

**RED RIVER COMMUNITY COLLEGE
BOARD OF GOVERNORS**

MINUTES

B:96/01

2055 Notre Dame Avenue, Winnipeg, Manitoba
7th Floor Boardroom, Building C
6:00 p.m.

January 31, 1996

In Attendance:

Governors: R. Bullock, Chair
H. Middlestead, Vice-Chair
D. Falcetta
D. Finkleman
L. Foster
C. Herda
G. Tsouras
T. Whiteman

Regrets: J. Bear
P. Gibson
B. Lavallee
B. Moorhouse

President: T. Knowles

Secretary: J. Tribula

Guests: K. Webb, Vice-President Academic
C. Rushton, Director, Financial Services
F. Yadao, Dean, Student Affairs
M.J. Loustel, Internal Auditor

Call to Order

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

1. CHAIRPERSON'S REMARKS

The Chair welcomed Mr. Danny Falcetta to his first Board meeting. Mr. Falcetta was appointed to the Board of Governors on December 20, 1995 for a term which expires March 31, 1996.

The Chair reminded the Board members of two upcoming events, the President's Circle luncheon on February 9, 1996, and the official grand opening of the downtown campus at Union Station on February 15, 1996.

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On January 16, 1996, the Chair and Mr. Ken Webb, Vice-President Academic, attended a meeting of the Colleges Advisory Board. The Chair advised that it was an informative and useful session and that the Minister provided positive comments about her recent tour of RRCC. Specific direction and guidance on funding issues was not forthcoming at the meeting, as there continues to be uncertainty by the province on federal government transfer payments. The Minister also indicated that the government will try to respond more quickly on the reappointment of Board members.

The Chair commented that the College may realize some relief from the worst case funding scenario from the federal government. He also advised that the College will be examining the disbursement of provincial government funds for the 1995/96 fiscal year and that the Board may be required to review this issue in the near future.

2. ACCEPTANCE OF AGENDA

Moved by G. Tsouras/T. Whiteman that the Agenda be accepted as amended.

Carried

3. PRESENTATIONS TO THE BOARD OF GOVERNORS

3.1 Students' Association

Guests: Geoff Sine, Activities Coordinator

*Dave Lindberg, Students' Association,
Marketing and Promotions Manager*

The Students' Association (SA) representatives requested that the Board rescind management's decision on the start time of alcohol related events, particularly Meltdown Week to be held in March. Mr. Sine distributed a summary which outlines the SA's position on this issue. The SA would like to start alcohol related events prior to the 3:00 p.m. restriction for Meltdown Week, and for beer bashes on Fridays.

The President clarified that the current start time for SA alcohol related events is 3:00 p.m. Monday to Thursday, and 2:00 p.m. on Fridays. He also advised that Meltdown Week takes place during regular class hours and that it is not in the best interest of the College to promote events which would take students out of the classroom. Safety and liability issues were raised after last year's event in regards to students returning to a lab after consuming alcohol.

Ms. Herda indicated that it is not the SA's intent to entice students away from the classroom and that most of the events are from 11:00 a.m. to 2:00 p.m.

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The issue of liability was discussed and the Chair indicated that it was not appropriate for the Board to determine the question of liability. The Chair also questioned whether the issue of start times for SA events is within the Board's jurisdiction. Ms. Herda and Mr. Lindberg noted that the SA should have some avenue of recourse for disputing a College management decision, and that what is really required is a policy on alcohol related events.

MOTION: L. Foster/H. Middlestead

THAT the Board of Governors move consideration of this item to the Committee of the Whole.

Carried

Mr. Sine and Mr. Lindberg then left the meeting.

3.2 Manitoba Government Employees' Union

Guests: Pat McDonnell, Vice-President MGEU

Terry Turcan, RRCC, MGEU Representative

Mr. McDonnell and Mr. Turcan presented a paper on the non-contracting out of security and cleaning services at the College and requested that the Board put this plan to rest. The paper cites numerous examples of the ineffectiveness of contracting out for these services, and relays past experiences of the College in this regard.

Forty-two employees would be affected by this decision and Mr. Turcan indicated that should the services be contracted out, the MGEU would be requesting educational resources for those employees affected.

Mr. McDonnell also appealed to the Board for assistance in lobbying the federal government not to decrease funding levels, therefore eliminating the College's need to undertake cost cutting exercises.

The President indicated that management notified the MGEU on January 4, 1996 of the intent to investigate the feasibility of contracting out security and cleaning services. A set of recommendations will be forwarded to the College Management Committee once the study is complete, and then on to the Board. Management has no recommendation on this issue at this time.

The Chair indicated that the information received from this presentation will be taken into account when deliberations on this issue commence at the Board level. He stated that management should also identify the level of service required for security and cleaning to achieve the most efficient operation possible. Mr. McDonnell and Mr. Turcan then left the meeting.

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4. ADOPTION OF MINUTES

Moved by G. Tsouras/T. Whiteman that the Minutes of the Meeting of the Board of Governors held on December 20, 1995 be adopted.

Carried

5. BUSINESS ARISING FROM MINUTES - Nil.

6. PRESIDENT'S REPORT

The President provided his monthly report to the Board for the month of December, 1995.

The Chair reported that the Interim Transition Team responsible for the establishment of the new Post Secondary Council, will be reviewing draft legislation on the Council in February. The final report is expected in July 1996.

The Board discussed the suitability of forwarding letters of congratulations to staff, students, or alumni for outstanding achievement. Congratulatory letters are currently sent from the President's office. Consideration of this issue was forwarded to the Academic/Planning Committee for a recommendation.

7. COLLEGE COUNCIL

7.1 Report of the College Council Meeting of January 9, 1996

Ms. Kunderman sent her regrets for the meeting and the President provided the report. Issues currently being considered by the Council include accommodations for students; confidentiality of student survey responses; and the proposed code of ethics.

Ms. Finkleman commented that the draft minutes of the January 9, 1996 College Council Minutes, item 8, were not an accurate representation of the MGEU's position on the proposed code of ethics and she would be raising this at the next College Council meeting.

8. COLLEGE DEVELOPMENT COUNCIL

The President reiterated that the first meeting of the President's Circle will be held on Friday, February 9, 1996.

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9. ACADEMIC/PLANNING COMMITTEE

Mrs. Whiteman presented the report from the Academic/Planning Committee meeting held on January 10, 1996.

9.1 Temporary Suspension of the Medical Laboratory Technology Program for 1996/97

The Board reviewed the recommendation from the Medical Laboratory Technology Program Advisory Committee to suspend the intake of students to this program for 1996/97. The President indicated that as noted in the Draft Business Plan to be reviewed later in the meeting, the College will be revisiting all health care training at the College in the context of health care reform, new technology, and shifts in revenue sources. He noted that the Medical Laboratory Technology Program, as well as the Medical Radiological Diagnostic Technology Program, may or may not be reopened, or that the programs may come back with a different curriculum, or be under a different guise.

The Academic/Planning Committee had reviewed the staff and financial impact to a certain degree, however, the President indicated that an in-depth financial analysis would form part of the 1996/97 budget process. The students currently enrolled in the program will not be affected by this decision.

MOTION: T. Whiteman/C. Herda

THAT the Board of Governors approve the recommendation of the Medical Laboratory Technology Program Advisory Committee that there should be no intake of students in the academic year 1996/97 while the program is redeveloped. The program should reopen in September 1997.

Carried

9.2 Temporary Suspension of the Medical Radiological Diagnostic Technology Program for 1996/97

MOTION: T. Whiteman/C. Herda

THAT the Board of Governors approve the recommendation of the Medical Radiological Diagnostic Technology Program Advisory Committee that there should be no intake of students in the academic year 1996/97 while the program is redeveloped. The program should reopen in September 1997.

Carried

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10. ADMINISTRATIVE AFFAIRS COMMITTEE

Mr. Tsouras provided a report of the Administrative Affairs Committee meeting held on January 24, 1996.

10.1 Financial Report for the Six Months Ended December 31, 1996

Ms. Rushton reviewed the statement of revenue and expense and indicated that the College continues to anticipate a break even result for the 1995/96 fiscal year. She also advised that the College's managers are currently undertaking a cash flow exercise and this will be reflected in the financial report to the Board in March, 1996.

Mr. Middlestead raised the issue of the financial statement format and provided a sample of the type of format he is recommending for reporting purposes to the Board of Governors.

MOTION: H. Middlestead/L. Foster

THAT to enable the Board of Governors to effectively monitor the financial status of the College, be it resolved that the College provide financial statements which include actual, budget, variance actual to budget, now expected, original budget, and variance as illustrated on the handout.

A lengthy discussion ensued on the format of the financial reports. The President requested that this issue be resolved for the time being to allow College management to concentrate on other substantive issues. It was noted that the College's alternate format would continue to be produced as it is a useful tool for management.

MOTION:

Carried

MOTION: G. Tsouras/C. Herda

THAT the Board of Governors accept the financial report for the six months ended December 31, 1995.

Carried

11. AUDIT COMMITTEE

Mr. Middlestead presented the report of the Audit Committee meeting of January 22, 1996.

11.1 Proposed Audit Fee Structure

The Board reviewed the proposed audit fee structure from Doane Raymond. Ms. Rushton indicated that this is a fair assessment for the services provided. Ms. Foster requested a breakdown of Doane Raymond's hours for their auditing services.

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MOTION: H. Middlestead/G. Tsouras

THAT the Board of Governors approve the proposed fee structure for the audit services of Doane Raymond for the 1996, 1997 and 1998 fiscal years.

Carried

11.2 Internal Audit Document *In Support of Excellence*

The Internal Audit planning document contains details on the delivery of internal audit services for the College, the Internal Audit Charter, the scope of the Internal Auditor's responsibilities, and the Internal Audit Mission.

The Chair inquired about the implications of the document and a discussion ensued on the resource requirements for internal audit functions at the College. The President advised that College management is not recommending that this position be full time for the remainder of the 1995/96 fiscal year. It was also clarified by Ms. Loustel that although completion of all of the goals within the document would require a full time position, it is only suggested in the document that resource allocation be reviewed in conjunction with the Audit Plan. Board approval of the document would not require any new additional financial resources.

MOTION: H. Middlestead/G. Tsouras

THAT the Board of Governors approve the Internal Audit Planning Document *In Support of Excellence* which includes the *Internal Audit Charter*.

Carried

11.3 Internal Audit Resources

The Chair ruled that it is not within the Board's mandate to consider the human resource requirements for one staff position. It was agreed that consideration of the time requirement for internal audit functions at the College be reviewed during the 1996/97 budget process.

12. EXECUTIVE COMMITTEE

Mr. Middlestead provided the report of the Executive Committee meeting held on January 5, 1996.

Ms. Foster suggested that a policy be developed on a process for delegations to the Board. This was referred to the Administrative Affairs Committee for a recommendation to the Board.

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MOTION: H. Middlestead/T. Whiteman

THAT the Board of Governors accept the Executive Committee report.

Carried

13. POLICY ISSUES

13.1 By-Law No. 5/96 - Indemnification of Officers and Governors of RRCC

MOTION: G. Tsouras/L. Foster

THAT the Board of Governors approve By-Law No. 5/96 Respecting the Release and Indemnification of Officers and Governors of RRCC.

Carried

14. NEW BUSINESS

14.1 RRCC Draft Business Plan 1996 - 2000

The Board was provided with an updated draft of the Business Plan which reflects information recently received on federal government funding issues. Funding for direct seat purchases and apprenticeship training will not be withdrawn in 1996 as originally expected, but will continue to decline to zero by the year 2000.

The President reviewed the adjustments and indicated that the document will be released to all staff and the College community on February 8, 1996, and he will be inviting comments and input from individuals and/or groups.

The Board discussed some of the specifics in the plan and the Chair indicated that Board approval of the document does not signify that there will be no changes after that point. It is a living document and will be updated as new information comes to light.

The Chair also reported that the College has been under some pressure to provide detailed budget information to the government. Due to the significant impact on programming in relation to funding levels, the College will be preparing the 1996/97 budget after confirmation of funding is received from the provincial government.

MOTION: T. Whiteman/D. Finkleman

THAT the Board of Governors approve the RRCC draft Business Plan 1996 - 2000.

Carried

14.2 Draft Academic Annual Report

MOTION: T. Whiteman/D. Finkleman

THAT the Board of Governors approve the draft Academic Annual Report 1994/95.

Carried

14.3 Deaf Literacy Program

The President distributed a draft response to the letter of January 17, 1996 from the Minister of Education and Training on the College's Deaf Literacy Program.

The Board agreed with the approach not to reinstate the instructor position at this time. It was also agreed to add an additional comment in the letter to the Minister that should the Winnipeg Community Centre of the Deaf and/or the Department of Education and Training be able to provide supportive funding, the College would be most pleased to restore the instructor position.

15. INFORMATION ITEMS

15.1 Report from the President - Trade Mission Trip

The President advised that he made numerous contacts with other participants of the trade mission trip from businesses across Canada who are involved in international trade. The greatest potential for partnerships with the College of the countries visited, appears to be in Pakistan where they are currently undertaking a large infrastructure program.

The President reported on the establishment of a cooperative agreement with Fukohara Gakuen University in Japan. Students from Gakuen would visit the College in the summer of 1996 for English as a Second Language training and cultural experience. The President and Vice-President Academic of RRCC will be travelling to Japan from March 8 - 18, 1996, at Gakuen's expense, for the official signing ceremony of the agreement.

16. COMMITTEE OF THE WHOLE

16.1 Committee of the Whole Meeting Process - Deferred.

17. NEXT MEETING

The next meeting of the Board of Governors was rescheduled from February 28, 1996 to **March 1, 1996 at 12:00 noon** at the new downtown campus, Union Station. The March meeting of the Board of Governors will be held on March 27, 1996.

The March meeting of the Administrative Affairs Committee was scheduled for March 19, 1996.

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The meeting adjourned at 10:25 p.m.

Ralph Bullock, Chair

Dr. Tony Knowles, President