

**RED RIVER COMMUNITY COLLEGE
BOARD OF GOVERNORS**

**MINUTES
B:96/07**

June 26, 1996

2055 Notre Dame Avenue, Winnipeg, Manitoba
C7th Floor Boardroom, Building C
6:00 p.m.

In Attendance:

- Governors:** R. Bullock, Chair
H. Middlestead, Vice-Chair
B. Bachalo
D. Falcetta
D. Finkleman
L. Foster
C. Herda
B. Lavallee
G. Tsouras
T. Whiteman
- Regrets:** J. Bear
P. Gibson
- President:** T. Knowles
- Secretary:** J. Tribula
- Guests:** K. Webb, Vice-President Academic
P. McGeachie, Executive Dean, Developmental and Continuing Education
M.J. Loustel, Internal Auditor
L. Trann, Controller

Call to Order

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

1. ACCEPTANCE OF AGENDA

The Agenda was accepted as amended.

2. CHAIRPERSON'S REMARKS

The Chair reported that Brenda Moorhouse would be invited to the September Board meeting to recognize her contribution to the Board over the past three years.

The Chair commented on the successful Graduation ceremonies on June 18, 1996 and the Third Annual RRCC Golf Tournament held on June 24, 1996.

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3. PRESENTATION - MGEU - FOOD SERVICES - Withdrawn.

4. ADOPTION OF MINUTES

Moved by T. Whiteman/D. Falcetta that the Minutes of the Meeting of the Board of Governors held on May 22, 1996 be adopted.

Carried

5. BUSINESS ARISING FROM MINUTES

5.1 Report on the ACCC National Governors Forum

The Chair and Mrs. Whiteman attended the National Governors Forum at the ACCC Annual Conference in Toronto on May 27, 1996. Handouts received at the Forum were distributed to the Board members. Ms. Whiteman indicated that RRCC would work to improve the Forum when the College hosts the ACCC Conference in 1998.

Ms. Foster also attended the Forum and some of the sessions of the conference and referred items on policy development, the voucher system, and professional development to the Academic/Planning Committee for further consideration.

A delegation of 10 RRCC employees attended the conference, two as part of the committee preparing for the College hosting in 1998, and eight attending in various committee capacities.

6. PRESIDENT'S REPORT

The President provided his report to the Board for the month of May 1996.

The President reported that he has had discussions with representatives from the Department of Industry Trade and Tourism and Winnipeg 2000 on how the College could be pro-active in attracting industry into Winnipeg.

The Chair commented on the Advisory Committee Dinner held at the end of May indicating that the College needs to take additional steps to ensure better attendance. The President suggested that Board members be assigned tables in advance of the dinner. This will be placed on the September 1996 Board agenda.

7. COLLEGE COUNCIL

7.1 Report of the College Council Meeting of June 4, 1996

Guest: Joan Kunderman, Chair, College Council

Ms. Kunderman reported that it had been a productive term for the College Council. There are seven instructional staff and 5 non-instructional staff vacancies on the Council for the upcoming year and the MGEU has been requested to hold elections for replacements.

Issues currently being considered by the Council include the draft *Values and Principles*, the student endowment program, and a review of the Smoking Policy is planned for September.

7.2 Draft *Values and Principles*

Ms. Kunderman presented the draft *Values and Principles* that has been developed by College Council over the past academic year. It is the recommendation of the Council that this document be attached to the College's Mission Statement.

The President indicated that the College Management Committee (CMC) reviewed and supports the draft *Values and Principles*.

The Board considered where the document fits within the organization and the Board of Governors' handbook. It was suggested that this be referred to the Academic/Planning Committee for review and the Board Planning Session in September.

7.3 Amendment to By-Law No. 2/93 Section 2.3

MOTION: T. Whiteman/G. Tsouras

THAT the Board of Governors approve the amendment to By-Law No. 2/93 Section 2.3.

Carried

8. COLLEGE DEVELOPMENT COUNCIL (CDC)

8.1 Report of the CDC Meeting of June 6, 1996

Guest: Peter Curry, Chair, CDC

Mr. Curry commented that the CDC also had a productive and busy year and that the Council is looking forward to and would welcome additional input from the Board of Governors in the future.

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The CDC meeting of June 6, 1996 focused around the proposed capital funding raising campaign for Building "A". Mr. Curry presented the motion on this item indicating that the CDC passed the recommendation unanimously.

8.2 Interim Report RRCC Development Plan for Building "A"

Guests: Wayne Cole, President, SRP
Doug Thompson, Senior Consultant, SRP
Andrew Reed, Associate Consultant, SRP

Mr. Reed summarized the interim report of the RRCC Development Plan for Building "A" of SRP which indicates that there is strong community support for a successful \$4M capital fund raising campaign for this project. Mr. Reed also reviewed the various steps necessary to implement such a campaign and the importance of identifying prospective leadership and volunteers.

SRP estimates the campaign to take 15 months with the consulting fees at approximately 8% or \$300,000. Mr. Thompson indicated that if more than the targeted amount is achieved, SRP would only bill for the original \$4M target.

The Board requested a cash flow analysis for the 15 month time period, a break down of expenses and clarification on what "phase 2" entails. The President distributed a copy of the Preliminary Campaign Budget.

8.2.1 MOTION: L. Foster/H. Middlestead

THAT the Interim Report on the RRCC Development Plan for Building "A" prepared by SRP Management Consulting Associates be tabled.

A recorded vote was requested:

In Favour:

L. Foster; H. Middlestead

Against:

B. Bachalo; D. Falcetta; D. Finkleman; C. Herda; B. Lavallee; G. Tsouras;
T. Whiteman

Defeated

8.2.2 MOTION: G. Tsouras/T. Whiteman

THAT the Board of Governors approve, in principle, that SRP be the company of choice to undertake the capital campaign for Building "A", and that this be subject to the successful negotiation of a contract that is acceptable to the Board, and subject to the successful completion of the final feasibility study as originally contracted.

Carried

The President indicated that Board members could submit any concerns or questions on the campaign to his office during the summer months. It was also agreed that the Executive Committee could review this item upon completion of the draft contract. Messrs. Cole, Thompson, Reed and Curry then left the meeting.

8.3 Board Attendance at CDC Meetings

Mrs. Whiteman and Ms. Herda will be the Board representatives at the September 17, 1996 meeting of the CDC.

9. ACADEMIC/PLANNING COMMITTEE

Mrs. Whiteman provided the Academic/Planning Committee report from the June 5, 1996 meeting.

9.1 Text Books and Book Lists

The Academic/Planning Committee reviewed the current procedure for the development of book lists and the related costs to students. The Committee determined that the students are in the best position to advise the College management on how the current procedure is working.

It was noted that the College currently has an agreement with Cancopy for the photocopying of publications and documents.

10. ADMINISTRATIVE AFFAIRS COMMITTEE

Mr. Tsouras presented the report of the Administrative Affairs Committee meeting held on June 19, 1996.

10.1 Financial Report for the Eleven Months Ended May 31, 1996

The monthly financial report for the eleven months ended April 30, 1996 was reviewed. The potential shortfall identified last month has decreased, however, the President reiterated that the College will make every effort to achieve a zero balance at the end of the fiscal year.

MOTION: G. Tsouras/H. Middlestead

THAT the Board of Governors accept the financial report for the eleven months ended May 31, 1996.

Carried

The Chair commented that it has been a difficult year financially and that College management should be commended for reacting quickly to maintain a relative state of balance overall.

10.2 Update on Food Services

The President reported that the College will be sending a letter of notification terminating Restauronics' contract based on non-compliance. He also provided an overview of the food services area within the College and its partnership with the academic programming.

College management has approached the MGEU to discuss restructuring the classification system in order to make it financially possible for the service to be moved back in-house. A deadline of Tuesday, July 2, 1996 has been given to try and achieve a satisfactory agreement between management and the union. The President commented that management supports the move back to an in-house operation to better serve the complex food/academic operation. The College has also approached Versa Services to discuss the possibility of their return to the College.

A legal opinion has been received clarifying that it is not necessary for the College to go to tender again for food services. The President reviewed the various decisions required by the Board at this time for the food services operation.

A discussion took place on the current operation in terms of staffing and services.

10.2.1 MOTION: B. Lavalley/G. Tsouras

THAT the Board of Governors recommend that the College's food services be in-house without compromising the 1996/97 College budget

(Motion 10.2.1 was held in abeyance during the following discussion and after Motion 10.2.2)

A lengthy discussion ensued on the various conditions the Board would like imposed should the food services be moved back in-house. Conditions identified included financial constraints; the development a business plan; cost of food; quality; service; complaints; and training. The Board also commented that the services should be entrepreneurial and that the College must ensure there is no, or little interruption in the provision of quality food services during any type of transition.

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The Board also discussed the terms of the current contract with Restauronics and the fact that they overbid, and the probability that Versa would propose a different, lower tender than was submitted a year ago.

10.2.2 MOTION: L. Foster/H. Middlestead

THAT the College move the food services in-house if the College can meet a budget within 20% of the 1996/97 food services profit.

A recorded vote was requested:

In Favour:

L. Foster; H. Middlestead

Against:

B. Bachalo; D. Falcetta; C. Herda; G. Tsouras; T. Whiteman

Abstained:

D. Finkleman

Defeated

10.2.1 MOTION: B. Lavalley/G. Tsouras

THAT the Board of Governors recommend that the College's food services be in-house without compromising the 1996/97 College budget

Carried

10.2.3 MOTION: L. Foster/G. Tsouras

THAT the College go to competitive tender should the College not be successful in moving the food services in-house.

Carried

10.3 Policy Governance - Special Meeting

The Board referred the date of a Special Board meeting to review the Policy Governance model to the Executive Committee.

10.4 Internal Audit Report

The Chair indicated that if a response from the Deputy Minister, Mr. Tom Carson, was not forthcoming by the date of this meeting, then a letter requesting the Department of Finance's internal audit would be forwarded to the Minister.

11. AUDIT COMMITTEE

Mr. Middlestead provided the report of the Audit Committee meeting held on June 10, 1996.

MOTION: L. Foster/G. Tsouras

THAT the Board of Governors accept the Audit Committee report.

Carried

12. EXECUTIVE COMMITTEE

The Executive Committee report was attached to the Agenda.

13. POLICY ISSUES

13.1 Board Members Applying for College Employment Policy

MOTION: L. Foster/T. Whiteman

THAT the Board of Governors approve the amendment to the *Board Members Applying for College Employment Policy* A13.

Carried

13.2 Traffic and Parking Regulations

MOTION: G. Tsouras/D. Falcetta

THAT the Board of Governors approve the amended Traffic and Parking Regulations, and the amended resolutions on *Traffic and Parking Regulations* and *Parking Fees and Fines*.

Carried

13.3 Total Quality Management Policy A7

MOTION: G. Tsouras/T. Whiteman

THAT the Board of Governors approve the amendment to the *Total Quality Management Policy A7*.

Carried

14. NEW BUSINESS

14.1 Whiteshell Laboratories Project

The President reported that he recently met with the Minister of Education and Training, the two Deputy Ministers for the Department of Education and Training, and the Secretary to the Economic Development Board of Cabinet for Manitoba to discuss RRCC's Whiteshell proposal. The Minister was supportive of the proposal and the President noted that an important issue for the province to consider will be the degree granting status required for the College should the plan proceed.

The document will form part of the Whiteshell Task Force report that will be submitted to the federal government at the end of June. The President commented that this is very preliminary and that a great deal of negotiation and detailed analysis is required prior to the plan becoming a reality.

It was suggested that a future Board meeting be held at the Whiteshell Laboratories in the Fall.

MOTION: G. Tsouras/B. Bachalo

THAT in recognition of the many benefits related to the establishment of an university/college/magnet high school operation in conjunction with a new corporate business structure for the Whiteshell Laboratories of AECL in Pinawa, the Board of Governors authorizes the President to commence negotiations with interested parties as appropriate, with the caveats that:

- 1) future activities and agreements are within approved Acts and directions of the Province of Manitoba and the federal government;
- 2) adequate financial arrangements are negotiated in addition to the already approved 1996/97 budget, and that such financial arrangements shall not place Red River Community College in a net loss position; and
- 3) the Board receive updates as an ongoing Board agenda item.

Carried

14.2 Board Schedule for the 1996/97 Academic Year

The proposed Board meeting schedule was accepted.

14.3 Conduct of College Business During Summer Months

MOTION: D. Finkleman/D. Falcetta

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, 1996.

Carried

14.4 Board Committee Membership

The Secretary to the Board will be contacting each Board member over the summer months to inquire about Committee preference.

14.5 The Council on Post-Secondary Education Act

The Board agreed to discuss this topic at the Special Board meeting. Board members were required to review the document and submit any suggestions to the President's office by mid-August.

15. INFORMATION ITEMS

15.1 Election Date for Employee Representative to the Board

The election date for the employee representative to the Board is February 19, 1997.

15.2 1996/97 New Initiatives Update

There has been no confirmation from the provincial government on which new initiatives may be approved. A discussion took place on the submission of administrative new initiatives. Mr. Webb stated that the Program Change Requests (new initiatives) are the only mechanism for identifying areas within the College that require additional funding.

An issue was referred to the Committee of the Whole for further discussion.

15.3 Visit to RRCC by the Premier

The Premier and members of Cabinet are tentatively scheduled to tour and have lunch at the College on September 6, 1996. The Board will be notified of the final details once the visit is confirmed.

Note: Since the date of this meeting, the visit has been changed to September 13, 1996.

15.4 Welcome Back Barbecue

The Welcome Back Barbecue for staff discussed at the last Board meeting has been rescheduled to Wednesday, September 18, 1996.

The President also reported that the staff Christmas party has been planned for Saturday, November 30, 1996 at Dubrovnik Restaurant. The Board discussed the feasibility of the location and suggested that various details of the event be reconsidered.

MOTION: D. Falcetta/G. Tsouras

THAT the Board of Governors approve the expenditure of up to \$600 towards the cost of the staff Christmas party.

Carried

16. CORRESPONDENCE

16.1 Letter from the Minister of Education and Training

A letter of approval for the acquisition of an integrated library information system by the College was received by the Minister.

16.2 Letter from the Winnipeg Foundation

The Winnipeg Foundation forwarded their appreciation for the 75th anniversary celebration luncheon held at the College.

**16.3 Letter from the Archbishop of Winnipeg
Letter from Donald Benham
Letter from the President to the Archbishop of Winnipeg**

The above correspondence relates to Mr. Benham's recent article in the City's community newspapers on the Pope.

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16.4 Apprenticeship

The Chair confirmed that a letter was forwarded to the Minister of Education and Training requesting the establishment of a task force to resolve the future of Apprenticeship training in the province. Notification has since been received that a task force will be established by the end of the month and a report is anticipated by the end of the year.

17. NEXT MEETING - WEDNESDAY, SEPTEMBER 25, 1996

The Meeting adjourned at 10:30 p.m.

Mr. Ralph Bullock, Chair

Dr. Tony Knowles, President