parking when the construction is complete.
2. The MOT and the land acquisition agreement details regarding the front of the College are still a work in process.
3. St. Clair College has booked the last two hours in "The Barn" on March 18th and that is from 3:00 pm until 5:00 pm. St. Clair College has booked time on March 10th for a free community skate, the last skate for the kids at "The Barn". On March 18th, we are trying to arrange for a special event, to have either the Detroit Red Wings come over for a practice during the last hours or have the media and former St. Clair College hockey players, St. Clair College staff and St. Clair College Alumni skate for the last hour.

4.2 KPI Surveys

Ms. France informed the Board that all the surveys have been completed and the process went fairly smoothly. The only negative comment from the students was that they were getting "survey fatigue". Mr. Caron made the comment that they changed the format of the survey to four pages of 8 ½ x 11 instead of one 8 ½ x 14, so it was deceiving. Ms. France indicated that they were going to try and look at all the surveys and try to consolidate them so it would be less of a burden on the students to fill out.

At this time, Ms. France took this opportunity to thank the SRC for all their administrative support in getting the KPI survey completed.

5.0 New Business

5.1 2012/2017 Auditors

Mr. Janisse informed the Board that they have appointed Pricewaterhouse Coopers as the auditors for a five year term until 2017. They will provide our external audit services.

At this time, the Chair called for a motion to approve Pricewaterhouse Coopers as the auditors for a five year term, the motion was approved and carried, it was therefore,

RESOLVED THAT the Board of Governors approve Pricewaterhouse Coopers as the auditors for a five year term from 2012 - 2017.

5.2 Strategic Plan

Dr. Strasser noted that this item is not an approval item and took this opportunity to present a Powerpoint presentation regarding the current status of the Strategic Directions, attached as item # 5.2 to the minutes.

After Dr. Strasser's presentation the Chair talked about having a separate and distinct meeting for Administration and the Board to meet for clarification on the Strategic Directions.

A Board member mentioned that they would like a package put together of all the information that has been distributed with regards to the Strategic Plan so that they could have everything all together to review.

At this time, the Chair called for a motion to dedicate time to review the Strategic Plan without an external facilitator at a time, within the next three months, that is convenient for both the Board and Senior Administration. The motion was moved and carried, it was therefore,

RESOLVED THAT the Board approve a meeting prior to the Board Retreat to discuss the Strategic Plan.

5.3 Risk Management

Ms. France reviewed the Risk Management report with the Board. The Risk Management report is attached to the Minutes as item #5.3.

5.4 Annual Report – New Programs

At this time there was some discussion regarding what the Board would like annually from Administration with regards to new programs. After one year, the Board would like a report card on the progress of a program that was approved by them. Administration will provide the Board every January with a report card of the progress of new programs and this item will be added to the Annual Work Plan.

6.0 Policy/By Law Review

6.1 By Law 5.9 – (2nd Reading)

At this time, the Chair called for a motion to approve the amended By Law and it was moved and carried, it was therefore,

RESOLVED THAT the Board
approve the amended By law
as presented.