

BOARD OF GOVERNORS OPEN BOARD MEETING
December 6, 2018 ~9:30 a.m.
Lambton College
Boardroom C1-211, Sarnia, ON

MINUTES

Members

Janice McMichael-Dennis,
Chair
Mike Lapaine, 1st Vice-Chair
Mark Hiseler, 2nd Vice-Chair
Christy Bressette (regrets)
Michael Caverly
Susan Ferguson
Dave Mitton
Carolynne Griffith
Barry Hogan

Liz Kenny (observer only)

Prince Patel
Sandy Marshall
Judith Morris
Heather Torres
Alan Warren
Jim Wodham

Resource Staff

Donna Church -regrets
Spencer Dickson
Margaret Dragan
Rob Kardas
Marc Guilbeault

1. CALL TO ORDER

The Chair called the meeting to order by acknowledging that Lambton College is located on the beautiful homeland that is the traditional territory of the Ojibwe, Potawattomi, and Odawa First Nations. These three individual Nations make up the traditional Three Fires Confederacy. We acknowledge the grace and the welcome they have offered to all students and staff at Lambton College.

The Chair welcomed Prince Patel, the 2018-2019 student Governor.

2. REVIEW AND APPROVAL OF AGENDA

The agenda was revised with the following changes:

- In-Camera item #5 - Corridor Funding Presentation - will be moved to the Open Meeting and become item #9.
- In-Camera Item #7 – Program Delivery Closure –Autism and Behavioural Science will be moved to the Open Meeting and become item #13
- The approval of Policy #3-300 Banking Resolution will be discussed under Other Business.

IT WAS MOVED BY: Mike Caverly
SECONDED BY: Sandy Marshall

THAT: the agenda of December 6, 2018 be approved as amended. 2018-44. **Carried.**

3. **CONFLICT OF INTEREST DECLARATION**

The Chair requested that the members declare a conflict at the appropriate time.

4. **MINUTES OF OPEN MEETING**

All business arising from the minutes was completed.

IT WAS MOVED BY: Carolyn Griffith

SECONDED BY: Heather Torres

THAT: the Lambton College Board of Governors approves the minutes of the meeting dated June 7, 2018 and all actions and decisions therein. 2018-45 **Carried.**

5. **CONSENT AGENDA**

The Board discussed the benefits of adopting a consent agenda meeting format to allow routine business to be conducted more efficiently. Governors will have an opportunity to remove items from the consent agenda for more discussion if they deem it is warranted before the consent agenda motion is approved.

IT WAS MOVED BY: Mike Caverly

SECONDED BY: Mark Hiseler

THAT: the Lambton College Board of Governors adopts a consent agenda for all meetings and sub-committee meetings of the Lambton College Board of Governors effective January 2019. 2018-46. **Carried.**

6. **FOUNDATION AND ALUMNI ASSOCIATION**

Marc Guilbeault, Director of the Lambton College Foundation and Alumni Association provided an overview of the Envision Tomorrow Capital Campaign. He detailed the fundraising events and opportunities to secure donations to support teaching and learning at the College. In 2018, the Campaign reached its annual target, and they are extremely optimistic the 2019 goal will be obtained.

7. **2019-2024 STRATEGIC PLAN**

Judith Morris overviewed the goals and framework of the 2019-2024 Strategic Plan. John Rose, member of the College's Strategic Plan Steering Committee and Coordinator, Online Education stressed the importance of the values to provide context and to underpin the work the employees complete on a daily basis. The Board considered and reiterated the 4th Industrial Revolution as the framework and the importance of the Our People, Our Students, and Our Community as themes to guide the next five years.

The Chair and the Board thanked the leadership team and the Steering Committee for their dedicated work in writing the plan and look forward to another productive and innovative five years guided the by the Plan.

IT WAS MOVED BY: Susan Ferguson

SECONDED BY: Michael Caverly
THAT: the Lambton College Board of Governors approves the 2019-24 Strategic Plan. 2018-47

8. **FINANCIAL STATEMENTS FOR THE PERIOD ENDED SEPTEMBER 30, 2018 AND 2018-19 FORECAST UPDATE**

Margaret Dragan overviewed the statements highlighting the college is on-target to exceed original budgeted surplus.

IT WAS MOVED BY: Barry Hogan
SECONDED: Susan Ferguson
THAT: the Board of Governors approves the Finance and Property Committee recommendation to approve the Financial Statements for the period ended September 30, 2018 and the Forecast update of financial performance for the 2018-19 budget year. 2018-48. **Carried.**

IT WAS MOVED BY: Mike Caverly
SECONDED BY: Susan Ferguson
THAT: the Board of Governors approves the Finance and Property Committee recommendation to approve the revised value of construction of the major capital project at a cost not to exceed \$48,220,500, including a Health & Research Centre at an estimated cost of \$30,000,000 and an Athletics & Fitness Complex at an estimated cost of \$18,220,500. 2018-49.
And
the Board of Governors approves the Finance and Property Committee recommendation to the Board of Governors that during the period of major Campus Renewal, the President and CEO is authorized to approve invoices related to approved Campus Renewal projects, irrespective of amount. 2018-50. **Carried.**

9. **CORRIDOR FUNDING PRESENTATION**

The Board heard a presentation from Margaret Dragan regarding the new Corridor Funding model. It will be fully implemented in fall 2019. The new funding formula does not fund growth and encourages colleges to stay within a range in order to maximize funding.

10. **PRESIDENT'S REPORT**

It was presented as written.

11. **CHAIR'S REPORT**

It was presented as written.

12 **GOVERNANCE**

Judy Morris, in Donna Church's absence, overviewed the Programs and Services Committee recommendation to suspend the Communicative Disorders Assistant program to allow time to try to address the lack of available student placements. As well, the Human Resources Management program will be closed, as the International students are moving to another credential and the online delivery, so the program is no longer viable.

The Executive Limitations Policy mention of Vice-Presidents was changed to Executive Officers.

Program Advisory Committee (PAC) Meetings Reports

- The Business PAC was very focused providing specific feedback.
- The Massage Therapy program has recently enrolled international students and is focused on community outreach, such as a partnership with the Brain Injury Association Sarnia-Lambton.
- The Heating, Refrigeration and Air Conditioning Program Advisory Committee meeting was not well attended as it was scheduled just as the cooler weather began, so people were busy working.
- The MTIM PAC spent time discussing automation and artificial intelligence opportunities.
- One PAC had a difficult conversation that will be discussed further with the College leadership.
- The Personal Support Worker and Practical Nursing program are requesting that people donate their iPod shuffles.
- The Technology PACs discussed safety as the top curriculum priority.

IT WAS MOVED BY: Mark Hiseler

SECONDED BY: Mike Caverly

THAT: the Board of Governors approves the Governance Report and all decisions and motions therein, as presented.2018-51.**Carried.**

13 **PROGRAM DELIVERY CLOSURE**

Autism and Behavioural Science

Mary Jane Comiskey Dean of Health and Community Services joined the meeting to detail the rationale for the on-ground program delivery closure recommendation:

- Many years of low enrollment has made the program not viable.
- The program is solid academically with excellent curriculum lead by an outstanding Coordinator.
- The need to support individuals with autism has been identified in our community; however, people are not enrolling in the program.

The Faculty-Coordinator, Nicole Domonchuk, was informed yesterday of the program delivery closure and provided a response to the Chair to be shared with the Board. The Chair provided the letter to Board members and paused to allow time for the Governors to read the letter. Judy Morris reiterated the great respect she holds for Nicole; however, she still believed the recommendation to suspend the on-ground delivery of Autism and Behavioural Science was the correct decision.

The Governors considered if all had been done to maintain the program and if the College's values have been followed. The Programs and Services Committee did discuss the recommendation at great length and believed that a well informed decision was being recommended.

The Board expressed anxiety because of the community need. However, students are not enrolling, although there is a community need. St. Clair College and Fanshawe College do offer the program. There are few jobs. The government support did not materialize to support the expansion of autism services. Susan Ferguson said Northern Secondary School will miss the co-op students, but until the agencies are hiring people with this designation demand, for the program will not increase.

It was questioned if the strengths, weaknesses, and threats (SWOT) identified items have been acted upon and fully implemented. The leadership team listed the numerous marketing initiatives that were implemented. The opportunity to partner with Lambton Kent District School Board (LKDSB) and the Local Health Integration Network (LHIN) to offer courses to their employees has not been implemented; however, it will not address the overall low program enrollment, as it would be a course by course approach resulting in a handful of part-time students.

Alan Warren expressed concern this SWOT item was not fully implemented. He questioned if the Communicative Disorders Assistant Program (CDAS) program could have been a good feeder program. As well, the hypothetical nature of the cost-revenue is concerning. It was questioned if one more year of opportunity would be beneficial. The Autism and the CDAS programs have not shown any overlapping enrollment historically. In terms of the work performed there is no overlap directly. The hypothetical calculations are to demonstrate to the Board the actual costs of the program with the full-time faculty person included. Historically, the College has made significant efforts to alleviate the cost of the program by attributing the costs of the contribution of the Professor in the other areas. In terms of waiting one more year, it was reiterated that there have been numerous attempts to make this program successful over 9 years. Dean Comiskey reiterated that one outstanding SWOT recommendation may result in a scattering of course offerings to the LHIN or LKDSB, is not enough to make the program viable.

Dave Mitton declared a conflict as he has relative teaching in the program.

IT WAS MOVED BY: Jim Wodham
SECONDED BY: Barry Hogan
THAT: the Board of Governors approves the Programs and Services Committee recommendation to close the on-ground delivery of the Autism and Behavioural Science Program for fall 2019. 2018-52. 13 in favour, 1 opposed, 1 declared conflict of interest. Carried.

14 **OTHER BUSINESS**

1. **Higher Education Summit Feedback** –Outstanding Premier’s Awards nominees were presented.

2. **Banking Resolutions:** The signing authority needs to be updated to recognize Julie Carlton as a signing Officer of the Corporation.

IT WAS MOVED BY: Susan Ferguson

SECONDED BY: Sandy Marshall

THAT: the Board of Governors approves the TD Canada Trust Corporate Resolution defining Signing Officers (as attached) AND the Board of Governors approves the CIBC Certificate Regarding Corporate Banking Resolution defining Signing Officers (as attached) and supported by: Certificate of Officers and Directors and Borrowing By-Law. 2018- 53. **Carried.**

13 **ADJOURNMENT**

The meeting adjourned.

MINUTES APPROVED BY:

J. McMichael-Dennis, Chair

AT MEETING OF: January 24, 2019 Lianne Birkbeck, Recording Secretary