



Wednesday, October 23, 1996  
The Winkler Inn, 841 Main Street North  
Winkler, Manitoba - 2:00 p.m.

**MINUTES**  
(B:96/09)

**In Attendance:**

- Governors:** R. Bullock, Chair  
H. Middlestead, Vice-Chair  
D. Falcetta  
L. Foster  
P. Gibson  
G. Tsouras  
T. Whiteman
- Regrets:** B. Bachalo  
J. Bear  
D. Finkleman  
C. Herda  
B. Lavallee
- 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 )  
R. Popel, Doane Raymond (Until Item )  
P. Curry, Chair, College Development Council (Until Item )

**Call to Order**

With attendance constituting a quorum, the Chair called the meeting to order at 2:00 p.m.

**1. ACCEPTANCE OF AGENDA**

The Agenda was accepted as amended.

## Minutes - Board of Governors

October 23, 1996

Page 2

### 2. CHAIRPERSON'S REMARKS

The Chair clarified the meeting procedure and indicated that written reports will be tabled for questions with no verbal report.

The Chair commented on the President's Circle luncheon held prior to the Board Meeting stating that it was a positive event. He also expressed the Board's interest in scheduling one meeting per year in a rural of the College's catchment area.

### 3. GUESTS

#### 3.1 1995/96 Annual Financial Report, 1995/96 Annual Report

*Guest: Rick Popel, C.A., Doane Raymond*

Mr. Popel advised that a meeting of the Board's Audit Committee had been held on October 21, 1996 to discuss the auditor's qualification on the 1995/96 Financial Statements. The qualification is for the College's omission of liability for regular severance pay under the Collective Agreement. The government did not officially transfer a severance line to the College at governance. Management has recommended that this liability not be booked at this time because it may be viewed that the College has accepted this liability. The severance liability is a significant dollar amount and it was noted that the Province of Manitoba does not report this issue either. Ms. Rushton will be raising the severance issue at the next Tri-College Chief Financial Officer meeting with the Colleges Secretariat.

The Audit Committee had made various recommended amendments to the financial statement at the October 21, 1996 meeting and Mr. Popel reviewed the changes. He also commented that the inter-fund transfers are approved by the Board upon approval of the Annual Financial Report.

**MOTION:** H. Middlestead/G. Tsouras

**THAT** the Board of Governors approve the 1995/96 Annual Financial Report as amended.

**Carried**

**MOTION:** G. Tsouras/P. Gibson

**THAT** the Board of Governors approve the 1995/96 Annual Report.

**Carried**

The Chair commended the Audit Committee for their diligence in reviewing the statements. Mr. Middlestead thanked Mr. Popel, Ms. Rushton and her staff for their cooperation during the audit. Mr. Popel then left the meeting.

## Minutes - Board of Governors

October 23, 1996

Page 3

### 3.2 Audit Committee Report

Mr. Middlestead reiterated that the Audit Committee held a meeting on October 21 to clarify certain issues pertaining to the 1995/96 Annual Financial Report. The Audit Committee also met on October 11, 1996.

**MOTION:** H. Middlestead/L. Foster

**THAT** the Board of Governors approve the Audit Committee Report.

**Carried**

### 3.3 Pembina Valley Regional Centre

*Guests: Sam Schellenberg, Member, Pembina Valley Regional Centre  
Gail Shimonek, Manager, Pembina Valley Regional Centre*

Mr. Schellenberg provided an overview of the Pembina Valley Regional Centre activities. The Centre is very active within the community and offers approximately 200 courses per year and registers over 1200 adult learners annually. Mr. Schellenberg expressed the Advisory Committee's desire that the College offer additional full time programming through the Centre. He thanked the Board for their support and complimented Ms. Shimonek for her dedication and efforts as Manager of the Centre. Mr. Schellenberg and Ms. Shimonek then left the meeting.

## 4. ADOPTION OF MINUTES

Moved by T. Whiteman/P. Gibson that the Minutes of the Meeting of the Board of Governors held on September 25, 1996 and the Special Board Meeting held on October 9, 1996 be adopted.

**Carried**

## 5. BUSINESS ARISING FROM PREVIOUS MINUTES

### 5.1 Meeting with Advisory Committee Chairs

The Board reviewed the results of the Advisory Committee survey prior to considering this event.

### 5.2 Results of Program Advisory Committee Survey

The Chair commented that although the results were quite positive, there remained approximately 20% of those surveyed who were not satisfied with the advisory committee's. Mr. Webb indicated that this is viewed from the point of continuous improvement and hence the recommendations for improvement contained in the report. He also noted that the less positive results may have

## Minutes - Board of Governors

October 23, 1996

Page 4

come from newer members or less active committees. The results of the survey will be reviewed with each Advisory Committee.

Ms. Loustel commented that this result was developed using the structure established by the College's Effectiveness Reporting Committee and noted the Advisory Committee's importance in ensuring the College is in touch with its stakeholders. The survey will be conducted in the future and the results may vary. It was noted that in conducting the survey, it has increased the Advisory Committee's visibility and reporting structure to the Board.

**MOTION:** L. Foster/P. Gison

**THAT** the Board of Governors approve the recommendations contained in the Program Advisory Committee Survey College Summary.

**Carried**

The Board commenced consideration of hosting an event for the Advisory Committee Chairs. It was discussed whether the Advisory Committees are providing what is necessary to the Board in terms of maintaining a direct link to some of the College's owners. The President noted that the College's Business Plan has been shared with the Advisory Committees and that recommendations from Advisory Committee's are all reviewed by the Academic/Planning Committee.

**MOTION:** G. Tsouras/D. Falcetta

**THAT** the Board of Governors host a breakfast session for the Advisory Committee Chairs on November 22, 1996 at RRCC.

**Carried**

Consideration of how the Board can interact with a larger group of Advisory Committee members will be referred back to management.

### **5.3 Whiteshell Laboratories Project**

This item was referred to the Committee of the Whole.

### **5.4 Enrollment Report**

This item was deferred.

### **5.5 Process for Responding to Government Internal Audit Report**

The Chair reported that the Executive Committee will devise a proposed response to the Minister of Education and Training on the Government Internal Audit Report and forward it to the Board in November.

## Minutes - Board of Governors

October 23, 1996

Page 5

The President noted that there had been no further dialogue on the report from the government.

### 6. President's Report

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

### 7. COLLEGE COUNCIL

The report of the College Council meeting of October 8, 1996 was forwarded to the Board.

### 8. COLLEGE DEVELOPMENT COUNCIL (CDC)

#### 8.1 Report of the CDC Meeting of October 22, 1996

The President provided an overview of the CDC Meeting of October 22, 1996.

#### 8.2 Report on the Development Activities for Building A

*Guest: Doug Thompson, SRP Management*

Mr. Thompson circulated information on the campaign to the Board members and provided the mechanism for the Board's opportunity to participate in donations for the project. He also updated the Board on new membership for the Honourary Cabinet.

The internal campaign is moving ahead of schedule and Mr. Thompson anticipates that the Business/Industry sector activity will increase in the near future.

An updated cash flow analysis of the campaign will be provided at the next meeting.

#### 8.3 Board Attendance at CDC Meetings

The next meeting of the CDC is scheduled for December 5, 1996 at noon.

### 9. ACADEMIC/PLANNING COMMITTEE

**MOTION:** T. Whiteman/P. Gibson

**THAT** the Board of Governors accept the Academic/Planning Committee report from October 2, 1996

**Carried**

#### 9.1 Management "Policies and Procedures"

## Minutes - Board of Governors

October 23, 1996

Page 6

Due to the institutional cost of amending the current management policies and Procedures manual, it was agreed that the Board and internal management policies will be distinguished as *Board Policies* and *Management Policies*.

### 10. ADMINISTRATIVE AFFAIRS COMMITTEE

**MOTION:** G. Tsouras/L. Foster

**THAT** the Board of Governors accept the Administrative Affairs Committee report of October 16, 1996.

**Carried**

#### 10.1 Monthly Financial Report

**MOTION:** G. Tsouras/T. Whiteman

**THAT** the Board of Governors accept the financial report for the three months ended September 30, 1996.

**Carried**

### 11. EXECUTIVE COMMITTEE

The Executive Committee Minutes from October 16, 1996 were distributed.

#### 11.1 Cambrian College

Cambrian College had provided a Board member with information on the ACCC Conference and compensation for CEO's. The Executive Committee recommended that Cambrian be reimbursed to cover their costs.

**MOTION:** G. Tsouras/T. Whiteman

**THAT** the Board of Governors approve a \$200.00 reimbursement to Cambrian College.

**Carried**

### 13. POLICY ISSUES - NIL.

### 14. New Business

#### 14.1 Information Related to the 1997/98 Preliminary Budget Submission

## **Minutes - Board of Governors**

October 23, 1996

Page 7

The President reviewed management's preliminary recommendations on the 1997/98 budget submission and tuition strategy. It is proposed that the tuition be increased 15% in order to offset possible significant federal purchase losses for the College. It was also recommended that the College reserve the right to explore specific fees to provide for infrastructure renewal or other needs. There is also the possibility that direction will be provided from the new Council on Post Secondary Education on tuition and differential fee schedules. The Board commented that a long range plan be sought from the government on this issue.

The Board discussed whether individual costing of programs should be conducted. The President noted that Manitoba currently does not have a funding formula, however, indicated that a copy of Ontario's program costing could be obtained.

**MOTION:** T. Whiteman/D. Falcetta

**THAT** the Board of Governors approve the proposed 1997/98 Preliminary Budget and tuition strategy for submission to the government.

**Carried**

### **14.2 Business Plan Update**

The Business plan update will form the base for the evolution of an updated business plan, and the detailed budget preparation which will commence in the new year.

Ms. Foster suggested that the College consider whether adult basic education should be delivered at the College when this training is available through high schools and other institutions. The President noted that the government anticipates that this level of training be provided by the College and that adults have different needs than regular high school students which the College is able to accommodate.

### **14.3 Board Committee Membership**

The Chair indicated that a reevaluation of assignments to the two main Board committees will be undertaken at the end of the term in March 1997. He noted that during a three year term, a member should have experience on both committees to attain a broad understanding of the College. It is also the intent to achieve a balanced membership of six members each for the Academic/Planning Committee and the Administrative Affairs Committee.

### **14.4 Board Attendance**

This item was tabled for information.

**Minutes - Board of Governors**

October 23, 1996

Page 8

**14.5 Board Ranking of Institutional Effectiveness**

Ms. Loustel, Internal Auditor, reviewed the Institutional Accountability Survey and requested that each Board member complete the survey to provide the Board's opinion regarding the importance of key performance indicators.

**15. INFORMATION ITEMS - NIL.**

**16. Correspondence**

A Board members requested a copy of the legal opinion received by the College on the tendering of food services.

The following correspondence was reviewed by the Board:

*Received by Board:*

**17. NEXT MEETING - BOARD OF GOVERNORS - NOVEMBER 27, 1996**

It was agreed that the Board meeting at which the annual financial report is presented should be held in Winnipeg in the future.

**18. Other Business**

**18.1 Canadian Vocational Association**

Ms. Foster reported on the recent Canadian Vocational Association conference held in Winnipeg.

The meeting adjourned at 5:30 p.m.

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Ralph Bullock, Chair

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Dr. Tony Knowles, President