
APPROVED

MINUTES OF MEETING NUMBER FOUR HUNDRED AND TWENTY FOUR OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON TUESDAY, APRIL 10, 2007 AT 5:00 P.M. AT ALGONQUIN COLLEGE, WOODROFFE CAMPUS

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

Regrets: Ken Rosehart
Sterling Hartley
Amelita Armit

Vice Presidents seated at the table:

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

Resource Personnel and Observers:

Gerry Barker, Executive Dean, Faculty of Health, Public Safety and Community Studies
Brian Burns, Director, Finance
Jennifer Daly-Cyr, Director, College Marketing
Marguerite Donohue, Executive Dean, Academic Development
Dawn Dubé, Executive Director, Advancement
Andrew McKelvey, Public Relations
Duane McNair, Acting Director, Finance
Doug Ouderkirk, Executive Director, Academic Operations and Planning
Rick Reid, Executive Dean, Faculty of Business and Hospitality
Brenda Rothwell, Executive Director, Algonquin College Foundation
Jan Strickland, Financial Aid / President, Local 416
Morris Uremovich, Executive Dean, Faculty of Technology and Trades

Miranda Lavalley
Recording Secretary

The Chair called the meeting to order at 5:01 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 – Johnson and March

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

CARRIED

07-19 BUSINESS ARISING

Governor Wilson inquired, in relation to the College beginning to become an environmentally friendly College, if there are any updates on the activities taking place on a day-to-day basis, and, specifically, what the College is saving. The President responded that there are a number of initiatives in place and an update to come forward to the Board in June or September.

Governor March requested that expanding programs be included on the agenda at the Board Retreat. The Chair responded that since there is currently a full agenda at the Retreat, this item will be added for discussion at a future meeting. Governor March also requested that numbers and details be provided on the Algonquin College staff currently on long-term disability.

FLU SHOTS

K. MacDonald presented the information requested by the Board of Governors at the March 12th meeting concerning the population penetration and cost of the flu shot campaign. He added that this is the first year nursing students administered needles with 800 administered in the Simulation Centre. A total of 2700 inoculations were administered as of March 26th.

CENTRE FOR STUDENTS WITH DISABILITIES

Governor Wilson requested clarification on the percentage of students within the School of Advanced Technology: Arch/Civil/GIS. This information will be brought forward at the next meeting.

07-20 PRESENTATION

None.

07-21 REPORT OF THE CHAIRReport of the Executive Committee

The Chair noted that seven survey responses had been received to date with regard to the Board Retreat. The Chair asked that all Board members complete the survey and forward it to his attention so that a full assessment can be completed.

Nomination for Executive Members

A memo was distributed on behalf of the Chair encouraging external Governors to submit their names for any of the executive positions: Chair, Vice-Chair, Chair of Audit, and Past Chair. For the 2007-08 academic year, the Chair will serve his final year as Past Chair.

Term Expiry

The Chair confirmed the following three-year reappointments: Governor March, Governor Armit, Governor Tremblay and Governor Robblee. Governor Blackstein confirmed for another one-year term.

Algonquin's Animal Health Care Facility

Board members were invited to attend the Official Opening of Algonquin's Animal Health Care Facility taking place on April 11th at 11:00 a.m. in the new "V" Building on the Woodroffe Campus.

The Chair read a success story he received via email from a company who visited the College's Digital Media program students. The owner thanked the College for their hospitality, adding that he was impressed with the talent of the students and he would hire any of these Algonquin students immediately. The second year students were also a treat to talk to; they were eager to learn and asked knowledgeable questions. He promised to give Algonquin students a good home in Halifax.

07-22 REPORT OF THE PRESIDENT

The President reported the following:

- Ben Sayah, won bronze at the National Wrestling Championships in Calgary.
- Brett Daily has been invited to the Team Canada Men's Volleyball tryouts.
- Algonquin's Men's Volleyball won gold at the OCAA and bronze at the CCAA.

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

- Pat Dawson, Professor, won the Outstanding Educator Award for OACETT.
- KPI results for the province were released today with Algonquin ranked 1st among the large Colleges and 7th overall.
- The Strategic Plan surveys are online and Board members were encouraged participate.
- There were very positive responses to the CBC Skilled Trades reports aired last week.
- Trades Centre advocacy efforts continue to build support across the whole community and with politicians. We are looking at a number of options to combine the trades and retrofit of the vacated facilities into one project.

The President thanked Barbara Farber for her role as the first Chair of the Algonquin College Foundation. A letter will be sent by the President and Chair on behalf of the Board, thanking her for her tremendous efforts on behalf of the College.

Comments/Questions:

- *The Chair advised that a portion of the Board agenda was included with the information package. The session scheduled for Thursday, April 26th starts at 5 p.m. to allow members time to check in; this is followed by a brief reception. There is an Algonquin Trivia night planned with a Dispute Arbitrator present and an Answer Judge. Board members have been divided into teams.*
- *Governor Westeinde advised that she would be attending Skilled Trades Fair scheduled at Algonquin College, Woodroffe Campus at 6:00 p.m. in the Trades building. Various booths will be set up in conjunction with the initiative with Habitat for Humanity, Skills Canada and Women Build. These organizations are working with Algonquin to provide these women with training. She added that it was interesting to see that they are encouraging a number of women to work in the trades; this concept will make them feel more comfortable on the site and ensure their participation. This free event is open to students, parents, do-it-yourselfers and anyone who is either considering a career in skilled trades or who wants to learn more about how skilled trades affect their lives.*

The Board moved In Camera at 5:48 p.m. resuming the regular meeting following this discussion.

07-23 DECISION ITEMS AND REPORTS**PRESENTATION OF THE 2007-08 BUDGET**

B. Letourneau, Vice-President, Finance and Administration began the presentation of the 2007-08 budget by acknowledging the tremendous collaboration and cooperation throughout the College during the budget preparation process. He added that this will be Brian Burns' last budget presentation as he will be taking on a new role at the College. Duane McNair will be taking on the role of Acting Director, Finance.

In summary, there is a positive bottom line of \$1,475,000 in 2007-08. Positive unrestricted assets are projected for the next three years. Further fiscal challenges are anticipated for 2008-09 and 2009-10. Provisions for growth, government grants and inflation are relatively conservative. There is above average spending on capital in 2007-08, reducing to historical levels for 2008-09 and 2009-10. The government announced funding for capital; this funding is one-time money to be spent on deferred maintenance items by March 31, 2008.

The proposed budget does not reflect major capital projects or debt financing including the potential new Trades Module, the Student Centre/Auditorium; or, unusual or significant changes to Government funding structures.

The budget includes the following assumptions:

- Tuition fee increases based on provincial guidelines of 5%;
- Enrolment growth of 2%.
- Algonquin will earn its share of the provincial government Quality Improvement Funds;
- Capital spending that maintains or enhances quality and supports reputation, registration or retention in accordance with government guidelines.

The following significant risks were identified:

- Pro-forma shows operating deficiencies in 2008-09 and 2009-10, which will be addressed;
- Assumptions for government funding are based on Ministry estimates.

The proposed budget includes funding for:

- \$1.7 million in operating efficiencies or additional revenue identified by operating areas based on previous pro-forma;
- The addition of 25 new full-time staff and faculty;
- Resources to improve student success;
- Other initiatives which will be detailed in the annual Business Plan.

B. Burns, Director of Finance, provided an overview of the various schedules included in the budget.

07-23 DECISION ITEMS AND REPORTS (cont'd)**PRESENTATION OF THE 2007-08 BUDGET** (cont'd)*Questions/Comments:*

- *When does the deal close for the sale of Rideau Campus?* The final payment from the University of Ottawa will be made in August, 2008. For accounting purposes the sale is booked during the 2008-09 fiscal year.
- *Governor Wilson questioned whether the vacant land in Kanata has been identified within the budget.* It was reported that the land is still on the balance sheet, being carried at approximately \$1.5M in value.
- *Will staff retirements between 2007-2008 affect the hiring of support staff?* No, but there might be minimal impact if any position is changed or filled. It was encouraged that departments maintain money in their budgets to pay for additional support as required.
- *Governor Wilson questioned if the 7 faculty included within this budget take into account retirements.* It was reported that these positions are over and above retirements. *Governor Robblee requested details on these positions.* L. Presseau, Director of Human Resources, will provide the information at the next meeting.
- *Governor Wilson asked for the 2007 and 2008 enrolment projection.* An enrolment growth of 1% was projected last year the College came in just under target.
- *Governor Wilson questioned if the funding allocated for New Program Initiatives/Curriculum, identified on page 4 – Revenue and Expenditures by type of Capital Projects, was too low.* Raymonde Hanson, Vice-President Academic, responded that when put into the context of the total budget, there is a fair amount of dollars that have been allocated to support various initiatives within a number of accounts (e.g. Student Success Specialists).
- *Governor Wilson questioned applicability and the quality of the curriculum.* There is money allocated within the budget for such initiatives. Recommendations also come forward from faculty during their Program Quality Review with feedback brought forward to the Vice-President Academic for consideration.

RESOLUTION

MOVED AND SECONDED – Johnson and Westeinde

that the Board of Governors approve the 2007-08 Budget as presented:

FULLY CARRIED

07-24 MANAGEMENT SUMMARY REPORT

The complete Management Summary report is available at <http://www.algonquincollege.com/board/minutes.htm>.

Questions/Comments:

- Page 8 (Marketing) - Governor Engelberts requested a presentation at a future meeting to provide more details on the Marketing strategies.
- Page 10 (Recruitment) – *Governor Wilson questioned if the College could provide details on the effectiveness of recruiting students from overseas and if there is way to track whether or not these efforts are paying off.* Similar to the practice adhered to by other colleges, Algonquin attends recruitment fairs, and visits schools who are sending students. Projects related to recruiting International students are growing at a rate of 5-8% per year. Each year, new countries are added based on trend analysis of their potential.
- Page 5 (Registration Statistics) – *Governor Wilson questioned the accuracy of the approved projection of returning students compared to the net registered for returning students for the Faculty of Health, Public Safety and Community Studies and the Faculty of Technology and Trades.* Raymonde Hanson, Vice-President Academic, stated that she believed that the numbers were inverted. She added that the approved projections are based on what was approved in Spring 2006. The verified numbers will be provided at a future meeting.
- Page 5 (Mandatory Exit Interviews) - *Governor Wilson questioned how the Mandatory Exit Interviews will be mandatory.* W. McIntyre, Acting Director of Student Services, responded that mandatory means that students have to go to Student Services to pick up a form, meet with a counsellor, bring the form to Financial Aid for signature and lastly, the Registrar's Office for signature. There will be a "one-stop shop" for students to meet with someone with an unbiased opinion. This will provide the College with meaningful statistics when reviewing its focus on retention. The President added that this initiative is based on feedback from students. They reported that as they only receive information prior to and during the start of classes, and have asked that this information be provided continuously so that they are fully aware of the College Services available while enrolled at the College. The Students' Association and individual students have asked that the College provide additional support for students, which will begin with the addition of 4 Student Success Specialists supported by money for retention built into the budget.
- Page 6 – *Governor March requested details on what has changed within "Campus Preview" and the orientation schedule.* Campus Preview allows students to attend during the summer, just prior to the start of classes, to review the various College services. Students are offered an opportunity to attend campus tours and the information café.
- Page 12 – Governor Bhindi requested that an overview of the field of immigration training be brought forward to the Board to provide specific details on the projects undertaken.

07-25 INFORMATION ITEMS

The Chair requested that due to the tight timeline at the Board Retreat, Governors review the material provided on the table in advance. The Governors will also be provided with an overview of the findings from Deloitte. They were asked to prepare their points in advance of the meeting.

07-26 OTHER BUSINESS

NEW FOUNDATION BOARD CHAIR

Governor Robblee presented the following motion on behalf of the Foundation Office, which was passed at the March 29, 2007 Algonquin College Foundation Board of Directors meeting recommending the following for their 2007 Slate of Directors:

Algonquin College Foundation Executive

Chair – Charles Bordeleau
Past Chair – Barbara Farber
Vice-Chair – Peter O’Leary
Secretary – Sara Nixon
Treasurer – Bob Letourneau

Algonquin College Foundation Directors

Lesley Baird
Bob Gillett
Michelle Valberg
Jeff Westeinde

The Chair thanked Barbara Farber for her ongoing support as Past Chair. A formal letter will be sent to Barbara Farber by the President and the Chair on behalf of the Board of Governors.

RESOLUTION

MOVED AND SECONDED – Johnson and Wilson

that meeting #424 of the Board of Governors of Algonquin College adjourn for the evening at 6:40 p.m.

CARRIED UNANIMOUSLY

David Wallace
Chair

Miranda Lavalley
Recording Secretary