

**RED RIVER COMMUNITY COLLEGE
BOARD OF GOVERNORS**

MINUTES

B:94/01

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

January 26, 1994

In Attendance:

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

Moved by J. Bear/D. Finkleman that the agenda be accepted as distributed.

Carried

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2. ADOPTION OF MINUTES

Moved by J. Bear/B. Lavallee that the Minutes of the Meeting of the Board of Governors held on December 22, 1993 be adopted.

Carried

3. BUSINESS ARISING FROM MINUTES

- The tri-college Board meeting has been confirmed for Friday, February 25, 1994 at the Sheraton Winnipeg from 9:00 a.m. to 5:00 p.m. An agenda will be forwarded to the Board once it is finalized.
- An update on the funding formula will be provided later in the meeting.
- The College Council reporting mechanism will be considered at the next Board meeting, after the Council has had an opportunity to review this issue at their meeting of February 1, 1994.
- Arrangements are still trying to be made for the Board to meet with Lloyd Axworthy and other MP's within the College's catchment area. A date has not been confirmed, however the College Management Committee is currently co-ordinating agenda items to be discussed with the MP's. It was suggested that electronic information highways be added as an agenda item.
- The President reported that his trip to China planned for January, 1994 has been postponed. After further discussions with the Shenzhen Public Health School, it was discovered that they currently did not have the appropriate finances to complete the proposal.
- The dinner to honour the Manitoba recipients of the Prime Minister's Awards has been scheduled for March 10, 1994 in the Assiniboia Inn.

At this point, the President introduced Ms. Muriel Upham, a counsellor at the College who will be assisting Fausto Yadao, Dean, Student Affairs, in his report on Effectiveness Reporting.

4. CHAIRPERSON'S REMARKS

The Chair welcomed the Board members back after the Christmas break.

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5. PRESIDENT'S REPORT

The President summarized his Institutional Report to the Board of Governors for the month of December, 1993. He updated the Board on the College Management Committee's recent meeting with representatives from Human Resource Development Manitoba (HRD, formerly CEIC) to discuss direct seat purchases and apprenticeship programs. It was a positive meeting and HRD advised that the current arrangements between the federal and provincial governments relating to seat purchases are likely to remain in effect until March, 1995. It was also agreed that for future agreements the College will enter into negotiations with HRD to establish the seat purchase structure directly between the two parties. This will allow for more appropriate planning time for the College, and reaffirms that the College is reaching the expectations of quality and performance by the federal government.

An inquiry was made on the logistics of the selection of the Dean of Manufacturing/Transportation/Civil Technology. It was agreed that the Director, Human Resource Services be requested to provide the Board with an outline of the procedure for information.

It was questioned whether the study on facilities space planning being conducted by the Department of Government Services is connected to the in-house Facilities Study. The President advised that these are two separate studies, however the Executive Director, Administrative Services will co-ordinate and make recommendations based on both reports. The President also reported that renovations are expected to proceed on Building A in 1995 and summarized the potential problems associated with such an extensive project. Concern was raised over the possible health hazards connected with the renovations and the removal of asbestos, and whether an assessment has been made in this regard. It was suggested that a request be forwarded to DGS seeking assurances on the safety issue and inquiring whether a study is warranted on all buildings located on campus.

The President summarized the recent developments in relation to the two Creative Communications students who breached the Teale publication ban on the Students' Association (SA) radio station, CMOR. He advised that an internal investigation was conducted and it was confirmed that no members of the College staff were involved. As CMOR is under the direct charge of the SA, and after consultation with legal counsel, it was the management's decision that the College not take action against the two students involved. It was questioned as to why the SA has banned all of the Creative Communications students from using the radio station's facilities, and it was suggested that this item be considered at the Committee of the Whole meeting of February 23, 1994.

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6. EFFECTIVENESS REPORTING - PILOT PROJECT REPORT

The President provided the Board with a handout summarizing the concept of effectiveness reporting and the Canadian Comprehensive Auditing Foundation's 12 attributes of effectiveness. He indicated that this was being presented at this time for information only, however it will be reconsidered at a later date once recommendations from College management have come forth. The model which has been tested at the College is the same one as used by departments within the Manitoba Government and is intended to provide accountability and consistency in reporting.

Mr. Yadao provided background information on the pilot project at the College advising that three areas participated in the study, Counselling, Registration, and Public Relations and Communications. Utilizing the TQM approach, the process included the development of questions, and the development of criteria for evaluating the answers. The entire process was noted to be labour intensive and time consuming, but worthwhile in terms of increasing departmental focus and identifying areas for improvement.

The recommendations contained in the report include 1) that the participating departments continue to utilize this system; 2) the participating departments should proceed to implement specific recommendations contained in the report within their existing resource bases; 3) the College should proceed to implement the College-wide use of the model as a reporting tool. The College Management Committee has questioned the feasibility of the entire institution adopting this process and will be studying that particular recommendation in further detail.

Ms. Upham provided the Board with a more detailed summary of the logistics of the process as it related to the Counselling area. She advised that once the staff became familiar with the procedure, and the ground work was completed, the framework was quite successful and responsible for making improvements to the area.

Once the College's management has had an opportunity to consider the resource commitment required to initiative this process, and whether it is the correct approach for the College, a recommendation will be presented to the Board for consideration.

Mr. Yadao and Ms. Upham then left the meeting.

7. ACADEMIC AFFAIRS COMMITTEE

Mrs. Whiteman, Chair of the Academic Affairs Committee reported on the meeting of January 12, 1994.

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7.1 Conversion of Programs to Co-operative Delivery Policy

In answer to an inquiry, it was noted that conversion of programs to co-operative delivery will be dealt with on a program by program basis and will be forwarded to the Board for final approval.

MOTION: T. Whiteman/L. Foster

THAT the Board of Governors approve the Conversion of Programs to Co-operative Delivery Policy.

Carried

7.2 Change in Meeting Date

The Academic Affairs Committee members were agreeable to rescheduling the meeting of February 2, 1994 to February 9, 1994.

A brief discussion took place on the rescheduling of the committee level meetings and it was agreed to leave the schedule as is and monitor the situation on a month to month basis.

8. ADMINISTRATIVE AFFAIRS COMMITTEE

Mr. Bullock, Chair of the Administrative Affairs Committee presented the report of the January 19, 1994 meeting.

8.1 Proposal for the Admission to Appropriate RRCC Programs of International (VISA) Students on a Full Cost Recovery Basis

The President summarized the proposal on admitting international students on a full cost recovery basis and outlined the benefits associated with such an expansion, including revenue generation and the internationalization of the College. He also indicated that the provincial government has encouraged a differential fee structure for this type of activity. A detailed business plan will be devised if the Board approves the proposal and will be presented to the Administrative Affairs Committee.

It was pointed out that there is the potential for a negative cash flow situation in the first year, however the second year is projected to break even, and by the third year net revenue is anticipated.

It was recognized that an international population required additional services and an inquiry was made on whether "full cost" included counselling, assisting in home placement, translators etc. The President advised that the proposed fees would include all such services.

A Board level policy on International Education had been passed on April 1, 1993 and it was agreed to revise the policy to incorporate the acceptance of international students as proposed.

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MOTION: B. Lavallee/H. Middlestead

THAT the Board of Governors approve the proposal for the Admission to Appropriate RRCC Programs of International (VISA) Students on a Full Cost Recovery Basis.

Carried

8.2 Monthly Financial Report

Mr. Dykes reviewed the monthly financial report for the month ending December 31, 1993. He indicated that the financial position of the College was improving somewhat, and that minor fluctuations are expected in the upcoming months as the College's year-end approaches. Mr. Dykes noted that the Bookstore inventory continues to be high, however staff is actively pursuing solutions to address the situation. He also advised that the College is currently pursuing apprenticeship monies from the federal government, and reiterated that a productive meeting had taken place between the College management and representatives from HRD on direct seat purchases.

MOTION: R. Bullock/L. Foster

THAT the Board of Governors receive and accept the financial report for the period ending December 31, 1993.

Carried

8.3 Banking Resolution

The Administrative Affairs Committee considered and approved the banking resolution which would allow the College to offer MasterCard services. Mr. Dykes described the signing authorities for the Board's information.

MOTION: R. Bullock/T. Whiteman

THAT the Board of Governors approve the Banking Resolution with the Bank of Montreal.

Carried

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8.4 Conflict of Interest Policy

The Administrative Affairs Committee reviewed the proposed in-house Conflict of Interest Policy at its meeting of January 19, 1994 and requested that certain items be reconsidered by the College management. The Committee approved the Board level policy.

MOTION: R. Bullock/H. Middlestead

THAT the Board of Governors approve the Conflict of Interest Policy.

Carried

8.5 Funding Formula Update

The President and Vice-Chair, Herb Middlestead, attended the initial meeting of the working group constituted to review the process and procedure for establishing a funding formula for the colleges. The President advised that a funding formula is anticipated to be implemented for the 1995/96 fiscal year, and that the government's proposal entails funding based on programs with measured performance outcomes as opposed to student only numbers.

The Board has been requested to submit two names as representatives on the working group. It was noted that this would be a significant time commitment and although certain Board members expressed an interest in serving in this capacity, it was the consensus that the President and Vice-President Academic be recommended as RRCC's representatives, with the Vice-Chair, and the Director of Financial Services named as alternates. A letter will be forwarded to the Minister in this regard.

9. EXECUTIVE COMMITTEE

The Executive Committee will provide a report during the Committee of the Whole.

10. COLLEGE COUNCIL

10.1 Report of College Council Meeting of January 4, 1994

The Board had been provided with the College Council Newsletter for their information.

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11. NEW BUSINESS

11.1 Smoking Policy

The President briefly reviewed the material on the College's Smoking Policy and indicated that the Policy is currently within the provincial guidelines. As this issue concerns both staff and students, it was suggested that the matter be referred to the College Council.

MOTION: J. Bear/T. Whiteman

THAT the Board of Governors refer the Smoking Policy to the College Council to review the situation and provide a recommendation to the June, 1994 meeting of the Board of Governors.

Carried

11.2 University Education Review Commission

The President advised that the University Education Review Commission report had recently been released and contained very positive recommendations respecting the Colleges. Some of the highlights of the report include the recommendation that the colleges double the enrollment of diploma level programs within a five year period; combining the Colleges Secretariat with the University Review Commission which better advantages the colleges to secure funding; and to expand articulation and credit transfers with the universities.

12. INFORMATION ITEMS

- Congratulations were extended to Jim Bear and Ralph Bullock for their recent appointment to the Economic Innovation & Technology Council.
- The President advised that the College will be nominating Board member Terry Whiteman and the College's Employment Equity Officer, Win Torchia for the YM-YWCA Women of Distinction Awards.

13. ADJOURNMENT

The meeting adjourned at 9:40 p.m.

John Harrison, Chair

Dr. Tony Knowles, President