

**RED RIVER COMMUNITY COLLEGE
BOARD OF GOVERNORS**

MINUTES

B:95/08

2055 Notre Dame Avenue, Winnipeg, Manitoba
7th Floor Boardroom, Building C
6:30 p.m.

October 25, 1995

In Attendance:

Governors:

J. Harrison, Chair
H. Middlestead, Vice-Chair
J. Bear
R. Bullock
L. Foster (Until 8:00 p.m.)
P. Gibson
C. Herda
B. Moorhouse
G. Tsouras (From 6:50 p.m.)
T. Whiteman

Regrets:

D. Finkleman
B. Lavallee

President:

T. Knowles

Secretary:

J. Tribula

Guests:

K. Webb, Vice-President Academic
C. Rushton, Director, Financial Services
M. J. Loustel, Internal Auditor
A. MacLean, Doane Raymond (Until Item 3)
R. Popel, Doane Raymond (Until Item 3)

Call to Order

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

1. ACCEPTANCE OF AGENDA

Moved by J. Bear/B. Moorhouse that the Agenda be accepted.

Carried

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2. **DRAFT AUDITED FINANCIAL STATEMENTS FOR THE PERIOD ENDED JUNE 30, 1995**

Guests: Al MacLean, FCA, Doane Raymond

Rick Popel, CA, Doane Raymond

Mr. MacLean provided a review of the audited financial statements for the 1994/95 fiscal year. He noted that consistent with the 1993/94 reporting year, the College has not accrued a liability for vacation pay, however, this year's audited statements include the depreciation of capital assets. Mr. MacLean and Ms. Rushton advised that depreciation of capital assets is a new requirement of the Canadian Institute of Chartered Accountants (CICA), and that the Colleges Secretariat requested that the College follow this requirement starting in the 1994/95 fiscal year.

It was also noted that no provision was made in the statements for the accrual of pension plans for employees, and that it is the College's understanding with the provincial government that the government will continue to cover any liability in this regard.

Mr. MacLean indicated that this year's audit process was much improved over last year and that the College's staff were prepared and generated a comprehensive audit file. He also noted that the College's staff continue to deal with difficult systems and that although conversions are currently ongoing, some processes in the financial services area will take time to improve significantly.

Doane Raymond expects to forward the management letter to Ms. Rushton in the near future and after her response is prepared, the Audit Committee will review both and forward them to the Board.

Ms. Rushton summarized the reconciliation from the 1994/95 Board financial statements to the 1994/95 annual audited financial statements which reflects the difference in depreciation of capital assets.

MOTION: H. Middlestead/G. Tsouras

THAT the Board of Governors receive and approve the audited financial statements for the period July 1, 1994 to June 30, 1995.

Carried

Mr. MacLean and Mr. Popel then left the meeting.

3. **ADOPTION OF MINUTES**

Moved by T. Whiteman/P. Gibson that the Minutes of the Meeting of the Board of Governors held on September 27, 1995 be adopted.

Carried

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4. BUSINESS ARISING FROM MINUTES

4.1 Honourary Diploma/Distinguished Alumni Awards Committee

The Honourary Diploma/Distinguished Alumni Awards Committee is comprised of a Board representative, College management, faculty, Students' Association and Alumni Association representatives. It is responsible for developing and implementing procedures for the honorary diploma(s) and distinguished alumni awards. Ms. Foster, the Board representative on the Committee, has requested that the Board officially approve the Committee's Terms of Reference.

The Board discussed the criteria that the awards must be received in person. Ms. Foster advised that the Committee checked with other institutions and this appears to be a common requirement. It was also noted that the President has the discretion to waive the condition.

MOTION: L. Foster/B. Moorhouse

THAT the Board of Governors approve the Honourary Diploma/Awards Procedures and Terms of Reference for the Search Committee.

AMENDMENT NO. 1: T. Whiteman/P. Gibson

THAT under the heading *Number of Awards* the second criteria be revised as follows *...the honorary diploma should be received in person...* as opposed to *...the honorary diploma must be received in person.*

AMENDMENT NO. 2: H. Middlestead/P. Gibson

THAT under the heading *Distinguished Alumni Award* the second criteria be revised to delete the words *...with respect to gender equality and...*

AMENDMENT NO. 2: Carried

AMENDMENT NO. 1: Defeated

MOTION: Carried

5. CHAIRPERSON'S REMARKS - Nil.

6. PRESIDENT'S REPORT

The President provided his report for the month of September, 1995.

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7. PRESENTATION OF COLLEGE RELATIONS DEPARTMENT

Guest: Jim Daly, Acting Director, College Relations

Mr. Daly provided a summary of the activities of the new College Relations Department which is responsible for the College's image enhancement, public relations, recruitment and friend and fundraising. Two new staff members have been added to the area, Michelle Brick, Public Relations Officer, and Randy Rummery, Recruitment Officer, to focus on public relations and attracting students to the College.

Mr. Daly also reviewed the various programs and new initiatives of the area including the establishment of the President's Circle, the development of a structure for planned giving, equipment appeals, expansion of the student endowment program, establishment of a Junior College program, recruitment enhancements, and increased promotion to expand the Alumni membership. Mr. Daly then left the meeting.

8. COLLEGE COUNCIL

8.1 Report of the College Council Meeting of October 3, 1995

Guest: Joan Kunderman, Chair, College Council

Ms. Kunderman, the newly elected Chair of the College Council, summarized the issues currently being considered by the Council which includes the confidentiality of student surveys, and living accommodations for students. Ms. Kunderman also indicated that the Council will hopefully start to focus more on significant issues as opposed to processes. Two items which will be considered at the November Council meeting are the establishment of a Constitution Committee and a Code of Ethics for College instructors.

9. COLLEGE DEVELOPMENT COUNCIL (CDC)

The CDC did not have a meeting during the reporting period.

10. ACADEMIC/PLANNING COMMITTEE

10.1 Consideration of Agenda Items for Colleges Advisory Board Meeting

The Academic/Planning Committee had recommended that another letter be forwarded to the Minister of Education and Training requesting a Colleges Advisory Board meeting. The Board reviewed the items listed for consideration and it was agreed to add two additional points: clarification of the approval structure for university programming; and lease negotiations with Manitoba Government Services.

The Chair reported that the Minister's office has recently agreed to call a Colleges Advisory Board Meeting for the week of December 4 - 8, 1995.

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10.2 Discussion of Possible Federal Human Resources Investment Fund Impact

The Board had been provided with a precis of the proposed new Human Resources Investment Fund (HRIF). The President reiterated that the two major issues coming out of the HRIF are the reduction of federal transfer payments, and the phasing out of apprenticeship funding.

The College is currently developing a proposed new structure for the delivery of apprenticeship training in the province, which includes investigating ways to partner with business and industry, and will be submitting the proposal to the government.

MOTION: T. Whiteman/B. Moorhouse

THAT the Board of Governors accept the Academic/Planning Committee report.

Carried

11. ADMINISTRATIVE AFFAIRS COMMITTEE

Mr. Bullock provided a summary of the October 19, 1995 Administrative Affairs Committee meeting.

MOTION: R. Bullock/H. Middlestead

THAT the Board of Governors accept the Administrative Affairs Committee Report.

Carried

11.1 Financial Report for the Three Months Ended September 30, 1995

Mr. Bullock commented on the improved format of the monthly financial statements, and Ms. Rushton indicated that the financial notes have also been revised to separate timing and permanent variances.

Ms. Rushton then reviewed the financial report for the three months ended September 30, 1995. The College continues to experience an unfavourable variance and Ms. Rushton advised that the operating grant for all three colleges for new initiatives has not yet been received by the government. The Colleges Secretariat has indicated to the President that they anticipate Treasury Board will approve the new initiative funding in the near future.

On October 31, 1995 the College Management Committee will conduct an extensive review and quantification exercise on variances in the 1995/96 fiscal year, and will develop a plan to be considered at the next Administrative Affairs Committee meeting.

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Mr. Bullock noted that the Board should continue to monitor the provision for new initiative funding, and to develop a specific plan to deal with the loss of federal local purchases. It was agreed to add the new initiative funding issue to the Colleges Advisory Board meeting agenda if the funds have not been received by the time of the meeting.

The internal financial reporting structure was discussed and Ms. Rushton commented on the high quality of the material submitted by the managers for the 1996/97 zero based budget process. She also advised that the College will be revising the internal financial reporting material to provide managers with improved monitoring capabilities of their budget centres.

The President commented on the significant improvement of the new budget process and acknowledged the work of Ms. Rushton and Mark Bishop, Director, Computer Services. The new process has enabled management to move through the budget exercise expediently, to have a greater confidence in the numbers, and to provide the ability to cope with unexpected change.

MOTION: R. Bullock/G. Tsouras

THAT the Board of Governors accept the financial report for the three months ended September 30, 1995.

Carried

12. AUDIT COMMITTEE

Mr. Middlestead commented on the improved audit process and the advancements made by the financial services staff.

MOTION: H. Middlestead/G. Tsouras

THAT the Board of Governors accept the Audit Committee report.

Carried

13. EXECUTIVE COMMITTEE

MOTION: G. Tsouras/T. Whiteman

That the Board of Governors accept the Executive Committee report from September 27, 1995.

Carried

14. POLICY ISSUES - Nil

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15. NEW BUSINESS

15.1 Draft RRCC Annual Report 1994-95

The Board reviewed the draft RRCC Annual Report for the period ended June 30, 1995. It was suggested that "*unaudited*" be noted on the Schedule of Operations which support the audited financial statements.

The issue of whether it is necessary to include all of the supporting unaudited statements was discussed. Ms. Rushton indicated that the format of the statements had been prescribed by the Colleges Secretariat and that their inclusion in the Annual Report was required. It was agreed, however, that this document not be used as a marketing tool.

MOTION: J. Bear/G. Tsouras

THAT the Board of Governors approve the Red River Community College Annual Report 1994-95 as amended.

Carried

15.2 Zhengzhou Electric Power College (ZEPC)

The Board had been provided with the four agreements recently signed by RRCC and ZEPC to work towards future activities. The President advised that the undertaking of the feasibility study to establish a cooperative institute of technology in Zhengzhou will be discussed with Richard Walker of the Manitoba Trade Office in Hong Kong in the near future.

15.3 Joint Meeting of the Administrative Affairs - Academic/Planning Committees

This item was moved to the Committee of the Whole.

16. INFORMATION ITEMS

16.1 Chartered Accountants of Manitoba Seminars

The Board was advised of two seminars that the Institute of Chartered Accountants of Manitoba is offering on *Putting Directors in the Driver's Seat: The Board's Responsibilities for Control and Effective Results for the Public Sector*. Any Board members interested were to contact the Secretary to the Board for additional information.

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17. NEXT MEETING

The next meeting of the Board of Governors will be held on Wednesday, November 22, 1995 at 6:30 p.m. Dinner will commence at 5:30 p.m. in the C709 Boardroom.

The meeting adjourned at 9:05 p.m.

John Harrison, Chair

Dr. Tony Knowles, President