

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY
Regular Meeting of the Board of Governors
Thursday, February 22, 2018
Minutes

PRESENT

Governors:	D. Zuccato (Chair)	L. Buffone
	T. Ambeault	M. Yourchuk
	P. Hewgill	C. Coccimiglio
	L. Gagnon	M. King
	K. Martin	J. Barnes
	C. Czop	

President:	R. Common
Secretary Treasurer:	C. Bruno
Recording Secretary:	B. Bringleston

GUESTS

J. Beatty, Vice President, Corporate & Student Services
C. Kirkwood, Vice President, Academic & Research
R. MacDonald, HR and Corporate Communications
T. Bitonti, Senior Marketing Planner
L. Burrows, Director Enrolment and Financial Services
Members of Local 612
B. Kelly, Sault Star

REGRETS

B. Wilding	J. Stadnyk
J. Boyer-Nolan	M. Shoemaker
J. Naccarato	J. Caicco

The meeting commenced at 4:30 pm in the Board Room.

1. Approval of Agenda

The Chair's call for items of conflict of interest went unanswered and the agenda was approved as presented.

The Board of Governors were asked to approve the agenda, confirm that quorum is present and that there are no governors in a conflict of interest.

Moved by: P. Hewgill

Seconded by: K. Martin

The Board of Governors adopts the agenda and confirms that a quorum is present at the meeting.

Carried

2. **Approval of Meeting Minutes from December 21, 2017**

The minutes of the meeting held on December 21, 2017 were reviewed and no changes required. The Board of Governors were then asked to approve and adopt the minutes of this meeting into the official record book of the Board.

Moved by: C. Coccimiglio

Seconded by: L. Gagnon

The Board of Governors adopts the minutes of the meeting held on December 21, 2017 into the official record book of the Board.

Carried

3. **Fall Recruitment**

Tony Bitonti, Senior Marketing Planner, presented to the board an overview of the marketing department's activities over the past year and specifically the most recent fall campaign. Sault College applications and confirmations for fall 2018 and significantly higher than the provincial average.

4. **Building and Finance Committee Report**

Governor Coccimiglio of the Building and Finance Committee provided an overview of the Building and Finance Committee meeting held on February 1, 2018, where the following topics were discussed:

- Tuition fees for 2018/19 – Domestic 2.9% recommendation and no increase to International.
- Capital Projects Update
- Operating Line of Credit
- International Enrolment and Student Housing
- Project Management Enrolment Update.

The Board of Governors were asked to approve the proposed Tuition Fees for the 2018-19 year as recommended by the Building and Finance Committee.

Moved by: C. Coccimiglio

Seconded by: P. Hewgill

The Board of Governors approves the proposed Tuition Fees for the 2018-19 year as recommended by the Building and Finance Committee.

Carried

The Board of Governors were asked to approve the existing line of credit with RBC Bank as recommended by the Building and Finance Committee.

Moved by: L. Buffone

Seconded by: T. Ambeault

The Board of Governors approves the \$1.5 million existing line of credit with RBC Bank as recommended by the Building and Finance Committee.

Carried

The Building and Finance Committee were then asked to review and approve the minutes of the meeting held on February 1, 2018.

Moved by: C. Coccimiglio

Seconded by: T. Ambeault

The Building and Finance Committee approved the minutes of the Committee meeting held on February 1, 2018.

Carried

The Board of Governors were then asked to adopt the minutes of the Building and Finance Committee meeting held on February 1, 2018 into the official record book of the Board.

Moved by: L. Buffone

Seconded by: L. Gagnon

The Board of Governors adopts the minutes of the Building and Finance Committee meeting held on February 1, 2018 into the official record book of the Board.

Carried

5. **Second Vice Chair**

Chair Zuccato requested the Board of Governors to approve the appointment of John Stadnyk to the position of Second Vice Chair for the remainder of the academic year.

Moved by: C. Czop

Seconded by: T. Ambeault

The Board of Governors approves the appointment of John Stadnyk to the position of Second Vice Chair for the remainder of the academic year.

Carried

6. **Governance Committee Appointment**

Chair Zuccato requested the Board of Governors to approve the appointment of Christine Coccimiglio to the Governance Committee for the remainder of the academic year.

Moved by: M. King
Seconded by: P. Hewgill

The Board of Governors approves the appointment of Christine Coccimiglio to the Governance Committee for the remainder of the academic year.

Carried

7. **Consent Agenda**

Governor Gagnon provided an overview of the consent agenda guidelines and highlighted the purpose and benefits of utilizing a consent agenda. Chair Zuccato confirmed that this is considered a best governance practice and used regularly by many boards.

The Board of Governors were asked to approve the use of a consent agenda as outlined in the enclosed guidelines and as recommended by the Governance Committee.

Moved by: J. Barnes
Seconded by: P. Hewgill

The Board of Governors approves the use of a consent agenda as outlined in the enclosed guidelines and as recommended by the Governance Committee.

Carried

8. **Governance Committee Report**

Governor Gagnon provided an update from the Governance Committee meeting held on February 8, 2018.

The minutes will be amended to reflect that we will adopt the more robust and comprehensive board self-evaluation review. The board evaluation will take place during the month of April so that it can be discussed prior to the summer break.

An update on the by-law review was provided and the Governance Committee is bringing forward a recommendation to approve Wishart Law Firm as the successful proponent to conduct the by-law review.

The Board of Governors were asked to approve the appointment of Wishart Law Firm to conduct a legal review of the by-laws as recommended by the Governance Committee.

Moved by: C. Czop
Seconded by: M. Yourchuk

The Board of Governors approves the appointment of Wishart Law Firm to conduct a legal review of the by-laws as recommended by the Governance Committee.

Carried

The Governance Committee were then asked to review and approve the minutes of the meeting held on February 8, 2018, with the changes noted by Chair Gagnon regarding the board evaluation process.

Moved by: M. King

Seconded by: L. Gagnon

The Governance Committee approved the minutes of the Committee meeting held on February 8, 2018, with the changes noted by Chair Gagnon.

Carried

The Board of Governors were then asked to adopt the minutes of the Governance Committee meeting held on February 8, 2018 into the official record book of the Board.

Moved by: K. Martin

Seconded by: P. Hewgill

The Board of Governors adopts the minutes of the Governance Committee meeting held on February 8, 2018 into the official record book of the Board.

Carried

9. Health and Safety Quarterly Report

Cecilia Bruno, Chief Financial Officer provided a health and safety update. Two reportable accidents this year to date with one lost time. We have completed 53 days without a lost time. There were no outstanding orders with the Ministry.

10. Board Correspondence

Included in the board correspondence was a congratulatory letter from the Health & Safety Professionals Association along with the press release announcing Sault College Cougars as the winners of the mixed OCAA Curling Championships.

11. Place and time of next meetings

Sub-Committee Meetings – March 8, 2018

Board of Governors Meeting – March 22, 2018

Board of Governors Annual Reunion – March 29, 2018

The meeting adjourned at 5:13 pm.