

**APPROVED**

MINUTES OF MEETING NUMBER FOUR HUNDRED AND FIFTY FOUR OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON MONDAY, APRIL 12, 2010, AT 5:00 P.M. AT ALGONQUIN COLLEGE, WOODROFFE CAMPUS, ROSSER BOARD ROOM

Present	James Robblee, Chair William Johnson, Vice Chair Stephen Abraham Amelita Armit Fred Blackstein Michael Dunlop Pauline Edmonds Robert Gillett, President Sterling Hartley Yusuf Khan Lana March Doug Orendorff Valerie Sayah	Regrets	Veronica Engelberts Carman Joynt Michael Tremblay John Owens  Deborah Rowan-Legg, Vice President Student Services
		Vice Presidents	Gerry Barker, Human Resources Kent MacDonald, Academic Joy McKinnon, Business Development Robert Letourneau, Administration  Anna Cobus, Recording Secretary
Guests	Claude Brulé, Executive Dean, Faculty of Technology and Trades Jennifer Daly-Cyr, Director, College Marketing & Enrolment Karen Davies, Dean, Algonquin College in the Ottawa Valley Marguerite Donohue, Executive Dean, Academic Development Karen Foster, Director, Ancillary Services Mark Hoddenbagh, Director, Applied Research and Innovation Wayne McIntyre, Director, Student Support Services Peter McKeracher, Director, Staff Relations Duane McNair, Director, Finance and Administrative Services Russ Mills, Executive Dean, Faculty of Arts, Media and Design Kathryn Moore, Registrar Doug Ouderkirk, Executive Director, Academic Operations Joe Ranieri, Manager, Virtual College Project Brenda Rothwell, Executive Director, Algonquin College Foundation Kim Tysick, Executive Dean, Faculty of Health, Public Safety & Community Studies Doug Wotherspoon, Executive Director, Advancement		

*The Chair called the meeting to order at 5:00 p.m. and observed that quorum was not yet achieved. At 5:10 p.m., quorum was achieved at which time the approval of the previous minutes was carried.*

**10-29 CONFLICT OF INTEREST DECLARATION**

None.

**10-30 APPROVAL OF PREVIOUS MINUTES**

RESOLUTION

MOVED AND SECONDED – March and Hartley

That the minutes of March 8, 2010 be approved as presented.

**10-31 BUSINESS ARISING**

None.

**10-32 PRESENTATION**

None.

**10-33 REPORT OF THE CHAIR**

The Chair noted the following:

- The May 10<sup>th</sup> Board of Governors meeting will be held at the Perth Campus beginning at 5:00 p.m. A bus has been reserved for the Board and will leave the Woodroffe Campus at approximately 3:30 p.m.
- The elections for the 2010/2011 student representative on the Board will be held on April 13<sup>th</sup> and 14<sup>th</sup>. There are a total of five candidates running in this year's election. The winner will be announced at the close of the election.
- The annual College staff barbeque will be held on Thursday, May 13<sup>th</sup> in the Marketplace Food Court beginning at 11:30 a.m. All governors are welcome to attend and a formal invitation will be sent from the Board Office.
- Upcoming convocation ceremonies are scheduled for Saturday, June 5<sup>th</sup> in Pembroke and Thursday, June 3<sup>rd</sup> in Perth. The Ottawa Convocation Ceremonies will be held at Scotiabank Place on June 16<sup>th</sup>, 17<sup>th</sup>, and 18<sup>th</sup>. Governors will receive formal invitations to all of the ceremonies.
- On the table for each Governor was a copy of the remittance declaration from the financial officers of the college confirming that as of March 31, 2010, all applicable income tax source deductions and remittances have been submitted in accordance with CRA and Ministry of Revenue requirements.

- The preliminary report of the Strategic Programs and Services Planning project is expected in May with a presentation to the Board followed by the opportunity for review throughout mid-May to mid-June. The project has been an enormous undertaking by many in the College and the Board recognizes this effort and offers its appreciation for all of the work that has been done.

*Questions/Comments:*

- None.

### **10-34 REPORT OF THE PRESIDENT**

The President reported the following:

- Notification has been received from the Ministry of Training, Colleges and Universities (MTCU), indicating approval of the College's request to offer a Bachelor of Hospitality and Tourism Degree Program. Advertising for a fall, 2010, intake has begun.
- The College has received all of the details regarding the budget announcements:
  - o The allocation split between universities and colleges (80/20) is problematic and Colleges Ontario is working with the MTCU to determine why the changes were made.
  - o There has been no information released with respect to both Reaching Higher 2 as well as a long term funding plan for post secondary education.
  - o The College recently received \$3.9M in year-end sustainability funding to assist with the lack of inflationary funding.
  - o Concern has been raised regarding the new appointment methodology for Governors wherein one-third of Governors will be appointed provincially, with the remaining two-thirds to be appointed by individual College Boards. It is felt by many Governors that Colleges are mature enough to handle their own appointment process.
  - o The new College Employer Council took effect on April 1, 2010. The College Compensation and Appointments Council is being phased out; however, the process for the 2010/2011 Governor Appointments will remain unchanged until October, 2010, at which time a new appointment process will be implemented.
  - o The KPI results for the College system will be publicly released on April 14<sup>th</sup>.

*Questions/Comments*

- *Governor Edmonds: Can you provide additional information regarding the new appointment process?* The new process was announced in February in a memorandum from Minister Milloy indicating that two-thirds of appointments will be handled at the College level and one-third at the provincial level by the Lieutenant Governor in Council. More details are expected with information on the process for submitting names of individuals.
- *Governor Johnson: How did the College perform in its own KPIs?* The information is not to be disclosed in advance of the public release. However, we expect positive results.

- *Governor Orendorff: Has further information been received regarding the Ontario Online Institute as indicated at last month's meeting?* The announcement related primarily to universities to encourage them to do at least equal to what colleges are already doing. Colleges have raised their desire to have the opportunity to receive pilot project funding under this model and that request is under consideration by the Government.

## **10-35 DECISION ITEMS AND REPORTS**

### PRESENTATION OF THE 2010/2011 BUDGET

R. Letourneau, Vice President, Administration and D. McNair, Director, Finance and Administrative Services, presented the College's Proposed 2010/11 Annual Budget and the recommendations for the transfer of unrestricted net assets to internally restricted funds (appropriations and specific reserves).

For the fiscal year-end 2009/10, the College is estimating a positive net contribution before expenditures from internally restricted funds of \$6,185,000. In June 2009, the Board of Governors approved the financial statements for the year ended March 31, 2009. The 2009/10 expenditures from appropriations and specific reserves are estimated to be \$6,185,000 which leaves a balance of \$6,922,000. The estimated 2009/10 positive net contribution before expenditures from internally restricted funds of \$6,185,000 and the estimated remaining balance of \$6,922,000 from appropriations and specific reserves are sufficient to fund the \$2,183,000 of proposed expenditures from Internally Restricted Funds within the 2010/11 proposed budget. These funds will be used to fund outstanding purchases, contracts and projects that were funded in the 2009/10 Approved Budget but were not completed by March 31, 2010. The recommendation will leave \$1 million in unrestricted net assets as at March 31, 2010. A complete report with recommendations to fund additional one-time projects and initiatives from internally restricted funds will be presented along with the 2009/10 financial statements in June, 2010.

Highlights of the 2010/11 budget include a \$1M net cash flow, \$7M in budget challenges, an enrolment increase of 6%, funding for strategic investments and as well, a change in the Residence management operation. Since the budget was prepared, the College has elected to change the management structure of the Residence operation from a completely outsourced model to a 'hybrid' model where the College will manage operations directly, with College staff, and outsource component services. The transition plan is in progress to meet the September 1, 2010, transition date. Related budget and staffing implications will be presented to the Board in the 2010/11 First Quarter Financial Report. The 2010/11 budget will not be negatively impacted by this change.

The seven priorities of this year's budget include: Student Success, People, Learning, Virtual College, International, Revenue, and Business Intelligence. Based on these priorities, operating expenditures were reviewed in detail and increases were made to those areas deemed essential, to revenue generating areas, or in support of the overall direction of the seven budget priorities.

Strategies used to address the budget challenges included:

- Reduction in full time staffing costs;
- Reduction in part time staffing costs;
- Various services reductions or eliminations such as dial up service, IT service desk hours, some student orientation activities, events and promotional items, and a realignment of some facilities cleaning services;
- Reductions to discretionary accounts such as travel, product development, marketing, office supplies, promotions, printing and hospitality;
- Increase in full-time enrolment;
- Increase in International enrolment;
- Increase in part-time studies enrolment; and,
- Increase in College Ancillary Services contribution.

Highlights of the provincial budget announced on March 25<sup>th</sup> included:

- Confirmation of the operating and growth grant assumptions based solely on enrolment increases;
- The College share of 20% of the \$310 million growth envelope;
- Non-bargaining unit and part-time employees salary scales 'frozen' for two years;
- No announcement of a College funding framework going forward; and,
- No announcement of a "Reaching Higher 2" plan.

The various summaries within the Budget were reviewed including the pro forma, summary of annual budget, statement of financial position, revenues schedule, expenditures schedule, funding for strategic investment priorities schedule, summary of funded positions, and summary of 2010/11 projected versus 2009/10 actual enrolment.

It was noted that \$1.975 in international tuition fees should have been captured under tuition rather than other revenue because it is mostly comprised of ESL premiums. For 1010/2011, tuition fees and contract revenue were listed separately rather than on one line as in the previous budget. The comparative figures will be corrected prior to submitting the budget to the Ministry.

Questions/Comments:

- *What is the flow through of student aid?* The flow through of student aid is an amount of \$1.8M in projected revenue and is offset in the expenditures schedule on page 5.
- *Governor Dunlop: Is there is a \$5M contract revenue reduction?* Yes. Last year's target was overly aggressive and as a result, was reduced accordingly for 2010/2011.
- *Governor Orendorff: What is the method to the approach for the overall enrolment increase of 9%?* The targets are determined by each Faculty who predicts its own enrolment increases based on several factors in enrolment, as well as tuition increases. In terms of full time post secondary enrolment, the increase is targeted at 6% for 2010/2011.

- *Governor Orendorff: Given that the College does not have a policy or strategy on full time or part time growth, what is the guiding structure?* There are many factors that add up to the total tuition value such as lag rates, apprenticeship rates and weighted funding units. There is no specific formula that would allow for a singular strategy.
- *Governor Edmonds: Does the College expect that the 2009/2010 budget will have met its enrolment predictions?* Yes.
- *Governor Hartley: Does the College anticipate an effect on staff morale as a result of the reduction to travel, marketing, product development, etc; there is so little that can be done to reward staff that it could be of concern.* In general, reductions are never easy. However, the College has maintained its professional development investment which is one investment that employees truly appreciate. Other areas where reductions were made were carefully reviewed and each area made decisions that it felt it could live within, given the terms of the constraints. It was a tough challenge but one that was met with the help of the community. The total reduction to this account was \$2.3M from a total of between \$50-60 million. The College recognizes that continuing to reduce funding in these accounts is not sustainable and through the Strategic Programs and Services Planning project, these challenges are being reviewed in order to better position the College for the future. One cannot ignore that the College has had 21 years of no recognition of inflationary pressures which is a model that is simply not sustainable. The idea of the SPSP is to realign programs and services to the highest priority and only do those things which we do well; however, it can in no way address the fiscal pressures if the government does not deal with the inflationary issues being faced.
- *Governor Johnson: Included in the pro forma are the Pembroke Campus and the Student Commons project. Does the College know if these projects are in jeopardy? Should the Board be concerned with these projects if they do move forward without borrowing approval, and if so, how will they affect the budget? Secondly, what is the policy behind the \$2.75M being set aside for business plan priorities that will be presented to the Board at a later date?* Discussion is ongoing with the government however, it has not yet approved a borrowing request for these projects although there has been no indication that they will be denied. Work on both projects is proceeding to meet an opening date of September, 2012. The worst case scenario is that the funding for the Pembroke Campus could be done without borrowing, but the Student Commons, as presently configured, would be in jeopardy. The College is reasonably comfortable that the approval will be forthcoming and \$3M has been built into the annual budget to fund the long term debt charge. In terms of the funding for strategic priorities, the College is seeking approval to proceed with developing the list of strategic priorities for the upcoming year, including appropriation funding for incomplete work as well as specific reserves which totals \$2.75M. At this time, additional work is required to weigh off all of the pressures and investments in order to properly determine how best to invest the funds in a way that will be of greatest strategic value to the College.
- *Governor Johnson: The College planned for a year- end cash surplus of \$6M and ended with \$11M. Is that part of a strategy to build a funding reserve for the Pembroke Campus?* No. The College slowed its spending as a result of slowing provincial investments, as we evaluated our

capacity against our current set of priorities. The strategy of building reserves has been done on occasion in the past such as the sale of the Lees Avenue property which was part of the strategy to eliminate the accumulated deficit. As a result of the higher than anticipated year end surplus, which included year non forecasted end government funding, a re-evaluation is required on how best to move forward in terms of investment opportunities such funds present.

- *Governor Dunlop: Embedded in the previous question is the importance of the upcoming Board meetings where the Strategic Programs and Services Planning Project will be discussed, which will help to answer the questions of what we should no longer be doing, and what we are not doing that we should be doing in the future.* The College will be reserving some of the year-end surplus to deal with any transition costs resulting from the recommendations of the Strategic Programs and Services Planning Project. It is important to recognize that the SPSP review will not produce immediate savings and there will be a cost in implementing the recommendations as we transition to a new model.
- *Governor March: What is the rationale behind the reduction in facilities cleaning? Is it because some areas of the College have been updated and are therefore easier to clean; and, what will the effect be on the opening of the new ACCE building in 2011?* There will be a minimal level of impact on the cleanliness of the College as the Physical Resources Department has carefully selected certain locations where it can reduce the standards outside of peak operating hours. In terms of the new building, it is anticipated that the cleaning costs will increase by approximately 10% and these costs have been built into the pro forma.
- *Governor March: How will the College save on product development?* The College will look into partnering with external training providers, who already have intellectual property, in an effort to save on product development costs.
- *Governor Armit: Is the impact of the AODA built into the budget?* The College has allocated some funding to address this challenge in the areas of coordination and research. Moving forward, the planning for all new buildings will take into account the new legislation. As well, many of the client standards can be adjusted within the current budget which will also serve to better predict future requirements.
- *Governor Edmonds: How is the reduction in full time staffing costs (as outlined in the strategies to address challenges) reconciled with the summary of funded positions?* There are eight positions that are either closed or will be closed in the coming year which makes up the bulk of the \$1.2M, in addition to refined projections of fringe rates, a reduction in overtime and the replacement of retirees in lower pay bands. There will be 14 new positions added to the budget in order to address the areas of enrolment growth which results in a net total increase of six full time, complement positions.
- *Governor Edmonds: Was there a study undertaken to determine how many students use the dial up services and did it take into consideration the rural campuses?* In terms of the dial up service elimination, a review was undertaken and it was determined that approximately 1000 individuals used the service over the past calendar year which represented a cost of approximately \$100,000. It is felt that those using a dial-up service can move easily to a low-cost dial up provider (\$5/month) or use an alternative method of accessing the internet. It was

also determined that the majority of the dial-up traffic was routed to the Woodroffe Campus, with a low volume of users routed to Perth and Pembroke.

- *Governor Edmonds: Is it of concern that there has been a reduction in the IT service desk hours at the same time that the College is expanding on its delivery in the day, evening and weekends?* The reduction in the IT service desk hours is more about doing things differently and offering more online and self-help services. The hours reduced represent less than 3% of all calls to the service desk, so the expectation is that the service will actually improve rather than decline after making the adjustments.
- *Governor Edmonds: Will the IT service desk be operational before 8:00 a.m.?* Yes. It opens at 7:30 a.m. and there will also be an extension of services on Sundays.
- *Governor Sayah: Has Bill 90 been factored into the budget; should the College consider doing so? Have other Colleges begun to address the Bill 90 situation in terms of the rate that they are paying their part time faculty?* The legal advice that has been given to Colleges Ontario is that there is little expectation that the results of Bill 90 will have an impact in the 10/11 fiscal year as it is moving forward very slowly, with many challenges. Indeed, the rates being paid to part time staff across the college system are already quite diverse as some use the grid rate and others do not.
- *Governor Johnson: Can the College provide assurance of its comfort level with the reliability of this budget? Can we as Governors rely on it and be comfortable with it?* Yes. The College is comfortable with and committed to the budget. Although the College has not been fond of some of the actions that it has had to take to address the underfunding by the government, it feels that all estimates are valid and that it can deliver on the net results.
- *What makes up the \$24M in other staff salaries and benefits?* The \$24M in other staff salaries and benefits includes the salary and benefit costs for part-time and temporary faculty, support staff and administrators.
- *Governor Edmonds: In comparing the projected versus unaudited enrolment figures for 2009/2010, it would appear that enrolment was 181 short of projected; is this correct?* Yes. The enrolment growth increases were achieved; however, the retention projection of 662 was not which is where shortfall primarily occurred.
- *Governor Edmonds: Has the College increased its investment in retention in order to address the challenges?* The College has not reduced its investment in retention. In reviewing our one-time investments, a number of new strategies will be funded which hopefully will achieve the desired results.
- *Governor Edmonds: Can programs set admissions criteria which are deemed to be determinants of success?* No. it is not legal; the criteria are set by the Ministry.
- *Governor Edmonds: Does the proposed budget include any suspended or cancelled programs?* No; however, recommendations could be forthcoming in the results of the Strategic Programs and Services Review.
- *Governor Blackstein: Commended the College on the budget, indicating that it was clear and easy to understand.*



- *Governor Robblee: Why are the enrolment numbers in the Applied Degree Programs declining? The Photonics Program has been declining and is being phased out. As the number of students decreases over the next four years, it will be offset by the introduction of the new Bachelor of Hospitality and Tourism Degree. In addition, the Academic Area has drafted a new degree strategy in order to increase the enrolment to where we feel there could be a critical mass of degree students. It should be noted that all of the Colleges degree students are not reflected here as they are in joint programs (i.e. Collaborative Nursing). The creation of new degree programs is a very slow process which needs to be revised by the government so that colleges can respond more expeditiously to the needs of their students.*
- *Governor Robblee: Is apprenticeship funding flat even though this is a government priority area?* This is correct. Funding for seat purchase is flat primarily because employers are not signing up apprentices in the trades areas. The Ministry will only purchase seats for those apprentices registered in the system.
- *Governor Dunlop: What does the increase in the number of positions in the VP Academic Office represent?* These are eight new faculty positions which are being held in the VPA office until it is determined where they will be assigned.
- *What personnel resources are allocated to retention?* In terms of dedicated resources, there are 5 student success specialists, 6 full time staff and 2 part time staff dedicated.
- *Governor Robblee: Now that the College is completing its second year of the Strategic Plan, how is the increase in the graduation rate tracking?* The College has only improved marginally to between 63% and 64% and it continues to be a challenge. As a side note, it is being recognized across the college system that there is no commonality in the reporting of graduation rates and we are trying to find better ways to ensure the accuracy and alignment of the comparators.

## **RESOLUTION**

MOVED AND SECONDED – Blackstein and Orendorff

That the Board of Governors:

- Approve the 2010/2011 budget subject to the amendments noted with respect to the changes required to the enrolment revenues schedule;
- Approve the transfer of the 2009/10 anticipated year-end surplus over \$1M from the unrestricted net assets to internally restricted net assets; and
- Approve the proposed one-time expenditures of \$2,183,000 from Internally Restricted funds.

**CARRIED**

## **BUSINESS PLAN GOALS AND OBJECTIVES**

The President spoke to the 2010/2011 Business Plan Goals and Objectives which have been aligned with the Strategic Plan, the Transformation Plan and as well with the seven budget priorities. He noted that the objectives listed in the document are a high-level summary, behind which are a multitude of annual goals and objectives, all of which the College anticipates will position itself well for the future.

*Questions/Comments:*

- *Governor Orendorff: Congratulated the College on the thoroughness of the cross referencing and items in each row.*
- *Governor Orendorff: What are the stretch goals of the organization? The Virtual College and mobile direction will be a huge transformation within the institution because there is no way to capitalize the required facilities to meet demand. In addition, there is a different profile of students that come with a different set of demands. IT is driving what we are doing which requires us to think differently about the delivery of post-secondary education in order to move us in the right direction. There is a lot of uncertainty about how to go about doing these things, but I feel if we do them well we can become a leader of post secondary education in the country. Another huge challenge is retention; we need to find a solution to stop the exodus. All of the 24 colleges in the province are facing this same challenge.*
- *Governor Orendorff: If we were to review the past three business plans, do we have a feeling for if they have achieved 60%, 90%, etc. of the Strategic Plan? We feel that we will achieve all aspects of the Strategic Plan by 2013, with perhaps the exception of the graduation rate. It may also be time in 2011 to begin looking at rebuilding the new Strategic Plan as we are already looking beyond 2013 in terms of our objectives.*
- *Governor Johnson: One of the seven priorities is to be a Virtual College. With respect, we need a plan that more than indicates that more is better because that is the way of the world. There is a lack of direction and clear policy on this. The College should look at this and come up with a policy on areas, programs, improving efficiencies, revenue base and effectiveness of learning through virtual teaching. It is not an either or proposition. The College will still function at capacity but the online learning provides options to many more students and will increase access to those that could never have attained a post secondary education otherwise. Algonquin will always be an applied institution and there are many things that we will never be able to do online. It is about having more choice rather than less choice. In addition, we are witnessing our virtual and hybrid learning options delivering higher academic results than our traditional classroom models of learning. Therefore, we are gaining increased access and higher academic results with the virtual options.*
- *Governor Johnson: Agrees with the statements but simply feels that it requires more policy direction.*
- *Governor Blackstein: Is the virtual college tied strongly to access? Yes, but it also has to do with client demand, improved results, AODA, and our financial self interest. By doing this we feel we will be better serving the community in a number of ways.*
- *Governor Robblee: To ignore the importance and value of the e-learning world, we would be quite remiss. The expansion of e-learning and the number of opportunities in this area are*

*massive. If we are not training people in this way, we are doing them a disservice. It is a highly effective methodology and the achievement results are very high.*

- *Governor Edmonds: Is a supporter of e-learning with the recognition that it is not for everyone.*
- *Governor Edmonds: Is there a move to eliminate computer access labs and have students bring in their own machines? Yes. There is a three-year plan which begins with converting the access centre at the Woodroffe Campus into a mobile lab to test the model combined with browser-based apps. The last measure we have is that approximately 75% of our students are using some type of mobile device. 2010/2011 will be the foundational year to test some of these ideas in order to determine how best to move forward, having sought student reaction as well as that of faculty and staff so that the College can better understand how to adapt to the mobile world.*
- *Governor Edmonds: Do you envision a time when there are no labs on campus? It is yet unknown. There may be some labs with such specialized and extensive program requirements that it may not be practical. This is part of an ongoing analysis.*
- *Governor Sayah: Does the development of an IT strategy, as indicated on page 4, assist with answering Governor Johnson's concerns about virtual education? This goal relates directly to the recommendation of the Audit Committee for a longer range plan in terms of support and adaptation to the new world of information technology. We hope to have a full plan within the next sixth months.*
- *Governor Robblee suggested that the Board be provided with some statistics on student success in e-learning that may provide some reassurance to the Board. This was agreed to.*
- *Governor Dunlop: Several meetings ago, we heard there is a policy in regard to virtual. In the Strategic Plan, we have given direction to the executives of this College to move forward with this type of learning, yet some governors don't appear to have a comfort level around the table. If we are going to be supportive at the Board table, we must get rid of our discomfort so that we can move forward in this direction together. Perhaps we could take this issue off the table in the Board room and discuss it offline where we can walk through it and learn together.*
- *Governor Dunlop: When reading President's Gillett's opening letter introducing the budget, the last paragraph spoke to the difficult times, choices, priorities funded in the budget and he found that the paragraph was empowering. He thanked him for that because the decisions made within the goals and objectives fine tune those priorities and help to evolve Algonquin. It was an excellent paragraph written in tough times.*
- *Governor Khan – One of the resounding comments from students relates to hybrid learning and the wide range of experiences students have, from it being fantastic to a feeling that it could be improved. This stems from the capabilities of faculty members who use the technology. If we are going to do this, we need to ensure that all faculty members know how to maximize the full potential in order to provide the best learning possible.*
- *Governor Edmonds: How are the overall applications looking for next year? We are on target; however, 70% of the applications continue to be for the top 50 programs. The bottom 30 programs are the hardest to fill, as outlined in the list provided to Governors at the fall, 2009, retreat.*

**RESOLUTION**

MOVED AND SECONDED – Sayah and Abraham

that the Board of Governors approved the 2010/2011 Business Plan Goals and Objectives as presented.

**CARRIED**

**2010-2011 FEES SCHEDULE**

Kathryn Moore, Registrar, presented the fees schedules for the 2010-2011 academic year. Traditionally, approval of the fees schedules by the Board of Governors is given in the January time-frame in order to ensure fees are available for inclusion with the offers of admission which are issued beginning in February, each year. To date, the Ministry of Training, Colleges and Universities (MTCU) has not provided Colleges with the required Tuition and Ancillary Fees Framework with which to build tuition fees for the 2010-2011 academic year. In the absence of an approved policy document, a preliminary review of fees was presented to the Board of Governors on January 11, 2010, with the understanding that a full fees schedule for 2010-2011 would be presented on receipt of an approved policy.

On March 29, 2010, MTCU announced the extension of the current Tuition and Ancillary Fees Policy Framework for an additional two year; however, as of the present date, Ontario Colleges have yet to receive the final approved document. Although Ontario Colleges have yet to receive the final approved Tuition and Ancillary Fees Policy Framework for the 2010-11 academic year, Colleges have been advised, by the Ministry, that the framework has been extended for an additional two years and this policy document is currently awaiting final sign-off.

The fees schedules for the 2010-2011 academic year as provided to the Board, were developed for review based on the 2009-10 policy document. Final Board of Governors' approval will be requested subject to the receipt and final confirmation of the formally updated and approved Tuition and Ancillary Fees Policy Framework for the 2010-2011 academic year.

Questions/Comments:

*Governor Blackstein: Questioned if Governor Khan is aware of the Students' Association's plans related to the increase in the SA Activity Fee. While Governor Khan was not directly consulted, he indicated that, judging by the ongoing expansion of SA facilities, he would deem it to be reasonable. The President added that the Students' Association does in fact have a detailed plan and the SA activity fee is in line with that plan.*

**RESOLUTION**

MOVED AND SECONDED – March and Armit

That the Board of Governors approve the proposed fees schedules for the 2010-2011 academic year subject to formal receipt and confirmation of the approved 2010-2011 Tuition and Ancillary Fees Policy Framework from the Ministry of Training, Colleges and Universities.

**CARRIED**

#### REPORT OF THE GOVERNANCE COMMITTEE

The Governance Committee met on March 12<sup>th</sup> and April 1<sup>st</sup> to review the selection process for the upcoming board appointments. Nine candidates will be interviewed on April 13<sup>th</sup> and April 16<sup>th</sup>. The interviews will be conducted by Governor Armit, Governor March, and President Gillett.

Questions/Comments:

- *Governor Johnson: Is the Board attempting to fill any disciplines and are we satisfied with the issues related to gender balance?* Specific disciplines were not the focus as the candidates are from very diverse backgrounds. In terms of the gender balance, there is an abundance of excellent women candidates so achieving a balance should not be a problem.
- *Governor Sayah: What is the process for the appointment of the Chair and Vice Chair for 2010/2011?* A call will go out to Governors by the end of the week seeking candidates to fill those positions, as well as positions on the Audit and Governance Committees, with a recommendation being presented to the Board in June.

#### **RESOLUTION**

MOVED AND SECONDED – Armit and March

That the report of the Governance Committee be approved.

**CARRIED**

#### **10-36 MANAGEMENT SUMMARY REPORT**

The Management Summary Report for April, 2010, is available at [www.algonquincollege.com/board](http://www.algonquincollege.com/board). The Board recognized the exceptional performance of the paramedic students in their 100% pass rate on the Provincial Advanced Emergency Medical Care Attendant exams. In addition, Donna Winacott, Coordinator of Early Childhood Education at the Pembroke Campus, was recognized for winning this year's Students' Association Excellence in Teaching Award.

A question was raised regarding the reason for the increase in assessment centre and counseling services. Wayne McIntyre, Director of Student Support Services, indicated that the increase is primarily due to the transition to a virtual, more accessible service which has resulted in a higher participation rate as it is easily accessible.

**10-37 OTHER BUSINESS**

On behalf of the Board, Dr. Robblee congratulated the President on being awarded the Chris Warburton Award of Excellence by the Students' Association. He observed that it is very much deserved and that it is an honour to have the students, the centre of what you are trying to achieve, present you with an award of this significance.

There being no further business, the meeting adjourned at 7:14 p.m.

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Dr. James Robblee, Chair

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Anna Cobus, Recording Secretary