

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES

of the

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held March 25, 2014 at 6:30 p.m., in Boardroom 342, South Campus, Windsor, Ontario

PRESENT:

Mr. D. Allen
Ms. M. Corey
Mr. T. Farron
Ms. L. Kempe
Ms. M. Lucio
Ms. M. Marcotte
Mr. V. Marcotte, **Chair**
Mr. D. Moncur
Mr. C. Parrott
Mr. D. Pavlovski
Mr. R. Rusich
Mr. R. Seguin
Dr. J. Strasser, **President**
Mr. D. Wilson

REGRETS:

Mr. C. Janisse, **Chair-Elect**
Ms. P. Papadeas

Also Present:

Ms. S. Armstrong, Director, Financial Services
Mr. D. Barsanti, Chief Financial Officer
Mr. E.P. Chant, Editor, SAINT, Student Newspaper
Mr. J. Fairley, Vice President, College and Community Relations
Ms. P. France, Senior Vice President, College Operations
Ms. S. Girard, Secretary, Board of Governors
Dr. O. Klein, Retiree Observer
Ms. K. Isley, SRC President
Mr. P. Tumidajski, Vice President Strategic Planning

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. Marcotte 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
adopt the March 25, 2014
Full Board Agenda as distributed.

2.0 **Approval of the Full Board Minutes of the January 28, 2014 meeting held in Windsor, Ontario.**

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

RESOLVED THAT the
January 28, 2014 Full Board
Minutes be adopted as distributed.

3.0 **Constituent Reports**

Student Representative Committee

Ms. Isley highlighted the following items from the Student Representative Committee (SRC):

- Ms. Isley indicated that the next Board meeting would be her last and she would be presenting an overview of what the Student Representative Committee was involved in throughout the year.
- Ms. Isley also noted that SRC would be having a transition workshop involving the incoming and outgoing people this year.
- She stated that SRC would be involved in Sharing Smiles on April 5, 2014 this initiative is to promote better oral hygiene.
- The SRC changeover would be taking place on Friday, April 25, 2014.

SCC Retirees Association

- Dr. Owen Klein informed the Board that there was a copy of the Winter 2014 Retirees Newsletter in their portfolios for their review.
- Dr. Klein stated that, JoAn Dale, the Retiree Association President has been contacted by the Executive of the Fanshawe Retiree Group and they would like to join together for some activities.
- He also mentioned that they were having an outing at the St. Clair College Woodland Hills Golf Club on Thursday, May 1, 2014 for a fun day and to promote the golf course. He also noted that the retirees may look at starting a retiree golf league.

- He said that they are keeping an eye on the ongoing discussion regarding the CAAT pension plan and the inclusion of some Universities in the Colleges pension plan.
- A copy of the Retiree's newsletter is attached as item #3.0.

4.0 **President's Report**

Dr. Strasser indicated that the College had an open house both in Windsor and in Chatham over this past weekend and the turnout exceeded college expectations.

In addition, he mentioned that he had received a phone call from Sandra Pupatello, CEO, Windsor Essex Economic Development Corporation looking to have a discussion regarding skills development and would like to get all the key players around a table to discuss.

On Friday, March 21, 2014, a meeting took place in the St. Clair College President's Boardroom with the directors from the Catholic, Public and French Catholic school boards, the chair of the Manufacturing Committee of the Windsor Essex Economic Development, individuals from Reko Tool, Tracy Pringle, a Director of the Windsor Essex Economic Development Corporation and Sandra Pupatello, the CEO of the Windsor Essex Economic Development Corporation. The meeting focused on skills development in the Manufacturing sector and the group agreed to meet quarterly to have further discussions.

5.0 **Business Arising**

5.1 Ad-Hoc Committee Reports

The Chair asked each group for an update:

- Presidential Recruitment Committee – No meeting scheduled, expect to have one mid-April.
- Presidential Evaluation Committee – Waiting on information.
- Board Self-Evaluation Committee – Meeting scheduled for April 1, 2014.
- Governance Process Review Committee – Meeting scheduled for April 8, 2014.

5.2 KPI Surveys

Dr. Strasser indicated that there is nothing to report at this time but said that the release date should be sometime in mid-April. It was noted by the Chair that this item would be moved to April on the annual work plan.

5.3 Strategic Mandate Agreement (SMA) – Ministry Template

Dr. Strasser gave an overview to the Board stating that the expectation is that every College and University will have all of them completed by April 1, 2014. Administration has a conference call with Sue Herbert (the Ministry appointed

Co-coordinator of the College agreements) tomorrow to take the next step but the Committee of Presidents have taken the approach that until there is more clarification as to where this information is going, the Presidents are not prepared to sign the agreement. Dr. Strasser noted that there are around 200 new programs on hold from across the College and University systems until the end of March.

Ms. France reviewed the revised Strategic Mandate Agreement (V4) and stated that this version is a result of a conference call with Sue Herbert and the changes that they wanted to see. The Ministry would prefer that the agreement is signed and posted on the intranet for the public.

At this time, Ms. France reviewed the minor changes and examples that were requested from the Ministry throughout the document (pages 3, 4, 5, 7, 8, 9, 10, 11 and 12). A copy of the revised Strategic Mandate Agreement (V4) is attached as item #5.3.

After some discussion, the Strategic Mandate Agreement (SMA) – Ministry Template was received by the Board for information purposes.

5.4 2014/15 Budget Presentation

Mr. Barsanti presented a PowerPoint presentation to the Board. Some key points included:

- Tuition this year is based on student enrolment of 8,300.
- Ontario Grants are trending downwards.
- The major source of revenue is operating grants and tuition fees.
- 2014/15 is projected to be a tough year filled with many uncertainties.
- Uncertainties: Revenue include:
 - Enrolment levels
 - Program Mix
 - Loss of Northern & Rural (\$0 next year)
 - Growth Grants – unsure how this will be determined next year
 - Apprenticeship: notional plan, subject to change
 - Local Economy
- Expenditures:
 - Salaries & Benefits: Increase (replacement of vacant full-time positions)
 - Non-Salary Expenditures: Increase (costs associated with Windsor Sportsplex)
- Uncertainties: Expenditures include:
 - Part-Time employees unionization
 - Part-Time employees, CAAT Pension Plan Enrolment (may expand to part-time employees)
 - Utilities (Global Adjustment)
 - Unplanned deferred maintenance and capital expenditures
- Risks: Uncertain future

- Economy
- Minority Government and the possibility of an election.
- College System Growth
- 2014/15 Financial Plan at March 31, 2015 is providing for:
 - Reserve of \$1,000,000
 - Surplus of \$231,000
- Mr. Barsanti noted that there was a signed agreement with both Student Councils (SRC & TSI) for the 2014/15 year regarding Tuition & Ancillary Fees.
 - Tuition up about 3%.
 - Parking increased.
 - Student Success Fee has been removed but approved carrying the money forward to next year.
 - A new Tuition and Ancillary Fee Framework was received this year to be implemented in 2014/15 but the Committee of Presidents are proposing 2015/16.

A copy of Mr. Barsanti's PowerPoint presentation is attached to the Minutes as Item 5.4.

Following the discussion, it was,

RESOLVED THAT the Board of Governors approve the 2014/15 Budget/Financial Plan as presented.

RESOLVED THAT the Board of Governors approve the Student Fee Schedule as presented.

5.5 Audit Committee Report

In the absence of the Audit Committee Chair, Mr. Moncur presented the Audit Committee Report indicating that the Audit Committee had met on March 17, 2014. He noted that the audit plan for 2013-14 is very similar to prior years. The auditors will be at the college starting April 21, 2014 for three weeks. At this time Mr. Moncur called on Mr. Barsanti to speak to the rest of the report regarding potential changes in Audit reporting. Mr. Barsanti noted that materiality is at about \$1 million. The other item that was brought up at the meeting (may not affect 2014-15 or even 2015-16) is that there is a movement to include no deferred capital contributions meaning there may be some major swings in profit and loss if adopted. Mr. Barsanti noted that the colleges are not in favour of this and that he will keep the Audit Committee informed of any new information.

Following the presentation, it was,

RESOLVED THAT the

Board of Governors approve
the Audit Committee Report
as presented.

5.6 2014 Association of Canadian Community Colleges Annual Conference

Mr. Marcotte indicated that if Board members are interested in attending this year's conference in Ottawa, ON they should let Ms. Girard know.

5.7 Student Presentation

This item was deferred to the April meeting.

5.8 By Laws 16 & 17 (1st reading)

After a brief discussion, the Chair called for a motion to approve and it was carried, therefore, it was,

RESOLVED THAT the Board of
Governors approve the 1st
reading of By-Laws 16 & 17
as presented.

The Chair called for a motion to adjourn and to go back In-Camera.