

**RED RIVER COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**MINUTES**

B:93/07

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

**November 24, 1993**

**In Attendance:**

<b>Governors:</b>	J. Harrison, Chair J. Bear R. Bullock N. Dyck G. Fardoe D. Finkleman L. Foster B. Lavallee B. Moorhouse G. Tsouras T. Whiteman
<b>Regrets:</b>	H. Middlestead, Vice-Chair
<b>President:</b>	T. Knowles
<b>Secretary:</b>	J. Tribula
<b>Guests:</b>	R. Dykes, Director, Financial Services

**Call to Order**

With attendance constituting a quorum, the Chair called the meeting to order at 7:05 p.m.

**1. ACCEPTANCE OF AGENDA**

Moved by N. Dyck/T. Whiteman that the agenda be accepted as distributed.

**Carried**

**2. ADOPTION OF MINUTES**

Moved by N. Dyck/B. Moorhouse that the Minutes of the 6th Regular Meeting of the Board of Governors held on October 27, 1993 be adopted.

**Carried**

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### **3. BUSINESS ARISING FROM MINUTES**

The Chair advised that Liz Foster is the Board's nominee for a possible appointment to the Manitoba Foundation.

Mr. Dykes, Director of Financial Services updated the Board on the selection of the external auditor. He advised that he will be meeting with members of the Department of Finance and will report back to the Board on this issue.

Mr. Dykes also reported on his meeting with Mr. Jim Armstrong from the Provincial Auditor's Office, and advised that he has subsequently requested that this firm be added to the short list of auditor candidates. Mr. Dykes indicated that the Provincial Auditor's Office conducts the attest audit for all three provincial universities and are therefore familiar with the nature of operations of educational institutions, as well as provincial accounting systems which the College continues to utilize. The Board felt that the Audit Committee should be consulted on this issue, as well as investigate if any other firms/entities should be added to the list prior to its final submission to the government.

### **4. CHAIRPERSON'S REMARKS**

The Chair reported on his recent meeting with the Chairs of ACC and KCC. He advised that similar concerns were noted by all three parties, and that some of these will be addressed at the College Advisory Board meeting held on November 25, 1993. He also indicated that he would be canvassing the Governors for suggested agenda items for this meeting later in the evening. The difficulties experienced by each college included:

- poor response time for requests from the government;
- short time frame for the colleges to respond to the budget request;
- guidelines for the President's contracts;
- the fact that the funding formula has not been received;
- reporting mechanism through the Colleges Secretariat.

The Chairs of ACC and KCC suggested that an annual meeting be held between the three Boards to discuss issues of mutual interest.

### **5. PRESIDENT'S REPORT**

The President highlighted sections of his Institutional Report to the Board of Governors for the month of October, 1993.

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He advised that he had recently attended the 14th Annual National Conference of the Canadian Centre for Philanthropy in Toronto and provided the Board with a memorandum detailing the main themes of the meeting. A formal report on fundraising will be prepared and forwarded to the Board in the future.

Mr. Fardoe also advised that Mr. Jim Daly, Director of Private Funding and Management of the University of Manitoba, presented his report to the Student's Association on fundraising.

Mr. Daly indicated that the College has a fairly good image within the community, and has the potential for establishing endowment funds. However, he recommended that the administration of the Alumni Association, which is currently under the auspices of the Student's Association, be examined. Mr. Fardoe indicated that alumni organizations are usually the responsibility of the institution itself, and the Student Council has formally requested that negotiations commence with the College to consider the transfer of the Alumni Association to the College. The cost of operating the Alumni Association is approximately \$70,000 annually. The Board will eventually be asked to consider whether the transfer should occur, and if so, study the overall implications between the two parties and deliver a final decision.

### 6. INSTITUTIONAL ACCOUNTABILITY

This item has been deferred.

### 7. ACADEMIC AFFAIRS COMMITTEE

Mrs. Whiteman, Chair of the Academic Affairs Committee, reviewed the minutes of the November 3, 1993 meeting.

#### 7.1 College Council Reporting Mechanism

Direction is being sought on the appropriate reporting mechanism for the College Council which is now active and meeting on a monthly basis. After a discussion on various alternatives, the following motion was proposed:

**MOTION:** L. Foster/B. Moorhouse

THAT the President designate issues arising from the College Council to either the Academic Affairs Committee, the Administrative Affairs Committee, or the full Board, but is to ensure the Board receives a report at the earliest meeting after the Council meeting.

Concern was expressed that *The Colleges Act* and Board of Governors' By-Laws stipulate that the Council is to report to the "Board", and that filtering items through the committee level would convey the wrong impression to the Council. It was also suggested that it could prove difficult to determine how issues should be designated to various committees as this is a new process. It was noted that the intent of the Board was not to diminish the Council's importance, but to ensure items were dealt with as quickly as possible. The following amendment to the motion was then made:

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**MOTION:** L. Foster/B. Moorhouse

**THAT** In order to expedite reporting of the College Council minutes to the Board of Governors, that the Academic Affairs Committee and the Administrative Affairs Committee be tasked with reviewing the Council reports and ensuring that items are clarified and forwarded to the next Board Meeting. The President will designate issues arising from the College Council to either the Academic Affairs Committee, the Administrative Affairs Committee, or the full Board, but is to ensure the Board receives a report at the earliest meeting after the Council meeting.

**Carried**

The Board was also asked to consider agenda items for the College Council. The President noted that the Council was looking to the Board for valuable guidance, and to actively improve communication between staff, students, management and the Board. It was suggested that the Chair of the Council be reminded that any member of the Council may attend the open session of the monthly Board meetings.

### **8. ADMINISTRATIVE AFFAIRS COMMITTEE**

Mr. Bullock summarized the Administrative Affairs Committee Minutes of November 10, 1993. He advised that specific issues arising from this meeting would be considered in further detail later in the evening.

Mr. Dykes indicated that he has had further discussions with various financial institutions on credit/debit cards. The Royal Bank remains firm with their offer, CIBC will be reporting back within the week, and Mastercard inquiries have not yet been made. Mr. Dykes will update the Administrative Affairs Committee at their next meeting.

#### **8.1 Monthly Financial Report**

Mr. Dykes presented the financial report for the month ending October 31, 1993 indicating it was the first balance sheet generated from the new General Ledger system. Concern had been expressed by the Administrative Affairs Committee of the continued high inventory level of the bookstore, and it was noted a full financial report of that operation would be presented at their meeting of December 15, 1993.

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The Statement of Revenue and Expenditure was summarized and there had been no significant variances from September, 1993.

**MOTION:** R. Bullock/G. Tsouras

**THAT** the Board of Governors receive and approve the financial report presented for the period ending October 31, 1993.

**Carried**

### **8.2 Corporate Donations**

Mr. Bullock briefed the Board on this matter and indicated that the following motion was being proposed:

**MOTION:** R. Bullock/N. Dyck

**THAT** the Board of Governors deem it inappropriate to make financial donations to charities but that volunteer support on behalf of the employees of RRCC should be encouraged.

**Carried**

The President requested a point of clarification on whether the College could donate resources or facilities to charitable groups where a charge would normally be imposed. The Board was in agreement with donating such services as long as no costs were absorbed by the College. It was also agreed that the College could donate old or outdated equipment to organizations in order to strengthen and promote community relations.

### **9. EXECUTIVE COMMITTEE**

The Chair indicated that a meeting of this Committee had not been held within the reporting period.

### **10. NEW BUSINESS**

#### **10.1 Meeting Schedule for the Board of Governors from January, 1994 - June, 1994**

The proposed meeting schedule was reviewed. The close proximity to the month-end of the Administrative Affairs Committee meetings was raised, as it is difficult to generate the financial statements within such a short period of time. The Administrative Affairs Committee would monitor this issue and adjust their meeting schedule accordingly.

## **10.2 Teleconference Equipment**

The President summarized the costs associated with teleconference equipment in the Boardroom and indicated that, if necessary, it can be rented on short notice. The Board was in agreement not to purchase and/or enter into a lease agreement for teleconference equipment at this time.

## **10.3 Proposed Meeting of the Board with Advisory Committee Chairpersons**

The President inquired whether the Board wished to meet with the chairs of the College's advisory committees. It was agreed that this would assist in ensuring proper communication between the entities, and to emphasize that advisory committees are actually extensions of the Board. A discussion took place on whether a number of advisory committee chairs should be invited to each Academic Affairs Committee meeting to submit their reports. This suggestion would not be feasible as there are over 60 committees and not enough time within the year to meet all the groups. A consensus was reached that the chairs be invited to attend a dinner with the Board tentatively scheduled for March 9, 1994. Kent Morgan, the Manager of the Public Relations and Communications Department was asked to check on the availability of the Assiniboia Inn and report back to the President.

## **11. INFORMATION ITEMS**

### **11.1 Letter from Rick Dedi re: Concept of Private Board Deliberations**

The Board members were provided with a letter from Rick Dedi, Acting Director of the Colleges Secretariat, outlining their position on the Board's deliberations in relation to the budget and whether they should be discussed in public or privately. He suggests that the Board carefully consider which items be discussed openly but that they are not specifically requiring budget deliberations be held in-camera. The Chair advised that he would be designating how the items will be handled on an ad hoc basis, but noted that the Board was welcome to make suggestions in this regard.

### **11.2 Letter from the Minister of Education and Training re: Purchase of Real and Personal Property**

A letter had been received by the Minister of Education and Training outlining the Department's position on the College's purchase of real and personal property. The President summarized its intent and provided the Board with a position paper prepared by the College.

The Board was in agreement with the request to have all proposed transactions regarding land or buildings forwarded to the government, however, were not in agreement with the request to have acquisitions or disposal of personal property over \$100,000 approved by the Minister. It was felt that this was not consistent with the concept of college governance, and that if a policy was established, the Board should ultimately be responsible for approving expenditures of this kind.

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It was decided that this issue will be raised by the Chair at the Colleges Advisory Board meeting scheduled for the following day, and that the item will be brought back to the Administrative Affairs Committee for further deliberation.

### **11.3 Proposed Meeting with Boards of ACC and KCC**

The Chair reiterated that the Chairs of ACC and KCC had requested to have a meeting with the three college boards sometime in the future. The Board was in agreement with this concept and the Chair will contact his counterparts to arrange an appropriate time. It was noted that the other Boards had offered to have the meeting in Winnipeg.

### **12. NEXT MEETING**

The next meeting will be held on Wednesday, December 22, 1993 - dinner will be served at 5:45 p.m. in the 7th Floor Boardroom, Building C.

### **13. ADJOURNMENT**

The meeting adjourned at 9:55 p.m.

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John Harrison, Chairperson

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Dr. Tony Knowles, President