

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held March 23, 2010 at 7:30 p.m., in Room #342, Windsor Campus,

PRESENT:

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

REGRETS:

Mr. S. Bustin
Ms. D. Livneh, **Chair-Elect**
Ms. M. Lucas
Ms. R. Parak

Also Present:

Mr. D. Barsanti, Chief Financial Officer
Mr. M. Carron, External Vice President, Student Representative Council
Mr. E. P. Chant, Editor, SAINT, Student Newspaper
Ms. P. Corro-Battagello, Secretary, Board of Governors
Mr. J. Fairley, Director, Corporate Communications & Alumni Relations
Mr. J. Fox, President, Student Representative Council
Mr. D. France, General Manager, Student Representative Council
Ms. P. France, Senior Vice President, College Operations
Ms. J. Harris, Vice President, Corporate & Community Services & Executive Director, St. Clair College Foundation
Ms. E. Kitchen, Internal Vice President, Student Representative Council

Mr. J. Martin, Observer, Vice President, St. Clair College
Retirees Association
Mr. F. Sorrell, Vice President, College Advancement
Dr. P. Tumidajski, Vice President, Academic

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. Shaw chaired the meeting and Ms. Corro-Battagello was the Recording Secretary.

Prior to the official commencement of the meeting, the Chair announced that Board member, Ted Farron, appeared on the Easter Seals Telethon on March 14, 2010. Mr. Farron stated that it was an amazing experience to be one of over 100 volunteers to raise money for children in need and that he was proud to represent St. Clair College.

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

With no declarations of conflict of interest, it was

RESOLVED THAT the Board of
Governors adopt the March 23, 2010
Full Board Agenda as distributed.

2.0 **Approval of the Minutes of the Full Board Meeting Held on February 23, 2010, in Windsor**

A Board member congratulated the Student Representative Council for their role in the \$132,972.96 raised for the "Help for Haiti" campaign as noted in the February minutes. A motion to approve the minutes of the above meeting was moved and carried and it was therefore

RESOLVED THAT the Board of
Governors approve the Minutes of
the February 23, 2010 Full Board
meeting as distributed.

3.0 Constituent Reports

3.0 St. Clair College Retirees Association

Mr. Jim Martin presented a report on behalf of the St. Clair College Retirees Association. He thanked Dr. Strasser for the “fruitful” discussion the Retirees had at a meeting with Dr. Strasser on March 3, 2010 and the ongoing support of the College. The Retirees also had a meeting with the Finance and Human Resource departments of the College to be updated on the recent organizational changes to those departments and to re-confirm the proper contacts from those departments for the Retirees. On April 1, 2010 the Government will proclaim the existence of the College Employer Council, which is a new entity to replace previous councils. One of their functions will be to be the policy holders for benefits insurance for college employees and retirees. Given that the Board Chair or Vice Chair along with the President of the colleges will be a part of the College Employer Council, the Retirees Association plans to stay connected to the Board. A second “Keeping Up with the Grandkids” workshop is planned for April 8, 2010, and on May 26, 2010 the Retirees are planning a luncheon at Smith and Wilson Estate Wines.

After the report from Mr. Martin the Chair thanked him for his report.

A copy of the Retirees Association’s Report is attached to the minutes as item 3.0.

3.1 Student Representative Council

The Chair introduced Mr. Justin Fox, President, Mr. Matt Caron, External Vice President, Ms. Erica Kitchen, Internal Vice President and Mr. Don France, General Manager for the Student Representative Council. Mr. Shaw also commented that this is an important meeting for the SRC since their annual report gives the Board the opportunity to hear about the student population and learn more about the SRC in general. Mr. Fox noted that the VP for the St. Clair Centre for the Arts, Ms. Stephanie Perrot could not attend tonight’s meeting. Mr. Fox began the PowerPoint presentation by stating that the SRC is a not-for-profit corporation in the Province of Ontario which handles all student activities including formal student complaints. The SRC is an active member of the College Student Alliance. The positions of President, Internal VP and External VP are elected by the students, and they in turn are responsible for hiring up to 10 directors. The services provided by the SRC include:

- Class Representative Program
- Student Orientation
- Programming of Social Activities

- Student Photo ID Cards
- Safe Watch Program
- Graduation Photos
- Food Bank
- Student health Insurance
- Student Club Ratification and Funding
- Sunpalour Pregnancy Resource Centre
- Christmas Toy/Food Box Program
- Student Complaints
- Griff's Full Service Restaurant
- Grab & Go
- Tim Horton's
- Saint Newspaper
- Saint Copy centre
- Management of the Student Centre
- Management of student fees

Mr. Caron spoke in regards to the Class Representative Program. He explained that this year there are 126 class reps, double the number from last year, who meet on a monthly basis. They help make students aware of what is happening in the College, as well as gather and discuss feedback from the students. Administration is actively involved and does attend some meetings. Ms. France meets for breakfast with the Executive on a regular basis during the academic year.

Ms. Kitchen spoke in regards to orientation and social events. She explained that there are three orientations, one at the main campus, one at the SCCA, and one in Thames. The SRC works with the marketing department to plan the orientations and it is a great opportunity to make a good first impression. The SRC is trying to do more community work and fundraisers as well as social events.

Other points made by the SRC included:

- Every student receives a photo ID card as part of their tuition which is used for student discounts or free printing in the computer lab.
- The Safe Watch program is now a paid position as well as a volunteer position, and the program is available at the downtown location as well.
- A new company "Student Nostalgia" will be used for graduation photos.
- There are food banks at both the main and downtown locations.
- Health insurance is through a company called ECL at an 80/20 ratio. Students have the option to opt out or opt in their dependents.

- There are over 20 student clubs. They need to be academic or program based.
- The Christmas toy/food program rose over \$20,000 to help 80 families last year.
- Mr. Caron and the SRC assist students with their complaints and advise students with the proper steps to take in the grade appeal process.

Mr. Fox listed the committees that the SRC is involved with. They are:

- City of Windsor Town & Gown Committee
- Joint health & Safety Committee
- Board of Governors (Mr. Caron to replace Ms. DeBoer)
- Residence Operation Committee
- Classroom Improvement Committee
- Scholarship and Bursary Committee
- Winter Games Committee
- Orientation Planning Committee
- College Committee for Disability Issues
- Grade Appeals
- Environmental Sub-Committee

Next, Mr. Fox listed the SRC's External Memberships as follows:

- College Student Alliance (CSA) – An advocacy lobbying group for the Province which represents 17 of the 24 colleges. Students pay a \$4 fee and 75% of the budget is used for advocacy efforts.
- Canadian Organization of Campus Activities (COCA) – Mostly used for bands and social activities. Local organizations are tried to be used for swags.
- Association of Managers in Canadian College and University Student Centre (AMICCUSS-C) – This is basically the CSA for full-time staff.
- Campus Hospitality Managers Association (CHMA) – The head chef and manager Dave Nugent attends.

The balance sheet for the Student Representative Council Incorporated was distributed to the Board at this time. Mr. Fox made the following notations regarding the finances for the SRC:

- There is an audit of all financial statements on a yearly basis.
- There is a corporate return filed each year.
- The SRC has never had a qualified audit.
- This year there will be a small PST refund from a PST audit.

- The SRC Board receives monthly financial statements and bi-weekly checklists for review.
- There was a substantial increase in the area of equipment because the SRC was operating on fully amortized assets.
- The large increase in cash was due to the SRC cashing in some investments and a change in the accounts payable.
- Under the area of expenditures there was an increase in advertising and promotion because the SRC purchases all of their advertisement and swag on a two year basis.
- In addition to the \$4,000 for bursaries the SRC has \$75,000 set aside with the foundation.
- There is an increase under honorariums due to the safe watch paid positions in addition to voluntary positions.
- Wages and employee benefits increased due to the addition of a staff member at the main campus and one for the downtown campus.
- Student club operations increased due to the SRC taking over all of the club accounts.
- In regards to the health plan the SRC is working with the ACL to make the plan more flexible for students.

Questions included:

- Who does the banking for the clubs?
The SRC manages the banking for every club so they do not have any separate banking fees.
- Which accounting firm does the SRC use?
A local firm named Popp, Parete and Russo LLP.
- Has there been a change to accommodate more mature students?
Yes, in a positive nature. For example, there is a meeting planned with the ACL to look at the health insurance plan to better accommodate the diverse group of students. Also, more mature students are becoming involved with the SRC. For example, they are applying for director positions or becoming class representatives. Another example of how the SRC is considering the diverse student population is by having family events in addition to pub nights.
- Explain the financial loss at Griff's Cavern.
There was an extra night managerial position before the operating hours were changed to close at 7:00 p.m. rather than 9:00 p.m. and there were extra people hired in the beginning of the school year. Also there were some significant price increases with certain foods which all affected the loss. It was noted that the College keeps

Griff's open during weekends and the summer months as a service to the students even though they do not make money during that time.

Mr. Fairley added that the Alumni Association has a wonderful partnership with the SRC allowing them to reach out to the students before they move away from the College. One example of this is the televisions that the SRC has recently put up around the college which allow the Alumni Association to promote their events.

Dr. Strasser echoed what Mr. Fairley stated by stating that in his ten years at the College he finds this student council the most enthusiastic.

Mr. Shaw asked Mr. Caron to expand on the area of student complaints, to which Mr. Caron explained that there is a new incident form to be filled out by the student and discussed with a member of the SRC. If they are not able to resolve the issue they encourage the student to follow the proper protocol by approaching the faculty, then the coordinator, then the Chair of the program if necessary. If the matter is still not resolved then the SRC member would approach Mr. France for advice. Mr. Fox added that Ms. France, who meets with then SRC bi-weekly, acts as a liaison for the SRC and is an enormous asset to them as well.

Mr. Shaw asked if the SRC compiles or analyzes the complaints at the end of each year, to which Mr. Caron answered that 90% of the issues were in regards to parking, then there were some issues surrounding lockers, and a few regarding courses. Mr. Fox added that with the new form there will be the availability to categorize the student complaints for analysis at the end of the year. Dr. Tumidajski noted that there is an educational complaint resolution policy that the SRC can use to assist students.

In closing, the Chair thanked Mr. Fox, Ms. Kitchen, Mr. Caron, and Mr. France on behalf of the Board for their presentation.

A copy of balance sheet is attached to the Minutes as item 3.1.

4.0 **Board Education / Information Items**

4.1 Presidential Update

Dr. Strasser began with an update on the parking situation. He stated that unfortunately the meeting with the Ministry of Natural Resources has not yet occurred. Dr. Strasser raised the subject of parking garages as an

alternative to parking lots and stated that the College has already begun to examine costs.

Dr. Strasser also raised the possibility of creating a walking track on the north east corner of the property near Cabana Road.

Proposals for new projects totaling \$25M have been submitted primarily by Ms. Sue McLelland and the college is waiting to see the outcome.

The College is also in discussion with The Ministry of Transportation who is attempting to acquire the land off Talbot Road West.

A former employee of St. Clair College, Jack Costello, will be honoured with a WESPY Award on March 30, 2010, and a current employee of the College, John Lawrence, will receive the Citizen of the Year Award this Thursday in Chatham.

The Health Sciences building in Windsor is moving forward and the ground breaking ceremony for the Trades and Technology building in Chatham should soon occur. The MediaPlex is also moving along at a good pace, and the ribbon cutting should occur in mid-April.

The President announced that St. Clair College received an invitation from the Essex Region Conservation Authority (ERCA) to build a "green" podium for the speech by former U.S. President, Bill Clinton on April 15, 2010. This is a great opportunity for the Architectural Technology and Woodworking students he commented.

5.0 **Policy Review**

5.1 Policy 2003-3 – Corporate Secretary’s Job Description (2nd Reading)

The Chair noted that in section ‘A’ it should read “Corporate Secretary” instead of “Secretary”. It was therefore

RESOLVED THAT the Board of Governors accept the policy as amended.

5.2 Policy 2003-23 – Public Image (2nd Reading)

A Board member wondered if the wording of the Policies could be in the positive form instead of the negative, to which Mr. Shaw replied that the wording is a general principle of Policy Governance, and that this may be a good question for Ms. Raso on April 13, 2010. It was therefore

RESOLVED THAT the Board of Governors accept the policy as written.

5.3 Policy 2003-24 – Partnerships (1st Reading)

A Board member asked for clarification of the term “Board’s Ends” to which the Chair explained that again it is a Policy Governance term referring to the Strategic Plan. It was suggested to add the words “Annual Strategic Plan” to the end of that sentence. This Policy will be further discussed and up for Board approval at the next Board meeting.

6.0 **Date of Next Meeting**

The next Full Board meeting is scheduled for April 27, 2010, in Chatham, ON at 7:00 p.m.

The meeting was adjourned at 8:45 p.m.