

**RED RIVER COMMUNITY COLLEGE
BOARD OF GOVERNORS**

MINUTES

B:94/04

2055 Notre Dame Avenue, Winnipeg, Manitoba
7th Floor Boardroom, Building C
7:00 p.m.

April 27, 1994

In Attendance:

Governors: J. Harrison, Chair
H. Middlestead, Vice-Chair
J. Bear
R. Bullock
N. Dyck
G. Fardoe
D. Finkleman
L. Foster
B. Lavallee
B. Moorhouse
G. Tsouras
T. Whiteman

President: T. Knowles

Secretary: J. Tribula

Guests: K. Webb, Vice-President Academic
R. Dykes, Director, Financial Services

Call to Order

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

1. ACCEPTANCE OF AGENDA

The issue of Reduced Work Week Legislation will be added under Item 6. It was then moved by T. Whiteman/G. Fardoe that the agenda be accepted as revised.

Carried

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2. ADOPTION OF MINUTES

Moved by N. Dyck/L. Foster that the Minutes of the Meeting of the Board of Governors held on March 23, 1994 be adopted.

Carried

3. BUSINESS ARISING FROM MINUTES

Specific issues from the March meeting are dealt with further in the meeting.

4. CHAIRPERSON'S REMARKS

The Chair welcomed the guests Mr. Randy Rummery, the in-coming President of the Students' Association and future Board member, and Mr. Pat McDonnell, Instructor in the Hotel and Administration program.

The Chair also expressed his pleasure with the recent funding announcement for the 1994/95 fiscal year and indicated that this would be discussed in further detail later in the meeting. He also reported that there had been a reorganization of the Department of Education and Training and a new position of Deputy Minister, Training and Advanced Education was created.

5. PRESIDENT'S REPORT

The President reviewed the Monthly Institutional Report to the Board of Governors for the month of March, 1994.

6. GUEST: PAT MCDONNELL

Mr. McDonnell clarified that he was speaking on behalf of concerned RRCC staff members and not in his official status as 1st Vice-President of the MGEU. He summarized the events of the implementation of the academic reorganization, indicating that the staff have raised concern over the estimated cost of this venture. Mr. McDonnell then briefly reviewed the figures submitted at last month's Board meeting, and then distributed to the Board a revised financial summary which he noted supersedes the documentation provided last month. He indicated that his submission notes an increase in administrative costs and does not adhere to TQM principles. Mr. McDonnell asked that the Board reflect on the layers of management in the College and ensure proper controls are in place.

It was the consensus of the members that Mr. Webb, Vice-President Academic, not respond to this new submission until he has had the opportunity to review it in further detail. This item will be discussed at the May meeting.

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The President then confirmed that the Department of Education and Training has made it clear that the College must be subject to the Reduced Work Week Legislation in 1994/95 and that all staff are expected to take 10 days leave without pay. This notification was received in writing from the provincial government, and the President has received verbal directions from the Colleges Secretariat that adherence to the Reduced Work Week Program is a condition of funding, even though the funds saved will remain within the College.

Mr. McDonnell raised concerns in relation to the impact of Reduced Work Week including having to replace services that are required 24 hours, eg. security personnel. He suggested that the Board consider a means to have such services delivered in a savings neutral manner, and he noted that the Union would not grieve such instances. He also pointed out that it is inequitable that the Continuing Education Instructors are not subject to the reduction plan.

The issue of fund raising was discussed and Mr. McDonnell suggested that the staff have "paid their dues" and requested that inquiries be made to see if tax receipts could be provided to all those who are subject to the 10 day leave program.

The Chair advised Mr. McDonnell that the Board would be making a decision at this meeting on the Reduced Work Week program for the 1994/95 fiscal year, and that the College's management will be responsible for the appropriate implementation and management of this matter. It was also agreed that management and the Union could use the anticipated 30 day consultation time to discuss the ideas suggested by Mr. McDonnell, and the President indicated that he would make inquiries to the government as to the flexibility of the program.

6.1 Reduced Work Week

The President summarized a memorandum from Rick Dedi, A/Director, Colleges Secretariat, on the government's expectations for the College on the Reduced Work Week Legislation.

The logistics for implementing the 30 day consultation period with the union were discussed and the President proposed that the Board grant him employer status in order to initiate the 30 days the next day, April 28. It was agreed that the President would report to the Board meeting on May 25, 1994 and if further deliberations were required, the Executive Committee could be consulted.

MOTION: H. Middlestead/N. Dyck

THAT the Board of Governors approve the implementation of the 30 day negotiating period as proposed by management and report back to the Board at the May, 1994 meeting, and that any fundamental changes may be dealt with by the Executive Committee.

Carried

Ms. Finkleman abstained from the vote.

7. COLLEGE COUNCIL

Margaret Braid, Chair of the College Council reported on the April 5, 1994 meeting of the Council. Ms. Braid advised the Board that emergency approval of proposed notices of motion may be required in order to facilitate this year's election for staff representatives. It was suggested that this issue could be dealt with by the Administrative and Academic Affairs Committees.

The smoking policy was debated once again and the Council is reviewing the operation of the ventilation system of the College and how it impacts air quality. The Council will make a recommendation on the smoking policy at the June, 1994 Board Meeting.

Ms. Braid indicated that the Council is becoming involved in housekeeping items, however she noted that this should not necessarily be discouraged as the staff and students obviously feel this is a comfortable forum to express concerns.

8. ACADEMIC AFFAIRS COMMITTEE

Mrs. Whiteman reported on the Academic Affairs Committee Meeting of April 6, 1994.

An inquiry was made on the amount of space leased by the Market Driven Training Centre at 433 Main Street. The President advised that it is a one year lease and the College is being charged \$9.50 per square foot.

Mr. Bear commented on the recent name change from College Preparation for Native Students program to *College Preparation for Aboriginal Students*, indicating that it is preferential to designate this group as *First Nations and Métis* students.

MOTION: J. Bear/B. Lavallee

THAT the College management reconsider the name of the *College Preparation for Aboriginal Students*, to include *First Nations and Métis*.

Carried

9. ADMINISTRATIVE AFFAIRS COMMITTEE

Mr. Bullock provided a report on the April 20, 1994 Administrative Affairs Committee Meeting.

9.1 International Education Business Plan

The Administrative Affairs Committee was presented with the proposed business plan for the admission of international students. The Committee agreed with the intent of the plan but asked that the financial implications be revisited and that further details be provided at the full Board meeting. Mr. Dykes, Director, Financial Services, distributed a revised pro forma financial statement which included projections up to the 1998/99 fiscal year. The financial information was reconsidered and now included employee benefits. He also

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summarized how the amount of \$167/week per student was derived, indicating that Colleges across Canada were canvassed as well as language training centres to determine the reasonability of the rate.

A discussion ensued on how this endeavour would be funded in the short term and the President advised that there are various areas where the funds could be found including the increased grant from the province, or revenue generation from contract training. It was noted that \$60,000 was allocated in the 1993/94 budget submission and it will therefore only be necessary to find an additional \$60,000.

The financial implications were debated at length and various concerns were raised including the increase in staffing in this area from one half time person to three full time positions. The question of costs for recruiting these positions was also raised.

Mr. Bullock noted that the Administrative Affairs Committee did review the proposed plan in detail and had concurred with its intent, he also indicated that the Board had previously approved the admission of international students and was aware of the projected deficit for a two year period. He stated that management has provided the Board with a more comprehensive, revised financial forecast.

MOTION: R. Bullock/J. Bear

THAT the Board of Governors give approval to the College management to proceed with the International Education Business Plan.

Mr. Middlestead requested that the Minutes reflect that he was opposed to the Motion only because he feels that the plan does not, in his view, comply with the Board level policy regarding International Education. Mr. Middlestead expressed the concern that the projections do not include all overhead costs and that it is not a "full cost" projection as required by Board Policy B2. Mr. Dykes indicated that while the projections were derived in accordance with standard College costing procedure, the operating costs do not include all costs incurred and Mr. Middlestead indicated that these should be included.

The Chair pointed out that international education is an important area for any educational institution to be involved in and that it will lend credibility to the College.

MOTION:

Carried

9.2 Monthly Financial Report

Mr. Dykes summarized the monthly financial report ending March 31, 1994 and noted that the projected deficit has decreased and a balanced budget is the goal for year-end.

It was suggested that the Board follow the progress of the international education business plan through the monthly financial statements.

MOTION: G. Fardoe/B. Lavallee

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THAT the Board of Governors receive and accept the financial report for the period ending March 31, 1994.

Carried

9.3 Cultural and Racial Harmony and Equity Policy

MOTION: T. Whiteman/D. Finkleman

THAT the Board of Governors approve the Cultural and Racial Harmony and Equity Policy.

Carried

9.4 Rescheduling of Administrative Affairs Committee Meeting in May

It was agreed to hold the Administrative Affairs Committee meeting on its originally scheduled date of May 11, 1994.

10. AUDIT COMMITTEE

Mr. Middlestead advised that a contract with Doane Raymond has been signed.

11. PLANNING COMMITTEE

Mr. Bullock reported that the Planning Committee held its first meeting on April 11, 1994 and the Roblin Commission Report was discussed. The Colleges' management team has been asked to prepare a position paper on the impediments to doubling the student population within five years.

The Planning Committee also discussed the merit of obtaining training on critical thinking skills. The Administrative Affairs Committee was supportive of a de Bono seminar being held at the College for Board members and senior management.

MOTION: R. Bullock/N. Dyck

THAT the Board of Governors approve the expenditure of approximately \$4,000 for the de Bono workshop for members of the Board and the College's senior management.

Carried

12. EXECUTIVE COMMITTEE

The Chair advised that a formal meeting of the Executive Committee was not held.

13. NEW BUSINESS

13.1 1994/95 Funding Update

The President reported that the College system will be receiving an additional 3.3% increase to the overall funding level from the provincial government for the 1994/95 fiscal year. The tuition fees have been capped at a 5% increase, and the government and College will work together to determine which initiatives will be implemented.

An updated budget will be presented to the Board for final submission to the government.

14. INFORMATION ITEMS

14.1 Reorganization of the Department of Education and Training

A reorganization of the Department of Education and Training has taken place and Paul Goyan will be assuming the duties of Deputy Minister of Training and Advanced Education. Mr. Goyan will be responsible for the colleges and universities and the University Grants Commission will now report to the new Deputy Minister.

Mr. Goyan is a welcome addition in this new role as he was previously a valued asset to the Department of Education and Training and is familiar with the College and its operations.

14.2 Education for a New Century Conference

This University of Manitoba conference is being held on May 15 - 17, 1994 and Ralph Bullock and the President of RRCC will be guest speakers. Board members interested in the conference can contact the Secretary to the Board for further information.

15. ADJOURNMENT

The meeting adjourned at 9:50 p.m.

John Harrison, Chair

Dr. Tony Knowles, President