

**RED RIVER COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**MINUTES**

B:94/03

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

**March 23, 1994**

**In Attendance:**

<b>Governors:</b>	J. Harrison, Chair H. Middlestead, Vice-Chair R. Bullock N. Dyck G. Fardoe L. Foster B. Moorhouse G. Tsouras T. Whiteman
<b>Regrets:</b>	J. Bear D. Finkleman B. Lavallee
<b>President:</b>	T. Knowles
<b>Secretary:</b>	J. Tribula
<b>Guests:</b>	K. Webb, Vice-President Academic R. Dykes, Director, Financial Services

**Call to Order**

With attendance constituting a quorum, the Chair called the meeting to order at 7:05 p.m.

**1. ACCEPTANCE OF AGENDA**

It was agreed to replace a report by the Planning Committee with the Executive Committee report. It was then moved by B. Moorhouse/G. Fardoe that the agenda be accepted as revised.

**Carried**

**2. ADOPTION OF MINUTES**

Moved by G. Fardoe/N. Dyck that the Minutes of the Meeting of the Board of Governors held on February 23, 1994 be adopted.

**Carried**

**3. BUSINESS ARISING FROM MINUTES**

None.

**4. CHAIRPERSON'S REMARKS**

The Chair indicated that the Executive Committee did not meet in March.

**5. PRESIDENT'S REPORT**

The President reviewed the Monthly Institutional Report to the Board of Governors for the month of February, 1994.

The President added that he had taken part in a safety tour of the College the morning of March 23, 1994 and indicated that some areas of the facility are in serious disrepair. The Department of Government Services, the area responsible for the College, has been subject to funding cuts in the past several years which is hindering their ability to keep up with proper maintenance. The College is currently completing an analysis and developing a priority list on the facility to submit to Government Services, however the President indicated that it may be difficult to undertake any additional work due to financial restraints. The College management will closely monitor the situation.

**6. COST ANALYSIS OF ACADEMIC REORGANIZATION**

Ken Webb, Vice-President Academic provided the Board with a memorandum detailing the costs associated in the restructuring of the academic departments. He indicated that the initial cost estimate to implement chair positions was \$80,000. After an extensive consultative process, and identifying the exact number of positions which will be affected by this change, the total cost is now estimated at \$136,000. Mr. Webb also summarized the cost benefits derived for the reorganization which is estimated at \$347,000, as a result of fewer annual vacation days for managers as compared to Instructors, and the availability of approximately 5.8 additional instructional staff years. The implementation of academic chairs will increase the level of responsibility at the front-line and allow for a greater number of managers to be available at all times of the year, including summer.

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The Board was informed that the increase in expenditures for the academic reorganization has been figured into the 1994/95 budget. Alternatives for funding this project were discussed should the government decrease the College's grant level for the forthcoming fiscal year. The Board will be kept apprised of future developments in this regard.

A submission had been received just prior to the meeting from the staff representative of the Board, Donna Finkleman, which also summarizes the projected costs. It was the consensus of the Board that further review of this submission be deferred until Ms. Finkleman has the opportunity of reviewing the report by the Vice-President Academic, and she is able to attend a Board meeting herself, or have a representative provide an explanation of the recently received cost analysis.

**MOTION:** L. Foster/H. Middlestead

**THAT** the Board of Governors defer this issue until Ms. Finkleman has had the opportunity to review the report by the Vice-President Academic.

**Carried**

The Chair will contact Ms. Finkleman to advise her of the Board's decision and inquire how she would like to proceed with this issue.

### **7. COLLEGE COUNCIL**

#### **7.1 Report of the College Council Meeting of March 1, 1994**

Ms. Braid was in attendance to provide the report of the March College Council meeting. Issues considered were the College's smoking policy, intellectual property, and the University Education Review Commission Report. Items that will be discussed at the next College Council meeting include operating 12 months of the year, articulation agreements, distance education and further consideration of the College's smoking policy.

Ms. Braid then left the meeting.

### **8. ACADEMIC AFFAIRS COMMITTEE**

Mrs. Whiteman summarized the report of the March 2, 1994 Academic Affairs Committee meeting.

#### **8.1 Honourary Diploma Search Committee**

A Honourary Diploma Search Committee is being implemented to consider the criteria for awarding honorary diplomas at the College. The Academic Affairs Committee was asked to recommend a Board appointment to this Committee.

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**MOTION:** H. Middlestead/B. Moorhouse

**THAT** the Board of Governors approve the recommendation that Liz Foster be named as the Board representative to the Honourary Diploma Search Committee.

**Carried**

### **9. ADMINISTRATIVE AFFAIRS COMMITTEE**

Mr. Bullock reported on the meeting of the Administrative Affairs Committee meeting of March 16, 1994.

Mr. Dykes provided the Board with an update on the Automated Teller Machine (ATM) on campus and the current negotiations for the service. The Administrative Affairs Committee has indicated that it is supportive of the College maintaining an ATM and will rely on the College's management to finalize any arrangements in this regard.

#### **9.1 Institutional Effectiveness**

The Board was provided with a discussion paper submitted by the College Management Committee (CMC) which outlines the proposal on establishing a method of effectiveness reporting at the College. The President advised that CMC had reviewed the results of the RRCC pilot as well as the pilot currently being conducted in B.C. CMC has recommended that the 12 attributes from the Canadian Comprehensive Auditing Foundation be revised into seven questions. The Board agreed with the concept and asked that it be brought back to the Board for further review in the Fall.

**MOTION:** R. Bullock/T. Whiteman

**THAT** the Board of Governors receive and accept the proposed accountability framework as outlined by the College Management Committee.

**Carried**

#### **9.2 Monthly Financial Report as of February 28, 1994**

Mr. Dykes reviewed the College's aged accounts receivable listing and summarized their composition which include deferred tuition payments, and various training contracts. The College is actively pursuing the collection of outstanding receivables and will be implementing a formal collection policy and establishing a provision for bad debts in the near future.

Mr. Dykes indicated that the projected deficit is decreasing and that a balanced budget is expected for the fiscal year end in June.

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**MOTION:** R. Bullock/G. Tsouras

**THAT** the Board of Governors receive and accept the financial report for the period ending February 28, 1994.

**Carried**

### 10. AUDIT COMMITTEE

The Audit Committee met on March 21, 1993, and just prior to the start of the Board meeting on March 23, 1994. Mr. Middlestead, Chair of the Audit Committee, provided the Board with its recommendation of the College's external auditor, which was arrived at after a review of the assessment prepared by Mr. Dykes and Mr. Wayne McIntosh of the Department of Finance. It was pointed out that there was negligible difference between the top three firms in terms of their qualifications to perform the services required for the College. Mr. Middlestead and Mr. Dykes presented the Audit Committee's three choices to Mr. Julian Benson, Secretary to Treasury Board on March 22, 1994.

Mr. Benson contacted Mr. Middlestead on March 23, 1994 to advise that the government concurred with one of the recommendations of the Audit Committee, to appoint Doane Raymond as the external auditor of the College.

**MOTION:** H. Middlestead/N. Dyck

**THAT** the Board of Governors appoint *Doane Raymond* as the external auditor for the College.

A question was raised on the compensation packages and it was the consensus of the Board to defer the vote and further discussion of this issue until the Committee of the Whole.

### 11. PLANNING COMMITTEE

Mr. Bullock, Chair of the Planning Committee advised that this Committee has now been constituted. He noted that strategically it would be beneficial to have all of the Board members involved in this undertaking, however a membership has been formed to be consistent with the legislation. Along with the staff representative and student representative of the Board, a member from the Administrative Affairs Committee and Academic Affairs Committee will serve on the Planning Committee on a rotating basis.

Brenda Moorhouse and George Tsouras have agreed to participate in the initial project of the Planning Committee. The first order of business will be for the Committee members to receive training and Mr. Bullock suggested a Dr. Edward de Bono seminar.

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### **12. NEW BUSINESS**

#### **12.1 Tri-College Board Meeting**

The Chair reported on the tri-college Board meeting held on March 25, 1994, indicating that it was a productive and interesting event. Guest speakers included the Minister of Education and Training, the Deputy Minister of Education and Training, and Leo LeTourneau of the University Education Review Commission.

It was discussed by the tri-college Board members that it would be useful to meet annually and Red River will host next year's event. The Chair commented that a date will be set well in advance to allow Board members to free up their schedules in order to have a good representation from Red River.

#### **12.2 Association of Canadian Community Colleges (ACCC)**

A memorandum has been received from the Community Board Representative to the ACCC requesting the Board to submit any issues which they would like to be addressed at the Manitoba/Saskatchewan Regional Caucus Meetings of the ACCC.

Upon review of the memorandum, the Board agreed that there are no issues to be added which are not already proposed as agenda items.

### **13. INFORMATION ITEMS**

#### **13.1 Philippines Project**

The President reported that confirmation has been received that the College will enter into a partnership with St. Paul College in Quezon City, Philippines. RRCC will assist St. Paul College in developing into more of a community college type institution. The contract is worth \$477,000 over the first four years. The federal government will be supplying \$55,000 in the first year to complete a needs assessment, and it will be proposed that a RRCC staff member be sent to the Philippines to perform this function.

#### **13.2 Reduced Workweek**

The provincial government has announced that all government departments and crown corporations will once again be subject to the ten days reduced workweek legislation for the upcoming fiscal year. The College has not received notification in this regard from the Minister, therefore the Board agreed that no action will be taken at this time and salaries will revert back to the full amount as of April 1, 1994. The Board will reconsider the reduced workweek issue once the Minister notifies the College in writing as to the government's expectations.

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**13.3 Shenyang Electrical Power Institute - China**

Red River Community College will be hosting staff members from the Shenyang Electrical Power Institute in May, 1994. It was agreed that these guests be invited to the Board dinner and meeting on May 25, 1994 if their schedule permits.

**14. ADJOURNMENT**

The meeting adjourned at 9:10 p.m.

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John Harrison, Chair

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Dr. Tony Knowles, President