
APPROVED

MINUTES OF MEETING NUMBER FOUR HUNDRED AND THIRTY-THREE OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON MONDAY, FEBRUARY 4, 2008 AT 5:00 P.M. AT ALGONQUIN COLLEGE, WOODROFFE CAMPUS IN THE ROSSER BOARDROOM

Present: James Robblee, Acting Chair

David Wallace, Past Chair

Vini Bhindi

Fred Blackstein

Robert Gillett, President

Wayne McIntyre

Peter Quinn

Sterling Hartley

Lana March

Amelita Armit

Michael Tremblay

Carman Joynt

Veronica Engelberts

William Johnson

Regrets: Shirley Westeinde

Randy Williams

Vice Presidents seated at the table:

Raymonde Hanson, Academic

Robert Letourneau, Administration

Kent MacDonald, Student Services and Development

Resource Personnel and Observers:

Mike Rushton, Director, Physical Resources

Jennifer Daly-Cyr, Director, College Marketing and Enrolment

Dave Donaldson, Executive Dean, Faculty of Business and Hospitality

Marguerite Donohue, Executive Dean, Academic Development

April Flor, Algonquin Times Reporter

Doug Ouderkirk, Executive Director, Academic Operations & Planning

Andrew McKelvey, Acting Manager, Media Relations, Advancement

Doug Wotherspoon, Consultant, Advancement

Deborah Rowan-Legg, Registrar

Mark Hoddenbagh, Director, Applied Research and Innovation

Brenda Rothwell, Executive Director, College Foundation

Duane McNair, Acting Director, Finance

Joe Ranieri, Director, Corporate and Business Development

Luc Presseau, Director, Human Resources Services

Miranda Wilson
Recording Secretary

The Chair called the meeting to order at 5:02 p.m. and welcomed all in attendance.

08-11 CONFLICT OF INTEREST DECLARATION

The President and Governors McIntyre and Bhindi declared a potential conflict of interest in relation to the presentation for Reimbursement of Tuition Fees of Dependent Children and Spouse/Partner of Full-time Algonquin employees and did not participate in any discussions or voting. Governor Johnson asked any person attending the College to refrain from voting. The Chair approved of the request from Governor Quinn to participate in the discussion on the reimbursement of tuition fees and to vote since he is not married, has no children and is not an employee of the College.

08-12 APPROVAL OF PREVIOUS MINUTES

RESOLUTION

MOVED AND SECONDED – Joynt and Wallace

that the minutes of the meeting held on January 14, 2008 be approved as presented.

CARRIED

08-13 BUSINESS ARISING

Governor Johnson reiterated the request from Governor Williams and enquired when the definition of student success would be presented. The President responded that the definition would be included in the Strategic Plan that will be presented to the Board in March.

Governor Robblee asked if a “tag line” could be incorporated into the 5 year Strategic Plan as well as more literature to include Distance Education. The President responded that the incorporation of a “tag line” has been taken under advisement. He added that the direction of the College is influenced by government priorities, but issues related to Distance Education will be addressed at the March Board meeting.

Governor Johnson asked for clarification on the discussion about the new model of Governance held at the last meeting. He questioned whether or not the new model eliminates Governor participation at Colleges Ontario. The President advised that he would represent the intentions of the Board at the General Assembly meeting and added that there will be an opportunity to present additional feedback to Colleges Ontario following the General Assembly meeting. One representative from each College, which includes the Board Chair,

08-13 BUSINESS ARISING (cont'd)

President and Vice Chair may vote on behalf of the College. Governor Wallace advised that the majority of meetings that he attended, as Chair, were not worthwhile since they focused on College related activities and did not focus on governance. He added that the President ensured that he was kept up-to-date prior to and following every meeting. Governor Wallace suggested forming a separate Council which could meet once or twice per year to focus on governance issues if Governors were prepared to commit the time.

Governor Johnson submitted the motion that the Board of Governors withhold its support of the new Governance Model for Colleges Ontario until an organization is formed to represent the role of Governors. Governor Wallace outlined concerns with the motion stating that unless the College has something additional to offer, this would not be appropriate. Governor Johnson suggested the establishment of a Council of Governors. It was clarified that Colleges Ontario is the advocacy association for the 24 Colleges in Ontario. The President advised that if the new Governance Model was approved, the only difference would be that the Chairs would not be required to attend the two General Assembly meetings per year. Governor Wallace advised that if the Board wishes to establish a Council of Governors, then Governors would need to be prepared to attend the meetings. He added that the President represents the Board quite well at these meetings and that attendance at recent General Assembly meetings had been dwindling. Governor Wallace agreed that he would commit time to meet once per year if the purpose of the meeting was known in advance.

RESOLUTION

MOVED AND SECONDED – Hartley and Armit

that the Board of Governors withhold its support of the new Governance Model for Colleges Ontario until an organization is formed to represent the role of Governors, for example, the establishment of a Council of Governors.

NOT CARRIED

08-14 PRESENTATION**CAPITAL PLAN**

The President reported that the College has several Public Relations Campaigns underway and wanted to ensure that the Board is fully aware of these ongoing projects including the details of what the College is requesting from the government.

M. Rushton, Director, Physical Resources, introduced D. Wotherspoon, Consultant, Advancement, and provided an update on the achievements to date.

08-14 PRESENTATION (cont'd)CAPITAL PLAN (cont'd)

He advised that the College has accomplished a lot this year and that many projects were focused on the infrastructure of the College. He spoke to the future projects, the progress to date, and Algonquin's expansion proposal to enhance all three campuses. An update was provided on the Centre for Construction Trades and Building Sciences (CCTBS) / Heath / Strategic Growth proposal including strategies, the land contribution, funding strategies, proposed timeline for completion if approved and the pedestrian link that may be funded by the City of Ottawa in 2008 were also presented. M. Rushton also provided an overview of the status of the major activities related to the expansion. A copy of the presentation is available through the Board Office upon request.

D. Wotherspoon addressed the Public Relations Advocacy campaign from January to February, 2008, during the provincial funding deliberations, which included the following:

- Development of a website with a College expansion theme (<http://www.algonquincollege.com/expansion>);
- Meetings with politicians and government officials;
- February 13th Industry Breakfast with a College expansion theme;
- Meetings with External Steering Group and the formation of the Health External Steering Group; and,
- Radio Ad campaign.

D. Wotherspoon reported that the website currently has had 4000 visits and the College has received over 100 confirmed pledges on top of the 600 Letters of Support that have already been received. He provided an overview of which sections have been included on the expansion website and added that a link to email local MP John Baird and MPP Jim Watson is also available on the website. Governor Wallace urged the Board to record their personal support and circulate the website address as widely as possible.

Questions/Comments:

- *Governor March suggested including links to the Perth and Pembroke Campus expansion websites on the Woodroffe Campus Expansion website.* D. Wotherspoon responded that the links will be added to the main page as suggested.
- *Governor Wallace suggested expanding the focus to obtain additional support by including a link to the email addresses of other politicians.* D. Wotherspoon responded that government representatives for the specific area were selected. The President agreed that all local MPs should be added to the website.
- In response to a suggestion, D. Wotherspoon advised that feedback has indicated that individual / personal support has resulted in more positive results because of the additional points of contact from the individual submissions rather than from a group submission.

08-14 PRESENTATION (cont'd)**CAPITAL PLAN (cont'd)****Questions/Comments: (cont'd)**

- The President clarified that the College would be accepting funds in trust for the Pembroke Campus Expansion and that the local campaign will commence in March.

08-15 REPORT OF THE CHAIR

Governor Armit reported that a Governance Committee meeting will be scheduled to review the Governor's Code of Ethics, as the preliminary task of the Committee and will also set the order of priority for other work.

The Chair reported that following a request from Governor Quinn at the January Board meeting, a tour of the Z building (Soccer Facility) has been scheduled prior to the March Board meeting. The Board Office will provide more information once available.

The Chair advised that he had had the pleasure to submit his advocacy support for the College through a radio advertisement and encouraged interested Governors to contact the Board Office, who will make the necessary arrangements.

The Chair reminded Governors of the February 13th Breakfast meeting to Address the Workforce Needs of Eastern Ontario and spoke to the benefits of having strong support from the Board at the breakfast. He added that letters of support would also be appreciated.

08-16 REPORT OF THE PRESIDENT

The President introduced Mark Hoddenbagh, the new Director of Applied Research and Innovation, and provided a brief biography. He added that the College is making some major innovations in this area and welcomed M. Hoddenbagh to the College on behalf of the Board.

The President reported on the following:

- The College received an additional \$5M in capital funds from the government. This amount is based on a system share and includes some of the projects that were included in the Capital Plan presentation.
- The government announcement regarding capital funding is expected in March.

08-16 REPORT OF THE PRESIDENT (cont'd)

- The government has established a 2025 Skills Strategy which concentrates on integration into the community and poverty reduction. This is the first major change in the government's direction in 25 years.
- There are plans to announce a new government funding formula in 2009.

The President encouraged Governors to contact him directly should they wish to discuss government plans further.

08-17 DECISION ITEMS AND REPORTS**REIMBURSEMENT OF TUTION FEES FOR DEPENDENT CHILDREN AND SPOUSE/PARTNER OF FULL-TIME ALGONQUIN EMPLOYEES**

B. Letourneau, Vice President, Administration, advised that the presentation was in response to a number of inquiries at the December Board meeting and to provide further information in support of the recommendation for the College to adopt a policy to reimburse the tuition portion fees for dependent children and spouse/partner of full-time Algonquin College employees. B. Letourneau provided background information and spoke to the items included within the presented report.

Questions/Comments:

- *Governor Quinn outlined his concerns and suggested implementing a requirement for students to achieve a specific grade point average (GPA) to ensure that they are trying to succeed. Governor Johnson asked Governor Quinn to submit a motion for this request.*
- *Governor March questioned what other sources would be used for reimbursement monies. B. Letourneau responded that revenue from Contract Learning and Ancillary Services operations would be used.*
- *Do members of the union provide scholarships for members of the staff? No.*
- *Governor Blackstein questioned if setting the requirement for students to achieve a specific GPA is possible. R. Hanson responded that whether or not there should be a specific qualifier had been discussed and that feedback indicated that setting a specific requirement would raise other concerns. For example, how do you distinguish if a student receives 0.1% under the specific requirement? She added that if the policy is approved, the guidelines could be reviewed again in the future as required.*
- *Governor Armit said that she feels that this policy would benefit the employees and not the students, and that this is the focus of the recommendation.*
- *K. MacDonald, Vice President, Student Services and Development, advised that the College has a strong history on increasing access and it would be difficult to correlate the GPA with this benefit. It also has to be considered that students with a lower GPA may be working just as hard as students with a higher GPA.*

08-17 DECISION ITEMS AND REPORTS (cont'd)**REIMBURSEMENT OF TUTION FEES FOR DEPENDENT CHILDREN AND SPOUSE/PARTNER OF FULL-TIME ALGONQUIN EMPLOYEES** (cont'd)

Questions/Comments: (cont'd)

- Governor Wallace added that there are currently grade standards at the College and there could be too much interpretation.

RESOLUTION

MOVED AND SECONDED – Quinn and Johnson

that the Board of Governors approve an amendment to the proposed policy to include the requirement for students to obtain a minimal Grade Point Average (GPA).

NOT CARRIED

RESOLUTION

MOVED AND SECONDED – Wallace and Armit

that the Board of Governors approve the proposed policy for the reimbursement of tuition fees for dependent children and spouse/partner of full-time Algonquin College employees, with an effective date of the 2008 Spring Term being the first term in the 2008/09 fiscal year.

CARRIED

REPORT OF THE AUDIT COMMITTEE

Governor Johnson reported that the Audit Committee had met earlier today and that Governor Wallace offered his regrets to the meeting due to a conflict of interest. Governor Johnson advised that six banks had submitted a Request for Proposal for Banking Services to the College. He added that the areas of focus included web-based banking services, supports and online services (40%), pricing (20%), transition (20%), business continuity (10%) and the overall impression (10%).

Governor Johnson advised that a Request for Proposals for Investments has been submitted and it is expected that a recommendation will be presented to the Board in March.

08-17 DECISION ITEMS AND REPORTS (cont'd)**REPORT OF THE AUDIT COMMITTEE** (cont'd)**RESOLUTION**

MOVED AND SECONDED – Hartley and Armit

that for banking purposes, the Bank of Montreal (hereinafter called the “Bank”) be re-appointed the banker of Algonquin College of Applied Arts and Technology, effective February 4, 2008.

CARRIED

THIRD QUARTER BUSINESS PLAN PROGRESS REPORT

B. Letourneau, Vice President, Administration, reported that the third quarter business plan progress report was available in the dossiers and that the report confirms that plans are progressing as anticipated. He added that although some projects are in yellow, details have been included within the quarterly update. The Vice Presidents are available should the Governors have any inquiries. The Chair commented that based on the report, projects are progressing as expected.

Questions/Comments:

- *Governor Blackstein questioned, in terms of the expansion plans with the Ministry of Training, Colleges and Universities (MTCU), if a decision is anticipated by March. B. Letourneau responded that the College is hopeful that a decision will be reached by March.*

Q3 BUDGET REVIEW AND COMPLEMENT REPORT

B. Letourneau introduced D. McNair, Acting Director of Finance.

D. McNair reported that in April, 2007, the Board approved the College's annual budget for 2007/08. This budget was based on the grants announced to date, tuition fee policies in effect, 2% growth in post-secondary enrolment, reasonable provisions for inflation and capital spending to match announced capital grants and normal historical provisions. During the Q1 and Q2 Budget Review processes, there were several minor changes made totalling \$40,857. The adjusted budget for Q3 had several adjustments including increased post-secondary and contract revenue, interest income and Ancillary Operations sales. Additional capital projects have been undertaken to address student facility needs and academic space requirements. The College's Q3 projected net contribution for year end was now \$4,778,992.

08-17 DECISION ITEMS AND REPORTS (cont'd)**Q3 BUDGET REVIEW AND COMPLEMENT REPORT** (cont'd)

L. Presseau, Director, Human Resources, presented the complement report and advised that there are currently 49 vacant positions, with many in the process of being filled.

Questions/Comments:

- *Governor Johnson requested some examples of how the decision was made for the capital expenditures.* D. McNair responded that when capital equipment is purchased, it is initially recorded as an expenditure. At fiscal year-end, the expenditure is reversed and the cost of the equipment is charged to the equipment account on the balance sheet. All expenditures recorded as capital equipment and capital projects must comply with the College's capitalization policy.
- *The Chair asked how the College develops the budget and that it should include reasons for variances.* D. McNair responded that a variance analysis is completed at year-end to compare actual results to the budget. The College prepares a variance analysis and requests confirmation from all areas within the College. He added that some sustainable variances have already been included in the 2007/08 budget and updates will be made as required.
- D. McNair advised that the College is in the process of updating the Budget Model and in 2008/09 a quarterly variance analysis will be completed and may include previous year-to-date actuals for comparison. The College may be required to adjust the budget as necessary following announcements from the government.
- *Governor Bhindi questioned whether the College would run an equity report when hiring to meet the criteria that was identified in the presented report.* L. Presseau responded that the intent of the College is to hire the best person for these positions. The College also makes every effort to make these positions available to the community through local advertising and to attract candidates which reflect the diversity of the College.
- *Governor Johnson commented that he would be interested to know if staff at the College reflects the diversity of today's society.* L. Presseau responded that the College does not track diversity.

08-18 INFORMATION ITEMS

The following information items were on the table:

- Algonquin Times – January 31st Edition
- Local Lines – Volume 19, Issue 2 – January 2008 Edition

08-19 MANAGEMENT SUMMARY

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

Questions/Comments:

- *Governor March referenced a comment on page 6 in the summary where it stated that the number of net registered returning students is down and questioned if the College had found reasons for this. D. Rowan-Legg responded that each department has a Student Success Specialist (SSS) which is a new College initiative. An Enrolment Management report has not yet been generated. She added that a benchmark was established and some data gathered following a Retention Analysis. Students will be surveyed and their feedback shared with the Board. A final report will be presented to the Board. The President advised that this year the College is focusing on retention and plans will be presented to the Board on this issue.*

08-19 MANAGEMENT SUMMARY (cont'd)

Questions/Comments: (cont'd)

- In response to a Governor inquiry, R. Hanson advised that approximately 500 students would be enrolled in the Career and College Preparation (CCP) programs prior to enrolling in a post-secondary institution.

08-20 OTHER BUSINESS

Governor Robblee requested feedback from the Board on potential locations for a Board Retreat in September, 2008. He asked Governors to consider this request for discussion at the next Board meeting.

RESOLUTION

MOVED AND SECONDED – Tremblay and Bhindi

that meeting #433 of the Board of Governors of Algonquin College adjourn for the evening at 6:46 p.m.

CARRIED

James Robblee
Acting Chair

Miranda Wilson
Recording Secretary