

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

356th MEETING OF THE BOARD OF GOVERNORS

HELD ON OCTOBER 28, 2003

In the Board Room #342, South Campus, 2000 Talbot Rd. W. Windsor Ontario at 7:30 p.m.

PRESENT:

Mr. K Baechler
Ms. K. Bevan
Mr. L. Browning
Mr. B. Cutler
Mr. R. Erwin
Mr. J. Hatch
Mr. V. Marcotte
Mr. R. Marentette, via proxy
Ms. L. McGeachy Schultz, **Chair**
Mr. R. McMaster
Ms. C. Melnyk
Ms. C. Pare
Ms. K. Pitre
Mr. J. Wickett
Ms. P. Williams
Dr. J. Strasser, **President**

Also Present:

Ms. P. Abbott, Support Staff Observer
Mr. M. Benoit, Chair, Manufacturing Technology and Skilled Trades
Mr. E.P. Chant, Editor, SAINT(Student Newspaper)
Mr. G. Docherty, Vice-President, Academic
Ms. P. France, CIO/Corporate Secretary
Ms. S. Garant, Board Secretary
Mr. P. Hallahan, Retirees Association, Observer
Ms. J. Harris, Executive Director, Student Support Systems
Ms. L. Logan, Vice-President, Finance and Corporate

Services

Ms. P. McFarlane, Principal, Thames Campus
Mr. L. Olszewski, Faculty Observer
Mr. F. Sorrell, Executive Director, St. Clair College Foundation
Mr. M. Vourakes, Vice-President, Innovation and Business Development

ABSENT:

Mr. R. Feldmann, **Vice-Chair**

A quorum of the Board of Governors in attendance and the 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'**.

Ms. McGeachy Schultz chaired the meeting and Ms. Garant was Recording Secretary.

1.0 **ADOPTION OF AGENDA AND DECLARATION OF CONFLICT OF INTEREST**

The agenda was approved, and Ms. Williams declared herself in conflict with respect to item 6.1 of the agenda. Ms. Williams indicated that she would remove herself from the room at that time and return following discussion of that particular agenda item.

RESOLVED THAT the agenda be adopted as circulated.

2.0 **APPROVAL OF THE MINUTES OF THE SEPTEMBER 23, 2003 FULL BOARD MEETING**

RESOLVED THAT the Minutes of the September 23, 2003 Full Board Meeting be approved as circulated.

3.0 **APPROVAL OF THE MINUTES OF THE BOARD RETREAT – OCTOBER 3,4, 2003**

RESOLVED THAT the Minutes of the October 3, 4, 2003 Board Retreat held in Leamington, Ontario be approved as circulated.

4.0 **CONSTITUENT REPORTS**

Mr. Hallahan addressed the members to inform them of the work being done by the Retirees Association. Currently, the Association is collecting archival information for preservation purposes.

The Association has concluded the compilation of the College's art collection inventory and catalogued it on a disc. Mr. Hallahan informed the Board that he would be prepared to make a brief presentation at the next Board meeting of this work. He also explained to the Board that the College should consider insuring the collection, which appears to have a value exceeding \$1M.

After thanking Mr. Sheppard and Ms. Di Simone, for providing Board members with a tour of the College, Board Chair, Ms. Lynn McGeachy Schultz made the following announcements:

- The College will be again hosting a flu clinic for employees and surrounding community residents, November 12, 13.
- Saturday, November 8, 2003 the College is hosting the Canadian Colleges Cross Country Competition with 140 runners participating. A banquet will follow the event @ 7:00 p.m. in the Hangar. All Board members are welcomed to attend.
- November 2 - 9, 2003 has been designated as "Community College Week" by ACAATO.
- Open House at the James A. Burgess Skills Centre in Wallaceburg, Wednesday, November 12, 2003, from 5:00 p.m. to 8:00 p.m.

5.0 **FOUNDATION APPOINTEE**

Congratulations and thanks were bestowed on Board member, Mr. Marentette, on his appointment to the Foundation Board. Due to time constraints, Ms. Williams was not able to act in this capacity. She was also thanked for giving this her consideration. A motion was brought forward at this time and it was

RESOLVED THAT the Board approve the appointment of Mr. Marentette to the St. Clair College Foundation Board.

6.0 **EDUCATION/APPROVAL ITEMS**

6.1 Request for program approval for the Part-Time Industrial Apprenticeship – Commercial Vehicle and Equipment Technician – 310T

Ms. Williams departed the room as she had previously declared herself to be in conflict with this item of discussion.

Ms. McGeachy Schultz assured the Board that this program comes before them for approval, in compliance with all internal processes.

Dr. Strasser announced that Mr. Docherty and Mr. Benoit were on hand to address this item and answer any questions from the Board.

Mr. Benoit stated that the current Automotive Service Technician program shared a common core of courses. However, with this new program, the Ministry of Training, Colleges and Universities has required that the truck and coach component be dropped from the curriculum, and new requirements to complete this training have been added. This has essentially split the program and the current program only addresses requirements of the first level of the Commercial Vehicle and Equipment Technician program.

Mr. Gary Docherty added that currently there are students waiting for this program to begin.

Mr. Benoit further added and noted that the Ministry has already approved this program for offering, on a part-time basis, in the evening. The program will run two evenings per week over a three-year period. The total number of program hours for this program is 720.

The next closest college offering this program, will be Fanshawe College, in London. We will be the only local training center for this particular apprenticeship. Level one of this program is an excellent fit to what we offer currently in-house, according to Mr. Benoit. The second and third levels, in partnership with Transit Windsor, will be held at their facility where students get the required hours of in-service training, repairing coaches.

Dr. Strasser mentioned that over the next five years, this program will contribute approximately \$150,000.00 to the College revenues.

Additional costs for offering this program are approximately \$4,000.00 for the lease of the facility at Transit Windsor, per program intake.

Since the average age of the truck/coach mechanics presently is fifty-two years of age, the industry need for these skills is apparent. The per diem rate is \$2400.00 per apprentice.

Admission requirements into this apprenticeship are restricted and students must have a defined skill set as a licensed journeyman in the trade.

RESOLVED THAT the Board
approve the offering of the Part-Time
Industrial Apprenticeship - Commercial
Vehicle and Equipment Technician
Program – 310T, to begin in January 2004.

7.0 **MONITORING ITEMS**

7.1 **Strategic Initiatives**

Administration is currently pursuing a Music Theatre program in both Windsor and Chatham. According to Dr. Strasser, meetings have already taken place with both the Separate and Public School Boards to discuss potential partnerships. He added that there has also been a meeting scheduled with people from the Randolph Academy in relation to a potential partnership with them. The meeting will allow us to see what they offer and if it would be a good fit with our concept of a Music Theatre program, in Windsor and Chatham.

The management team will report back to the Board at the next Committee of the Whole, in November, and present their findings.

8.0 **COMMUNICATION PLAN**

8.1 **Thames Campus Communication Plan**

Ms. McGeachy Schultz reminded Board members that she was looking for feedback from them on how they wish to proceed with the process to develop a Thames communication plan.

At the next meeting on November 25, 2003, the Board will meet with its community stakeholders and share video presentation with them of the latest talks around the Music Theatre proposal and the various partnerships being investigated to house such as program, that would be the possible venue for both students as well as the
the
best
community.

Dr. Strasser indicated to the Board that the Strategic Directions for 2004/2005, as well as the Strategic Initiatives for Thames Campus would be shared with the various college groups (students, staff, faculty and administration) in Windsor and Chatham.

The following ideas were proposed for implementation of a college-wide communication strategy.

- October 30, 2003 - All Admin Meeting.
- Possible Town Hall meeting for faculty/support (dates to be decided).
- Dr. Strasser will meet with the Retirees Association or contribute a piece for the upcoming newsletter with an update.
- E.P Chant will carry an article in the SAINT, student newspaper, apprising them of the latest in program offerings.
- The College Board of Governors will meet jointly with the Foundation Board to share information items.
- Alumni Association is planning a meeting where these information items can be discussed.
- Press release announcing new Board members to the public.

A copy of the proposed Communication Strategy Re: Thames Campus is attached as Item 8.1 to the Minutes.

RESOLVED THAT the Board accept the proposed Communication Strategy, for Thames Campus for information.

9.0 **UPCOMING EVENTS**

One Board member suggested that perhaps the Ford-St. Clair College partnership be nominated for an ACAATO Leadership/Partnership Award.

Dr. Strasser indicated that he would endeavor to pursue this nomination.