
APPROVED

MINUTES OF MEETING NUMBER FOUR HUNDRED AND THIRTY-FOUR OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON MONDAY, MARCH 10, 2008 AT 5:00 P.M. AT ALGONQUIN COLLEGE, WOODROFFE CAMPUS IN THE ROSSER BOARDROOM

Present: Shirley Westeinde, Chair
James Robblee, Vice Chair
David Wallace, Past Chair
Vini Bhindi
Fred Blackstein
Robert Gillett, President
Wayne McIntyre
Peter Quinn
Lana March
Amelita Armit
Carman Joynt
William Johnson
J.P. Lamarche

Regrets: Sterling Hartley
Randy Williams
Michael Tremblay
Veronica Engelberts

Vice Presidents seated at the table:
Raymonde Hanson, Academic
Robert Letourneau, Administration
Kent MacDonald, Student Services and Development

Resource Personnel and Observers:
Brian Burns, Director, Institutional Research and Planning
Andrew McKelvey, Acting Manager, Media Relations, Advancement
Dawn Dubé, Executive Director, Advancement
Marguerite Donohue, Executive Dean, Academic Development
Jim Kyte, Coordinator/Professor, Sports Management Program, School of Business
Helene Gilhooly, Coordinator/Professor, Law Clerk Program, School of Business
Duane McNair, Acting Director, Finance
Brenda Rothwell, Executive Director, College Foundation
Luc Pousseau, Director, Human Resources Services
Doug Ouderkirk, Executive Director, Academic Operations & Planning

Miranda Wilson
Recording Secretary

The Chair called the meeting to order at 5:03 p.m. and welcomed all in attendance. The Chair introduced J.P. Lamarche who was appointed as the

Faculty representative to the Board of Governors on March 6th. Round-table introductions were made.

08-21 CONFLICT OF INTEREST DECLARATION

Governor Wallace declared a potential conflict of interest in relation to the report from the Audit Committee and did not participate in any of the discussions or voting in this regard.

08-22 APPROVAL OF PREVIOUS MINUTES

RESOLUTION

MOVED AND SECONDED – Johnson and Bhindi

that the minutes of the meeting held on February 4, 2008 be approved as amended.

CARRIED

08-23 BUSINESS ARISING

Governor Blackstein questioned the decision that was made at the General Assembly meeting in terms of the new Governance Model. The President responded that an update would be provided during his report.

September Board Retreat

The Chair reported that following the request from Governor Robblee at the February Board meeting, the Executive Committee met prior to today's Board meeting and reviewed options to hold a September retreat, especially for the benefit of recently appointed internal and external Governors. The Chair added that the following potential locations were suggested and requested feedback from the Board: Sam Jakes Inn, Brookstreet Resort or at Algonquin College. The retreat would be tentatively scheduled for September 11th and 12th.

08-24 PRESENTATION

2008-2013 STRATEGIC PLAN

The President reported that the 2008-2013 Strategic Plan has been amended to incorporate the guidance recently received from the government as well as any input about areas needing strengthening in light of this feedback.

08-24 PRESENTATION (cont'd)2008-2013 STRATEGIC PLAN (cont'd)

K. MacDonald confirmed that the Plan is aligned with government priorities and added that College staff, members of the Board of Governors, students, Alumni and Advisory Committee members submitted over 2000 pieces of input during the Virtual Town Hall which helped to ensure that the College is moving in the right direction. K. MacDonald added that the 2008/09 Budget in support of this plan, will be presented to the Board on April 14th and that the College would be addressing the Strategic Plan to include ongoing commitments and constraints.

The Plan lays out a framework for the next five years that will prepare the College for continued success with a new vision, mission statement and values. The following key themes were identified: Employee Development, Academic Excellence, Service Excellence and Resource Management. He clarified that there are budget and space constraints which limit the College and added that upon the Plan's approval, the first set of Balanced Scorecard measures would be presented to the Board in June.

Questions/Comments:

- Governor Robblee asked if Life-Long Learning could include more detail since there could be a number of interpretations.
- *Governor Robblee suggested a revision to the vision statement to state that Algonquin College is "the" leading Canadian College recognized for its unique programs, services and support systems which lead to student success.* The President advised that the President's Executive Committee (PEC) did discuss the wording of the vision statement and that the statement could be changed if preferred by the Board.
- The President asked the Board to review page 11, which contained the vision for Algonquin in 2013 to ensure that this is where they want to see the College in five years.
- Governor Blackstein said that the development of this Plan is a remarkable achievement and very well done.

RESOLUTION

MOVED AND SECONDED – Robblee and Armit

that the 2008-2013 Strategic Plan be approved as presented.

CARRIED

08-25 REPORT OF THE CHAIRTerm Expiry

The Chair reported that the following reappointments have been confirmed:

Fred Blackstein	2 years
Sterling Hartley	3 years
Bill Johnson	3 years
Veronica Engleberts	3 years

Elections

The election of the Student, Support Staff and Administrative Staff representatives to the College's Board of Governors will be held electronically on April 15th at 9:00 a.m. and will continue until 2:00 p.m. on April 16th. The winning candidates will be announced at 3:00 p.m. on April 16th. The call for nominations is scheduled for March 17th.

The Chair advised that members of the Executive Committee had been reminded of the necessity for nominations of two external Governors. The Chair asked the Board to submit names and resumes to the Board Office for consideration by the Nominating Committee.

Colleges Ontario Conference

The President, along with Governors McIntyre, March and Quinn attended the 2008 Colleges Ontario Conference held in London in February. The Chair asked Governor March if she had any comments to make regarding the conference. Governor March responded that the conference was excellent and provided the following highlights:

- The conference opened with the launch of the media campaign "Obay" in February, 2008, for a two-week teaser phase and the final message that was revealed was that many parents are pushing their children to attend University, even though attending College is just as viable. The goal of Colleges Ontario was to ask parents to let their children explore their own options since "university isn't the only prescription for success." A list of programs being offered at the various Colleges and a link to their websites are available at www.ontariocolleges.ca.
- A gala event with a railroad theme was held at Fanshawe College, where conference participants took on the role of passengers aboard the Canadian Express. Governor March was impressed with the work that took place to plan the event.
- Governor March attended a "thought-provoking" workshop with keynote speaker, Michael Annable, Executive Vice President, Administration, Linamar Corporation, who advised that Linamar Corporation is emphatic about the requirement for more skilled trades students and that they want to challenge the government to change the secondary program in Ontario to include skilled trades training in high schools. This is based on the assumption that it would help students to identify whether or not they are ready to enter the workforce or if they wish to enroll in a post-secondary institution.

08-25 REPORT OF THE CHAIR (cont'd)Colleges Ontario Conference (cont'd)

- Other workshops attended included: “Reaching Today’s College Student” – a presentation on the characteristics of today’s college student; and, “Getting on the Radar – Where Postsecondary Education Stands in the Political Environment” – representatives of the three provincial political parties discussed each party’s view of post-secondary education and that Colleges feel that the government should be more supportive.
- Governor March also attended the Ontario Premier’s Awards and provided a brief biography on Abdul Abdulrahmna, a graduate from the Respiratory Therapy program at Algonquin College who was the Health Sciences recipient. Governor March added that Mr. Abdulrahmna gave credit to the staff at Algonquin for his success.

The Chair asked Governor Quinn if he had anything to add. Governor Quinn responded that he found the “Obay” campaign very interesting and that he attended a presentation by one of the keynote speakers, Rex Murphy, a writer, broadcaster and teacher. Governor Quinn highlighted some of the key points made by Rex Murphy and said that he found the presentation great for College morale. Governor Quinn added that he wishes there were more College interaction using technology.

The Chair asked Governor McIntyre if wished to make any comments on the conference. Governor McIntyre responded that he made many contacts at the conference, obtained their email addresses and plans to maintain these contacts. He was impressed with the advertising done by Colleges Ontario and hopes that these types of campaigns continue. He added that after serving six years as a Governor, he is impressed to see where Algonquin stands in comparison to other colleges and that positive feedback was received from other colleges.

The Conference highlights can be found by visiting the College’s Ontario Website at www.co-conference.org.

ACCC Annual Conference 2008

The Chair reported that the Association of Canadian Community Colleges (ACCC) annual conference will be held from May 25th – 27th in Prince George, British Columbia. A formal invitation inviting Governors to attend will be forthcoming from the Board Office.

Board Visit to Perth

As agreed in the fall of last year, the Board will hold its May meeting at the Perth Campus. Governors were asked to advise the Board Office as soon as possible as to whether or not they are able to attend. Once it is determined quorum can be met, the Board Office will proceed to schedule the meeting.

08-25 REPORT OF THE CHAIR (cont'd)Revised Contact Information

The Board will be provided with a revised copy of the Board of Governors contact information to include the newly appointed Governor, J.P. Lamarche.

Questions/Comments:

- Governor Blackstein commented on the unusual number of young students who have already received a bachelor degree, who are coming to College to “get a job”. He questioned how this could be effectively marketed. Governor March added that 17% of students enrolled in a post-secondary institution have already received a degree or diploma.
- Governor Lamarche asked if the College has considered advertising for the election of Governors in the newspaper. The Chair responded that this has been considered in the past and a decision was made to not pursue that model and to continue to sue the references of Board members and staff.

08-26 REPORT OF THE PRESIDENT

The President reported on the following:

- The provincial government budget will be announced on March 25th, which will set the direction for the College’s 2008/09 Budget which will be presented to the Board on April 14th.
- The Whitaker discussions are ongoing. Funding issues were raised to ensure that should there be a funding impact as a result of the government’s decision, the government must absorb the cost of this change, as the system does not have the resources.
- Advocacy campaigns will continue.
- Governors were reminded that even if the capital plans are approved, the buildings will not be completed for three years which means the College will have to continue to address space issues. The President will provide the Board with an update as the College moves forward with these proposals.
- Positive feedback has been received from the City of Ottawa regarding the development at Centrepointe. The “Centre for Construction Trades and Building Sciences (CCTBS)” and “Health Programs and Strategic Growth” facility would integrate the renewed Baseline Transit Station, and be connected to the main campus by a pedestrian bridge.
- Algonquin is well positioned for the announcements from the government and the Board will be kept up-to-date on how we might be impacted.

Questions/Comments:

- *Did the Colleges expansion site have many hits (<http://www.algonquincollege.com/expansion/woodroffe.htm>)?* Numerous hits have been made to the site and 150 people have committed to date. 600 letters from the construction section were sent to politicians in support of the CCTBS and the Chief Executive Officers and Presidents at various Hospitals

08-26 REPORT OF THE PRESIDENT (cont'd)

have submitted their written support for the Health Care Centre. It was confirmed that the site is updated as required.

08-27 DECISION ITEMS AND REPORTS**REPORT OF THE AUDIT COMMITTEE**

Governor Johnson, Chair, reported that the Audit Committee had met earlier today to review the Request for Proposal for Investment Services for the Endowment Fund and Operating Cash Fund. He provided background information on the process that was used by the Evaluation Committee to determine a "short list" of three firms, who were invited for a presentation and interview. Governor Johnson added that D. McNair, Acting Director, Finance, and R. Letourneau, Vice President, Administration, did an excellent job in developing a grid to show a summary of the evaluation criteria used for the process.

Questions/Comments:

- *Governor Blackstein expressed his concern with the length of the contract.*
The President responded that contracts are reviewed on an annual basis and have performance conditions.

RESOLUTION

MOVED AND SECONDED – Johnson and Joynt

that the Board of Governors approve the recommendation that Doherty and Associates be awarded a 5 year contract, reviewed on an annual basis, to provide investment services for Algonquin College's Endowment Fund and Operating Cash Fund.

CARRIED

Governor Johnson reported that the Audit Committee also reviewed the 2007/08 Audit Plan and Engagement Letter for the year ending, March 31, 2008. Andrew Newman, Lead Audit Engagement Partner from KPMG, highlighted the main changes that were made to the plan since last year. The Audit Committee was satisfied with the continuity. Governor Johnson advised that interim audit field work started in January and the focus is to conduct the year-end audit field work by the end of April. He added that approximately 2800 hours of College staff time will be dedicated to this audit and approximately 600 hours of time from KPMG. The financial statements will be presented to the Board in June.

08-27 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM APPROVAL: COURT TRIBUNAL AGENT**

R. Hanson, Vice President, Academic, reported that normally the Executive Dean presents the program proposal, but due to a family emergency he could not be present, therefore, M. Donohue, Executive Dean, Academic Development would be presenting the reports.

M. Donohue advised that this program has some development history because of the anticipation of legislation. "In May 2007, the Provincial Legislature passed the *Access to Justice Act, 2005* which provided for the licensing of Paralegals and the elimination of the category of agent representation." M. Donohue added that graduates would be non-lawyers who provide legal services in selected areas of law, directly to the public, for a fee. The key point is that the program will meet the accreditation requirement and the vocational standards which are reviewed provincially. It was agreed that existing Court and Tribunal Agent programs would revise their vocational outcomes accordingly and that the provincial program title would be changed to Paralegal at the appropriate time.

M. Donohue advised that the demand for this program was completed differently since the majority of individuals currently offering Paralegal services to the public are self-employed and it is not possible to obtain specific employment demand survey responses from potential employers. The evidence of need was measured by determining the level of activity of individuals in this field and the number of registered students in graduate and certificate, Law Clerk programs at other post-secondary institutions. M. Donohue added that this program would have one semester similar to the Law Clerk program and students could specialize during their second semester.

Questions/Comments:

- Governor Johnson advised that the demand in the profession is very high and that Paralegals are trained to represent clients in areas of practice such as Small Claims Court, Provincial Offences courts, and Administrative hearings. It is anticipated that this will be a very active profession. *Governor Johnson questioned why the \$1,060 per semester tuition fee is low compared to University since the tuition fee for law students at the University of Ottawa is approximately \$11,000.* The President explained that the College does not have a choice when setting the fees since the fees are set in accordance with the Ministry of Training, Colleges and Universities (MTCU) policy.
- M. Donohue added that normally proposals to offer an Ontario Diploma program are presented earlier; however, due to the demand for the program the College decided to proceed with the program proposal effective Fall, 2008. The program proposal was delayed because of legislation.
- *Governor March asked if the College expects mature students to enrol.* Yes.
- *Governor Johnson commented that 20-25% of students may prefer to enrol in this program rather than attend law school since graduates could still practice law without the heavy regulations and financial commitment.*

08-27 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM APPROVAL: COURT TRIBUNAL AGENT (cont'd)***Questions/Comments: (cont'd)*

- Governor Quinn asked how many other post-secondary institutions are offering similar programs. M. Donohue responded that there are several others with the majority being in the Toronto area.
- M. Donohue commended Helene Gilhooly, Coordinator, Law Clerk program and Charles Inglis, Chair, School of Business, for the development of the proposal.

RESOLUTION

MOVED AND SECONDED – March and Quinn

that the Board of Governors approve the offering of the Court and Tribunal Agent program effective fall, 2008 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

PROGRAM APPROVAL: GREEN BUSINESS MANAGEMENT

M. Donohue advised that the offering of an Ontario College Graduate Certificate program, entitled Green Business Management, was designed to provide students with the business and management skills required to excel in the rapidly expanding local and global focus on ecological sustainability and green business practices. The program would be offered in two, fifteen-week semesters. M. Donohue added that a labour market analysis study was conducted by Sheldon Polowin Consulting Group who revealed that more and more successful organizations are integrating green thinking into their overall approach to growth and profitability and that at least one-quarter of Canadian organizations attempted to recruit environmental practitioners in early 2007 and experienced difficulty. The employment demand survey conducted by Altitude Marketing Research concluded that there is a strong demand for graduates for the Green Business Management program.

Questions/Comments:

- Governor Robblee advised that the Minister of the Environment, John Gerretsen, announced that the town, Fort McMurray, doubles in size every year and that they would be looking for graduates with these qualifications. He agreed that there is a high demand for the graduates of the Green Business Management program.
- Governor McIntyre said that this would be a strong program for the International market.

08-27 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM APPROVAL: GREEN BUSINESS MANAGEMENT (cont'd)***Questions/Comments: (cont'd)*

- *Governor Blackstein asked for the pre-requisites to be identified and included within the proposals for Ontario College Graduate Certificate programs. M. Donohue responded that this information would be included within all future proposals.*

RESOLUTION

MOVED AND SECONDED – Blackstein and Robblee

that the Board of Governors approve the offering of the Green Business Management program effective fall, 2008 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

PROGRAM APPROVAL: MARKETING AND BUSINESS INTELLIGENCE RESEARCH

M. Donohue acknowledged Adrienne Armstrong, Professor, School of Business, who, under the guidance of Jim Kyte, Coordinator, School of Business, was responsible for the development of the Marketing and Business Intelligence Research program proposal. M. Donohue advised that Marketing and Business Intelligence is a specialized area and this program provides students with the skills to conduct marketing and opinion research in public and private sectors and on the international scene. As the employment demand survey concluded, there is a significant demand for graduates of this program. M. Donohue added that one of the firms who completed the survey mentioned that they would be interested in hiring our graduates. Georgian College is the only other post-secondary institution offering this program and the demand for this program at Georgian is high.

Questions/Comments:

- *Governor McIntyre asked if the field placements would be scheduled in September and January. Yes. Governor McIntyre added that this may provide students with an opportunity for employment.*

08-27 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM APPROVAL: MARKETING AND BUSINESS INTELLIGENCE RESEARCH (cont'd)****RESOLUTION**

MOVED AND SECONDED – Armit and March

that the Board of Governors approve the offering of the Marketing and Business Intelligence Research program effective fall, 2008 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

08-28 INFORMATION ITEMS

The following information items were on the table:

- Algonquin Times – February 14th Edition
- Colleges Ontario – College Voice – February 2008 Edition
- Board of Governors Revised 2007/08 Schedule of Meeting Date
- Memorandum – May 12th Meeting of the Board of Governors

08-29 MANAGEMENT SUMMARY

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

Questions/Comments:

- *Governor Armit requested more information regarding the accident/incident claims that were mentioned on page 3. Luc Presseau, Director, Human Resources, responded that the incident reports are Workers Compensation Claims. The claims are filed to report the incident. The Health and Safety Committee reviews all incident reports on a monthly basis to assess whether or not changes are required. L. Presseau added that the accidents could be cuts or bruises where modifications may not be required, while others could result in the loss of time. The President advised that the employer and employee are obligated to submit the claim no matter the degree of the injury and the Workplace Safety and Insurance Board (WSIB) will then adjudicate the extent.*

08-30 OTHER BUSINESS

The Chair commended Governor Armit for attending tonight's Board meeting in light of her recent loss and was applauded by the Board.

RESOLUTION

MOVED AND SECONDED – McIntyre and Bhindi

that meeting #434 of the Board of Governors of Algonquin College adjourn for the evening at 6:26 p.m.

CARRIED

Shirley Westeinde
Chair

Miranda Wilson
Recording Secretary