

Regular Board Meeting

Wednesday, November 24, 2010
C709 – RRC Notre Dame Campus
Winnipeg, Manitoba

MINUTES B 10/11

IN ATTENDANCE

Governors:	Richard Lennon, Vice-Chair Elvira Finnigan Danielle Funk Ron Koslowsky Bruce North Don Robertson Maureen Prendiville Nancy Wheatley Cathy Woods	Regrets:	Sheryl Feller Wanda McGorum
CEO:	Stephanie Forsyth, President		
Secretary:	Kathi Gudmandson, Executive Assistant to the Board		
Treasurer:	Catherine Rushton, Vice-President, Finance and Administration, CFO		
Administration:	David Leis, Vice-President, Business Development David Rew, Vice-President, Student Services and Planning Ken Webb, Vice-President, Academic and Research Robert Olson, Associate Vice-President, Facilities and Campus Services		
Guests:	Zac Daylor, Executive Director, CASA (6:30 – 7:00 p.m.) Jessica Seguin, Member Relations Officer, CASA (6:30 – 7:00 p.m.)		

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

That the Regular Meeting Agenda of November 24, 2010 be approved. – CARRIED

3. PRESENTATION – CANADIAN ALLIANCE OF STUDENTS’ ASSOCIATIONS (CASA)

CASA representatives Zac Daylor, National Director and Jessica Seguin, Member Relations Officer had been invited to make a presentation regarding CASA’s activities and relationship with the RRC Students’ Association (RRCSA).

The Board was advised that CASA is based in Ottawa and represents over 600,000 Canadian college and university students. Its mission is to advocate for students through policy development and research, awareness campaigns, government relations and partnerships with other stakeholders. Its goal is for Canada to achieve an accessible, affordable and high quality post-secondary education system.

Board members were informed of CASA’s recent lobby activities in Ottawa that RRCSA Executives participated in. The Alliance’s successes include changes to the repayment terms for the Canada Student Loan Program and an extension of the Canadian Millennium Scholarship Program beyond its original term.

4. APPROVAL OF MINUTES

4.1 Regular Meeting of October 27, 2010

MOTION B 10/11/01

That the Minutes of the October 27, 2010 Board of Governors Meeting be approved. – CARRIED

4.2 Special Meeting of November 8, 2010

MOTION B 10/11/02

That the Minutes of the November 8, 2010 Board of Governors Meeting be approved. – CARRIED

5. NEW BUSINESS

5.1 RRC Strategic Plan – 2011-14

Board members were provided with a draft copy of the RRC Strategic Plan – 2011/14 for approval. The Board noted that the College’s Improvement Priorities identified in the plan have been updated, as follows:

1. Enhance Environmental Sustainability
2. Renew and Improve Technology and Physical Infrastructure
3. Improve Administrative and Academic Processes
4. Enhance Financial Sustainability
5. Enhance Academic Sustainability

5.1 RRC Strategic Plan – 2011-14 (continued)

MOTION B 10/11/03

**That the Draft Strategic Plan 2011-2014 dated November 24, 2010
be approved. – CARRIED**

6. COMMITTEE REPORTS

6.1 Executive Committee – Minutes of November 8, 2010

MOTION B 10/11/04

**That the Executive Committee Minutes of November 8, 2010 be received.
– CARRIED**

6.1.1 Emergency Executive Succession – Amendment to Board Policy 2.24

Further to the motion adopted by the Board on October 27, 2010, at its November meeting the Executive Committee began its review of Board policies that fall within its scope. The Committee reviewed Board Policy 2.24 and recommended the policy be amended.

MOTION B 10/11/05

**That Policy 2.24 – Emergency Executive Succession be amended as
follows:**

*The President will ~~not fail to~~ **ensure** that there is sufficient organizational capacity for the competent operation of Red River College to continue in the event of sudden loss of presidential services.*

– CARRIED

6.2 Administrative Affairs Committee

6.2.1 Minutes of October 27, 2010

MOTION B 10/11/06

**That the Administrative Affairs Committee Minutes of October 27, 2010 be
received. – CARRIED**

6.2.2 Report of November 24, 2010

Administrative Affairs Committee Chair C. Woods reported that the Committee reviewed the financial results for the period. Further to the October Board motion to initiate a policy review, the Committee also began its review of Board policies that fall within its scope and recommended minor amendments to four policies.

6.2.3 Board Policies – Amendments to Policies 2.4, 2.11, 2.12 and 2.18

MOTION B 10/11/07

That Board Policies 2.4, 2.11, 2.12 and 2.18 be amended as follows:

Policy 2.4 – Operational Quality Assurance

*The President will ~~not allow the operation and management of~~ **ensure that** Red River College ~~to be without~~ **operates with** a continuous improvement approach that includes identifying key performance indicators and monitoring outcomes.*

Policy 2.11 – Budget Approval

*The President will ~~not allow~~ **ensure that** the College's ~~annual~~ operating and capital budgets ~~to be implemented without Board approval.~~ **are annually submitted to the Board for approval prior to implementation.***

Policy 2.12 – Asset Management

The President shall ~~not allow~~ **ensure that** Red River College's assets ~~to be~~ **are** ~~unprotected, inadequately maintained nor~~ **and not** unnecessarily risked.

It is recognized that financial resources may constrain the President's ability to achieve ideal conditions.

Accordingly, the President shall ~~not~~:

- a) ~~fail to~~ insure against theft, fire and casualty losses to a prudent replacement value with an appropriate deductible;
- b) **not** unnecessarily expose the College, its Board Members or staff to claims of liability;
- c) ~~receive, process or disburse funds under controls insufficient to meet the Board-appointed auditor's standards~~ **ensure sufficient controls that meet the Board-appointed auditor's standards are in place to receive, process or disburse funds;**
- d) expend the accumulated surplus **only after** ~~without~~ Board approval **is received;**

6.2.3 Board Policies – Amendments to Policies 2.4, 2.11, 2.12 and 2.18 (continued)

- e) **ensure that** ~~cause or allow~~ plant and equipment **is not to be** subjected to improper wear and tear or insufficient maintenance;
- f) **ensure that** ~~make~~ purchases **are made** ~~without~~ due consideration to conflict of interest, quality, after-purchase service, value for dollar, impact on partnership, and opportunity for fair competition;
- g) ~~fail to~~ protect intellectual property and information from loss or significant damage;
- h) dispose of or transfer fixed assets ~~without~~ **following** consideration of achieving a maximum return and taking normally prudent actions to avoid the possibility of a conflict of interest;
- i) **only** acquire, encumber or dispose of real property ~~without~~ **following** Board approval;
- j) **adhere to the College’s Investment Policy to** invest trust and endowment funds ~~without adhering to the College’s Investment Policy.~~

Policy 2.18 – Development

*The President will ~~not fail to establish~~ **ensure that** a comprehensive development program that supports Red River College’s fundraising activities and cultivation of partners **is in place.***

– CARRIED

6.3 Planning Committee

6.3.1 Minutes of October 27, 2010

MOTION B 10/11/08

That the Planning Committee Minutes of October 27, 2010 be received.

– CARRIED

6.3.2 Report of November 24, 2010

Committee Chair D. Robertson reported that, further to the October Board motion to initiate a Board policy review, the Committee reviewed three policies that fall within its scope and recommended minor amendments.

6.3.3 Board Policies – Amendments to Policy 2.2, 2.9 and 2.10

MOTION B 10/11/09

That Board Policies 2.2, 2.9 and 2.10 be amended as follows:

Policy 2.2 – Vision, Mission and Values

1. *The President will ~~not allow~~ **ensure that** Red River College ~~to be without~~ **has** a publicly stated vision and mission that reflects the College's commitment to achieving the Board Ends Policy.*
2. *The President will ~~not allow~~ **ensure that** Red River College ~~to be without~~ **has** a statement of the values reflective of the College community that advances the vision and mission.*

Policy 2.9 – Services that Support Student Success

The President will ~~not allow~~ **ensure that** Red River College ~~to operate without~~ **provides** services that support student success.

Policy 2.10 – Student Appeals and Complaints

The President will ~~not allow~~ **ensure that** Red River College ~~to operate without~~ **has** a ~~clear~~ **consistent and fair** process **in place** for academic appeals, disciplinary appeals, and handling of student complaints.

– CARRIED

7. COLLEGE PRESIDENT'S REPORT – NOVEMBER 2010

MOTION B 10/11/10

**That the College President's Report of November 24, 2010 be received.
– CARRIED**

Board members were advised that RRC was successful in securing \$4.4 M in federal funding assistance to support the establishment of a Centre for Non-Destructive Inspection Technologies (CNDI). The Centre is joint initiative with Magellan Aerospace – Bristol.

The President took the opportunity to acknowledge the efforts of Vice-Presidents D. Leis and K. Webb and their teams in securing the Western Economic Diversification Canada funding.

7.1 Vice-President's Reports – November 2010

MOTION B 10/11/11

**That the Vice-President's Reports of November 24, 2010 be received.
– CARRIED**

Vice-President C. Rushton informed the Board that RRC's first application to the *Top 100 Employers in Canada* competition resulted in the College being shortlisted as one of Manitoba's Top 25 Employers. She indicated that being identified as a top employer is a goal of RRC's People Plan. The College is very proud that its efforts to create an exceptional workplace have been recognized.

The President extended her congratulations to C. Rushton and her team on the success of the People Plan and for the recognition that RRC is a top employer.

8. STUDENTS' ASSOCIATION PRESIDENT'S REPORT – NOVEMBER 2010

Student Board member D. Funk informed Board members she recently attended a CASA lobbying initiative in Ottawa. Issues that students discussed with senior government representatives included post-secondary education funding, student loans, international student visas, and funding for Aboriginal students. She and the SA Vice-President N. Harris also met with eight Manitoba MP's during their visit and were well received.

MOTION B 10/11/12

That the Students' Association President's Report of November 24, 2010 be received. – CARRIED

9. COLLEGE COUNCIL – EMPLOYEE BOARD MEMBER'S REPORT – NOVEMBER 2010

Employee Board member N. Wheatley informed the Board that at the recent College Council meeting a presentation was received on the results of a survey about student success. Members also provided feedback on RRC's Learning and Development programming. At the next meeting a presentation on the "lean" concept in an educational setting is planned.

MOTION B 10/11/13

That the Employee Board Member's Report of November 24, 2010 be received. – CARRIED

10. CORRESPONDENCE

- 10.1 From C. Bellringer, Auditor General Manitoba, October 18, 2010
Re: *Advising that a value-for-money audit of Manitoba Knowledge Infrastructure Program projects will be conducted that includes RRC's Union Bank Tower project.*

11. FOR INFORMATION

The Board received the following information:

- 11.1 Holiday Reception for RRC Staff, Wednesday, December 15, 2011
- 11.2 Red River College Winter Convocation
- 11.3 Manitoba Government Media Bulletin, November 5, 2010
– *Province Announces 2010 Apprenticeship Awards*
- 11.4 *Winnipeg Free Press Online Edition*, October 26, 2010
– *Summer student's film to screen at Banff festival*
- 11.5 *Board Leadership Newsletter*, No. 111, Sep - Oct 2010

The meeting adjourned at 8:00 p.m.

Original signed by

Richard Lennon
Acting Chair

Original signed

Kathi Gudmandson
Secretary