



Tuesday, June 24, 1997
C709 Boardroom - RRCC - 6:00 p.m.

MINUTES
(B:97/11)

In Attendance:

- Governors:** R. Bullock, Chair
H. Middlestead, Vice-Chair
B. Bachalo
D. Falcetta
L. Foster
C. Herda
B. Lavallee
M. Mayer
G. Tsouras
T. Whiteman
A. Wiebe
- Regrets:** J. Bear
- President:** K. Holland, Interim Chief Executive Officer
- Treasurer:** C. Rushton, Director, Financial Services
- Secretary:** J. Tribula
- Guests:** K. Webb, Vice-President Academic
P. McGeachie, Executive Dean,
Developmental & Continuing Education (Until Item 7)
M.J. Loustel, Internal Auditor
D. Griller, SECOR (Until Item 4)

Call to Order

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

1. ACCEPTANCE OF AGENDA

Moved by H. Middlestead/T. Whiteman that the Agenda be accepted as amended.

Carried

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2. CHAIR'S REMARKS

The Chair commented on the successful RRCC Golf Classic Tournament held on June 23, 1997. He also reminded Board members about the Graduation Ceremonies to be held the following day at 1:30 p.m. and 7:30 p.m.

The Chair noted that a Committee of the Whole Board meeting will be scheduled to discuss the selection of the new President. It is anticipated that the meeting will be held on June 26, 1997 in the afternoon.

3. GUESTS

3.1 Whiteshell Laboratories Project

*Guests: David Griller, Secor
Paul McGeachie, Executive Dean,
Developmental & Continuing Education*

A draft of the business plan guidelines for the Whiteshell Laboratories project had been provided to the Board. Mr. Griller and Mr. McGeachie reviewed the highlights of the plan and the shift in focus. During the initial request for the College to submit a proposal on establishing an education campus at Piniwa, the continued role of the site was unclear. Since the situation has been somewhat defined, the College's original approach has been redesigned to focus on training opportunities.

The objective is to address the retraining needs of laid-off employees and to provide retraining and skills upgrading for employees of the new consortium. A three-year plan is proposed with the objective that there be no financial risk to the College. The possibility of establishing a campus at Whiteshell will continue to be investigated. Mr. Griller then left the meeting

4. ADOPTION OF MINUTES

Moved by H. Middlestead/D. Falcetta that the Minutes of the Meeting of the Board of Governors held on May 28, 1997 be adopted.

Carried

Moved by T. Whiteman/B. Bachalo that the Minutes of the Special Meeting of the Board of Governors held on June 4, 1997 be adopted.

Carried

5. BUSINESS ARISING FROM PREVIOUS MINUTES - NIL.

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6. PRESIDENT'S REPORT

The President presented his institutional report for the month of May 1997. He added that he has held meetings with Don Shields, Dean of Engineering, University of Manitoba, to discuss the Whiteshell project; Premier Gary Filmon; Rick Workman of IBM, and attended the convocations at the University of Manitoba and the University of Winnipeg.

An inquiry was made on the progress of the Market Driven Training Centre (MDTC) in relation to recommendations from the College's auditors on process efficiencies. Mr. McGeachie advised that an operational review was conducted on the Centre and that a report has been tabled. The College's Internal Auditor, Mary Jane Loustel, J. Mackintosh, Quality Coordinator, and Helen Sim, Acting Director, MDTC, are undertaking an analysis of the review to determine the most efficient processes for the Centre. Mr. McGeachie commented that the recommendations from the analysis will be implemented on an ongoing basis, however, large scale restructuring will not take place until a new Director is hired. It is anticipated that restructuring will be complete in late fall of 1997.

7. COLLEGE COUNCIL

The report of the College Council meeting of June 5, 1997 was presented to the Board.

Ms. Foster raised the concern that the College Council Newsletter states that the College will be losing more and more government funding. She noted that the provincial government has provided increases to the College over the past several years. It was discussed that the overall statement is accurate because federal government decreases have been made at a faster rate than provincial increases. The Board recommended that the Council be made aware of the difference between federal and provincial funding.

8. COLLEGE DEVELOPMENT COUNCIL

The College Development Council report of June 9, 1997 was tabled for information.

8.1 Fund Raising Campaign Update

A written update from Dr. Garbutt, Campaign Director, had been provided to the Board for information.

8.2 Establishment of Alumni Ad Hoc Committee

MOTION B:97/11/1: D. Falcetta/B. Lavallee

THAT the Board of Governors endorse the establishment of the Alumni Development Ad Hoc Committee.

Carried

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Ms. Herda commented that there are no student representatives on the proposed membership list. Mr. Holland indicated that a student would be invited to serve on the Committee.

8.3 Board Attendance at CDC Meetings

Mrs. Whiteman will be the Board representative at the August 25, 1997 CDC meeting.

9. ACADEMIC/PLANNING COMMITTEE

Mrs. Whiteman provided the report of the June 11, 1997 Academic/Planning Committee meeting. The Board discussed topics for the October Board Strategic Planning Session including establishing a vision for the College and developing Board annual goals and bench marks. The Chair commented on the mandate of the Ten Year Development Plan Ad Hoc Committee noting that they have been requested to provide feedback on long term strategic planning for the College.

10. ADMINISTRATIVE AFFAIRS COMMITTEE

The Minutes of the June 20, 1997 Administrative Affairs Committee meeting were distributed to the Board.

10.1 Monthly Financial Report

MOTION B:97/11/2: L. Foster/H. Middlestead

THAT the Board of Governors accept the monthly financial report for the eleven months ended May 31, 1997.

Carried

11. AUDIT COMMITTEE

Mr. Middlestead reported that the Audit Committee held a meeting on June 20, 1997. A report will be tabled at the next Board of Governors' meeting.

12. EXECUTIVE COMMITTEE

MOTION B:97/11/3: T. Whiteman/G. Tsouras

THAT the Board of Governors accept the Executive Committee report of June 18, 1997.

Carried

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A discussion took place on Presidential compensation. Ms. Foster indicated that she made inquiries at the ACCC Conference in May 1997 on President's salaries and that RRCC's range appears comparable across Canada.

12.1 Definition of Full and Part Time Students

The Board was provided with a letter from Ken Webb, Vice-President Academic, to Cheryl Herda, President, Students' Association, on the definition of full and part time students. The President advised that the College would ensure this issue is clarified to alleviate any future confusion.

13. POLICY ISSUES/CARVER UPDATE

13.1 Policies 4.1 and 4.2

MOTION B:97/11/4: B. Bachalo/C. Herda

THAT the Board of Governors approve policy 4.1 - *Delegation to the President.*

AMENDMENT B:97/11/4a: L. Foster/H. Middlestead

THAT the words "*reasonable interpretation*" be removed from section 2.

AMENDMENT B:97/11/4b: L. Foster/H. Middlestead

THAT the words "*and Minutes*" be removed from section 4.

AMENDMENT B:97/11/4c: B. Lavallee/C. Herda

THAT section 5b) be amended as follows:

5b) Board members or committees may request information or assistance from the President which would normally be accepted, unless, in the President's judgment, it would take a material amount of staff time, funds, or is disruptive, in which case it would be referred to the Board for consideration.

AMENDMENT B:97/11/4d: H. Middlestead/C. Herda

THAT Section 5a) be deleted and change 5b) to number 6.

AMENDMENT B:97/11/4a:

Defeated

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AMENDMENT B:97/11/4b:

A recorded vote was requested:

In Favour: L. Foster, H. Middlestead

Against: B. Bachalo, D. Falcetta, C. Herda, B. Lavalley, A. Wiebe,
T. Whiteman

Amendment: **Defeated**

AMENDMENT B:97/11/4c: **Carried**

AMENDMENT B:97/11/4d: **Carried**

MOTION B:97/11/4:

A recorded vote was requested:

In Favour: B. Bachalo, D. Falcetta, C. Herda, B. Lavalley, A. Wiebe,
T. Whiteman

Against: L. Foster, H. Middlestead

MOTION: **Carried**

MOTION B:97/11/5: C. Herda/T. Whiteman

THAT the Board of Governors approve Draft #1 of policy 4.2 -
Monitoring Executive Performance.

Carried

14. NEW BUSINESS

14.1 New Initiatives

The provincial government has confirmed that \$500,000 has been allocated to Manitoba's colleges for strategic new initiatives for the 1997/98 fiscal year. Assiniboine Community College has received \$217,000 of the new initiative funding leaving \$245,000 unallocated.

Four additional proposals from the College were presented to the Board for consideration. The proposals are 1) Institutional Research Analyst; 2) Correctional Officer; 3) Truck Driver Apprenticeship; and 4) Truck Trailer Mechanic Apprenticeship.

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MOTION B:97/11/6: T. Whiteman/D. Falcetta

THAT the Board of Governors approve the four new initiatives for submission to the government.

Carried

14.2 Board Schedule for the 1997/98 Academic Year

In order to use the Board's time as effectively as possible, the Executive Committee has recommended that the Academic/Planning and Administrative Affairs Committee meetings be held on the same evening as the Board meeting. The Chair noted that as the Board becomes efficient in monitoring, it will spend more time looking forward and visioning as opposed to reviewing past performance.

14.3 Conduct of College Business During Summer Months

MOTION 97/11/07: D. Falcetta/C. Herda

THAT the Executive Committee be authorized to act on behalf of the Board of Governors, if required, for the conduct of College business during the months of July and August, 1997, subject to ratification at the next Board of Governors' meeting.

Carried

14.4 Board Committee Membership

Notification from the government has yet to be received on appointments of new Board members. The Chair reiterated that Board members should be exposed to each of the two main committees. New committee membership will be distributed with the Board's first package in the Fall.

15. INFORMATION ITEMS

15.1 ACCC Conference Report

Ms. Foster indicated she had suggestions for the next ACCC Governors' Forum, which will be hosted by RRCC, and that Board members should become directly involved in the planning process.

Ms. Herda referenced a session where the mandate from Northern Lights College was reviewed. The Mandate is titled *Students are the most important people in our business* and RRCC's Students' Association is considering adopting a similar mandate. She requested that the Board review the document. The mandate was referred to the 10-Year Development Plan Ad Hoc Committee for consideration.

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Ms. Herda also requested that the Board consider the composition of the Board with a view to increasing the student representation.

16. CORRESPONDENCE

The Board reviewed the following correspondence:

Sent by the Board:

16.1 Mr. Tom Carson, MIS - *May 29/97*

Received by the Board:

16.2 Hon. Linda McIntosh, Xerox System - *May 29/97*

16.3 Ken Webb, VP Academic to Dr. Wayne Harrison,
Medical Radiological Technology – *May 23/97*

16.4 Judith Thomas, Student Complaint - *May 28/97*

16.5 Drs. Hardy, Reed, McClarty, Heath Sciences Centre,
Medical Radiological Technology Program – *June 13/97*

On Item 16.5, Mr. Webb advised that he will be meeting with the Chair of the Medical Radiological Technology Program the following day and will provide an update in the Fall.

17. NEXT BOARD OF GOVERNORS' MEETING - SEPTEMBER 24, 1997 POSSIBLE SPECIAL BOARD OF GOVERNORS' MEETING - JUNE 26, 1997

18. OTHER BUSINESS

18.1 Graduation Ceremonies

The Chair suggested that consideration be given to the Board hosting a reception after the Graduation Ceremonies for the Honourary Diploma recipients.

18.2 Presentations to B. Lavallee and H. Middlestead

Presentations were made to Mr. Lavallee and Mr. Middlestead for their dedication and contribution to the Board since April 1993. Their terms expire June 30, 1997.

The meeting adjourned at 9:10 p.m.

Ralph Bullock, Chair

Jennifer Tribula, Secretary