

**RED RIVER COMMUNITY COLLEGE
BOARD OF GOVERNORS**

MINUTES

B:96/04

April 24, 1996

2055 Notre Dame Avenue, Winnipeg, Manitoba
C7th Floor Boardroom, Building C
6:00 p.m.

In Attendance:

- Governors:** R. Bullock, Chair
H. Middlestead, Vice-Chair (Until 9:10 p.m.)
D. Falcetta
D. Finkleman
L. Foster
P. Gibson
C. Herda
B. Lavallee
G. Tsouras
T. Whiteman
- Regrets:** B. Bachalo
J. Bear
- President:** T. Knowles (Until 6:40 p.m.)
- Secretary:** J. Tribula
- Guests:** K. Webb, Vice-President Academic
C. Rushton, Director, Financial Services
L. Patterson, Director, Human Resource Services (Until 6:40 p.m.)
M.J. Loustel, Internal Auditor
P. McDonnell, MGEU, Vice-President
T. Turcan, MGEU Representative (Until 6:40 p.m.)

Call to Order

With attendance constituting a quorum, the Chair called the meeting to order at 6:00 p.m.

1. ACCEPTANCE OF AGENDA

Item #3 was withdrawn and Item 5.1, 5.2 and 14.1 were moved to the beginning of the Agenda.

Moved by D. Finkleman/T. Whiteman that the Agenda be accepted as amended.

Carried

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2. CHAIRPERSON'S REMARKS

The Chair indicated that the appointment of Board members has been received and would be reviewed later in the meeting. He commented that the 1996/97 budget will be considered at this meeting and that early approval was important to facilitate government's approval of new initiatives.

The Chair also congratulated Ms. Herda for her reelection as President of the Students' Association; reported on the second session of the President's Circle; and indicated that a tour of the College will be planned for Board members in the near future.

3. PRESIDENT'S PRESENTATION ON:

3.1 Update on Contracting Out of Security and Cleaning Services

3.2 Retirement Incentive Proposals

3.3 1996/97 Budget

Update on Contracting Out of Security and Cleaning Services

The President reviewed the process of negotiations between College management and the MGEU over the last several months. It is management's recommendation to the Board that security and cleaning services not be contracted out at this time. The President noted that the potential financial savings resulting from contracting these services are not sufficient to offset negative institutional effects. The MGEU has agreed to a lower wage scale for any newly hired security and building services employees. Estimated savings resulting from the TQM style internal cleaning staff proposal and the new wage scale are \$100,700 annually.

Retirement Incentive Proposals

The President presented the two Retirement Incentive Proposals that have been reviewed by the MGEU. He advised that both offer management the opportunity to manage the human resources of the College over the next several years in anticipation of federal funding decreases. Management has developed and reviewed the proposals within the framework established by the Board at the March 1 and 27, 1996 meetings. The proposals are consistent with the provincial government program, the activities will be properly managed and accommodate the probable downsizing of the organization, and there will be no cost to the College.

It is estimated that the College will realize \$90,000 in savings from the Retirement Incentive Proposals in the 1996/97 fiscal year.

1996/97 Budget

The President indicated that the College undertook an extensive budget process over the past six months and is presenting a balanced budget for the 1996/97 fiscal year. There is a recommended 15% tuition increase in the budget proposal that avoids the possible cutting of College programming. The budget affects the lay-off of approximately 15 staff members, some in the cleaning services area, and others due to the suspension of the Medical Laboratory Technology and Medical Radiological Diagnostic Technology programs. Nine additional positions are created in the proposal. There are no recommended program deletions, other than the two suspended programs as noted above, from the 1995/96 current activity.

In discussions with the Director, Colleges Secretariat, the President indicated that the Secretariat is expecting a 15-17% increase in tuition fees, and that it will not be acceptable to decrease programming in order to have a low tuition rate increase. It was noted that the government lifted the tuition cap in order for students to have a greater involvement in the total cost of programs. Assiniboine Community College is proposing a 16.5% increase and Keewatin Community College will be within the range of 15-17%. It was noted that the University of Manitoba raised tuition between 5% and 15%.

3.1 Update on Contracting Out of Security and Cleaning Services

The Board discussed the potential savings estimated for the cleaning services proposal and the President indicated that the College has a Memorandum of Understanding with the MGEU on the new lower wage scale. The Chair also commented that it is inherent in the Board's decision that these savings be met, or the decision will be reviewed.

MOTION: G. Tsouras/D. Finkleman

THAT the Board of Governors endorse the recommendation that security and cleaning services not be contracted out at this time.

Mr. Middlestead raised concern over the process, indicating that the original figures management presented were very different from the ones submitted at this time. The President indicated that the original figures were very preliminary and that after further analysis and consultation with the MGEU and other staff, the amounts were clarified. He also reiterated that this is a typical TQM style approach with the staff, and that open discussions were held with both the staff and the MGEU in order to reach a consensus for the best benefit of the institution. Mr. McDonnell added that the MGEU supports the financial data management has presented.

MOTION:

Carried

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3.2 Retirement Incentive Proposals

MOTION: B. Lavallee/T. Whiteman

THAT the Board of Governors approve the retirement incentive proposals.

Ms. Foster expressed concern that the College already provides a retirement package and questioned the necessity of have the incentive proposals. The demographics of the College population were discussed and the President advised that there is a high percentage of staff eligible to retire within the next several years. He indicated that it is important to have this kind of plan in place or the possibility of layoffs increases. It was also noted that layoff severance costs are higher than the proposed incentive packages.

The President reiterated that management will carefully monitor the packages to ensure that there is a cost benefit and that not all who apply will automatically be accepted. He also advised that it is difficult to conduct a detailed analysis of the potential savings of such programs because it is unknown how many employees will apply, or retire in the next several years. Samples of private industry corporations who offer such incentives were also provided.

The President emphasized that there will be no cost to the College for these incentive proposals. A follow-up will be provided to the Board at the June, 1996 meeting.

MOTION: **Carried**

The President then left the meeting.

2. CONTINUATION OF CHAIR'S REMARKS

The Chair distributed a chart of the appointments to the Board of Governors effective April 24, 1996. All existing external members, except for Brenda Moorhouse, were reappointed for staggered terms as follows:

One Year	Two Year	Three Year
Jim Bear	Beverley Bachalo	Ralph Bullock, Chair
Bruce Lavallee	Liz Foster	Danny Falcetta
Herb Middlestead, Vice-Chair	George Tsouras	Patricia Gibson Terry Whiteman

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The Board agreed that a tour of the College be split into two sessions, one at the May 22, 1996 meeting, and another at either the June meeting or the September, 1996 meeting. Highlights of the tour will be provided to the Board members in advance.

3.3 CONTINUATION OF DISCUSSION ON THE 1996/97 BUDGET

The Chair distributed an article from the University of Manitoba's Newsletter on their approved tuition rate increases. It was noted that the U of M has a differentiated fee structure.

Mr. Webb commented on the College's proposed tuition increase and referenced the Roblin Report that suggests tuition fees should eventually cover 25% of the cost of programs. He noted that the development of differentiated fees for College programs will probably be considered over the next year by the College, as well as the newly established Post-Secondary Council.

The Board discussed the issue of the cost of text books and instructor book lists and this will be referred to the Academic/Planning Committee.

MOTION: 3.3.1 B. Lavallee/T. Whiteman

THAT the Board of Governors approve the 1996/97 Budget for submission to the government.

Ms. Foster expressed concern that additional, more detailed information is required for the Board to make a decision.

MOTION: 3.3.2 L. Foster/H. Middlestead

THAT the Board defer consideration of the 1996/97 budget to the next, or a special Board meeting.

Carried

Motion 3.3.1 was deferred.

The Chair indicated that in order for management to meet the government's deadline for submission of the budget, a special meeting of the Board will have to be held prior to the May 22, 1996 meeting.

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MOTION: G. Tsouras/P. Gibson

THAT the Board of Governors hold an emergency meeting on Monday, April 29, 1996, and that any Board member with specific questions on the 1996/97 Budget submission, address them to the Secretary to the Board by 4:00 p.m. on April 25, 1996, and that verbal or written answers will be provided at the Board meeting.

AMENDMENT: C. Herda/P. Gibson

THAT the emergency meeting of the Board be held on Friday, May 3, 1996 at 1:30 p.m.

AMENDMENT: **Carried**

MOTION: **Carried**

4. ADOPTION OF MINUTES

Moved by D. Finkleman/C. Herda that the Minutes of the Meeting of the Board of Governors held on March 27, 1996 be adopted as amended.

Carried

5. BUSINESS ARISING FROM MINUTES

5.1 Association of Canadian Community Colleges Annual Conference

MOTION: P. Gibson/G. Tsouras

THAT Ralph Bullock and Terry Whiteman attend the ACCC National Governors' Forum on the Board's behalf.

Carried

MOTION: P. Gibson/L. Foster

THAT Terry Whiteman be a member of the RRCC Board of Governors' Planning Committee for the National Governors' Forum to be hosted by RRCC in 1998, and that she initiates contact with the ACCC coordinators of the Toronto conference.

Carried

Ms. Whiteman will provide a report at the June 26, 1996 Board meeting.

5.2 Continuing Education Spring and Summer '96 Schedule

It was confirmed that the College went to tender for the Continuing Education Spring and Summer '96 Schedule.

5.3 Program Advisory Committee Dinner

The date of the Program Advisory Committee appreciation dinner and information session was confirmed for Thursday, May 30, 1996.

6. PRESIDENT'S REPORT

Mr. Webb presented the President's monthly report to the Board for the month of March 1996.

Mr. Middlestead requested that a salary year to date comparison be provided with each President's report.

7. COLLEGE COUNCIL

7.1 Report of the College Council Meeting of April 2, 1996

Mr. Webb provided the College Council report from the April 2, 1996 meeting. Issues currently being considered by the Council include the Code of Ethics, now titled *Values and Principles*; Faculty Awards of Excellence; and student endowment funds.

8. COLLEGE DEVELOPMENT COUNCIL (CDC)

8.1 Report of the CDC

Mr. Webb indicated that the contract to conduct a feasibility study on the capital campaign for internal renovations to Building "A" was awarded to SRP Management group at a cost of \$20,000. The study is anticipated to be completed in 10 weeks.

8.2 Board Attendance at CDC Meetings

Mrs. Whiteman will be the only Board representative at the June 6, 1996 meeting of the CDC.

8.3 President's Circle

The Chair commented that the first two sessions of the President's Circle were well attended and that the participants were enthusiastic about the undertaking. He indicated that the College will need to ensure a meaningful role is established for those who join the President's Circle and this will be referred to the College Development Council for consideration.

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9. ACADEMIC/PLANNING COMMITTEE

Mrs. Whiteman presented the report from the April 15, 1996 meeting of the Academic/Planning Committee.

It was confirmed that the Deputy Minister, Mr. Tom Carson, is available for the Board Planning Session on October 18, 1996. The Academic/Planning Committee is also requesting the Board to consider additional topics for the Planning Session and the Chair suggested a further review of the Grande Prairie Policy Governance model.

10. ADMINISTRATIVE AFFAIRS COMMITTEE

Mr. Tsouras presented the report of the Administrative Affairs Committee meeting held on April 17, 1996.

10.1 Financial Report for the Nine Months Ended March 31, 1996

Ms. Rushton reviewed the monthly financial report for the nine months ended March 31, 1996. She indicated that the College is continuing to manage to the target identified in the February, 1996 statements.

MOTION: G. Tsouras/L. Foster

THAT the Board of Governors accept the financial report for the nine months ended March 31, 1996.

Carried

The Chair indicated that a discussion took place at the Administrative Affairs Committee on the shortfall of new initiative funding in the amount of \$75,000. The Colleges Secretariat had requested that the College initiate the development of a Child and Youth Care Worker Program that was ultimately not approved. Management commented on the difficulty of accommodating this shortfall so late in the fiscal year, however, the College will attempt to ensure that no deficit occurs at year end.

10.2 Computer Services Internet/Network Regulations

The Administrative Affairs Committee has recommended that a plan be developed to address specific concerns of the Committee on the computer services disaster recovery/security systems. This will remain an action item with the Administrative Affairs Committee.

10.3 Policy Governance

The Administrative Affairs Committee has identified policies from the Grande Prairie Regional College as being an excellent model to base all of RRCC's policy development. The Chair indicated that he could make additional inquiries on policy material at the ACCC Conference in May.

MOTION: G. Tsouras/T. Whiteman

THAT the Board of Governors endorse the concept of policy development based on the Grande Prairie Regional College Policy Governance model.

Carried

11. AUDIT COMMITTEE

No meeting was held during the reporting period.

12. EXECUTIVE COMMITTEE

The Executive Committee report was attached to the Agenda.

13. POLICY ISSUES

13.1 Harassment Policy

MOTION: B. Lavallee/D. Finkleman

THAT the Board of Governors approve the *Harassment Policy* A4.

Carried

13.2 Board Level Alcohol Policy

MOTION: P. Gibson/G. Tsouras

THAT the Board of Governors approve *the Alcohol on College Premises Policy* A3.

Carried

13.3 Illegal Drugs on College Premises Policy

MOTION: L. Foster/P. Gibson

THAT the Board of Governors approve the *Illegal Drugs on College Premises Policy A3a*.

Carried

13.4 Delegations to the Board

MOTION: L. Foster/P. Gibson

THAT the Board of Governors approve the amended Resolution 2.4.21 *Requests to Address the Board*.

Carried

14. NEW BUSINESS

14.1 Newsletter - *Headlines*

MOTION: C. Herda/B. Lavallee

THAT the Board of Governors support the recommendation to include the *Communiqué* in the new College newsletter, *Headlines*.

Carried

14.2 Board of Governors' Annual Dinner

The Board of Governors' Annual Dinner was scheduled for June 25, 1996.

14.3 Board Self-Evaluation Session

It was agreed to include a Board Self-Evaluation Session with the Planning Session on October 18, 1996.

15. INFORMATION ITEMS

15.1 Access to Computer Labs

Mr. Webb reported that a satisfactory solution was achieved and that full computer lab access is restored to Creative Communications and Advertising Art students.

**15.2 Creative Communications/
MDTC Multimedia Presentation Facilitators Programs**

Mr. Webb distributed a program overview of the Market Driven Training Centre's Multimedia Presentations Facilitator program and highlighted the differences between the College's two year Creative Communications program.

15.3 Atomic Energy of Canada Limited (AECL)

A task force was established by the Hon. Lloyd Axworthy to look at alternatives for the Atomic Energy of Canada Limited facility in Pinawa, Manitoba. The College was asked to consider what types of educational activities could be housed at AECL and what the College's role could be in this regard. The President, Mr. Webb and Don Robertson, Dean, Aboriginal Education and Institutional Diversity, recently visited the site and a concept paper is currently being developed to present to the task force.

15.4 International Education Development in Mexico

The President was scheduled to attend the *Partners in Prosperity* conference in Guadalajara, Mexico at the end of April to discuss possible cooperative agreements with educational facilities in Mexico.

15.5 Agri-Food Processing Program

New initiative funding was received in the amount of \$100,000 for the review of the development of an Agri-Food Processing Program. This project is in conjunction with the University of Manitoba, Department of Agriculture and Science, and Assiniboine Community College.

16. CORRESPONDENCE

16.1 Letter from the Hon. Linda McIntosh - Notification of Grant

Received for information.

**17. NEXT MEETING - FRIDAY, MAY 3, 1996 - SPECIAL MEETING
NEXT REGULAR MEETING - WEDNESDAY, MAY 22, 1996**

The Meeting adjourned at 10:15 p.m.