

**RED RIVER COMMUNITY COLLEGE
MINUTES OF THE 2ND MEETING OF THE BOARD OF GOVERNORS**

B:93/02

2055 Notre Dame Avenue, Winnipeg, Manitoba

7th Floor Boardroom, Building C

7:00 p.m.

April 27, 1993

In Attendance:

Governors:	J. Harrison, Chairperson H. Middlestead, Vice-Chairperson J. Bear N. Dyck G. Fardoe D. Finkleman L. Foster B. Lavallee B. Moorhouse G. Tsouras T. Whiteman
Regrets:	R. Bullock
President:	T. Knowles
Secretary:	D. Pokrant
Guests:	K. Webb, Vice-President Academic R. Dykes, Director, Financial Services K. Morgan, Manager, Public Relations & Communications S. Msoma, Principal, Dar es Salaam Technical College

Call to Order

With attendance constituting a quorum, the Chairperson called the meeting to order at 7:00 p.m.

1. ACCEPTANCE OF AGENDA

Moved by N. Dyck/L. Foster that the agenda be accepted as distributed.

Carried

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2. ADOPTION OF MINUTES

- 2.1 Moved by G. Tsouras/G. Fardoe that the Minutes of the First Regular Meeting of the Board of Governors held April 1, 1993 (B:93/01) be adopted.

Carried

- 2.2 Moved by T. Whiteman/B. Moorhouse that the Minutes of the April 6, 1993 meeting of the Academic Affairs Committee (AC:93/01) be adopted as distributed.

Carried

- 2.3 Moved by N. Dyck/B. Lavallee that the Minutes of the April 13, 1993 meeting of the Administrative Affairs Committee (AD:93/01) be adopted as distributed.

Carried

It was agreed that the minutes of the above two Committee meetings would be adopted at the meeting of the full Board because at the time of the meetings the membership of each Committee had not yet been determined.

The Chairperson indicated that the minutes of the Committee of the Whole of April 1, 1993 would be dealt with during the in-camera session following the regular meeting.

3. BUSINESS ARISING FROM MINUTES

3.1 Schedule of Meetings

It was confirmed that the proposed meeting schedule as set out in the attachment to the minutes of the April 1, 1993 meeting of the Board of Governors will be in effect unless members are advised otherwise.

4. AGENDA

4.1 Chairperson's Remarks

The Chairperson welcomed and introduced Mr. S. Msoma, Principal of Dar es Salaam Technical College, Tanzania, who was attending the meeting as a guest and observer. Mr. Msoma is visiting Red River Community College for 6 weeks to learn about the college system in Canada.

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Mr. Ken Webb, Vice-President Academic; Mr. Rick Dykes, Director of Financial Services; and Mr. Kent Morgan, Manager of Public Relations and Communications were welcomed to the meeting.

The Chairperson, on behalf of the Board, extended condolences to Mr. Jim Bear on the recent loss of his brother.

Members were reminded to submit their expense claim forms to the Board Secretary at the end of each month.

4.2 President's Report

The President distributed a letter announcing the appointment of Mr. Ken Webb as the Vice-President Academic effective April 27, 1993. On behalf of the Board, the Chairperson extended congratulations to Mr. Webb.

The President distributed a copy of a letter that he has sent to the Editor of the Winnipeg Free Press in response to an April 20, 1993 editorial entitled "Weakening Colleges."

The President's monthly report was appended to the agenda, and he highlighted the following items:

- the report of the President's Task Force on Services to the Multicultural and Aboriginal Communities (which contains 67 recommendations) is now ready for distribution to the public; the newly created position of Dean of Aboriginal Education and Institutional Diversity, which was an interim recommendation of the Task Force last year, has now been advertised with a closing date of April 30.
- RRCC marked the International Day for the Elimination of Racial Discrimination on March 24, 1993, by hosting a day and evening of presentations by various school groups and members of the community. Special appreciation was extended to Francis Martin, Department Head of Special Support Services, and the committee for all the preparatory work.
- all 15 candidates of the Constable Development program graduated and passed the written entrance examination for the Winnipeg Police Department and also the Police Officer Physical Aptitude Test.
- a total of 44 Voluntary Separation Incentive Program applications have been received from staff as of the end of March and 13 have been approved.

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Instructors may still apply until May 7, 1993 so it is anticipated that the number of applications may still increase.

- all standard agreements, which includes various employee contracts, fee for service agreements and hold harmless agreements, are being reviewed by legal counsel.
- negotiations are under way regarding the agreements the College has with the RRCC Students' Association Inc., and the RRCC Day Care Centre Inc.
- the cancellation of some program intakes has raised a concern with approximately 20 ABE students who have been attending RRCC in preparation for entrance into further programs. These students will not be denied entrance even though they fall into the Federally sponsored category which has recently been reduced.
- the Electrical/Electronic Technology Department delivered two Programmable Logic Controller contracts of 10 days each to employees of Manitoba Hydro. These represent the 15th and 16th contracts within the last two years and more scheduled for the Fall.
- Cindy Lange, an Advertising Art student, has been selected by the G. Eliasson Trust Fund as the first recipient of their Travel Grant. This grant will enable her to attend the International Design Conference in June in Colorado.
- the six second-year Creative Communications students majoring in Advertising will participate in the Canadian Student Advertising competition from May 2-6 in Edmonton.
- the Commercial Baking class won two medals at the Manitoba Culinary Competition on February 28.
- the Drafting Department held their annual Open House on March 29, attracting approximately 400 visitors.
- the seven committees looking at various ways to increase revenues and optimize expenditures are meeting regularly and reports are expected in May and June.

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In response to a question, the President explained that in all cases where feasible, regular College staff are hired to provide training through contracts negotiated by the Market Driven Training Centre.

A Workforce Adjustment Committee is being assembled which will include 3 representatives from the Union as well as 3 management, to assist with minimizing the impact of the recent budget decisions.

Concerns were expressed by the members with respect to the number of students who would be affected by the recent announcement of program reductions/cancellations.

In response to a question about the total number of Adult Basic Education students who would be affected (including the off-campus locations), K. Webb said he would obtain that information and provide the numbers at the next meeting. He also reported that feedback had been received just today from Employment and Immigration Canada on their intent to buy back the English as a Second Language (ESL) programs.

A member questioned why the programs that provide an opportunity for the disadvantaged, unemployed, and women (especially single parents) were targeted for reduction/cancellation. The President indicated that because of the Federal government's reductions, most of the programs that the College reduced/cancelled are those that have a high percentage of seats which have traditionally been purchased by the Federal government. Historically, the Federal government has tended to purchase seats in those programs that provide training for the unemployed, disadvantaged, and minority groups and that the college is optimistic that the Federal government will decide to continue in this direction which would allow the College to reinstate at least some of these programs. It was explained that the Federal government is tending to shift away from purchasing seats to providing living allowances to individual students who enrol in specific programs identified by the Federal government. In these cases, the College has no way of knowing whether a student is or is not sponsored. Also, it was explained that the federal government has decentralized which means that each regional EIC office operates independently with no central designated coordinating function which may put the onus on the college to deal with each office individually.

The Board members indicated that the monthly report format as presented provided an informative and comprehensive synopsis of activities at the college.

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4.3 Board Committee Reports

4.3.1 Academic Affairs Committee

H. Middlestead provided a summary report of the April 6, 1993 Academic Affairs Committee meeting, and commented on the professional slide presentation provided by Ken Webb detailing the programs offered in each division.

4.3.2 Administrative Affairs Committee

H. Middlestead summarized the results of the Administrative Affairs Committee meeting held April 13, 1993 and noted R. Dykes' concerns about the new General Ledger system, required as a result of the transition to governance, and that he had asked for the Board's patience for the first several months as the staff become familiar with the system. Mr. Middlestead also made note of the presentation by N. Konowalchuk regarding Parking Services and indicated that discussion took place as to whether all applicable costs were included. This item will be brought forth to the next meeting of the Administrative Affairs Committee, and then to the Board for resolution at the May meeting.

4.4 New Business

4.4.1 Total Quality Management

The President made a presentation on Total Quality Management (TQM) and explained that in September 1991, a decision was made to embrace the concepts of TQM at RRCC to:

- 1) be used as the operational philosophy going into governance and beyond;
- 2) enhance the various program curricula to address the need for knowledgeable graduates, and
- 3) establish business opportunities.

He described how the selected approach to TQM was implemented, discussed the projects that have been undertaken, and distributed a paper which further described the TQM process.

It was suggested by a member that student involvement on the implementation team should be considered. The student member indicated that there has been some student involvement with the project on ergonomics and that he looked forward to further involvement of the students with respect to TQM.

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The employee member, who is a member of the TQM Implementation Team, suggested that an evaluation of progress to date should be undertaken. The Chairperson noted that the topic required more dialogue and suggested it become an agenda item for the Administrative Affairs Committee.

A book published by the Canadian Comprehensive Auditing Foundation on Effectiveness Reporting was distributed to members, and they were advised that currently a pilot project on effectiveness reporting is nearing completion involving the Registration, Counselling and Public Relations & Communications Departments. Their report will be presented to the Board.

4.4.2 Committee Structure

The Chairperson thanked the Board members for providing him with their preference for serving on either the Academic or Administrative Affairs Committee. The membership is as follows:

Academic Affairs Committee

Terry Whiteman, Chairperson
Liz Foster, Vice-Chairperson
Donna Finkleman
John Harrison
Bruce Lavalley
Brenda Moorhouse

Administrative Affairs Committee

Ralph Bullock, Chairperson
Netha Dyck, Vice-Chairperson
Jim Bear
Gordon Fardoe
Herb Middlestead
George Tsouras

It follows that the membership of the **Executive Committee** will be:

John Harrison, Board Chairperson
Herb Middlestead, Board Vice-Chairperson
Terry Whiteman, Chairperson, Academic Affairs Committee
Ralph Bullock, Chairperson, Administrative Affairs Committee

The **Planning Committee** membership is as follows:

Ralph Bullock
Gordon Fardoe, Student Member
Donna Finkleman, Employee Member
2 members yet to be named

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A mechanism to determine the Chairperson of the Planning Committee will be considered by the Board Chairperson. Members interesting in serving on the Planning Committee are asked to contact the Chairperson.

4.5 Information Items

4.5.1 Board Tour

Some of the board members will be meeting with the College Management Committee at 9:00 a.m. on Friday, May 14, and then will tour the College. It was noted that some of the members have already had a tour and although they are welcome to join the May 14 group, it is optional.

4.5.2 Graduation Ceremonies

The President cordially invited the Board members to the Graduation Ceremonies as part of the platform party for both the 1:30 p.m. (Diploma) and 7:30 p.m. (Certificate) Graduation exercises on June 22, 1993 to be held in the North Gymnasium at the College. Members were asked to RSVP the Board Secretary as soon as possible.

5. Next Meeting

Wednesday, May 26, 1993 - dinner will be served at 5:45 p.m. in the 7th Floor Boardroom, Building C. The meeting will commence at 7 p.m.

6. Adjournment

The meeting was adjourned at 8:55 p.m.

John Harrison, Chairperson

Dr. Tony Knowles, President