



Wednesday, March 26, 1997
C709 Boardroom - RRCC - 6:00 p.m.

MINUTES
(B:97/05)

In Attendance:

- Governors:** R. Bullock, Chair
H. Middlestead, Vice-Chair
B. Bachalo
D. Falcetta
D. Finkleman
L. Foster (From 6:40)
P. Gibson
C. Herda
B. Lavalley
T. Whiteman
- Regrets:** J. Bear
G. Tsouras
- President:** K. Holland (Interim Chief Executive Officer)
- Treasurer:** C. Rushton, Director, Financial Services
- Secretary:** J. Tribula
- Guests:** N. Konowalchuk, Interim Chief Operating Officer
K. Webb, Vice-President Academic
P. McGeachie, Executive Dean, Developmental & Continuing Education
B. Garbutt, Campaign Manager
M.J. Loustel, Internal Auditor
B. Claydon, A/Director, Human Resource Services
M. Mayer, Incoming Board Employee Representative
C. Davies, Management Connections

Call to Order

With attendance constituting a quorum, the Chair called the meeting to order at 6:15 p.m.

1. ACCEPTANCE OF AGENDA

The Agenda was accepted as distributed.

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2. CHAIRPERSON'S REMARKS

The Chair commented that preliminary discussions have been held with Mr. Richard Dawson, Chair, Council on Post-Secondary Education (CPSE). Mr. Dawson would like to hold a meeting of the Council at the College and a tentative date of April 21, 1997 is being considered. Further details will be provided once confirmed.

2.1 Presentation to Donna Finkleman, and Patricia Gibson, Outgoing Board Members

The Chair presented a token of the Board's appreciation to Ms. Finkleman and Mrs. Gibson for their contribution and dedication to the Board over the past years. Both members were attending their last Board meeting in their official capacity as Governors.

3. GUEST

3.1 Christopher Davies - Management Connections

The consultant assisting the Board with the Presidential search, Mr. Chris Davies of Management Connections, was introduced to the Board.

A meeting of the Board's Presidential Search Subcommittee was held earlier in the day and the selection criteria was discussed. It is anticipated that a draft of the criteria will be reviewed by the Board at the April 2, 1997 Special Board meeting.

4. ADOPTION OF MINUTES

Moved by H. Middlestead/C. Herda that the Minutes of the Meeting of the Board of Governors held on February 26, 1997 be adopted.

Carried

Moved by D. Finkleman/H. Middlestead that the Minutes of the Special Meeting of the Board of Governors held on March 3, 1997 be adopted.

Carried

5. BUSINESS ARISING FROM PREVIOUS MINUTES

5.1 Whiteshell Laboratories Project

Paul McGeachie, Executive Dean, Developmental and Continuing Education, reported that the College has engaged Secor to develop the Whiteshell project business plan for completion in June. Secor has identified four similar models to the one which RRCC is proposing.

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Mr. McGeachie also indicated that AECL has confirmed that the Whiteshell site will continue to have a nuclear capability.

5.2 Enrollment Report

A report prepared by Fausto Yadao, Dean, Student Affairs, on the activities of the Recruitment Officer and sequential students was tabled for the Board's information. The Academic/Planning Committee reviewed this report as well as the Board's previous discussions on enrollment statistics. That Committee is recommending that a comprehensive statistical report and analysis be developed for review by the Board in the Fall.

Mr. Middlestead requested that the percentage of post-secondary education students in the prairie provinces attending community colleges be included in the report.

Ms. Herda raised the issue of the College's retention rates, suggesting that this should be reviewed by the Board. She also inquired why students were unable to observe a class in which they were not registered. These items were referred to the Academic/Planning Committee for consideration.

Mrs. Whiteman referenced the following motion made by the Academic/Planning Committee:

That the Academic/Planning Committee recommend to the Board of Governors that the mix of programs offered and the number of students admitted into full time programs should be driven primarily by the availability of jobs.

It was suggested that an addition be made to the end of the statement to include... *by the availability of jobs in Manitoba and elsewhere.*

5.3 Tuition/Student Fees

In response to the Students' Association presentation on tuition and student fees, Ms. Rushton, Director, Financial Services, reported that the draft 1997/98 budget is predicated on a 15% tuition increase.

The proposed blanket Wellness Fee has not been presented to the College Management Committee (CMC) as a budget consideration, however, the Board will be kept informed if this proposal comes forward.

Photo ID cards have been discussed with management and a final decision has not yet been made. Ms. Herda noted that it was the recommendation of the Student ID Committee that students not be charged for the cards.

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The changing structure in funding for post-secondary education in the next few years with the decrease in government funding and higher tuition fees was discussed. Ms. Herda suggested that an increase in quality of instruction and services will be expected by the students as tuition increases. The Chair noted that improvement of these services should be continual and coupled with the College's effectiveness reporting model.

The Academic/Planning Committee was requested to review the evaluation of instructors and to consider a method for improving the process if required.

5.4 Development of Business Plan/Budget

Ms. Rushton reported that the budget numbers will be integrated into the Business Plan once the Board has approved the 1997/98 budget.

As discussed at the previous Board meeting, the Board suggested adding targets, action plans and time lines. A revised Plan will be presented at the April 23, 1997 Board meeting.

The Academic/Planning Committee was requested to begin the evolution of an action plan for the Board development of the College's strategic plan.

6. PRESIDENT'S REPORT

The President presented his institutional report for the month of February 1997.

7. COLLEGE COUNCIL

Guest: Joan Kunderman, Chair, College Council

Ms. Kunderman provided the report of the College Council meeting of March 18, 1997. Topics currently being discussed by the Council include customer service, the Job Centre, the link between the Council and the Board, and the proposed Wellness Fee.

8. COLLEGE DEVELOPMENT COUNCIL

8.1 Fund Raising Campaign - Building A Update

Dr. Garbutt, Campaign Manager, Building A project, provided an update on the activities of the campaign. The family sector has been reorganized to now include alumni, advisory committee members, students and volunteers. A Chair for the campaign has yet to be identified.

Dr. Garbutt also reported that over 250 tickets were sold for the Big Band social fund raising event held on March 22, 1997 and that it was very well received.

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The Chair referenced a video on capital fund raising campaigns and recommended that each Board member view the tape.

8.2 Board Attendance at CDC Meetings

The Chair will attend the April 9, 1997 CDC meeting as a Board representative.

9. ACADEMIC/PLANNING COMMITTEE

Mrs. Whiteman provided the report of the March 12, 1997 Academic/Planning Committee meeting.

9.1 Board Session with Advisory Committee Chairs

The Academic/Planning Committee has recommended that the next session between the Board and the Advisory Committee Chairs focus on the Graduate follow-up survey. The session will be a luncheon and scheduled for the end of May. Further details will be provided once confirmed.

10. ADMINISTRATIVE AFFAIRS COMMITTEE

Ms. Foster provided the report of the March 19, 1997 Administrative Affairs Committee meeting.

10.1 Monthly Financial Report

MOTION B:97/05/1: L. Foster/H. Middlestead

THAT the Board of Governors accept the monthly financial report for the eight months ended February 28, 1997.

Carried

10.2 Maintenance of RRCC Facility

The Administrative Affairs Committee has been reviewing the lease and maintenance requirements of the College and has recommended the preparation of a position paper.

MOTION B:97/05/2: L. Foster/H. Middlestead

THAT management establish the maintenance requirements for the College's infrastructure and prepare a position paper for submission to the Council on Post-Secondary Education.

Carried

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11. AUDIT COMMITTEE

There was no meeting of this Committee during the reporting period.

12. EXECUTIVE COMMITTEE

The Executive Committee report from the March 19, 1997 meeting was tabled.

13. POLICY ISSUES/CARVER UPDATE

13.1 Proposed Special Board Meeting - April 2, 1997

MOTION B:97/05/3: L. Foster/C. Herda

THAT a Special Board meeting be held on April 2, 1997 to continue review of the proposed new policies.

Carried

14. NEW BUSINESS

14.1 Board Attendance at ACCC Conference

MOTION B:97/05/4: T. Whiteman/P. Gibson

THAT Ralph Bullock, Liz Foster and Cheryl Herda attend the ACCC Annual Conference in Halifax, June 1 - 3, 1997 as RRCC Board representatives.

Carried

The three representatives will meet with the coordinators of the ACCC annual conference while in Halifax to discuss the conference hosted by RRCC in 1998.

14.2 Resolution re: Appointment of K. Holland as Board Officer

MOTION B:97/05/5: B. Lavallee/H. Middlestead

THAT the Board of Governors approve Resolution 2.4.8 - *Appointment of College Interim Chief Executive Officer*.

Carried

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15. INFORMATION ITEMS

15.1 Council on Post-Secondary Education

This item was reported on under the Chair's remarks at the beginning of the meeting.

16. CORRESPONDENCE

The following correspondence was reviewed by the Board:

Sent by the Board:

- 16.1 Hon. Linda McIntosh, Laptop Project - *February 26/97*
- 16.2 Hon. Linda McIntosh, Employee Representative to the Board - *February 27/97*
- 16.3 Hon. Linda McIntosh, Interim CEO/President - *March 3/97*
- 16.4 Hon. Linda McIntosh, Provincial Grant - *March 7/97*
- 16.5 Hon. Linda McIntosh, Board Members - *March 7/97*

Received by the Board:

- 16.6 Hon. Linda McIntosh, Dr. Knowles' Resignation - *February 28/97*
- 16.7 Hon. Linda McIntosh, Internal Audit - *March 7/97*
- 16.8 Hon. Linda McIntosh, Laptop Project - *March 14/97*
- 16.9 Tom Carson, Deputy Minister, MIS Staff Position - *March 13/97*
- 16.10 Hon. Linda McIntosh, Strategic Initiative Fund - *March 18/97*

17. NEXT BOARD OF GOVERNORS' MEETING - APRIL 23, 1997 SPECIAL BOARD OF GOVERNORS' MEETING RE: BUDGET - MAY 7, 1997

18. OTHER BUSINESS

18.1 National Research Council, Institute of Bi diagnostics

The National Research Council has advised the College of potential funding from Western Diversification for the development of training related to medical devises. An official press release is expected next week.

The meeting adjourned at 8:30 p.m.

Ralph Bullock, Chair

Jennifer Tribula, Secretary