

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held November 25, 2008 at 6:30 p.m., in the Board Room 200F, Thames Campus,
1001 Grand Avenue West, Chatham, Ontario

PRESENT:

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

ABSENT:

Mr. P. Choma
Mr. M. Helal
Ms. D. Livneh, **Chair-Elect**
Mr. V. Marcotte
Mr. J. Wickett

Also Present:

Ms. S. Armstrong
Mr. D. Barsanti, CFO
Ms. P. France, Vice President, Administration
& Student Services
Ms. S. Garant, Board Secretary
Ms. J. Harris, Vice President, Corporate & Community
Services
Ms. F. Lang, Local 137 OPSEU, Support Staff,
Observer

A quorum of the Board of Governors in attendance and the 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. Garant was the Recording Secretary.

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

A motion to adopt the agenda was moved and carried and after calling for and hearing no declarations of conflict of interest, it was therefore,

RESOLVED THAT the Board of Governors adopt the agenda as distributed.

2.0 **Approval of Minutes of the September 30,2008 Full Board Meeting**

A motion to approve the Minutes of the September 30, 2008 Full Board Meeting held in Windsor was moved and carried and having asked if there were any omissions or changes to be made and hearing none, it was therefore

RESOLVED THAT the Board of Governors approved the Minutes of the September 30, 2008 Full Board Meeting, as distributed.

3.0 **Constituent Reports**

Support Staff

Ms. Lang reported the following information to the Board on behalf of the Support Staff of the College:

- The Stability Process is designed to afford Management and Staff the ability to work together to allay cutbacks that may result due to the decrease in revenue and funding shortfalls.
- The Union has brought forward at the recent Union/College Committee meeting the suggestion that the spouses and family members of Full time staff be granted a reduction in tuition. The Ministry would still provide the grant portion of funding that is customary. Twelve colleges currently do this.
- Chartwells employees, a composite local of Local 137, who provide the food service in the College cafeteria, will be in a position to bargain a new contract, since their current agreement ends in August 2009.
- Some of the grievances pertaining to the new support classification system have been withdrawn due to resolutions arrived at jointly between management and the employees.

- The unionization effort of part-time workers across the college system continues, added Ms. Lang. The process could take between two and three years to complete. This group would be a composite local of Local 137 while bargaining their collective agreement separately.
- Ms. Lang announced that Mr. Mike Seguin who has served on the College Joint Health and Safety Committee has stepped down after 18 years of dedicated service to pursue his efforts on the Return to Work Committee in conjunction with WSIB. The Local would like to publicly acknowledge Mike's contribution as a valuable asset on the Joint Health & Safety Committee.
- Ms. Lang indicated that the Union supports the efforts of management during these challenging times to ensure the success of the St. Clair Centre for the Arts, downtown campus. Our students housed at the Centre enjoy a beautiful location. With the support of the downtown businesses, the College has received much positive recognition for what they have achieved, added Ms. Lang.
- The Local recently hosted a successful social event for its members, noted Ms. Lang. Members of faculty Local 138 as well as retirees of Local 137 were invited to attend. The eighty members in attendance enjoyed Chef Mike Jimmerfield's excellent chili served with toasted garlic bread provided by one of the members.

Upon the conclusion of Ms. Lang's report, Mr. Shaw, on behalf of the Board of Governors, expressed his gratitude to Mr. Mike Seguin for his long standing commitment to the Joint Health and Safety Committee on behalf of his members. Eighteen years is a long time to serve on any committee, he added, and Mr. Seguin should be commended.

4.0 **Board Education/Information Items**

4.1 Presidential Update

The President reported to the Board that the next twenty-four months is a critical time for the College. The President underlined the need for support of the Provincial government.

Administration, continued the President, is currently conducting meetings with various Program Advisory Councils in order to explain the need to review programs hours required by the Ministry in an attempt to reduce the program costs.

Dr. Strasser outlined a plan to send letters to the Ministry underlining the desperate need for additional funding to the colleges if they are to survive and serve the communities as mandated. The system upon which the funding to colleges was designed is truly antiquated, added the President, and falls short of

providing the resources necessary to encourage learning. One suggestion was for a template to be drafted for the Board members to sign and send off urging their local and provincial politicians to take their message to the government.

Another suggestion came out of the discussion that perhaps the colleges Boards of Governors could advocate collectively, to the Minister(s), the plight of
all the colleges throughout Ontario.

The Support Staff observer added that perhaps the convention delegates could lobby the government for support at the upcoming O.P.S.E.U. convention in Toronto.

The Chair asked that this item be carried forward on to the January 27, 2009 Full Board Agenda for further discussions pertaining to the structure of the letters that should go to the Minister(s).

Dr. Strasser announced that the fundraising efforts for the new health plex initiatives are moving forward and that Ms. Harris is the Chair for the “internal” campaign.

The President also noted that in the “In Windsor” magazine there was an article with Master Chef Daniele Palanca, from the St. Clair Centre for the Arts. One of the chef’s famous recipes is featured in the article, added Dr. Strasser.

Dr. Strasser announced that three of the St. Clair College varsity teams are ranked in the top ten across the college system in the following sports; women’s basketball, women’s volleyball and men’s basketball. This is the first time ever that St. Clair has had three of its two semester league sports ranked in the top seven at the same time.

The President concluded his update by informing the Board members that he has a meeting planned for next week with developer Ray Stanton concerning the St. Clair Centre. The Board, he added will be apprised of the outcome of this meeting at the January meeting.

Two Board members were pleased to report that on the way to tonight’s meeting they drove past the Thames Residence and remarked on the beauty of the building and commended Administration for this accomplishment.

4.2 Monitoring Report

On behalf of College Administration, CFO, Mr. Barsanti presented the mid-year review 2008/9 and financial statements for the six month period ended September 30, 2008.

Mr. Barsanti explained the provincial funding mechanism as follows. The funding is an average calculation based on a college's activity base (enrollment) over a three year period.

Also taken into consideration for the overall budget picture are the various funding sources, capital projects, risks for 2008/9 and 2009/2010 which can impact heavily on the mid-year review.

He began the presentation outlining the College's share of the 2008/9 system "funding pot" in the amount of 3.89% or \$31M by breaking it down in the following manner;

- 45% of this \$31M is in operating grants.
 - 10% is Ontario Grants
 - 25% is tuition fees
 - 11% is other revenue
 - 9% is in ancillary revenue
- 100%

The current capital project considerations are the Centre for Construction, Innovation and Production and the Healthplex fundraising in Windsor and the fundraising initiative for the Thames Healthplex in Chatham.

Risks associated with the 2008/9 budget are the \$35M in deferred maintenance and the staffing considerations around funding shortfalls.

Moving into the 2009/2010 budget year, the risks will revolve around the ability to continue enrollment growth, cope with minimal capital allocations, adapt to the unionization of part-time employees and budget for CCIP operating and utility costs.

Mr. Barsanti pointed out to the Board members that there have been some changes to the budget at this mid-year point that include increases of 1.3% (\$568,000) in MTCU operating grants, an increase in Ontario grants of 6.4% (\$594,000) and "other revenue" increase of 0.4% (\$44,000) along with a decrease in both tuition (3.9%) and ancillary fees (\$1.2M) resulting in a \$1M reduction in revenue.

Further, explained the CFO, there have been significant changes, as indicated in the expense budget schedule III of the handouts distributed, a decrease in total salaries and benefits of 1.9% or \$1.1M.

Non-salary expenditures, he added, have increased by 2.4% or \$613,000 and ancillary costs have also increased by 4.5% or \$353,000 resulting in a reduction of \$200,000 in spending.

While requesting that the Board receive this Monitoring Report on the Mid-year Budget review for 2008/9 and the Financial Statements for the six months ended, September, 20, 2008 as attached to the Minutes under Item 4.2, Mr. Barsanti invited questions from the Board members.

One Board member asked for clarification of the reduction in tuition while the enrollment numbers have increased. Ms. Harris explained that this was substantially due to the reduction in ancillary revenues and a decline in part-time activity.

Another member asked for an explanation concerning the \$1M reserve fund which Ms. Harris noted was not a fund that was carried over from one year to another but that reserves are included as a budget line on the financial statements each year coming out of the operations monies.

Ms. Harris added that keeping a \$100M budget within ½ of a million dollars is quite a feat, while allocating a “cushion” of \$1M into reserves as required by the Board.

When asked about the \$35M in deferred maintenance, Administration noted that an external group (the Courtyard Group), hired by the Ministry of Training, Colleges and Universities, would be visiting the colleges and see what priority items are in the deferred maintenance category that may be helped by any infusion from the Ministry into the facilities budget.

The Chair enquired if this was an action that stemmed from the government to which Ms. Harris responded in the affirmative, noting that the Ministry is aware of the urgency of some of the required repairs at some of the colleges and this is their attempt to keep them operating. However, the funding is not solely portioned out to colleges since the universities are also being surveyed.

Considering the current Ontario budget problems Administration is hoping to receive \$500,000 to allay deferred maintenance costs.

The Board Chair, with his extensive public health background, concurred with the President on the funding issue. However, he held a more optimistic outlook that the college's infrastructure may be a piece on this government's agenda.

When asked about the new funding formula, administration indicated that on December 5th the Ministry was scheduled to review it and modify the current mechanism.

With no big changes expected College Administration informed the Board that the rest of the year things would be very tight.

Student retention going into the 2009 Winter term is a key factor to ensuring success in the 2009/10 year.

At the end of the discussion a motion to adopt the Mid-Year report was moved and carried and it was therefore

RESOLVED THAT the Board receive the Monitoring Report of the 2008/9 Mid-Year Review and Financial Statements for the period ended September 30, 2008, for information.

Attached to the Minutes, as Item 4.2, is a copy of Mr. Barsanti's Power Point presentation of the Monitoring Report to the Board.

5.0 **Approval Items**

5.1 Appoint the Chair of the Audit Committee

Mr. Shaw announced that he and two members of the Audit Committee recommend that Mr. Peter Choma be the new Chair for the Audit Committee for the 2008/9 year.

A motion was moved and carried and it was therefore

RESOLVED THAT the Board approve the recommendation to appoint Mr. Peter Choma as Chair of the Audit Committee for the 2008/9 year.

Prior to adjournment the Chair noted that the Chatham counterpart to the Windsor Essex Development Commission, which presented to the Board at the 2008 Fall Retreat, namely, the Chatham-Kent Economic Development Services, are invited to make a brief presentation to the Board at the January 27, 2009 Full Board Meeting.

The purpose of such a presentation would be to educate the Board members and College Administration as to the latest developments/initiatives taking place in the Chatham/Kent area designed to encourage development of new business and industry in this region which could afford the College the opportunity to increase the enrollment at the Thames Campus.