

**APPROVED**

MINUTES OF MEETING NUMBER FOUR HUNDRED AND FORTY ONE OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON MONDAY, DECEMBER 8, 2008, AT 5:00 P.M. IN THE ROSSER BOARD ROOM, C539, WOODROFFE CAMPUS

Present	James Robblee, Chair William Johnson, Vice Chair Stephen Abraham Abayomi Anifowoshe Fred Blackstein Michael Dunlop Veronica Engelberts Robert Gillett, President Sterling Hartley Carman Joynt J.P. Lamarche Lana March Doug Orendorff John Owens Valerie Sayah Michael Tremblay	Regrets	Amelita Armit
		Vice Presidents	Gerry Barker, Human Resources Robert Letourneau, Administration Kent MacDonald, Academic Joy McKinnon, Business Development Deborah Rowan-Legg, Student Services
			Anna Cobus, Recording Secretary

Guests

- Jo-Ann Aubut, Acting Executive Dean, Academic Development
- Sally Clarke, Manager, Financial Services
- Jennifer Daly-Cyr, Director, Marketing
- Dave Donaldson, Executive Dean, Faculty of Business and Hospitality
- Bob LeDrew, Director of Communications
- Wayne Lewrey, Manager, Institutional Research and Planning
- Wayne McIntyre, Director, Student Services
- Russ Mills, Executive Dean, Faculty of Media and Design
- Doug Ouderkirk, Executive Director, Academic Operations and Planning
- Joe Ranieri, Director, Corporate and Business Development
- Brenda Rothwell, Executive Director, Foundation

The Chair called the meeting to order at 5:04 p.m. and welcomed all in attendance.

**08-93 CONFLICT OF INTEREST DECLARATION**

None.

**08-94 APPROVAL OF PREVIOUS MINUTES****RESOLUTION**

MOVED AND SECONDED – Tremblay and Dunlop

that the minutes of November 10, 2008, be approved as presented.

**CARRIED**

**08-95 BUSINESS ARISING**

Governor Johnson requested that the Board receive advance material for the January 12<sup>th</sup> retreat in terms of what is to be accomplished at the retreat and the questions to be addressed.

Governor March thanked Governor Blackstein for his comments and the Board for its unanimous support of the rural campuses at the last meeting.

**08-96 PRESENTATIONS****IMPACT OF ECONOMIC UNCERTAINTIES AT ALGONQUIN COLLEGE**

R. Letourneau, Vice President of Administration, provided a presentation related to the impact of economic uncertainties at Algonquin College. The presentation included current restraint measures, as well as strategic initiatives and transformation strategies. An overview of the current risk areas was provided as well as next steps. The Presentation will be made available to the Board Members on its SharePoint site.

*Questions/Comments*

- *Will this be communicated to all stakeholders? Yes.*
- *Is student success the central focus in these discussions? Yes. Students Success is the focus throughout and some frameworks have been developed to help link all of the strategic activities.*
- *Do we see benefits for the educational sector in this economic downturn; might there be rebuilds? The College has been asked to submit its highest priorities to Colleges Ontario and the Association of Canadian Community Colleges. It is possible that some investment support may be received for recent decisions that have been made. The College is ready to provide an analysis of what it would take to achieve capital projects such as the Pembroke and Perth campuses should a request be made.*

The Chair thanked Mr. Letourneau for the presentation and commented that it is reassuring to hear the steps the College is taking during this time of economic uncertainties.

**08-96 PRESENTATIONS (cont'd)****STUDENT ENGAGEMENT**

D. Ouderkirk, Executive Director of Academic Operations and Planning, provided a presentation which was on the table for Governors related Student Engagement at the College. The evolution of student retention benchmarks was reviewed as well as student success initiatives in 2007/08, and fall 2008.

*Questions/Comments*

- *Are students able to switch programs in the first ten days of a term?* Students are able to switch programs within the first five days of term if their program of choice is available and they meet the admission requirements.
- *How are Student Success Specialists chosen?* Initially, Student Success Specialists were hired based on the support position they were already performing. Fanshawe College then provided job descriptions and the positions were further defined. These positions are support staff positions and they do not do academic advising. They act mostly as liaisons between different areas of the College and an important part of the position is that the incumbents be overly caring and supportive.
- *What are the mechanisms for assistance to prevent a student from having to leave a program due to financial difficulties?* The College has a bursary program, emergency loan fund, and fee deferral of tuition fees. This is a major issue as over 50% of students receive some type of financial assistance (OSAP or other).

The President explained that Student Engagement is very important for student success. The College receives almost 40,000 applications each year from 26,000 individuals. For every student who leaves the College, another one was denied a chance for that same program. In Ontario, one third of all students who apply for high demand programs do not get into any College program at all. As a result, the College wants to ensure that those students who are admitted are successful. Positive retention also ensures that the College will be more financially successful and therefore able to further invest to help students succeed.

The Board Chair concluded by suggesting that this could be an area to report on the Balanced ScoreCard and should be discussed at the retreat in January.

**08-97 REPORT OF THE CHAIR**

The Chair reported that the annual Christmas Dinner for former and current governors would be held in the Restaurant International following the meeting.

The College held its United Way Touchdown event on Monday, December 1st. Together, the Woodroffe, Perth and Pembroke Campuses exceeded the fundraising goal by 10% and raised a total of \$117,434.65.

**08-97 REPORT OF THE CHAIR (cont'd)**

Governors Valerie Sayah, Doug Orendorff, John Owens and Abayomi Anifowoshe attended the Governor Orientation Session held at the Colleges Ontario office on November 21<sup>st</sup>. The Governors all commented that the session was excellent and that it was interesting to meet counterparts and learn of the similar and different issues being faced by other Colleges.

Governors received an invitation to the President's Annual Christmas Coffee Break on Friday, December 12<sup>th</sup> in the Students' Association Observatory Lounge. All were invited and encouraged to attend the event.

The Chair encouraged Governors to submit suggestions or recommendations on how to frame the Balanced ScoreCard discussion at the Retreat on January 12<sup>th</sup>.

The Chair has been appointed to the Governors Advisory Committee of the College Compensation and Appointments Council.

The May Meeting of the Board will be held in Pembroke beginning with a tour of the new campus site, followed by the meeting which will be held at CFB Petawawa.

**08-98 REPORT OF THE PRESIDENT**

The President reported on the following:

- A grant was recently announced for \$1.2M related to trades programs at the Woodroffe and Pembroke Campuses.
- The College is monitoring the situation related to OC Transpo bargaining and, if necessary, will take strike problems into consideration during student exams.
- 2009/10 Funding is a major topic of discussion at Colleges Ontario. The transfer of funds into graduate and medical studies has caused a lot of concern because the funds were transferred out of Colleges and into universities.
- A high priority has been put on audit transfers from Colleges to Universities; discussions are ongoing.
- The Second Career Program is a high priority. A major marketing campaign will commence in spring 2009.
- The Bill 90 voting process for the unionization of part time staff will occur shortly. If it is successfully carried, a bargaining process will begin thereafter.
- Governors recently received a letter which was sent to the College Community regarding the current economic uncertainties. At the present time, three budget scenarios are being prepared. In addition, short and long term capital plans are being prepared in the event of an economic stimulus package. The Board will be kept informed as the situation progresses.

**08-98 REPORT OF THE PRESIDENT (cont'd)***Questions/Comments:*

- *What is the current status of the Centre for Construction Trades and Building Sciences?* The plans are progressing and the \$24M in City Commitments have received the necessary approvals for the College to begin its project. The question of transit is still undecided; however, the project is still moving forward. Governors interested in receiving a copy of the current state were asked to request it from the Board Office.

**08-99 DECISION ITEMS AND REPORTS****REPORT OF THE AUDIT COMMITTEE**

C. Joynt reported that the Audit Committee met prior to the Board Meeting. The discussion was summarized as follows:

- An Endowment Fund Report was provided by the investment firm of PJ Doherty and Associates and included the topics of performance, market commentary and protecting the portfolio. The fund has outperformed the benchmark, but is down significantly from prior periods reflecting the state of investment markets at this time. An appropriate plan is in place to reduce further losses.
- The findings of the internal audit on asset management review were discussed and the recommendations were accepted by the Committee for implementation.
- The responses to the 2008 Audit Management Letter were reviewed and accepted as presented.
- The 2008/09 Audit Plan was reviewed and accepted as presented. This was done earlier than in previous years in an effort to have the ability to sufficiently discuss the plan in advance of implementation.
- A recommendation to appoint KPMG as the Auditors for the 2008/09 Financial Statements was approved.

**RESOLUTION**

MOVED AND SECONDED – Joynt and Tremblay

that KPMG be appointed as the auditors for the 2008/09 Financial Statements.

and,

MOVED AND SECONDED – Joynt and Blackstein

that the 2008/09 Audit Plan be approved as presented.

**08-99 DECISION ITEMS AND REPORTS (cont'd)****REPORT OF THE AUDIT COMMITTEE (cont'd)**

The Chair commented that the current investment shortfall/climate has not impacted the availability of funds for students at this time. The Policy states that 4% of the balances of the funds are transferred for support of students at year end.

**08-100 MANAGEMENT SUMMARY REPORT**

The complete Management Summary Report is available at [www.algonquincollege.com/board](http://www.algonquincollege.com/board).

Page 4- Governor Tremblay reiterated that the videoconferencing investments made by Microsoft were done as a corporate citizenship initiative and it is not to be seen a conflict of interest.

**08-101 INFORMATION ITEMS**

The Chair noted that Governors had received a copy of the 2009 Colleges Ontario Conference brochure and reminded Governors that the Board will send up to five delegates.

The Chair commended the reading of the *Algonquin Times* newspaper as it provides a flavor of the Students' perspective on the College.

**08-102 OTHER BUSINESS**

Governor Blackstein observed that since the Board's approval of the rural campus initiatives, there is a mood of exhilaration across Renfrew County regarding the Board's Commitment to campus development. The \$4M investment by the Students' Association has also been extremely well received.

The meeting adjourned at 6:25 p.m.

---

Dr. James Robblee, Chair

---

Anna Cobus, Recording Secretary