

**RED RIVER COMMUNITY COLLEGE
BOARD OF GOVERNORS**

MINUTES

B:94/09

2055 Notre Dame Avenue, Winnipeg, Manitoba
7th Floor Boardroom, Building C
7:00 p.m.

November 23, 1994

In Attendance:

Governors: J. Harrison, Chair
H. Middlestead, Vice-Chair
R. Bullock
L. Foster
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
N. Konowalchuk, Executive Director, Administrative Services
R. Dykes, Director, Financial Services
M.J. Loustel, Internal Auditor
T.K. Morgan, Director, Public Relations & Communications

Call to Order

With attendance constituting a quorum, the Chair called the meeting to order at 7:00 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 B. Lavallee/B. Moorhouse that the Minutes of the Meeting of the Board of Governors held on October 26, 1994 be adopted.

Carried

3. BUSINESS ARISING FROM MINUTES

- The Order in Council confirming the opening balances as of April 1, 1993 for the College has now been received. The 1993/94 Annual Report was released earlier in the day for public distribution.
- The President reported that he solicited comments from Rick Dedi, Director, Colleges Secretariat on the letter to the Hon. Lloyd Axworthy on the possible impact of the government's proposed social reform. Mr. Dedi made a few minor suggestions but did not change the premise of the letter. The documentation has now been forwarded to Mr. Axworthy.

4. CHAIRPERSON'S REMARKS

The Chair advised that he attended the Annual Staff Appreciation Dinner on November 15, 1994 and was impressed with the number of employees who have reached 25 years of service.

The Chair extended congratulations to Board member George Tsouras who has recently become the President of the Manitoba Restaurant and Food Services Association.

5. PRESIDENT'S REPORT

The President's Report for the month of October was provided to the Board for their information.

6. SMOKING POLICY

6.1 Smoking Review Committee - Progress Report

Guest: Normen Konowalchuk, Executive Director, Administrative Services

Mr. Konowalchuk reported on behalf of the Smoking Review Committee and advised that the Committee met on November 10, 1994. The Committee recommended that a fund raising campaign be organized to establish a properly ventilated smoking area within the College. Prior to the Committee initiating the campaign, they requested Board clarification on whether the Board was agreeable to allowing smoking back indoors.

The President raised a number of issues which would have to be addressed prior to allowing smoking back in the College. If an existing lounge is allocated as a smoking area, then the

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College would have to provide an equivalent space for non-smokers, which once again raises the issue of cost to the College. Another point which must be considered is that office space within the College is at a premium and with the proposed growth of programs in the future, space allocation must be carefully considered.

The Board requested clarification on whether this facility would be for staff and students, and it was noted that if it includes students, one space would be insufficient. The President then requested that this item be referred back to the College's management to conduct a proper impact study to review the overall implications.

The Board inquired how the current policy is working, and the President indicated that it is functioning quite well as there have been no complaints of people smoking indoors, and that smokers were staying away from most entrance ways. The Board also inquired about the status of the grievance, and the President advised that it is still pending and will be dealt with as a normal course of action.

MOTION: L. Foster/H. Middlestead

BE IT RESOLVED THAT the current smoking policy remain in effect which permits smoking outdoors, and in the South Gym with restrictions as stipulated by the Smoking Review Committee.

BE IT FURTHER RESOLVED THAT it is acceptable for the Smoking Review Committee to raise funds for an outdoor smoking facility, but that smoking not be allowed back indoors in the College, even if the area is properly ventilated.

A discussion took place on the problem of people smoking in the entrance ways. It was recognized that problems will exist with any smoking policy but that it is important to note that the air quality in the College has improved significantly. Mr. Bullock wanted to emphasize that this should be viewed as a clean air policy, and is not intended to dictate that people cannot smoke, but that staff, students and College visitors should be protected from second hand smoke.

MOTION: Carried

7. COLLEGE COUNCIL

7.1 Report of the College Council Meeting of November 2, 1994

Guest: Marg Braid, Chair, College Council

Ms. Braid indicated that the Membership and Constitution Committees of the Council are currently trying to determine the responsibility lines for the election process. Other issues being considered include lowering the number for a quorum; proxy voting; air quality; and leaking roofs, particularly in the Library.

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The Board Chair inquired about the employee and student perception of the Council, and indicated that the Board views the Council as an important entity which deals with significant issues. Ms. Braid agreed that the Council has merit and support has been shown within the institution.

8. COLLEGE DEVELOPMENT COUNCIL

The President reported on behalf of the College Development Council's (CDC) Chair, Shirley Muir. He indicated that Dr. Dave Scammell of the Manitoba Veterinary Medical Association is now an external member of the CDC. He also advised that the request for proposals has been posted for a consultants' report on developmental activity in the College. The issue of the College's image is integrated in this proposal, but a more detailed review of the public relations aspect will be considered by the Planning Committee at their next meeting.

The Animal Health Technology Centre fund raising campaign is going well and the Board asked to receive a more substantive report on this issue at the next meeting.

9. ACADEMIC AFFAIRS COMMITTEE

Mrs. Whiteman reported on the November 2, 1994 meeting of the Academic Affairs Committee meeting.

9.1 Graduate Survey - 1993 Survey of the 1990 - 91 Graduates

A process is currently being developed by the Computer Services area to ensure the Graduate Surveys become more up-to-date. The 1994 survey is expected to be sent out in January, 1995.

This survey shows a high degree of program satisfaction and supports the claim that the College has quality programs.

9.2 Garden Valley School Division Articulation Agreement

MOTION: T. Whiteman/G. Tsouras

THAT the Board of Governors approve the Garden Valley School Division Articulation Agreement.

Carried

10. ADMINISTRATIVE AFFAIRS COMMITTEE

Mr. Bullock provided a review of the November 16, 1994 meeting of the Administrative Affairs Committee. The Committee thoroughly reviewed the base budget material and had requested additional information which has been provided at this meeting.

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10.1 1995/96 Base Budget

1995/96 Estimates Summary

The President provided an overview of the budget process and what is necessary to meet the requirements of the government. The College has been asked to submit a budget at the same provincial government funding level as the 1994/95 fiscal year. He noted that the College's management has recommended changes to reflect the additional revenue that the College is projecting.

A slight increase of 0.3% is being requested to offset costs attributed to programming which was approved by the government last year. After a review of the College's counterparts, the proposed federal changes, and discussions with the Colleges Secretariat, the College is requesting that tuition be increased by 10%. Assiniboine Community College (ACC) is proposing a 13.5% increase, and Keewatin Community College (KCC) is proposing a 10% increase. The government will ultimately make a determination on the amount of tuition increase and the College will adjust the base budget accordingly.

Total revenue for 1995/96 is expected to increase which will be offset by providing additional support services to the academic environment. It was noted that the government will only fund programming, not the administration required to support it, including counselling, registration etc. The President indicated that these additions to the administrative side are important to position the College appropriately for projected future growth.

The issue of federal funding was discussed and Mr. Bullock cautioned that the federal government's financial position is tenuous. The President indicated that should a decrease in federal funding occur, the College could respond quickly using the base from the exercise performed last year on potential cuts.

Mr. Rummery expressed concern over the proposed tuition hike noting that these increases are not reflected in student loans, and asked that the rationale and justification for this be conveyed to the students. The President advised that the proposed increase is associated with expanded services to the students, and the rising cost of equipment and supplies. He also noted that the College's tuition will remain in-line with comparable institutions across the country, even with the proposed tuition increase.

A discussion took place on a quote attributed to the President in the Winnipeg Free Press on competition with the private colleges. It was suggested that the source of this incorrect quote be investigated.

MOTION: B. Lavallee/G. Tsouras

THAT the Board of Governors approve the 1995/96 Estimates Summary for submission to the government.

Carried

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New Initiatives

The Board was presented with 52 new initiatives which total approximately \$8 million. The College's management ranked them on the basis of relativity to the government's economic framework, whether they are diploma programs, possible articulation with the universities, the requirements for graduates of the program, student demand, and whether they fit in with the College's mission statement. The President reiterated that the government will choose the new programming it is interested in and the College will adjust the budget accordingly.

The President indicated that the College will be raising the inequitable allocation of capital funds among the three provincial colleges. This will be noted in the letter of transmittal to the Colleges Secretariat which accompanies the estimates material.

The Board reviewed the package and asked specific questions on various initiatives. A general discussion took place on waiting lists and the availability of jobs in certain areas.

MOTION: H. Middlestead/R. Bullock

THAT the Board of Governors approve the 1995/96 52 New Initiative proposals for submission to the provincial government.

Carried

10.2 Allocation of 1994/95 Surplus Funds

The President summarized the revised submission on the allocation of 1994/95 surplus funds, indicating that additional resources were provided to the renovation of the Assiniboia Inn as requested on October 26, 1994.

Concern was expressed by the Board over the expense of the teleservicing lab facility. The President indicated that the College has been requested by the government to consider delivering this training. The Vice-President Academic is involved in ongoing discussions on the possible establishment of the teleservicing call centre and will keep the Board apprised.

MOTION: G. Tsouras/B. Lavallee

THAT the Board of Governors approve the proposed allocation of surplus funding as recommended by College management.

Carried

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10.3 Monthly Financial Report for the Four Months Ended October 31, 1994

Mr. Dykes, Director, Financial Services reviewed the financial report for the four months ended October 31, 1994. The statements show a deficit which is attributed to revenue variations in the College's business cycle. Mr. Dykes and staff in his department will monitor this situation closely.

In response to a question on the status of the financial system reconfiguration, Mr. Dykes reported that it is a two year plan, however he is endeavouring to implement some systems as quickly as possible to ensure the appropriate reporting mechanisms to the Board.

MOTION: R. Bullock/H. Middlestead

THAT the Board of Governors approve the financial report for the four months ended October 31, 1994.

Carried

11. AUDIT COMMITTEE

Mr. Middlestead reported that the items from this Committee had been considered at last month's Board meeting.

12. PLANNING COMMITTEE

Mr. Bullock indicated that this Committee has not met during the reporting period but has a meeting scheduled for November 30, 1994.

13. EXECUTIVE COMMITTEE

13.1 Board of Governors Conflict of Interest Policy

The following Board Conflict of Interest Policy was considered by the Board.

It is the policy of the Board of Governors of Red River Community College that the Board recognizes that members are governed by provisions in The Colleges Act which deals with conflict of interest. If Board members find themselves in a potential conflict, they should seek a ruling from the Chair.

It is also the policy of the Board of Governors of Red River Community College that the Board staff representative will excuse himself/herself during discussions relating to labour negotiations.

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MOTION: T. Whiteman/G. Tsouras

THAT the Board of Governors approve the Conflict of Interest Policy.

Carried

14. NEW BUSINESS

None.

15. INFORMATION ITEMS

15.1 John Carver - Board Policy Governance Workshop - December 8, 1994

The Manitoba Association of School Trustees have invited the college Board members to participate in the John Carver Board Policy Governance Workshop on December 8, 1994 at the Holiday Inn Crowne Plaza. Six RRCC Board members have registered to attend the Workshop.

15.2 RRCC Annual Staff Christmas Party and Symposium

The President extended a formal invitation to the Board members to attend the Annual Staff Christmas Party on December 9, 1994, and to the Christmas Symposium on December 21, 1994.

15.3 1993/94 Annual Report

The Board members were provided with a copy of the 1993/94 Annual Report.

15.4 Activities in China

At the October Board meeting, the President reported that while in China, the delegates from the College were asked to consider the possibility of assuming management of a hotel in Shenyang. The hotel would become a training institute for hotels and RRCC could house a campus in this location. The President advised that the College needs additional information before seriously considering this venture and will hire a consultant to conduct a feasibility study.

It was noted that there may be significant opportunities for the College in the international market, however these activities will be carefully monitored to ensure their viability and benefits to the College.

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15.5 Students' Association Christmas Reception

Mr. Rummery invited the Board members to the Students' Association Christmas Reception on December 16, 1994.

16. NEXT MEETING - WEDNESDAY, DECEMBER 21, 1994

The next regular meeting of the Board of Governors will take place on Wednesday, December 21, 1994. Dinner will be provided at 5:30 p.m. and the meeting will commence at 6:30 p.m. in the C709 Boardroom.

17. ADJOURNMENT

The meeting adjourned at 9:15 p.m.

John Harrison, Chair

Dr. Tony Knowles, President