

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held on Tuesday, September 24, 2013 at 6:30 p.m., in Boardroom 342, Windsor, Ontario

PRESENT:

Mr. D. Allen
Ms. M. Corey
Mr. T. Farron
Mr. C. Janisse, **Chair-Elect**
Ms. L. Kempe
Ms. M. Lucio
Ms. M. Marcotte
Mr. V. Marcotte, **Chair**
Mr. D. Moncur
Ms. P. Papadeas
Mr. C. Parrott
Mr. D. Pavlovski
Mr. R. Rusich
Mr. R. Seguin
Dr. J. Strasser, **President**
Mr. D. Wilson

REGRETS:

Ms. S. McCourt

Also Present:

Mr. D. Barsanti, Chief Financial Officer
Mr. E.P. Chant, Editor, SAINT, Student Newspaper
Mr. F. Curtis, Faculty Observer
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
Ms. K. Isley, SRC President
Dr. O. Klein, Retiree Observer
Ms. R. Mousaly, Chair, School of Business and Information
Technology
Dr. P. Tumidajski, Vice President, Strategic Planning

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. Marcotte 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 24, 2013
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the June 25, 2013 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 25, 2013
meeting be adopted as distributed.

3.0 **Welcome and Introduction of the New 2013 Board Members**

The Chair welcomed Marlene Corey and Dan Allen and asked them to introduce themselves to the Board. He then asked that Board members and Administration introduce themselves to the new Board members.

4.0 **Constituent Reports**

Student Representative Council (Windsor)

At this time, Ms. Isley, SRC President, indicated that orientation is now complete and she brought a few gifts for the Board that were given out to the students at orientation. Ms. Isley also went over a list of activities that SRC is planning to get involved in with the community and activities that they are arranging for the students. She also indicated that they have begun a few new initiatives this year including the Mentorship Program and the Student Life Line.

Faculty

Mr. Curtis introduced himself to the Board as the new Faculty Observer for this year. One of the highlights this year is that St. Clair College has agreed to take on the highest sponsorship level for the 2013 Windsor International Film Festival. He also indicated that the international student enrollment is at record levels this year stating that there are 26 different countries represented in the English Second Language (ESL) program speaking over 15 different languages.

SCC Retirees Association

Dr. Owen Klein informed the Board that there was a copy of the Summer 2013 Retirees Newsletter in their portfolios for their review. For the new Board members, Dr. Klein stated that the Retirees Association is comprised of 400 plus members, 290 of which are paid up members.

Dr. Klein reminded the Board 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.

He also noted that the Bridge to Excellence commemorating Western Ontario Institute of Technology (W.O.I.T.) has completed their official naming and there will be a full ceremony and reunion to celebrate.

Dr. Klein also noted that the fundraising goal of \$30,000 was reached in mid-August.

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

At 6:45 pm, the Chair left the meeting and the Chair-Elect chaired the meeting until he returns.

5.0 NEW BUSINESS

5.1 Presidential Update

First, he wanted to publicly thank the Retirees for all their dedication and help indicating that they do a good job for the College and they are always there when we need them.

Dr. Strasser asked the Board if anyone was interested in golfing in the St. Clair College Golf Tournament on October 4, 2013. He indicated that some of the money will go to Chatham Kent Children Services.

Dr. Strasser indicated that he had a few items for the Board this evening:

Dr. Strasser explained that he was at the Committee of President's on the weekend and it would be fair to say that everyone is in a state of anxiety. This is a time of uncertainty with two new elections coming within the next 24 months.

Dr. Strasser noted a lot of the other information that was brought forward at the Committee of President's meeting; he would bring to the Board Retreat.

5.2 2013 Fall Enrolment/Registration Report

At this time, Ms. France distributed the 2013 Fall 10 Day Enrolment Report to the Board members and she gave a brief overview of the layout of the report. 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. Ms. France announced that overall the College is 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 2013 Post-Secondary 10 day number was 8,395, the budget was based on 8,300 Post-Secondary students. She informed the Board that a great deal of effort, from numerous departments and staff, 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 2012/2013 MYAA

Ms. France noted that the MYAA is usually due at the end of September but this year the Ministry gave the colleges an extended deadline. The report will be approved by the Chair and Chair-Elect prior to the electronic submission and the submitted report will come to the Board at the Board Retreat.

5.4 New Program – Freight Forwarding and Logistics Board of Governors Certificate

At this time, the Chair-Elect called Ms. France. Ms. France introduced Mr. Habash and Ms. Mousaly to speak to this item.

Ms. Mousaly explained that this program will prepare graduate students for work in the business of global supply chain management. This program will utilize CIFFA (Canadian International Freight Forwarder's Association) curricula as a means to provide the best possible education and training for graduates interested in challenging CIFFA certification exams. She also explained that the International Student Department has advocated quite strongly for this addition to the three-semester, 12 month International Trade Management Program. They have gone on record in saying that off-shore students want and need a two year program to meet work VISA criteria.

Ms. Mousaly indicated that the College has to pay a membership fee of \$2,000 to be accredited with CIFFA and to use their materials.

She also explained that each module follows the CIFFA curricula and is delivered sequentially, comprised of 13 lessons plus one review period, and one exam period. Upon successful completion of the first two modules, students may choose to challenge the CIFFA administered exam to obtain a CIFFA Certificate in Freight Forwarding. She also indicated that upon completion of the remaining two

modules and successful passing of the CIFFA Certificate in Freight Forwarding, students may choose to challenge the final CIFFA administered exam to obtain an Advanced Certificate in Freight Forwarding. CIFFA certificates are industry recognized certifications. She noted that the four modules are: International Transportation and Trade, Essentials of Freight Forwarding, Specialized Freight Services, Supply Chain Management and Marketing.

After some discussion, it was therefore,

RESOLVED THAT the Board
approve the Freight Forwarding and
Logistics Board of Governors Certificate
as presented.

5.5 Board Retreat

At this time, the draft Board Retreat agenda was passed out and Dr. Strasser reviewed it with the Board to see if anyone had any questions. It was noted by the Chair-Elect that he and the Chair were comfortable with the content of the agenda but that the time allotment could be moved around, as needed, to ensure adequate time is allocated to fully discuss the Strategic Directions. A copy of the agenda is attached as item #5.5 to the Minutes.

5.6 Provincial Conference (November 16 – 18, 2013)

There was some discussion regarding attendance at the Provincial conference. Board members were asked to reply back to Ms. Girard if they are interested in attending this year's conference.

5.7 Fall Convocation

Ms. France passed around an attendance sheet for those that can participate in the Fall 2013 Convocation sessions as follows:

Wednesday, October 16th at 1:00 pm (SCCCA)

Wednesday, October 16th at 6:30 pm (SCCCA)

Thursday, October 17th at 7:00 pm (Capitol Theatre in Chatham)

5.8 Board Self Evaluation

The Chair-Elect indicated that there was a discussion In-Camera to review this process and ask if there were any suggestions from the Board.

A motion was called to form an ad hoc committee to review the process and bring recommendations back to the Board.

The Chair-Elect asked that anyone interested in being part of this committee to please let him know and he will note it on the spreadsheet that was created by the Chair.

It was clarified that Dan Wilson, Marilee Marcotte, Pat Papadeas volunteered to be on this committee. Charles Janisse, Vince Marcotte and Dr. Strasser are also members based on their positions.

After some discussion, it was therefore,

RESOLVED THAT the Board of Governors approve Dan Wilson, Marilee Marcotte, Pat Papadeas, Vince Marcotte, Charles Janisse and Dr. Strasser as the Board Self-Evaluation Committee.

At this time the Chair returned to the meeting to chair the meeting.

5.9 Student Representative – Board of Governors

The Chair indicated that the timing of the student representative coming on the Board falls at a time where the Chair and Chair-Elect elections and the Presidential Evaluation are taking place. The Student has only been on the board for a month. The Chair's recommendation is that the Board adjust the timing of the Chair and Chair-Elect election and Presidential Evaluation to earlier in the year to ensure the outgoing student has the opportunity to give the Board his/her input on these two items prior to departing the Board. The Chair and Chair-Elect election and the Presidential Evaluation can be held in April.

After some discussion, a motion was brought forward indicating the student representative's term be changed to June 1 to May 31 and the current student representative be extended to May 31. It was also noted that this recommendation would also be brought to the Student Representative Council to ensure that there are no other issues with making that change.

It was therefore,

RESOLVED THAT the Board of Governors approve the Student Representative's term be changed to June 1 to May 31 from May 1 to April 30.

6.0 Approval Items

6.1 2012/13 Annual Report

The Chair asked if anyone had any questions or comments regarding the Annual Report. Mr. Parrott asked how many employees we have at the College to which Ms. France answered that there are approximately 600 full-time and approximately 500 part-time.

A motion was called to approve the Annual Report as presented.

After some discussion, it was therefore,

RESOLVED THAT the Board
approve the Annual Report
as presented.

6.2 Annual Work Plan

Ms. France indicated that there were no changes to the work plan.

One of the Board members indicated that they felt that the Chair and Chair-Elect “nominations” and “elections” be moved up by one month on the Work Plan to give the student the opportunity to be involved in this item.

A motion was called that the work plan would remain the same with the exception of the Chair and Chair-Election “nominations” and “elections” be moved to April and May.

After some discussion, it was therefore,

RESOLVED THAT the Board
of Governors approve the Work
Plan as amended.

6.3 Meeting/Events Schedule

Ms. France noted the following changes:

- May 27, 2014 Board of Governor meeting may be in conflict with the ACCC conference next year.
- October 9, 2013 Administration added this date for the first time for a Fall Academic Banquet
- It was noted that the Fall convocation times had been changed to 1:00 pm and 6:30 pm.

After some discussion, it was therefore,

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

7.0 Policy Review

7.1 Policy Review

At this time, the Chair noted that Policy #2003-6 is the guidelines to attending conferences for professional development on the Board. Although everyone is encouraged to attend the Higher Education Summit in Toronto noting that this is the most visible with other Colleges. In regards to the ACCC Conference there are stipulations for this conference indicating that a maximum of one third of the Board members per year may attend and that Board members may attend at least once during each of their three year term.

After some discussion, a motion was called that if a Board member is in their retirement year; they are not eligible to attend the ACCC conference with the exception of the student. It was therefore,

RESOLVED THAT the Board of Governors approve Policy #2003-6 as amended.

7.2 Policy Review

The Chair would like to form a committee to review Policy #2003-9 (Board Standards, Procedures and Self-Policing) and By-Law #19 (Removal of a Board Member) to ensure both to ensure they both have the same language.

A motion was called to form an ad hoc committee to review Policy #2003-9 and By-Law #19, it was therefore,

RESOLVED THAT the Board of Governors approve an ad hoc committee to review Policy #2003-9 and By-Law #19.

The following Board members volunteered to be on this committee: Dan Allen, Pat Papadeas, David Moncur, Lori Kempe, Vince Marcotte, Charles Janisse and Dr. Strasser.

7.3 By-Law Review

The Chair noted this item is part of item #7.2.

7.4 By-Law Review (2nd Reading)

The Chair called for a motion to approve the 2nd reading of By-Law #15 (Corporate Secretary), it was therefore,

RESOLVED THAT the Board of Governors approve the By-Law #15 (2nd reading) as distributed.

8.0 **Date of the Next Meeting**

The next Full Board meeting will be held on November 26, 2013 in Chatham.