

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held May 28, 2013 at 5:30 p.m., in Community Room #1104, HealthPlex, Thames Campus,
Chatham, Ontario

PRESENT:

Ms. K. Curtis
Mr. T. Farron, **Chair**
Mr. C. Janisse
Ms. L. Kempe
Ms. M. Lucio
Mr. V. Marcotte, **Chair-Elect**
Mr. D. Moncur
Ms. P. Papadeas
Ms. R. Parak
Mr. C. Parrott
Mr. R. Seguin
Mr. D. Wilson

REGRETS:

Ms. M. Marcotte
Ms. S. McCourt
Mr. D. Pavlovski
Mr. R. Rusich
Dr. J. Strasser, **President**

Also Present:

Mr. E.P. Chant, Editor, SAINT, Student Newspaper
Mr. J. Fairley, Vice President, College and Community
Relations
Ms. S. Girard, Secretary, Board of Governors
Mr. W. Habash, Associate Vice President, Academic
Operations
Ms. R. Mousaly, Chair, School of Business & Information
Technology

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 Board 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 May 28, 2013
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the April 30, 2013 Meeting Held in Windsor, Ontario**

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

RESOLVED THAT the
April 30, 2013 Full Board
minutes be approved as
distributed.

3.0 **Constituent Reports**

SCC Retirees Association

Ms. France noted that Ms. Dale had forwarded a report from the Retirees Association, a copy is in the Board portfolios for review.

A copy of the Retirees Association report is attached as Item #3.0.

4.0 **Business Arising**

4.1 Report to the Board

Ms. France indicated that she had a few items to share with the Board:

- 1) Ms. France noted that the June meeting would move back to Windsor, Main Campus due to the fact that the rain date for the fireworks is the same date.
- 2) She also reminded the Board of the Academic Awards banquet on Tuesday, June 4 in Windsor and Thursday, June 6 in Chatham.
- 3) The College purchased a table of 10 for the Negev dinner and she stated if anyone on the Board was interested in attending to please inform Ms. Girard on their desire to attend as a representative of the College.

5.0 New Business

5.1 New Program – Mobile Applications

Prior to Mr Habash and Ms. Mousaly presenting this item, Ms. France noted that the Board submission for the new programs, attached to the agenda, included the heading “Potential Impact on Other Programs” as requested by the Board at the April meeting.

Ms. France then called upon Mr. Habash and Ms. Mousaly to present this item to the Board. Some key presented included:

- This program will be a full 3-year Advanced Diploma Program (Co-op optional) this is a one of a kind program.
- This program is offered at Algonquin but it is only a two year.
- Launch date was noted as Fall 2014 but this is dependent on budget implications and may have to be delayed until 2015.
- There is very strong support in the community for this program in the Information Technology industry.
- The program would include the inception of an idea of a mobile app, to the development, marketing, entrepreneurship, financial impact.
- The student would create their own portfolio that they could show to their potential employer.
- Most of the up-front investment is for hardware (requires an Apple computer lab).
- If a student would like to take the co-op option, the College is trying to make the 6th semester as online or hybrid as possible so that the student can still work at the placement and continue their education to graduation.
- The co-op would be paid by the employer, if that is the avenue that the student chose to take.

Following the discussion, it was,

RESOLVED THAT the Board of Governors approve the Mobile Applications Program as presented.

5.2 New Program – Sports and Recreation Management Advance Diploma

Mr. Habash and Ms. Mousaly continued with presenting this program and highlighted the following items:

- This program will be a full 3-year Advanced Diploma Program.
- This program will align with the opening of the new SportsPlex and the Schlegel Village, both facilities on site, granting the St. Clair College students of this program the capabilities of on-site learning opportunities.
- The student will receive a solid foundation in all business fundamentals and then they will expand them into the sports world.
- The student will be asked to participate in 180 field/work placement hours from the very beginning of the program start.
- Launch date was noted as Fall 2014 but this is dependent on budget implications and may have to be delayed until 2015.

Mr. Seguin added that there is much interest within the community particularly with athletes and that this program has been requested for years.

After some discussion, it was therefore,

RESOLVED THAT the Board of Governors approve the Sports and Recreation Management Advance Diploma as presented.

5.3 Report from the Foundation Board to the Board of Governors

Ms. France called on Ms. Gatto and Mr. Fairley to present their update on the Foundation to the Board. Items included:

- Background of the St. Clair College Foundation
- The names of the Board of Directors
- The organizational Structure
- Types of Scholarships
- Scholarship Awards Summary chart
- A Foundation Endowment Allocation chart
- A 2012/13 Investment Portfolio
- A list of significant gifts in the past year
- Information regarding the Food and Wine Gala and the Charity Golf Tournament
- Current Campaign Updates:
 - Annual Giving Campaign
 - Room Naming Initiative
 - Outdoor Walking Track
 - SportsPlex Update

Mr. Fairley noted that the Ministry is not matching any contributions anymore. This decision obviously has a negative effect when requests are made for donations.

Ms. Gatto and Mr. Fairley indicated what everyone could do to support the St. Clair College Foundation in helping to raise money.

A copy of the Foundation PowerPoint presentation is attached as item 5.3.

5.4 Appointment of a Member to the Foundation Board

Mr. Moncur has volunteered to participate on the Foundation Board for the upcoming year.

RESOLVED THAT the Board of Governors approve David Moncur to be on the Foundation Board for the 2013-2014 year.

5.5 2013 Convocation Motion to Confer Diplomas, Certificates and Degrees

Ms. France noted that the motion is for both the June and October 2013 sessions. It was therefore,

RESOLVED THAT the Board of Governors approve the conferring of Diplomas, Certificates and Degrees at the 46th Annual Convocation Ceremonies.

5.6 Risk Management

Ms. France noted that “Risk Management” reporting began back in 2009 and was based on eight categories and within those eight categories they identified a probability scale and impact of those potential risks. In 2010, a specific report was completed on Health and Safety to inform the Board on current activities related to Health and Safety. In 2011, another Risk Management report was brought forward and in February 2012, at the request of the Chair, another report was brought forward concentrating on deferred maintenance due to the probability and risk factors being high on both ends of the scale.

A formal report will come back to the Board in June with the probability and impact scale but Administration wanted to have a brief discussion to see if there would be anything else that they would like included in the report.

5.7 Board Retreat

It was noted that this year we should focus on renewing the teambuilding aspect of the Retreat and that it be overnight.

Ms. France and Ms. Girard will continue to look at different possibilities and report back to the Board.

6.0 **Policy/By Law Review**

6.1 By Law Review

At this time, Ms. France discussed the track changes to By Law 12 as attached to the agenda.

After a brief discussion, it was therefore,

RESOLVED THAT the Board
of Governors approve the By Law 12
(2nd reading) as distributed.

6.2 By Law Review

Ms. France discussed By Law 15 indicating that if there were items of sensitive nature the Board Secretary would not attend the In-Camera meetings.

After some discussion, it was determined that By Law 15 would read as follows:

- (a) "The Corporate Secretary will serve as the recording secretary for any In-Camera meeting of the Board, in lieu of the Board Secretary, where agenda items may be sensitive. This will be at the final discretion of the Chair".
- (b) "In the absence of both the Chair and the Chair/Elect, the Corporate Secretary shall call the Board meeting to order providing there is quorum and shall serve as Chair while the Board elects a Temporary Chair".

7.0 **Date of the Next Meeting**

The next Full Board meeting will be held on June 25, 2013 in Windsor at the Main Campus.