

**RED RIVER COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**MINUTES**

B:95/02

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

**February 22, 1995**

**In Attendance:**

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

**Regrets:** R. Bullock

**President:** T. Knowles

**Secretary:** J. Tribula

**Guests:** R. Dykes, Executive Director, Computer & 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 G. Tsouras/T. Whiteman that the Agenda be accepted as distributed.

**Carried**

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### **2. INTRODUCTION OF PHILIPPINES DELEGATES**

*Guests: Sister Lilia Tolentino, President, St. Paul College, Quezon City, Philippines*

*Mr. Ron Antonio, Director of Extension Programs, St. Paul College*

*Nancy Lee, Director, International Education, RRCC*

*Jim MacKay, Chair, Teacher Education, RRCC*

*Don Rencz, Instructor, Teacher Education, RRCC*

The Chair welcomed the guests to the Board meeting, and noted the importance of such international affiliations and partnerships.

Mr. MacKay provided an outline of the project between St. Paul College and RRCC. RRCC has been linked with St. Paul College in order to assist them with the establishment of a Centre for Career Development. The Centre will develop educational programs for adults who wish to upgrade their knowledge and technical skills, and develop strategies for self-realization to create employment for themselves. RRCC will be assisting in the development of curriculum and instructional materials, techniques, and the development of skills necessary for effective vocational training.

Sr. Tolentino also provided a brief overview of St. Paul College and its current mandate. It was noted that it is an exclusive all female college providing high school and university level education, however the new Centre will provide technical vocational education within a community college model.

The Chair then presented a gift from the Board of Governors to St. Paul College, and Sr. Tolentino presented gifts to each Board member. The guests then left the meeting.

### **3. ADOPTION OF MINUTES**

Moved by B. Moorhouse/L. Foster that the Minutes of the Meeting of the Board of Governors held on January 25, 1995 be adopted.

**Carried**

### **4. BUSINESS ARISING FROM MINUTES**

- The Board members received a memorandum from Normen Konowalchuk, Executive Director, Administrative Services, on Versa Services' monthly sales comparison. It was noted that Versa has been able to recover the reduction in sales revenue experienced in the first two months of operation from September, 1994.
- The President indicated that statistics on staff have now been included in his monthly report to the Board. Mr. Dykes provided an update on the Manitoba Employee Information System, and indicated that an overall review of the human resource systems is currently being conducted.

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### **5. CHAIRPERSON'S REMARKS**

The Chair encouraged the Board members to attend the forthcoming Project McLuhan demonstration on March 9 at the IMAX Theatre.

### **6. PRESIDENT'S REPORT**

The President reviewed his report to the Board for the month of January, 1995. He added that the College has been notified that it will receive an award at the Manitoba Quality Awards Dinner on March 2. The College has reached Level 2, Striving for Excellence, which is awarded to organizations which have implemented the quality program, and have achieved some measurable results because of the program.

### **7. COLLEGE COUNCIL**

#### **7.1 Report of the College Council Meeting of February 7, 1995**

*Guest: Christopher Petty, Member, College Council*

Items currently being considered by the Council include student participation on the Performance Evaluation Review Committee; membership replacements; the insertion of the newsletter in the Projector; CMOR radio station; lecture theatre upgrades; workload equities; overcrowding in classrooms, and classroom furniture.

### **8. COLLEGE DEVELOPMENT COUNCIL (CDC)**

#### **8.1 Update on CDC Activities**

*Guests: Shirley Muir, Chair, CDC*

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

Ms. Muir reported that the CDC reviewed the draft consultant's report by Navion on the developmental activities of the College. The CDC referred the report back to Navion for additional research. She did advise that the College is already implementing some of the recommendations contained in the report including building on the College's image; increasing the external membership of the CDC; and initiating the development of a specific strategy for the fund raising campaign for the Animal Health Technology Centre (AHTC).

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### **8.2 Progress Report on the Animal Health Technology Centre**

As noted above, Navion has assisted in establishing a fund raising plan for the AHTC which includes the development of a subcommittee dedicated to this one issue. Ms. Muir reported that there are currently 12 members on the subcommittee. It was also noted that the official opening of the AHTC will be delayed until the Fall of 1995, once the campaign is near completion.

The Chair encouraged Board members to advise Ms. Truss Baron of any potential "friends" of the College with respect to the AHTC fund raising campaign.

Ms. Truss Baron provided the Board with a Development and Alumni Affairs Departmental Update. The date for the Red River Classic Golf Tournament is May 25, 1995.

### **9. ACADEMIC AFFAIRS COMMITTEE**

Mrs. Whiteman reported on the February 1, 1995 Academic Affairs Committee meeting indicating that there were two informative presentations from staff members from the Language Training Centre, and the Market Driven Training Centre.

### **10. ADMINISTRATIVE AFFAIRS COMMITTEE**

Mr. Tsouras provided the report of the February 15, 1995 Administrative Affairs Committee on behalf of Mr. Bullock. Items discussed at that meeting include Versa Services; lease negotiations; the Bookstore business plan; and the consolidation of the College's activities downtown into one central location.

The President described the current tenant's arrangements between the College and Manitoba Government Services, indicating that the lease agreement, once ratified would be a lease of operations, not of financial remuneration.

Mr. Middlestead requested that contracts be carefully screened prior to being signed. It was clarified that the College's management is responsible for the specifics of contracts relating to the College, and that the Board will review them once signed.

#### **10.1 Financial Report for the Seven Months Ended January 31, 1995**

Mr. Dykes reviewed the financial statements for the seven months ended January 31, 1995.

A discussion took place on the decline of the net revenue contribution by the Continuing Education Department and the variables that are contributing to this decline. The President stated that the department continues to be viable, however the profit margin is lower than in previous years. The College now has strong leadership in that area with the new Chair, Netha Dyck.

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**MOTION:** G. Tsouras/B. Lavallee

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

**Carried**

### **11. AUDIT COMMITTEE**

Mr. Middlestead, Chair of the Audit Committee, reported that this Committee met on February 17, 1995 and will be providing a full report at the March 22, 1995 Board meeting.

### **12. PLANNING COMMITTEE**

No meeting of this Committee was held during the reporting period.

### **13. EXECUTIVE COMMITTEE**

No meeting of this Committee was held during the reporting period.

### **14. NEW BUSINESS**

#### **14.1 Board of Governor's Committee Structure**

The Board members had been asked to consider the current structure of the Board committees and provide feedback at this meeting. The general consensus was that the current structure is working well, however it was agreed to distribute all committee minutes from the reporting month, even if in draft form, with the Board Agenda material. This will ensure that members can review and provide input on issues raised at committee meetings of which they are not members.

### **15. INFORMATION ITEMS**

#### **15.1 Inside Engineering Newsletter**

The Board reviewed the Inside Engineering Newsletter of the Faculty of Engineering of the University of Manitoba, 1995 Edition. The newsletter was a position statement by Donald Shields, P. Eng, the Dean, Faculty of Engineering, which includes the following statement:

*"...This open policy would certainly lead to a higher average academic standing of our incoming students and, hopefully, direct the poorer, Manitoba high school graduates towards colleges of technology."*

Concern was raised by the College Management Committee, as well as the Board about this statement, and it was agreed that the President will write a letter to Dean Shields indicating that the College has many bright and talented students, and providing him with an update on the benefits of a community college education.

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### **15.2 Community Connections '95**

An update of events was provided to the Board. It was reported that promotional material will be forwarded to the business community, the high schools, and the community in general. Board members are welcome to attend any of the events.

### **16. NEXT MEETING**

The next meeting of the Board of Governors will be held on March 22, 1995 at 6:30 p.m. Dinner will be served at 5:30 p.m.

The meeting adjourned at 8:10 p.m.

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John Harrison, Chair

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Dr. Tony Knowles, President