

**RED RIVER COMMUNITY COLLEGE
BOARD OF GOVERNORS**

MINUTES

B:94/10

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

December 21, 1994

In Attendance:

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

President: T. Knowles

Secretary: J. Tribula

Guests: R. Dykes, Executive Director, Computer and Financial Services
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 J. Bear/T. Whiteman that the Agenda be accepted as distributed.

Carried

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2. ADOPTION OF MINUTES

Moved by R. Rummery/T. Whiteman that the Minutes of the Meeting of the Board of Governors held on November 23, 1994 be adopted as amended.

Carried

3. BUSINESS ARISING FROM MINUTES

- The grievance filed in relation to the new smoking policy at the College has been heard and denied. Notification of an appeal has not been received by management to date.
- The President contacted the reporter of the recent story in the Winnipeg Free Press in which he was misquoted. The reporter was going to contact the editor to advise of the error.

4. CHAIRPERSON'S REMARKS

The Chair commented on the excellent project that Don Benham, Journalism Instructor, is developing in conjunction with various private sector groups, and the positive public relations received by the College in this regard.

The Chair also wished those in attendance the best of the holiday season.

5. PRESIDENT'S REPORT

The President's Report for the month of November was provided to the Board for their information. He then reported on additional items including the recently announced Winnipeg Development agreement; his meetings with Toyota Canada in Toronto and their desire for the College to conduct a pilot project, the possible expansion of the College's facility, and their possible partnership in the College's China project; updated the status of the equipment proposal from the Advanced Manufacturing Technology initiative; and advised of a new committee he has been asked to serve on with five other Presidents from across the country to develop a marketing plan for ACCC.

6. COLLEGE COUNCIL

6.1 Report of the College Council Meeting of December 6, 1994

Guest: Marg Braid, Chair, College Council

Ms. Braid reported that the proposed motion on lowering the Council's quorum was defeated. Other issues considered included staff and student recognition; enforcement of the smoking policy; and air quality.

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7. COLLEGE DEVELOPMENT COUNCIL

The President indicated that a consultant has been retained by the College Development Council (CDC) to assist in developing strategies and the mandate for developmental activities by the College. The Chair advised that he will be meeting with the consultant in the New Year and requested that Board member provide him with any comments on this issue prior to January 3, 1995.

7.1 Animal Health Technology Centre Report

A progress report on the Animal Health Technology Centre (AHTC) was provided to the Board for their information. The construction of the facility is proceeding on schedule and currently slightly under the estimated cost. The fund raising portion of the AHTC is also progressing and the campaign targeted at corporate donors will begin in January.

8. ACADEMIC AFFAIRS COMMITTEE

Mrs. Whiteman reported on the December 7, 1994 meeting of the Academic Affairs Committee. She advised that Gerry Bashford, Vice-President Academic, and Cathy Check, Executive Assistant to the Board, from Assiniboine Community College attended the meeting as guests.

9. ADMINISTRATIVE AFFAIRS COMMITTEE

Mr. Bullock advised that due to a lack of quorum, and agenda items, this committee did not meet in December.

9.1 Financial Report for the Five Months Ended November 30, 1994

Mr. Dykes, Executive Director, Computer and Financial Services reviewed the monthly financial report ending November 30, 1994. The President indicated that the College is monitoring the current projected deficit, and that if a deficit continues to be projected in January 1995, management will react appropriately to ensure the College maintains a balanced budget.

Mr. Middlestead requested that the financial statement notes provide additional information for next month's Board meeting.

MOTION: R. Bullock/H. Middlestead

THAT the Board of Governors accept the financial report for the five months ended November 30, 1994.

Carried

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10. AUDIT COMMITTEE

Mr. Middlestead reported that the College has received a draft management letter from Doane Raymond which is being reviewed by Mr. Dykes. Once the letter is finalized, and the College has provided a response to Doane Raymond, the Audit Committee will review the documentation.

11. PLANNING COMMITTEE

Mr. Bullock provided a report of the Planning Committee meeting of November 30, 1994. The Committee discussed the general educational and economic climates, the proposed business plan, and targeted various items for future discussion.

11.1 RRCC Business Plan 1994 - 99

The President advised that this document will establish the strategic direction for the College over the next five years and will take over for the 1993 - 95 Operational Enhancement Objectives. It is intended that the plan will be updated on a continuous basis as additional information and events merit, and that it will be a rolling plan. It is proposed that Work Improvement Teams will assist in gathering the necessary information and it is anticipated that a draft of the complete plan be prepared by the summer of 1995.

A general discussion took place on articulation agreements with the high schools and it was agreed that standardization of high school students and upgrading should be reviewed by the Planning Committee in the future. The Board was in general consensus with the proposed Business Plan.

MOTION: G. Tsouras/J. Bear

THAT the Board of Governors approve the process of College management beginning the completion of the Business Plan for Board consideration.

Carried

12. EXECUTIVE COMMITTEE

No meeting was held during the reporting period.

13. NEW BUSINESS

13.1 Board Members Apply for College Employment Policy

This item was considered at the September 28, 1994 Board of Governors meeting at which time the Board passed a motion to establish a policy on Board Members Applying for College Employment. The approved Minutes of that meeting state that a member of the Board who wishes to apply for **full time** employment with the College resign from the Board. The new policy was circulated and the originator of the motion, Ms. Foster raised the

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concern that it was her intention that Board members applying for **any** employment are to resign.

A discussion ensued on the intent of the policy and concern was expressed that this would preclude Board members from lecturing or teaching continuing education courses. However, it was noted that this was a conflict of interest, or a perceived conflict, and that it was the Board's prerogative to change or waive policies if consensus was reached. A new motion was then made as follows:

MOTION: L. Foster/H. Middlestead

THAT it is the policy of the Board of Governors of Red River Community College that a member of the Board who applies for any employment with the College resign from the Board of Governors.

Carried

13.2 Dinner and Information Session for Program Advisory Committee Chairs

MOTION: H. Middlestead/B. Moorhouse

THAT the Board host an appreciation dinner and information session for Program Advisory Committee chairs in the Spring, 1995.

Carried

It was discussed that the dinner could be held during the proposed RRCC Week.

13.3 Colleges Advisory Board Meeting

It is expected that a Colleges Advisory Board meeting will be called by the Minister in January or February, 1995 and Board members are asked to contact the Chair or the President with additional topics for consideration.

14. INFORMATION ITEMS

14.1 Board Policy Governance Workshop

Board members who attended the workshop provided a brief report indicating it was interesting, however reiterated information already provided through other methods.

14.2 RRCC Week Proposal

The Board concurred with the idea of the College holding a RRCC Week, and suggested additional events including internet demonstrations.

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14.3 Election of Employee Representative to the Board

The process for electing the employee representative to the Board was reviewed. An election will be held in February, 1995 to enable the Lieutenant Governor to make the appropriate appointment prior to the expiry of Ms. Finkleman's current term on April 1, 1995.

14.4 Freedom of Information Act Requests

The College received two Freedom of Information Act requests from the NDP and Liberal caucuses for the President's contract, and this information was released in the Legislature on December 16, 1994. The media reported the issue and the Chair was interviewed and provided the Board's position.

15. NEXT MEETING - WEDNESDAY, JANUARY 25, 1995

The next regular meeting of the Board of Governors will take place on Wednesday, January 25, 1995. A dinner will be provided at 5:30 p.m. and the meeting will commence at 6:30 p.m. in the C709 Boardroom.

16. ADJOURNMENT

The meeting adjourned at 8:25 p.m.

John Harrison, Chair

Dr. Tony Knowles, President