

**RED RIVER COMMUNITY COLLEGE
BOARD OF GOVERNORS**

MINUTES

B:95/05

2055 Notre Dame Avenue, Winnipeg, Manitoba
7th Floor Boardroom, Building C
6:15 p.m.

May 17, 1995

In Attendance:

Governors: J. Harrison, Chair
H. Middlestead, Vice-Chair
R. Bullock
L. Foster
P. Gibson
B. Lavallee
B. Moorhouse
R. Rummery
G. Tsouras
T. Whiteman

Regrets: J. Bear
D. Finkleman

President: T. Knowles

Secretary: J. Tribula

Guests: K. Webb, Vice-President Academic
L. Trann, Controller
T.K. Morgan, Director, Public Relations & Communications

Call to Order

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

1. ACCEPTANCE OF AGENDA

Moved by B. Moorhouse/T. Whiteman that the Agenda be accepted as distributed.

Carried

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2. ADOPTION OF MINUTES

Moved by P. Gibson/R. Rummery that the Minutes of the Meeting of the Board of Governors held on April 26, 1995 be adopted.

Amendment: Moved by H. Middlestead/R. Bullock that the Minutes be amended on page 4, Item 9.1, last paragraph, to include ...*Management agreed that the College does not transfer between budget centres.*

Amendment Carried

The President and Ms. Trann, Controller, indicated that the original budget figures are not changed, however adjustments are made between budget centres as a management tool. This issue has been raised on several occasions and it was agreed that the Administrative Affairs Committee would review this procedure and establish clear expectations for the new Chief Financial Officer in the future. Mr. Middlestead also offered his assistance to the President in the financial services area of the College.

3. BUSINESS ARISING FROM MINUTES

- The President has now received a response from Dr. Donald Shield, Dean, Faculty of Engineering, University of Manitoba in relation to the *Inside Engineering Newsletter*.
- It was agreed to defer discussion of the Honourary Diploma/Distinguished Alumni Awards Committee Terms of Reference until after that Committee has met.
- The Chair and the Vice-Chair will be attending the Association of Canadian Community Colleges National Governors' Forum on June 4, 1995 in Victoria.

4. CHAIRPERSON'S REMARKS

The Chair thanked the Board members who attended the May 10, 1995 Board Self-Evaluation Session and commented that it was an interesting and useful event.

The Chair and the President are scheduled to have an introductory meeting with the new Minister of Education and Training, Mrs. Linda McIntosh, on Thursday, May 18, 1995.

5. PRESIDENT'S REPORT

The President provided his monthly report to the Board of Governors for the month of April, 1995.

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6. COLLEGE COUNCIL

6.1 Report of the College Council Meeting of May 2, 1995

Guest: Marg Braid, Chair, College Council

Marg Braid, Chair of the College Council, provided an update on issues being considered by the Council which include the College's employment Equity Policy; exam scheduling; staff recognition subcommittee; election of Council members, which will be facilitated by the MGEU at the next union meeting in June, the Council will be considering the entire election procedure and By-Law on this item to clarify the process. Ms. Braid then left the meeting.

7. COLLEGE DEVELOPMENT COUNCIL (CDC)

The President reported that the CDC will be meeting on May 31, 1995.

7.1 Department of College Relations

The President provided a summary of the checks which were conducted of comparable institutions to investigate the feasibility of RRCC achieving the fund raising amounts as noted in the concept paper. By virtue of these checks, it was determined that the annual amount of \$400,000 is achievable. He also indicated that an individual has been approached for the position of Acting Director, College Relations and will keep the Board informed on this issue.

7.2 Update on Development and Alumni Affairs Activities

A summary was provided of the Development and Alumni Affairs Activities as of May 11, 1995.

7.3 Board Attendance at CDC Meetings

At the Board Self-Evaluation Session on May 10, 1995, Mrs. Terry Whiteman agreed to serve as the Board representative on the CDC on a regular basis. It was also decided that another Board member, on a rotating basis, will attend each CDC meeting and Liz Foster agreed to attend the May 31, 1995 meeting. The Board suggested that the CDC meetings be scheduled in advance.

8. ACADEMIC AFFAIRS COMMITTEE

Mrs. Whiteman provided a report of the May 3, 1995 Academic Affairs Committee Meeting.

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9. ADMINISTRATIVE AFFAIRS COMMITTEE

The Administrative Affairs Committee met just prior to the Board Meeting on May 17, 1995.

9.1 Financial Report for the Ten Months Ended April 30, 1995

Ms. Trann, Controller, summarized the financial report for the ten months ended April 30, 1995. Mr. Bullock inquired on aging receivables and how long they are outstanding and Ms. Trann indicated that she would provide this information at the next Administrative Affairs Committee Meeting.

Upon review of the Statement of Revenue and Expense, Ms. Trann advised that the day tuition line continues to be fine tuned. She also responded to an inquiry from the April 19, 1995 Administrative Affairs Committee on the day tuition detailed statement and the decreased revenue percentage allocated to each division. She advised that the decreases in projected revenue were based on actual to date within each division, therefore the fluctuation of percentage.

As requested by the Administrative Affairs Committee on April 19, 1995, Ms. Trann reviewed the parking revenue and confirmed the accuracy of the financial statements.

A discussion ensued on the format of the financial report and Ms. Trann described the columns on the statements. It was agreed that this will form part of the Administrative Affairs Committee review on the overall financial reporting to the Board of Governors. Ms. Trann also indicated that the monthly statements are generated within a relatively short time frame and that detailed review of each statement line in the various budget centres is difficult, however, she is comfortable with the global revenue and expenditure lines of the College. The President reiterated that many changes have occurred since governance, and that the appropriate mechanisms continue to be implemented.

MOTION: R. Bullock/G. Tsouras

THAT the Board of Governors accept the financial report for the ten months ended April 30, 1995.

Carried

The next meeting of the Administrative Affairs Committee was rescheduled from June 21, 1995 to June 26, 1995 at 6:00 p.m.

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10. AUDIT COMMITTEE

Mr. Middlestead, Chair of the Audit Committee, provided a report of the May 10, 1995 Audit Committee Meeting. He indicated that the College's external auditors, Doane Raymond, have provided an estimate on the cost of seconding someone to the College to assist with the year-end audit preparations. The President will provide a report to the Audit Committee at their next meeting.

11. PLANNING COMMITTEE

No meeting of this Committee was held during the reporting period.

12. EXECUTIVE COMMITTEE

No meeting of this Committee was held during the reporting period.

13. POLICY ISSUES

13.1 Board Members Attending Program Advisory Committee Meetings

This item was discussed at the April 26, 1995 Board of Governors' meeting. A draft policy was provided to the Board for consideration and amended as noted below.

MOTION: H. Middlestead/B. Moorhouse

THAT it is the policy of the Board of Governors of Red River Community College that Board members are encouraged to attend Program Advisory Committee Meetings upon invitation. The role of the Governor in attendance, however, is that of a liaison to the Board only.

Carried

14. NEW BUSINESS

14.1 Board of Governors' Annual Planning Session

The Board agreed to hold the Annual Planning Session on Monday, September 11, 1995 starting at 10:00 a.m. and ending after dinner. The emphasis of the session will likely be the five year business plan. Mr. Bullock noted that the Board should review the entire planning process to ensure that all Board members participate in establishing the long term strategic goals of the institution. The Chair asked that Board members give some thought to specific agenda items.

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15. INFORMATION ITEMS

15.1 Meeting with the Minister of Education and Training

The Board suggested various items to be raised during the meeting of the President, Board Chair, and the Minister of Education and Training including the Roblin Report; the College's efforts in developmental activities; and the desire to maintain RRCC as a comprehensive institution.

16. NEXT MEETING - WEDNESDAY, JUNE 28, 1995

The next meeting of the Board of Governors will be held on Wednesday, June 28, 1995 at 6:30 p.m. Dinner will commence at 5:30 p.m. in the C709 Boardroom.

The meeting adjourned at 7:45 p.m.

John Harrison, Chair

Dr. Tony Knowles, President