
APPROVED

MINUTES OF MEETING NUMBER FOUR HUNDRED AND TWENTY THREE OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON MONDAY, MARCH 12, 2007 AT 5:00 P.M. AT ALGONQUIN COLLEGE, WOODROFFE CAMPUS

Present: David Wallace, Chair
Shirley Westeinde, Vice Chair
Amelita Armit
Vini Bhindi
Fred Blackstein
Ric Cameron
Veronica Engelberts
Robert Gillett, President
Sterling Hartley
William Johnson
Lana March
Wayne McIntyre
James Robblee
Ken Rosehart
Michael Tremblay
Randy Williams
Wayne Wilson

Vice Presidents seated at the table:

Marguerite Donohue for Raymonde Hanson, Academic
Robert Letourneau, Administration
Kent MacDonald, Student Services and Development
Christopher Warburton, Student Life & Human Resources

Resource Personnel and Observers:

Anna Cobus, Recording Secretary
Jennifer Daly-Cyr, Director, College Marketing
Dawn Dubé, Executive Director, Advancement
Pat Kelly, Dean, School of Hospitality & Tourism
Andrew McKelvey, Public Relations
Jenny Potter, Algonquin Times
Luc Presseau, Director, Human Resources
Brenda Rothwell, Executive Director, Algonquin College Foundation
Altaf Sovani, Chair, School of Hospitality & Tourism
Morris Uremovich, Executive Dean, Faculty of Technology and Trades

The Chair called the meeting to order at 5:06 p.m. and welcomed all in attendance.

07-17 CONFLICT OF INTEREST DECLARATION

None declared.

07-18 APPROVAL OF PREVIOUS MINUTES

RESOLUTION

MOVED AND SECONDED – Robblee and Westeinde

that the minutes of the meeting held on February 12, 2007 be approved as presented.

CARRIED

07-19 BUSINESS ARISING

The President provided information on the request from Governor Wilson on the correlation between increases in student fees and aid increases. The President noted that over the last four years, as tuition fees have gone up, OSAP applications have also increased but he also noted that the Ministry of Training, Colleges and Universities has also expanded OSAP capacity and has promoted this fact in an advertising campaign across the province which may, by itself, have encouraged more students to take advantage of OSAP. In recent research done by universities, all of the research studies have shown that there did not appear to be any reduction in the number of applications as a result of rising tuition fees, however, student debt has risen. Governor Wilson thanked the President for the information and for providing the information to the Board and asked that the Board consider student debt as one of the issues to keep in mind with regard to future decisions. Governor Wilson also requested that this theme be examined at the Board Retreat.

07-20 PRESENTATION

None.

07-21 REPORT OF THE CHAIR

ACAATO Conference

Chair Wallace noted that Algonquin's two Premier's Awards recipients spoke strongly on behalf of the College and how proud they were to be up on the stage representing Algonquin College as it meant so much to them, in both their personal and professional lives. Their comments were a true reflection on the

07-21 REPORT OF THE CHAIR (cont'd)ACAATO Conference (cont'd)

calibre of this College and its 40 years of success as we were the only College to have two Premiers' Awards winners that evening. The Chair provided congratulations to all who were involved in helping these two individuals win their awards this year. Governor Westeinde also stated that the ACAATO conference is an excellent opportunity to network with other Colleges and to link with the various participants from the Board and staff levels to understand the challenges and issues throughout the system and to hear about some of the solutions that colleges are trying to address the challenges of the day. Governor Johnson also encouraged Board members to take advantage of both the ACAATO and ACCC conferences as they are great opportunities to find out what is happening in colleges, to learn from excellent speakers and to generally grow as a Governor. Governor Armit echoed the comments of her colleagues and noted that the Governors Orientation Program was also a valuable experience and that she had heard many comments about relationships within Boards and how similar the comments were from all of the institutions about the challenges they face with relationships and the issues of the day.

Board Visit to Pembroke

The Chair confirmed that the Board meeting scheduled for May 14, 2007, will be held at the Pembroke Campus and that they are looking forward to hosting us again this year as part of our annual commitment to meet once a year at our satellite campuses.

Election of a Student Governor

The Chair noted that the election for a Student Governor will be beginning shortly and we look forward to welcoming our new Student Governor for the 2007-08 academic year.

ACCC Conference

The Chair noted that there will be an ACCC Conference on May 27-29, 2007, and he encouraged Governors to consider attending given the proximity of the conference to Ottawa.

Review of External Members

Letters have been sent out to all of the Board Members asking about their interest in extending their terms. To date, all Governors have expressed an interest in renewing their membership on the Board for a one to three year term. Governor Cameron will be completing his term in June and the Board will be seeking nominations to fill the vacancy.

07-21 REPORT OF THE CHAIR (cont'd)Review of External Members (cont'd)

Governor Westeinde has agreed to chair the Nominating Committee and Chair Wallace indicated that in discussions with the Executive Committee, it was agreed that particular focus should be on attracting another Chartered Accountant given the number of fiscal issues the College system faces. The Chair also noted that he will be sending a letter out with regard to filling the Executive Committee positions for the next year and encouraged those who had an interest in any of the positions to express their interest as soon as possible to the Board office, or to the Chair directly. He noted that if two or more Governors are interested in the same position, a vote will be held to determine the final outcome.

Board Retreat

The Board Retreat is scheduled for April 26-27, 2007 at Sam Jakes Inn and he looks forward to working with the Board members to build relationships as a result of this activity. Chair Wallace outlined the basic methodology for the Retreat which will include a relationship building evening on April 26th where there will be a dinner followed by a knowledge trivia event about the College to help Governors grow in their knowledge of this College. The next day will be an intensive information seeking meeting where the Strategic Plan will be a key item on the agenda. Staff and consultants from Deloitte & Touche will be providing the Board with an overview of the process to date and then seeking input from the Board Members to the process. The Chair stated that he will be sending a survey around to all Board members, similar to what he did with his one to one meetings with each of the Board members. That information will be compiled and he will share the results during the Retreat. The focus of the Retreat is to build collegiality and to look at the next 40 years for the College and where it should be going.

07-22 REPORT OF THE PRESIDENT

The President reported the following:

- On March 19th, the Federal Budget will be tabled and on March 22nd, the Provincial budget, after which an analysis will be done on the impact of both of those budgets on the 2007-08 College Budget. As much of the detail provided in these budgets flows after the public announcements, the staff will use the week following the announcements to incorporate any new mandates from either the Federal or Provincial governments into the plans for the next year.

07-22 REPORT OF THE PRESIDENT (cont'd)

- The April 2nd tentative meeting for the Budget is cancelled and all of the material will be dealt with on April 10th at the regular Board Meeting.
- All of the Colleges have made a significant effort to try and influence the provincial budget and to seek almost \$200 million in increased funding to the colleges in both the operational and capital sides of the agenda. We will not know until the Provincial budget is tabled whether or not that advocacy effort has had results.
- Work continues on the Trades Proposal and the latest version was on the table for Governors to review. Meetings continue with politicians including Ministers Baird, Watson and Bentley as well as with employers. To date, almost 400 letters of support have been sent from the employer community to government officials stating their strong support for the Trades Centre and every effort will continue to ensure that all of the members of the community are on side.
- To date, over \$15 million of Millennium Scholarship funds have been received by Algonquin students with over 4,000 individuals participating in that federal plan. This has made a significant difference for the students of this College and we are strongly encouraging the Federal government to continue with the program as it reviews its scholarship packages for the future.
- There has been a very positive response in the media to the College beginning to become an environmentally friendly College in terms of buildings, curriculum, services and programs. We will continue to brief the Board as this effort continues. The Students' Association has committed to having an environmental consultant examine the College and describe the opportunities this College has, to go further with its environmental efforts. Both staff and students have been very supportive of this direction for the College.
- The College was successful in being part of a three partner International project in Egypt providing daycare teaching and establishing daycare buildings in that country. This is a major World Bank proposal and Algonquin's part of that proposal could have a value of almost \$2 million over the five years of the project.
- The hotel in Perth is moving slowly and has been delayed with financing issues; therefore, the College has delayed the start of the Spa program as we want to have at least five months of hotel operation in place before the program commences. Progress is now being made on the hotel and we still are optimistic that this program will begin in 2008, with a successful hotel operation in place.
- As we are almost at the end of our fiscal year, the College is still negotiating the MYAA agreement with the Ministry; however, we believe that we should have conclusion to those negotiations by March 31st.

07-22 REPORT OF THE PRESIDENT (cont'd)*Comments/Questions:*

B. Johnson noted for the Board that the symbol ACAATO is no longer the operational symbol as the wording Colleges Ontario is now the nomenclature being used in all correspondence and other matters.

07-23 DECISION ITEMS AND REPORTS**PROGRAM MODIFICATION: BUSINESS ADMINISTRATION – FINANCE**

M. Donohue led the presentation on behalf of the Academic area on the rationale for changing the title of the program as it more accurately reflects the program content currently being delivered.

RESOLUTION

MOVED AND SECONDED – Wilson and March

that the Board of Governors seek approval from the Curriculum Validation Service to modify the program title of the Business Administration – Finance program to Business Administration – Financial Services, effective fall 2007.

CARRIED

PROGRAM SUSPENSION: COMPUTER ENGINEERING TECHNOLOGY

M. Donohue introduced the program and turned the full discussion over to M. Uremovich, Dean of the School of Advanced Technology to provide details on why this program is being recommended for suspension. M. Uremovich clearly detailed that students are expecting a program focus more in line with hardware installation and maintenance and want hands on training in the area as opposed to pursuing the more generic Computer Engineering Technology stream. A great number of students entering the program transfer into more suitable streams such as the Computer Systems Technician program which focuses on network installation and maintenance. The College will continue to provide training in Computer Engineering Technology - Computer Science to generally satisfy the needs of students and business and industry.

Questions/Comments:

Governor Wilson asked what evidence there was of poor academic performance and do the students coming from our feeder high schools have the skills to handle this type of course. M. Uremovich indicated that both streams of Computer Engineering Technology take the same subjects in year one and that there is a great deal of commonality in the remainder of both program streams.

07-23 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM SUSPENSION: COMPUTER ENGINEERING TECHNOLOGY**
(cont'd)

The Computer Engineering Technology stream has consistently had difficulty retaining students and produces very low numbers of graduates. A number of retention strategies have been attempted with no resulting improvement. Students appear to have misconceptions of the nature of the program and are expecting a much more hands-on hardware based program.

The College expects that the majority of students who apply to Computer Engineering Technology will be redirected to other Computer Studies programs and remain with Algonquin.

Governor Johnson expressed his impression that this program was the base course to be an expert in software development and asked the Dean to verify whether this impression is correct and what would be the impact of this suspension. M. Uremovich stated that we still have Computer Engineering Technology - Computer Science and other programs which can deal with some of the issues raised by Governor Johnson. Students who want to go into software design can meet their goals by choosing other programs. The Dean also noted that the downturn in the high-tech sector has presented a similar situation for our electronics programs. Ottawa has lost a lot of the hardware production capacity in this city but has grown in software development. This shift in the industry also is reflected in student enrolment as the IT industry continues to evolve to meet the changing demands as well as the offshore transfer of jobs in this country.

Governor Johnson questioned whether or not we typically use the word suspension when cancelling a program. The response from the academic area was yes, we use the word suspension, and then if there is absolutely no interest in reinstating the program, we then move to the word cancellation. There is a clear advantage to the College to use the word suspension as if we had cancelled the program, we would have to go back to the beginning as a new program and go through all of the process once again.

Governor Tremblay reminded the Board that he had graduated from this program twenty-three years ago at which time it had a very heavy focus on software development and that he was not surprised at this progression and feels that this is the right direction for the College.

RESOLUTION –

MOVED AND SECONDED – Westeinde and Bhindi

that the Board of Governors approve the suspension of the Computer Engineering Technology (0178X) program, effective fall 2007.

CARRIED

07-23 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM APPROVAL: FOOD & NUTRITION MANAGEMENT**

M. Donohue outlined the rationale for the introduction of this new program and turned the presentation over to Dean Pat Kelly, School of Hospitality & Tourism. P. Kelly went through a complete analysis of why this program would be important to the hospitality industry and to the School and how there is great capacity for this program to garner students in accordance with the numbers provided to the Board.

Comments/Questions:

Governor Robblee asked for clarification that the numbers provided do represent two semester registrations and that was answered in the affirmative. Governor Tremblay asked why is this cash flow analysis at a break even versus others which are quite a negative in the initial years. The rationale provided by the academic area was because this program is using part-time faculty in the first year when compared with the utilization of full-time staff, the economic situation is significantly different. In the case of this program, there is sufficient full-time faculty expertise to launch the program supported by strong part-time staff, which will give the College the opportunity to examine the situation before committing to additional full-time faculty in the second year.

Governor Wilson asked if there was any connection between graduates of this program and the mandatory requirements for nursing and medical expertise within this type of facility. He requested information on whether or not we are entering into other people's jurisdiction by going down this route. Dean Kelly responded very clearly that this was not the case and that a typical graduate of this program would take supervisory or management roles in the kitchen of a hospital or LTC facility or explore the route of facility management and it is certainly not the intention of the College to try to go into other people's jurisdiction and that when this program was discussed with the advisory committee and employers, that the issue raised by Governor Wilson was not expressed as a concern.

Governor Wilson asked why if one is looking at the intakes of 30 and 25 in year one, which is a strong intake, why the College would not have to hire full-time staff to start the program off strongly. Dean Kelly stated that it is actually 30 in semester one and 25 in semester two, and that he felt confident in the strength of the faculty complement he had presently to allow him to begin the first year and to examine the situation at the end of semester two with regard to full-time staffing.

Governor Armit inquired about the program development cycle as it looks like it has taken five years to bring this program forward. M. Donohue said that this was just an anomaly where circumstances resulted in the program being halted and then recommenced once again. Normally, a program can be delivered from

07-23 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM APPROVAL: FOOD & NUTRITION MANAGEMENT** (cont'd)

start to finish to the Board within approximately one year. The President also added that the College has committed to reviewing 20% of all of its programs each year and at the present time, there are about 26 new programs being examined for introduction to the College. It is a process which must meet external requirements including MTCU's to ensure that we will get both program approval and funding commitment.

Governor Blackstein inquired about how long it took to get the Trades proposal to its present point. The President responded that we introduced the concept of seeking funding for a Trades Centre late last fall and having examined other Trades facilities in the country, we recognized that ECS Consulting was required and engaged them in the development of the core document. It has taken almost 12 months to get to the current version.

RESOLUTION –

MOVED AND SECONDED – Tremblay and Blackstein

that the Board of Governors approve the Food and Nutrition Management Graduate Certificate program effective fall 2007 and seek validation of the program title and outcomes from the Curriculum Validation Service and approval for funding from the Ministry of Training, Colleges and Universities.

CARRIED

THIRD QUARTER COMPLEMENT REPORT

Governor Bhindi expressed concern about the number of vacancies as there will be more and more staff retiring in the next few years and if positions are held vacant as they are at the present time, people who have been working part-time here too long may exit the College to go to the government or other employers if they don't see a future at the College in terms of full-time work. The President responded that the College reserved a number of positions due to the uncertainty of the budget and the slow budget announcements throughout the year. Although it is wonderful to make decisions to add complement as the work comes forward, there is also the requirement to ensure that we have the ongoing financial capacity at the College to continue to support the complement numbers that we have. There is constantly a balancing act between need and the ability to pay and it would appear that this will continue to be the model for the future until more stable, appropriate funding is provided by the government.

07-23 DECISION ITEMS AND REPORTS (cont'd)

INTERIM SPENDING AUTHORITY

RESOLUTION –

MOVED AND SECONDED – Cameron and Hartley

that effective April 1, 2007, the Board of Governors authorizes Administration to continue to expend funds at a rate appropriate with maintaining the provision of College services until such time as the Board approves a Budget for fiscal 2007-2008.

CARRIED

BANKING OFFICERS

RESOLUTION –

MOVED AND SECONDED – Hartley and Blackstein

that for banking purposes, the following are the officers of Algonquin College of Applied Arts and Technology, **effective April 1, 2007:**

THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

POSITION

CURRENT INCUMBENT

Chair

Mr. David Wallace

Vice Chair

Mrs. Shirley Westeinde

Secretary

Mr. Robert Gillett

Treasurer

Mr. Robert Letourneau

SENIOR OFFICIALS OF THE COLLEGE

POSITION

CURRENT INCUMBENT

President

Mr. Robert Gillett

Vice President, Academic

Mrs. Raymonde Hanson

Vice President, Administration

Mr. Robert Letourneau

Vice President, Student Services
and Development

Mr. Kent MacDonald

Director, Finance

Mr. Duane McNair

Acting Manager, Financial Services

Mrs. Barbara Nauth

CARRIED

07-23 DECISION ITEMS AND REPORTS (cont'd)**REPORT OF THE AUDIT COMMITTEE**

Governor Johnson detailed the deliberations of the meeting held prior to the Board meeting where the Audit Plan for the year ending March 31, 2007 was examined, assisted by KPMG Senior Partner Andrew Newman. The Audit Plan was approved with two amendments. Governor Johnson also noted that the financial statements for 2006-07 must be filed with the Ministry by May 22nd. The Board will approve those statements at the May meeting to be held in Pembroke. The Audit Committee also examined a directive from management for Third Party Fundraising Initiatives by the Foundation and made some suggestions for modification. The general feeling of the Audit Committee is that all is progressing well and on target and that the financial statements will be ready for the Board's consideration in May.

07-24 MANAGEMENT SUMMARY REPORT

The President presented the Management Summary Report and requested any questions from the Governors for clarification.

Questions/Comments:

Governor Wilson asked for clarification with regard to self-identified students noting specifically that there did not appear to be any CSD self-identified students in Technology and Trades. C. Warburton responded that the statistics looked at general percentages; however, he agreed to provide the statistics for those two schools at a future meeting.

Governor Wilson also commented that it would be valuable for the Board and Administration to take under advisement the fact that for many faculty, CSD students in their classrooms are a major academic challenge, and, although there are considerable resources brought to bear by the College to assist faculty, it is still a stressor for the subject matter experts. It may be worthwhile for the Board to see to what extent the College attempts to provide services to these students and to have a presentation at a meeting in the future which details the kinds of services that support the faculty and CSD students and the lengths to which the College goes to make sure that these students are well served. The President stated that it was his intention at a future meeting to have a report on our entire Student Services area including those services provided to CSD students and he looks forward to sharing that information with the Board. Governor Johnson added his voice to support Governor Wilson's request for a Board presentation on the services that the College is providing to students with disabilities.

07-24 MANAGEMENT SUMMARY REPORT (cont'd)

Governor Robblee made an inquiry with regard to Health Services on page six of the report and inquired if we know what the penetration of the flu shot campaign for staff and students was at the College and also what was the cost of the campaign. The President responded that we do know the number of flu shots that were given on site to staff and students; however, it is difficult to judge total penetration for flu shots as many of our students and staff use their own family doctors to get the shots. He will request from Student Services any information that they have and will share it at a future Board meeting.

Governor Robblee requested information with regard to bus passes and transportation and the tax implications for students and requested information on how the College is informing students that this tax benefit exists and that they should be retaining their receipts for next year's tax deductions. The President advised the Board that efforts had been made by the College and the Students' Association to inform students of this new tax advantage and that he will provide details at a future Board meeting on the initiatives to impart this information.

Chair Wallace commented on the solid work being done by the Foundation and commended Brenda Rothwell for her efforts at fundraising. He reminded the Board that October 24th is the date for the 40th Anniversary Gala and asked that everyone try to attend to show a strong Board presence at the event.

The complete management summary report can be viewed by visiting www.algonquincollege.com/board/minutes.

07-25 INFORMATION ITEMS

The following item has been received and is available from the Board Office upon request:

February 8, 2007-03-25

Approval to Offer the Ontario College Graduate Certificate: Recreation for Older Adults, effective September, 2007

RESOLUTION

MOVED AND SECONDED – Hartley and Cameron

that meeting #423 of the Board of Governors of Algonquin College adjourn for the evening at 6:03 p.m.

David Wallace
Chair

Anna Cobus
Recording Secretary