



Wednesday, January 28, 1998

C709 Boardroom - RRCC

6:00 p.m.

**MINUTES**

(B:98/01)

**In Attendance:**

**Governors:** R. Bullock, Chair  
L. McGinnis, Vice-Chair  
B. Bachalo  
M. Crowley  
D. Falcetta  
L. Foster  
M. Mayer  
T. Whiteman  
A. Wiebe

**Regrets:** C. Bear  
D. Plett  
G. Tsouras

**President:** J. Thachuk, Chief Executive Officer

**Treasurer:** C. Rushton, Director, Financial Services

**Secretary:** J. Tribula, Executive Assistant to the Board

**Guests:** N. Konowalchuk, Executive Director, Administrative Services  
D. Williamson, Dean, Business & Applied Arts  
M.J. Loustel, Internal Auditor  
B. Lechow, Chair, College Council

**Call to Order**

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

1. **GUESTS-** Nil
2. **CHAIR'S REMARKS**

The Chair reported that the Minister of Education and Training, Mrs. Linda McIntosh, will be visiting the College and meeting with senior management on February 10, 1998. He also indicated that the Minister has requested to meet with the Board of Governors and this will be arranged for sometime in April 1998.

## Minutes - Board of Governors

January 28, 1998

Page 2

A letter from the College to the Chair of the Council on Post-Secondary Education was distributed to the Board. The letter outlines funding issues on 1997/98 apprenticeship and non-apprenticeship purchases, collective bargaining, and information technology. This will be discussed in further detail later in the meeting.

### 3. ACCEPTANCE OF AGENDA

The Agenda was accepted as distributed.

### 4. NEW BUSINESS

#### 4.1 Vision Statement and Attributes

The Board reviewed the results from the College community on the draft Vision Statement and Attributes. A total of 44 responses were received and included various feedback, suggestions for improvement or amendments.

College Council submitted a request for additional time for College-wide consultation. The Board determined that sufficient time has already been allocated and that it is important to provide management with the Vision as soon as possible for the preparation of the 1998/99 budget.

Board support was given to including the involvement of staff; changing the text to the future tense; supporting the improvement of the graduation rate; enhancing the stature of the College to be viewed as a Centre for Post-Secondary Education so that RRC will be the preferred choice and not just an equal choice to university; as well as editorial and clarification modifications.

Management was requested to rewrite the statement incorporating the items noted above and table the revised document at the February 25, 1998 Board meeting.

#### 4.2 Board Policies

**MOTION B:98/01/1:** D. Falcetta/B. Bachalo

**THAT** the Board of Governors approve Policy 3.0 *Board Governance*, Policy 3.1, *Conducting Business*, and Policy 3.3, *Board Agendas*, as amended.

**Carried**

A discussion took place on Policy 3.4, *Annual Cycle of Activities*, in relation to the timing of Board strategic input, development of the business plan and the budget preparation. It was agreed to move the Board development of the draft strategic plan and the review of the draft Business plan to earlier in the year.

**Minutes - Board of Governors**

January 28, 1998

Page 3

**MOTION B:98/01/2:** D. Falcetta/B. Bachalo

**THAT** the Board of Governors approve Policy 3.4, *Annual Cycle of Activities*, as amended.

**Carried**

**MOTION B:98/01/3:** L. McGinnis/D. Falcetta

**THAT** the Board of Governors approve Policy 3.5, *Board Committees*, Policy 3.6, *Orientation of New Board Members*, Policy 4.0, *Board/Staff Linkage*, and Policy 4.2, *Monitoring President Performance*, as amended.

**Carried**

**MOTION B:98/01/4:** L. McGinnis/D. Falcetta

**THAT** the Board of Governors approve Policy 1.0, *Mission Statement and Purpose*, and Policy 2.0, *Delegation to the President*, as amended.

**Carried**

**4.3 Review and Scheduling for Monitoring Policies**

The Academic/Planning Committee reviewed the Ends policies and recommended that the evaluation of the majority of the reports be conducted in November. Some reports are not required to be complete until later in the year, (i.e. Academic Annual report) and these would be reviewed as they become available.

The Administrative Affairs Committee reviewed the Executive Limitations policies and recommended that the majority of the reports be evaluated in November. The President's monthly report and the regular financial statements will continue to be reviewed on a monthly basis.

**MOTION B:98/01/5:** L. McGinnis/D. Falcetta

**THAT** the Board of Governors approve the evaluation of monitoring criteria for the Board policies on an annual basis, except the monthly report from the President and monthly financial statements.

**Carried**

**MOTION B:98/01/6:** A. Wiebe/L. McGinnis

**THAT** the Board of Governors approve amendments to Policy 2.1, *Policy Development and Maintenance*, Policy 2.2, *Asset Protection*, and Policy 2.3, *Finance*.

Carried

**4.4 Board Policy 3.4 – Annual Cycle of Activities**

Under Policy 3.4 *Annual Cycle of Activities*, the two items for Board consideration in January are:

- Board review of budget parameters for the following year;
- Board development of draft strategic plan.

Budget parameters for the 1998/99 fiscal year were considered by the Board. It was agreed to clarify that apprenticeship training will be budgeted as an independent item, and that any funding problems arising with apprenticeship, will be solved in the apprenticeship area. Items on pursuing new initiative funding and improving quality of instruction and support services were also added.

A discussion took place on the funding issues for the 1997/98 fiscal year and the Board reviewed the letter to Mr. Richard Dawson, Chair, Council on Post-Secondary Education (COPSE), from the College. There is currently a potential revenue shortfall of \$500,000 for apprenticeship and non-apprenticeship purchases. The College will pursue discussions with COPSE for possible resolution.

The Chair indicated that as a matter of principle, the Board should not approve a College budget in future that does not include all funding components, i.e. apprenticeship.

**MOTION B:98/01/7:** B. Bachalo/L. McGinnis

**THAT** the Board of Governors approve the 1998/99 budget parameters as amended.

**Carried (One opposed)**

**4.5 Monitoring President Performance**

As stated in Policy 4.2, *Monitoring President Performance*, President performance is synonymous with monitoring organizational performance against Board policies on Ends and Executive Limitations. The Executive Committee will develop a process for conducting the presidential review that will be undertaken annually in November.

## **Minutes - Board of Governors**

January 28, 1998

Page 5

### **5. ADOPTION OF MINUTES**

Moved by T. Whiteman/L. Foster that the Minutes of the December 17, 1997 Board of Governors meeting be adopted.

**Carried**

### **6. BUSINESS ARISING FROM PREVIOUS MINUTES**

#### **6.1 Board of Governors' Annual General Meeting**

It is being recommended that an event be planned in May or June 1998 to celebrate the College's 60<sup>th</sup> Anniversary and that the new name and logo be announced at this event.

#### **6.2 Name Change**

There was no update at this time.

#### **6.3 Emergency Loan Assistance Summary**

For information.

### **7. PRESIDENT'S REPORT**

The President tabled her report for the period December 10, 1997 to January 15, 1998. She reported that she would be travelling to Japan in February to sign a sister agreement with Niigata Sogo Gakiun University. She will also visit the College's two other sister institutions, Fukuhara Gakuen University Consortium and Kurume National College of Technology.

The President advised that productive discussions have taken place between the College and Manitoba Government Services to work collaboratively to address long term facility issues.

### **8. COLLEGE COUNCIL**

*Guest: Bob Lechow, Chair, College Council*

The report of the College Council meeting of January 13, 1998 was presented to the Board. Mr. Lechow was asked to explain to the College Council the Board's position on the draft Vision Statement and Attributes and the decision to move forward with finalizing the statement at this time.

## Minutes - Board of Governors

January 28, 1998

Page 6

### 9. COLLEGE DEVELOPMENT COUNCIL

#### 9.1 Update on Capital Campaign

A written report and update was provided to the Board on the Capital Campaign.

#### 9.2 Reconstitution of the CDC

The Chair of the CDC, after consultation with other members of the Council, the President of RRCC, and the Chair of the Board of Governors, has recommended that the CDC in its present form be disbanded. Two options were proposed, one to create an interim CDC with a reduced membership, and the other option is to leave it in its present form until June 1998 but create another CDC subcommittee to review the Foundation issue.

Various correspondence was also reviewed from one external and three internal members of the CDC who expressed concern over the process used to communicate the proposed changes. These individuals also expressed concern that the entire CDC was not consulted. The Board Chair indicated that he has since written to the four members to clarify the issue.

**MOTION B:98/01/8:** D. Falcetta/A. Wiebe

**THAT** the Board of Governors approve Option No. 2 for the College Development Council.

**Carried (One opposed, one abstention)**

### 10. ACADEMIC/PLANNING COMMITTEE

Mrs. Whiteman provided the report from the January 28, 1998 Academic/Planning Committee. She asked that Board members provide her with suggestions for monthly presentations to the Board.

The Academic/Planning Committee is recommending that an event be planned between the Board and the Chairs of the College's Advisory Committees in March or April.

#### 10.1 December Registration Report

The December Registration Report was tabled for information.

#### 10.2 Academic Monthly Report

*Focus*, the Academic report for the month of December was tabled for information.

### 11. ADMINISTRATIVE AFFAIRS COMMITTEE

## **Minutes - Board of Governors**

January 28, 1998

Page 7

### **11.1 Monthly Financial Report**

**MOTION B:98/01/9:** L. McGinnis/D. Falcetta

**THAT** the Board of Governors accept the monthly financial report for the six months ended December 31, 1997.

**Carried**

### **12. EXECUTIVE COMMITTEE**

The Executive Committee report from the January 14, 1998 meeting was tabled.

### **13. CORRESPONDENCE**

The Board reviewed the following correspondence:

*Sent by Board:*

- 13.1 Dr. L. LeTourneau, COPSE re: Name Change – *December 18, 1997*
- 13.2 Hon L. McIntosh re: Annual Academic Report – *January 9, 1998*
- 13.3 Members of the College Development Council re: Changes to CDC  
- *January 14, 1998*
- 13.4 Hon. L. McIntosh re: ACER EXTENSA Notebook Computers  
- *January 16, 1998*

*Received by Board:*

- 13.1 Donald Benham re: CDC – *January 15, 1998*
- 13.2 Leslie Walsh re: CDC – *January 16, 1998*
- 13.3 Gordon Fardoe re: CDC – *January 19, 1998*
- 13.4 Judy McMullen re: CDC – *January 20, 1998*
- 13.5 Hon. Linda McIntosh re: Delegation of Powers – *January 16, 1998*
- 13.6 Jon Singleton, Provincial Auditor re: CCAF – *January 19, 1998*

### **14. INFORMATION ITEMS - NIL**

### **15. NEXT BOARD OF GOVERNORS' MEETING - FEBRUARY 25, 1998**

A Special Board meeting will be held on April 29, 1998 to review the 1998/99 budget.

**Minutes - Board of Governors**

January 28, 1998

Page 8

**16. OTHER BUSINESS - NIL**

The meeting adjourned at 10:10 p.m.

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Ralph Bullock, Chair

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Jennifer Tribula, Secretary