

**Regular Board Meeting**

**Wednesday, May 23, 2012  
C709 – RRC Notre Dame Campus  
Winnipeg, Manitoba**

**MINUTES  
B 12/05**

**IN ATTENDANCE**

<b>Governors:</b>	Richard Lennon, Chair Cathy Woods, Vice-Chair Andrew Clarke (to 7:30 p.m.) Kathy Knight Ron Koslowsky Ruth Lindsey-Armstrong Garrett Meisner Bruce North Maureen Prendiville Don Robertson	<b>Regrets:</b>	Elvira Finnigan Wanda McGorum
<b>CEO:</b>	Stephanie Forsyth, President		
<b>Secretary:</b>	Kathi Gudmandson, Executive Assistant to the Board		
<b>Treasurer:</b>	Diane Ready, Vice-President, Finance and Administration/CFO		
<b>Administration:</b>	Dale Watts, Acting Vice-President, Academic and Research		
<b>Guest:</b>	Janet Jamieson, Chair, Community Services		

**1. CALL TO ORDER**

With attendance constituting a quorum, the meeting was called to order at 6:30 p.m.

**2. APPROVAL OF AGENDA**

The following items were added to the meeting agenda: Budget Update, Honorary Diploma Award (*In Camera*), and Administrative Vacancies (*In Camera*).

**That the Regular Meeting Agenda of May 23, 2012 be approved as amended.  
– CARRIED**

**3. APPROVAL OF MINUTES – APRIL 25, 2012**

**MOTION B 12/05/01**

**That the Minutes of the April 25, 2012 Board of Governors Meeting be approved. – CARRIED**

**4. PRESENTATION – *SCIENCE OF EARLY CHILDHOOD DEVELOPMENT PROGRAM***

Community Services Chair Janet Jamieson provided an overview of the Science of Early Childhood Development Program that is a tool developed by Red River College Early Childhood Education with partners in Ontario and marketed internationally to childhood educators, advocates and administrators.

The initiative to develop an online multimedia resource for studying early human development was funded by The Lawson Foundation, the World Bank and the Aga Khan Foundation. Currently there are over 8,000 users of the resource which is sold all over the world. At this time the program is only available in English with subtitles. Some of the smaller modules will be translated into different languages in the future.

**5. STRATEGIC PLAN 2012-15**

**5.1 Strategic Initiative Update – *Restructured Budget Process***

Vice-President Diane Ready provided an update regarding a Strategic Plan initiative to *Improve the College's Triple Bottom Line: People, Planet, Profits*. The initiative to engage in a review and restructuring of processes to improve responsiveness and organizational performance included looking at how RRC's annual budget is developed.

In an effort to improve the budget process' effectiveness, the three budget areas were each considered separately – base operating budget, capital expenditures, and renovation requests. All new operating requests were required to be linked to the Strategic Plan. Guiding principles for the operating budget were adopted that included streamlining, transparency, consultation, base budget integrity and equitable consideration of additions to the base budget. Criteria were also developed for considering capital and renovation requests.

The resulting improvements to this year's process saw a two-month reduction in time, a two-thirds reduction in meetings, less paper used, clear links between the Strategic Plan and expenditures, and all add-on requests being scrutinized individually.

The Capital and Renovations budget processes implemented the following priorities for considering requests: health and safety, essential to the function of or significantly enhance a program/department, and realization of savings. Through improvements to the processes a multi-year strategy will be implemented for large projects/purchases.

The Board was informed that feedback will be sought on this year's changes as the College moves into the next budget development cycle. The timing of the budget process will be reviewed and budget communications will be further enhanced.

**6. NEW BUSINESS**

6.1 Executive Committee Minutes – May 7, 2012

**MOTION B 12/05/02**

**That the Executive Committee Minutes of May 7, 2012 be received.  
– CARRIED**

6.1.2 Board Meeting Schedule – 2012/13

**MOTION B 12/05/03**

**That the Board of Governors 2012/13 Meeting Schedule be approved  
as follows:**

<b>September 26, 2012</b>	<b>February 27, 2013</b>
<b>October 31, 2012</b>	<b>March 27, 2013</b>
<b>November 28, 2012</b>	<b>April 24, 2013</b>
<b>December 12, 2012</b>	<b>May 22, 2013</b>
<b>January 16, 2013</b>	<b>June 26, 2013</b>

**Friday, October 5, 2012 – Annual Board Planning Session**

**– CARRIED**

6.2 2012/13 Budget Update

Board members were advised that completion of the draft budget usually presented at the May Board meeting has been slightly delayed with the implementation of the new budget development process. A Special Board Meeting to consider the Draft 2012/13 Budget will be held on June 13, 2012.

6.2.1 2012/13 Materials Fees

Board members were informed that student materials costs are reviewed annually with a goal of keeping fees tied to cost-of-living increases. Statistics Canada reports a 1.4% increase in Manitoba for 2012. Some materials used at the College have experienced cost increases significantly above 1.4%. It is proposed that those programs experiencing significant price increases for materials raise their fees at a rate to cover the College's costs.

**MOTION B 12/05/04**

**That the 2012/13 Student Materials Fees be increased by 1.4% with the  
exceptions noted below:**

6.2.1 2012/13 Materials Fees (continued)

- **4% increase in Carpentry, Electrical, Plumbing, and Cabinetry and Woodworking Technology**
- **10% increase in Welding, Manufacturing Technician, Precision Metal Machining, and Aerospace Technology**
- **5% increase in Power Engineering Technology**

– CARRIED

**7. REPORTS**

**MOTION B 12/05/05**

**That the following reports be received as information. – CARRIED**

7.1 Investment Committee Report

7.2 Finance and Administration Committee – Report of May 23, 2012 (*Verbal Report*)

7.2.1 Financial Report Ending April 30, 2012

7.3 Planning Committee – Report of May 23, 2012 (*Verbal Report*)

7.4 College President's Report

7.5 Vice-Presidents' Report

7.6 Students' Association President's Report

7.7 Employee Members' Report – College Council

Employee Member R. Lindsey Armstrong reported that College Council received a presentation at its recent meeting regarding RRC's Succession Planning Pilot Project. Data was also presented from the Research and Planning Department regarding classroom utilization and availability.

**8. FOR INFORMATION**

The Board received the following information:

8.1 RRC News, May 3, 2012 – *Baking Grad Scores Sweet Victory at Chocolate-Making Championships*

8.2 Skills Canada 2012 National Competition Results – *RRC students win 7 medals and 2 Gold medalists will compete at the World Skills Competition in Germany*

**8. FOR INFORMATION (CONTINUED)**

- 8.3 Copy of letter to The Honourable Christian Paradis, Minister of Industry Canada from the Manitoba Innovation Council – *Appeal to Federal Government re: Lay-offs and Sale of NRC Building in Winnipeg*
- 8.4 *Board Leadership Newsletter*, No. 120, Mar – Apr 2011

**9. IN CAMERA SESSION**

The Board held an *in camera* session from 8:20 - 8:30 p.m. The Board Chair provided an update regarding appointment of a new RRC Board Member. The President also reported on the College's Honorary Diploma Award and hiring for the current administrative vacancies.

**The meeting adjourned at 8:30 p.m.**

*Signed*

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**Richard Lennon**  
**Chair**

*Signed*

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**Kathi Gudmandson**  
**Secretary**