
DRAFT

MINUTES OF MEETING NUMBER FOUR HUNDRED AND NINETEEN OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON TUESDAY, NOVEMBER 14, 2006 AT 5:00 P.M. AT ALGONQUIN COLLEGE, WOODROFFE CAMPUS

Present: David Wallace, Chair
Amelita Armit
Vini Bhindi
Fred Blackstein
Veronica Engelberts
Robert Gillett, President
Sterling Hartley
Lana March
Wayne McIntyre
James Robblee
Ken Rosehart
Michael Tremblay
Wayne Wilson

Regrets: Shirley Westeinde, Vice Chair
Ric Cameron
William Johnson
Randy Williams

Vice Presidents seated at the table:

Raymonde Hanson, Academic
Robert Letourneau, Finance and Administration

Resource Personnel and Observers:

Colin Bonang, Manager, Safety and Security Services
Brian Burns, Director of Finance
Anna Cobus, Recording Secretary
Marguerite Donohue, Executive Dean, Academic Development
Dawn Dubé, Director, Public Relations
Elizabeth Lynch, Manager, Counselling Services
Kent MacDonald, Executive Director, Strategy and Business Development
Doug Ouderkirk, Executive Director, Academic Operations and Planning
Brenda Rothwell, Executive Director, Algonquin College Foundation
Mike Rushton, Director of Physical Resources

The Chair called the meeting to order at 5:00 p.m. and welcomed all in attendance. He thanked the Board for the get well wishes following his absence from the October

meeting of the Board. Governors Rosehart and Williams were again formally welcomed to the Board by the Chair who also personally commended Governor Blackstein on his appointment as a Member of the Order of Canada.

06-52 CONFLICT OF INTEREST DECLARATION

None declared.

06-53 APPROVAL OF PREVIOUS MINUTES

RESOLUTION

MOVED AND SECONDED – Tremblay and Armit

that the minutes of the meeting held on October 11, 2006 be adopted as amended.

CARRIED

06-54 BUSINESS ARISING

Further to the discussion that took place at the October 11th meeting of the Board, R. Hanson reported that Governor McIntyre, along with two professors from the Small and Medium Enterprise (SME) Program, attended the October 16th SME Summit hosted by the Ottawa Business Journal. Subsequent to the summit, Mr. McIntyre met with Stephen Dazé of OCRI who advised that the City will be holding a SME Conference in the spring of 2007 and suggested that the College partner with the City in this initiative. A representative from the Ottawa Chamber of Commerce also suggested that it would be a duplication of effort should the College host its own SME Conference. In addition, a round table discussion in regards to the needs of the construction building sector is scheduled for November 24th which also ties into Governor Wilson's request that the College host an SME Conference. As a result, R. Hanson recommended that the College not pursue planning its own SME conference at this time and, that it instead, work closely with the City to participate in its SME conference in the spring, and commit the College to having a presence at any further SME conferences in the City.

Questions/Comments:

- *Governor Wilson expressed his discouragement with the recommendation and indicated that the purpose of his request was to explore the training needs of SMEs in the Ottawa Region and not do anything other than this exploration to determine how the College can be more supportive of SMEs.*

06-54 BUSINESS ARISING (cont'd)

- *Governor Tremblay noted that the request stemmed from the topic of the Sheet Metal Program cancellation and questions about government subsidies and the determination of what to do with those programs subsidized by the Ministry. R. Hanson replied that this was true; however, the Sheet Metal Program was suspended due to no seat purchases by the Ministry as the need is not currently present. It was Mrs. Hanson's understanding that Governor Wilson wished to broadly explore SME requirements and reiterated that both OCRI and the Chamber of Commerce indicated that the City conference would address this need and a duplication of efforts is not necessary.*
- *Governor McIntyre reported that his attendance at the Ottawa Business Journal SME Summit provided an opportunity to meet with those representatives from SMEs who provided a good deal of information as to how the College can be more involved with SMEs. He also noted that the College has an SME Advisory Board and he feels that the College is proceeding in the right direction by partnering with those already associated with SMEs, rather than the College starting at a zero-base on its own.*
- *The President added that OCRI currently has a contract to survey the SME training needs of Ottawa in which a report will be provided and released in January, which will then lead to the City's SME conference in the spring. The fact that a massive survey is being undertaken will provide the College with the information it needs to become engaged with SMEs. The partnering advice and recommendation from Mrs. Hanson will lead to a better success rather than the College acting solitarily.*
- *Governor Wilson reiterated that it was because of the suspension of the Sheet Metal Program that the Board gave direction on a SME training needs conference and that the reason for that direction was because the College indicated that it could only proceed to meet training needs if a certain number of candidates were available for the program, in the range of 40-60. Governor Wilson urged the Board to consider if the College is only in the business to provide training to industries that provide 40-60 candidates per year; and what it is doing for those industries that can only produce 10, 15 or 20 candidates per year. Governor Wilson concluded his remarks by indicating that he considers this a curriculum issue and breaking out of the teaching centred time based model and looking to a competency model.*
- *The President replied that the College does want to address the challenges; but, with partners. The current funding model does not allow the College to address smaller groups; however, the Ministry is looking into this in its training review.*

The Chair concluded that the concept is moving forward and the Board will re-examine the subject in 2007 once the OCRI survey and City summit have taken place and further detailed information is available.

06-55 PRESENTATION: EMERGENCY PREPAREDNESS

The President introduced Colin Bonang, Elizabeth Lynch and Mike Rushton who were present to provide an overview of the current state of College emergency preparedness.

C. Bonang began by reporting that the College continuously monitors internal and external circumstances and adjustments are made as necessary to protect students and staff. In addition, continuous liaison with external agencies such as police, fire, emergency medical services, and security agencies is ongoing to ensure coordinated responses and planning to enhance emergency preparedness.

Emergency preparedness activity since 2001 has included:

- Development of strategic planning methodology – best practices;
- Revision of Existing Directives (Emergency Evacuation Orders, Bomb Threat, Disaster Response Planning, Fire Safety & Emergency Evacuation);
- Development of first iteration of Disaster Response Plan (DRP) including fire safety plan;
- Improved check, test, inspect process;
- Table top and practical exercises;
- Cisco Emergency Responder Server (911) procedures;
- Expansion of emergency power generation capabilities;
- Upgrade of all fire evacuation signage;
- Emergency Broadcast System (EBS) implemented;
- Ongoing revisions and improvements to Disaster Response Plan.

In terms of crisis prevention, the College has highly a developed set of processes and practices including awareness and intervention.

E. Lynch provided an overview of ongoing Counselling Services efforts including:

- Daily walk-in service; access to counsellors from 8:30 a.m. – 4:30 p.m.;
- Outreach through classroom visits;
- Information booths throughout the College;
- Psychiatry services offered 1/afternoon biweekly;
- Residence Survival Course;
- Residence Advisors;
- TERT – Tragic Events Response Team;
- Participation in the City's Critical Events Response Protocol Planning Committee.

In addition, a workshop was offered to all faculty and staff at the College's annual professional development conference on dealing with mental health challenges in

06-55 PRESENTATION: EMERGENCY PREPAREDNESS (cont'd)

the classroom. Further professional development sessions are being planned in this regard.

Several College directives in regards to crisis response are in effect including Fire Safety & Emergency Evacuation, Disaster Response Planning, and Workplace Violence Prevention as well as the Disaster Response Plan and Departmental Operating Plans.

The College's Disaster Response Group is comprised of representatives from across all areas of the College and provides a linkage into College Departmental plans. Areas under review by the Group include bomb threats, utility failures, critical violent acts and hazardous material spills.

Following the Dawson College incident in Montreal, Algonquin is focusing on broad awareness information - development and distribution, a Disaster Response Plan administrative review in terms of gaps/vulnerabilities (including outlying campuses), training and awareness exercises, and a review of the Work Place Violence Prevention Directive.

The College's Emergency Broadcast System, a \$400K three phase project (2005-2007), will see all College telephones addressable with text and voice capabilities, and public broadcast capabilities on every floor of every College building via speakers, including the Perth and Pembroke Campuses. This will be a significant tool in facilitating effective evacuations and lockdowns, as well as other emergency communications, and will be completed in 2007.

On the table for Governors information was emergency response protocol cards for all three campuses of the College which will be distributed to staff in their upcoming pay stubs. Students will receive the information as well; it is yet to be determined how the information will be provided to students.

Questions/Comments

- *Governor Hartley inquired as to whether there is education throughout the College detailing changes to police involvement given the active shooter program. Mr. Bonang replied no, but this is something under consideration. Governor Hartley added that the Emergency Broadcast System is very important to have in place, but the educational piece in terms of the active shooter program is crucial and he considers it to be a gap in the presentation provided, and that the Emergency Operations Division Team at the Ottawa Police Service could assist with this.*
- *Governor Robblee inquired as to whether the College has considered a universal code system similar to that used in the hospital environment. C. Bonang replied that the College environment is slightly different as all Staff*

06-55 PRESENTATION: EMERGENCY PREPAREDNESS (cont'd)

and Students needs to be engaged, rather than only staff in a hospital environment.

- *How does a faculty member receive information in the classroom relating to the subject of violence?* The Emergency Broadcast system, once fully installed in all academic spaces of the College, will have the capability to send messages into, and receive messages from, the classroom. Specific locations will be addressable, in addition to cross-College messaging.
- *What would be the liability of mobilizing students in the Security Programs as noted in a recent issue of the Algonquin Times?* The College currently offers co-op placements to security students, but not in active security roles and not on the front lines.
- *Mike Rushton, Director of Physical Resources,* noted that the College does not yet have the Emergency Broadcast capability in all classroom spaces; approximately half of all classrooms are equipped with the remainder to be completed in 2007.
- *How would administration characterize the level of knowledge of part time staff in terms of the directives currently in place?* The volume of training and awareness will be increased; this is something under review by the Disaster Response Group in terms of the methods, strategies and techniques to ensure the information is properly disseminated.
- *How does the College deal with the issue of vagrants?* The College is private property. A call to security in this regard would be dealt with appropriately. The Safe Streets Act also applies to this situation.
- *Once the College emergency response processes are developed, are they referred to the Police for review on an annual basis?* The College has reviewed critical violent act procedures with the Ottawa Police Service (OPS), and emergency planning is based on CSA guidelines. Fire Plans are vetted with the Fire Department as required by Code.
- *Governor Hartley reported that there is no code to require the College to share its plan with the Police Service, which is why the College would be wise to partner with the Emergency Operations Division.*
- *What happens in the event the phones cannot be used in an emergency situation?* The College has a comprehensive electronic surveillance; panic buttons in offices/departments; and over 300 emergency phones in corridors and outside in parking lots.
- *Are all areas of the College open 24/7?* Many areas of the College are locked during off hours; however, given the 24/7 access to certain areas of the College such as computer labs, several main entrances remain open at all times.

The President concluded that it is the intention of the College to have the Emergency Broadcast System complete by the spring of 2007 and run a mock scenario once the equipment is in place and all partners have been fully consulted.

06-56 REPORT OF THE CHAIR

The Chair thanked Governor Engelberts for bringing greetings to the graduates at the Ottawa fall Convocation Ceremony held on October 23rd and noted that, in addition to the President, Governors Bhindi, McIntyre, Rosehart and Armit attended the ceremony.

The Board of Governors Annual Christmas Dinner was announced for December 11th following the Board Meeting. An invitation was recently mailed to Governors who were asked to RSVP to A. Cobus in the Board Office by December 1st.

The annual ACAATO Conference was announced for February 18 & 19, 2007 in Toronto. An invitation to governors was on the table. As in the past, the Board will send up to five delegates and in the event that more than five delegates wish to attend, preference will be given to those Governors who have yet to attend the conference. Governors wishing to attend were asked to advise the Board Office as soon as possible.

An ad will be in *The Ottawa Citizen* in the upcoming weeks announcing the 2006-2007 Board of Governors.

The Chair acknowledged the election of Algonquin Alumni Larry O'Brien as the Mayor-elect for the City of Ottawa and added that the College would be placing an ad in *The Ottawa Citizen* congratulating Mayor O'Brien.

06-57 REPORT OF THE PRESIDENT

The President reported on the following:

- Notification has been received from the Ministry that it has reviewed the College's Multi Year Accountability Agreement and only minor wording changes were requested; in addition, the covering letter to the Ministry (on the table for governors) was well received by the Minister.
- Funding advocacy continues across the province; there is an approximate \$140M shortfall in the current funding model;
- A round table discussion with leaders in the trades industry in Ottawa will take place on November 24th at which time a draft plan will be tabled; Governors were encouraged to attend and were asked to advise A. Cobus in the Board Office if they planned on doing so;
- The College's Men's Soccer Team won the Canadian Gold (this was greeted with a round of applause);
- Budget preparation for 2007-08 has begun; no information has been received from the Ministry in this regard. Reductions will continue at approximately \$2.5M per year for the next two years unless Ministry grants improve;

06-57 REPORT OF THE PRESIDENT (cont'd)

- An update on performance goals will be brought to the Board in December; the goals are currently being readjusted to align with the Multi Year Accountability Agreement;
- The College will be featured on ABC's Today's Family show in the New Year;
- The Animal Health Care Building is 80% complete and will be ready for opening in January. Governors will be invited to tour the facility in the New Year.

06-58 DECISION ITEMS AND REPORTS**SECOND QUARTER REVIEW**

R. Letourneau reported that the second quarter review has been completed with the bottom line preserved. Adjustments related to the equipment grant and the new simulation centre, as well as transfers of allocations between capital and ITS for software licenses. The report was accepted as presented.

SECOND QUARTER COMPLEMENT REPORT

The President observed that the College continues to focus on progressing through vacancies while keeping in mind the bottom line for next year. Hiring is ongoing and a number of faculty positions are in the selection process at this time.

Questions/Concerns:

- *Dr. Robblee inquired as to whether any progress had been made on his request to provide a report on the numbers of full and part time staff at the College. The President replied that this is a complex request that is being investigated; the Board will be updated once there is a better understanding of the scope of work required to complete the report.*
- *Governor Wilson inquired as to whether any additional counselling support has been considered for the Pembroke Campus given the major stressor of military action with the Afghan deployment and the proximity to the Petawawa Base? The Dean continues to monitor the situation and no requests have come forward. The Military has increased its own counselling services as well. Governor Blackstein added that excellent feedback has been received regarding the Pembroke Convocation Ceremonies held at the Petawawa Base in September and that the graduates wearing yellow ribbons to support the troops was well received. The President added that the venue was excellent and hopefully would be offered for future years. The report was accepted as presented.*

06-58 DECISION ITEMES AND REPORTS (cont'd)**BOARD POLICY F6: RETIREMENT AT AGE 65**

A request that the Board of Governors rescind its Policy Number F6: Retirement at Age 65 was discussed. An amendment to the Ontario Human Rights Code abolishing discrimination in employment beyond age 65, effective December 12, 2006, requires that the Board rescind its mandatory retirement policy on or before the effective date of the amendment.

Henceforth, retirement will be at the option of the employee. The provisions of the Collective Agreement for Academic Staff still apply. Article 27.13 of the Collective Agreement requires a faculty member to provide 90 (ninety) days' notice of intention to resign unless mutually agreed otherwise.

Employees will be advised of the impact of this change to the effect that employment may continue beyond the attainment of age 65 with the provision of benefits approved by the College Compensation and Appointments Council. Contributions to the CAAT Pension Plan continue until the attainment of age 69.

RESOLUTION

MOVED AND SECONDED – Robblee and Blackstein

that the Board rescind policy F6 effective December 12, 2006.

CARRIED

06-59 MANAGEMENT SUMMARY REPORT

The complete management summary report can be viewed by visiting www.algonquincollege.com/board/minutes

Questions/Comments:

- *Governor Robblee expressed concern with the statement on page 8 regarding the Health Services department having to turn away students and stated his opinion that the services should operate under three principles: to provide service for all individuals requiring care and consider family health networks if necessary, to be able to respond to public health concerns such as influenza and, have a pandemic plan in place.* The President replied that there is a College-wide campaign underway to address the influenza concerns and students and staff are encouraged to visit health services to receive a vaccination.

06-59 MANAGEMENT SUMMARY REPORT (cont'd)

- There is work being undertaken by the College in regards to pandemics and other major risks and information is forthcoming. The President will investigate the comment related to students being denied health services and report back to the Board.
- *Governor Hartley inquired as to whether the College is collaborating with the Ottawa Police Service in its pandemic planning.* The President noted that the College is partnering with the City and that follow up will occur to determine if the Ottawa Police Service has been involved as well.
 - *Governor Wilson expressed concern with the paragraph on page 9 in which it states "Staffing issues continue to be the main source of grievances and arbitrations between the College and the Academic Union, with efforts being made to prepare for upcoming Article 2 cases as much in advance as possible in order to identify potential areas of risk for the College" and noted that he hopes the College doesn't consider increasing full time staff a risk.* The President replied that when the College enters into any arbitration that it must look at the financial risks for the College and agreed that the words "financial risk" would be more appropriate.
 - *Governor Blackstein requested clarification on whether the report of a paramedic program student witnessing a live birth was while on field placement.* Yes, the student was on field placement at the time.
 - *Governor Blackstein requested that the Board be provided with the percentage of students with registered disabilities at both the Woodroffe and Pembroke Campuses, similar to the report on page 7 relating to percentages of students with disabilities at the Perth Campus.*
 - *Governor Engelberts inquired as to whether there is an increased focus by the College on online and new media channels as opposed to traditional media platforms?* K. MacDonald, Executive Director of Strategy and Business Development, noted that the College has begun using the television platform this fall, as well as web advertising and electronic media.

RESOLUTION

MOVED AND SECONDED – Hartley and Tremblay

that meeting #419 of the Board of Governors of Algonquin College adjourn at 6:20 p.m.

David Wallace
Chair

Anna Cobus
Recording Secretary