

**ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**MINUTES of the**

**FULL BOARD MEETING of the BOARD OF GOVERNORS**

Held on Tuesday, February 28, 2017 at 6:55 p.m., in the Board Room #342 at South Campus, Windsor, Ontario

**PRESENT:**

Mr. D. Allen, **Chair-Elect**  
Ms. T. Bendo  
Mr. T. Berthiaume  
Dr. K. Blanchette  
Mr. F. Curtis  
Ms. P. France, **President**  
Ms. N. Jammu-Taylor  
Ms. L. Kempe  
Ms. M. Lucio  
Mr. V. Marcotte  
Ms. M. Rogers  
Mr. R. Rusich  
Mr. E. Sovran  
Ms. M. Wickham  
Mr. D. Wilson, **Chair**

**REGRETS:**

Ms. M. Corey  
Ms. E. Staley

**Also Present:**

Mr. D. Barsanti, Vice President, Student Services & Administration and Corporate Secretary  
Mr. E.P. Chant, Editor, SAINT, Student Newspaper  
Mr. J. Fairley, Vice President, College Communications and Community Relations  
Ms. S. Girard, Secretary, Board of Governors  
Mr. W. Habash, Vice-President, Academic  
Mr. B. Jones, Retiree Observer  
Mr. M. Jones, Chief Financial Officer  
Mr. J. Rousseau, President, Student Representative Council  
Ms. M. Rush, Support Staff Observer  
Mr. R. Seguin, Vice President, International Relations, Training & Campus Development  
Mr. J. Sirianni, Executive Director, Human Resources  
Mr. G. Vrantsidis, Faculty Observer

Having a quorum 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'**.

Mr. Wilson 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 of Governors adopt the Full Board agenda as distributed.

2.0 **Approval of the Full Board Minutes of the January 31, 2017 Meeting Held in Windsor, Ontario**

The Chair noted that he had one amendment to the minutes and that is that Ms. Wickham received an Advanced Good Governance Certificate, with that amendment, it was,

**RESOLVED THAT** the Board of Governors approve the Full Board minutes of the January 31, 2017 meeting as amended.

At this time, the Chair presented Ms. Rogers with her Advanced Good Governance certificate.

3.0 **CONSTITUENT REPORTS**

**Support Staff**

Ms. Rush reported that many support staff will be attending a professional development team building workshop that has been arranged jointly with Local 137 and Human Resources. This event will take place March 8, 2017 at the St. Clair College Centre for the Arts followed by a dinner.

**Faculty**

Mr. Vrantsidis provided the following on behalf on the Faculty:

- The marketing students won two gold medals and a bronze medal at the Ontario Marketing Competition.
- The Entertainment Technology program signed a partnership with Dragon Entertainment explaining that our students will have the opportunity to travel to the Far East and intern in their production company. The students would participate in the daily operation in the production of their show.
- The Architecture students last semester prepared a proposal for the Durham/Forest City area and received quite a bit of publicity and last week the Ontario Association of Architects put two of our student's designs on their website.

- The Early Childhood Education students hosted an “Off-To-College Playgroup”. This is an event that they invite children under the age of 12 with Down’s syndrome. The students host and supervise all the activities and they will be doing this on a monthly basis.

### **Retiree Association**

Mr. Jones provided the following on behalf of the Retirees Association:

- Mr. Jones stated that a copy of the most recent Retirees Newsletter is in the Board portfolios.
- The Retirees Association’s contribution to the HealthPlex and SportsPlex is currently at \$37,429, which is 124% of the goal of \$30,000 and they are still going.
- The retiree’s golf league will be starting at Woodland Hills on Thursday, May 4, 2017.
- The Annual General Meeting will take place May 3, 2017 at the SportsPlex.
- There were a number of retiree volunteers at the OCAA Volleyball Tournament this past weekend.

A copy of the Retiree’s Newsletter is attached as item # 3.0.

### **Student Representative Council**

At this time, Mr. Rousseau presented his report and highlighted the following items:

- The opening concert took place in the Student Life Centre featuring the Arkells. There were about 650 students, staff and community members that attended. SRC was very pleased with how everything went and feel it was a very successful event.
- The Hats On for Healthcare event will take place on March 1, 2017. The SRC put together a number of baskets in a fundraising effort and all funds raised will go to Windsor Regional Hospital.
- The official grand opening of the Student Life Centre will take place on Friday, March 31, 2017 at 10:30 a.m. He stated if any Board members had any questions regarding that day or the facility to contact him directly.

## **4.0 PRESIDENT’S REPORT**

At this time, the Chair called on the President provide her report. Ms. France indicated that she had a few items that she wanted to share with the Board:

- Ms. France congratulated the women’s Volleyball Team for their participation in the OCAA Volleyball Tournament this past weekend as the last time they participated in this event was back in 2001. They played very hard and just missed out on the bronze medal but made us very proud.
- She stated that the media stories and releases that are normally in the Board portfolio have been sent electronically and will also be put on Blackboard. These are attached to the minutes as item #4.0.
- There are open houses scheduled on Saturday, March 25, 2017 at all campuses.
- The Site Visit for the Quality Audit took place on February 27 and February 28, 2017 and noted that the Centre of Academic Excellence did an amazing job organizing the site visits over the

last 48 hours. She wanted to extend a thank you to all College Administration, Faculty, Support Staff, our students and our community who came to participate in the meetings and supported the College. She stated that there was a very quick debrief at the end of their visit today. They provided many positive comments but one that was very important for the Board to hear is that quality was “extremely evident” throughout the organization. This is a testament to the hard work everyone has put in over the last several years as it pertains to quality.

- The Gourmet Wine & Food Gala will take place April 7, 2017 and she wanted to add that an invitation has been extended to Sheldon Levy and David Carter-Whitney. Mr. Levy and his wife will be attending. She was very pleased as this will be a great opportunity for him to see what our students and faculty do from a work integrated learning experience perspective.

## 5.0 **CONSENT AGENDA**

5.1 Build Research Capacity (including Metrics for 2017/18 and 2018/19)

5.2 Provide Clear Expectations (Student Code) and Supports for Success

5.3 Increase “Campus Life” Activity

5.4 Formalize and Publish Athletic Performance (APIs) that Align with Academic/Corporate Services

**RESOLVED THAT** the Board of Governors receive and approve the contents of the Consent Agenda for information purposes.

## 6.0 **INFORMATION ITEMS**

6.1 Program Advisory Committees

At this time, the Chair called on Mr. Habash to present this item.

Mr. Habash stated that the one page summary attached to the agenda is self-explanatory and based on the comments today from the Quality Audit team, our Program Advisory Committees are very engaged with what happens in the College. The Faculty, the Coordinators and the Chairs reach out to the community and involve them in the curriculum, feedback on the Key Performance Indicators or essential employability skills.

He added that the Program Advisory Committee minutes and action plans are audited by the Accountability office and action plans are followed up from there.

The Chair noted that there was a small group where there was no meeting held during the year. He asked if that is something that is looked at to make sure that a meeting takes place in the next couple of months or those particular ones are ok not to meet. Mr. Habash stated that there were three programs that did not have a meeting. One did not have a meeting but have

since scheduled two to make up for the one that was missed in Fall 2016. The other two did not reach quorum but decided to have discussions anyway.

After a brief discussion, it was,

**RESOLVED THAT** the Board of Governors approve the Program Advisory Committee report for information purposes.

## 6.2 Financial Quarterly Update

The Chair called on Mr. Jones to present his PowerPoint presentation.

Mr. Jones highlighted the following items from his presentation:

- This report is as of January 31, 2017.
- The Income Statement for the ten months ended January 31, 2017.
- Explanation of Surplus Variance. The contributing factors are as follows:
  - Tuition Increase.
  - Acumen Increase.
  - Salary & Benefits Decrease.
  - Ancillary Surplus Increase.
  - Net Revenue Increase.
- Revenues.
- Expenditures.
- Ancillary.
- The Capital update as of January 31, 2017.
  - SIF Powerline.
  - SIF Facilities Infrastructure.
  - Other Capital Funding (AEF, CERF, FRP).
  - Capital from Operating Funds.
- He noted that there will be an accounting adjustment of \$1 million due to the requirement to defer International post secondary tuition similar to the practice for domestic tuition.

After a brief discussion, it was,

**RESOLVED THAT** the Board of Governors approve the January 31, 2017 Financial Monitoring report for information purposes.

Mr. Jones' presentation is attached to the minutes as item #6.2.

### 6.3 Strategic Mandate Agreement 2 (SMA2)

Ms. France noted that attached to the Board agenda is the draft template of the new Strategic Mandate Agreement. She stated that on January 30, 2017, a small committee was formed to review the Strategic Directions, the current Strategic Mandate Agreement and the SMA2. The template has not been finalized but the College is moving forward with the current template. She added that a meeting has been set up for March 7, 2017 with Brian Tamblyn, who was hired by the Ministry to conduct site visits with the colleges to support the finalizing and signing of the SMA agreements.

Ms. France stated that the plan is to have the SMA2 attached to the March agenda to seek Board approval before the submission of March 31, 2017.

### 7.0 Policy/By Law Review

#### 7.1 By Laws 30 & 31 – (2<sup>nd</sup> Reading)

After a brief discussion, it was,

**RESOLVED THAT** the Board of  
Governors approve By Laws 30 & 31  
as presented.

The Chair added a comment with regards to an ad that was in the Windsor Star regarding Ted Whipp, he thought this was nice thing to do and it is wonderful opportunity to showcase the Eatery 101. Mr. Fairley added that this event was initiated by the culinary staff and chefs at the College and the event is now sold out. The money that is raised at this event will go towards an annual scholarship in his name for both our culinary and journalism students.

The Chair asked that all Board members be prepared for a group photo for the St. Clair College yearbook at the next Board meeting on March 28, 2017.