



Wednesday, November 27, 1996  
RRCC - C709 Boardroom - 6:00 p.m.

**MINUTES**  
(B:96/10)

**In Attendance:**

- Governors:** R. Bullock, Chair  
H. Middlestead, Vice-Chair  
B. Bachalo  
D. Falcetta  
D. Finkleman  
L. Foster  
P. Gibson  
C. Herda  
B. Lavallee  
T. Whiteman
- Regrets:** J. Bear  
G. Tsouras
- President:** T. Knowles
- Treasurer:** C. Rushton, Director, Financial Services
- Secretary:** J. Tribula
- Guests:** K. Webb, Vice-President Academic  
P. McGeachie, Executive Dean, Developmental & Continuing Education  
M.J. Loustel, Internal Auditor  
D. Thompson, SRP Consulting (Until Item 8.2)  
A. Reed, SRP Consulting (Until Item 8.2)

**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 distributed. It was agreed to move the reports from SRP up in the Agenda for future Board meetings.

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### **2. CHAIRPERSON'S REMARKS**

The Chair commented on various functions recently held at the College including the Volunteer Appreciation Reception; the Advisory Committee Chair Breakfast Session; and the Staff Recognition Dinner. He noted that there was low Board attendance at these events and that this should be discussed in future.

Bill 32 has been passed by the Legislature and has received Royal Assent. Amendments were made to the Bill and copies of the revised version will be distributed to the Board once received from the Minister's office.

Bill 57 on the disclosure of compensation was also passed.

### **3. GUESTS - NIL.**

### **4. ADOPTION OF MINUTES**

Moved by D. Falcetta/T. Whiteman that the Minutes of the Meeting of the Board of Governors held on October 23, 1996 be adopted.

**Carried**

### **5. BUSINESS ARISING FROM PREVIOUS MINUTES**

#### **5.1 Meeting with Advisory Committee Chairs**

The Chair reported that approximately 30 representatives from advisory committees attended the Breakfast Session on November 22, 1996. The participants were enthusiastic over the format of the meeting and agreed that the link between the Board and the advisory committees should continue to be strengthened. A report will be provided to the participants, all advisory committee chairs, and the Board.

#### **5.2 Whiteshell Laboratories Project**

The President provided an update on the Whiteshell Project.

#### **5.3 Enrollment Report - Sequential Students and Wait Lists**

The enrollment report noting the sequential students and current wait lists was distributed to the Board. The Board discussed various aspects of the College's enrollment including the concept of identifying low enrollment programs and reallocating resources. The President noted that the College's mandate is to provide as wide an array of programs as possible. The number of students in a program is reflective of the physical capacity such as the number of lab spaces and the demand in the employment sector, which may differ from prospective student demand.

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A discussion also took place on the College's wait lists. The President reviewed the registration process and how it takes approximately two to three applications to culminate in one registration.

The Board requested additional information including the statistics for the number of qualified applicants who could not be accommodated at the College because there were not enough seats. They also requested the number of applicants it takes to fill one seat and how it varies from program to program. This will be tabled at a future Board meeting.

### **5.4 Board Response to Government Internal Audit**

The Board reviewed and amended the proposed response and letter to the Minister of Education and Training on the government internal audit.

## **6. PRESIDENT'S REPORT**

The President presented his institutional report for the month of October 1996.

Mr. Middlestead requested that a note be provided on the increase of part time staff from October 1995 to October 1996.

A question was raised as to why the Students' Association does not pay rent to the College. This will be referred to management for consideration.

## **7. COLLEGE COUNCIL**

The report of the College Council meeting of November 12, 1996 was provided to the Board.

## **8. COLLEGE DEVELOPMENT COUNCIL**

### **8.1 Report on the Development Activities for Building A**

The President noted that the financial data provided by SRP had not been vetted through the College's management.

Mr. Reed reviewed the update on the Vision Innovation Partnership campaign indicating that a staged kick-off is planned. A full launch to the external community is planned for May or June. A 15 month projection was distributed for the Board's review.

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Mr. Thompson indicated that some projections were on target and some were behind. The Business and Industry sector is catching up to projections, however, he noted that a campaign chair has yet to be named. The internal family campaign is currently at the half-way point and credit was given to Dr. Barry Garbutt, Dean, Applied Sciences, and Joan Kunderman, Chair, Community Services, for their efforts in this sector of the campaign.

### 8.2 Board Attendance at CDC Meetings

Cheryl Herda will be the Board representative at the December 5, 1996 meeting of the CDC.

## 9. ACADEMIC/PLANNING COMMITTEE

Mrs. Whiteman provided the Academic/Planning Report for the November 13, 1996 meeting.

### 9.1 Values and Principles

The Board agreed that this will form an Executive Limitation Policy, however, it may have to be reformatted to fit the Carver model.

**MOTION B:96/10/1:** C. Herda/D. Falcetta

**THAT** the Board of Governors approve the Values and Principles and that it form an Executive Limitation Policy.

**Carried**

### 9.2 1997/98 New Initiatives

Eleven preliminary strategic initiative fund proposals were reviewed by the Board. Ten of the submissions are for academic programs while one is a multi-year plan for development of an educational information technology infrastructure. The Board commented on the high calibre of the proposals.

**MOTION B:96/10/2:** T. Whiteman/D. Finkleman

**THAT** the Board of Governors approve the preliminary 1997/98 new initiative submissions.

**Carried**

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**10. ADMINISTRATIVE AFFAIRS COMMITTEE**

The report of the Administrative Affairs Committee meeting of November 20, 1996 was provided to the Board.

**10.1 Fees for Non-Apprentice Students**

The Chair commented on the shift in federal government funding for training and the subsequent establishment of the provincial Apprenticeship Task Force which is to look at more effective methods of delivery.

Discussion ensued on the Board's desire to ensure that national standards be maintained for Apprenticeship training. The Board asked that their position be conveyed to the Task Force by Rob Jamieson, RRCC Chair, Mechanical, Manufacturing and Materials. Mr. Jamieson is a member of the Task Force and will also be requested to provide periodic updates on the progress of the initiative.

*(Note: Since the date of this meeting, the appropriate mechanism for conveying the Colleges' position has been clarified. Written submissions are welcome and formal presentations will be heard by the Task Force in February 1997.)*

**MOTION B:96/10/3:** L. Foster/T. Whiteman

**THAT** the Board of Governors approve the \$50.00 per week tuition fee for non-apprentices wishing to take apprenticeship classes for the 1996/97 academic year.

A recorded vote was requested:

**In Favour:**

B. Bachalo; D. Falcetta; D. Finkleman; L. Foster; P. Gibson; B. Lavallee; H. Middlestead; T. Whiteman

**Against:**

C. Herda

**MOTION:**

**Carried**

**10.2 Monthly Financial Report**

**MOTION B:96/10/4:** L. Foster/C. Herda

**THAT** the Board of Governors accept the monthly financial report for the four months ended October 31, 1996.

**Carried**

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### **11. EXECUTIVE COMMITTEE**

The report of the Executive Committee meeting of November 20, 1996 was provided to the Board.

### **12. POLICY ISSUES/CARVER UPDATE**

The Chair reviewed the next step in the Carver model implementation which is to develop the highest level policy in each of the four categories appropriate for the College. Samples were distributed for Board consideration and will be reviewed further by the Academic/Planning Committee at their next meeting. It was also noted that the Board will need to identify which policies should be implemented under each category.

### **13. NEW BUSINESS**

#### **13.1 Board Suggestions for Membership**

It was noted that the Board will have three vacancies as of March 31, 1997. As done in the past, the Board is welcome to forward names of potential members to the government for consideration. This will be discussed at future Board meetings.

**MOTION B:96/10/5:** L. Foster/P. Gibson

**THAT** the Board of Governors ask the Minister of Education and Training that the current external Board membership remain in effect until after the 1997/98 budget process in June, 1997.

**Carried**

#### **13.2 Budget Process Time Frame**

The Chair noted that the Board will not yet have all of the Executive Limitations policies established in order to provide guidance for the upcoming budget preparations. It was agreed that the Board would provide macro level input on the 1997/98 budget in January 1997. A brief macro summary of management's progress to date on the budget will be provided at the March Board meeting.

#### **13.3 Board Self-Evaluation Survey**

The Board requested that the College's Internal Auditor, M.J. Loustel, provide an analysis of the Board self-evaluation survey to be tabled at the December 1996 Board meeting.

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### 13.4 January Committee and Board Meetings

It was agreed to reschedule the Board of Governors meeting to January 29, 1996. The Academic/Planning Committee meeting will be moved to January 15, 1996 and the Administrative Affairs Committee meeting will be held on January 22, 1996.

## 14. INFORMATION ITEMS

### 14.1 Bill 32

As noted by the Chair earlier in the meeting, Bill 32 was passed by the Legislature.

### 14.2 Employment Equity Annual Report

Tabled for information.

## 15. CORRESPONDENCE

The following correspondence was reviewed by the Board:

*Sent by the Board:*

- 15.1 Hon. Linda McIntosh, Annual Financial Report - *October 31/96*
- 15.2 Advisory Committee Chairs, Breakfast Meeting - *November 4/96*
- 15.3 Hon. Gary Filmon, Advisory Committee Survey - *November 20/96*

*Received by the Board:*

- 15.4 (To. N. Konowalchuk) Food Services Operation - *Gail Mildren, June 25/96*
- 15.5 Operating and Capital Grant Funding - *Hon. Linda McIntosh, October 21/96*

## 16. NEXT BOARD OF GOVERNORS' MEETING - DECEMBER 18, 1996

## 17. OTHER BUSINESS - NIL.

The meeting adjourned at 9:35 p.m.

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Ralph Bullock, Chair

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Dr. Tony Knowles, President