

BOARD OF GOVERNORS

MINUTES OF MEETING NUMBER THREE HUNDRED NINETY-SEVEN
OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, WHICH
WAS HELD ON MONDAY, MAY 10, 2004 AT 5:00 P.M. IN THE ROSSER
BOARD ROOM, "C" BUILDING, WOODROFFE CAMPUS

Present: Mr. Mike Keller, Chair
Mr. Bryce Bell
Mr. Vini Bhindi
Mr. Ric Cameron
Mr. Steve Georgopoulos
Mr. Robert Gillett
Ms Jacquelin Holzman
Ms Cathy Kirkpatrick
Mr. Herb Kreling
Mrs. Nurjehan Mawani
Mr. Wayne McIntyre
Mr. Mubasher Saifi (part)
Mr. David Wallace
Mrs. Shirley Westeinde
Mr. Wayne Wilson

Regrets: Mr. James Chadwick
Ms Wendy Nicklin

Vice Presidents seated at the table:

Mr. John Hamilton, (Former) Finance and Administration
Mrs. Raymonde Hanson, Academic
Mr. Robert Letourneau, Finance and Administration
Mr. Christopher Warburton, Student Life & Human Resources

Resource Personnel and Observers:

Mr. Gerry Barker
Mrs. Louise Barnabe
Mr. Brian Burns
Mrs. Dawn Dubé
Mr. Kent MacDonald
Mr. Nick Papadolias
Mr. Luc Presseau
Mrs. Deborah Rowan-Legg
Mrs. Jeannette Smith
Ms Marilyn Stratton-Zimmer

Brenda McCutcheon
Recording Secretary

The Chair called the meeting to order at 5:00 p.m. and welcomed all in attendance.

04-20 CONFLICT OF INTEREST DECLARATION

None declared.

04-21 MINUTES OF THE PREVIOUS MEETING

RESOLUTION

MOVED AND SECONDED – Kreling and Mawani

that the minutes of the meeting held on March 29, 2004 be adopted as circulated.

CARRIED

04-22 BUSINESS ARISING FROM THE MINUTES

None.

04-23 REPORT OF THE CHAIR

Governor Saifi was re-elected by the student body as their representative on the Board of Governors. This announcement was greeted with a round of applause. The Chair advised that the online voting format, which was used for the first time, worked well. The College experienced the highest number of student voters in the last 6 years by using the online voting format.

Invitations to the 2004 Ottawa area Spring Convocation Ceremonies to be held at the Corel Centre on Thursday, June 10th and Friday, June 11th were on the table. Governors interested in attending one of these Ceremonies and bringing greetings from the Board were requested to advise the Board Office as soon as possible.

The Chair will bring greetings to the Perth Convocation ceremony to be held on Friday, June 4th.

The President and Mr. Keller will attend the ACAATO General Assembly meeting on Wednesday, May 19th. The session will begin with a briefing on the provincial budget delivered the previous day. Other topics of discussion include provincial/federal advocacy report; School/College pathways report, 2004/05 ACAATO advocacy priorities; Pension report and the College Compensation and Appointments Council. A report on this session will be brought to the June Board meeting.

The June 14th Board meeting will be the annual General Meeting of the Corporation of Algonquin College at which time the draft audited financial statements will be presented for approval. The meeting will be followed by a dinner at the President's home for Governors and their spouses or guests.

The following item was on the table:

- Local Lines - April 26th edition

04-24 REPORT OF THE PRESIDENT

The President reported on the following:

- Until the provincial government releases its budget next week, much of the College system is frozen as no one wants to make long term commitments until the funding situation is understood.
- The College has enjoyed an excellent year academically. Governors were encouraged to accept invitations to student presentations as most are outstanding.
- The College has embarked on its first fund raising campaign with the auto motive dealers. The dealers were positively impressed by the new Trades Technology Centre and were interested in discussing how they could do more with the College.
- Enrolment from secondary schools is dropping across the province. Algonquin is meeting with local school boards to see what can be done to help high school students understand what a college education can offer.
- The provincial advocacy campaign is continuing right up until the release of the budget on May 18th. College officials have met with all local MPPs and local Ministers to make them understand how serious the situation will be if there is no additional funding for colleges. The letter writing campaign has had positive results.
- The development of the new sports field in the eastern corner of the campus is proceeding well. The proposed sports field must receive city approval which will include consultations with the neighbours. The Students' Association hopes to have the field open next spring.
- Meetings are being held between the President and new staff as they join the College. Comments from the new staff have been positive; they enjoy being at the College, especially the positive work experience and the collegial relationships.

04-25 DECISION ITEMS AND REPORTS

BOARD APPOINTMENT/REAPPOINTMENTS

Governor Cameron's first three year term expires at the end of August, 2004. Mr. Cameron has indicated his willingness to serve a second three year term; his contributions to the deliberations of the Board have been valuable.

RESOLUTION

MOVED AND SECONDED – Kirkpatrick and Georgopoulos

that the Board of Governors recommend to the College Compensation and Appointments Council that Governor Cameron be reappointed for another three year term beginning September 1, 2004.

CARRIED UNANIMOUSLY

Governors Mawani and Nicklin have submitted their resignations from the Board due to work commitments which have precluded them from participating at Board meetings as often as they would like. It is the policy of the College Compensation and Appointments Council that the external members of the Board should represent men and women equally or be no worse than 7:5 either way. Thus the Board will be seeking to appoint two new women Governors.

Under the Ontario Colleges of Applied Arts and Technology Act 2002, a new Appointments Protocol was developed which emphasizes the following principles: merit – the skills and experiences that the candidate brings to the Board; diversity – of members' background, skills and experience; strategic direction – capacity to assist the College achieve its strategic direction; and, probity – the candidate's commitment to the values and principles of public service.

The Executive Committee met earlier in the afternoon to consider the resumes of two women candidates: Mrs. Amelita Armit and Ms Kathleen Graham. The President advised that Mrs. Armit, of Philippine descent, has held several senior level positions with the federal government and her appointment would support the initiative for increased contact the College has established with the federal government at the senior level. Ms Graham is the Vice President Nursing, at the Queensway-Carleton Hospital. As the College continues to expand its health care offerings, it would be useful to have her expertise on the Board. The Executive Committee recommends unconditionally the appointment of these women to the Board. Copies of their resumes are available in the Board Office.

RESOLUTION

MOVED AND SECONDED – Cameron and Westeinde

that the Board of Governors recommend to the College Compensation and Appointments Council that Mrs. Amelita Armit and Ms Kathleen Graham be appointed to the Board of Governors, Algonquin College, for a three year term beginning September 1, 2004.

CARRIED UNANIMOUSLY

OFFICERS FOR 2004 - 2005

The Executive Committee is composed of the Chair, the Vice Chair, the Chair of the Audit Committee, and the Past Chair, or in the event of this office being vacant, one other external governor appointed by the Board. In addition, the President is a member of the Executive Committee by virtue of office.

The following slate of candidates was recommended to serve as the Officers of the Board for the 2004 – 2005 academic year:

| | |
|------------------------|-------------------|
| Chair | Mike Keller |
| Vice Chair | Herb Kreling |
| Chair, Audit Committee | Cathy Kirkpatrick |

RESOLUTION

MOVED AND SECONDED – Cameron and Bell

that the Board of Governors approve the above slate of candidates as the Officers of the Board for the 2004-2005 academic year.

CARRIED UNANIMOUSLY

PRESENTATION OF THE 2004 – 2005 BUDGET

The President remarked that in a time of declining funds, the College does not make fiscal decisions lightly. The 2004-2005 budget has been developed in consultation with all the Vice Presidents. The Administration took a conservative approach in developing the budget and did not include monies that it was not confident would be provided by the province. The provincial budget will be tabled in the Legislature on May 18th; any changes which are required to this draft budget as a result of the funding announcements will be made at first quarter. A full update on the ramifications of the provincial budget will be shared with Governors in June.

At the President's request, Mr. Hamilton led Governors through the draft budget. He reminded Governors that the draft budget is a cash flow budget unlike the audited financial statements which are done on an accrual basis and bear no resemblance to the budget document.

College Summary – Page 4

- The Special Contingency fund has increased from \$1.5 million to \$2 million; this fund is moving slowly towards the objective of 3% as the margin cushion recommended by the banks.
- Capital spending is down \$1.3 million. If the Quality Assurance Fund monies are the same as at last year, this amount will be increased to more realistic levels. The Administration took a conservative approach in building the budget.
- Despite the tuition freeze, tuition fees are up \$1.2 million. Half of that is associated with additional international students and the other half is from degree programs which carry a higher tuition fee than normal post secondary programs.
- Government grants are up \$1.1 million to offset the tuition fee freeze.
- The ATOP grant has been increased by \$400K and the KPI funding by \$200K.
- Ancillary Services are showing an increase of \$1.8 million. \$1.2 million is the annualization of the third residence which was not reflected in last year's budget. The remaining \$600K is the result of general price increases in other ancillary services.
- Other revenues are relatively flat at \$14 million. Monies in this account include \$2 million from the Student IT fee; \$2 million from the CE building fee;

\$1 million in incidental fees; \$4 million in contract training; \$500K in GST recovery; \$1 million in grants payable to municipalities in lieu of taxes.

Governor Wilson questioned why ACERRA was showing as making no contribution to the College. Mr. Hamilton explained that the College has taken a deliberate decision to minimize the risk in the operating budget, in a wildly fluctuating corporate training market, by showing a zero balance budget for ACERRA with equal revenues and expenses. Any profits earned by ACERRA will be applied to the subsequent budget year.

- Under expenses, salaries are up \$2.9 million as a result of new Academic and Support Staff collective agreements amounting to 3.5% a year. Fringe benefits are up 11% - primarily as a result of an increase in pension contributions amounting to \$1 million a year. Another \$400K is associated with increased negotiated benefits.
- A \$1.2 million increase in Ancillary expenses relates to beginning to pay the mortgage on the third residence.
- The Corporate Training budget is break even.
- Operating expenses include such things as electricity, cleaning, debt on the Police and Public Safety Institute of \$1 million a year in principle and interest, laptop purchases, instructional supplies and contingency funds.
- Areas of risks include lower than anticipated enrolment in both full time and part time programs, International recruitment because of the current state of world affairs, and Ancillaries should the residences not operate at capacity. On the other hand, the College may receive additional monies as the administration erred on the conservative side when calculating government grants.

Governor Westeinde asked what kind of funding colleges in other provinces received as well as whether school boards received more money for high school students. The President replied that school boards do receive more money per pupil for high school students. Colleges in Alberta receive approximately 30% more in per student funding. The government of Alberta recently paid off all the capital debt for Alberta colleges. Per student funding varies from province to province but Ontario's is among the lowest, if not the lowest in Canada. Other provinces have different funding envelopes, but none is lower than Ontario for operating and capital funding. ACAATO has asked the province for an additional \$80 million a year for each of the next five years to bring Ontario colleges closer to the national average. If colleges do not receive additional funding, they will not be able to accept the number of students the province wants colleges to take.

Governor Wallace wondered if the College would have to put more money into the pension fund. Mr. Gillett responded that it would depend on the stock market. If there is a downturn in the securities market, it may be necessary to top up the fund; if the market goes up, the pressure on the pension fund is reduced. The CAAT pension fund is governed by an independent board composed of half union representatives and half from the employers.

Governor Holzman noted that at Q3, the College was projecting a shortfall of \$342,756 at the end of the fiscal year and wondered how the year had ended.

Mr. Hamilton advised that the \$342K shortfall did not take into account the \$1.5 million in contingency which remained untouched. Staff are still working on the year end numbers, but there will not be a shortfall of any kind. It is still believed that the College will deliver on the target of a \$1.5 million surplus.

Governor Westeinde asked what had happened to the plan the College had to minimize the impact of rising hydro rates. Mr. Hamilton replied that before the plan could be implemented, the government froze hydro rates. At one point, Toronto Hydro was ten months behind in its billing. Increases in hydro rates will be a factor going forward.

Student Life and Human Resources

Mr. Warburton, Vice President, Student Life and Human Resources, highlighted improvements and concerns within his area:

- Staff were commended for their efforts in reducing budgets to meet the assigned target for Area 1.
- The first phase of the revamp of Human Resource Services was undertaken. This will enable HRS to provide increased services to staff in the areas of retirement, PD, recruitment. HRS will continue to make improvements to services where possible, especially if it can be done by leveraging technology.
- On page 8, government grants are monies from the Safety grant and the Disability Support grant.
- Revenues are monies received from Health Services and Test Centre fees. Certain programs require applicants to be tested to ensure that they meet a specific numeracy and/or literacy threshold. The test charge of \$30 per person does not cover the cost of operating the Test Centre. The Centre tests 5,000 – 6,000 candidates a year.

Governor Wilson asked for clarification on the three new positions in HRS, what increased service will they provide, together with how much the positions cost. Mr. Warburton replied that the position of Manager, Professional Development was not going to be filled immediately; a decision will be made following the release of the provincial budget next week. If all proceeds as planned, the new Manager, PD, will work with Deans and Directors on PD plans for staff, performance management issues etc. Other services to be improved include orientation of new staff to the College and retirement planning. Currently one person handles all retirement inquiries and that individual is swamped. With the wave of retirements anticipated over the next five years, it will be important to recruit qualified personnel as well as provide them with a proper orientation to the College environment.

Governor Westeinde wondered why the CAAT pension fund did not pay to provide retirement information to staff. Mr. Warburton responded that the individual did not provide retirement planning per se, but rather provided information on what the employee's pension would be if they retired now or later. This information gives the employee some security that he/she is making the

right decisions. The HR employee providing this pension information has other work to do as well.

Finance and Administration

Mr. Hamilton, former Vice President Finance and Administration, highlighted improvements and concerns within Area 2.

- In order to remove \$7 million from the overall College budget, every area was squeezed.
- One of the challenges facing the College is increased legal fees in the HR area in particular. Algonquin has seen a significant increase in the number of grievances and arbitration hearings.
- Ancillary Services has had a relatively stable year following three years of renovations and expansions. A new Conference Services Department has been added which has enjoyed some initial success. The student smart card service has seen a modest expansion.
- The ITS budget assumes there will be savings associated with the tendering of telecom services. Overtime has been reduced by 30%; support to the Help Desk has been reduced which may result in a longer wait for service.
- Physical Resources will not be able to make renovations to the portion of A Building vacated by the automotive programs until the Lees Avenue Campus is sold.

Governor Wilson sought clarification on what was meant by ITS assuming responsibility for student printing in most labs across the College. Mr. Hamilton replied that previously ITS had been responsible for student printing in 60-70% of the labs. In order to ensure uniform printing standards across the College, ITS will be responsible for maintaining toner and paper in the labs. This will not cost the students additional funds but will be covered under their Student IT fee.

Governor Bhindi noted that the 60% cut in training would apply mostly to Support Staff. The College has introduced a lot of new technology over the past few years and if staff are not properly trained, the systems could suffer breakdowns or shut down due to lack of training. Mr. Hamilton noted that last year the introduction of the PeopleSoft Financial System required extensive staff training which necessitated a higher than normal budget for training. This reduction is bringing the training budget back to normal or slightly below. The College is sensitive to keeping people up to date, and this budget does not preclude that from happening.

The cut back on the maintenance budget for Physical Resources will be reflected in the appearance of the organization.

Since 80% of the budget in the Registrar's Office is related to salaries, services have had to be reduced but are not eliminated. There will be longer lineups as well as decreased services to students and departments.

Governor Bhindi continued that as a member of Support Staff providing client service, it is disappointing to see reductions in services causing lineups. In the

College's Strategic Plan, one of our highest priorities is client services, yet this budget appears to be saying the opposite. Mr. Hamilton replied that the current level of funding assumed in the budget does not permit the College to do all the things it feels should be done. Should the College receive additional funding, some of these services will be reinstated. Most colleges are in a worse situation than Algonquin and are making reductions in similar areas. Mr. Bhindi noted that enrolment has increased since 1996 while at the same time the number of staff has declined. As a client service representative, when cuts are made to people on the front line, students will feel the impact and it will impact staff morale. Mr. Hamilton responded that the College had to live within the funding envelope provided.

Governor Holzman observed that in approving the Strategic Plan, the Board set certain priorities. If the College were to receive additional funds, how will that money be allocated? Will the Board say that the first call is X and the second is Y? Mr. Hamilton noted that last year, when the Board received additional funding, the Administration went through internal prioritization and reported the results at Q1. Ms Holzman wondered why the Board would not have more say in how any additional funds would be spent. Mr. Hamilton's answer indicated that in the past, staff have made these decisions and reported to the Board at a later date what happened. The President remarked that generally speaking, operational matters are left up to Senior Management; however, these decisions are shared with the Board. At the June Board meeting, Senior Management will bring an update on the first year of the Strategic Plan together with the Plan for year two including areas which can be strengthened as well as those in which we will not be able to make an investment. The 2005-2006 budget will be a difficult one and any additional monies received must be invested strategically to position the College well for the future. It has been the practice for the Board to leave operational matters to Senior Management.

Governor Wilson pointed out that the answer to Governor Holzman's question as to where the additional monies would be spent was included in the second last paragraph on page 2: academic equipment, building refurbishment and new program development. The President continued that the previous government had distributed additional monies by way of funding envelopes with strict guidelines as to how these monies could be spent. The items outlined on page 2 are areas that the College considers to be priorities. Retention is another area which cannot be ignored; there is a net value to the College in keeping students to graduation. The College is often placed in a difficult situation if the government ties new funding to specific initiatives. Mr. Hamilton observed that some monies, such as the QAF monies are one time only funds; the College can only use these monies for projects that can be accomplished in-year. Monies need to be added to the general purpose operating grant in order for the College to have more flexibility in how they are used. Governor Kirkpatrick noted that, in other words, the plan was to follow the Strategic Plan to the extent to which it can be supported.

Governor Westeinde reported that she had her own experience of trying to register for a French class where there was a real shortage of staff to serve all the applicants. A number left before they could register. The President

remarked that when \$100 million of \$160 million budget is spent on salaries and benefits, it is hard to take \$7 million out of the budget without impacting people. The Registrar did not want to make those cuts to the services her office provides, but she had no choice. In order to present the Board with a balanced budget, this was the best way we could find to do it. All of us agree that it should not be done. Service levels will be reviewed once the allocations from the province are known.

Governor Cameron noted that one of the positive things to happen this year was the real progress the College made in KPI rankings. Should the College receive additional funding, it would be helpful to reinvest in services which impact on KPI standings. The President responded that should there be additional funding, the College has promised to discuss how it is spent with the Students' Association – what would make the biggest impact for them.

Mr. Hamilton stated that government grants for Area 2 include the grant the College receives to give to the city in lieu of taxes and the rural grant for the outlying campuses. Other revenues include interest on investments, the IT fee, internal recovery and GST recovery. Ancillary Services include Food and Beverage Operations, Parking, Retail Stores, Publishing and Residences; these departments are projected to generate revenues of \$29 million in 2004-05.

Strategic Development Group

The President highlighted improvements and concerns within his Area.

- Business Development includes the Alumni Association and the Algonquin College Foundation. Real dollars are beginning to flow to the College through the Foundation.
- International has seen 20% growth annually. The College will expand its project business and student recruitment in additional countries.
- Public Relations and Marketing have limited the number of initiatives they will undertake in the upcoming year. There will be fewer functions of a celebratory nature. If departments wish to support that kind of activity, they will have to use their own funds.
- A review of ACERRA is underway to determine if the present model should be continued. Mr. Hamilton is the Acting Executive Director at ACERRA until K. Robinson's return from maternity leave. A task force is reviewing all aspects of corporate and contract training and a decision will be made in October.

Governor Wilson wondered why it was taking so long to review the contract training operation and ACERRA. Mr. Gillett replied that the task force, headed by Gerry Barker, was charged with examining contract and corporate training throughout the College. When Algonquin established ACERRA, the College was advised by the college with the most successful corporate training operation to set it up as an arms' length institution. The first round of recommendations will be received at the end of June and the second round in October.

Governor Wilson continued that the given the financial situation facing the College, ACERRA has 39 employees and a break even budget while the International Education Centre has 6 employees and makes a \$2 million contribution to overhead. How beneficial is ACERRA in terms of the budget? Mr. Hamilton replied that for budgeting purposes, ACERRA was shown as breaking even; any profits will be reflected in next year's budget. The President added that the College wants to be involved in corporate training – it opens doors, provides jobs for students; there are advantages beyond profit. However, it must be understood that the negative results from ACERRA will not be allowed to continue and if appropriate, some decisions may be taken before the fall to protect the College from further erosion.

Academic Services

Mrs. Hanson highlighted improvements and concerns within Area 5.

- The 2004-05 budget has been very challenging to develop for the Academic area. Post secondary enrolment is projected to be flat lined for the year. The Schools with the largest projected reductions are Advanced Technology still feeling the impact of the downturn in high tech followed by Business.
- Degree programs are projecting an increase of 265 students over last year. Algonquin will launch two new degree programs in September: Interior Design and Photonics.
- The third year of the Bachelor of Science in Nursing will commence in September; Pembroke will offer the first year of this program beginning in September.
- CE registrations are projected to decrease by 4%. This is a system-wide phenomenon and no one is sure why.
- The College will offer 5 new programs in September; two of which are converting from a two year program to a three year program.
- The budget for Area 5 is consistent with the direction set by the Board to reduce program subsidization to \$2 million by the 2004-05 fiscal year. In fact, the target was reached in 2003-04 and the current budget maintains that subsidization.
- The other direction from the Board was in support of program consolidation and smart growth. Three programs have been suspended due to lack of demand.
- The contribution for Area 5 was set at \$33 million, \$341K less than the previous year. 85% of the expenditures in Area 5 are related to salaries and fringe benefits.
- In order to meet the contribution target, the Academic Area had to substantially reduce expenses and services by \$1.75 million. This was accomplished by removing one Gen Ed elective from all two and three year programs; reducing Resource Centre acquisitions by 30%; eliminating 21 full time vacant faculty positions and 5 full time vacant Support Staff positions; reducing centrally supported staff development activities; phasing out centrally supported student retention initiatives; reducing operational expenses by \$500K. The impact of this budget will be that the Academic Area will not make as much progress as planned in terms of the College Strategic Plan and the Academic Strategic Plan.

Governor Wilson stated that this budget was squarely placed on the shoulders of the academic operation and he would not vote for it. In fact, when the time comes to vote, he will ask for a recorded vote. Last month, the Board approved an application seeking ITAL status for the College. One of the major requirements for ITAL status is a Resource Centre which reflects the increased needs for undergraduate learning. This budget flies in the face of what was approved last month. The elimination of 21 faculty positions is shocking. There are a number of part time people who are taking full time positions. Looking at other budget areas, there are budgets which have gone up or stayed the same. There does not appear to be an equitable attempt on the part of other budget holders to assume their fair share of the load. Another area of concern is the reduction in centrally supported staff development; this is one place which provides a connection between all classroom teachers. Governor Wilson was heartened by Mrs. Hanson's statement that if the College did receive QAF monies, a number of these reductions would be re-examined. It was his hope that the above three issues would take priority. Area 5 has reduced its full time complement by 24 for a loss of 220 students. Faculty are still faced with the same situation, too many students, not enough full time faculty and not enough staff development to stand behind them with dealing with classes of 35 - 40, or higher.

Mr. Hamilton advised that in terms of equity of reduction, every area was given the same percentage reduction target. Since the Academic area has the largest portion of the budget, they have much larger dollar amounts to achieve the same percentage. The faculty positions eliminated are vacant positions and a direct result of the 7.5% increase in faculty salaries over two years with no indication that colleges will receive any compensation from the government.

In response to a question from Governor Westeinde as to whether anyone was looking into why fewer secondary students were pursuing a post secondary education, the President replied that OCAS is examining the issue. University enrolment is increasing. While colleges had anticipated a drop in enrolment following the Double Cohort, everyone is surprised at the size of the drop. Algonquin is actually doing better than most other colleges in the province. In discussions with school boards, it has been observed that more students are saying that they are going straight into the work force rather than going on to post secondary education. Also a significant number of students are having difficulty with the new high school curriculum. Governor Bell reported that a recent article in the Citizen noted that the earning differential between secondary and post secondary education is shrinking drastically. The President commented that the Conference Board of Canada's statistics show the opposite. Most jobs positions are seeking a post secondary education or at least partial post secondary education. Yes, secondary students can get short terms jobs, but pursuing a successful career without post secondary education is extremely difficult.

Governor Bhindi, noting that the College prides itself on its excellence of learning, asked by how much was staff development reduced. Mr. Papadolias replied that departmental PD budgets stayed the same; it was centrally supported PD that was reduced by \$60K. The President added that PD has not

been eliminated. The College will still spend money to send people to conferences, training etc.

Mr. Gillett continued that he agreed with Governor Wilson that employing more full time faculty would be in the best interests of all concerned and that he would like to see the number of full time to part time faculty at a ratio of 70:30; however, the funding provided by the government does not permit the College to staff to this ratio. Until the basic grant is increased, the College will have to continue to rely on part time staff.

Mr. Hamilton noted that the budget for the President and Board Office is relatively unchanged from the previous year. Page 22, Contingency Accounts, Leave Replacement and Salary Reserves remain constant. Mandated Student Aid remains the same; this is money to support student bursaries and student employment. The Special Contingency Fund is increased to \$2 million. Capital Projects show a reduction in government grants related to the QAF monies. The \$1.9 million in other revenues comes from the Student Priority Fee approved by the Students' Association early in the spring. Of this amount, \$600K will be contributed to purchase the land to the east of the College in support of an athletic facility.

In response to Governor Wilson's question as to what were the student priorities, Mr. Hamilton replied that the SA was in the process of establishing their list of priorities for discussion with Senior Management. Governor Wilson added that one of the students on the College Academic Council reported that students would like to see the College spend money on PD for teachers, more effective use of data bases in the library, refurbish washrooms. Once the final list is known, it will be shared with the Board.

Mr. Hamilton concluded that the Facilities Renewal Grant remains unchanged at \$900K. Evergreening of hardware and software has been reduced to \$300K but it is hoped that QAF monies will permit the College to augment this account. Non IT equipment has been reduced by \$100K; Service improvements have been increased by \$50K associated with Fujitsu working with the College to complete a study on service level agreements and Deloitte and Touche undertaking a review of the PeopleSoft Student Information System. The land purchase of \$1.5 million is for the property at the back of the College for the athletic facility; this is a one time transaction. Expenditures associated with the Student Priority Fee of \$1M are yet to be determined.

Page 24 lists the approved complement positions using Q3 as the comparator as was done with the financials. A total of 24 positions are being eliminated and 3 new ones added for a net decrease of 21 positions.

Governor Wilson asked if substantial monies were made available by the provincial government, would personnel positions be replaced. If the monies are in QAF, no as that money is dedicated to in-year projects; if the monies are in the general purpose operating grant, yes.

Page 25 showed enrolment by school. Governor Wilson wondered why adult training, apprenticeship and access programs were not shown. Mrs. Hanson replied that they are captured as part of government revenues. Apprenticeship is of short term duration tracked by training days rather than semesters. Attempts to include these statistics with regular post secondary enrolment has led to confusion. Governor Wilson observed that he would like to see a clear picture of all College enrolment. It was suggested that this kind of enrolment might be captured in the narrative next year. The President stated that the question would be taken under advisement. Mr. Hamilton recommended the budget to the Board for approval.

The Chair thanked the President and Vice Presidents for their presentations adding that he appreciated the difficult time staff had had in developing this budget given the lack of funding information from the government.

RESOLUTION

MOVED AND SECONDED – Mawani and Westeinde

that the Board of Governors approve the 2004 – 2005 budget as presented with the understanding that any adjustments to this budget which may be required as a result of the provincial budget will be tabled with the Board with the First Quarter Review.

CARRIED
(12 in favour)
(2 against)
(Bhindi & Wilson)

RESOLUTION

MOVED AND SECONDED – Kirkpatrick and Cameron

that for banking purposes, the following are the officers of Algonquin College of Applied Arts and Technology:

THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

POSITION

CURRENT INCUMBENT

Chair
Vice Chair
Secretary
Treasurer

Mr. Michael Keller
Mr. Herb Kreling
Mr. Robert Gillett
Mr. Robert Letourneau

SENIOR OFFICIALS OF THE COLLEGE

POSITION

CURRENT INCUMBENT

President
Vice President Finance &
Administration
Vice President Student Life
and Human Resources

Mr. Robert Gillett
Mr. Robert Letourneau

Mr. Christopher Warburton

Senior Officials of the College (cont'd)

Director of Finance
Manager, Financial Services

Mr. Brian Burns
Mr. Duane McNair

CARRIED

04-26 MANAGEMENT SUMMARY REPORT

The complete written Management Summary is attached as Appendix "A" to these minutes.

04-27 INFORMATION ITEMS

The following items have been received and are available from the Board Office upon request:

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| March 19, 2004 | Release of Program Standards for: Electro-Mechanical Engineering Technician MTCU Code 51021 Electro-Mechanical Engineering Technology MTCU Code 61021 Graphic Design (Revised) MTCU Code 61820 Graphic Design Production (Revised) MTCU Code 51820 |
| March 25, 2004 | Approval to offer Internet Application Programmer, 2 years, 4 semesters, effective September 2004 |
| April 16, 2004 | Approval to offer Business Administration – International effective September 2004 |
| 2004-D-1 | Implementation of the Memorandum of Settlement – Academic Employees |

04-28 OTHER BUSINESS

The President introduced Mr. Robert Letourneau, newly appointed Vice President Finance and Administration. The Chair welcomed Mr. Letourneau to the table, adding that he looked forward to Mr. Letourneau's presence as the College goes through interesting financial times. Mr. Letourneau replied that he looked forward to working with the Board.

Mrs. Mawani indicated that this would be her last Board meeting and thanked colleagues around the table for their support. Serving on the Board has been an interesting experience, especially understanding the important role colleges play in our communities and the challenges faced by them. Mrs. Mawani thanked Governor Holzman for introducing her to Algonquin, adding that she was proud of her association with the College, a trend setting institution which exercises responsible leadership. Mrs. Mawani paid tribute to the management, staff and students for their efforts in developing a multicultural institution which represents a microcosm of Canadian society. Algonquin is an excellent model of how students can work together. Mrs. Mawani's one regret was that she had never made it to Convocation and she urged her colleagues not to wait too long to enjoy that experience. Mrs. Mawani expressed her pleasure that Governors had approved the recommendation to appoint Mrs. Armit to the Board and felt that Mrs. Armit would play an effective role with respect to continuing the relationship with the federal government. Mrs. Mawani concluded by wishing the College well in the future. Members replied with a round of applause.

There being no other items of business, adjournment was moved by Ms Kirkpatrick and seconded by Mrs. Mawani at 6:40 p.m.

Chair

Recording Secretary

APPENDIX "A"

MANAGEMENT SUMMARY TO THE BOARD OF GOVERNORS May 2004

VICE PRESIDENT ACADEMIC SERVICES

School of Academic Advancement and Languages

The Language Institute was successful in selling its curriculum (English as a Second Language (ESL) for Foreign Trained Nurses and the ESL for Nursing Test to Mount Royal in Calgary. Maureen Keon, Gail Gaffney, and Cathy Wilson will be delivering the curriculum to Mount Royal at the end of May to provide an orientation to the program and test. The total value of the contract is \$47,000.

In collaboration with ACERRA, the Language Institute will be one of two providers delivering second language training to Canada Post employees nationally.

School of Business

The School, in partnership with ACERRA, Southern Alberta Institute of Technology (SAIT), IBM and La Cité Collégiale, has won the Retail/Marketing portion of a large

Canada Post Corporation RFP. This is a three year contract involving training to over 8,000 staff across the country.

School of Health and Community Studies

Marlene Tosh attended an Alzheimer Strategy Invitational Workshop in Toronto on April 16, 17. Selected participants evaluated the successes of this five year government funded strategy and planned future steps. As an educator, the College has an important place in this process.

Police and Public Safety Institute

Sheena Lee Spencer-Smith, a first year Police Foundations student and world class TaeKwon-Do competitor was recently profiled on the Aboriginal Peoples Television Network (APTN). She was also featured, with Jordin Tootoo, on the CBC program "Hero" which followed her along in class and during her training.

Police Foundations students volunteered as participants in training scenarios during three sessions run by the RCMP's Prime Minister's body guard unit in late March/early April. As well as helping the RCMP conduct the sessions, the students had the opportunity to learn about the role of the unit and allowed them to interact with RCMP personnel to learn more about the force.

Algonquin College in the Ottawa Valley

Two second-year students, Robin Pinkerton and Colleen Cannon are participating in a three-week placement in Guatemala as part of the Premier's Award Bursary project from March 16 to April 7, 2004. The students will be working at the Creamer Centre, a nursery school started by one of our graduates and Premier Award winner, Susan Schmaltz. They took with them a number of learning activities, created by their classmates, for use in the nursery school.

As part of their program, Social Service Worker students were required to conduct worthwhile community projects. As a result a number of activities took place: sponsorship of a fundraiser for the Pembroke Youth Centre raised over \$1,000; a Food Bank drop box was constructed and located in the Pembroke Campus foyer; a campus beautification project resulted in the painting of a mural at one of the Campus entrances; bursary funds have been raised; and a program year book produced.

Algonquin College Heritage Institute

A Donor Appreciation Reception was held Saturday, April 17, 2004 prior to Open House. Forty donors were invited to this reception - these individuals or businesses had contributed in a variety of ways - from end-of-program awards, to student bursaries and scholarships to products for our programs (brick, stone, carpentry supplies, etc.) Plaques were presented to the donors in appreciation of their support.

Centre for Continuing Education and Lifelong Learning

The Centre for Continuing Education and Lifelong Learning (CCLL) is in final negotiations with the Canada School of Public Service (CSPS). The CSPS is developing learning partnerships with select community colleges across Canada to provide courses and programs based on the corporate learning needs of the federal public services.

OntarioLearn has met with the Canadian Defence Academy (CDA) to develop a Memorandum of Understanding (MOU). The CDA is impressed with the 500+ courses that OntarioLearn hosts in a distance learning environment, as well as, the ability to complete courses that can be credited against diploma programs. The CDA intend to partner with OntarioLearn to provide training to their non-commissioned members.

Awards

Mark Blackburn, a graduate of the Radio Broadcasting program, has won a prestigious award for investigative journalism. Mark is currently a reporter for the CBC in Newfoundland. Announced in Washington, the award is presented by the Radio Television News Directors Association in the U.S.

Rebecca Volk, Police Foundations Coordinator, was nominated for an ACAATO award in the Community volunteer category for her significant contribution to both the Police foundations program and the community, on behalf of Algonquin College.

Heating, Refrigeration and Air Conditioning students John Allan Watson and Ryan Cureston won gold and bronze medals, respectively, at the Heating System Technician provincial skills competition held in Toronto on March 26, 2004.

Alison Spence, student in the Interior Design program, won the ARIDO Provincial Scholarship. ARIDO is the Association of Registered Interior Designers of Ontario. The award is given to one interior design student in their final year of a recognized program.

From March 3-7, 2004, students in the Florist program competed in the Toronto Garden Show, "Canada Blooms", against 36 other designers from Ontario colleges. The students brought home first and second prize for the Theme competition and second and third prize for Wedding Bouquets. Most important they received the People's Choice award for their Theme Competition.

Community Activity

A film crew for the Discovery Channel recently visited the college to film students and staff in the Building Construction Technician program in action. The students were filmed building a garden shed and coordinator Michael Nauth was interviewed about the science of building construction.

Staff from the Computer Studies Department and Learning and Teaching Services are contributing to the Everest Project by providing support for the real-time web site following the Canadian team.

Donations

The Security System Technician program received a total of ten cameras to be used in the surveillance portion of the program from ADI Ottawa. The cameras, ranging from digital, portable cameras to high resolution colour cameras, have a total value of approximately \$2500.

The School of Transportation and Building Trades' General Motors Automotive Service Education Program received five new vehicles for use as training aids (a total value of approximately \$160,000).

Synergy Inc. has donated a Canon 800 colour printer, scanner, and copier, to the Print Media program.

VICE-PRESIDENT, FINANCE AND ADMINISTRATION

COLLEGE ANCILLARY SERVICES

College Retail Stores Operation

Provisional Year end results show a year to year increase in total sales of +18% and +6% of targets overall.

Among notable achievements this past month was the capture of an RFP award by the New Technology Store to supply IT equipment for a math lab at Carleton University (a \$300K project). This helped push annual hardware sales to +21% of FY03 totals.

Food and Beverage Operations

Preliminary draft sales reports indicate that overall sales for the year are up 29%. Banquet and Catering revenue is +38% over FY03.

FINANCE AND ADMINISTRATIVE SERVICES

Receiving & Mail Services

Algonquin College was chosen as Canada Post's corporate company of the month and posters of the College were put up in their offices. Staff from the College participated in a tour of the Canada Post processing plant on Alta Vista; staff will also be visiting the Canada Post national command centre in Ottawa later in the month.

INFORMATION TECHNOLOGY SERVICES

ITS Operations

Service Level Agreements (SLA's) and their underlying processes are being developed. A full-day workshop was provided to train departmental functional teams. Faster and more complete response to ITS service issues and better service to students and staff is anticipated.

Network Infrastructure

The new Cisco system is meeting requirements very well, and allows for the removal of the outdated Nortel switch, which has become risky to maintain due to discontinuation of support.

Analyses and initial activities are on-going to enhance the *Blackboard* on-line learning system, where a 30% increase in activity is expected again this year.

PHYSICAL RESOURCES

Double Cohort SuperBuild Project

This project has a budget of \$11.3 million, with the design and construction of the various stages being scheduled in three stages.

Stage 1: 2003/04 renovations are completed.

Automotive Training Facility (Stage 2 of the above-noted project) has a budget of \$6.0 million, which includes 32,000 square feet of new construction that will be linked to P Building.

The design includes two labs, a classroom and faculty offices, technical library, reception and display area, meeting room, student lounge and a large multi-purpose training area for automotive repair, truck repair, body repair and painting.

Electrical and plumbing connections are under way. Interior framing and exterior cladding and windows are complete. The target date for completion is May 5, 2004, which will then allow one month for the installation of equipment and furnishings.

REGISTRAR'S OFFICE

Admissions Statistics, 2004 Fall

The OCAS statistics, as of April 18, for the 2004 Fall Term indicate that for *College Choices* (i.e. number of applicants), our Non-Secondary School applicants are +10.9% from the same time last year; Secondary School applicants are -13.6%, with an overall decrease in applicants of -2.6%. Province-wide, the variances are +6.1%, -21.3%, and -10.5% respectively.

As of the same date, our *Program Choices* (applicants are allowed a maximum of 5 choices, with up to 3 at any one college), our Non-Secondary School applications are +9.2% from the same time last year; Secondary School applications are -16.1%, and overall we show a decrease of -4.9%. Province-wide, the respective variances are +4.9%, -21.9% and -11.1%.

Across the province, there are varied interpretations of the fact that registration levels in 2003 Fall did not meet the anticipated "double cohort levels", and the significant drop in secondary school applications for 2004 Fall. The King Report (Ontario Ministry of Education, Double Cohort Study, Phase 3) noted that the increased university participation rates and the reduced secondary school graduation rate (under the new curriculum, students are not graduating at the expected rate after four years) are affecting the direct flow of secondary school students to college.

Registration Statistics, 2004 Winter

Registration in Post-Secondary Programs: Net Registered students stood at 11,141 on March 1 (audit count date). This, combined with registration in one program with a late start date (23 students) and with the registration in the collaborative Nursing program, (140 students), means that registration in Winter Term post-secondary and post-diploma programs surpassed the term projection of 11,191.

Continuing Education Registrations: As of April 16, registrations stood at 16,520 as compared to 17,379 at the same time last year. This year's registration to date represents 98.4% of the term projection.

Spring Convocation, Ottawa Schools

Preparations are proceeding for the Ottawa Convocation Ceremonies, which will be held at the Corel Centre for the first time. Guest speakers have been confirmed and are listed below:

Thursday, June 10 - 10:00 a.m.

Business
Police and Public Safety Institute
Guest Speaker: Barbara Farber

| | |
|-------------------------------|---|
| Thursday, June 10 – 3:00 p.m. | Health and Community Studies Transportation and Building Trades Guest Speaker: Susan Schmaltz |
| Friday, June 11 – 10:00 a.m. | Hospitality and Tourism Media and Design Guest Speaker: Jim Munson |
| Friday, June 11 – 3:00 p.m. | Advanced Technology Academic Advancement and Languages Guest Speaker: Sean Conway |

VICE PRESIDENT STUDENT LIFE AND HUMAN RESOURCES

STUDENT SERVICES

Director's Office, Student Affairs and Orientation

Student Services hosted their annual "Take a Student to Lunch" on March 17th in the Restaurant International at which a group of students provided valuable feedback to managers on the services available to them. On March 24th, the annual "Take a Faculty to Lunch" session was held to obtain constructive feedback on services from faculty members.

The Student Affairs and Orientation Office organized the sixth annual Celebration of Cultures on March 10th. There were over thirty booths with representatives from embassies, high commissions, vendors and other related organizations. Performers (many of whom were Algonquin students) from different cultures delighted the crowd. Students from the Culinary Management Program prepared and served food to students, staff and guests. The event was well attended and enthusiastically received by the College community.

A level-two Self Defence Course was sponsored by The Algonquin Personal Safety Committee and offered to female students and staff free of charge.

The Director's Office hosted the annual end of year luncheon to thank the outgoing Students' Association Board on April 2nd. The luncheon, attended by President Gillett, Raymonde Hanson, Jack Doyle and Christopher Warburton, allowed student leaders to present their concerns and suggestions for the upcoming year.

An end of year thank you luncheon was also held on April 8th for the outgoing student Resident Advisors at which they were given the opportunity to express their concerns and experiences.

Two student focus group sessions on "Taking Pride in Algonquin" were held in April. The first session invited students from various programs throughout the College and the second session was targeted to students in Residence. Students were asked what "Taking Pride" meant to them and what suggestions they could make that would instill a sense of pride in the atmosphere and environment on campus.

Centre for Students with Disabilities

Karen Coffey, Disabilities Counsellor, was a guest speaker in the “Learning Theory and Managing the Environment” course for part-time professors at which she presented information on the role of the CSD at Algonquin College and the way in which it provides support for faculty in their work.

Dr. Karima Lacene, Disabilities Counsellor, gave a presentation on learning disabilities to two ECE student classes. She also participated in an information session on March 10th, held at Algonquin College. This event was organized by the Learning Disabilities Association of Ottawa-Carleton as part of Learning Disabilities Awareness month.

A student focus group was held on March 16th, facilitated by Jeff Agate, Counsellor from Counselling Services. Feedback from this, and the “Voice of Our Students” survey was very positive regarding the services students receive from the CSD. A second focus group was also held to obtain feedback on the Enhanced Services provided to learning disabled students through LOTF funding

Diane Thornhill, Manager, CSD, delivered presentations to the Continuing Education coordinators, the Deans in Community Studies and the Nursing program. One session was made to high school students on the subject of the double cohort. Faculty from Bell High School will be visiting Algonquin College this week to visit several departments and program areas. The CSD will do a presentation with them after their tours.

The CSD will be receiving \$40,000 for equipment purchases from sale of the new Staff Lottery ticket.

The first two sessions of Adopt-A-School, a Carleton University/Algonquin College joint transition program took place. Approximately 80 high school students from grades 9 to 12 participated in a two-day program. Diane Thornhill gave presentations about CSD services to coordinators and faculty from the Community Studies and Nursing Studies Department. Karen Coffey presented on the same topic to C.E. Community Studies coordinators. Diane Thornhill gave a presentation to staff of Bell High School about transition to college.

Employment Services

The Royal Bank of Canada Insurance had two employment information sessions on campus March 10th and 11th to explain to students and graduates about the types of employment opportunities and career paths available in their industry.

On March 15th and 16th, Employment Services assisted the Nursing faculty in inviting local health care employers to come on campus and present employment information to the 3rd year Nursing Diploma. Guest speakers included St. Vincent Hospital, CHEO, and the Canadian Nursing Association.

Bonnie McDermid, the student hired as the peer support/outreach coordinator organized five promotional events for Employment Services. A representative from Employment Services also attended these sessions.

Joanne McDonald traveled to Banff, Alberta to meet with executives of the Rimrock Resorts. Joanne experienced first-hand the orientation and training given to hospitality students who secure employment with them.

HRDC contacted Joanne to request her assistance on a committee to update NOC (Nat'l Occupational Classification) codes.

Sigpro Wireless was on campus on April 19th to recruit students from a wide range of programs.

Health Services

Health Services, in conjunction with the OPP and the District Health Unit, hosted a "Mocktail Party" for students in the Observatory on April 20th. This event was very well attended and received by students.

Health Services continues to see an ever increasing number of student patients on a daily basis.

Health Services' summer schedule has now been arranged to provide complete coverage for summer students.

Counselling Services

Peer Tutoring has been very busy during the winter term. As of April 17th, 4,404 sessions had been provided (approximately 300 sessions per week) as compared to 4,097 offered during the 2003 winter.

The Beacon Peer Resource Centre held five displays on campus in various locations, including the Residence, from March 29th to April 12th. Topics included student assistance with finding employment. The booths were well attended.

As part of their Benchmarking project, Counselling Services held three focus groups in March. The first session was for faculty, the second for staff who provide services to students, and the third for students. They are currently surveying prospective students as part of this same project. Eastern Ontario Colleges were also surveyed and provided valuable feedback from this endeavor.

Vince Giannandrea, Manager of Counselling Services, traveled to Yukon College to provide training and consultation to the Student Service and Counselling staff in the areas of Educational and Career Counselling.

The Multicultural Buddy Network celebrated the end of the year with a gathering of approximately 40 students.

HUMAN RESOURCES

Employee Services

Labour Relations

The ratification of the Academic collective agreement took place on March 31 and over 95% of faculty voted in favour of the agreement. Highlights of the agreement included wage increases of 7.3% over two-years and a \$700 increase to the recognition allowance. As well, a task force was established to review academic workload, which has been a point of contention between the parties for the last several years. It is expected that this issue will remain at the forefront of grievance and arbitration activity at both the local and provincial level, and will likely be one of the primary issues at the next round of bargaining, which is set to begin next Spring.

Recruitment & Classification

Work has continued on the review of the staffing process. Meetings have been held to review the historical reasons for the creation of the College Directive on staffing. Revisions to the process have been developed and will be proposed in early May.

A databank of behavioural-based questions has been compiled from which the hiring managers can pull questions for interviews. This guideline provides examples of questions for soft skill areas, behavioural based questions and technical questions. This resource has been developed at the request of the line-managers.

An analysis has been completed on "Recruiting for Diversity" and potential strategies for Algonquin to implement into the recruitment process. This report will require further analysis within Human Resources Services.

Performance Management

A review of the current process for monitoring probationary employees was completed. Amendments to the process have been put forth to aid line-managers with the performance management process for an employee's probationary period. Currently, information is being collected for the purpose of creating a tool for managers for performance management during his/her employee's probationary period. Areas that would be covered are - outlining expectations, goal-setting, and suggestions for performance improvement plans.

HR Technology

HR documents/forms are being converted to a standardized format and many forms are being updated to be web-enabled. This standardization will allow for the downloading of the forms to the employee desktop – the completion of forms online and then the resubmission of the completed form via email to Human Resources Services.

Preliminary discussion was held with representatives from Peoplesoft on the HRMS product line and advantages and disadvantages of the system.

The assessment of the Halogen eAppraisal for customizable performance appraisals will continue in the new budget year.

Employee Services Complement

During the months of March and April, competitions were held for three positions in the Employee Services team. The two positions for the HRS knowledge centre representatives were recruited for and filled.

Compensation, Pension & Benefits

Sun Life Demutualization

Demutualization data has now been completely submitted to Heath Lambert. It was announced in March that a premium holiday on life insurances was to be implemented for all employees for an indefinite period of time, which represents a substantial savings to both the employee and the College. In February 2004 the College submitted \$13,866.89 in premiums for Basic Life and Supplemental Life, which means that should the premium holiday last for 10 months, the total savings to the College could be over **\$138,000**.

Pension

During March and April, the Pension & Benefits area has been extremely busy in reviewing a large volume of requests for pension buybacks. To date, we have reviewed approximately 45 employee files to determine pension buyback eligibility, and currently have 71 additional files to review. Costings from CAAT Pension have been received and forwarded to employees.

Pension estimates for full-time staff members looking at retirement have also increased in number. There were 36 estimates provided to 19 different employees during the month of April. Of these, 7 were Academic employees, 6 were Support Staff, and 6 were Administrative staff.

An annual reporting of service and contributions for College staff regarding the 2003 CAAT DCT (Data Collection Tool) was submitted to the Pension Plan on the deadline of March 15. This data is used by CAAT to produce the members' annual statements sent out to staff each year in August. We are awaiting the reconciliation reports to complete the process for 2003.

Benefits & Leave

There are currently 14 employees on Short-Term Disability for the months of March and April, and 65 employees on Long-Term Disability (32 Academic; 31 Support Staff; 2 Administrators).

WSIB continues to be busy with ten ongoing claims. Four new claims were submitted to WSIB during March and April (all of which were for Support Staff employees).

Compensation

With the ratification of the new Academic collective agreement, salary adjustments for approximately 485 full-time staff were completed in time for the first payday in April. All Academic staff were "on scale" with the April 1, 2004 rates in time for the pay of April 9. The retroactive payments due from September 1, 2003 were also process on the pay of April 9. This quick implementation required a great deal of cooperation with ITS.

FINANCIAL AID

Financial Aid staff have been busy in April doing OSAP presentations at various local high schools. Financial Aid recently completed the tabulation of their first set of completed client service satisfaction surveys. The results of this tabulation were very complimentary to the Financial Aid Staff. The 2004 OSAP website is up and running. Financial Aid has already received our first 2004 OSAP applications. The Ministry of Training, Colleges and Universities has provided post-secondary institutions with an Apply Early Poster for advertising purposes. This poster encourages returning students to submit their OSAP renewal applications without delay.

STRATEGIC DEVELOPMENT GROUP

BUSINESS DEVELOPMENT DIVISION

Algonquin College Foundation

Lucky Pay Day Staff Lottery

A 50/50 staff lottery has been established to raise funds to purchase educational equipment for students with disabilities. The first draw will take place on June 4th.

Tickets are \$130 each (\$5.00/pay period). If all 750 tickets are sold the net revenue funds raised will be \$39,862. 24 Draws: Each draw: One winner receives \$1000 and one winner receives \$500 and two Jackpot draws for \$6375.

Fundraising Bursary Gala

The Algonquin College Alumni Association has generously agreed to be the presenting sponsor for a gala to raise funds for bursaries for Algonquin College students. This gala will take place on October 23rd, 2004 and will be held at the Museum of Civilization.

Algonquin College Graphic Design students are in the midst of designing the promotional materials and will present their designs in early May. The theme of the gala will be tied to the Mt. Everest Expedition currently being followed by the Ottawa Citizen, CTV and the Discovery Channel.

Marshy's Bar and Grill

The new Marshy's Bar and Grill in CentrepoinTE has kindly donated \$500 to go towards supporting the Business Department's Marketing Club initiatives. The Marketing Club developed a marketing plan for Marshy's opening.

Construction Specifications of Canada

CSC has established an endowed bursary for a Public Relations Student. They plan on adding to this bursary on an annual basis.

Foundation Hosts Ottawa Fundraising Seminars

Over 100 fundraisers from Ottawa gathered in March and April to attend seminars presented by the Association of Fundraising Professionals.

Algonquin College Foundation Board of Directors

The College Board of Governors has approved the proposed Foundation bylaws. The first meeting of the Algonquin College Foundation Board of Directors will be held on May 20, 2004. Foundation Board of Directors (to date):

Barbara Farber (Chair), President, The Leikin Group
Robert Gillett, President, Algonquin College
Robert Letourneau, Vice President Finance and Administration, Algonquin College
Lesley Baird, President, Cat's Meow Productions
Paul Benoit, President & CEO, Ottawa Airport Authority
Peter O'Leary, Vice President Advertising, The Ottawa Citizen
Kent MacDonald, Executive Director Business Development, Algonquin College
Brenda Rothwell, Executive Director Foundation

Algonquin College Business Development

Everest – A Higher Learning Experience

Algonquin College students, staff and alumni have launched the Everest Expedition Website (www.algonquincollege.com/everest). The results to date have been very strong with over 3000 hits/day and visitors from 14 countries visiting the site.

The College will also receive good exposure when the 6 hour documentary is broadcast nationally (Discovery Channel and CTV) this fall.

The College has started its collaboration with local high school teachers to develop grade 11 and 12 curriculum to be integrated into high school classroom delivery in the Fall 2004. This effort will positively position the College in the high school market at the student, teacher and parent level.

INTERNATIONAL EDUCATION CENTRE

The Centre received a visit by a delegation of the Ministry of Education of Anhui Province in China. Anhui Province, with a population of 6 million, is introducing English as a second language instruction to all its school children as of grade 3. The challenges for the Province is to do curriculum development and the teacher training necessary to start this new step.

The delegation's visit to Algonquin was related to the start-up of this initiative. The representatives attended a series of presentations on the college and on our ESL programming. This was followed by a formal request by the visitors to start discussions related to a cooperative venture with Algonquin to start a program of intensive ESL teacher training in Anhui Province in the summer of 2004.

The officials invited both Keith Younghusband, Dean of the School of Academic Advancement and Languages and Jim Cornell, Coordinator of ESL to visit the Province in May. This will be an inception mission which should lead to negotiations related to the delivery of the required training programs. Expenses related to this trip are covered by the Chinese partners.

Linda Cooke, Chairperson in the School of Transportation should be starting her work as a curriculum consultant training curriculum writers, developing curricula, and training master trainers in Zanzibar in July 2004. The Zanzibar Alternative Learning and Skills Development project is funded by the African Development Bank. Algonquin is a participant in this program as one of the colleges forming the CTVG consortium with Hickling Corporation.

Chris Warburton, our vice-president of Human Resources and Student Life and Wayne Lewrey, Manager of Planning are visiting Agnel Polytechnic in Goa, India to start a twinning arrangement with this institution. The activity is funded by the Association of Canadian Community Colleges.

The APEC Working Group on Telecommunications and Information has awarded the College a new project, "Wi-Fi Connectivity in Rural and Remote Communities". Dr. Jack Treuhaft, our Director of Research will be working on this project.

The IEC staff has continued to be active in student recruitment. Susan Hodgins attended the Vancouver International Education Fair April 23 to 25. The fair is organized by Foreign Student Services and attracts a number of Ontario colleges such as Seneca, Humber, Conestoga, Niagara, and Fanshawe as participants. Our college had participated once in the past and we decided to join the fair once more this year to try and attract some of the students attending language schools and private international schools in the West to come to Ottawa.

Susan Olszynko, the International Marketing Coordinator will be conducting a recruitment trip to India in May. Her activities will aim at engaging a number of agents in India to become our College representatives.

Staff in the Centre have worked with both the ESL department and the School of Media and Design to develop a summer camp offering International students ages 16 to 18 language and creative arts classes. The program is being marketed by overseas agents in several countries.

Revisions and updates to our web and our printed brochures are underway and should be completed by August 2004. They will be used for recruitment purposes in the fall of this year.

The IEC will participate in Kaleidoscope, the College's professional development week through organizing a display table and also working with the organizers to design an International Awareness session to be offered to college staff.

MARKETING

Algonquin Productions

The department has been busy working with the Public Relations and Communications Department on presentation and staging for The President's "Thank You" Staff BBQ.

A presentation is in its final stage for the Algonquin College Foundation and the School of Transportation/Building Trades for the "New Car Dealer /Fundraising Breakfast.

Two placement students from the Multimedia Program and one placement student from the Photography Program have worked on various College multimedia projects. All have produced excellent work.

Detailed work is underway for the staging and presentation of this year's Convocation, to be held at the Corel Centre.

Marketing

The College Marketing Group organized and hosted Algonquin Night at the Ottawa 67s during the March 12th game at the Civic Centre. The department was responsible for organizing the on-ice entertainment during both intermissions as well as hosting three booth areas on the concourse. The women's varsity basketball team and the first-year public relations students volunteered to assist with the evening and raised \$235.70 for student bursaries which was matched by the Government of Ontario's matching bursary fund program. The top three winners from the 'Algonquin Idols' contest held by CKDJ radio station in October sang the National Anthem, and Vice-President Chris Warburton was on hand for the ceremonial puck drop at centre ice.

Marketing has developed and implemented several advertising initiatives during March and April. These have included a radio campaign to promote spring full-time programs, a print campaign supporting several programs in the School of Media and Design, and a print/radio campaign to promote the pre-apprenticeship program in autobody repair. The Department also executed the print campaign for the Distance Education spring enrolment.

A manual outlining the policies and procedures regarding the general interest boards throughout the College is being drafted. The manual will be tabled for review by key personnel from departments such as Ancillary Services, Public Relations, etc. upon completion.

The distribution of international marketing literature was successfully handed over by International Marketing on April 1 and integrated with minimal interruption into the Distribution center's schedule.

Recruitment

The Recruitment Team has seen an increase in the number of out-of-town tours. The team has participated in 28 individual tours both locally and from out-of-town and 16 group tours from local area high schools.

Other event participation included;

- Skilled Trades Fairs in Brockville and Kingston
- Auto Show in Ottawa with The School of Transportation Building and Trades
- Ed-U-Fest activities in the month of March
- A Parent Information Evening
- Nineteen Grade 10 Career Class presentations
- Carlingwood and the Rideau Centre information booths
- Perth Campus Open House
- Smart City Summit tradeshow on Applied Research and Innovation
- A local high school career fair
- An Aboriginal Fair in Cornwall
- Seven Grade 12 co-op presentations

Initiatives to establish predefined tour routes are underway to ensure the visitation of key areas within the College as well as allow for better integration of program representation.

PUBLIC RELATIONS and COMMUNICATIONS DEPARTMENT

Public Relations:

- Work has begun on the development of the 2003 Annual Report.
- At Canada Post's invitation members of Algonquin College's management staff visited their Control Centre on April 30, 2004. The visit was an opportunity to meet Canada Post's top level management and see how a large corporation handles details of logistics through daily briefing session.

Government Relations:

- Introductory meetings continue with newest members of Ottawa City Council.
- The Dean of the Perth Campus and the Director of Public Relations met with the Mayor and staff of the Town of Perth to discuss future opportunities for collaboration.

Internal Communications:

A review of internal communication tools (myAlgonquin, Cont@ct) is currently underway. Focus groups will be held in May to solicit feedback from staff regarding Internal Communications.

Corporate Events:

- The first annual President's "Thank You" Staff BBQ will be held on Thursday, May 20th at Noon. The focus of the event will be to thank staff for their efforts and review the highlights/successes of the year.

Upcoming Events:

Research Day: Tuesday, May 18, 2004 – Woodroffe Campus

Algonquin College's Office of Applied Research, in conjunction with the Ottawa Centre for Research and Innovation (OCRI), will host its annual Research Day to showcase applied research activities in the School of Advanced Technology, the School of Media and Design and the School of Health and Community Studies. The event is attended by area industry representatives.

EduGala: Thursday, May 27, 2004 – Woodroffe Campus

Algonquin College will host the 2004 EduGala, an annual event, sponsored by OCRI, Carleton University, Algonquin College, the University of Ottawa, and both the public and catholic school boards. The event celebrates the efforts of talented educators and recognizes the significant impact they make on their students' lives with the annual Capital Educators' Awards.

Community Relations:

- United Way 2004 Campaign
 - The first annual March Madness Volleyball Tournament and activities were held March 5th, raising over \$200 towards the College's 2004 United Way Campaign.
 - We are pleased to announce Algonquin's first annual 5K Run/Walk which will take place Sunday, May 16th at the Woodroffe Campus with proceeds donated to the United Way.

Media Relations

The following are the major Algonquin College news stories appearing in the media between Feb. 24, 2004 and March 29, 2004.

- Feature series on pending skills shortage
- Foreign-trained nurse program
- Premier's Award winner Susan Schmaltz
- Faculty strike pending
- Faculty strike averted
- Algonquin College Foundation
- Brenda Rothwell is Executive Director of Algonquin College Foundation
- Basketball Thunder go to OCAA championships
- Algonquin College hosts Women in Technology event for high school girls
- Algonquin College Celebration of Cultures
- Spring Horticulture Show
- Algonquin College website will monitor Mount Everest expedition
- Jeff Maguire – Chair of Print Journalism advisory committee – quits publishing job
- Don Mann Bursary established through Algonquin College Foundation
- Adopt-a-School Program for Students with Learning Disability

The following are the major Algonquin College news stories appearing in the media between March 29, 2004 and April 26, 2004.

- Terror suspect identified as Algonquin College graduate

- Algonquin College Museum Studies students hold Silent Auction for charity
- Everest coverage
- Apprenticeship funding announcement - Algonquin College benefits
- Feature on Horticulture program outdoor activities
- Feature on Algonquin College bachelor's degree programs
- Feature on e-Supply Chain Management degree
- Theatre Program one of Ottawa's theatre secrets
- Algonquin ECE students aid ECE program in Argentina
- Elijah Harper addresses Algonquin College PPSI students

The College received 158 media hits during the March / April period and 555 media hits since April 1, 2003.