

**MANAGEMENT SUMMARY TO THE
BOARD OF GOVERNORS
April 2008****ACADEMIC****Academic Development**

Algonquin College has joined the Ontario College Math Project (CMP), the goal of which is to analyze the mathematics achievement of first semester college students, particularly, in relation to their secondary school mathematics backgrounds; and for members of both college and school communities, to deliberate about ways to increase student success in college mathematics. Led by Seneca College, the CMP participants include Centennial, Georgian, George Brown, Humber, Sheridan, Niagara, Durham, Mohawk, Georgian and Algonquin. This project, originally funded by the School College Work Initiative, is now funded under a separate envelope held by the Ministry of Training, Colleges and Universities and the Ministry of Education.

School of Health and Community Studies

The School continues to engage the internal and external community in refining expansion plans for the Health programs. Through Algonquin's involvement in the Academic Health Council, a regional approach to addressing Health Human Resources (HHR) needs in the Champlain Local Integrated Health Network (LIHN) is forthcoming. A March 3rd dinner meeting brought together Algonquin representatives, the Dean of the Faculties of Medicine and Health Science, the CEO of the Ottawa Hospital and his associates, as well as Dr. Cushman, CEO of the Champlain LIHN. At that meeting, it was agreed that the community will work together in terms of HHR and that the Academic Health Council is the appropriate forum for advocacy.

Algonquin College in the Ottawa Valley

A capital fundraising campaign to raise \$2.5 million towards the cost of a new Pembroke Campus was launched March 3rd. The event garnered significant media coverage and was attended by a number of municipal leaders from Renfrew and Pontiac Counties, as well as, Renfrew-Nipissing-Pembroke MPP, John Yakabuski.

On February 22nd, the Algonquin Students' Association announced its commitment of a minimum of \$4 million towards further expansion of a new Pembroke Campus, if government approval and funding is secured. The money would cover the cost of a new gymnasium, fitness centre and other student amenities.

School of Hospitality and Tourism

The School's Hot Food Competition was held on February 16th with 25 students participating and over 80 guests, consisting of family members and industry judges, in attendance. Among others, Professors Alan Fleming and Mario Ramsay are to be congratulated for the success of this event. The media was present and the impact was excellent. Highlights of the competition are posted at:

www.algonquincollege.com/hospitalitycourses/hotfood_main_site

Student Activity

Melanie Morrison and Stacie Hutchinson, students in the Early Childhood Education program, were selected to travel to Cairo for their third year field placement. The placement is for eight weeks and is being supported by the new bursary for international experience.

Four third-year Graphic Design students began their field placements abroad in March (New York City, Saudi Arabia, New Zealand, and Los Angeles) and are also being supported by the new bursary for international experience.

The Public Relations programs received good news regarding student field placements. The program's fieldwork experience is to be included in the Federal Government's approved Coop/Internship programs. The program can now market, post opportunities and refer full-time students to Federal Government positions.

Jessica Graveline, fourth-year student, Bachelor of Applied Arts, Interior Design program, tied for first place in the ARIDO Norma Ruth Ridley Scholarship contest. This is quite impressive in that over the past five years, students in this program have achieved first place, three times; second place, once; and third place, once.

The Florist program students went on their annual field trip to Toronto and the Niagara region from March 11-14th. As part of the trip, they participated in the Ontario Flower Growers' 18th Annual Design Contest, held in Toronto at Canada Blooms. Alana Fulford received second place in the Bridal Bouquet competition, Janice Burke received second place in the Theme Design competition, and Lisa Gribbon placed third in the Theme Design competition.

Students of the Social Service Worker program (Perth Campus) participated in a rural study tour to El Salvador from February 25th to March 10th with their Coordinator, Lisa Shaw-Verhoek.

Michael Norris, a recent graduate of the Geographic Information System (GIS) program will present a summary of his project work at the upcoming National GIS Conference, GeoTec09, to be held in Ottawa in early June.

Game Development student Daniel Sharpe was the focus of an Ottawa Citizen article. He and a friend spent four hours assisting stuck and stranded citizens during the big storm.

Staff Activity

The Ryerson School of Disability Studies has announced that Rodney Walsh, Professor, Developmental Services Worker program, is the 2008 recipient of the Dennis Mock Award in recognition of his leadership and his commitment to the field of disability studies.

Community Activity

Cogeco TV-Renfrew County has been named one of only five employers in the province of Ontario to be honoured with an Employer Champion Award for supporting business-education partnerships. Cogeco was nominated by Algonquin College in the Ottawa

Valley (ACOV) for its support of the College's Passport to Prosperity program and its help with establishing a \$10,000 bursary for ACOV students. The award will be presented in Toronto on April 8th.

Donations

Candura Instruments donated power quality equipment used to test for 3rd, 6th, and 9th harmonics in power systems caused by high speed switching devices (worth approximately \$12,275) to the Electrical/Mechanical Studies Department.

The Transportation Technology Centre received a donation of \$50,000 from the Ottawa area Chrysler dealer network. The donation received from Capital Dodge, Southbank Dodge Chrysler and the Car Canada locations brings the total collected to date to well over \$1 million, the largest sector donation on record at Algonquin.

ADMINISTRATION

Finance and Administrative Services

The 2008/2009 Annual Budget preparation is in its final stages and on track to be presented to the Board of Governors on April 14th. The Request for Proposal (RFP) for Investment Services was concluded and on March 10th, the Board of Governors appointed Doherty and Associates as the College's primary investment services firm for 5 years. The 2007/08 Financial Statements audit plan was presented to the Audit Committee on March 10th.

Human Resources Services (HRS)

The Retiree Benefit Card Project is reconciled and complete and the new Point of Sale Drug Cards have been mailed to retirees.

The Long Term Service and Retiree Celebration was held on March 11th. All team members assisted with the organization of the event.

Human Resources staff have been working with Professional Development to offer several Health and Wellness workshops to College staff.

Physical Resources

Algonquin College Continuous Improvement (Value Stream)

The Algonquin College Business Process Review Manager, through membership in the Ottawa Manufacturer's Network, was invited to participate in the *Made in Ottawa Plant Tours* conducted during Manufacturing Week (February 25-29th). Algonquin selected to tour SMART Technologies, a manufacturer in Ottawa that is a world leader in interactive white boards and educational products. This company uses LEAN methods in their manufacturing processes. Manufacturing week is intended to highlight manufacturing in the region, to others in industry, to local school systems and students and to the general public.

Major Projects Nearing Completion:

- The renewal of major ventilation System 52 serving large portions of A building is 98% complete. This is the first major rebuild of this system since it was constructed in the 1960's. The upgrade of System 28 serving several floors of C Building is also nearing completion.
- The construction of an elevator to serve A Building is proceeding well with the elevator now on site and being assembled in the shaft. It is anticipated that the project will be completed in May.
- The construction of the Organizational Learning Centre and renovations to the Learning Resource Centre are 90% completed on the first and second floors of C Building.
- These have all been challenging projects to complete during the academic year; Physical Resources appreciates the patience of the affected academic areas while this important work was being implemented.

College Ancillary Services

In the aggregate, revenues and contribution in the CAS business units are on track with budgeted targets. Retail Services experienced lower sales volumes than forecast in the IT product categories due to the current moratorium on the acquisition of IT equipment by the College; however, the operation as a whole remains on target for year end.

Work on the additional storage area for the Food and Beverage Operation is nearing completion.

The Publishing Centre has completed the installation of its new production equipment and will next focus on the launch of a web submission portal and the analysis and modification of consequent work flow changes.

Information Technology Services (ITS)

Information Technology Services (ITS) is continuing to plan the College's IT work for the coming fiscal year including projects that will support the increased use of the College's computing and network infrastructure. One example of increased use is internet bandwidth utilized by students, faculty and staff. Bandwidth use has increased from 50Mbps (Megabits per second) two years ago to the current 250Mbps. It is projected that the use will increase to 400Mbps by January, 2009. Upgrades are planned to accommodate this growth as well as growth in other areas such as storage.

ITS successfully launched an upgrade to the system used by students to access timetables, grades, and employment opportunities; ACSIS (Algonquin College Student Information System). This upgrade places ACSIS on the Microsoft .Net platform which will allow for better integration with other systems in the future, both custom and off-the-shelf.

ITS will update the College's student computers to use the most recent version of the Microsoft Office Suite, Office 2007, to ensure that they are well prepared for the

workplace. Plans are also underway to update the College standard office suite from Office 2003 to Office 2007.

STUDENT SERVICES AND DEVELOPMENT

REGISTRAR'S OFFICE

Continuing Education Registrations

- Continuing Education registrations for the 2008 Winter Term, as of March 14th, were 11,832 as compared to 11,471 at the same time last year. The term registrations to March 14th represent 97.3% of the projected enrolment. Registration continues throughout the term.

Admissions Statistics, Fall 2008

- As of March 17th, the OCAS statistics for the 2008 Fall Term indicate that, for College Choices, our Non-Secondary School applicants are down -1.0% from last year, Secondary School applicants are up 4.6%, with an overall increase in applicants of 2.1%. Province-wide, the variances are 2.7%, 3.3% and 3.1% respectively.
- As of March 17th, for Program Choices (applicants are allowed a maximum of five program choices, with up to three at any one College), our Non-Secondary School applicants are down -1.6% from last year, Secondary School applicants are up 2.8%, and overall we show an increase of 0.9%. Province-wide, the respective variances are 1.7%, 2.5% and 2.2% respectively.

Convocation Ceremonies

- The Spring 2008 Convocation Ceremonies (Ottawa Schools) will be held at Scotiabank Place on Thursday, June 12th and Friday, June 13th. The full schedule of ceremonies is available on the following website: (<http://www.algonquincollege.com/RegistrarsOffice/>).
- Perth Convocation has been confirmed for Thursday, June 5th at St. John Catholic High School in Perth.
- Pembroke Convocation has been confirmed for Saturday, May 31st at the Pembroke Memorial Centre on Lake Street, in Pembroke. This year, our Pembroke Campus is making the transition from holding a Fall Convocation to a Spring Convocation.

INSTITUTIONAL RESEARCH AND PLANNING (IRP)

Ontario College Student Engagement Survey (OCSE)

- We are preparing the Outcomes data (GPA and Return status) for submission to the principal researcher who will merge results with the survey data from Algonquin student respondents who participated in the September and November, 2007 OCSE surveys. It appears that the 2007 survey will have collected responses from 3,800 unique Algonquin students who participated in one or both of the Fall 2007 surveys.

Strategic Plan

- The 2008-2013 Strategic Plan was approved by the Board of Governors at the March Board Meeting. Work has commenced on the preparation of an associated Balanced Scorecard which is targeted to be presented to the Board of Governors in June.

ALGONQUIN FOUNDATION

Transportation Campaign

- A reception was held to acknowledge a \$50,000 Chrysler donation from Southbank Dodge, Car Canada Dodge Chrysler Jeep, and Capital Dodge.

Plant Some Roots - February 2008 Appeal

- The Foundation has received 15 donations from the February, 2008 Plant Some Roots (PSR) Direct Mail Appeal for \$1,700 with funds still being received until the end of the month. These funds will be matched one-to-one through the Ontario Trust for Student Support (OTSS) program.

Planned Giving

- A new planned gift bequest has been confirmed for the School of Hospitality and Tourism from a pastry chef in Toronto.

Other

- An Algonquin College Foundation generic brochure has been developed.
- 15 Volunteers are being recruited for the Ottawa Dragon Boat Race Festival.

FINANCIAL AID OFFICE

- The Bursary staff in Financial Aid are still involved in adjudicating the bursary applications which were received during our Winter, 2008 term Bursary intake. This process will be completed by the end of March. The first week in April has been set aside by the bursary staff for bursary appeal appointments.
- Financial Aid staff were involved in the recent College March Break activities. The target audience for these activities were high school students and their parents.

STUDENT SERVICES

Director's Office

- During the month of February and March, our main focus was the review and preparation of our budget to make sure it addressed the direction of the College Strategic Plan.
- As President of the Administration Staff Association (ASA), Wayne McIntyre hosted members at the third ASA Information Breakfast this year. The key presenter was Patrick Joseph from True Ways International. His presentation covered understanding diversity, cross-culture communication and ways to respond to cultural conflicts.

- The Residence participated in the City of Ottawa “Earth Hour”. Students were asked to pledge on the GreenPower Website their continued support of helping to conserve energy.

Student Affairs and Orientation

- Celebration of Cultures took place March 18th and 19th in the Marketplace Food Court.

Student Employment Services

- Student Employment Services hosted two successful “Job Search Cafés” attended by 300+ students and staff.
- Student Employment Services attended the following program-specific job fairs:
 - March 4th – Hospitality Job Fair
 - March 5th - Police and Public Safety Institute Job Fair
 - March 5th - Developmental Service Worker Job Fair
 - March 7th - Child and Youth Worker Job Fair
- The Employment Officers have reviewed and provided advice to 39% more student and graduate resumes when comparing February, 2008 to January, 2009.
- Alison West Armstrong and Leigh Rowsell are currently developing a brochure focused on "Placement/Co-op Planning for Students with Disabilities". This brochure will provide both students and placement supervisors with tips and strategies on how to collaborate to discuss disclosure and accommodations.
- Dr. Karima Lacène along with Laura Brawn, from the Paul Menton Centre for Students with Disabilities at Carleton University, met over 100 high school teachers from St. Joseph Catholic High School and Mother Theresa Catholic High School. The majority of teachers were not aware that students with disabilities are provided accommodations at the post secondary level. The presentation focused on Learning Disabilities and Attention Deficit Hyperactive Disorder (ADHD) definitions and accommodations. Karima and Laura also reviewed the role of adaptive technology in student success.
- The CSD staff is currently planning and preparing for the Make the CUT (College University Transition) Program for grade 12 students with learning disabilities and ADHD which is scheduled for Wednesday May 7th at the College. This is a joint initiative with the Paul Menton Centre at Carleton University.

Pembroke Campus

- The Pembroke campus held an Open House for students interested in attending college in the Fall, 2008. The CSD met with several families to talk about services and accommodations.

Mamidosewin Centre

- The staff have introduced a “Visiting Elder” program that is twinned with INAC (Indian and Northern Affairs Canada) Kumik Lodge.
- The Student Craft group held a dream catcher workshop.
- The Centre participated in the Celebration of Cultures to promote cultural sensitivity to Aboriginal peoples.

Educational Outreach

- Educational Outreach activities included the launch of a new web page called the “Parent Resource Network” for students who are parents.
- In addition to their weekly drop-ins, the Multicultural Activity Network held its monthly movie night and visited the National Gallery.

Perth Campus

- Counselling helped organize the Women’s Self-Defence course for students in the Personal Support Worker program, as well as helping to plan the upcoming Open House event.

Counselling Services

- Counselling Services statistics for the month of February, 2008, were as follows:

Total Clients = 255	Reason for Visit:
148 Female	125 Academic
107 male	64 Personal
150 full or part-time students	44 Career
99 potential students	21 other

INTERNATIONAL EDUCATION CENTRE

Delegations

- The College received two visitors from the Indo-Canadian Institute of Technology in New Delhi. Mr. Rishi Kalra and Mr. Bhalla met with Mr. Claude Brulé, Executive Dean of the School of Advanced of Technology, Mr. Stephen Finnagan, Chair, Electronics/Electro-Mechanical, and Mr. Bruce Dwyer, Coordinator, Aviation, to discuss a joint delivery of the aviation program. The two visitors from India also had meetings with the deans and coordinators of the programs presently delivered in India to assess the progress of these programs and to outline plans for strengthening them.
- The College hosted five Chinese educational administrators from different technical-vocational colleges in China. The group was referred to us by the Association of Canadian Community Colleges (ACCC). Their interest was in the areas of technology and technical programming. They attended a presentation on our program offerings and toured the facilities of the School of Advanced Technology.
- On March 13th, staff met with a group of managers from Botswana who were interested in our Early Childhood Education (ECE) program. The itinerary for the group was facilitated by Lisa Lamarre-O’Gorman, professor of ECE. It included a tour of the Demonstration Lab and presentations on our ECE program as well as our international work.

Ontario International Scholarship Program

- The Ontario International Scholarship program has been successfully administered by our College. We had received 16 scholarships for 2007/2008 as well as a roll-over of 4 scholarships from 2006/2007. We are delighted that we were able to distribute 19 out of 20 scholarships. Our partnership with MREI in

Delhi helped the College find placements for 9 of our students from different programs in Technology and Media. Another school in Cairo accepted two ECE students. This is one of the side-benefits of having partners overseas.

CORPORATE AND BUSINESS DEVELOPMENT (CBD)

Algonquin College Access Project (ACAP) - Newcomer integration

- The College received \$156,000 from the Ministry of Citizenship and Immigration Canada.

INNOVATION & SPECIAL PROJECTS

- The College Environmental Committee encouraged all College employees to take part in Earth Hour (<http://www.earthhour.org>) which took place on March 29th. The committee reviewed a number of opportunities for the College's participation in Earth Day on April 22nd. The committee has formed a sub group to discuss the uses and applications for the environment web site.
- Renewal for the Second Life Island has developed into a three tier approach for funding and project opportunities. Student Services, Innovation and Special Projects, and the Academic area will split the costs of the island for the next year in hopes of developing retention and student engagement opportunities.
- Area 4 hosted a special presentation related to Social Networking. Dr. Michael Geist presented: "Facing up to Facebook". Staff and faculty were able to hear issues related to the potential and downside of social networking. Guests from the University of Ottawa also attended this informative session that was well attended and received by the College community.

ADVANCEMENT

PUBLIC RELATIONS AND COMMUNICATIONS

Corporate Events

Breakfast with the President Series

Breakfast for New Staff

On April 4th, the President hosted a breakfast for new employees in the Staff Dining Room to discuss their experiences as our newest staff members and to hear any suggestions that they may have to enhance the programs and services we provide to the College Community.

Long Service and Retiree Celebration

The Department provided assistance to Human Resources Services in the coordination and execution of the 2008 Long Service and Retiree Celebration held in the Marketplace Food Court on March 11th. This year's celebration was the first to also honour employees with ten and fifteen years of service.

Algonquin Day at the Ottawa 67s

The Department organized and hosted Algonquin Day at the Ottawa 67s during the March 16th game at the Civic Centre. The Department was responsible for organizing the on-ice entertainment during both intermissions as well as the set up of three Algonquin booth areas on the concourse. Students from the first year Public Relations program assisted with the on-ice activities, while several students from the Student Ambassador program volunteered at Algonquin's Bursary Basketball Free Throw booth and raised \$176.00 for student bursaries which was matched by the Government of Ontario's matching bursary fund program.

Coffee Break with the President Series

The President's Coffee Break was held on March 17th in the newly renovated section of the Learning Resource Centre and gave faculty and staff members the opportunity to come together in an informal setting.

Applied Research Day

The Department worked with the College's Office of Applied Research and Innovation to host Algonquin's annual Applied Research Day on Thursday, April 10th. Mark Hoddenbagh was the Master of Ceremonies for the event which included words of welcome from President Gillett and OCRI's Jeffrey Dale, and a presentation by keynote speaker Bert van den Berg, Director, Knowledge and Technology Transfer, Research Partnerships, Natural Sciences and Engineering Research Council of Canada.

Media Relations

There were approximately 78 media hits between February 22nd and April 2nd. Highlights included:

February 22nd and 23rd *CTV, the A Channel, The Pembroke Observer* and *The Eganville Leader* featured stories regarding the Students' Association's \$4 million pledge of support towards the proposal to build a new Pembroke Campus.

February 27th – *The Ottawa Daily Commercial News and Construction* featured a story regarding the support of the College's Expansion Proposal by the construction industry.

February 29th – *The Ottawa Sun* featured an interview with the Vice President, Academic, regarding enrollment.

March 3rd and 4th - *CTV, the A Channel, The Pembroke Observer* and *The Eganville Leader* featured stories regarding the launch of the capital campaign for the proposal to build a new Pembroke Campus.

March 11th – *CFRA* featured a story regarding the College's participation in the Global Learning Alliance (GLA) and the launch of the GLA web site featuring an interview with the President.

March 25th – *CTV* featured a live interview with the President regarding Algonquin College's reaction to the provincial budget.

March 26th – *The Ottawa Sun* featured an interview with the President regarding Algonquin College's reaction to the provincial budget.

March 27th – *The Ottawa Citizen* featured an interview with the Chair of Architecture/Civil/GIS/Technical Writer Programs regarding the College's Green Architecture Program. The Expansion Proposal was also highlighted as an innovative, environmentally efficient project.

COLLEGE MARKETING AND ENROLMENT

Director's Report

Several meetings were held with the Faculty Level Marketing Officers to discuss the environmental scans for programs and the faculty level marketing activity plan. Collaborative meetings continue with Web Services to discuss the 2008/2009 strategic marketing plan. The Algonquin College Access Project (ACAP) Steering Committee meeting was held March 28th to discuss proposals status.

Recruitment Activities

The Recruitment Team hosted a March Break Activity Week event receiving a total of 535 guests including prospective students and many parents. Many people travelled great distances to be in attendance at this information event. In addition, there were a multitude of single and group tours throughout March.

The Recruitment Team continued their active interaction with area high schools by coordinating and/or participating in the following events: high school presentations, grade 10 Career Class presentations, parent nights, and information booth setups in area schools.

The Discovery Evening Information event was held on March 26th from 5:00 p.m. to 8:00 p.m. Approximately 200 prospective students were on site to participate in the information sessions, program presentations and campus tours. Traditionally, this event has been held in January, however in response to feedback, the event was scheduled in late March to assist with applicant confirmation and to reinforce that they can still apply after the February 1st equal consideration deadline date.

Academic Partnerships

Skilled Trades Day was held at the Woodroffe Campus on April 1st where over 200 Grade 9 students from the Ottawa Catholic Board and Ottawa Carleton District School Board participated in three hands on skilled trades workshops. Overall it was a very successful event and students enjoyed the hands on experience. Excellent feedback was received from schools, teachers and students.

Publications, Advertising and Promotion

Creative Services has completed the production work, advertising and distributed of the School of Part-time Studies Spring onCourse catalogue.

The design and production work for the year is well underway for the College's Calendar, ViewBook and Monographs. Each is a substantive project requiring a deep collaboration with all areas of the College.

The promotional campaigns for March included:

Radio Advertising

The radio campaign to promote Discovery Evening aired March 13-26th and the School of Part-time Studies onCourse ads along with program testimonials started airing March 27th.

Print Advertising

Media and Hospitality program advertising in the @Home magazine until the end of March, 2008. Circulation for this edition of the magazine runs from March to June and is directed to mature students.

Advertisements for Discovery Evening ran in the Ottawa Citizen, the Ottawa Sun and the EMC Record News. New program and select program groupings advertisements also ran in the EMC Record News. A College and Mamidosewin Centre advertisement ran in the Turtle Island News.

Billboards

Billboard advertising on newly constructed tri-boards ran at the following locations: Ogilvie East of Blair, Carling at Churchill, Greenbank at Bellman, and Hazeldean and Fringewood.

Other Advertising

Advertising for the March Break activities included: a poster, messaging on the main College website, online registration as well as an email campaign to prospective students and local area high schools.