

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held on Tuesday, September 25, 2012 at 7:00 p.m., in Boardroom 342, Windsor, Ontario

PRESENT:

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

REGRETS:

Mr. C. Janisse
Ms. M. Marcotte
Ms. R. Parak

Also Present:

Mr. P. Aylesworth, Faculty Observer
Mr. D. Barsanti, Chief Financial Officer
Mr. E.P. Chant, Editor, SAINT, Student Newspaper
Mr. R. Chittim, Chair, School of Skilled Trades
Mr. J. Fairley, Vice President, College and Community Relations
Ms. P. France, Senior Vice President, College Operations
Ms. S. Girard, Secretary, Board of Governors
Mr. W. Habash, Associate Vice President, Academic Operations
Dr. O. Klein, Retiree Observer
Dr. P. Tumidajski, Vice President, Strategic Planning

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. Farron 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
adopt the September 25, 2012
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the June 26, 2012 Meeting Held in Windsor, Ontario**

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

RESOLVED THAT the Full
Board Minutes of the June 26, 2012
meeting be adopted as distributed.

3.0 **Welcome and Introduction of the New 2012 Board Members**

The Chair welcomed Lori Kempe and Kyle Pilon to the Board and thanked Craig Parrott for his service to the Board during the last year.

4.0 **Constituent Reports**

SCC Retirees Association

Dr. Owen Klein informed the Board that there was a copy of the Summer 2012 Retirees Newsletter in their portfolios for their review. Dr. Klein indicated that the College would be celebrating the 50th anniversary of the College soon. He indicated that the Retirees Association has developed an extensive archive over the years and he asked if anyone on the Board knew of anyone that has any archival items to please forward them to the Retirees office.

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

Faculty

Mr. Aylesworth advised the Board that start up went smooth, the schedules are good and "that whatever we are doing this year for startup we should continue."

Student Representative Council (Windsor)

At this time, Ms. Bagley, SRC President, presented a PowerPoint presentation highlighting activities of the Student Representative Council since the beginning of the school year.

A copy of Ms. Bagley's PowerPoint presentation is attached to the Minutes as item 4.0 (b).

5.0 **Board Education/Information Items**

5.1 Presidential Update

Dr. Strasser had nothing to report at this time.

5.2 2012 Fall Enrolment/Registration Report

Ms. France informed the Board that the 2012 Fall 10 Day Enrolment Report can be found in their individual Board portfolios. She noted that the report provides a comparison, by program, for the last four years with each year representing the enrolment as of the 10 day drop/add period and added that overall the College is still pleased with the progress made in the enrolment strategy.

Ms. France 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. Ms. France stated that the Fall 2012 Post-Secondary 10 day number was 8,643 which was an increase from the Fall 2011 number of 8,343. The Fall 2012 enrolment/budget target was actually based on 8,100 Post-Secondary students. She informed the Board that a great deal of effort, from numerous departments, was put forth in the attempt to meet the target this year.

Ms. France then reviewed the Enrolment Report for each school, highlighting the anomalies.

The Enrolment Report is attached to the Minutes as Item 5.2.

5.3 2011/12 MYAA

Ms. France said this item was put on the agenda in keeping with the Board Work Plan for September. Ms. France noted that the MYAA is usually due at the end of September but this year the Ministry gave the College an extended deadline.

5.4 Board Retreat

At this time, Ms. France reviewed the Board Retreat agenda with the Board to see if anyone had any questions. A copy of the agenda is attached as item #5.4 to the Minutes.

5.5 Provincial Conference (November 24 – 26, 2012)

There was some discussion regarding the attendance at the conference and the Board Members are to reply back to Ms. Girard if they are interested in attending this year's conference. There was a reminder to the Board that the 100th Anniversary of the Grey Cup was the same weekend.

5.6 Fall Convocation

Ms. France passed around an attendance sheet for those that would like to participate in the Fall 2012 Convocation sessions as follows:

Wednesday, October 10th at 2:00 pm (SCCCA)

Wednesday, October 10th at 7:00 pm (SCCCA)

Thursday, October 11th at 7:00 pm (Capitol Theatre in Chatham)

6.0 Approval Items

6.1 Institutional Vision, Proposed Mandate Statement and Priority Objectives

Dr. Strasser reviewed the Institutional Vision, Proposed Mandate Statement and Priority Objectives that was included in the Board package. The President indicated that this report is due to the Ministry by September 30, 2012. The Board was asked to review the Mandate Statement to give their approval.

After some discussion, it was suggested that the Mandate Statement should read as follows:

St. Clair College is determined to establish itself as a "Destination College". By offering more degree programs, extending its scope of articulation agreements with universities and colleges within the province, nationally and internationally and establishing research and innovation partnerships the College will broaden the ability of our students to acquire knowledge and leading-edge skills that will allow them to be an important resource in a globally competitive marketplace, with unique program offerings, state-of-the-art facilities, and an operating philosophy founded on accessibility, quality teaching, learning method options and sustainability.

Having concluded the discussion and with the amendment to the Mandate Statement, a motion to approve the Mandate Statement was brought forward and it was therefore

RESOLVED THAT the Board approve the Mandate Statement as amended.

6.2 2011/12 Annual Report

Ms. France reviewed the Annual Report that was in the Board package indicating that this was submitted on behalf of the College on July 30, 2012 and that it was approved by the Executive Committee. This report follows a template that was mandated by the Ministry.

RESOLVED THAT the Board
approve the Annual Report
as presented.

6.3 Ontario Financial Authority (OFA)

Dr. Strasser informed the Board that the \$11 million to complete outstanding issues is within the College's allowable borrowing limits.

The President is asking for approval from the Board to go ahead with allocating the \$11 million on behalf of the College, hearing no objections, it was therefore,

RESOLVED THAT the Board
approve the President to allocate
funds from the Ontario Financial
Authority.

6.4 Annual Work Plan

Ms. France informed the Board that the Annual Work Plan is attached to the agenda for their review and we are seeking approval of the revised Annual Work Plan with the addition of the Annual Report on the progress of new programs to January, it was therefore,

RESOLVED THAT the Board
approve the Annual Work
Plan as amended.

6.5 Meeting/Events Schedule

Ms. France asked the Board to approve the Meeting/Events Schedule with the revision to the November meeting date and it was therefore,

RESOLVED THAT the Board
approve the Meeting/Events
Schedule as amended.

6.6 Program Modification – Hairstyling – Ontario College Diploma

At this time, Mr. Chittam presented this item to the Board. Mr. Chittam reviewed the submission that was attached to the agenda highlighting the following:

- Basically this is a conversion of an existing program from a tuition short program to a post-secondary program.
- The College is able to deliver this program with the current staff and facilities.
- The College has letters of support from the PAC Committee.
- The College will receive 2/3 of the grant after year one.

After some discussion, it was therefore,

RESOLVED THAT the Board of Governors approve the program as presented.

7.0 Policy Review

7.1 By-Law Review (2nd reading)

At this time, Ms. France asked the Board to review the attached by-laws for approval. Ms. Papadeas made the comment that she did not see a need for by-law 9.2. After some discussion, it was agreed that this would be removed.

It was therefore,

RESOLVED THAT the Board approve by-law 8 & 9 as amended.

8.0 Date of the Next Meeting

The next Full Board meeting will be held on January 29, 2013 in Windsor.