

**APPROVED**

MINUTES OF MEETING NUMBER FOUR HUNDRED AND FORTY NINE OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON MONDAY, NOVEMBER 9, 2009, AT 5:00 P.M. AT ALGONQUIN COLLEGE, WOODROFFE CAMPUS, ROSSER BOARD ROOM

Present	James Robblee, Chair	Regrets	Sterling Hartley
	William Johnson, Vice Chair		Carman Joynt
	Stephen Abraham		Lana March
	Amelita Armit		Doug Orendorff
	Fred Blackstein		Michael Tremblay
	Michael Dunlop		
	Pauline Edmonds		Joy McKinnon, Vice President, Business Development
	Veronica Engelberts		
	Robert Gillett, President		
	Yusuf Khan	Vice	Gerry Barker, Human Resources
	John Owens	Presidents	Robert Letourneau, Administration
	Valerie Sayah		Kent MacDonald, Academic Deborah Rowan-Legg, Student Services

Anna Cobus, Recording Secretary

Guests

- J. Berardini, Director, Students' Association
- E. Boehm, Vice President, Students' Association
- C. Brule, Executive Dean, Faculty of Technology and Trades
- J. Dalziel, Head of Major Construction, Physical Resources
- M. Donohue, Executive Dean, Academic Development
- J. Doyle, General Manager, Students' Association
- K. Foster, Director, College Ancillary Services
- M. Hirsch, President, Students' Association
- G. MacDougall, Director, Learning and Teaching Resources
- W. McIntyre, Director, Student Support Services
- D. McNair, Director, Finance and Administrative Services
- R. Mills, Executive Dean, Faculty of Media and Design
- D. Ouderkirk, Executive Director, Academic Operations and Planning
- D. Poulin, Director, Students' Association
- K. Tysick, Executive Dean, Faculty of Health, Public Safety and Community Studies
- J. Ranieri, Virtual College Project, Learning and Teaching Services
- B. Rothwell, Executive Director, Algonquin College Foundation
- P. Rouble, Facilities Planning Specialist, Physical Resources
- M. Rushton, Director, Physical Resources

The Chair called the meeting to order at 5:04 p.m., and indicated that the items on the agenda which did not require a vote would be addressed first as quorum had not yet been reached.

#### **09-57 REPORT OF THE CHAIR**

The Chair reported the following:

- The annual Christmas dinner for current and former Board members will be held following the Board meeting on Monday, December 14<sup>th</sup> in the Restaurant International. Governors were asked to RSVP to A. Cobus as soon as possible.
- Fall Convocation was held on October 27<sup>th</sup>. Governors Orendorff and Khan attended, and Governor Khan did an excellent job of bringing greetings to the graduates on behalf of the Board.
- The Executive Committee has not yet had an opportunity to debrief on the retreat held on October 1<sup>st</sup> and 2<sup>nd</sup>. A meeting is now scheduled for November 25<sup>th</sup> to review the outcome of the retreat and develop a document for the Board's consideration with the goal of providing a framework of principles under which to consider the recommendations of the Strategic Programs and Services Planning project which will be brought to the Board in June, 2010, or at a special meeting in the summer. The document will be the focus of discussions at the Board's meeting in January.

#### **09-58 REPORT OF THE PRESIDENT**

The President reported the following:

- As a result of the growing provincial deficit, the College is beginning to plan for the challenges that may arise as a result of the deficit. There has been no guarantee about the base funding level being maintained even though system-wide enrolment has increased by almost 10%.
- The issue of debt is a focus of provincial conversations and the government is looking at minimizing debt in provincial agencies. It is possible that the General Purpose Operating Grant could see a 0% increase in 2010/2011. American Colleges have experienced reductions during the recession from 5-33%.
- There may be further funding reductions targeted to cover the unexpected oversubscription of the Second Career program.
- College Enrolment targets for the fall semester have been achieved and it is anticipated that there will be an enrolment surge once again in the winter semester leading to the projected growth of 9.3%.
- Construction at the site of the Algonquin Centre for Construction Excellence is progressing well. The majority of work at this time relates to the transit station and water lines.
- Development plans for the Perth and Pembroke Campuses are both well underway.
- The final three scheduled days of academic bargaining are November 10-12.
- Two recipients of the Project Hero Award were recently recognized at the Military Appreciation Event at the Ottawa Senators Hockey game on November 5<sup>th</sup>. Walter Natynczyk, Chief of Staff, was present which provided an excellent opportunity to send a positive message to the recipients about the support being offered by the College and the strong partnership that the College has with the Military.

*Questions/Comments:*

- *Governor Edmonds: What is the reduction as a result of the Second Career Program?* The Ministry initially allotted \$359M in funding for the program for up to 20,000 students funded at \$28K each, spread out over three years; however, there was a much larger uptake than anticipated with \$11M per week being spent as of September. An additional \$78M has been secured for the program.
- *Governor Edmonds: How many second career students does the College have?* The College has 500 students out of the 21,000 across the province. The College is currently attempting to determine the impact on January enrolments as only the fall (September) enrolments have been guaranteed for funding to-date.

**09-59 CONFLICT OF INTEREST DECLARATION**

None.

**09-60 APPROVAL OF PREVIOUS MINUTES**

**RESOLUTION**

MOVED AND SECONDED – Owens and Dunlop

That the minutes of October 19, 2009, be approved as amended.

**09-61 BUSINESS ARISING**

The Chair commented on the October 19<sup>th</sup> preliminary discussion regarding the Virtual College and observed that this direction was included in the 2008-2013 Strategic Plan as approved by the Board of Governors. Governor Dunlop added that this topic was also raised at the recent Advocacy Session in Toronto where it was felt that it will provide a series of new opportunities for Colleges and be supportive of students.

**09-60 PRESENTATIONS**

**STUDENT COMMONS PROJECT**

D. Rowan-Legg opened the presentation on the Student Commons Project by providing an outline of the presentation which included an overview of the problems, opportunities, vision and commitment of the Students' Association for the proposed Student Commons. Mike Hirsch, President of the Students' Association, provided an overview of the need for the Student Commons which is strongly supported by the student population due to the ever-increasing shortage of student space on campus. The Student Commons would provide study space, common space, and group space, as well as one-stop service shopping and a heart for the campus. The vision of the Student Commons is *a gathering place for renewal and friendship, created to inspire a passion for student success*. M. Hirsch provided an overview of the many

different activities which would be incorporated into the building, providing space for the Students' Association, College Services and Ancillary Services. He concluded his portion of the presentation by seeking the support of the Board of Governors to approve the construction of the much needed Student Commons and indicated that the Students' Association funding commitment of \$30M.

D. Rowan-Legg next provided a summary of the strategic linkages with the College. In the 2008-2013 Strategic Plan, a high quality of student life is defined as providing a strong foundation on which to build student engagement, increasing students likelihood for success; and, that social interactions with other students and opportunities for academic interactions with employees outside of the classroom will always be components of student life on Algonquin's campuses. The Strategic Plan also speaks to the goal of Student Services being more customized to better meet individual needs and be clustered into one-stop shopping areas to ensure easy access to desired services. Lastly, the Strategic Plan indicates that academic and student activity space at all three campuses will grow and be enhanced to address the student need for quiet study and group activity space with new facilities enabling the College to improve the total student learning experience, accommodate demographic growth, and increase the participation on underrepresented students.

The second strategic linkage is with the 2009-2013 Transformation Plan, of which the project addresses various goals of the plan as outlined in Appendix Two of the report provided to the Board.

R. Letourneau next provided an overview of the capital investment context. He spoke to the major investment plan provided to the Board in May, 2009, and provided an overview of the changes that have occurred since that date. The ACCE (Algonquin College for Construction Excellence) has received government funding of \$70M, the Perth Campus project has received stimulus funding of \$9M with an additional commitment of \$400K from the Students' Association. The Pembroke Campus requires a borrowing motion of \$26M as a contingency should ongoing efforts to receive stimulus funding not be successful. An overview of the financing capacity was provided. It was reported that the balance of the current capacity, after the possible debt issuances of \$26M and \$22M for the Pembroke Campus and Student Commons respectively, will be in the range of \$33-\$36M (assuming no further government funding), which could be allocated towards the other projects under consideration such as the Healthy Communities Initiative.

R. Letourneau also spoke to some of the key benefits of the Student Commons project noting that the current space needs for Student Services are significantly under-resourced and landlocked in many cases. The Student Commons project will cluster key student support spaces with Students' Association facilities to increase the effectiveness of services, while freeing up significant existing space for reallocation to other College priorities. M. Rushton noted that there are several third party reports which have been conducted that have identified the need "to provide space to support the total learning experience for the student".

## Questions/Comments:

- *Governor Robblee: Thanked the group for the presentation and indicated that the Board is committed to student success and has "heard" the students and understands their position.*
- *Governor Engelberts: What is the size and location of the facility?* The preliminary location for the building is to the east of the D Building (cafeteria) entrance. The current size estimate is in the range of 120,000-140,000sq.ft.
- *Governor Armit: Because we have other projects under consideration, have we made an assessment of how this decision will affect the others?* The Student Commons is the one project which is ready to proceed at this time and is felt to be such an integral part of the campus, while the other projects remain in the planning phases. The Healthy Communities Initiative could be considered after the ACCE building is completed and the A block is vacated and would be available for repurposing. Providing the Ministry approves the debt capacity, the College will be in the position to fund the remaining projects from within the current capacity.
- *Governor Johnson: What is the urgency of the Student Commons versus the urgency of a health care centre?* It is a matter of project readiness. While the College feels that the Healthy Communities Initiative is also an urgent issue, there will be no space available to respond to those needs until the ACCE building is inhabited. Pre-planning for the vacancy of the A-block will begin now with proposals to be prepared for the next stages on that development front.
- *Governor Owens: Spoke in support of the project as he was once a student at the Lees Avenue campus where space was limited. He inquired if the Students' Association is committing the \$30M on behalf of their peers, and if the student body has provided their support of the project.* The students have clearly indicated their full support through a number of venues including student forums.
- *Governor Blackstein: Over what time period is the \$30M being pledged by the students?* The repayment amount is \$2.5M over 20 years which is entirely separate from College funding.
- *Governor Dunlop: How will the facility be managed?* The facility will be managed primarily by Physical Resources with the Students' Association, College and Ancillary Services each managing its own space programming. Physical Resources will coordinate the utilities and maintenance.
- *Governor Dunlop: If the Government will not allow the College to assume debt and if there is a fundraising shortfall, what is the worst case scenario and how would we address it?* The worst case scenario would be for the government to reject the request for debt authorization. If this were the case, the College would utilize its reserve funds to resource the Pembroke Campus project and realign the College's participation in the Student Commons project accordingly.
- *Governor Johnson: Has the College considered the risk of borrowing \$39M using a 6-6.5% interest rate?* The College would guarantee the rate through swaps for the 25 year borrowing period, as has been previously done with the Student Residence Buildings.
- *Governor Robblee: Will the debt ratios be a significant problem and is there a way of mitigating that risk?* If the Government were to require that all debt, including Ancillary Services debt, be added to the books, one of the options would be to outsource Ancillary Services so that it is off the books. That option does exist as well as other options; however, the College does not want to move too swiftly in this regard as it is not in its best interest.
- *Governor Engelberts: The previous cost estimate for the project was between \$23M-\$60M. What has changed?* The Students' Association has increased their commitment to \$30M and the priorities have been refined by the College to recommend a \$15M College investment and \$7M ancillary investment for College spaces.

- *Governor Engelberts: Will it be a 60/40 ratio of sharing the costs?* This will unfold as the design work is completed and further refinements are made. The College does have a good track record of working with estimates and it is anticipated that it will be inside of those numbers.
- *Governor Dunlop: Given the other major construction projects that are underway, can Physical Resources handle this volume of activity?* M. Rushton introduced John Dalziel who has been hired as the College's Head of Major Construction to ensure the successful management and completion of the projects that are underway.
- *Governor Johnson: Expressed that the College campus needs a face that it is time to put a face to the campus that is distinctive, appealing and defines the entrance way.* This is something that is on the College radar as development continues.

## **RESOLUTION**

### **MOVED AND SECONDED – Blackstein and Owens**

that the Board of Governors authorize the College Administration to seek approval from MTCU and the Ministry of Finance for the borrowing of up to \$26M to implement the Pembroke Campus Relocation Project.

### **CARRIED**

## **RESOLUTION**

### **MOVED AND SECONDED – Blackstein and Armit**

1. That the Board of Governors approve the Student Commons project to be built on the Woodroffe Campus.
2. That the Board of Governors approve resources to fund College participation in the Student Commons project as follows:
  - a. \$15M for Student Services facilities from a combination of reserves, borrowing and potential service fees; and,
  - b. Up to \$7M for Ancillary Services facilities, self-financed by Ancillary Services; and,
3. That in the case that borrowing is required, the Board of Governors authorizes the College Administration to seek approval from MTCU and the Ministry of Finance for the borrowing of up to \$22M (i.e. up to \$15M for Student Services facilities and up to \$7M for Ancillary Services facilities) to implement the Student Commons Project.

### **CARRIED**

VIRTUAL COLLEGE PRESENTATION

G. MacDougall, Director of Learning and Teaching Services, was present to provide an overview of the latest draft of the Virtual College white paper and to provide a context surrounding the development of the white paper. The objective of the Virtual College is to focus on student retention and graduation rates, increase capacity for high demand programs, increase access for local and international markets, facilitate linkages that bond Algonquin with communities and alumni, enhance the student experience with flexible delivery and student service options, and deliver College programs and services to the expectation of 21<sup>st</sup> Century learners.

The scope of the proposed Virtual College model is to embrace a beginning-to-end strategy that is learner centered and ensures that past, present and future students receive academic and student services choices during the “into, through and beyond” phases of their learning experiences by adopting a College wide perspective, ensuring the strategy is supported with centralized leadership and distributed resources responsible to execute on the framework. The Model will serve as a catalyst for the transformation of existing College operations through disruptive innovation and through a leadership that challenges existing policies and procedures, resulting in enhanced access to high demand programs by extending delivery options available to students wherever possible.

Presently, the target for hybrid delivery at the College is 20% of programming hours being offered in an online format. In the fall, 2009, semester, 850 hybrid online hours were taught out of the 2700 course sections offered, which is equivalent to 2000 FTE (full time equivalent) students. Moving forward, the goal of the College is to build on this achievement and convert those activities which lend themselves to a virtual format, recognizing that the applied nature of learning will always be necessary for certain programming due to the very nature of the delivery and engagement of the students.

An overview of the consultation process to date was provided, as well as the drivers and corporate integration. G. MacDougall indicated that further consultation will now occur with recommendations coming to the Board at a date to be determined. Governors were encouraged to share any further feedback following the meeting.

*Questions/Comments:*

- *Governor Johnson: The report is one-sided as it doesn't describe management's approach to online learning, it simply states that it is the way of the future. At some point there should be a course by course analysis on applying this model based on certain principles. The report doesn't indicate that management has studied the role of online learning in an applied college. The purpose of developing this white paper is to begin to look at what we can deliver in this format and how we will do it. It is a conceptual point of view/framework. Today's report is an overview of the background and the consultation process to take place.*
- *Glenn MacDougall: To-date, all of the hybrid development that has occurred has been determined at the program level by the Coordinators and the Chairs. There have been some courses which weren't suitable for the hybrid delivery offering and as such, were transferred*

*back into the traditional mode of delivery. The job of management is to assist with the decisions being made and engage the faculty to evolve the courses.*

- *Governor Johnson: What guides the Chairs on the general principles on what to use or not use? I would like to see more of a rationale which justifies that it's the way of the future. Last year, workshops were held with regard to how to guide development, what works and what doesn't.*
- *Governor Sayah: Page 8 (4<sup>th</sup> paragraph) of the white paper refers to "results of the 2009 first year student survey which are expected to show a significant increase in the ownership of mobile computing devices, cell phones and internet usage;.... however, the demographic facts available do not tell how they learn or what resources they may require....." What is the College doing in order to get this information from our students? We are attempting to retrieve this information through the course assessments that are done; however, we must try to obtain this information from students before they arrive at the College. There have been many student surveys done to date in terms of retention and in every instance retention exceeded that of the traditional format.*
- *Governor Khan: What is the metric being used for the current hybrid format? The measure is based on the hours assigned to in-class learning versus the hours assigned to online learning.*
- *Governor Dunlop: Is there a College wide criterion to consider when determining if a course can be online? No, it is based on the teacher and their experience and style of delivery. Some respond well to this format and others do not. The ultimate consideration must be based on the curriculum: the goals and outcomes of the course.*
- *Governor Abraham: One of the slides referred to 15% of high school students having taken an online course; however, most high school students study online, learn online, and use online tools for collaboration and research to advance their studies which would indicate that the time has come to move in this direction.*
- *Governor Abraham: What is the biggest barrier to moving in the virtual direction? Time. It takes a lot of time to rethink and redevelop a traditional educational model; there is release time required, as well as professional development and support mechanisms, all of which are in place but our success to date has been based on our pace. Some of those institutions who moved too quickly have failed.*
- *Governor Abraham: Is it a money problem, training problem, adoption problem? It is not a money problem to date. The training has been an issue because of the release time involved. In terms of faculty adoption, there are some individuals who will likely never embrace this; however, there are those who clearly see the benefits when done properly.*
- *Governor Edmonds: Has been involved with hybrid course development since its inception. BlackBoard is a good management tool in that it is a way for students to self-manage better than in a traditional classroom, and it has helped with retention and student success because when a student is away from the classroom they are better able to catch up. As far as hybrid is concerned, it is the delivery of the structure that is done online and managed through the online component. The hybrid component means that students are learning on their own, possibly in a different setting which allows for experiential learning. Development time for hybrid courses is atrocious, as updating a course when programs are updated can be very time consuming versus*



*updating in a traditional format. One additional tool that would be helpful is another platform to allow for the video-types of exercises to be done in a way with less downloading time which is one of the shortcomings right now as many students in the area of Renfrew County do not have high speed internet access simply because it is not available.*

- *Governor Blackstein commented that in the October 26<sup>th</sup> edition of The Algonquin Times, there was a negative article about general education courses stating that they are not useful. What is the College's response to these comments?* The President responded that it is a mandate of the Ministry that students complete general education courses. At a recent lunch meeting between President Gillett, the President of the Students' Association, Mike Hirsch, and D. Rowan-Legg, General Education courses were discussed and it was clear that the students do discuss this amongst themselves and feel that some courses are very good while others are less well accepted. General Education courses will be a part of the Strategic Programs and Services Review. Governor Khan added his comments indicating that it tends to be the opinion of first year students that the courses are not worthwhile; however, as one goes through his/her program they begin to understand that it provides a background greater than that of just their core program of study.

*The Chair concluded the discussion by thanking G. MacDougall for the presentation and indicated that the consultation process will continue in the coming months.*

## **09-61 DECISION ITEMS AND REPORTS**

### **SECOND QUARTER FINANCIAL REVIEW**

D. McNair, Director of Finance and Administrative Services, provided an overview of the second quarter financial report.

In April 2009, the Board approved the College's annual budget for 2009/10 with a positive net contribution before expenditures from internally restricted funds of \$2,615,000. The Q2 projection includes planned expenditures from internally restricted funds of \$10,185,000. These expenditures are intended to fund:

- Projects budgeted and started, but not completed, in the previous fiscal year
- Initiatives to support the strategic plan
- Initiatives to support the objectives under the Multi-Year Accountability Agreement

In April 2009, the Board approved \$8,881,000 in expenditures from internally restricted funds. At the time the budget was approved, final results for 2008/09 were not yet known; year-end net asset balances (i.e. internally restricted funds) were estimated in order to determine the College's capacity to fund appropriations and specific reserves. Once the final net asset balances were determined, additional specific reserves totaling \$1,552,000 were approved. In addition, the final year-end balances of approved 2008/09 appropriations and specific reserves to be carried forward were \$253,000 less than initially estimated. The final net asset balances were reported in the 2008/09 Financial Statements and approved by the Board on June 8, 2009. This budget was based on the grants announced to date, tuition

fee policies in effect, 5% growth in post-secondary enrolment, reasonable provisions for Page 2 inflation and capital spending to match announced capital grants and normal historical provisions.

The 2009/10 Q2 projection shows significant revenue variances of \$(949,000) in Post-Secondary Activity Grants and \$19,972,000 in Capital and Equipment Grants. The former is due to a combination of repayment of part of the 2008/09 Enrolment Growth grant, changes in the funding formula announced by the Ministry in June and revenue recognition of Clinical Education funding received in 2008/09. The increase in capital grants is mainly due to additional federal and provincial funding for the Algonquin Centre for Construction Excellence. College Ancillary Services is projecting \$454,000 greater revenue over approved budget due to higher enrolment. The revenue projection also includes several minor variances from the approved budget, among all operating areas of the College, incurred as part of normal business operations. Various expenditure adjustments and an anticipated improvement of results from College Ancillary Services are resulting in a positive contribution of \$1,355,000 before GAAP adjustments (\$295,000 higher than the Approved Budget). Net Contribution before expenditures from externally restricted funds is projected to be \$5,236,000, \$2,621,000 higher than the approved budget.

At Q2, adjustments have been made to reflect new positions, positions eliminated, transfers, etc. Accordingly, there are minor differences in the staff complement and a minus four net decrease in the overall summary of funded positions.

Questions/comments:

- *Governor Johnson: In approving the annual budget, did we have all of the grants included for the capital projects and expenditures?* The gap has been identified. When the budget was approved in April the only funding confirmed, and therefore included, was for the ACCE building. We have since received the funding for the Perth Campus.
- *Governor Edmonds: What is the breakdown of the vacant positions by employee groups?* The information was recently provided to the local Academic Union.

## **RESOLUTION**

**MOVED AND SECONDED** – Dunlop and Abraham

that the Second Quarter Financial Report be approved as presented.

**CARRIED**

## **BUSINESS PLAN UPDATE**

Members of the Board received an update on the status of the goals outlined in the 2009/10 Business Plan. The next report will be provided to the Board at its meeting in February, 2010.

Questions/Comments:

- *Governor Dunlop observed that the report is very indicative of the many things that are ongoing at the College and also of the great job that management is performing in operating the College.*

REPORT OF THE GOVERNANCE COMMITTEE

Governor Armit, Chair of the Governance Committee, reported the following:

- The Governance Committee met on September 8<sup>th</sup> and October 6<sup>th</sup> to review draft material that has been prepared to provide to Governors when speaking with individuals who express an interest in serving on the Board. As a result of those discussions, Governors were provided with a copy of the material that can be given to individuals who express an interest in serving on the Board, containing a summary of information for prospective governors, as well as an "Algonquin College Fast Facts" overview.
- The Governance Committee will begin the task of seeking new Governors to appoint to the Board early in the New Year. Governors were encouraged to identify interested individuals. The interview process will begin in early spring in an effort to meet the deadline for the submission of nominees for approval.
- The College Compensation and Appointments Council requires that the Board's gender balance be restored during the next round of appointments. The College has inquired as to what gender balance is acceptable to the Council and is expecting a response later in November.

*Questions/Comments:*

- *Governor Engelberts: Are we looking for any specific sector/industry representation?* No. Not at this time.
- *Governor Robblee: Has the Governance Committee determined how the selection process will take place?* There will be a series of structured interviews with general questions as was done during the last round of appointments. The recommendations will be brought to the Board for consideration at the May, 2010, meeting. Suggestions for the process are welcomed and can be provided to the Chair of the Governance Committee for consideration.

**RESOLUTION**

**MOVED AND SECONDED** – Armit and Sayah

that the Board of Governors accept the report of the Governance Committee.

**CARRIED**

REPORT OF THE AUDIT COMMITTEE

Governor Johnson, on behalf of the Chair of the Audit Committee, reported the following:

- The Audit Committee met on Thursday, November 5<sup>th</sup>.
- KPMG was appointed as the auditor for the 2009/2010 Financial Statements as they were the successful winners of last year's competitive process for a five year term of service.
- Representatives from KPMG provided an overview of the 2009/10 audit plan. This practice was implemented in the fall of last year in an effort to provide the committee with an overview of the audit plan prior to the interim audit work being completed.
- Management provided a response to the points raised in the 2009 Audit Management letter :
  - o A plan for ITS security monitoring is being developed and will be presented to management by the end of this year.

- Procedures have been established to improve security of user access lists during the last year. The college will continue to strengthen these controls this year.
  - There will be system enforced complex passwords and password expiry for login security on the network, and the College is investigating the feasibility of password lockouts given that some of the systems are in-house programs.
  - A working group is in place to develop an action plan to ensure a smooth transition with the arrival of the GST/HST harmonization on July 1, 2010.
  - More in depth research will be undertaken to determine the feasibility of ensuring that the College receives all CPP overpayment refunds that it is entitled to.
- A representative from the College's Endowment Fund investment firm provided an update on the portfolio's performance. Investment performance for the first six months of 2009/10 was positive relative to the benchmarks established in the Investment Policy with a gross return of 22.09% versus a benchmark of 19.97%.
  - Management provided an update on the review of the IT Disaster Recovery/Business Continuity Plan as it was the audit topic approved at the June Audit committee meeting. Several initiatives are currently underway that will contribute to a fulsome IT disaster recovery and business continuity plan. Information Technology Services has begun the process to complete a business impact analysis with respect to IT systems. An update will be provided to the Audit Committee at its next meeting in March.
  - The President confirmed that a succession plan update will be provided to the Board in December.

**RESOLUTION****MOVED AND SECONDED** – Johnson and Abraham

That KPMG be appointed as the auditor for the 2009/2010 financial statements.

**AND****RESOLUTION****MOVED AND SECONDED** – Johnson and Engelberts

That the report of the Audit Committee be approved.

**CARRIED****09-62 MANAGEMENT SUMMARY REPORT**

The complete Management Summary Report for November, 2009, was received and is available at [www.algonquincollege.com/board](http://www.algonquincollege.com/board).

*Questions/Comments:*

- *Governor Robblee: How is the H1N1 illness affecting the staff and faculty? Is the College still able to run its classes effectively?* As of November 6<sup>th</sup>, 58 faculty and 10 students were off with flu like symptoms; however, classes have not been negatively impacted to date.

**09-63 OTHER BUSINESS**

On the table for Governors' information was a copy of *College Administrator*, the professional journal for Ontario College administrators published by the Ontario College Administrative Staff Association.

There being no further business, the meeting adjourned at 7:39 p.m.

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Dr. James Robblee, Chair

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Anna Cobus, Recording Secretary