

**RED RIVER COMMUNITY COLLEGE
BOARD OF GOVERNORS**

**MINUTES
B:96/03**

March 27, 1996

C7th Floor Boardroom, Building C
RRCC, Winnipeg, Manitoba
6:00 p.m.

In Attendance:

Governors: R. Bullock, Chair
H. Middlestead, Vice-Chair
D. Finkleman
L. Foster
P. Gibson
C. Herda
B. Lavallee (From 6:45 p.m.)
B. Moorhouse
T. Whiteman

Regrets: J. Bear
G. Tsouras
D. Falcetta

President: T. Knowles

Secretary: J. Tribula

Guests: K. Webb, Vice-President Academic
C. Rushton, Director, Financial Services
M.J. Loustel, Internal Auditor

Call to Order

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

1. ACCEPTANCE OF AGENDA

Item #3 was withdrawn and several additions were made to the Agenda.

Moved by T. Whiteman/C. Herda that the Agenda be accepted as amended.

Carried

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2. CHAIRPERSON'S REMARKS

The Chair indicated that the appointment of Board members is anticipated to be forwarded to Cabinet in early April.

The Chair advised that the MGEU would not be making a presentation at this meeting because their immediate concerns had been clarified.

3. PRESENTATION TO THE BOARD - MGEU - CANCELED.

4. ADOPTION OF MINUTES

Ms. Finkleman requested amendments to sections 5.4 and 14.1 of the March 1, 1996 Board of Governors' Minutes. The intent of Motion 14.3 on Retirement Incentives was also discussed. Agreement was reached that the wording was correct, however, the intent was not. A new motion would be tabled at this meeting to clarify the issue.

Moved by D. Finkleman/T. Whiteman that the Minutes of the Meeting of the Board of Governors held on March 1, 1996 be adopted as amended.

Carried

MOTION: L. Foster/H. Middlestead

THAT the approved Board of Governors' Minutes, the approved Committee of the Whole Minutes, and the most current Board Agenda be forwarded to the Minister of Education and Training, and the Deputy Minister, Training and Advanced Education on a regular basis.

Carried

5. BUSINESS ARISING FROM MINUTES

5.1 Update on Contracting Out

The President advised that discussions continue with the MGEU on the exploration of contracting out security and cleaning services. Management will not be requesting a Board decision at this meeting, however, is anticipating submitting a recommendation at the April Board meeting.

The MGEU and College management have agreed on an interpretation of the Collective Agreement which allows the 120 days of notice to staff to be given prior to making a final decision on contracting out. The President also clarified that both sides want to avoid contracting out if possible.

The Board concurred that management has the authority to initiate the 120 days of notice to staff prior to the April 24, 1996 Board meeting if necessary.

5.2 Computer Physical Security and Disaster Recovery Plan

Mr. Middlestead advised that he raised specific questions with Mr. Mark Bishop, Director, Computer Services, at the March 19, 1996 meeting of the Administrative Affairs Committee.

Ms. Herda inquired about the College's practice of restricting computer lab access to students. She referenced a particular incident and the President advised that he would report back to Ms. Herda on this issue.

The Chair reported that subsequent to the discussions on the Computer services area at the Administrative Affairs Committee meeting on March 19, 1996, he was involved in canvassing companies on their internet access policies. All of the companies canvassed do not allow a computer to be connected to the internet if the machine was on a network. It was suggested that Mr. Bishop make inquiries to other post-secondary institutions on their policies in this regard.

5.3 Association of Canadian Community Colleges Annual Conference

It was agreed to wait to register two Board members until after the April meeting of the Board of Governors.

MOTION: B. Lavallee/P. Gibson

THAT if the new Board appointments are staggered, two Board members appointed for a three year term be chosen to attend the ACCC conference in May 1996.

Carried

5.4 Meltdown Week

The President advised that a petition had been received by his office signed by 43 instructors in opposition of Meltdown week. The event was currently being held and to date no specific complaints have been received. Mr. Webb, Vice-President Academic noted that an evaluation would take place after the event.

5.5 Animal Health Technology Centre

A final accounting of the Animal Health Technology Centre (AHTC) fund raising campaign was provided to the Board members. The province contributed \$230,000 to the project and the College raised \$113,055 to date. It was suggested that the final balance be cleared prior to closing the project.

5.6 Retirement Incentive Program

In order to clarify the original intent of the Board of Governors' on this issue, a new motion was tabled which would supersede Motion 14.3 from the March 1, 1996 Board meeting.

MOTION: B. Lavalley/D. Finkleman

THAT the Board of Governors approve College management to explore the proposed retirement incentive programs given the following considerations: 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

This item will be brought back to the Board for final approval.

6. PRESIDENT'S REPORT

The President presented his monthly report to the Board for the month of February 1996. He reported on his trip to Japan with Mr. Ken Webb, Vice-President Academic, where they were hosted by Fukohara Gakuen University. Nancy Lee, Director, International Education, remained in Japan to confirm the details of an agreement signed between RRCC and Gakuen. Students from Gakuen will be visiting the College in the Summer of 1996 for English as a Second Language training. The President commented that it was a worthwhile trip and that additional business may be generated with other organizations visited during their stay including Toyota.

The President met with the new Deputy Minister, Training and Advanced Education, Mr. Tom Carson, and indicated that the meeting was very positive. Issues discussed included computer systems, apprenticeship training, nursing, and the pending grant announcement.

A question was raised on whether the College tendered the printing and distribution of the Continuing Education Spring and Summer '96 Schedule. This information will be provided at the next Board meeting.

Ms. Herda inquired about the difference between the College's Creative Communications Program, and the Multimedia Presentation Program offered through the Market Driven Training Centre. Mr. Webb will provide this information to Ms. Herda.

A brief summary was provided on a recent meeting with some of the Board members and the Minister of Education and Training. The Minister had indicated that her door was always open to Board members and that she would be meeting with the Board members of the other two community colleges. It was noted that at least three Board members did not receive an invitation to this meeting.

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7. COLLEGE COUNCIL

7.1 Report of the College Council Meeting of March 12, 1996

Guest: Joan Kunderman, Chair, College Council

Ms. Kunderman provided the College Council report from the March 12, 1996 meeting. 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.

7.2 Amendments to By-Law No. 2, College Council Constitution

Ms. Kunderman reviewed the proposed amendments to By-Law No. 2, College Council Constitution. She indicated that most were of a housecleaning nature.

MOTION: T. Whiteman/P. Gibson

THAT the Board of Governors approve the amendments to By-Law No. 2, College Council Constitution as proposed.

Carried

It was noted that the requirement for a two third's vote to amend a By-Law was satisfied.

8. COLLEGE DEVELOPMENT COUNCIL (CDC)

8.1 Report of the CDC

The President reported on the March 26, 1996 meeting of the CDC. He indicated that the preparation for the College's inaugural session of Junior College is progressing well. He also advised that feedback from participants of the first President's Circle has been positive and memberships are being received. The next President's Circle will be a dinner and held on April 16, 1996. The 3rd Annual RRCC Golf Tournament is June 24, 1996 and invitations will be forthcoming.

The President advised that the College has submitted a request for tender for a consultant on the capital campaign for internal lab renovations to Building "A". The contract with Mr. Jim Daly, Acting Director, College Relations, expires at the end of June. This position will not be replaced and an on-site consultant will be part of the overall contract for the project. The Board will be invited to a presentation by the final candidates prior to the tender being awarded.

Mr. Paul Thornhill, General Manager of Xerox Canada Ltd. has agreed to serve as an external member of the CDC.

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Ms. Foster suggested that the President's Circle be utilized to solicit nominations for the Honorary Diplomas and Distinguished Alumni Awards.

8.2 Board Attendance at CDC Meetings

Mrs. Whiteman will be the only Board representative at the June 6, 1996 meeting of the CDC.

9. ACADEMIC/PLANNING COMMITTEE

Mrs. Whiteman presented the report from the March 20, 1996 meeting of the Academic/Planning Committee.

9.1 Program Advisory Committees

The Academic/Planning Committee will be reviewing the structure, communication link and mandate of the program advisory committees. A questionnaire has already been forwarded to the Chairs of all advisory committees for each member to complete which will provide feedback on these issues. The Academic/Planning Committee's review will await the results of the questionnaire.

The Committee did consider the question of whether Board members should serve on advisory committees and recommended that this not be implemented. The Committee suggested that the possibility of lobbying, and the perceived conflict of interest may impede the effectiveness of the advisory committees.

Mr. Middlestead commented that all issues related to the program advisory committees should be reviewed. The President advised that it was never a question that the College dissolve the committees, but that a possible restructuring or clarification of the communications link to the Board be recommended.

9.2 Proposed New Initiatives

Mr. Webb distributed an updated ranking generated by the Deans and Directors on the new initiative proposals and described the methodology used to develop the list. He also reviewed the funding and costing mechanism utilized for the proposals and advised that the College reviews many aspects when determining which proposals to submit including the economy, student demand, and employment opportunities.

MOTION: B. Lavalley/B. Moorhouse

THAT the Board of Governors approve the submission of the new initiative proposals to the government.

**Carried
(1 opposed)**

Mr. Middlestead requested that his opposition to the motion be recorded on the grounds that not all of the information was supplied.

9.3 Board of Governors' Planning Session

At the March 20, 1996 meeting of the Academic/Planning Committee, it was suggested that the new Deputy Minister, Mr. Tom Carson, be invited to the October 18 Board Planning Session. The Committee will continue its discussions on this issue and welcomed any suggestions from the Board on the session.

10. ADMINISTRATIVE AFFAIRS COMMITTEE

Mr. Middlestead presented the report of the Administrative Affairs Committee meeting held on March 19, 1996.

10.1 Financial Report for the Eight Months Ended February 29, 1996

Ms. Rushton reviewed the monthly financial report for the eight months ended February 29, 1996. She indicated that the internal cash flow exercise has been incorporated into the statements and that most of the 1995/96 new initiative funding has been received from the government.

MOTION: H. Middlestead/L. Foster

THAT the Board of Governors accept the financial report for the eight months ended February 29, 1996.

Carried

10.2 Delegations to the Board - Deferred.

11. AUDIT COMMITTEE

No meeting was held during the reporting.

12. EXECUTIVE COMMITTEE

The Executive Committee report was attached to the Agenda. Further discussion on the report will be held during the Committee of the Whole.

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13. POLICY ISSUES

13.1 Harassment Policy - Deferred.

13.2 Amendments to By-Law No. 1/93

MOTION: T. Whiteman/P. Gibson

THAT the proposed amendments to By-Law No. 1/93 be approved.

Carried

14. NEW BUSINESS

14.1 Program Advisory Committee Dinner

The Board of Governors agreed to host another Program Advisory Committee Appreciation Dinner sometime in the Spring. It was suggested that it is especially important this year in light of the review currently being undertaken on the advisory committees.

MOTION: H. Middlestead/B. Moorhouse

THAT as an indication of appreciation, the Board of Governors wishes to confirm that a dinner and information session will be held for Program Advisory Committee Chairs, or designates.

Carried

14.2 Update on Provincial Internal Audit

The President and Ms. Rushton met with the lead auditor from the Department of Finance and reviewed the results of the recent internal audit. A final copy of the report has yet to be received by the College.

The President advised that there was no indication of financial impropriety in relation to the error which occurred on day tuition revenue, and that overall the report was favourable. The audit urges the College to continue the direction on the newly established budget process and recognizes that the College continues its transition from being a government department.

A review of the Board process was conducted during the audit and nothing of great concern was raised. The role of the Secretariat was also reviewed and there are recommendations as to how the Secretariat could be more proactive with the College on system wide issues.

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If a copy of the final report is not received in the interim, this will be placed on the April Administrative Affairs Committee agenda.

14.3 Designation of Chair and Vice-Chair

MOTION: L. Foster/P. Gibson

THAT the Board of Governors designate Mr. Ralph Bullock as Chair of the Board of Governors of Red River Community College for a maximum period of three months, or until notification from the Minister's office is received on the appointment of a Chair.

AND THAT the Board of Governors designate Mr. Herb Middlestead as Vice-Chair of the Board of Governors of Red River Community College for a maximum period of three months, or until notification from the Minister's office is received on the appointment of a Vice-Chair.

Carried

15. INFORMATION ITEMS - Nil.

16. CORRESPONDENCE

16.1 Letter from Dr. Ian Smith - Honourary Diploma Recipient

Received for information.

17. NEXT MEETING - WEDNESDAY, APRIL 24, 1996

The Meeting adjourned at 10:00 p.m.

Mr. Ralph Bullock, Chair

Dr. Tony Knowles, President