

**RED RIVER COMMUNITY COLLEGE
BOARD OF GOVERNORS**

MINUTES

B:96/06

May 22, 1996

2055 Notre Dame Avenue, Winnipeg, Manitoba
C7th Floor Boardroom, Building C
6:00 p.m.

In Attendance:

Governors: R. Bullock, Chair
H. Middlestead, Vice-Chair
B. Bachalo
J. Bear
D. Falcetta
L. Foster
P. Gibson
C. Herda
G. Tsouras
T. Whiteman

Regrets: D. Finkleman
B. Lavallee

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

The Agenda was accepted as amended.

2. CHAIRPERSON'S REMARKS

The Chair reported that the Board members were taken on a tour of various facilities in Building "A" prior to the meeting.

The Chair welcomed Ms. Beverley Bachalo, the newly appointed member to the Board, and Mr. Tarcisio Fillipelli and Ms. Rita Bomak to the meeting.

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The Chair also commented on a recent dinner and information session with the Presidents and Chairs of the universities and colleges in the province on the new Council on Post-Secondary Education. It is anticipated that the draft legislation will be tabled in the House prior to the end of June.

3. PRESENTATION - WINNIPEG COMMUNITY CENTRE OF THE DEAF (WCCD) AND THE DEAF LITERACY PROGRAM (DLP) STEERING COMMITTEE

Guests: *Mr. Tarcisio Fillipelli, Representative, WCCD*
Ms. Rita Bomak, Chair, DLP Steering Committee

Mr. Fillipelli and Ms. Bomak summarized the College's Deaf Literacy Program and conveyed the thanks of the deaf community for the Board's support. They indicated that DLP is nationally recognized and that their community appreciates the program a great deal.

The program currently has 40 students with a waiting list of approximately 45. The College has submitted a new initiative proposal for the one instructor position recently deleted from the program. The President indicated that the College recognizes the importance of the program to the deaf community, and that management will look at alternatives to reinstate the instructor position if the new initiative is not approved.

4. ADOPTION OF MINUTES

Moved by T. Whiteman/C. Herda that the Minutes of the Meetings of the Board of Governors held on April 24, 1996 and May 3, 1996 be adopted.

Carried

5. BUSINESS ARISING FROM MINUTES

5.1 Retirement Incentive Programs

MOTION: L. Foster/H. Middlestead

THAT the Retirement Incentive Programs be offered by the College until June 14, 1996 only.

Ms. Foster expressed the concern that the retirement incentive programs could become a financial liability in the future if there is no official closing date. The President reiterated that requests for early retirement would not be approved unless there is a net saving to the College. He indicated that the College is able to carry over such a program from one year to the next, unlike the provincial government. It was also noted that with the projected decrease in federal funding over the next several years, and the potential number of College retirees, it is important that the College remain flexible if additional savings could be realized.

The President also indicated that management and the MGEU had already agreed on a flexible closing date.

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The President reiterated that the programs would be carefully monitored and reviewed in the fall, and that regular updates will be provided to the Board. It was reported that approximately \$50,000 in savings had already been identified from the programs.

MOTION: A recorded vote was requested:

In Favour:

L. Foster; H. Middlestead

Against:

J. Bear; D. Falcetta; P. Gibson; C. Herda; G. Tsouras; T. Whiteman

Abstained:

B. Bachalo

Defeated

6. PRESIDENT'S REPORT

The President provided his report to the Board for the month of April 1996.

The President reported on the Whiteshell Laboratory proposal indicating that the RRCC development plan will be submitted to the AECL Task Force by June 30, 1996.

A discussion took place on the request to include salary information on a regular basis in the President's monthly report. This was referred to the Administrative Affairs Committee for consideration.

7. COLLEGE COUNCIL

7.1 Report of the College Council Meeting of May 7, 1996

The President provided the College Council report from the May 7, 1996 meeting. Issues currently being considered by the Council include the *Values and Principles*; Faculty Awards of Excellence; and student endowment funds.

Ms. Herda inquired about the student endowment funds and requested that additional information on this program be provided to the students.

MOTION: C. Herda/H. Middlestead

THAT the item of student endowment funds be referred back to the College Council for additional review.

Carried

8. COLLEGE DEVELOPMENT COUNCIL (CDC)

8.1 Report of the CDC

The proposed future plans for the President's Circle will be considered at the next meeting of the CDC.

8.2 Board Attendance at CDC Meetings

Mrs. Whiteman and Ms. Herda will be the Board representatives at the June 6, 1996 meeting of the CDC.

9. ACADEMIC/PLANNING COMMITTEE

No meeting was held during the reporting period.

10. ADMINISTRATIVE AFFAIRS COMMITTEE

Mr. Tsouras presented the report of the Administrative Affairs Committee meeting held on May 14, 1996.

The Chair indicated that he had a discussion with Tom Carson, Deputy Minister, Training and Advanced Education, regarding the Department of Finance audit which was conducted on the College. Mr. Carson advised that he would look into forwarding a copy of the report to the Board.

10.1 Financial Report for the Nine Months Ended March 31, 1996

Ms. Rushton reviewed the monthly financial report for the ten months ended April 30, 1996. A shortfall in Apprenticeship purchases has been identified, however, Ms. Rushton noted that the College will make every effort to achieve a zero balance at the end of the fiscal year.

An extended summary of the Market Driven Training Centre area was presented to the Administrative Affairs Committee. Ms. Rushton reported that the MDTC and the College's other strategic business units will begin to depreciate capital on an ongoing basis. She also anticipates that the College will depreciate all capital throughout the fiscal year beginning in 1996/97.

MOTION: G. Tsouras/C. Herda

THAT the Board of Governors accept the financial report for the ten months ended April 30, 1996.

Carried

10.2 Status Report - Policy Governance

The Administrative Affairs Committee will undertake a review of a redraft of the Grande Prairie Policy Governance Model and will forward this to the Board for review.

10.3 Future of Apprenticeship Training

The Board reviewed a draft letter for submission to the Minister of Education and Training on the future of Apprenticeship training in the Province. It was agreed that the letter be under the Chair's signature.

MOTION: P. Gibson/. Foster

THAT the Board of Governors forward a letter to the Minister of Education and Training recommending that she expedite the process to resolve the question of Apprenticeship training in the province.

Carried

10.4 Amendment to Resolution 2.4.4

The proposed amendment to Resolution 2.4.4 authorizes the processing of the College's accounts payable through the Royal Bank of Canada on RRCC cheques instead of the Department of Finance. Ms. Rushton indicated that the College plans to move towards a mechanized signing system, and that she would be reviewing the necessary controls for such a system with the Internal Auditor over the summer months.

A discussion took place on whether the signing authorities of the Resolutions should be separated into two categories, and that a signature would be required from each category. Ms. Rushton reviewed the current internal procedure for signing authorities at the purchase order and voucher/cheque levels. She also indicated that the College will be reviewing these procedures in the near future and that she will be developing specific instructions for the signing officers.

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MOTION: L. Foster/H. Middlestead

THAT the Board of Governors approve the discontinuation of the College's current arrangement with the Department of Finance for the processing of voucher payment documents on behalf of the Board, and that the College proceed effective July 1, 1996 to process all accounts payable through the Royal Bank of Canada;

AND THAT the Board of Governors approve the proposed amendments to Resolution 2.4.4a) *Payroll Services by the Department of Finance*, and the establishment of Resolution 2.4.4b) *Supplier and Refund Payments*;

AND THAT the Administrative Affairs Committee undertake a review of Resolutions 2.4.4a) and 2.4.4b) and report back to the Board of Governors.

Carried

11. AUDIT COMMITTEE

Mr. Middlestead, Chair of the Audit Committee, indicated that this Committee requires a new member to replace Brenda Moorhouse.

MOTION: H. Middlestead/G. Tsouras

THAT Elizabeth Foster be appointed to the Audit Committee of the Board of Governors.

Carried

12. EXECUTIVE COMMITTEE

The Executive Committee report was attached to the Agenda.

13. POLICY ISSUES

13.1 Amendment to By-Law No. 1/93 9.05

MOTION: L. Foster/H. Middlestead

THAT the Board of Governors approve the amendment to By-Law No. 1/93 Section 9.05.

Carried

13.2 Amendment to *Communications Policy A9*

MOTION: P. Gibson/G. Tsouras

THAT the Board of Governors approve the amendment to the *Communications Policy A9*.

Carried

13.3 Amendment to *Board Members Applying for College Employment Policy A13*

MOTION: G. Tsouras/D. Falcetta

THAT the Board of Governors approve the amendment to the *Board Members Applying for College Employment Policy A13*.

A Board member raised the concern that the proposed amendment to the policy could be perceived as a conflict of interest. It was also questioned how the policy would affect the staff and student members of the Board. This was referred back to the Administrative Affairs Committee for consideration.

MOTION: Withdrawn.

13.4 Amendments to *Rules of Order*

MOTION: G. Tsouras/P. Gibson

THAT the Board of Governors approve the amendments to the *Rules of Order*.

Carried

14. NEW BUSINESS

14.1 Board of Governors' Annual Dinner

The Board of Governors' Annual Dinner was rescheduled from June 25 to June 21, 1996.

14.2 Staff Welcome Back Barbecue

The Board offered to host the fall staff barbecue tentatively scheduled for September 4, 1996.

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14.3 Donations from the College to Outside Organizations

A Board member requested a list of College donations.

15. INFORMATION ITEMS

15.1 Garage Sale

The College will be hosting a giant garage sale on Saturday, May 25, 1996.

16. CORRESPONDENCE - Nil.

17. NEXT MEETING - WEDNESDAY, JUNE 26, 1996

The Meeting adjourned at 8:45 p.m.

Mr. Ralph Bullock, Chair

Dr. Tony Knowles, President