



Wednesday, September 25, 1996
Building C, 7th Floor - 6:00 p.m.

MINUTES
(B:96/08)

In Attendance:

- Governors:** R. Bullock, Chair
H. Middlestead, Vice-Chair
B. Bachalo
J. Bear (Until 9:45 p.m.)
D. Finkleman
L. Foster
P. Gibson
C. Herda
B. Lavalley
G. Tsouras (Until 8:50 p.m.)
T. Whiteman
- Regrets:** D. Falcetta
- President:** T. Knowles
- Treasurer:** C. Rushton, Director, Financial Services
- Secretary:** J. Tribula
- Guests:** K. Webb, Vice-President Academic
P. McGeachie, Executive Dean, Developmental & Continuing Education
L. Patterson, Director, Human Resource Services
M.J. Loustel, Internal Auditor
D. Thompson, SRP Consulting (Until Item 9)
A. Reed, SRP Consulting (Until Item 9)
M. Smith, SRP Consulting (Until Item 9)

Call to Order

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

1. ACCEPTANCE OF AGENDA

The Agenda was accepted as distributed.

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2. CHAIRPERSON'S REMARKS

The Chair thanked Mr. Middlestead, Vice-Chair for serving as Acting Chair during Mr. Bullock's absence from the city this summer. Mr. Middlestead provided a summary of the Tuition subcommittee meeting of the Interim Transition Team held on September 12, 1996, at which he and the President provided the College's position on student fees.

The Chair commented on the successful Staff Barbecue hosted by the Board held on September 18, 1996. He also reminded the Board members about the special Board events coming in October on governance, strategic planning and self-evaluation.

3. GUESTS

3.1 Presentation to Brenda Moorhouse

The Chair presented Ms. Moorhouse with a Certificate of Appreciation and a gift for your participation on the Board of Governors' over the past three years. Ms. Moorhouse expressed her gratitude at having been able to serve on the Board and invited the Board to visit the Portage Regional Centre. Ms. Moorhouse then left the meeting.

3.2 Student Leaders - Bill 32

*Guests: Susan Kushneryk, President and
Darcy Rollins, Vice-President,
University of Winnipeg Students' Association*

Ms. Kushneryk presented *The Manitoba Students' Perspective* on the proposed Bill 32. Students from Red River Community College, the University of Manitoba, the University of Winnipeg, and Brandon University have prepared a unified response to the Bill. The student group endorses the legislation, however, expresses concern over the apparent lack of student involvement in the structure of the Council. They are requesting that a student representative serve on the Council, and that official student representatives from the institutions be consulted on specific items with the Act on a quarterly basis.

Ms. Kushneryk indicated that they are attempting to contact student representatives from Assiniboine Community College and Keewatin Community College to have them endorse this position as well. Ms. Kushneryk and Mr. Rollins then left the meeting.

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4. ADOPTION OF MINUTES

Moved by G. Tsouras/D. Finkleman that the Minutes of the Meeting of the Board of Governors held on June 26, 1996 be adopted.

Ms. Foster requested clarification on Motion 10.2.1 on the College's food services operation, on the mechanism for monitoring its financial viability. It was reported that this issue was discussed at the Administrative Affairs Committee meeting and that the College will be presenting a Food Services Business Plan in the near future. The President indicated that variances to budget will be carefully analyzed and that initial indicators suggest that the operation will be viable. It was noted that the Board will have two monitoring devices, the Food Services Business Plan, and the year end financial report on the operation.

MOTION:

Carried

5. BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 Meeting with Advisory Committee Chairs

Various suggestions were considered on how to improve the interest in the annual Advisory Committee dinner hosted by the Board. It was agreed to try a breakfast session at the end of November from 8:30 - 10:00 a.m.

It was suggested that the role of the Advisory Committees and the Board's expectations of the committees be discussed at this session.

5.2 Food Services Update

The Board was provided with an update on the College's new in-house Food Services operation. The report indicates that staff morale has increase significantly, and that sales have increased over the same period from last year. A more detailed summary will be provided to the Administrative Affairs Committee in the future.

The Chair commented on the cooperative effort between the College and the MGEU to reach an agreement on the adjusted salary scale.

5.3 Government Internal Audit Report

The Government Internal Audit Report on RRCC dated March 8, 1996 was reviewed. The Chair indicated that the Board is not obligated to follow the recommendations contained in the report if the Board does not consider them to be in the best interest of the College. However, he also indicated that the Board should give the recommendations due consideration.

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A discussion ensued on the philosophy of governance and whom the Board represents. The President indicated that the College has been establishing its autonomy over the past three years and there has been no indication from the government that the College should be operating any differently. It was also noted that the Premier and MLA's who recently visited the institution encouraged the College to continue to operate in a business-like manner.

It was agreed that the issue of stewardship be discussed and clarified at the pending Special Board meeting and Planning Session.

The recommendation proposed by the Administrative Affairs Committee on motions was discussed. It is suggested in the Government Internal Audit Report that all motions be passed in the open Board session. It was noted that the College had received a legal opinion from the Civil Legal Services department of the government, that Board motions ratified in a closed session are valid.

MOTION: L. Foster/P. Gibson

THAT the Board of Governors approve that all motions passed in the Committee of the Whole after January 1, 1996, be brought forward to the open session of the Board for ratification; and

THAT all motions be recorded in the open session from this point forward.

A discussion ensued on how the Board could handle confidential items. It was noted that the Board has its own Rules of Order and that the recommendation in the report is that the Board follow Roberts Rules of Order on this issue.

MOTION:

Defeated

5.4 Whiteshell Laboratories Project

The President reported that the Federal Government has approved a third phase of the Whiteshell project that is the development of a detailed business plan contingent upon a similar commitment from the provincial government. It is proposed that they each contribute \$50,000 with a further \$25,000 from AECL. Discussions continue.

5.5 Council on Post-Secondary Education

- Board Response to The Council on Post-Secondary Education Act - Bill 32.

MOTION: P. Gibson/T. Whiteman

THAT the Board of Governors approve the letter to the Minister of Education and Training on The Council on Post-Secondary Education Act.

Carried

The Board then considered the position presented by the student leaders earlier in the meeting.

MOTION: C. Herda/H. Middlestead

THAT the Board of Governors endorse *The Manitoba Students' Perspective* and to forward a letter to the Minister of Education and Training advising of the Board's endorsement.

Carried

- Funding of Post-Secondary Institutions and Tuition Policy

The President and Mr. Webb, Vice-President Academic, presented the College's position at a recent meeting of the Funding Subcommittee of the Interim Transition Team. The President advised that the College is fairly consistent with the positions of the other post-secondary institutions.

MOTION: P. Gibson/J. Bear

THAT the Board of Governors endorse the positions submitted by the College on the funding and tuition of post-secondary institutions to the appropriate Sub-Committee of the Interim Transition Committee.

Carried

5.6 ACCC Conference Costs for SA President

This item was referred to management and it was decided that there was no basis for compensating the Students' Association (SA) for Ms. Herda's conference costs to attend the ACCC Conference in May 1998.

Ms. Foster requested that the Executive Committee reconsider the request indicated that Ms. Herda was not aware that she could have attended the conference as a Board representative. It was noted that there has been no formal

request from the Students' Association for reimbursement. The Chair requested that the management discuss this directly with the SA to determine whether there is financial hardship and to report to the Executive Committee.

5.7 Apprenticeship Task Force

The Minister of Education and Training has received approval to establish a task force to investigate the delivery of Apprenticeship training in the Province. The President suggested that if notification is not received in the near future, a letter under the Chair's signature be forwarded to the Minister requesting that this be resolved expeditiously.

6. PRESIDENT'S REPORT

The President presented his institutional report for the months of June, July and August 1996. He added the following comments:

- The Hon. Duff Roblin has agreed to serve as Honourary Chair of the Building A fund raising campaign.
- The MGEU College membership voted in favour of the Collective Agreement on September 24, 1996.
- Approval has been received from the government for the development and delivery of seven initiatives under the 1996/97 strategic initiatives fund:
 - Aboriginal language Interpreter Training
 - Culinary Arts Diploma
 - Diesel Technician Diploma
 - Environmental Protection Technology
 - PLA Coordinator
 - Turf Grass (Parks) Management
 - Wood Products Manufacturing Technology
- The President indicated that final confirmation on the level of funding for the new initiatives has yet to be received.
- Management is currently updating the Business Plan which will be presented at the October Board meeting. This will form the basis for the budget discussions and preparation for the 1997/98 fiscal year.
- RRCC will be participating in a project sponsored by the Winnipeg Free Press and Winnipeg 2000 called **Share Your Success**. This is a magazine which is a compilation of articles, features and photographs of participating companies highlighting the positive aspects of conducting business in Winnipeg.

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- The President has established a learning technologies task force to explore the institutional impact on human resource and budget requirements, and the exploration of various themes related to emerging technologies. Approximately 20 staff members have volunteered to serve on the task force.
- Mr. McGeachie, Executive Dean, Developmental and Continuing Education provided a verbal report on the Japanese exchange students' visit in July.
- The President reported that enrollment for day programs is up approximately 3% over last year. Continuing Education is up 21% and Distance Education has increased by 12%.

An enrollment report with the number of sequential students and wait lists was requested for the next Board meeting.

7. COLLEGE COUNCIL

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

8. COLLEGE DEVELOPMENT COUNCIL (CDC)

8.1 Report of the CDC Meeting of September 17, 1996

The President summarized the CDC meeting of September 17, 1996. He advised that the College's first regular session of the President's Circle was held on September 24, 1996 and was very successful.

8.2 Report on the Development Activities for Building A

Mr. Reed advised that Senator Duncan Jessiman, Q.C., Pitblado & Hoskin, and Mr. Rod Thorfinnson, President, Health Sciences Centre, have agreed to join the Fund Raising Campaign for Building A as honorary members.

It is anticipated that the staff campaign to be launched on September 30, 1996, will be complete by the end of November which is significantly earlier than originally projected.

SRP is recommending that one or two more Board members serve on the Steering Committee/Campaign Cabinet. Terry Whiteman has been representing the Board thus far on this project and will remain a member of the Steering Committee.

Mr. Reed advised that student involvement in the campaign is currently being considered and discussions will be taking place with the Students' Association in the near future.

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8.3 Board Attendance at CDC Meetings

Mrs. Whiteman and Ms. Herda will be the Board representatives at the October 22, 1996 meeting of the CDC.

9. ACADEMIC/PLANNING COMMITTEE

Mrs. Whiteman provided the Academic/Planning Committee report from the September 4, 1996 meeting. She advised that the Program Advisory Committee Survey results are currently being collated and will be reviewed at the next Academic/Planning Committee meeting.

9.1 October 18, 1996 Planning Session Draft Agenda

The Board considered and revised the draft Agenda for the October 18, 1996 Planning Session. It was agreed that the College Management Committee (CMC) be invited for the morning session and the luncheon.

The Board self-evaluation survey was distributed and the issue of whether CMC should complete the questionnaire was referred to the October 9, 1996 Special Board Meeting.

9.2 Management "Policies and Procedures"

This item was referred back to the Academic/Planning Committee.

10. ADMINISTRATIVE AFFAIRS COMMITTEE

Mr. Tsouras provided the Administrative Affairs Committee report from the September 18, 1996 meeting.

10.1 Commercial Development of College Property

MOTION: G. Tsouras/L. Foster

THAT the Board of Governors approve the concept of commercial development of the College property within the parameters that: the approach to the College on Route 90 not be used for commercial development; that consideration be given for a partnership with business and industry for a training centre; and that any potential commercial tenants do not affect the profit centres of the College and the Students' Association.

Carried

The College will approach Manitoba Government Services to initiate discussions on this concept.

10.2 1996/97 Budget

During deliberations of the 1996/97 budget submission, the Board discussed the College's internal budget presentation which shows approximately \$125,000 of the government capital allocation as operating. Ms. Rushton has indicated that these funds have historically been transferred each year to operating by the College to two specific areas in the Administrative Services department, the Ergonomics Committee and a minor renovation fund. She also explained that it is a difference of interpretation of capital between the College and the government. Although these items are defined by the College as operating, the budget submission to the government has traditionally shows them as capital. The Colleges Secretariat has confirmed that their concern is that at year end, an amount equal to the capital grant has been spent on capital. Due to the capital purchases by the strategic business units, the College normally exceeds the capital grant.

10.3 Financial Statements

Ms. Rushton reviewed the internal financial statements for the year ended June 30, 1996. She provided a reconciliation of the internal statements with the draft audited results that also show the results based on principles consistent with those used in the budget. The differences relate to the treatment of capital assets and the accrual of vacation pay. To provide some background for variance analysis, she summarized the changes to the College's anticipated financial results throughout the year from original budget to the actual year end result.

Ms. Rushton reported that the audited financial statements are expected in the near future and will be reviewed by the Audit Committee.

MOTION: B. Lavallee/D. Finkleman

THAT the Board of Governors accept the internal Financial Statements for the year ended June 30, 1996.

Carried

The monthly financial report for the two months ended August 31, 1996 was distributed. It was noted that the College has yet to receive official notification of the 1996/97 budget and new initiative funding.

The Board requested additional information on food services and vending incomes, and inquired whether the financial systems will be capable of handling the future technological requirements. These items were referred to the Administrative Affairs Committee.

11. AUDIT COMMITTEE

A meeting of this Committee will be held within the month to review the audited financial statements.

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12. EXECUTIVE COMMITTEE

The Chair and President will be meeting with Dr. Terry Hogan, the proposed facilitator for the October 9, 1996 Special Board Meeting, to develop the agenda. The main purpose of the meeting is to re-examine board governance and the appropriate mechanisms for fulfilling the Board's mandate.

12.1 Approval of Consultant for October 9, 1996 Special Board Meeting

The Board considered the proposed fee of Dr. Hogan to facilitate the Special Board Meeting, agreeing that the amount should not exceed \$1,000.

MOTION: T. Whiteman/B. Lavallee

THAT the Board of Governors approve Dr. Terry Hogan as the facilitator for the October 9, 1996 Special Board Meeting.

Carried

13. POLICY ISSUES

13.1 Values and Principles

The Board considered the revised draft of the *Values and Principles* originally presented by the College Council and amended by the Academic/Planning Committee. The document was referred back to the Academic/Planning Committee for further consideration.

14. NEW BUSINESS

14.1 Procedural Update – Advisory Committees

MOTION: L. Foster/P. Gibson

THAT the Board of Governors approve the recommendations that:

1. If an advisory committee wishes to have the appointment of a member terminated, then there must be a formal motion to that effect by the committee which, along with a supporting explanation, will be forwarded through the Chair to the Board for final determination.
2. If the advisory committee is requesting the removal of a staff person as an ex-officio member, then the same procedure as in 1. would be followed except that the request goes to the Vice-President Academic with a copy to the Board.

Carried

14.2 Collective Agreement – Terms of Settlement

MOTION: B. Lavallee/T. Whiteman

THAT the Board of Governors approve the proposed settlement between RRCC and the MGEU which is in effect up to and including the 20th day of June 1997.

A recorded vote was requested:

In Favour:

B. Bachalo; D. Finkleman; P. Gibson; C. Herda; B. Lavallee; T. Whiteman

Against:

L. Foster; H. Middlestead

Carried

15. INFORMATION ITEMS

15.1 Update on Separation Incentive Program

Ms. Rushton provided an update on the Separation incentive program. To date, 27 requests have been approved under Option one of the program, with a total net savings of \$97,900. The net savings thus far for the 1996/97 fiscal year are \$81,000. Approval of additional requests is pending until official notification of the 1996/97 budget is received. It was also noted that five staff members have been re-hired from the College's re-employment list as a result of this program.

16. Correspondence

The following correspondence was reviewed by the Board:

Sent by Board:

16.1 Hon. Linda McIntosh, Internal Audit – *July 8/96 (Replay – Item 5.3)*

16.2 Mr. Gerry Irving, 1996/97 Negotiations – *August 6/96*

16.3 Mr. Martin Ruf, Multimedia Presentations – *August 6, 1996*

16.4 Hon. Linda McIntosh, Fused Deposition Modeling System
- *August 7/96*

16.5 Jean Friesen, and Hon. Linda McIntosh – *Bill 32 – September 4/96*

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Received by Board:

- 16.6 Second National Consultation on Education
- Hon. Linda McIntosh, June 28/96
- 16.7 RRCC Golf Classic – *Donations Subcommittee, July 12/96*
- 16.8 1996/97 Negotiations – *Gerry Irving, August 13/96*
- 16.9 Bill 32 – *Jean Friesen, August 17, 1996*
- 16.10 Re-appointment of Cheryl Herda, Student Member
- Hon. Linda McIntosh, September 6/96
- 16.11 Fused Deposition Modeling System – *Hon. Linda McIntosh, September 9/96*

17. NEXT MEETING – BOARD OF GOVERNORS

It is proposed to hold the October 23, 1996 meeting of the Board of Governors in Winkler, Manitoba starting at 2:00 p.m. Preceding the Board meeting a session of the President's Circle will be held at the Winkler Inn starting at 12:00 p.m.

The Pembina Valley Advisory Committee will be invited to the Board meeting and the Regional centre will provide a presentation on their activities.

18. OTHER BUSINESS

18.1 Newspaper Articles

The Board requested that they receive newspaper clippings containing mention of the College.

The meeting adjourned at 10:15 p.m.

Ralph Bullock, Chair

Dr. Tony Knowles, President