
APPROVED

MINUTES OF MEETING NUMBER FOUR HUNDRED AND THIRTY-SIX OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON MONDAY, MAY 12, 2008 AT 6:00 P.M. AT ALGONQUIN COLLEGE, HERITAGE INSTITUTE (PERTH CAMPUS), ROOM 6

Present: Shirley Westeinde, Chair
David Wallace, Past Chair
Vini Bhindi
Fred Blackstein
Robert Gillett, President
Wayne McIntyre
Peter Quinn
Lana March
Amelita Armit
William Johnson
Michael Tremblay
Veronica Engelberts
Sterling Hartley
Randy Williams
Carman Joynt

Regrets: James Robblee, Vice Chair
J.P. Lamarche

Vice Presidents seated at the table:
Raymonde Hanson, Academic
Kent MacDonald, Student Services and Development
Mike Rushton, Director, Physical Resources

Resource Personnel and Observers:
Tara Lee Ferguson, Administrative Services, Heritage Institute (Perth Campus)
Joan Macartney, Dean, Heritage Institute (Perth Campus)
Duane McNair, Director, Finance
Marguerite Donohue, Executive Dean, Academic Development
Claude Brulé, Executive Dean, Faculty of Technology and Trades
Doug Ouder Kirk, Executive Director, Academic Operations & Planning
Deborah Rowan-Legg, Registrar
Phil Rouble, Facilities Planning Specialist, Physical Resources

Miranda Wilson
Recording Secretary

Joan Macartney, Dean, Heritage Institute (Perth Campus), welcomed the Board of Governors to the Perth Campus for tonight's meeting and provided background information on the programs that are offered at the Perth Campus. She added that Lisa Shaw-Verhoek, Coordinator, Social Service Worker

program, organized the Association of College Educators in Social Service and Social Work Programs in Canada (ACCESS) 6th Annual Conference in Perth, Ontario that was scheduled for May 13th – 15th. Joan Macartney reported that students at the Perth Campus are now members of the Students' Association effective in the Fall, 2008. She introduced several staff members of the Perth Campus and took members of the Board on a tour of the campus.

The Chair called the meeting to order at 6:05 p.m. and welcomed all in attendance. She thanked the Perth Campus for their hospitality and for the tour of the campus.

08-41 CONFLICT OF INTEREST DECLARATION

None.

08-42 APPROVAL OF PREVIOUS MINUTES

RESOLUTION

MOVED AND SECONDED – Blackstein and Tremblay

that the minutes of the meeting held on April 14, 2008 be approved as amended.

CARRIED

08-43 BUSINESS ARISING

Revenue Comparison: Students vs. Employees

A report was presented, for information, in response to a question raised by Governor Tremblay during the presentation of the 2008/09 Budget at the April 14th Board meeting.

08-44 PRESENTATION

Addressing the Space Challenges at the College

The President introduced M. Rushton, Director, Physical Resources and P. Rouble, Facilities Planning Specialist, Physical Resources, and provided background information on the current space challenges at the College.

P. Rouble provided a presentation to address the space challenges at the Woodroffe Campus. A copy of the presentation is available from the Board Office upon request. P. Rouble added that since Algonquin is a large institution,

08-44 PRESENTATION (cont'd)Addressing the Space Challenges at the College (cont'd)

every change affects the infrastructure of the College and multi-year planning is critical to continued success.

In summary, the College is coordinating lines of business, services and new innovations, establishing guiding principles for a bridging strategy for the Woodroffe Campus while considering the restrictions to growth pending new construction and taking into account the 2008-2011 Fall priorities.

Questions/Comments:

- M. Rushton advised that the Centre for Construction Trades and Building Sciences (CCTBS) Woodroffe Campus gross square footage / headcount chart on page 9 indicates the net usable square footage. He added that
- *Governor Quinn outlined a concern with moving classes to the evening. He added that with students relying on part-time employment this could result in a decrease in student success. He asked if there is anything that could be done to accommodate students.* R. Hanson responded that the College is reviewing options for split days so that students could choose which time of the day would best suit them. She added that this process would work well for the programs with a large intake of students.
- Governor Quinn mentioned problems students have with split days, specifically, they have no time for sharing between classes and they also require breaks in between classes in order to have time for studying.
- *Governor Bhindi asked if any administrative changes are expected at the Woodroffe Campus.* P. Rouble responded that the diagram on page 9 takes into account all types of spaces and that administrative and service spaces are being reviewed. *Governor Bhindi commented that the combined success of these areas result in a positive institution and provided reasons why private spaces for faculty is required.* P. Rouble added that options for breakout rooms are being reviewed.
- Governor Tremblay suggested reviewing alternative options to alleviate the space constraints since the constraints have only been reviewed from a physical space perspective. He added that most computers today come with a camera and videoconferencing capabilities are available. Videoconferencing could be considered for students who are in a lecture setting. The College could also look at different ways to deliver the course material so that it is less lecture-based. Options such as interrelating and students communicating on the Microsoft Network (MSN) during a lecture could also be considered.
- The President advised that the no growth option is also on the table and could be considered as the College has reached capacity. He added that although the College is growing, the funding unit value does not cover all of the costs. Technological solutions and other options are being considered and will be presented to the Board in the Fall, 2008.

08-44 PRESENTATION (cont'd)Addressing the Space Challenges at the College (cont'd)*Questions/Comments: (cont'd)*

- M. Rushton reported that since 10-15% of course offerings are hybrid they do not require a classroom or lab which has resulted in significant savings.
- *Governor Johnson asked if portable structures have been considered.* M. Rushton responded that in the past, the College had a total of 15 portables in use at the Woodroffe Campus and as there have been new approaches to portables with higher quality portables now available the College is examining this option. The College is considering the addition of portables as well as potential locations. The College will be selective about the types of activities that would be scheduled into the portables.
- *Governor Johnson requested a description of the Student Commons which would include what it is and the value it would add to the College. He also asked if there is a facility that we are trying to upgrade.* It was responded that the Student Commons is being sponsored by the Students' Association. Members of the Students' Association, Student Services and Physical Resources participated in a tour at other post-secondary institutions and they wished to emulate best practices. The central part is a 700 square foot auditorium used for entertainment and instructional purposes. There are also a number of other services which would be included to complement student life (i.e. Financial Aid, Counselling Services). Physical Resources is working with the students to determine what facilities should be considered. The President added that Physical Resources has been asked to review the implications related to the costing, timing of delivery, etc. for this project.
- *Governor Blackstein requested a rough estimate of the space utilization during the summer.* P. Rouble responded that currently there is approximately 15% space utilization.
- *Governor Blackstein commented that when he was a student there was 100% space utilization, 100% of the time. The format of delivery was four months on and four months off, which could be considered in order to ensure there is full use of the space all year.* The President advised that the economical model used by Universities is very different when compared to the College model, but that in reviewing the space challenges, all options will be pursued.
- *Governor Quinn asked when the no growth model would be implemented.* It was responded that the no growth model would be presented to the Board by December in order for a decision to be made in time for the February equal consideration date.
- *Governor Wallace outlined concerns since the Centre for Construction Trades and Building Sciences (CCTBS) will only provide minor flexibility in terms of space. He asked if other areas could be included in the Trades building.* The President responded that the government is only interested in skilled trades at this time. He added that Algonquin is one of the few large Colleges which has not received a capital lease. Other options are being explored such as, retail development along Navaho Drive. A comprehensive set of options will be presented.

08-45 REPORT OF THE CHAIR**Representative Election Results**

The winning candidate for Student Representative to the Board of Governors is Anifowoshe Abayomi, the Support Staff representative is Valerie Sayah-Hoareau and the Administrative Staff representative is Stephen Abraham. Their terms will commence effective September 1st, 2008.

The Chair requested feedback from Governor Quinn on the process for the appointment of Student Representative. Governor Quinn provided an overview and advised that there were four candidates this year for the position, while last year there were nine. He added that one amendment was made on the timeline for this process to separate it from the election for student representation on the Students' Association Board of Directors.

Algonquin Staff BBQ

Governors were invited to the annual Staff BBQ taking place from 11:30 a.m. to 2:00 p.m. on Thursday, May 15th, in the Marketplace Food Court on the Woodroffe Campus. They were asked to contact the Board Office to confirm their availability if interested in attending this important College Event.

June 9th Board Meeting

The June meeting will be the annual general meeting of the Board, at which time the draft Audited Financial Statements will be presented.

An invitation was sent to all Governors on behalf of the President and his wife, Anne, inviting Board Members and their spouses or guests for a dinner at their home on Monday, June 9th at 7 p.m., immediately following the Board meeting. Governors were asked to confirm their availability to attend by contacting the Board Office by May 30th.

Pembroke & Perth Convocation

Governors recently received an invitation to the Pembroke Convocation Ceremony to be held on Saturday, May 31st and the Perth Campus Ceremony to be held on Thursday, June 5th at 7:00 p.m. Governors interested in attending were asked to advise the Board Office.

Plaque Presentation

Governor Williams was given a token of appreciation and thanked for his contribution to the Board of Governors over the past years.

President's Annual Evaluation

One of the responsibilities of the Executive Committee is the annual review of the President's performance. The Executive Committee met In Camera following which Governor Robblee and the Chair met and reviewed the results with the President.

08-45 REPORT OF THE CHAIR (cont'd)**Canadian Construction Association Media Event at Algonquin College**

Paul Charette, Chief Executive Officer of the Bird Construction Company and the new Chair of the Canadian Construction Association (CCA) as well as additional representatives from Ottawa Construction, the Canadian Construction Association and staff from Algonquin College attended the media event that was held on May 8th to assist in putting a spot light on the training needs of the construction industry. The Chair added that Minister Baird was in attendance at this event and offered his support for the Centre for Construction Trades and Building Sciences (CCTBS) project. There was also newspaper coverage at the event.

Questions/Comments:

- *Governor Johnson asked how the Students' Association reports to the student body.* It is up to the individual students to approach the Students' Association with their issues. It was advised that Governor Quinn is not allowed to participate in the Students' Association Board of Directors since he is a representative on the Board of Governors.
- *Governor Johnson asked Governor Quinn if being the representative of the student body has worked well for him.* Governor Quinn responded that it has and he is able to communicate openly with the students.
- Governor Wallace commented that Governor Quinn's role as Governor should mean that his priority is the College. The President added that this role was established in order to have a student voice at the Board table.
- The President provided background information on the nominating process, which includes an electronic vote. He added that there were more nominations this year when compared to past years.

08-46 REPORT OF THE PRESIDENT

The President reported on the following:

- Administration expects a positive announcement concerning the expansion projects by the end of the month; however, alternative options are being reviewed should funding for the expansion projects not be received.
- The draft Financial Statements will be presented to the Board on June 9th.
- The Staff BBQ scheduled for Thursday, May 15th is the year-end wrap up and Governors are encouraged to attend.
- R. Hanson, Vice President, Academic has announced her intention to retire in mid-August.
- An announcement was released to the Board on May 12th at 9:00 a.m. regarding the senior administration reorganization, which was to be released to the College Community at 10 a.m. The President expressed concern that the memorandum was breached by 9:07 a.m. and as a result, some staff were aware of the reorganization prior to a 9:30 a.m. meeting to brief management staff.

08-46 REPORT OF THE PRESIDENT*Questions/Comments:*

- Governor Wallace outlined his concerns with this breach and suggested that the Governor who released this memorandum prior to the posting on myAlgonquin should be reprimanded.
- Governor Williams agreed with the comments that were made by Governor Wallace adding that this is an issue of trust.
- It was suggested that the Board be asked to sign the Code of Ethics.
- Following extensive discussion, the Chair asked members of the Board if they wished to bring anything forward to the attention of the Board, since the Governor may not have been aware that this was a breach in the process.
- Governor Johnson outlined his concerns that members of the Board would consider this a breach. He felt that if the announcement was going to be posted at 10:00 a.m. and the message was not clearly marked confidential, the gravity of the issue is being misinterpreted.
- Governor Wallace added that if he were the President, he would share very little confidential information in advance with the Board if confidentiality could not be assured.

08-47 DECISION ITEMS AND REPORTS**UPDATE FROM THE NOMINATING COMMITTEE**

Governor Armit, Chair, Governance Committee, provided an update on behalf of the Nominating Committee. She reported that the position of Past Chair is still open. The Chair suggested changing the wording of Past Chair and an amendment made to the By-Law.

RESOLUTION

MOVED AND SECONDED – Armit and March

that the 2008-09 slate of candidates serve as the Officers of the Board for the 2008-09 Academic Year as follows:

Chair	Dr. James Robblee
Vice Chair	William Johnson
Chair, Audit Committee	Carman Joynt
Chair, Governance Committee	Amelita Armit

CARRIED

Governor Armit reported that the Nominating Committee reviewed nineteen nominations and narrowed down the list to six candidates. The Committee, while taking into account the vision and mission statement outlined in the 2008-2013 Strategic Plan, focused on the candidates ability to devote time to Board

08-47 DECISION ITEMS AND REPORTS (cont'd)**UPDATE FROM THE NOMINATING COMMITTEE (cont'd)**

deliberations and meetings, their link to the Ottawa community, the current compensation of the Board, sectoral representation considerations as well as their potential as Chair. The Chair and Governors Robblee and Armit met with the six candidates to determine their interest. Feedback from the candidates indicated that they were happy to be provided with an opportunity to find out more information about the Board. Governor Armit added that one candidate did withdraw his nomination because he would not be able to devote enough time to the Board due to previous commitments, but asked for his name to be submitted for consideration next year.

Governor Armit recommended that the Governance Committee/Nominating Committee review the nominating process next year.

RESOLUTION

MOVED AND SECONDED – Armit and Joynt

that the Board of Governors approve of the recommendation to submit the appointments of Mr. John Owens, Mr. Michael Dunlop and Mr. Doug Orendorff to the College Compensation and Appointment's Council to take effect, September 1, 2008.

CARRIED

Questions/Comments:

- *Governor Johnson asked what background and professional qualifications were taken into account. Governor Armit responded that the candidates professional qualifications were included as part of the sectoral considerations. She added that the Committee did not want to focus on a specific contingency, instead the focus was primarily on the candidates who not only had experience on a Board, but understood the strategic role of the College.*
- *Governor Quinn asked whether or not it was just a coincidence that there is a representative from the various industries on the Board. Governor Armit responded that the goal was to look for candidates who had governance and Board experience, while taking into account their background, sectoral or industry affiliation. She added that some of the candidates were familiar with the College's Strategic Plan and had read minutes from past Board of Governor's meetings. An example was provided of the link Mr. John Owens would have with the Centre for Construction Trades and Building Sciences (CCTBS), since he is a member of the Ottawa Construction Association Board of Directors.*

08-47 DECISION ITEMS AND REPORTS (cont'd)**UPDATE FROM THE NOMINATING COMMITTEE** (cont'd)*Questions/Comments:* (cont'd)

- *Governor Wallace requested confirmation on the process when submitting nominations to the Board by asking if the recommendations that were made by the Nominating Committee were presented to the Executive Committee in advance of the presentation to the Board. Governor Wallace suggested a review of the process and revisions where necessary, which was agreed to by the Chair.*
- *The President provided background information on the process when submitting the recommendations to appoint members to the Board to the College Compensation and Appointment's Council.*
- *It was clarified that letters will be sent to all candidates if the recommendation for appointment is approved by the College Compensation and Appointment's Council.*
- *It was requested that the recent candidates who were not on the interview list also be contacted.*

REPORT FROM THE GOVERNANCE COMMITTEE

Governor Armit presented the draft Code of Ethics to address a number of issues and requested feedback from members of the Board.

Questions/Comments:

- *Governor Blackstein asked why it would be necessary for Governors to be required to annually sign the Governor's Code of Ethics rather than at the beginning of their term. Governor Wallace responded that it was felt that this would be an annual refresher.*
- *It was clarified that if the adoption of the Code of Ethics is approved a presentation will be made to the Board in June to request approval for the amendment of By-law #1.*

RESOLUTION

MOVED AND SECONDED – Armit and Wallace

that the Board of Governors approve of adoption of the Code of Ethics.

CARRIED

08-48 INFORMATION ITEMS

The following information items were on the table:

- College Canada, Vol. 12, Issue 1 – Spotlight on Partnerships
- Student Services and Business Development Building Bridges Newsletter, March/April 2008, Issue 3

08-49 MANAGEMENT SUMMARY

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

Questions/Comments:

- Governor Wallace commented on the progress being made by the Algonquin College Foundation, the success they are continuing to have and that Algonquin received the highest matching funds when compared to other Colleges.

08-50 OTHER BUSINESS

The Chair reminded Governors that they were invited to a farewell reception honouring Raymonde Hanson on May 14th and to contact the Board Office if they are available to attend.

The Chair and Governor Bhindi will be attending the Association of Canadian Community Colleges (ACCC) Conference scheduled from May 25th – 27th in Prince George, British Columbia.

RESOLUTION

MOVED AND SECONDED – Quinn and Wallace

that meeting #436 of the Board of Governors of Algonquin College adjourn for the evening at 7:40 p.m.

CARRIED

Shirley Westeinde
Chair

Miranda Wilson
Recording Secretary