

**RED RIVER COMMUNITY COLLEGE
BOARD OF GOVERNORS**

MINUTES

B:96/02

March 1, 1996

400 - 123 Main Street
RRCC Downtown Campus, Winnipeg, Manitoba
1:00 p.m.

In Attendance:

Governors: R. Bullock, Chair
H. Middlestead, Vice-Chair
J. Bear
D. Falcetta (Until 3:00 p.m.)
D. Finkleman
L. Foster
B. Lavallee
G. Tsouras
T. Whiteman

Regrets: P. Gibson
C. Herda
B. Moorhouse

President: T. Knowles

Secretary: J. Tribula

Guests: K. Webb, Vice-President Academic
N. Konowalchuk, Executive Director, Administrative Services
M.J. Loustel, Internal Auditor
L. Trann, Controller (From 2:00 p.m.)
R. Barnes, Director, Facilities
P. Curry, Chair, College Development Council (Until Item 10)

Call to Order

With attendance constituting a quorum, the Chair called the meeting to order at 1:00 p.m.

1. TOUR OF RRCC DOWNTOWN CAMPUS

The Board members were taken on a tour of the new RRCC downtown campus at Union Station, 123 Main Street. The campus is home to the Market Driven Training Centre, the Language Training Centre and various Continuing Education courses.

Minutes - Board of Governors

Page 2

March 1, 1996

2. ACCEPTANCE OF AGENDA

The Agenda was accepted as distributed.

3. CHAIRPERSON'S REMARKS

The Chair commented on the successful grand opening of the downtown campus held on February 15, 1996. He also indicated that the College hosted the first session of the President's Circle on February 9, 1996 and that the College has since received positive feedback on the event.

The Chair reported on the audit currently being conducted by the Department of Finance. Members of an audit team have been at the College over the past several weeks investigating the calculation of the day tuition revenues starting in the 1994/95 fiscal year, the College's deficit reduction plan, and the communication and relationship between the College and the Colleges Secretariat. A review was conducted on the Board material including Minute books from the Board Meetings, Committee of the Whole, and the Administrative Affairs Committee. The Chair was interviewed by the auditors.

The President summarized the discussions he had with the then Deputy Minister of Advanced Education and Training, Mr. Paul Goyan, and the Deputy Minister's agreement that the College could use a portion of the new initiative funding to offset the projected deficit in 1995/96.

4. ADOPTION OF MINUTES

Moved by B. Lavallee/T. Whiteman that the Minutes of the Meeting of the Board of Governors held on January 31, 1996 be adopted as amended.

Carried

5. BUSINESS ARISING FROM MINUTES

5.1 Delegations to the Board

As discussed at the last Board meeting, the Board agreed that it will remain as open as possible to delegations, however, the issue of the Board as an appeal court should be considered. This item will be referred to the next meeting of the Administrative Affairs Committee.

5.2 Response to RRCC Draft Business Plan

The President advised that the RRCC Draft Business Plan was distributed to the College's staff and the general public and verbal feedback has been positive. The Vice-President Academic will be chairing a committee on the proposed Bachelor of Technology and will report to the Board in December, 1996.

The President indicated that the financial information in the business plan remains the same at this point, and that the College should be advised of the provincial grant at the beginning of April.

5.3 Student Presentation on Alcohol Related Events Update

A committee consisting of representatives of the Students' Association (SA), faculty members from the trades and technology area, security, health and safety, and the Chair of the Construction Trades recently met to discuss and resolve the issue surrounding the proposed SA Meltdown week. The SA has requested to hold alcohol related events during March 26-28 from 11:00 a.m. to 1:00 p.m. and concern had previously been raised about the safety and liability issue of students returning to class after the consumption of alcohol.

The President reported that a satisfactory agreement was reached by the joint committee. He confirmed that instructors have full authority to deny access to students if they have any concerns.

The issue of liability was discussed and it remains a gray area as to who would ultimately be responsible should an accident occur. The President indicated that the key is to take the necessary steps prior to the event to ensure safety. Ms. Finkleman reiterated her concerns that safety precautions be taken, and that if an accident does occur, that the instructor is not held responsible. She also asked that if the College is sued, that the liability be forwarded to the SA and that the legal action does not impede the College's programs.

5.4 Food Services Update

*Guest: Normen Konowalchuk, Executive Director,
Administrative Services*

Mr. Konowalchuk was asked to respond to statements made by Mr. Pat McDonnell, representative of the MGEU at the January 31, 1996 Board meeting in relation to food services. Mr. McDonnell stated that prior to contracting out food services at the College, this area realized a net profit of between \$220,000 and \$300,000 annually. He also indicated that financial information received on the current food services contractor, suggests that they are operating at a loss.

Mr. Konowalchuk has since reviewed the financial statements for the food services area prior to contracting out. He indicated that when all factors were taken into consideration, as they would be under current accounting practices, the College would not have realized the indicated profits for food services.

A lengthy discussion ensued on the College's food services and the current contract arrangements with Restauronics. It was agreed that Mr. Konowalchuk would provide a written statement to attach to the Minutes of the March 1, 1996 Board meeting clarifying the food services financial information prior to contracting out, and that a copy be forwarded to members of the MGEU delegation.

5.5 Committee of the Whole Meeting Process

A legal opinion was distributed dated March 1, 1996. The opinion confirms that the Board of Governors' By-Laws allow for the holding of *closed* meetings or the Committee of the Whole, and that motions are permissible in such *closed* sessions.

The Board discussed whether there should be a separate Committee of the Whole Agenda, and the role of the Executive Committee in determining confidential items.

MOTION: L. Foster/H. Middlestead

THAT the Board of Governors have one agenda only, and that the Board will deem at each meeting what is confidential.

A recorded vote was requested.

In Favour:

L. Foster, H. Middlestead

Against:

J. Bear, D. Finkleman, B. Lavalley, G. Tsouras, T. Whiteman

Abstained:

D. Falcetta.

MOTION:

Defeated

6. PRESIDENT'S REPORT

The President presented his monthly report to the Board for the month of January 1996. He added that the College has secured funding in the amount of \$750,000 from the Winnipeg Development Agreement for the Business Information Technology Centre.

Tom Carson was appointed as the new Deputy Minister of Advanced Education and Training. The President has forwarded a letter to Mr. Carson inviting him to visit the College and to discuss the outstanding issue of the new initiative funding.

The President recently met with the Department of Finance delegates who are conducting the audit. They discussed the relationship between the CEO and the Board, strategic planning, and the communications between the College and the Colleges Secretariat.

The President reported that the College has forwarded preliminary budget information to the government as requested. Detailed budget information will be forwarded to the government after Board approval.

Minutes - Board of Governors

Page 5

March 1, 1996

7. COLLEGE COUNCIL

Ms. Kunderman sent her regrets and the President provided the College Council report. Issues currently being considered by the Council include proposed amendments to By-Law No. 2, College Council Constitution; the Code of Ethics; Award of Excellence; and donations from suppliers.

Ms. Finkleman distributed a memorandum to the Board that clarifies the MGEU's position on issues reported in the College Council Minutes of January 9, 1996 on the proposed Code of Ethics.

8. COLLEGE DEVELOPMENT COUNCIL

8.1 Report of the CDC - New Fund Raising Initiatives

Guest: Peter Curry, Chair, College Development Council (CDC)

Mr. Curry presented the recommendation from the CDC that the College proceed with a fund raising campaign for internal renovations to lab facilities in Building "A". The Chair commented on the success of the Animal Health Technology Centre campaign, however, expressed concern over the magnitude of the proposed campaign for Building "A". Mr. Curry indicated that additional infrastructure has since been put in place and that this is within the scope of the College given the extended time frame to complete the project.

A feasibility study will be conducted and the President indicated that it is important to initiate the project soon in order to take advantage of the planning stages of the external renovations to the building. The CDC will be responsible for establishing a structure for the campaign and will keep the Board informed.

Mr. Middlestead requested the final figures on the Animal Health Technology Centre campaign.

The President also reviewed the other proposed fund raising projects and the various plans that are in place to move forward on each item.

MOTION: G. Tsouras/D. Falcetta

THAT the Board of Governors endorse the planning phase of a fund raising campaign for internal lab renovations to Building "A".

Carried

8.2 Board Attendance at CDC Meetings

Mrs. Whiteman will be the only Board representative at the March 26, 1996 CDC meeting.

Minutes - Board of Governors

Page 6

March 1, 1996

9. ACADEMIC/PLANNING COMMITTEE

Mrs. Whiteman presented the report from the February 7, 1996 meeting of the Academic/Planning Committee.

The issue of letters of acknowledgment was referred to this Committee and the Committee is recommending that the current procedure of letters of acknowledgment being sent from the President remain.

Mrs. Whiteman also indicated that the Academic/Planning Committee is considering issues to be discussed at the next Board Planning Session scheduled for October 1996 and welcomed any suggestions from Board members.

MOTION: T. Whiteman/D. Finkleman

THAT the Board of Governors accept the report of the Academic/Planning Committee.

Carried

10. ADMINISTRATIVE AFFAIRS COMMITTEE

Mr. Tsouras presented the report of the Administrative Affairs Committee meeting from January 21, 1996.

10.1 Deaf Literacy Program

The President confirmed that the Minister of Education and Training will be entering into an agreement with the Winnipeg Community Centre for the Deaf (WCCD) to provide funding for an instructor position until June 30, 1996. Discussions are also being conducted between the College and the WCCD for long term funding solutions.

10.2 Program Advisory Committees

The Administrative Affairs Committee discussed concerns expressed by various external advisory committee members on the overall effectiveness of the committees. The Administrative Affairs Committee has recommended that the Academic/Planning Committee review the structure and process of advisory committees and their link to the Board.

10.3 Financial Report for the Seven Months Ended January 31, 1996

The President reviewed the monthly financial report for the seven months ended January 31, 1996. He indicated that the internal cash flow exercise has now been completed and will be reflected in next month's statements.

MOTION: B. Lavalley/T. Whiteman

THAT the Board of Governors accept the financial report for the seven months ended January 31, 1996.

Carried

11. AUDIT COMMITTEE

Mr. Middlestead commented that he was pleased to see the Computer Physical Security and Disaster Recovery Plan on the Agenda.

12. EXECUTIVE COMMITTEE

The Executive Committee held three meetings during the reporting period and discussed the President's compensation package. The Committee also suggested terminating the reduced work week salary adjustment taken by excluded staff. The Chair indicated that due to the timing, and the fact that some excluded staff have already taken the 10 days off, the issue will not be pursued. The President extended the appreciation of the excluded group for the Board's consideration of the issue.

13. POLICY ISSUES

13.1 Harassment Policy

The College's new internal Harassment Policy was reviewed by the Board for information. Also reviewed was a proposed new Board level Harassment Policy that would replace the Sexual Harassment Policy, A4. The Board questioned the term *client*, what constitutes a *client* and why is there no appeal process for a *client* should they be accused of harassment.

MOTION: H. Middlestead/L. Foster

THAT the proposed Harassment Policy be referred to the Administrative Affairs Committee for review.

Carried

13.2 Amendments to By-Law No. 1/93

It was noted that a two third's vote is necessary to amend a By-Law, and that the current Board attendance did not constitute this requirement.

MOTION: L. Foster/D. Finkleman

THAT the proposed amendments to By-Law No. 1/93 be considered favourably when a two third's quorum is in attendance.

Carried

14. NEW BUSINESS

14.1 Update on Contracting Out of Security and Cleaning Services

The President indicated that this issue requires additional analysis and that a meeting has been scheduled with the MGEU the following Monday to discuss the proposal. He noted that this is a difficult decision because it raises the issue of the College's commitment to the TQM philosophy since one of the options on cleaning services was developed using the TQM approach. The President also noted that there may be additional opportunities within the College for staff to establish more efficient models of operation and this should be reviewed by management further.

Ms. Finkleman advised that the MGEU has received some complaints from staff about the TQM approach. She also requested that the MGEU be involved in such issues at the beginning of the deliberation stage. The President indicated that management will be meeting with the MGEU again in the near future to seek further input.

14.2 Association of Canadian Community Colleges (ACCC) Annual Conference

The ACCC Annual Conference will be held in Toronto from May 26 - 28, 1996. Since the College will be hosting the conference in 1998, it was agreed that two Board members should attend the National Governors' Forum. This will be discussed further at the next Board meeting.

14.3 Retirement Incentives

The Board was provided with two retirement incentive proposals which management is considering and will be discussing with the MGEU in the near future. The President reviewed the proposals and confirmed that there is no additional cost to the College to implement the plans.

Minutes - Board of Governors

Page 9

March 1, 1996

MOTION: B. Lavallee/J. Bear

THAT the Board of Governors approve College management to proceed with the proposed retirement incentive programs with the following caveats: that there is no net cost to the College; that it be taken forth to the bargaining unit for discussion; that it should be consistent with the provincial government; that it is properly managed; and that it accommodates the probable downsizing of the organization.

Carried

14.4 Meeting Schedule

The Board was provided with a proposed meeting schedule until the end of the fiscal year.

15. INFORMATION ITEMS

15.1 Computer Physical Security and Disaster Recovery

This item was tabled for information. Mr. Middlestead indicated that he would like to raise some questions on this document at the next Board meeting.

16. NEXT MEETING - WEDNESDAY, MARCH 27, 1996

The Meeting adjourned at 4:35 p.m.

Ralph Bullock, Chair

Dr. Tony Knowles, President