

**RED RIVER COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**MINUTES**

B:95/04

2055 Notre Dame Avenue, Winnipeg, Manitoba  
7th Floor Boardroom, Building C  
6:30 p.m.

**April 26, 1995**

**In Attendance:**

**Governors:** J. Harrison, Chair  
H. Middlestead, Vice-Chair  
R. Bullock  
L. Foster  
P. Gibson  
B. Lavallee  
B. Moorhouse  
R. Rummery  
T. Whiteman

**Regrets:** G. Tsouras

**Absent:** J. Bear  
D. Finkleman

**President:** T. Knowles

**Secretary:** J. Tribula

**Guests:** K. Webb, Vice-President Academic  
L. Trann, Controller  
M.J. Loustel, Internal Auditor  
T.K. Morgan, Director, Public Relations & Communications

**Call to Order**

With attendance constituting a quorum, the Chair called the meeting to order at 6:30 p.m.

**1. ACCEPTANCE OF AGENDA**

Moved by B. Moorhouse/T. Whiteman that the Agenda be accepted as amended.

**Carried**

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### **2. ADOPTION OF MINUTES**

Moved by R. Bullock/P. Gibson that the Minutes of the Meeting of the Board of Governors held on March 22, 1995 be adopted.

**Carried**

### **3. BUSINESS ARISING FROM MINUTES**

- The President has yet to receive a response from Donald Shields, Dean, Faculty of Engineering, University of Manitoba in regards to comments made by Dean Shields in the *Inside Engineering Newsletter*. The President has contacted Jim Gardner, Vice-President Academic, University of Manitoba to discuss this issue.
- The Chair was contacted by a reporter from the *Projector* after the March 22, 1995 Board meeting to solicit his comments on the MGEU television advertisements. The Chair did not comment in view of the motion passed by the Board of Governors.
- It was agreed that Board members submit topics and issues to be addressed at the Board Evaluation Dinner on May 10, 1995 to the Secretary to the Board for the Chair's review.

#### **3.1 Sequential Students**

The Board was provided with statistics on sequential students and entrance requirements for the College as requested at the March 22, 1995 Board of Governors' Meeting. The President reported that as of November 15, 1994, there were 362 sequential students in Year 1 of diploma programs which require Grade 12 as a prerequisite.

### **4. CHAIRPERSON'S REMARKS**

The Chair commented on the excellent presentations and events recently held at the College including the presentation to the Pan Am Organizing Society to have Red River Community College considered as a venue for the 1999 Pan Am Games; the Program Advisory Committee Appreciation Dinner held on April 10, 1995; and Community Connections 95. The Chair reiterated the importance of holding such events and congratulated the College on their success.

### **5. PRESIDENT'S REPORT**

The President provided his monthly report to the Board of Governors for the month of March, 1995.

### **6. COLLEGE COUNCIL**

#### **6.1 Report of the College Council Meeting of April 4, 1995**

*Guest: Marg Braid, Chair, College Council*

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Marg Braid, Chair of the College Council provided an update on events being considered by the Council including recruiting students for the Performance Evaluation Review Committee; classroom conditions and overcrowding; test and exam scheduling; and employment equity. Ms. Braid then left the meeting.

### 7. COLLEGE DEVELOPMENT COUNCIL (CDC)

*Guests: Shirley Muir, Chair, CDC*

*Linda Truss Baron, Director, Development and Alumni Affairs*

#### 7.1 Report of the College Development Council Meeting of April 19, 1995

Shirley Muir, Chair of the CDC provided a report from the CDC meeting of April 19, 1995 advising that the Department of College Relations as a Strategic Business Unit proposal was reviewed in detail (Agenda Item 7.2); \$45,000 has been pledged towards the Animal Health Technology Centre fund raising campaign; and the CDC has undergone structural changes including establishing various subcommittees and increasing the external membership.

#### 7.2 Department of College Relations as a Strategic Business Unit

An addendum which lists salary and incremental costs was distributed to the Board members as requested by the Planning Committee at its April 24, 1995 meeting. Mr. Bullock, Chair of the Planning Committee, reviewed the proposal and clarified that this is a conceptual paper, not a business plan. The CDC has recommended the acceptance of the report, and the Planning Committee has also recommended that the College proceed with the proposal with the caveats noted in the Committee's motion as follows:

*THAT the Planning Committee recommend to the Board of Governors the implementation of the Department of College Relations as a Strategic Business Unit with the following caveats: <sup>1)</sup> that checks be conducted with comparable institutions to ensure projected fund raising amounts are available, and achievable; <sup>2)</sup> that an implementation plan be developed which includes the hiring of a consultant on a contract basis; <sup>3)</sup> ensure that an accounting system is established for donations, and ensure targets are set for flow through activities; <sup>4)</sup> confirm that the activities are of a high enough priority to be protected in the College's budget; and <sup>5)</sup> that a progress report be provided to the Board of Governors on a monthly basis for the first six months of operation.*

The President advised that the College must look at alternate revenue resources as governing funding depletes, and that the College does not currently have the structure in place to proceed with full scale developmental activities. The Board discussed the financial impact of the proposal, and the President indicated that most of the costs noted in the proposal are a reallocation of resources, and that new resources are required for the Director position only. The President advised that it is the intention that a consultant be retained to act in the capacity of Director, College Relations, to assist with the implementation of the plan, and to assist in the hiring of a permanent Director. It was noted that this will assist the Board in monitoring the viability of the new department.

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The Board concurred with the caveats as stated by the Planning Committee, and requested that the checks with other institutions be completed within the month, and that a report be provided at next month's Board meeting. It was also requested that the department be reviewed on a quarterly basis after the first six months of operation.

**MOTION:** R. Bullock/B. Lavallee

**THAT** the Board of Governors approve the Department of College Relations as a Strategic Business Unit proposal with the caveats as recommended by the Planning Committee.

**Carried**

### **8. ACADEMIC AFFAIRS COMMITTEE**

Ms. Moorhouse provided the report on the April 19, 1995 Academic Affairs Committee meeting on behalf of Mrs. Whiteman. She advised that a change of date should be noted for the June meeting which has been rescheduled from June 7 to June 12, 1995.

### **9. ADMINISTRATIVE AFFAIRS COMMITTEE**

#### **9.1 Financial Report for the Nine Months Ended March 31, 1995**

Mr. Bullock, Chair of the Administrative Affairs Committee provided a report on the April 19, 1995 meeting of that Committee. He advised that the Committee reviewed the financial statements in detail and the error which had occurred during the budget process in the day tuition projections. The College's management has reevaluated its financial status and the statements provided to the Board for the nine months ended March 31, 1994, are a reflection of this reevaluation.

Mr. Middlestead commented that the College should not transfer between budget centres. Management agreed that the College does not transfer between budget centres.

**MOTION:** R. Bullock/H. Middlestead

**THAT** the Board of Governors accept the financial report for the nine months ended March 31, 1995.

**Carried**

#### **9.2 Status of 1993/94 Surplus Projects**

Mr. Bullock reviewed the 1993/94 surplus projects update for the Board members.

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**MOTION:** R. Bullock/H. Middlestead

**THAT** of the funds previously allocated for various projects as approved by the Board of Governors on November 23, 1994, the Board of Governors notes the status of expended and committed amounts for the projects funded from the 1993/94 surplus, and that funding in the amount of \$225,000, which is not required for certain projects in 1994/95, be released to the general operating funds to partially defray the expected operating deficit.

**Carried**

### 10. AUDIT COMMITTEE

Mr. Middlestead expressed concern over the recent developments in the financial department and will be calling an Audit Committee Meeting in the near future. He also indicated that the Committee has received the Internal Audit Planning Document for consideration.

The President reported that he will be meeting with Mr. Al MacLean from Doane Raymond on May 5, 1995 to discuss the recent events.

### 11. PLANNING COMMITTEE

Mr. Bullock provided a report on the April 24, 1995 meeting of the Planning Committee. The Committee discussed the establishment of the College Relations Department, sequential students, and the progress and concept of the College's Business Plan.

### 12. EXECUTIVE COMMITTEE

There was no meeting of this Committee during the reporting period.

### 13. NEW BUSINESS

#### 13.1 Honourary Diploma/Distinguished Alumni Awards Committee Terms of Reference

Ms. Foster, Board representative on the College's Honourary Diploma/Distinguished Alumni Awards, raised this issue to ensure that the Board is in concurrence with the selection criteria for these awards as established by the Committee.

**MOTION:** T. Whiteman/B. Moorhouse

**THAT** the statement... *Except in unusual circumstances and only at the discretion of the President, the honorary diploma must be received in person at a convocation ceremony...* be deleted, and that the first paragraph under **Honourary Diploma Search Committee** be revised as follows...*This Committee is responsible for developing and implementing appropriate procedures and for searching and recommending nominations for the honorary diploma(s) to the President.*

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It was agreed to defer the motion until the May 24, 1995 Board of Governors' Meeting to allow the Honourary Diploma/Distinguished Alumni Awards Committee to canvass other institutions as to selection criteria.

### **13.2 Feedback Report - 1995 Manitoba Quality Awards**

Presented for information.

### **13.3 National Governors' Forum, June 4, 1995 ACCC Conference**

It was agreed that it would be beneficial to send two Board members to the National Governors' Forum on June 4, 1995 in Victoria, B.C., since the College will be hosting the ACCC Conference in 1998.

**MOTION:** L. Foster/B. Lavallee

**THAT** the Board of Governors send two members, to be determined by the Chair, to the National Governors' Forum on June 4, 1995.

**Carried**

### **13.4 Board Members Attending Program Advisory Committee Meetings**

The Chair raised this item for the Board to consider whether a policy should be established on the role of the Board member when attending Program Advisory Committee Meetings. A draft policy will be tabled at next month's meeting.

### **13.5 Federal Budget Update**

The President provided an overview and handout of the information the College has received to date on the proposed reduction in federal purchase activity. The College's academic Deans and Directors are currently working on three different scenarios in order for the College to accommodate the proposed revenue decrease. The President also advised that direction will be sought from the provincial government as to whether the institution remains a comprehensive community college, or whether it will support diploma programming only.

The issue of potential expenditures for vacation payout and severance were discussed. The President requested that the Board be prepared to hold an emergency Board meeting in May in order to meet deadlines for possible layoff notices associated with the collective agreement.

The Board agreed that this is a crucial time for the institution and that the Board will need to conduct some strategic planning in order to determine the future direction of the College.

## **14. INFORMATION ITEMS - nil.**

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**15. NEXT MEETING**

The next meeting of the Board of Governors will be held on Wednesday, May 24, 1995. Dinner will commence at 5:30 p.m. and the meeting will start at 6:30 p.m. in the C709 Boardroom.

The meeting adjourned at 9:20 p.m.

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John Harrison, Chair

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Dr. Tony Knowles, President