

BOARD OF GOVERNORS

MINUTES OF MEETING NUMBER THREE HUNDRED NINETY-EIGHT
OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, WHICH
WAS HELD ON MONDAY, JUNE 14, 2004 AT 5:00 P.M. IN THE
ROSSER BOARD ROOM, "C" BUILDING, WOODROFFE CAMPUS

Present: Mr. Mike Keller, Chair
Mr. Ric Cameron
Mr. James Chadwick
Mr. Steve Georgopoulos
Mr. Robert Gillett
Ms Jacquelin Holzman
Ms Cathy Kirkpatrick
Mr. Herb Kreling
Mr. Wayne McIntyre
Mr. Mubasher Saifi
Mrs. Shirley Westeinde

Regrets: Mr. Bryce Bell
Mr. Vini Bhindi
Mrs. Nurjehan Mawani
Ms Wendy Nicklin
Mr. David Wallace
Mr. Wayne Wilson

Vice Presidents seated at the table:

Mrs. Raymonde Hanson, Academic
Mr. Robert Letourneau, Finance and Administration
Mr. Christopher Warburton, Student Life & Human Resources

Resource Personnel and Observers:

Mrs. Louise Barnabe
Mrs. Dawn Dubé
Mr. Adam Gal
Ms Anna James
Mr. Kent MacDonald
Mr. Duane McNair
Ms Susan Tait

Brenda McCutcheon
Recording Secretary

The Chair called the meeting to order at 5:02 p.m. and welcomed all in attendance.

Mr. Keller explained that as a result of a lack of quorum due to two Governors having to cancel their attendance at the last minute, the Board would proceed through the agenda as usual, asking questions and providing comments where appropriate. At the end of the meeting, the Board will adjourn and the Executive Committee will meet to approve those items requiring Board approval.

The Chair reminded Governors that Mrs. McCutcheon is retiring and introduced Ms Anna James and Ms Susan Tait, who are on the short list to succeed her and present to take the minutes of the meeting.

04-29 CONFLICT OF INTEREST DECLARATION

None declared.

04-30 MINUTES OF THE PREVIOUS MEETING

There was consensus that the minutes could be approved as presented.

04-31 BUSINESS ARISING FROM THE MINUTES

The President reminded Governors that at the May Board meeting, the Administration had promised to return to the Board following the release of the provincial budget with information on what, if any, additional funds were available together with what services had been restored. In addition, the Administration promised to share with Governors how the monies raised from the Student Priority Fee would be allocated. Mr. Gillett called upon Mr. Letourneau to take members through the memorandum on the table regarding the Quality Assurance Fund (QAF) and the Student Priority Fee Allocation.

Mr. Letourneau explained that the College is proceeding on the basis of last year's QAF allocation of \$4.5 million and the Student Priority Fee allocation of \$1.3 million. The College is holding back \$900K to offset the potential impact of the Health Tax and ATOP reductions leaving \$4.9 million to be invested in services to students. Area 1 will invest \$140K in student retention and remediation initiatives. In Area 2, Physical Resources will use its funds to improve the quality of the Campus environment, while the Registrar's Office will reinstate service staff levels. Area 5 will use its funds to implement the next stages of the Academic Strategic Plan. \$300K will be spent on upgrading classrooms. ITS will spend \$1.8 million on networks in support of e-classrooms; without these funds, the College would not be able to properly evergreen its IT infrastructure. Other improvements include a PA system as well as renovations to the D Building entrance and washrooms for a total expenditure of \$4,879,075.

Mr. Letourneau continued that the Student Priority Fee of \$1.3 million was included in the above expenditures. A separate attachment outlined how this money would be spent at both Woodroffe and Pembroke Campuses to improve services to students.

Comments/questions included:

- Are the renovations to D Building related to accessibility issues? Yes. Ramping the entrance will make it more accessible. At the moment, the washrooms are not wheelchair accessible. The D Building entrance is the entrance to the cafeteria and the College's catering facilities. The D Building washrooms are the most heavily used washrooms in the College and have been the recipient of numerous complaints over the years. These renovations will address a number of issues internally to students and externally to clients of the College.
- With respect to the Student Priority Fee, how did the College determine the students' priorities? Mr. Adam Gal, President of the Students' Association, explained that the SA meets with 200 class reps on a regular basis and these

04-31 BUSINESS ARISING FROM THE MINUTES (cont'd)

were the problem areas that had been identified going back a number of years. The President added that the Algonquin Students' Association is the only students' association in the province that has stepped up during these difficult financial times to help their college. This speaks very well of the relationship between Algonquin College and the Students' Association where the students understand that the College does not have the money to do it all. The SA is also committed to building the sports field and an auditorium in the future. Members responded to this announcement with a round of applause for the Students' Association.

RESOLUTION

MOVED AND SECONDED – Cameron and Chadwick

that the Board of Governors recommend to the Executive Committee that the expenditure of the QAF monies as outlined in the memorandum prepared by Mr. Letourneau be approved.

04-32 REPORT OF THE AUDIT COMMITTEE

Ms. Kirkpatrick reported that the Audit Committee had met earlier in the day to review the draft audited financial statements and the summary of audit activities for the year ending March 31, 2004. The draft audited financial statements received unanimous approval by the Audit Committee. Ms Kirkpatrick asked Mr. Letourneau to speak to the draft audited financial statements.

Mr. Letourneau expressed his pleasure at being able to present to the Board an unqualified audit report. In the past, the College did not follow GAAP rules of recording vacation leave, sick leave etc. in the financial statements but rather recorded them in an accompanying note. These employee benefits are now integrated into the financial statements as the result of the Charter. Also, as a result of the Charter, the College has been forced to change its depreciation of buildings from 25 years to 40 years which has required a readjustment of the financial statements for the past two years. Algonquin College is the first college to release its financial statements; many colleges wait to see our financial statements to decide how they want to report their own.

Mr. Letourneau offered to answer any questions Governors had with regard to the draft audited financial statements. There being none, it was moved by Mr. Georgopoulos and seconded by Mr. Cameron, that the Board of Governors recommend to the Executive Committee that the draft audited financial statements for the fiscal year ending March 31, 2004 be approved.

04-33 REPORT OF THE CHAIR

Mr. Keller thanked Governor Bhindi for bringing Greetings from the Board to the 2004 graduates of the Perth Convocation Ceremony on June 4th and Governors Kirkpatrick, Bhindi, and Georgopoulos for bringing Greetings from the Board to the 2004 graduates at the Corel Centre on June 10th and 11th.

Ms Kirkpatrick noted that the Corel Centre venue was terrific and quite a change from the National Arts Centre. The Corel Centre was beautifully turned out and provided easier access for family and friends to watch the graduation ceremony.

04-33 REPORT OF THE CHAIR (cont'd)

Mr. Georgopoulos added that walking into the Corel Centre felt like attending the Academy Awards. He commended the President for his heart felt remarks to graduates. The Chair observed that press coverage of the event had been very positive.

In response to the question as to the financial cost of using the Corel Centre versus the NAC, the President indicated that the Corel Centre was more expensive due to increased technology permitting family and friends to see the graduates walking across the stage. On the other hand, parking was easier, handicapped access was better and graduates were not limited to the number of guests they could bring. As well, the College is able to obtain confirmed bookings for the next two to three years, which has not been possible at the NAC. Altogether, it cost approximately \$30K more than the NAC but there have been no complaints with regard to the venue. Overall, it appears to be a good investment. The 2004 Fall Convocation Ceremony will be held at the NAC and a debriefing session will be held once this event is over.

It was suggested that other universities might be interested in using the Corel Centre thereby reducing the price for all. Mr. Gillett indicated that the University of Ottawa, which also uses the NAC, has expressed an interest in using the Corel Centre for similar reasons. One issue relating to using the Corel Centre is the last date for hockey play-offs. "With respect to parking, graduates from Ottawa University can park at the University and walk to the NAC while Algonquin graduates are reliant on downtown parking which is becoming increasingly more difficult.

In response to a question as to the feasibility of holding the Algonquin graduation ceremony outside as Carleton University does, Mr. Gillett replied in the negative. If it starts to rain, people have to scramble for cover; on sunny days, some people collapse after sitting outside for two hours or more. Also, Carleton's indoor soccer field only seats 2,600 whereas Algonquin's graduation ceremonies are larger than that. If graduates are to be able to bring the number of guests they want, the College must move to a venue that will accommodate them – the Corel Centre.

The Chair informed Governors that the College Compensation and Appointments Council has advised that Governor Cameron has been reappointed for a second three year term beginning September 1, 2004. Council has also approved the Board's recommendation that Mrs. Armelita Armit and Ms Kathleen Graham be appointed to the Board for a three year term beginning September 1, 2004.

Subsequent to the May Board meeting, Governor Bell submitted his resignation citing additional time constraints which had arisen in his life which necessitated a realignment of the time he had available for volunteer activities. It is a policy of this Board that there be at least one representative from each of the two outlying campuses: Lanark and Renfrew Counties. Since Mr. Bell was a representative from Lanark County, we will be seeking a candidate from Lanark to succeed him. It is hoped that we will be able to bring a recommendation for appointment from the Lanark area to the September Board meeting.

The President and the Chair attended the ACAATO General Assembly meeting in Toronto on Wednesday, May 19th. The Chair asked the President to provide an overview of the meeting. Mr. Gillett observed that while General Assembly was held the day after the provincial budget was released, no new information was provided. The budget provided \$25 million to help colleges in trouble. This

04-33 REPORT OF THE CHAIR (cont'd)

has caused considerable dissent among the colleges as to who is the most needy when some colleges slashed their budgets while others entered into a deficit instead of cutting expenditures. The Premier has said that the \$25 million is only a temporary measure causing some to wonder if that means more money will be provided to the college system next year. The 2005-06 budget will be challenging as colleges do not know whether they need to cut more next year given the fact that collective agreements come up for renewal at that time. The Rae Commission report, with wide ranging parameters, is expected by December. There was, however, agreement that the funding advocacy campaign will continue up to the release of the next budget.

Members had in their dossiers a proposed meeting schedule for the 2004-2005 academic year. The Board meeting is normally held on the second Monday of the month except where noted otherwise. The list of meeting dates will be circulated with the September Board dossiers. The Chair asked members to review the list of dates and advise the Board Office of any conflicts.

04-34 REPORT OF THE PRESIDENT

The President reported on the following:

- A tour of the new Transportation Technology Centre has been arranged for Governors to take place prior to the September 13th Board meeting. The College is currently negotiating with the automotive dealers with regard to providing funding for this facility.
- There is the possibility that the Minister of Training, Colleges and Universities may attend the Fall Convocation Ceremony as Minister Chambers is very interested in the Foreign Trained Nurses program offered by the College. As soon as information is available, Governors will be advised.

04-35 DECISION ITEMS AND REPORTS**INVESTMENT RESULTS – ENDOWMENT FUND**

As required under Subsection F of the Banking and Investment Section of the new Charter, members had in their dossiers an investment performance report signed by a senior financial officer indicating that the College is in compliance with the legislative requirements of the new Charter.

The question was asked, when does the Board see the list of recipients who benefited from the interest on these investments recognizing that the College is obliged to give out a specific percentage of these investments? Mr. Warburton replied that the College provides bursaries in varying amounts, but as to the number of bursaries, he was unclear how many. On page 17 of the financial statements relating to endowment funds, it is indicated that an amount equal to 4% of average endowment balance is distributed annually. The Algonquin College Foundation has just recently been reestablished; up to this point, disbursements have been made through Financial Aid. The President added that there are several sources for endowment funds: external contributions designated as a permanent endowment; fund raising for a specific project; gifts in kind. It was agreed to take the question under advisement and report back at the September Board meeting on endowment funds: how they are raised and distributed.

04-35 DECISION ITEMS AND REPORTS (cont'd)**2003 ANNUAL REPORT**

At the request of the President, Mrs. Dawn Dubé, Director Public Relations, the office responsible for the development of the Annual Report, took members through the 2003 Annual Report, a copy of which was in their dossiers. Mrs. Dubé explained that this was the third year of a series of three from a graphic design perspective: two years' ago, the Report cover had the same look with a bridge; last year, it was a road; and, this year water and charting new directions. Everything in the Report is wrapped under the flag of the Strategic Plan and speaks to the four pillars of the Plan. Members were asked for any suggestions as to how the Report could be improved and the consensus was that it was a very good looking document containing considerable information about the College. Once the draft Annual Report is approved, it will be uploaded to the College's web site in compliance with the Charter requirements.

RESOLUTION

MOVED AND SECONDED – Chadwick and Westeinde

that the Board of Governors recommend to the Executive Committee that the 2003 Annual Report be approved.

STRATEGIC PLAN PROGRESS REPORT YEAR 1

The President noted that three columns had been added to the Strategic Plan progress report in response to the Board's request for a quick way of indicating whether or not progress was being made in achieving the key performance outcomes for Year 1 of the Plan. In most areas, the goals have been exceeded. The Administration is in the process of developing the key performance outcomes for Year 2 of the Plan and this report will be tabled with the Board in September. Mr. Gillett added that on page 10 of the report, Mr. Letourneau had advised that a suitable ITS Business Plan for the next two years has been developed and tabled with the College Information Technology Management Committee but not yet endorsed by the President's Executive Committee. This item should be marked as yellow, not red.

The President wondered whether this format provided Governors with too much information as it would be possible to take the report to a higher level with less detail. Governor Cameron asked what impact these results had on the organization; are there benchmarks against which the College is assessing its performance? This current format is more quantitative than qualitative. Mr. Gillett replied that there are no benchmarks in the college system per se, so Algonquin has had to develop its own. The College has a clear idea of where it wants to be in 2008, and this report is an attempt to decide if it is making progress against those goals. There was consensus that the current template provided a great deal of information. It was agreed to take Governor Cameron's suggestion under advisement for the September report.

It was noted that when an outcome is completed, it falls off the Plan and new items take its place. Some outcomes, such as retention initiatives will never fall off the Plan.

04-36 MANAGEMENT SUMMARY REPORT

Governor Holzman observed that Algonquin had received fantastic publicity around the Everest project and wondered how much this initiative had cost the College. The President invited Kent MacDonald, Dean, School of Business and Executive Director, Business Development Unit, to reply.

Mr. MacDonald reported that the College already had the hardware in place and only had to purchase the software from Switzerland at a cost of \$14,000. The Everest project attracted interest from around the world. Individuals from 44 countries have learned about Algonquin College by logging onto the web site. The digital rendering will be put into high definition format for the Discovery Channel documentary to be released this fall. All other costs were leveraged one way or another through advertising. The prize for the Everest Challenge was donated. While it took a lot of time and staff effort to put the site together, the return has been significant. The Discovery Channel documentary will also display the College logo. Considerable interest has already been expressed for the gala in October.

In response to a question, Mr. MacDonald indicated that the software could only be used for its original purpose; it can not be used for anything else.

Governor Kreling observed that this is another one of those situations where members of College staff put in greater effort than is required in the normal course of their duties. He felt that the Board should acknowledge this effort, perhaps by sending a letter of thanks under the signature of the Chair. Members expressed their support for this suggestion. The President, noting that the College had hosted a lunch for those involved, added that a letter from the Chair would be much appreciated.

Governors congratulated Mr. MacDonald for a job well done with a round of applause.

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

04-37 INFORMATION ITEMS

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

- | | |
|--------------|--|
| May 13, 2004 | CAAT Pension Plan Audited Financial Statements |
| May 20, 2004 | Release of Program Standards for the following programs
Motive Power Technician, MTCU 56405
Motive Power Fundamentals, MTCU 46405
Recreation and Leisure Services, MTCU 52203
Fitness and Health Promotion, MTCU 52209
Recreation Facility Management, MTCU 52219
Festival/Community Events Management, MTCU 72205 |
| May 20, 2004 | Approval to extend the duration of the Animation –
Television program to three years and change the title to
Animation. The existing Animation-Television program is
suspended effective September 1, 2004 |

04-37 INFORMATION ITEMS (cont'd)

- May 20, 2004 Approval to offer the Geographic Information System program, 3 academic semesters
- May 20, 2004 Approval to offer the Professional Writing program, 2 years, 4 academic semesters
- May 20, 2004 Approval to offer the Interactive Multimedia Developer program, 2 years, 4 academic semesters
- May 27, 2004 Ministry Decisions on College Program Proposals for March 2004. The following from Algonquin:
Internet Application Programmer, 2 years, 4 semesters
- May 28, 2004 Approval to reinstate the Early Childhood Education Resource Teacher program to allow a student to complete and graduate from the program
- May 31, 2004 Ministry Decisions on College Program Proposals for April 2004. The following from Algonquin:
Business Administration – International Business, 3 years, 6 semesters + 2 optional co-op semesters

04-38 OTHER BUSINESS

Governor Kirkpatrick recommended that Governors attend the President's Breakfast in August as it is an excellent way to orient oneself to the business of the College. This year, the President's Breakfast will be held on August 17th. Governors will receive a formal invitation to the President's Breakfast.

On behalf of the Board of Governors, Mr. Keller thanked Mrs. McCutcheon and presented her with a token of appreciation for her work with the Board. The Chair thanked members for attending and wished them a pleasant summer.

There being no other items of business, the meeting adjourned at 5:50 p.m.

 Chair

 Recording Secretary



APPENDIX "A"

**MANAGEMENT SUMMARY TO THE
BOARD OF GOVERNORS
June 2004****VICE PRESIDENT ACADEMIC****New Programs/Initiatives**

To date, applications to new Fall 2004 program offerings are healthy and it is expected that they will be successfully launched:

- Bachelor of Applied Arts – Interior Design
- Bachelor of Applied Technology – Photonics
- Bachelor of Science in Nursing (Pembroke)
- Geographic Information Systems (Post-diploma program)
- Construction Carpentry – Advanced Housing (Perth)
- Social Service Worker (Perth)
- Animation (program modified from two to three years)
- Interactive Multimedia Developer

Applied Research and Development

Algonquin College's Office of Applied Research, in conjunction with the Ottawa Centre for Research and Innovation (OCRI), hosted its second annual Research Day on Tuesday, May 18. The College demonstrated its ongoing applied research activities in the School of Advanced Technology, the School of Media and Design and the School of Health and Community Studies. Tours were given of Algonquin's Hapto-Visual Research Centre, High-Definition Cinema Lab and Tele-Health Research Clinic, as well as the WiFi lab, the CNC lab and the College's three photonics labs. Welcoming remarks were given by Dr. Jack Treuhaft, Director, Applied Research and Development, and Jeffrey Dale, President and CEO, OCRI, followed by presentations from members of Ottawa's research community and tours of the College's research labs and facilities.

Professional Development

The second annual College Conference "Kaleidoscope" was held from May 17-20, 2004. The themes for this year were eLearning, Teaching and Learning, Focus on Success, and Leadership. This professional development event was a great success bringing together close to 400 faculty, support staff and administrators from all Campuses to share ideas and experiences, and take part in more than 40 workshops, three keynote speaker sessions, lunches, trade shows, and a variety of social activities.

For the third year, the college offered the "Tools for Teaching Program" from May 10-14 and May 25-28, 2004 for teachers who will be developing hybrid courses in support of Elearning. Close to 30 faculty members, who will be developing hybrid courses for the 2004/2005 faculty, participated.

The College implemented the new Blackboard system (version 6.1) at the beginning of the Spring semester. Training sessions were offered during the month with approximately 80 faculty participating from the Woodroffe and Pembroke campuses.

Community Activity

The School of Advanced Technology hosted its second-annual Computer Programming Olympics on Saturday, May 29, for teams of high school students from the Ottawa Valley region who competed to see who could design the best Lord of the Rings battlefield simulator. This year's winning team was Team Q from St. Peter Catholic High School. Coming in second and third place were A.Y. Jackson Secondary School and

Lisgar Collegiate Institute, respectively. Congratulations to all competitors who made this year's Computer Olympics a success!

Donations

Richard Cooke, a volunteer in the Language Institute Multimedia Lab, has bequeathed a \$5,000 (American) bursary to be made available to an Algonquin College student enrolled in English as a Second Language. The terms of the endowment are now being finalized and it is expected that as a result of matching of the funds by the government and additional donations, the endowment will be over \$25,000.

Sean Rutherford of Marshy's Centrepointe presented a \$500 donation through the Algonquin College Foundation to the School of Business's Marketing Club.

The National Capital Institute of Telecommunication (NCIT) has made a donation of telecommunications equipment worth approximately \$1M to the School of Advanced Technology, Electronics / Electro-Mechanical Studies Department. In addition, Nortel has donated Opto-Electronics equipment worth \$1.043M. The equipment is being used to support learning activities in the Electronics Engineering Technician, Electronics Engineering Technology, Photonics Engineering Technology, and Bachelor of Applied Technology – Photonics programs. As well, the equipment donations are an important part of an applied research initiative undertaken by the College with NCIT. These donations and R&D projects speak to industries' confidence in Algonquin College's capability and niche as it relates to R&D. Algonquin College consistently emphasizes "Development" which complements the Universities' concentration on "Research". To that end, Industry is quite intrigued with the College's ability to work on commercially viable projects. The Nortel equipment also moves Algonquin College to the level where we can join the University of Ottawa, Carleton University, the NRC and the Communication Research Establishment (CRC), as a fifth node on the NCIT Research Network (CA4).

VICE-PRESIDENT, FINANCE AND ADMINISTRATION
COLLEGE ANCILLARY SERVICES

In the aggregate, as at April 30, the College Ancillary Services are on track with respect to budgeted revenue targets with some variances up or down, as noted in the individual business financial status reports following.

College Retail Stores Operation

Revenues for April are down 9% against budget targets as a result of lower than anticipated enrolments College-wide. Sales in the Trade, Giftware and Clothing assets are strong as a result of the Staff Appreciation event the Operation held in April. Revenues to date for May also reflect the reduction in enrolment; however, Computer Hardware and Software sales are picking up. This is likely a result of internal spending once the budget had received Board approval.

Food and Beverage Operations

As of this writing, sales reports and financial statements are not yet available from Finance; however, from POS data it appears that as at April 30, gross revenues across the Operations are 18.5% over last year.

FINANCE AND ADMINISTRATIVE SERVICES**Financial Services**

Reconciling accounts and preparing working papers for year-end financial statements has been the primary activity during the month. The increasing number of accounts and complexity of the College's operations have made it challenging to meet the year-end deadlines; however, the audit of financial statements will be completed on time to be delivered to the Audit Committee for its June 14, 2004 meeting. Other activities have included setting up new accounts for the 2004/05 budget and supporting the College

Budget Committee in reviewing Quality Assurance Fund allocations.

INFORMATION TECHNOLOGY SERVICES

ITS Operations

During the month of May, computer virus attacks rose to the highest levels experienced, with over 475 virus related incidents being resolved. New processes and systems are being examined to combat the sharp rise in virus attacks worldwide.

Network Infrastructure

To reduce the impact of e-mail spam and viruses, new servers were installed to allow for the scanning of all internal e-mail as well as e-mail that comes in to and leaves the College.

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.

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.

Algonquin College has taken up occupancy of the new Automotive Trades building and departmental fit-ups and moves are under way.

St. Nicholas School

Phase 1, Environment Site Assessment

The College has purchased the St. Nicholas School, located at 130 Lotta Avenue, from the Ottawa-Carleton Catholic School Board. The firm of J. L. Richards & Associates has been retained to conduct a study for zoning and municipal utilities; John D. Paterson & Associates has been selected to undertake the Environmental Site Assessment study.

Safety and Security Services

Beginning in November, 2003, the College began to experience a number of suspicious thefts in B Building, Woodroffe Campus. Over the proceeding months, a number of laptop computers, palm pilots and digital cameras were stolen. On February 9, 2004, an arrest was made. As a result of an intensive investigation by Security Services and the Ottawa Police, a total of 37 criminal charges were laid.

REGISTRAR'S OFFICE

Admissions Statistics, 2004 Fall

The OCAS statistics, as of May 20, for the 2004 Fall Term indicate that for *College Choices* (i.e. number of applicants), our Non-Secondary School applicants are up 10.2% from last year; Secondary School applicants are -12.0%, with an overall decrease in applicants of -1.6%. Province-wide, the variances are +5.1%, -19.9%, and -9.6% respectively.

As of May 20, for *Program Choices* (applicants are allowed a maximum of 5 choices, with up to 3 at any one college), our Non-Secondary School applications are +8.2% from last year; Secondary School applications are -15.9%, and overall are -4.8%, as compared to the same time last year. Province-wide, respective variances are +3.7%, -20.3% and -10.2%.

Registration Statistics, 2004 Spring

Registration in Post-Secondary Programs: As of May 21, Net Registered Students stood at 1,305, or 96.0% of the enrolment projected for June 30 (audit date).

Continuing Education Registrations: As of May 21, registrations stood at 9,686 as compared to 10,478 at the same time last year. This year's registrations to May 21 represent 80.6% of the projection for the term. Registration continues throughout the term.

Spring Convocation, Ottawa Schools

Four ceremonies will be held at the Corel Centre on Thursday, June 10 and Friday, June 11, 2004, as follows:

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

Assessment of eligibility to graduates has been completed for all students in their final levels. Invitations have been sent to all confirmed graduates. The Cross-College and School Award winners have been selected. More than 2,000 graduates are expected to attend during the two days' events.

VICE PRESIDENT STUDENT LIFE AND HUMAN RESOURCES
STUDENT SERVICES**Director's Office, Student Affairs and Orientation**

Student Services organized their second annual "Charity Bowlathon" which was held on Friday, May 14th, 2004. Algonquin staff, along with their family and friends, raised over \$2,000 for the Don East Student Bursary Fund.

Student Services partnered with the Public Relations, Communications and Alumni department to host the luncheon and College Services Fair during the Second Annual Algonquin educators' Conference "Inside the Kaleidoscope". Faculty and staff were invited to a Mexican lunch while they visited booths in Salon A and B of the Marketplace Food Court at which they were given information, participated in activities and won prizes.

Centre for Students with Disabilities

An additional session of "Adopt-A-School", the joint two-day transition program for students with learning disabilities with Carleton University, ran in May. This has been a very successful program and the local school boards have expressed their appreciation. The SAIL program, a summer transition program for students with disabilities, will commence on July 5, 2004.

The College Student Advisory Committee met and the representatives from community agencies and school boards were asked to complete a survey as part of the benchmarking process for the CSD.

Employment Services

The annual Student Life and Human Resources Professional Development Day took place on May 21 and was deemed very successful. The day's theme was: "Client Service Excellence - Raising the Bar". The main focus of the day was:

"Communication" which included listening skills, body language, tone and how to keep clients coming back.

Counselling Services

Counselling Services reported that the number of Peer Tutoring sessions delivered for the Fall/Winter 2003-2004 terms was 9,266. This was an increase of 105 over the 9161 delivered during the 2002-2003 Fall/Winter terms. The largest users of the service were ESL students, followed by Business and Technology students.

Counselling Services scored a 100% satisfaction rate with students on the reception they received in this year's Counselling Services Client Satisfaction Survey. All (100%) of the clients rated the courtesy of the front office staff either "excellent" or "good". Comments were all extremely positive. Some examples were: "Very courteous and helpful"; "Front office staff went out of there way to accommodate me"; "Always very friendly, polite and respectful"; "Diplomatic and appropriate", and "They are the best!"

FINANCIAL AID

Financial Aid hosted the Spring 2004 OASFAA Conference on May 26, 27 and 28. Highlights of the Conference include a day long Seminar by Duanne Quinn, the Director of Training and Development for the American Student Assistance group on Managing the OSAP Default Rates plus a motivational speaker Alvin Law. The Conference wrapped up on the 28th with an update from Maria Mellas, Program Manager at the Student Support Branch on the changes for the 2004 OSAP program.

HUMAN RESOURCES SERVICES

Employee Services

Recruitment

There are currently 12 competitions that are open and active. In addition, there are 15 postings pending authorization to proceed. The breakdown of these additional requests to post are as follows:

Part-time Academic	5
Full-time Academic	5
Part-time Support	1
Full-time Support	1
Maternity Leave Repl.	3

Knowledge Centre

During the month of May, the Algonquin College resume response cards were created and launched. The response card provides a cost savings to the College, greatly improves our response time to unsolicited resumes and actively encourages applicants to use the on-line system.

Training in other areas of Human Resources Services has begun with the Client Service Representatives. This knowledge transfer is fundamental to the success of the Knowledge Centre.

The Web Record of Employment functionality has been set up and R.O.E.'s are now being sent electronically to HRDC for temporary employees. Training will commence in June for all HRS staff who issue R.O.E.'s.

HR Technology

Three Employee Services staff members attended a presentation by The City of Ottawa on the use of technology in the recruiting and selection process. This presentation identified the benefits of using the complete suite of tools that technology allows in the staffing process. When comparing the City of Ottawa's use of technology against our proposed increased functionality of Workstream recruiting software, it is evident that we

will be at the leading edge in the use of recruiting technology.

Compensation, Pension & Benefits

Sun Life Demutualization

While there was very little activity with respect to demutualization in the month of May, information was received from Sun Life on May 31st that the premium holiday on life insurance for administrative staff was to be ending effective that day. Measures are being put in place to try and make the appropriate adjustments in time for next payday.

Retirement & Pension

There have been 44 pension estimates completed during the month of May and five pension buybacks, at a total cost of \$17,784.55 to the College.

CAAT Pension's annual statements for 2003 have been received and will be reviewed prior to their distribution to staff in July.

Benefits

There are currently 22 employees on Short Term Disability, ten of which are Support Staff, nine Academic and three Administrators. There are 65 employees on Long Term Disability, 31 of which are Support Staff, 32 Academic and two Administrators.

There are currently 7 ongoing WSIB claims.

STRATEGIC DEVELOPMENT GROUP **BUSINESS DEVELOPMENT DIVISION**

Algonquin College Foundation

Lucky Pay Day Staff Lottery

The first draw for the 50/50 Lucky Pay Day Staff Lottery will take place on June 4th. The proceeds from the lottery will purchase educational equipment for students with disabilities.

Foundations hosts Ottawa New Car Dealers Association and Auto Representatives Breakfast Meeting

The Foundation hosted a meeting of the Executive of the Ottawa New Car Dealers Association and a number of auto business leaders. Chair Barbara Farber and Dean Tapp provided an overview of the new Transportation Centre and received input concerning the proposed \$2 Million fundraising campaign. Our New Car Dealer guests were extremely impressed with the new centre and the training their apprentices receive.

As well, a number of attendees inquired about various courses in the School of Business and opportunities to link auto dealership human resources with courses offered at Algonquin.

Algonquin College Foundation Board of Directors Meeting #1

Foundation Board members met in May for their inaugural meeting. They are looking forward to fundraising for the various cases for support being prepared by the College.

Foundation Board Chair Barbara Farber will be the guest convocation speaker at the School of Business and Police and Public Safety Institute graduation on June 10th.

Alumni supports Everest Project

Alumni friends and family are invited to an Alumni day/weekend at Wilderness tours in Beachburg, Ontario on the weekend of August 20 -22. The day/weekend will offer high or gentle adventure, dinner and a keynote address from Ben Webster, Everest Climber. Some of the proceeds will go towards a student bursary.

Fundraising Bursary Gala

The Algonquin College Alumni Association's Gala to raise funds for bursaries for Algonquin College students will take place on October 23rd, 2004 to be held at the Museum of Civilization.

Algonquin College Business Development

Everest – A Higher Learning Experience

Algonquin College students, staff and alumni successfully executed the Everest Expedition Project (www.algonquincollege.com/everest). With the successful summit of the Discovery Channel team, Algonquin College received significant exposure worldwide. Visits to the website grew throughout the project with a new high of 11,000 hits on a single day. In addition, people from over 40 countries have visited the Algonquin College site to date.

This site will be further leveraged during Phase II of the project (School Board Curriculum Development) which will occur in the Fall 2004.

INTERNATIONAL EDUCATION CENTRE

International Linkages

Keith Younghusband, Dean Academic Advancement and Languages and Jim Cornell, ESL Coordinator, returned from a highly successful trip to China. The trip was an exploratory one resulting from an earlier visit to Algonquin by a delegation of school officials from Anhui Province. During this visit the Algonquin team had the opportunity to speak to school officials in Fuyang, Nanjing, Sahoxing and Shanghai about areas of cooperation with Algonquin College. There was a great deal of interest in linking with our college to start up activities in China in ESL training especially in levels 1 to 5. This would allow Chinese students to gain English proficiency in ESL in their own country. They can then come to Canada to study in the higher levels and be able to enter post-secondary programs shortly after their arrival. There was also a great deal of interest in sending Chinese students ages 14 to 18 to an ESL summer camp at Algonquin. The IEC had designed such a camp which combines ESL studies with course in art, design and music. The hope is to be able to offer it in the 2004 summer period.

Other areas of interest to the Chinese institutes included Hospitality and Tourism training as well Animation and Computer-assisted Design. Teacher training programs were also the subject of discussion. The visit of the Algonquin representatives to China has been followed up by a delegation from Shaoxing who are presently at the college to continue the talks, visit areas of interest and discuss possibilities with the Deans responsible for these areas.

The Centre has also been involved with delegations from two other countries. The first delegation was a group of officials from the Workforce Development Agency in Singapore. They visited the college on May 20 to: 1) Observe and understand the role of the community college in the Canadian context for pre-employment preparation as well as continuing education, 2) To learn about the implementation of continuing education programs in the community college and 3) To learn about the process of prior learning assessment.

The second visit was by the Abu Dhabi Police Branch Manger of Ambulance and Rescue Operations. The visit was recommended by the Canadian Embassy in that country. The visitor, Major Mohammed, was here to explore whether or not our college can help his area set up programmes for emergency response training. Michel Philion, a professor in the Justice Institute set up the program and accompanied the Major on this visit which took place May 31st and June 1st.

Recruitment

In terms of recruitment activities, our Marketing Coordinator, Susan Olszynko visited India, Thailand and Japan from May 4 to 12th. In India, she signed agreements with Canam Consultants, an ISO 9001 company with 40 regional offices throughout the country. The agency will advertise Algonquin's programs, recruit students and help them process their applications. Susan also gave seminars to high school counselors, agents and parents in Mumbai, Chandigarh and Delhi. She worked closely with the CEC offices and established Algonquin's links with this organization in order that the college can take advantage of its networks, contacts and extensive services. We are hoping that this new approach will help us increase the student enrolment from India. Indian students in general do not need ESL training and are ideal candidates for our post secondary programs. Susan continued her marketing activities in Bangkok, Thailand and Tokyo, Japan through the recruitment of agents, the placement of newspaper advertising and the organization of seminars. She ensured that contacts with the education counsellors of the Canadian Embassies in these countries are made.

A recruitment visit to Nigeria was also made by Mike Adamyk. He attended the Nigerian International Career and Educational Fair in Lagos, May 15-21, 2004.

Project Work:

Wayne Lewrey, Algonquin's Manger of Planning, is presently in Sichuan Province, China working on the READ Project. The project activities will continue this summer.

While in China, Wayne will be visiting Beijing to meet with the Deputy Director, International Cooperation, Ministry of Education and the Beijing Municipal Education Commission to help move ahead an initiative related to cooperation with Algonquin College in a distance education teacher development program.

There are two initiatives which the IEC is pursuing in Goa, India. One of them is a Twinning Program allocated to the college by ACCC. The first phase was conducted through a visit to Goa in April by our V.P. Human Resources, Chris Warburton and Wayne Lewrey. The second phase will take place in July when two of Agnel Polytech officials will visit our college to look into programming areas of interest to Agnel. These include Hospitality and Tourism, Photonics and Community Development.

The second initiative is the development of a CCPP category 2 proposal (up to \$400,000 funding) to work with Agnel Polytech to develop an outreach program for Goa entitled "Health to Lessen Poverty" or HELP. The proposal has been developed by Maria Schnurr, Social Service Worker Program Coordinator, School of Health and Community Studies, and Francine Rolland, IEC.

MARKETING

Algonquin Productions

Final work is underway for the staging and presentation of this year's Convocation, to be held at the Corel Centre. Coordination of the audio, visual and lighting needs is nearing completion for this event. A 17 minute feature video has also been completed.

Posting of the Degree, Full time and Part time monographs to the web are in progress. Process flow charts documenting the catalogue/monograph creation process have been completed – discussions with key groups involved in the catalogue/monograph creation process are underway, in efforts to simplify operations and identify areas where resources, costs and time can be recovered. Initial findings are very positive.

Work on the Mount Everest high definition animation files is nearing completion.

Other work completed during May includes the Job Connect website (Pembroke) redesign, external web/multimedia contracts for PSAC, the School of

Transportation/Trades - Canadian Tire presentation, and the Automotive Service Technician online beta check/delivery and demo CD Rom.

Marketing

Final creative was completed for the Bachelor Degrees in Applied Studies programs. This included templates for display banners, web pages, email campaign messages and newspaper advertisements.

Other completed projects include:

- The design and production of the promotional material for the College's Bursary Golf Tournament
- Assisting the School of Health and Community Studies with developing promotional material for the Foreign-trained Nurses Project
- Liaising with the organizing committee of the 51st Annual Ottawa Sports Awards Dinner that was sponsored by the College and held in the main cafeteria on May 4th
- Preparing and implementing a print/radio campaign for the Bachelor of Applied Technology - Photonics degree program.

Information Algonquin is currently developing a Standard Operational Procedure manual with the objective of ensuring effective communication and consistency in tasks through clearly defined processes.

Recruitment

The Recruitment Team has been busy throughout May participating in the following activities;

Off-Campus:

- Eighteen grade 10 High School presentations
- Two High School Education Career Fairs
- Participation in the College Dialogue, a four day information event for High School Guidance Counsellors
- Education Training Career Fair - a highly attended three day event at Lansdowne Park focusing on recruiting for all programs & highlighted degrees
- Brookfield HS Academic Dinner, featuring attendance & prize presentations
- Elizabeth Whitmore School Bursary Donation, resulting in dramatically improved client relations and requested participation in graduation ceremonies.

On-Campus:

- Thirty group and individual tours
- ATC Research Day tours for invited guests
- Algonquin Connections tours over the two days the event took place

Additional Activities:

Event planning activities for fall have begun. Additional tools to track and measure the success of sales/recruitment initiatives are being developed. Sales projections and identification of areas to target recruitment activities are the objectives.

In an effort to ensure effective communication, consistency in tasks and adherence to key criteria in the sales process, work has commenced on the development of a Standard Operational Procedures manual for the Recruitment department.

PUBLIC RELATIONS and COMMUNICATIONS DEPARTMENT**Public Relations**

- 2003 Annual Report
We are pleased to submit to the Board of Governors the 2003 Annual Report for review and approval.

- On May 17-20, Algonquin College held its second college-wide professional development conference, Kaleidoscope. Public Relations staff were involved in the planning and internal communications aspects of the conference.
- Staff Awards
A College-wide selection committee for the 2004 Staff Awards convened and reviewed the submissions for the six staff award categories. The 2004 Staff Awards will be presented at the President's Breakfast and Luncheon on Tuesday, August 17, 2004.

Government Relations

- Introductory meetings with newest members of Ottawa City Council have concluded. Meetings have also been scheduled with local provincial politicians.

Corporate Events

- The first annual President's "Thank You" Staff BBQ which was held on May 20th was attended by approximately 925 full and part-time staff. This new end-of-year event gave the President an opportunity to review the highlights and successes of the past year and to thank staff for their hard work and dedication.

Community Relations

- The first-annual 5K Run/Walk took place on May 16, 2004, and raised over \$800 for the 2004 United Way Campaign.
- OttawaReads - More than 20 Algonquin College staff were honoured by Christie Public School for their volunteer work as part of OCRI's OttawaReads program at a Volunteer Appreciation Tea on June 3, 2004.
- EduGala -The 2004 EduGala, sponsored by OCRI, Carleton University, University of Ottawa and Algonquin College was hosted by Algonquin College on Thursday, May 27. Congratulations to Joan Degan who was one of the 16 Ottawa educators honoured with a Capital Educators' Award at this year's EduGala. Joan is the Clinical and Continuing Education Coordinator for Algonquin's Dental programs. Congratulations to Kevin Lee, Lynne Bowes and Sylvia Wieser-Picciano, Algonquin's three other nominees for this prestigious award.

Media Relations

The Media Relations Manager is working with the *Ottawa Citizen* to generate a two-page feature on Convocation 2004, which will profile faculty, students and staff.

The following are the major Algonquin College news stories appearing in the media between April 26, 2004 and May 31, 2004.

- Mount Everest website
- Mount Everest climb
- Police Open House
- Sports Business Management profile
- Profile - deaf student in Palliative Care program

The College received 20 media hits during this period and 46 media hits since April 1, 2004.