

**APPROVED**

MINUTES OF MEETING NUMBER FOUR HUNDRED AND SIXTY FOUR OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON MONDAY, MAY 9, 2011, AT 5:00 P.M. IN ROOM 205 AT ALGONQUIN COLLEGE IN THE OTTAWA VALLEY

Present	Michael Dunlop, Chair	Regrets	William Johnson
	Doug Orendorff, Vice Chair		Yusuf Khan
	Denise Amyot		Louis Lamontagne
	Pauline Edmonds		Deborah Rowan-Legg, Vice
	Veronica Engelberts		President, Student Services
	Barbara Farber (teleconference)		
	Robert Gillett, President	Vice	Gerry Barker, Human Resources
	Sterling Hartley (teleconference)	Presidents	Kent MacDonald, Academic
	Doreen Hume		Joy McKinnon, Business
	James McIntosh		Development
	John Owens		Duane McNair, Administration
	Debbie Robinson		
	Valerie Sayah	Resource	Anna Cobus, Recording Secretary
		Personnel	

Observers Karen Davies, Dean, Algonquin College in the Ottawa Valley  
Debra Balasevicius, Algonquin College in the Ottawa Valley  
Jamie Bramburger, Algonquin College in the Ottawa Valley  
Claude Brulé, Dean, Faculty of Technology and Trades  
Marguerite Donohue, Dean, Academic Development  
Dave Donaldson, Dean, School of Business  
Terry Graham, Algonquin College in the Ottawa Valley  
Kelly Kidd, Algonquin College in the Ottawa Valley  
Russ Mills, Dean, Faculty of Media and Design  
Kathryn Moore, Registrar  
Shawn Pentecost, Algonquin College in the Ottawa Valley  
Brenda Rothwell, Executive Director, Algonquin College Foundation  
Vivian Schutt, Algonquin College in the Ottawa Valley

The Chair called the meeting to order at 5:17 p.m.

**11-28 CONFLICT OF INTEREST DECLARATION**

None.

**11-29 APPROVAL OF PREVIOUS MINUTES**

**RESOLUTION**

MOVED AND SECONDED – Owens and Amyot

That the minutes of May 9, 2011, be approved as presented.

CARRIED

**11-30 BUSINESS ARISING**

Governor Robinson inquired as to whether any further action has been taken with respect to the correspondence related to the Academic Assistance for Adults with Developmental Disabilities Program. The Chair noted that Mr. Kalyasunadam indicated that he would contact his MPP as a next step to seek governmental assistance. The Chair also indicated that he would meet with Governor Robinson for a further discussion in this regard.

**11-31 PRESENTATION**

**ALGONQUIN COLLEGE IN THE OTTAWA VALLEY – NEW CAMPUS**

Karen Davies, Dean, and Jamie Bramburger, Manager of Community and Student Affairs, Algonquin College in the Ottawa Valley, provided an overview of the project underway to build a new campus for the College programs in Pembroke. The new campus features were discussed and renderings for the exterior entrances were displayed, as well as the gymnasium, Pembroke Commons, and the Kathleen and F. Allan Huckabone Library. To date, over \$1.7M in pledges have been received towards the capital fundraising goal of \$2.5M. A number of fundraising events are planned including a community-driven event on May 15<sup>th</sup> and the Capital Campaign Golf Tournament on June 22<sup>nd</sup> at the Pembroke Shores Golf Club. A new waterfront pavilion is being built on the west side of the water front and will include plaques depicting the history of post secondary education in Renfrew County. Former community leaders who helped to establish the Pembroke Campus will be celebrated at the pavilion including Donald F. Runge (first Board of Governors representative for the Campus 1966-69), Dr. Joseph Foohey (Board of Governors Representative (1974-1981) and Frank Havey (longest serving Principal from 1974-1980).

Questions/Comments:

- *Governor Owens: Will the nursing simulation labs be similar to those at the Woodroffe Campus where they could be used to treat patients in a dire emergency? No. The simulation lab in Ottawa has real gas, etc. The Pembroke lab will have 8 beds but will not be a fully operational clinic as it is at the Woodroffe Campus.*
- *Governor Owens – How is the building designed to accommodate future expansion? The West end of the building allows for expansion and there is also room along the Southern and East sides. There is also a provision in the site plan for a student residence if the opportunity becomes available in the future.*
- *Governor Amyot: Is the building LEED gold? Yes.*
- *Governor Dunlop: Observed that former Governors, including Fred Blackstein, spoke passionately about moving forward with the new campus and asked Governor Robinson to comment from her perspective as the current Pembroke Campus Board representative. Governor Robinson noted that the citizens are embracing the new campus throughout the entire County of Renfrew and that it is not just a Pembroke-driven project. She also indicated that the City Council is aware of the impact that the campus will have on the revitalization of the downtown core.*

## **11-32 DECISION ITEMS AND REPORTS**

### FOURTH QUARTER BUSINESS PLAN REPORT

The President spoke to the year-end report on the business plan goals and objectives for 2010/11. He noted that in future quarterly reports, the Board may wish to see where performance measures have been enhanced or modified due to unforeseen situations such as changing dialogues with the government.

#### Questions/Comments:

- *Governor Edmonds: What is the timeline to implement goal EMP 2.2 (Faculty Update/Renewal Program)? The final stages of the policy are being developed at this time and the program may be implemented in January, 2012, or possibly in September, 2011, if all of the logistics are settled which involve addressing the inclusion of all College employees in the policy as well as determining budget implications.*
- *The Chair added to the President's comments that the reporting process for 2011/12 will be reviewed and revised to allow College executives to report on changing goals due to external forces.*

### REPORT OF THE GOVERNANCE COMMITTEE

The Governance Committee met on April 19<sup>th</sup>. Topics of discussion included a review of the Board policies, Board Advocacy, and a follow up discussion on the proposed Governor Education and Training Policy which was proposed by Governor Sayah at the Board meeting held on February 15<sup>th</sup>.

Governor Orendorff has agreed to work in parallel with Raymonde Hanson, former Vice President Academic, who is currently undertaking a review of all College policies. A meeting will be scheduled in order to ensure the projects are coordinated and determine how best to proceed. Once this occurs, Governor Orendorff will present a set of recommendations to the Governance Committee, with the policies ultimately being presented to the Board for approval upon their completion. The date for completion of this review is yet to be determined.

In terms of the Governor Education Policy, a discussion was held and it was felt that it would be most appropriate to add this to the scope of Governor Orendorff's policy review. Several suggestions were made regarding how this could be handled and will come forward for Board review at a future meeting.

The last topic of discussion focused on advocacy and whether the Board should institute an Advocacy Committee. It was the consensus of the Committee that rather than forming an Advocacy Committee, Governors should be provided with "one-minute" speeches so that they are prepared to speak to the College's needs when opportunities arise. This will be incorporated into the capital presentation which will be made to the Board at the June meeting where a discussion will take place following the presentation on what the "elevator speech" would be on this topic.

### **11-33 REPORT OF THE CHAIR**

The Chair reported the following:

- An email was sent on April 19<sup>th</sup> regarding the election of Board Officers for 2010/2011. Governors were asked to advise A. Cobus if they are interested in any of the positions. A motion will be tabled by Governance Committee at the June meeting of the Board to recommend the slate of officers for the 2011/2012 Board.
- All governors were invited to the annual Staff Meeting and BBQ taking place on Thursday, May 12<sup>th</sup> from 11:30 a.m. to 2:00 p.m. in the Marketplace Food Court on the Woodroffe Campus.
- The June Board meeting will be the annual general meeting of the Board, at which time the draft Audited Financial Statements will be presented, an update on the implementation of the recommendations the SPSP project will be provided, and there will be a Capital Plan presentation.
- An invitation will be sent to all Governors on behalf of the President and his wife, Anne, inviting Board Members and their spouses or guests for a dinner at their home on Monday, June 13<sup>th</sup> immediately following the Board meeting.
- The Chair met with the three newly-elected internal Governors to welcome them to the Board and indicated that they will be welcomed additions to the Board.

**11-34 REPORT OF THE PRESIDENT**

The President reported the following:

- The Pembroke Convocation Ceremony will take place at the Pembroke Memorial Centre on June 11<sup>th</sup> at 2:00 p.m. All Governors were welcomed to attend.
- In terms of financing for the current Pembroke Campus, an RFP has been initiated to hire a real estate firm to sell the existing Pembroke Campus once the new campus construction is complete. Discussions are also underway with Infrastructure Ontario.
- Governors were encouraged to attend the Staff Meeting and BBQ that will focus on the successes of the past year and will also include the presentation of staff awards.
- The College is working with the government in an attempt to understand the 5% reduction in the executive offices for each of the next two years.
- The College is currently completing its year end close and will submit the draft financial statements to the Ministry on May 16<sup>th</sup>. The statements will be reviewed by the Audit Committee on May 16<sup>th</sup> and once again prior to the June 13<sup>th</sup> Board meeting, at which time they will be presented for final Board approval. The request for one time investments will also be presented to the Board of Governors at the June 13<sup>th</sup> meeting.
- The College is still waiting for the government's announcements regarding its capital plan. A number of submissions have been made to the government and it is hoped that some answers will be received by June 13<sup>th</sup>. The long term post secondary plan (a follow up to Reaching Higher 1) is also expected to be released shortly.
- The ACCE Building tour will take place at 3:00 p.m. prior to the Board of Governors meeting at 5:00 p.m.

Questions/Comments:

- *Governor Hume: How is the College targeting the 5% reduction in the Executive Offices?* There is a Committee of Presidents meeting taking place in Toronto on May 16<sup>th</sup> and 17<sup>th</sup>, and Colleges Ontario is seeking legal advice as a system in this regard, after which time further clarification is expected.

**11-35 MANAGEMENT SUMMARY REPORT**

The complete Management Summary Report is available online at [www.algonquincollege.com/board](http://www.algonquincollege.com/board).

Questions/Comments:

- *Governor Hartley: Does the College foresee any problems in mobilizing the Student Commons for September, 2012?* No.

- *Governor Sayah noted it was a pleasure to be at the Student Commons Groundbreaking Event along with fellow Governors Farber and Johnson.*
- *Governor Edmonds: Was glad to see that the College is above the system average for applications for the fall semester and inquired if those are domestic applications? Yes. And international applications are trending as expected and have increased over last year.*
- *Governor Edmonds: Noted that the Residence struggled to meet its financial commitments last year and inquired if applications have increased for 2011/2012. Last year there was a change in the management of the Residence and the recruiting wasn't fulfilled as it should have been. This year, the Residence is fully booked and it is expected to be a positive year.*
- *The President noted that the increase in applications is for new students only in fall 2011. Overall, the target is a 6% increase and first year and returning, as well as close to 3000 other seats that make up the full time enrolment at the College on a yearly basis. There will be close to 20,000 full time students at the College in fall 2012. Kent MacDonald added that through the SPSP process, the College was able to exit some programs experiencing difficulty in order to vacate space for more high demand programs. The President cautioned, however, that the issue of increased applications for high demand programs continues to be a concern and the College has begun to target its recruitment to program areas where there is less application demand.*
- *The President also observed that bodies in seats don't provide funding as it is the weighted funding unit that must be balanced to create financial generation. This is a factor that the Board may want to revisit in terms of whether there has been an improvement on the WFU generation in relation to the increases in student enrolment.*
- *Governor Orendorff: What would it take to make a Pembroke Residence feasible? It would require a portion of debt financing which is likely not something the Board would want to do for a facility of this nature as it is difficult to sustain financing on this model. In addition, the College is not in a position to take on further debt capacity at this time. Discussions are ongoing with the province about not considering AFP and leaseback as debt loads for the Colleges; however, those discussions have been unsuccessful to date.*
- *Governor Orendorff offered his congratulations on the KPI results and observed that the College results were higher than the system average. The President noted that the College has engaged the firm that manages the KPI results to drill down on each of the questions to a level of granularity so that the historical trends can be analyzed. He added that the College is pleased with its results but feels there is room for improvement.*
- *Governor Sayah inquired as to the reason for the large increase in visitors to the Student Information Desk. The project began as a pilot and has now been mainstreamed which is the reason that it has taken off.*

**11-27 OTHER BUSINESS**

Governor Sayah inquired as to when the Board would be completing its self evaluation. The Chair noted that Governors will receive the evaluation soon and that the feedback will be compiled and reported to the Board at the June 13<sup>th</sup> meeting.

Governor Robinson observed that she had the opportunity to witness a College Journalism student reporting on election night and was very impressed with his skills.

The meeting adjourned at 6:30 p.m.

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Michael Dunlop, Chair

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Anna Cobus, Recording Secretary