

**RED RIVER COMMUNITY COLLEGE  
BOARD OF GOVERNORS**

**MINUTES**

B:94/08

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

**October 26, 1994**

**In Attendance:**

**Governors:** J. Harrison, Chair  
H. Middlestead, Vice-Chair  
D. Finkleman  
L. Foster  
B. Lavallee  
B. Moorhouse  
R. Rummery  
G. Tsouras (From 9:15 p.m.)  
T. Whiteman

**Regrets:** J. Bear  
R. Bullock

**President:** T. Knowles

**Secretary:** J. Tribula

**Guests:** K. Webb, Vice-President Academic  
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 6:30 p.m.

**1. ACCEPTANCE OF AGENDA**

Moved by T. Whiteman/B. Moorhouse that the Agenda be accepted as distributed.

**Carried**

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### **2. ADOPTION OF MINUTES**

Moved by B. Lavalley/B. Moorhouse that the Minutes of the Meeting of the Board of Governors held on September 28, 1994 be adopted.

**Carried**

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

- The President clarified some issues which were raised by Pat McDonnell at the September 28, 1994 Board meeting during Mr. McDonnell's presentation on the smoking policy. In response to Mr. McDonnell's suggestion that the College's management manipulated the implementation of the new policy through the College Council, the President advised that he asked the Council at their May, 1994 meeting whether they wanted to be provided with the College Management's position on the smoking issue. The Council indicated their desire to hear management's position and it was provided to them at a subsequent meeting.

Mr. McDonnell also indicated that to his knowledge, the previous smoking policy did not list discipline action. The President advised that discipline action was indeed listed and had been in place for over two years.

- It was noted that the wood processing technology program was awarded to the University of British Columbia, hence the \$500,000 previously allocated for this proposal in the 1994/95 budget, will be redistributed within the College. This item will be discussed in further detail later in the meeting.

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

The Chair welcomed the College's external auditors from Doane Raymond, Mr. Al MacLean, and Ms. Andrea Woytowich.

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

The President's Report from September, 1994 was provided to the Board for their information.

The President updated the Board on his recent trip to China and advised that it was quite successful. The Shenyang Electric Power Institute (SEPI) is interested in a new agreement with RRCC, and could include providing Toyota training; supporting students to attend RRCC from SEPI; and the possibility of the College assuming management of a hotel run by the Northeast Electric Power Institute, which could house a RRCC campus in Shenyang.

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An agreement was also signed with the Zhengzhou Electric Power College to become sister colleges and commit to develop further linkages. The President will provide a more specific written summary on his trip in the near future.

### 6. DRAFT AUDITED FINANCIAL STATEMENTS

*Guests: Al MacLean, FCA, Doane Raymond  
Andrea Woytowich, CA, Doane Raymond*

Mr. MacLean reviewed the College's Draft Audited Financial Statements for the period April 1, 1993 to June 30, 1994.

The Order in Council required to confirm the College's opening balances has not yet been received, therefore the auditors will not sign the statements, however it is expected that the government will extend the College's deadline for submission of the Annual Report. Mr. MacLean commented that the approval of these financial statements is also approval of inter-fund transfers as noted in the statements.

**MOTION:** H. Middlestead/B. Moorhouse

**THAT** the Board of Governors receive and approve the audited financial statements to June 30, 1994.

**Carried**

A management letter will be forwarded from Doane Raymond to the College in the near future outlining issues which the College's management should monitor, however Mr. MacLean advised that there is nothing of significance that the Board needed to be advised of at this meeting. Mr. MacLean and Ms. Woytowich then left the meeting.

### 7. SMOKING POLICY

#### 7.1 Smoking Review Committee - Progress Report

*Guest: Normen Konowalchuk, Executive Director, Administrative Services*

The Minutes of the Smoking Review Committee meeting of October 12, 1994 were distributed. Mr. Konowalchuk reviewed the areas of concerns and the specific recommendations made by the MGEU and the Students' Association (SA). He then reviewed the specific findings and recommendations from the Smoking Review Committee which include:

- that smoking be permitted outdoors, with restricted areas;
- that the College's management and the SA enter into discussions on cost-sharing for proper outdoor cigarette butt receptacles;
- that smoking be permitted in the South Gym with restrictions; and

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- that the Committee return to the Board at the November meeting with a further progress report on indoor smoking areas.

Mr. Konowalchuk reviewed the quotes on ventilation systems for indoor smoking areas and advised that Manitoba Government Services (MGS) will not renovate any system unless it meets current ASHRAE standards.

The Committee concluded that smoking would be acceptable in the South Gym for social and special events as it is on a separate ventilation system, and that the current system is capable of clearing the smoke by the following morning.

The President advised that a formal grievance has been received from the MGEU on the new smoking policy, however both parties agreed to hold it in abeyance until this issue is settled.

### **7.2 Health and Safety Issues**

*Guests: Phyllis Law, Manager, Health Centre*

*Daryl Nielsen, Coordinator, Occupational Safety & Health*

Ms. Law provided the Board with information relating directly to smoking and second hand smoke and how it affects your health. She advised that smoking is the leading cause of lung cancer, heart disease, and premature death in Canada. Non-smokers are in as much risk as smokers from second hand smoke, and she advised that prior to this new policy coming into effect, she received numerous complaints from students and parents on the excessive smoke in certain areas of the College. There has been a significant improvement in the air quality in the College and Ms. Law expressed her hope that the College remains a smoke-free environment.

It was recognized that smoking is an addiction and Ms. Law indicated that the Health Centre is willing to provide any assistance required to smokers in relation to cessation programs and counselling. The Board members requested a copy of Ms. Law's presentation.

Mr. Nielsen reviewed specifics from the Workplace Safety and Health Act and the employers responsibility to provide a secure and healthy work environment. A copy of his presentation paper was distributed to the Board.

### **7.3 Students' Association**

*Guests: RoseAnna Schick, Vice-President Student Affairs*

*Dave Lindberg, Marketing and Promotions Manager*

Ms. Schick indicated that at the September 28, 1994 Board meeting, the Board requested that those in favour of the new policy also be allowed to state their position. The SA created a committee and devised an informal survey of students to solicit responses. Ms. Schick then presented a summary of the survey results and indicated that the consensus appears that smoking should be allowed at the College within properly ventilated areas.

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Mr. Lindberg presented the SA's concerns on the financial ramifications of the new smoking policy. He requested that smoking be allowed at social and special events in the South Gym, and that the college invest in a well-ventilated indoor smoking area. He cited specifics in regards to revenue loss from socials, vending machines and arcade games, indicating that the SA expects a loss of \$32,000 in total revenue from last year.

**MOTION:** R. Rummery/D. Finkleman

**BE IT RESOLVED THAT** smoking be permitted at social and special events in the South Gym after 2:00 p.m.

**Carried**

It was clarified that the College's management will be responsible for monitoring the use of the facility. It was also noted that this motion was inclusive to staff and students.

**MOTION:** D. Finkleman/R. Rummery

**BE IT RESOLVED THAT** the joint MGEU, Students' Association and College Management Smoking Review Committee be allowed the extra time requested to continue their efforts until this is resolved.

**BE IT FURTHER RESOLVED THAT** in the meantime, smoking continue to be allowed outdoors with the restrictions as noted by the Smoking Review Committee pending that resolution.

**Carried**

The above motion deals with the Smoking Review Committees' further investigation into a smoking facility indoors. The Board considers the outdoors, and the South Gym issue to be resolved. Mr. Konowalchuk advised that the Smoking Review Committee did not yet reach a consensus on the indoor smoking issue, or a resolution to the costs associated with the ventilation of certain areas. The Committee would like to continue to explore options to raise funds to implement an indoor smoking area. Mr. Konowalchuk will provide an update from the Smoking Review Committee at the November Board meeting.

It was also agreed that the Workplace Safety and Health Committee would provide input and recommendations on outdoor areas which should be restricted.

The President reiterated that the College management's position is not to use academic funds to provide a smoking area indoors and requested clarification from the Board whether they agreed with this position.

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

**BE IT RESOLVED THAT** no College funds be used to pay for ventilation for a smoking room indoors.

**Carried**

### 8. TQM SUMMARY OF SURVEY

*Guest: Joe Mackintosh, TQM Coordinator*

Mr. Mackintosh indicated that the survey was well received and summarized the specific results.

### 9. COLLEGE COUNCIL

*Guest: Marg Braid, Chair, College Council*

Ms. Braid reviewed the issues discussed by the College Council at the October 4, 1994 meeting which included relief time for staff and student members to attend meetings; a report on internet and distance education; air quality; the bookstore; and the Council election process.

### 10. COLLEGE DEVELOPMENT COUNCIL

*Guest: Shirley Muir, Chair, College Development Council*

Ms. Muir informed the Board that the College Development Council (CDC) is progressing very well and has devised a fund raising campaign for the Animal Health Technology Centre.

The CDC has recommended that a consultant be retained who specializes in not-for-profit institutions to assist in generating an overall developmental plan. It is estimated that it would cost between \$10,000 to \$20,000 and would help to identify fund raising potential in the community, clarify the reporting lines, and assist in enhancing the College's image. Ms. Muir also advised that a public relations campaign would be very important as fund raising is extremely competitive and it is important to have a professional image.

It was discussed that a business plan should be developed in this regard, however it was recognized that it will be more effective to produce a developmental plan after a consultants report has been received.

**MOTION:** B. Lavallee/T. Whiteman

**THAT** up to \$20,000 be allocated to conduct a feasibility study for developmental activities at the College.

**Carried**

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Ms. Muir also invited the Board members to make a donation to the Animal Health Technology Centre. She then left the meeting.

### **11. ACADEMIC AFFAIRS COMMITTEE**

Mrs. Whiteman reported on the October 5, 1994 Academic Affairs Committee meeting and advised that Brenda Moorhouse was the new Vice-Chair of this committee.

### **12. ADMINISTRATIVE AFFAIRS COMMITTEE**

Mr. Middlestead provided the Administrative Affairs Committee meeting report of October 19, 1994 on behalf of Mr. Bullock.

#### **12.1 Allocation of 1994/95 Surplus Funds**

This item was considered by the Administrative Affairs Committee meeting at which time management was requested to revisit the document, provide a prioritization of items, and allocate some funds to renovate the Assiniboia Inn. It was noted that the \$500,000 had already been approved in the 1994/95 base budget for academic capital equipment.

After a lengthy discussion it was the consensus that certain items could be approved at this meeting, and that the others be referred back to the Administrative Affairs Committee for discussion.

**MOTION:** B. Lavallee/H. Middlestead

**THAT** Item 1 - Capital equipment replacement/upgrading for seven academic divisions of \$50,000 per division; Item 2 - financial system upgrade; Item 3 -Advertising Art renovation; Item 4 - student information system conversion; Item 5 - purchase of router for internet; and Item 16 - Hay Review, for a total of \$505,000 be approved, and that the additional items be referred back to the Administrative Affairs Committee for consideration.

**Carried**

#### **12.2 Financial Systems Reconfiguration: Current Status/Future Directions**

This report had been approved by the Administrative Affairs Committee. It was noted that this committee agreed to reschedule its meetings to the third Wednesday of each month for the remainder of 1994/95, with the exception of December 1994.

#### **12.3 Monthly Financial Report**

Mr. Dykes, Director, Financial Services summarized the financial report for the three months ended September 30, 1994.

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

**THAT** the Board of Governors receive and approve the financial report for the three months ended September 30, 1994.

**Carried**

**13. AUDIT COMMITTEE**

Mr. Middlestead provided a report of the October 18, 1994 Audit Committee meeting.

**13.1 Reappointment of External Auditor**

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

**THAT** Doane Raymond be reappointed as the College's external auditor for a further one year term.

**Carried**

**14. PLANNING COMMITTEE**

A meeting of this committee was not held during the reporting period.

**15. EXECUTIVE COMMITTEE**

**15.1 Conflict of Interest Policy**

At the September 28, 1994 Board meeting a Conflict of Interest Policy was considered and referred back to the Executive Committee for further review.

The Executive Committee proposed the following options:

1. *It is the policy of the Board of Governors of Red River Community College that the Board recognizes that members are governed by provisions of 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.*
2. *It is the policy of the Board of Governors of Red River Community College that the staff member will excuse himself/herself during discussions relating to labour negotiations.*

The Board requested that this item be reconsidered at the November Board meeting.



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### **16. NEW BUSINESS**

#### **16.1 Draft RRCC Annual Report for the Period April 1, 1993 to June 30, 1994**

It was clarified that the Annual Report will not be submitted to the Minister until the Order in Council is received.

The Board suggested a few minor editorial changes. One Board member suggested that a future topic for consideration should be the relatively low percentage of students in the College who have completed high school.

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

**THAT** the Board of Governors receive and approve the Annual Report subject to the receipt of the Order in Council which satisfies the financial statements.

**Carried**

#### **16.2 Possible Impact of the Proposed Social Reform Announced by the Hon. Lloyd Axworthy**

The Board concurred with the position taken by the President, and it was agreed that the documentation will be reviewed by the Colleges Secretariat prior to forwarding it to Mr. Axworthy.

#### **16.3 Government Response to the Roblin Report - College Input**

The Board approved the draft letter to Mr. Goyan on the College's input on the government response to the Roblin Report.

A Board member expressed the concern that some items were being rushed through and that the Board meetings are too lengthy. It was agreed that there be a standing rule that all material to be considered by the Board, be included in the agenda package sent out prior to the Board meeting.

### **17. INFORMATION ITEMS**

None.

### **18. NEXT MEETING - WEDNESDAY, NOVEMBER 23, 1994**

The next regular meeting of the Board of Governors will take place on Wednesday, November 23, 1994. Dinner will be provided at 5:30 p.m. and the meeting will commence at 7:00 p.m in the C709 Boardroom.

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**19. ADJOURNMENT**

The meeting adjourned at 10:55 p.m.

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John Harrison, Chair

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Dr. Tony Knowles, President