
DRAFT

BOARD OF GOVERNORS

MINUTES OF MEETING NUMBER FOUR HUNDRED AND FOUR OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, WHICH WAS HELD ON MONDAY, MARCH 14, 2005 AT 5:00 P.M. IN THE ROSSER BOARD ROOM, "C" BUILDING, WOODROFFE CAMPUS

Present: Mr. Herb Kreling, Chair
Mr. David Wallace, Vice Chair
Mr. Vini Bhindi
Mr. Fred Blackstein
Mr. Richard Cameron
Mr. Robert Gillett
Ms. Jacqueline Holzman
Ms. Cathy Kirkpatrick
Mr. Wayne McIntyre
Dr. James Robblee
Mr. Mubasher Saifi
Mr. Michael Tremblay
Mr. Wayne Wilson

Regrets: Mrs. Amelita Armit
Ms. Lana March
Mr. Steve Georgopoulos
Mrs. Shirley Westeinde

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
Mr. Adam Gal
Mr. Nathan Jahn
Mr. Wayne Lewrey
Mr. Kent MacDonald
Mrs. Deborah Rowan-Legg
Dr. Abla Sherif
Ms. Pauline Tam

Anna James
Recording Secretary

The meeting was called to order at 5:04 p.m.

05-12 CONFLICT OF INTEREST DECLARATION

None declared.

05-13 MINUTES OF THE PREVIOUS MEETING

RESOLUTION

MOVED AND SECONDED –Kirkpatrick and Cameron

that the minutes of the meeting held on February 14, 2005 be adopted as circulated.

CARRIED UNANIMOUSLY

05-14 BUSINESS ARISING

LAP TOP PROGRAMS

In response to a question raised at the Board of Governors meeting of February 14th, Chris Warburton, Vice President, Student Life and Human Resources, provided a summary of the changes in the mandatory laptop computing fees which included:

- When the mandatory use of laptop computers for selected programs was introduced in the Fall of 2002, the laptops were leased to the students for a fee of \$725 per term which included service, access to the wireless network, hot spares and related support. The total cost for an academic year was \$1,550 which included a \$100 interterm user fee. The student would retain the same laptop for the second year of studies for the same fee per term.
- Eventually, with the reduction in the cost of ownership of laptops, the students in the mandated programs raised a concern regarding the leasing arrangements and suggested moving to a student-owned model.
- At the request of the Students' Association (SA) and the students in the programs, the College and SA agreed to change the model from leased to student-owned commencing in the Fall of 2005.
- Students felt that access to technical support was essential and agreed to a fee of \$150 per term for the provision of this service.

05-14 BUSINESS ARISING (cont'd)**LAP TOP PROGRAMS** (cont'd)

- The revenue from the service fee will continue to support the two full-time positions in Information Technology Services for technical services, including access to the College network, on-campus troubleshooting, orientation to laptop computing as well as providing hot spares when required.
- All the students in the mandated programs were consulted. There was unanimous support for the proposed changes.

Questions/Comments:

- Who sets the standard specifications for the laptops? The specifications are set by ITS in cooperation with the Schools.

LIABILITY INSURANCE FOR GOVERNORS

In response to an information request at the Board of Governors meeting of February 14th, Robert Letourneau, Vice President, Finance and Administration, provided an overview of Board insurance and how it relates to Governors. There are two policies in place that provide insurance coverage for Algonquin's Board of Governors:

- **Educators Institution Liability Policy:** This policy provides coverage for Directors & Officers Liability and Errors/Omissions Liability. The policy will pay on behalf of Board members, officers, teachers, employees and volunteers for all losses which the insured is legally obligated to pay for any wrongful act committed in the performance of professional, educational or administrative services. A wrongful act can mean any error, misstatement, act, omission, neglect or breach of duty by an insured person in the discharge of their legal duties solely in their capacity as insured persons of the College. The policy limit is \$5,000,000 for each loss and annual aggregate.
- **Board of Governors Accidental Death and Dismemberment Policy:** This policy insures the Board of Governors against loss resulting from bodily injuries or death caused by an accident sustained while on Board business during the term of this policy. The principal sum amount of the benefit is \$100,000 and beneficiary is the insured person or the estate of the insured person.

05-15 PRESENTATIONS

INTERNATIONAL EDUCATION

Dr. Abla Sherif, Director of the International Education Centre (IEC), provided an overview of the work being done in International Education both on campus and internationally. Dr. Sherif announced that the IEC recently received confirmation from CIDA (The Canadian International Development Agency) of its successful proposal for a 500K grant to deliver a health education project in India.

Dr. Sherif began her presentation by reiterating remarks from the Honourable Bill Graham, Minister of Foreign Affairs, to the Canadian Education Centres Network in December 2002 who stated *"In coming years, the knowledge industries will be one of the fastest growing elements of international trade. There will be a huge demand in the future for education....ranging from recruitment of students to the sales of training and expertise, cutting edge technology and mediated learning. There cannot be many export products or investment opportunities that offer such deep and lasting returns. Foreign students who return to their own countries become business partners, sales people for Canadian education, and advocates for Canada. Those who stay here enrich our country and advance its prosperity."*

The IEC focuses on three main areas with the first being international student recruitment from areas such as Asia, the Middle East, India, Latin America, Europe, Africa, USA and the Caribbean. The second focus of the Centre is to provide student services which include admissions assistance, airport pick up, home stay program, Visa assistance, international student advising/academic advising, orientation and tutoring programs. The third focus of the Centre is overseas projects. Between 2003-04 and 2004-05, International Education grew by 29% at the College. In 2004, of the 24 Ontario Colleges, Algonquin was second in terms of growth with the majority of the growth being from Asia.

The Centre continues to work on internationalization which was defined as a process of integrating an international and intercultural perspective into the teaching/learning, research and service functions of a higher education institution involving institutional linkages and partnerships, international cooperation projects, faculty mobility and professional development, mobility of domestic and international students, research and service to local and international communities.

Dr. Sherif provided an overview of the current projects underway and noted that an example of what the College does overseas can be seen by visiting http://www.mresindia.com/icsat_algonquin.html.

05-15 PRESENTATIONS (cont'd)**INTERNATIONAL EDUCATION** (cont'd)

Questions/Comments:

- *Please provide additional details on the recently awarded grant in Goa, India.* Goa is on the eastern side of the Indian south continent and is a poverty stricken area with a high rate of death at childbirth as well as AIDS. The program entails providing education to the women who live in rural areas.
- *Are there key areas that international students are most interested in studying?* The areas with most interest tend to be in the Schools of Business and Hospitality/Tourism.
- *How do we deal with the cultural aspects when we partner overseas?* Those travelling overseas to perform the training are provided an orientation as to what to expect upon arrival.
- *How successful is the bottom line?* The Centre has done extremely well over the past four years. Using the current costing model, the contribution is approximately 60%.
- *It is exciting to see the animation program being delivered in Bombay which has the largest film industry in the world.*
- *A lot of international graduates look forward to gaining work experience in Canada after graduation and often have trouble with obtaining an extended visa. Is it possible for the College to assist in any way?* The provincial government is currently lobbying the federal government to extend the work visa to two years after graduation, in line with the provinces of Manitoba and New Brunswick.
- *Are there any efforts to provide professional development for those delivering training overseas? Do the faculty get an opportunity to expand the curriculum?* Yes. Those who deliver training overseas are provided teacher training at the College as a precondition. Also, Algonquin professors travel overseas twice yearly to determine if the outcomes are being achieved.

LEAN

The President welcomed Deborah Rowan-Legg to the meeting and reminded Governors that the College has been examining its business processes and as a result, the Lean process was recommended as a tool for review by a number of agencies. Mrs. Rowan-Legg was present to introduce the Value Stream Initiative (Lean) being undertaken at the College.

D. Rowan-Legg indicated that the College was attracted to the Lean

05-15 PRESENTATIONS (cont'd)**LEAN** (cont'd)

approach as it is felt that it follows the Strategic Plan goals relating to client service. Lean is an end-to-end review of process to increase value for the client and eliminate waste, and is not a one-time event, but a continuous process of review. The Value Stream Initiative focuses on providing value to the client and defining and eliminating any human activity which absorbs resources but creates no value. D. Rowan-Legg provided an overview of the implementation of the Value Stream Process which was originally initiated in the automotive industry and has been implemented in other manufacturing and service industries including most recently in health care. It was noted that the process has not been implemented in the education sector with the exception of one limited application in a university graduate course in the USA. The process of review chosen by Algonquin's Value Stream Team was the recruitment to registration process. The Lean Advisors Inc. consulting firm has been engaged to assist with the undertaking. As a result of workshops held to analyze and map selected processes as a value stream, 12 high priority projects have been identified for implementation from a total of 48 projects. Once the preliminary test applications have been completed, their successes will be reviewed to determine the applicability of the Lean process in other areas of the College. To date, there has been excellent participation by several experienced staff who became engaged once the concepts were applied to real situations. It is a challenge to allocate resources to current practices as a baseline for measuring improvements, because the current costs are not tracked by end to end processes, but by departments. The team continues to work on this issue.

Questions/comments:

- *Would the establishment of a Value Stream Office remove the requirement for an ongoing consulting firm? Or, will it the firm be necessary for the next project?* No. The firm will provide the skills transfer throughout the first process so the College will have the skills thereafter to proceed without consultation.
- *What is the purpose of the Value Stream Office?* Other organizations have created offices in order to have a central holding area for sharing information. They have experienced such a volume of process change that an individual has been dedicated to operate the office. No commitment has been made as yet to set up such an office at Algonquin.
- *What are the indicators/baseline for success?* Indicators will be developed for each process put in place. Students will participate as well to assist with determination of success.

05-15 PRESENTATIONS (cont'd)**LEAN** (cont'd)

- *Once the College is experienced with the process, can it be sold to others?* Possibly, particularly in terms of the education sector.
- *Are there concerns over creating undeliverable expectations?* No. Realizing the financial times we are experiencing, there is a need to review our methods of operating and how they can be improved with clear deliverables to the client.
- One example of a clear deliverable is to change the paradigm wherein students pay their fees in July and receive a timetable in August. Under the new model, the students would pay their fees and receive a stable timetable within 24 hours.
- *How does this affect the students who pay their fees late?* This would allow the late registration activity to occur the two weeks prior to the term start and students would therefore have the ability to attend classes during the first two weeks of the semester, rather than wait in line to register.
- *There are a number of factors to be considered to enable these changes such as what it takes to enable the organization, individuals and College business systems to implement the changes. It is recommended that the College track the costs associated with the implemented changes. There are a lot of investments that need to be considered.*
- *How will the 12 high priority initiatives be prioritized?* All of 12 initiatives will be implemented. Once complete, the Value Stream Team will review the additional 36 initiatives to determine which should be implemented.
- *It is logical for the institution to be able to absorb a learner as soon as he/she arrives at the institution. The College should continue to investigate ongoing delivery modes for services and program intakes.*

The Chair thanked Mrs. Rowan-Legg for the update on the Value Stream initiative.

05-16 REPORT OF THE CHAIR

Governors Armit, Saifi and Tremblay, together with the President and other College staff attended the 2005 ACAATO Conference held in Toronto on February 21st and 22nd.

- Governor Tremblay noted that he recently attended a Heritage Dinner with Premier Dalton McGuinty and that needs in higher education were the main focus of the session.

05-16 REPORT OF THE CHAIR (cont'd)

- Governor Saifi remarked that the conference was very informative and thanked the College for the opportunity to attend. He noted that he had the opportunity of meeting a number of ministers and education sector representatives such as the President of ACCATO, David Lindsay.
- The President encouraged those unable to attend the conference to visit the ACAATO website at www.acaato.on.ca where a number of the conference presentations can be viewed.
- Governor Tremblay added that Dr. Foot's presentation from the conference can be viewed at www.footwork.ca.

An election for the Student, Administrative and Support Staff Governors to succeed Governors Saifi, McIntyre and Bhindi will take place in April. Voting will be done on-line beginning April 12th and running through to the end of the day, April 14th. Posters will be displayed announcing the election and voters will be directed towards the website of www.algonquincollege.com/bog_elections. The Chair thanked the Governors on behalf of the Board for their participation on the Board.

The Ottawa area Spring Convocation Ceremonies will be held at the Corel Centre on June 14th and 15th, as follows:

Tuesday, June 14th

10:00 a.m.

School of Advanced Technology and Police and Public Safety Institute

3:00 p.m.

School of Health and Community Studies

Wednesday, June 15th

10:00 a.m.

Faculty of Arts, Media and Design

School of Hospitality and Tourism

3:00 p.m.

School of Business

School of Transportation and Building Trades

School of Part-time Studies

Governors interested in attending the Ceremonies and bringing greetings from the Board were requested to advise the Board Office as soon as possible.

05-16 REPORT OF THE CHAIR (cont'd)

Questions/Comments:

- *What is the percentage of voter turnout for the Board elections?*
Student participation is approximately 12% and staff participation is approximately 30-40%. It is expected that staff participation will increase this year as voting will be available electronically for the first time.

05-17 REPORT OF THE PRESIDENT

The President reported that the College system continues to focus on funding advocacy and commended the reading of the ACAATO Funding Requirements document which was on the table for Governors.

It is expected that the Provincial Government will not release the budget until May; therefore, College administration will likely follow the same process as last year in which a motion was brought to the Board to extend the current budget until the announcements are made.

Administration has been successful in finding \$8.5 million in reductions and has prepared the 05-06 budget which is ready to be delivered should there be no additional funding in the provincial announcement.

The College has received notification of three successful proposals in the area of apprenticeship training, as well as a grant toward the simulation lab project.

05-18 DECISION ITEMS AND REPORTS**PROGRAM PROPOSALS AND MODIFICATIONS**

Outdoor Training, Educating and Management: Marguerite Donohue, Dean, Algonquin College in the Ottawa Valley, spoke to the proposal in members dossiers to offer an Ontario College Graduate Certificate in Outdoor Training, Educating and Management. The purpose of the program is to provide an advanced level of training for graduates of the Outdoor Adventure and Adventure Naturalist Programs as well as other related diploma and degree programs and is designed to build on the depth, breadth and complexity of knowledge in the areas of risk management, risk assessed leadership, planning and facilitation of experiential education. Wilderness Tours partners in the delivery of all of

05-18 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM PROPOSALS AND MODIFICATIONS** (cont'd)

the School's adventure programs and by doing so, frees the College from the need to invest in capital as well as the liability attached to the capital.

Questions/Comments:

- *Does the partner, Wilderness Tours, cover the entire cost of the capital? Yes.*
- *Does this mean there should be a revenue line in the cash flow showing the contribution? No, if this information were included it would not be an accurate representation of the cost of running the program. Wilderness Tours does not purchase equipment specifically for running the adventure programs; it is a part of their business.*
- Wilderness Tours is an excellent one-of-a-kind facility in Ontario and Algonquin has an advantage being that these types of programs cannot be offered elsewhere in the Province.
- *What type of careers will graduates obtain? Graduates will obtain employment in a diverse range of organizations such as consulting companies, ski operations, etc. The practical skills and education they bring into the program determines where they will take their skills upon completion of the program.*
- *What skills do these graduates have that the other program graduates do not? The two year program focuses on providing students with up to 20 industry certifications in skiing, snowboarding, etc., as well as primary level education in financial accounting, risk management. The graduate certificate program builds on the depth, breadth and complexity of that learned in the diploma program.*
- *Will the graduates have the ability to develop and offer training? Yes. Curriculum development is included in the program of study.*
- *Is there any competition in terms of degree programs? No. This is a unique program at this time.*

The President extended an invitation for members of the Board to visit Algonquin College in the Ottawa Valley as well as the Wilderness Tours Facilities. Those interested in such a tour were requested to notify the Board office. Ms. Donohue also indicated her willingness to host the Board for one of its meetings in the future.

RESOLUTION

MOVED AND SECONDED – Blackstein and Holzman

05-18 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM PROPOSALS AND MODIFICATIONS** (cont'd)

that the Board of Governors seek approval from the Ministry of Training, Colleges and Universities to offer the Outdoor Adventure Training, Educating, and Management Program, effective Fall 2005.

CARRIED

Outdoor Adventure Naturalist: Marguerite Donohue spoke to the proposal in members dossiers to change the title of the Adventure Naturalist program to Outdoor Adventure Naturalist. The addition of the descriptive word "outdoor" to the program name provides enhanced information to a prospective student/employer as to the nature of the program of study, i.e. that it is a component of the outdoor adventure tourism industry; and an integrated approach to the naming of Algonquin College in the Ottawa Valley's outdoor adventure programming to enhance marketing initiatives and program recognition.

RESOLUTION

MOVED AND SECONDED – Wallace and Kirkpatrick

that the Board of Governors seek approval from the Ministry of Training, Colleges and Universities to modify the program title of the Adventure Naturalist to Outdoor Adventure Naturalist, effective Fall 2005.

CARRIED

05-19 MANAGEMENT SUMMARY REPORT

Questions/Comments:

- *Governor Bhindi requested that the Board be provided with a presentation regarding changes to the Freedom of Information in relation to changes in technology. This request was taken under advisement for a future Board presentation.*
- *Governor Holzman noted that the Marketing Department referred to undersubscribed programs in its section of the report and indicated that it would be appreciated if the Board were to receive an update as to which programs are undersubscribed and the effect those programs have on the College budget, etc. The President agreed to bring forward a presentation in this regard.*
- *Governor Cameron requested further information on the implications of the requirements to consolidate colleges into the provincial financial*

05-19 MANAGEMENT SUMMARY REPORT (cont'd)

statements. The Government is moving towards consolidating the financials reports for hospitals, schools, colleges and as a result is asking for advanced timetables for reporting. This will likely put pressure on the colleges to add staffing to support the requirement. This is currently under review with the Government and an envelope of funds may come forward to support the change.

- *Does this mean the cycle is changing?* Yes. It will have impacts on when the Board will see final reports, etc. in the future. The Board will receive further detail as it becomes available.
- *Would the hiring of two additional staff be permanent?* Yes. It has been estimated that a college of this size would require approximately two additional staff to support the changes.
- *Governor Wilson reiterated his February 14th request to highlight faculty accomplishments/activity in the monthly management summaries under the Vice President, Academic.* R. Hanson indicated that she will work to include the information under faculty activity in the future and also noted the following:
 - Wahab Almuhtadi, a professor in the School of Advanced Technology, attended the “Wireless On-Demand” Network Systems and Services Conference in St. Moritz, Switzerland where he presented a paper entitled “Rural/Remote WiFi Wireless Broadband System”.
 - Alfred Baucom, a full-time faculty with the Interior Design program, has been invited to speak at the American Society of Interiors Designers Conference in San Diego, California in March. It is very prestigious to have a faculty member from Algonquin speaking at this conference where most speakers and attendees are from American schools.
- *Governor Wilson also reminded the Board of his request to receive information under the employee labour relations section of the report to include an update to the Board as to the number of current grievances.* C. Warburton reported that over a four year period, the College has received 87 academic grievances and for the first two and half months of 2005, just one grievance has been received. Approximately 11 grievances are scheduled for arbitration and most relate to the issue of the staffing model that prevails in the college system.
- *Governor Wilson inquired as to whether there is a method of tracking the effectiveness of recruitment in the marketing department, i.e. is there a way to determine the number of applications we receive from a school versus the schools that we don't recruit directly to?* This is being reviewed at this time and work is underway with local school boards to obtain more information on students who don't proceed to college or university.

05-19 MANAGEMENT SUMMARY REPORT (cont'd)

- *Governor McIntyre added that he has seen immediate results from adult high school presentations being delivered and has received a number of emails from prospective students who have indicated they were not aware of the types of programs offered in the areas of entrepreneurship and small business management.*

05-20 INFORMATION ITEMS

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

March 3, 2005

Personal Support Worker Program Standard,
Effective September 1, 2005.

05-21 OTHER BUSINESS

Governor Wilson distributed a recent article from *The Ottawa Citizen* regarding the importance of English and math skills for university and college graduates and noted that it was a timely article because of an effort in remediation work and to shift instruction to a more applied approach. Governor Wilson requested that the Board be provided with information on what is being done in this area and what could potentially be done should additional funding be made available. The President agreed to take this under advisement and added that this should be placed into a context in terms of updating the Board on the King Report and the work being done in School Boards, research, and a number of areas in order to support the above.

There being no further business, the Board adjourned for the evening at 6:50 p.m.

Chair

Recording Secretary

APPENDIX "A"**MANAGEMENT SUMMARY TO THE
BOARD OF GOVERNORS
March 2005****VICE PRESIDENT, ACADEMIC****School of Advanced Technology**

The Electronics/Electro-Mechanical Department will be offering the Micro-electronics Manufacturing Apprenticeship program beginning April 5, 2005 at I-Stat using their water fabrication clean room facilities. The projected revenue for this project is \$35,000.

School of Health and Community Studies

Interest in the School of Health and Community Studies' Simulation Lab continues. Barbara Foulds, Chair, Nursing Studies Department and Marlene Tosh, Chair, Specialty & Re-entry Health Department have conducted numerous tours and weekend workshops. Visitors have included representatives from Calian, Mt. Royal College, CHEO, and the Toronto Hospital. The School is also pleased to report that they have obtained \$650,000 from the provincial government to continue the Simulation Laboratory project.

Faculty of Arts, Media and Design

The Career and Academic Access Centre is participating in the Adult Literacy Educator (ALE) Certificate Program Review Project. Delivered by three colleges in Ontario, the program offers literacy practitioners with the opportunity to gain skills and knowledge to meet the needs of today's adult literacy learners. The courses are currently being revised to reflect the outcomes-based environment of today's literacy programs and are expected to be completed by the end of 2005.

Police and Public Safety Institute

John Harrison, Sherryl Booth and the students from the Security Management program took part in a Security Policy day organized by the Federal Government on February 7, 2005. More than 600 delegates discussed the need for training in the security field. In exchange for volunteering for certain tasks, the students were allowed to take part in the sessions. Mr. Harrison participated in a panel discussion on a certificate model for the security industry involving college programs, prior learning assessment, and training.

School of Transportation and Building Trades

The School of Transportation and Building Trades has been awarded contracts for the delivery of a 40-week Auto Body pre-apprenticeship program (\$264,000) and a 40-week Truck and Coach pre-apprenticeship program (\$270,000). Both programs provide students with job-readiness training, the level-one in-school

portion of their respective apprenticeships, a paid work placement and free tuition.

Algonquin College in the Ottawa Valley

Algonquin College in the Ottawa Valley is partnering with a local company, Direct Bearing Inc., and with existing service provider, Wilderness Tours to assist in the launching of the School's annual Risk Management Conference for Outdoor Education. This year's conference will take place on May 30th and 31st.

Learning and Teaching Services

Learning and Teaching Services have hosted a number of visitors eager to learn from our Blackboard and e-learning experience. Visitors have included representatives from Centennial College and Vanier College.

Community Activity

The Journalism-Print program is partnering with The Ottawa Sun to provide the daily newspaper with back-up newsroom facilities in the event The Sun's own facilities are without power.

Student Activity

Congratulations goes to Graphic Design student, Linda MacLennan, whose work will be seen all over Ottawa this summer. Linda won a poster design contest for the 2005 Jazz Festival.

Penny Rawlings, a second year Horticulture student, was presented with the Anstace and Esmond-White Award for high academic achievement combined with program participation. She received a plaque and a cheque for \$500.00. The award was presented by the Ottawa Horticultural Society, a strong supporter of the program.

Sheena Lee Smith-Spencer, a fourth semester Police Foundations student, was awarded a \$10,000 scholarship to study Criminology at Carleton University starting in September. Sheena also distinguished herself by representing Canada at the World Tae-Kwon-Do championships last year.

VICE PRESIDENT, FINANCE AND ADMINISTRATION

COLLEGE ANCILLARY SERVICES

Conference Services

A partnership initiative with CentrepoinTE continues; representatives from their staff have been on campus for a site tour and meeting.

Algonquin College has been selected as the secondary Athletes Village for the 2006 Ontario Summer Games. We are meeting with the planning committee to review requirements and initiate contracts.

FINANCE AND ADMINISTRATIVE SERVICES

Office of the Director

Preparation of the 2005/06 Budget, the due diligence related to the potential sale of ACERRA and making provision for the new Ministry Consolidation requirements were the main focus of activity.

Other projects included meetings with IBM, the BIT (Bachelor of Information Technology) agreement with Carleton University (now finalized) and various banking arrangements.

A Ministry of Finance/MTCU briefing on the implications of the requirement to consolidate Colleges into the provincial financial statements was held in Toronto on February 22, 2005. It appears that the preparation of both the College Financial Statements and the College Budget will have to be greatly accelerated and, as well, provide significantly more information. Discussions are still in the preliminary stages, but the outcomes will most likely have a substantial impact on the Finance group.

INFORMATION TECHNOLOGY SERVICES (ITS)

ITS has begun work on setting a Strategic Plan and a proposal for the College's IT Governance model. ITS continues work on several key projects including the migration of Internet service to Sprint Canada, the implementation of cross-college wireless access as well as several software development projects.

PHYSICAL RESOURCES

Facilities Planning & Development Services

St. Nicholas School

Re-zoning approval for the St. Nicholas School land from Institutional School to Institutional College zoning has been obtained from the City of Ottawa.

Recent repositioning of the proposed Sports Field and Air Structure for the Students' Association will necessitate demolishing the existing facility. Demolition of the school building is scheduled for April 2005.

Sports Field and Air Structure (Students' Association Project)

This project will encompass approximately 2.3 acres of artificial turf regulation soccer field with lighting, an access control fence, a ball screen, a 30,000 square feet 40 ft. high air structure and a 5,000 square feet field house. Construction is scheduled to begin in the Spring of 2005, for completion in Fall 2005. A site plan has been submitted to the City of Ottawa for approval. A public meeting will be held in March to give neighbours the opportunity to comment on the project.

REGISTRAR'S OFFICE

Registration, 2005 Winter

Registration in Post-Secondary Programs: March 1 is the enrolment audit count date for the Winter Term. As of that date, Net Registered students stood at 11,632, or 104.8% of the enrolment projected for March 1. The breakdown of the 11,632 registered is as follows:

Level 01	1,129 registered, against projection of 990
Upper Levels	10,503 registered, against projection of 10,114

Continuing Education Registrations: With regard to Continuing Education registrations for the 2005 Winter Term, as of February 18, registrations stood at 12,812 as compared to 15,058 at the same time last year. This year's registrations to February 18 represent 82.4% of the projection. Registration continues throughout the term.

Convocation Ceremonies (Ottawa)

The Spring Convocation Ceremonies (Ottawa Schools) will be held at the Corel Centre on Tuesday, June 14 and Wednesday, June 15, 2005. The Fall Convocation Ceremonies (Ottawa Schools) will be held at the National Arts Centre on the evening of Monday, October 17, 2005.

VICE PRESIDENT, STUDENT LIFE AND HUMAN RESOURCES

DIRECTOR'S OFFICE, STUDENT AFFAIRS AND ORIENTATION

Student Affairs and Orientation hosted Black History Month which began with a bake sale on February 1st in "C" building. One hundred and thirty-two dollars were raised and donated to the Red Cross - AIDS in Africa charity. A variety show on February 10th in the Marketplace Food Court drew an enormous crowd with singers, dancers, slam poetry and fashion shows of urban wear and traditional costumes. For the first time in our Black History Month celebrations, a workshop on break dancing was offered in the aerobics studio and was attended by 25 students, many of them International students.

The Chinese New Year, the Year of the Rooster, was celebrated on February 9th with a colourful dragon dance that ended in the Marketplace Food Court where the Chinese Students' Association hosted a table with information, books and traditional costumes.

A women's self-defence course, sponsored by the Women's Campus Safety Grant, was offered to all female students and staff at Algonquin on February 4th in the gym.

EMPLOYMENT SERVICES

Pam Turner, Employment Officer, participated as a guest panellist in the Law Clerk Program's Career Breakfast on Thursday, February 10th. Students were

provided with job search advice and information about free job search services available on-campus.

Joanne McDonald, Employer Relations Officer, is an active member of the CACEE (Canadian Association of Career Educators and Employers) National Conference Planning Committee and will co-host a 3-day event to be held in Ottawa at the Westin Hotel from June 5th to 8th, 2005.

The 7th Annual Career Networking Fair was co-hosted by Employment Services and the Alumni Association on Tuesday, February 15th. Seventy employers, representing a variety of industries, were recruiting on-campus. More than 1,500 student and graduate job seekers visited the Fair. Job seekers were also treated to a live fashion show which showcased appropriate interview and business attire. Our very own alumnus, Orazio Lamana, Executive Chef of the Corel Centre, gave a live cooking demonstration of how to prepare a simple, affordable, nutritious meal that would fit into any job seeker's schedule and budget.

Joanne McDonald attended a workshop hosted by the Canadian Hearing Society which provided hints, tips and resources available to job coaches who meet with candidates who are deaf, deafened or hard of hearing.

HEALTH SERVICES

Health promotions for the month of February were centered on heart disease and sexually transmitted diseases.

The doctors in Algonquin's Health Services are participating in a large resource study of abnormal Pap smears conducted by Cancer Care Ontario. They represent 4 of the 14 physicians from the Ottawa area in the study. To be included, each doctor must perform at least 200 Pap tests a year. Overall, the study needs 25,000 patients across Ontario. The focus of the study is to look at a new technology to test abnormal Pap smears for the presence of HPV (Human Papilloma Virus) which can lead to cancer of the cervix. It is easy for students to agree to participate, as they are having a Pap test anyway. They just have to agree to be followed up by the study if they show any abnormality.

Health Services is having an efficiency study by a medical office consultant on March 22nd and 23rd who will advise them on the best electronic record technology, as well as comment on all of their procedures for maximum efficiency and optimal patient care.

COUNSELLING SERVICES

Vince Giannandrea, Manager, Counselling Services, reported that the number of Peer Tutoring sessions delivered for the month of February was 9,286.

Vince Giannandrea and Diane Melanson, Counsellor, traveled to Jordan on February 23rd to provide their expertise in vocational guidance and counselling.

This initiative is being partially funded by the Canadian International Development Agency (CIDA).

Counselling Service has recently purchased the Titanium Scheduler software designed to combine scheduling and the collection of data to track the activities of all counsellors.

CENTRE FOR STUDENTS WITH DISABILITIES

Toni Connolly, Disabilities Counsellor, attended a joint meeting with representatives from the Inter-University Disability Issues Association and three ministry representatives to establish a new Accessibility Fund report. The purpose of the meeting was to:

- Combine reporting of the Enhanced Services Fund and the annual Accessibility Fund Report;
- Ensure that both colleges and universities complete the same Accessibility Fund report;
- Streamline the reporting to reflect current issues and true costs of service; and
- Report the same statistical information regarding students and disability supports, for both colleges and universities.

Louise Legault, Manager, Centre for Students with Disabilities, attended the public hearings held in Ottawa on February 8th on the proposed changes to the legislation regarding the Accessibility for Ontarians with Disability Act. Louise gave the CSD staff an overview of key issues presented by various groups.

Toni Connolly will be the Algonquin representative on the College Committee on Disability Issues for the Minister's new Postsecondary Advisory Committee.

Transition funding for attendant care is now in place with the Ministry of Health. Students who have been accepted into college or university programs but do not yet have attendant care in place can access this fund. Referrals are made through the Disability Services Office.

Louise Legault, Manager, Centre for Students with Disabilities, has now met with all Academic Deans with a view to continue building partnerships and collaboration in promoting students' success. Louise has scheduled meetings with respective Chairs and Coordinators to discuss issues, concerns and possible solutions specific to their area.

FINANCIAL AID

Financial Aid staff members are busy processing the 2005 winter term student need bursary applications. The deadline for students to apply was February 11th; approximately 2,000 bursary applications were received by the Financial Aid Office.

The front line staff of Financial Aid, the Registrar's Office, and the Contact Centre have been given the opportunity to participate in a job shadowing project involving the above three offices. Those who volunteered will spend three days in one of the other offices and take the opportunity to learn about the various operations.

HUMAN RESOURCES SERVICES

Compensation and Benefits

Within Benefits Administration, the activity level remains busy with mail-outs of the Vacation Liability Memo and list to all Deans, Chairs, Directors and Managers, as well as the CAAT Pension Member Handbooks and yearly Income Tax letters to Retirees.

The announcement regarding the New Retiree Benefits has brought many inquiries and information updates and changes. We have sent out a memorandum to all employees, posted the notice on myAlgonquin multiple times (and will continue to do so), as well as on the Human Resources Website and on the most recent pay-stubs in an effort to increase the profile of the Retiree Benefit Changes. A Voice Message was sent out to all College employees announcing the first Information Session, which was held on Friday, February 25 in room C426. There were approximately 25 in attendance. Two more information sessions are scheduled for Tuesday, March 8th and Friday, March 17th. Information Sessions for the New Retiree Benefits will also be scheduled for Pembroke and Perth and are yet to be announced.

Benefit premium increases for all groups effective February 1/05 were implemented.

The benefits area also sent out 152 letters to part-time staff eligible to join the CAAT Pension Plan. Information sessions are being held during the first week of March for these employees.

Work continues with ITS and Finance regarding the Data Collection Tool (DCT) and will continue until the DCT has been completed and the data sent off to CAAT Pension.

53 Pension Estimates were given in February 2005. There are 7 confirmed Retirees and 1 pending.

We have accommodated 11 Academic and 14 Support Staff on Modified Work Load of which some are a combination of STD/Light Duties/Rehab/LTD and 1 Administrator on WSIB.

Employee Services

Staffing/Classification

A joint effort is being made by HRS and ITS to explore new possibilities in service providers for our recruitment/selection software. All options are being reviewed, and a needs analysis is being undertaken. It currently appears that we may be able to obtain very similar or even enhanced services.

College Job Evaluation Committee

Support Staff met February 3rd. Seven positions were evaluated and the results of the committee evaluations have been communicated with the appropriate Managers.

A breakfast workshop open to all College Managers on "How to Write a Support Staff Position Description Form" (PDF) was delivered on February 22nd. Approximately 35 managers were in attendance and the feedback received was positive.

*Employee/Labour Relations**Academic Bargaining Unit*

Several arbitrations are approaching, including two dismissal arbitrations, two discipline arbitrations, a vacancy arbitration, and an ongoing case regarding the use of other-than-full-time coordinators, which the Union feels is eroding their bargaining unit.

Support Staff Bargaining Unit

February was a productive month with the Support Staff Union. A meeting was held in early February that gave us the opportunity to review outstanding files and determine the status of each. This process resulted in the withdrawal of 13 grievances (several of which had been scheduled for arbitration). This meeting had a very positive impact on our relationship with the Union Executive.

Workload Data Collection

Information was compiled for the Ministry of Labour, Collective Bargaining Information Services for 2002/2003 and 2003/2004 SWF information. The February 28th deadline was met. The Ministry of Labour will review submitted information from all Ontario Colleges and prepares a SWF analysis report which is then distributed to each college and its respective OPSEU academic representatives.

Ongoing work with College Academic departments also took place in February in anticipation of the upcoming SWF audit for the 2005 Winter semester.

HRIS/HR Technology

Several improvements are in the process of being made to HRIS to increase functionality for users, including the addition of new monitoring screens for part-

time employees, calculations for long-term disability, and performance review due dates.

A large amount of new information has been added to the HRS internal website as a result of changes to benefits plans for retirees. Discussions are also taking place regarding the most efficient way to organize the information HRS supplies to our clients via the internet.

Finally, a representative from Human Resources Services is sitting on the Email Review Focus Group, which is examining new alternatives for an email platform for the College.

STRATEGIC DEVELOPMENT GROUP

BUSINESS DEVELOPMENT DIVISION

FOUNDATION SUMMARY

Association of Canadian Community Colleges

Brenda Rothwell addressed all attendees who were representing colleges from across the Country. The presentation was titled 'A Foundation's First Year' and was very well received.

Fundraising Update

A direct mail campaign took place during the early part of February to raise money for the endowed bursary fund at Algonquin College. At this time and until March 31, 2005 the Ontario government will match endowed bursary donations dollar for dollar.

The following groups/members were solicited: Board of Governors, Foundation Board, Advisory Committee members, retirees, past employees and all past donors to the Plant Some Roots endowment fund (approximately 1800 people).

An anonymous donor donated \$8,000 in a gift of stock to go towards the Plant Some Roots Bursary Fund.

A \$5,000 donation was received to be added to The Richard Cook Memorial Award.

A number of prospects are in the midst of confirming \$10,000+ donations to be completed by March 31, 2005. The list of donors will be announced in March 2005.

The first meeting of the Veterinarian Fundraising Committee will take place in March, 2005.

The Ottawa New Car Dealers Association continues to fund raise with the Foundation and is including the College and the Foundation as part of its Spring Auto Show.

ALUMNI SUMMARY

AGM

The Alumni Association held its Annual General Meeting on February 15. A new board of Directors was ratified. James Campbell, Business Administration, Finance, Class of 1996 will be the new President replacing outgoing President, Sherry Thurig. Mike Jones, Business Administration, Marketing, Class of 1992 will be the new Vice President replacing outgoing Vice President, Victor Chan.

There were several proposed changes to the Constitution. All proposed changes were ratified. The updated Constitution is now posted on the Alumni Association website.

Premier's Awards

Brenda Rothwell and Elaine Hollingsworth attended the Premier's Awards Banquet in Toronto on February 21st. Four of Algonquin College's Premier's Awards nominees were in attendance: Tom Sidney (Personal Support Worker – Pembroke Campus), Sandy Schlieman (Early Childhood Education), Alison Thomas (Nursing), Michelle Valberg (Photography).

Trillium

Awards

The Alumni office received a Trillium Award in the Alumni/Activity/Service area which recognizes excellence in advancement projects. The Alumni office submitted its Mentorship program for consideration. These awards are presented at the annual CCA conference.

BUSINESS DEVELOPMENT

AEF Funding

A proposal for the Apprenticeship Enhancement Fund was successfully prepared. Algonquin College received notice that it will receive \$450,000 which is to be allocated to refurbishing and reconfiguring the Electrical Labs for the School of Advanced Technology.

WIST Funding

A proposal for the Women In Skilled Trades initiative was successfully prepared. Algonquin College received notice that it will receive \$186,183 which will be delivered in the School of Advanced Technology. The program will train women to become Industrial Electricians.

INTERNATIONAL EDUCATION CENTRE

ENROLMENT

ESL

There is some improvement in the ESL enrolment numbers for the March/April intake. We are expecting about 115 students to register. The country distribution for these students seems to show greater diversity than before. It features students from among others countries the Ukraine, Libya, Jordan, Venezuela, and Russia.

Recruitment

A representative of the Centre is presently on a recruitment trip to Malaysia and Vietnam. A similar trip to India is scheduled for late March.

Linkages

Activities for the Partnership for Tomorrow Program II involving teacher exchange with Poland are underway. At the same time, the SETVET program in Jordan is proceeding with two of our counselors presently conducting workshops in Amman.

The college has been invited to participate in an ACCC organized mission to South Africa. The purpose of the visit is to conduct an evaluation of the COTEC program which linked Algonquin College with Athlone Technical College in Cape Town. Possible future collaboration will also be discussed with other partner institutions in South Africa. The director of the IEC and one of the managers will join this mission.

Discussions with the Lakeshore District School Board are underway to bring about a collaborative agreement related to the promotion of post-secondary studies at Algonquin College directed towards the International Students studying at the district's schools.

A representative of Al Foslat Academy in Cairo, Egypt will be visiting the College March 2 - 4 to finalize arrangements to deliver the on-line Business diploma course to students in Egypt and Dubai.

MARKETING DEPARTMENT

RECRUITMENT

The Recruitment Team started off the month with 10 school presentations in an effort to keep the College at the top of the mind with all of the undecided market.

The Team also hosted two more *School Expos* - one at a conventional high school in Kanata, and the other in an adult high school in downtown Ottawa.

Attendance at the Kanata school was very good, and there was an outstanding response from the adult school with great participation by our own School programs. The adult high schools tend to support the under-subscribed programs, so this was a timely event.

Recruitment finished off February with another 13 school presentations and 50 on-campus tours.

The Distribution Centre mailed out almost 4,000 responses to information requests, with 700 of those coming from the international market. The Information Centre assisted or responded to 2,523 requests for information.

MARKETING

Production of the spring/summer issue of *The Source* is underway. Distribution is planned for the end of March to coincide with the April 4th registration start date.

The Department worked with the School of Part-time Studies to develop and implement a one-week radio campaign to promote ongoing winter part-time studies course offerings. Marketing also assisted the School with the direct mail distribution of a mid-winter supplement to *The Source*.

The Department coordinated the logistic preparations for this year's *Career Networking Fair*, an annual event organized by the Alumni Association and Employment Services.

Other activities in progress include production of the last booklet for the Registrar's Admission package, development of a short-term promotional plan for the Bachelor of Applied Technology – Photonics program, ongoing consultation to refine the catalogue automation process which includes print production and online web promotion of *The Source*; and preparations for the upcoming *Algonquin Night at the Ottawa 67s* scheduled for March 11th at the Civic Centre.

ALGONQUIN PRODUCTIONS

The College promotional video is in its final production stage. Various video clips have been updated and reworked to create an eight-minute visual overview of College life. The video will be incorporated into a mini CD Rom currently in production.

Five CD Roms have been completed for our contract with SNC Lavalin/Universal. The subject matter is best practices in safety and environmental management. The CDs will be used in India as "Industry Approved and Certified" training material. A new total of nine CD Roms will be produced by late April.

Algonquin Productions has been busy incorporating web "Search" features into the College full-time and part-time monographs. The additional code will assist search engine hits.

On going production continues with AST (Automotive Service Technician) Online for the School of Transportation and Building Trades. The web-based training modules feature web video, a live chat line, animation, a moderated forum, and data-based AST online tests. AST online is being piloted by apprentices working for Canadian Tire.

Algonquin Productions is currently revising the production process for posting monographs to the web, converting the process from a labour-intensive (individual) web page delivery to an automated production via data base delivery. This new process will be in operation for the fall launch.

Web (external) site integrity reports are being created and emailed to all information administrators. The report will indicate areas of improvement that require maintenance. This will increase the efficiency and user experience of the College web site which currently averages between 14,000 and 16,000 visitors a day.

PUBLIC RELATIONS AND COMMUNICATIONS

Government Relations

Algonquin College continues to take part in the provincial advocacy campaign to raise the awareness of the issues facing the Ontario college system. Algonquin also continues to actively implement its local advocacy campaign by maintaining ongoing communications with all stakeholders within the greater College community soliciting their support of this initiative.

Plans are underway to implement a letter writing and e-petition campaign which will encourage all College stakeholders to communicate with government officials requesting increased funding for colleges this year. The official launch of the campaign is scheduled for late March.

Meetings continue with local, provincial and federal government officials.

Public Relations

The "Coffee Break with the President" series continues to be very well received with the most recent coffee break being held in the lobby of C Building on Friday, February 11th.

The Trillium Awards were presented at the annual College Committee for Advancement Conference held in Toronto on February 22nd. Algonquin College was awarded two Trilliums for the College's Annual Report and the Mentorship

Program as well as an honourable mention award for the College's Let's Talk Campaign.

Algonquin College submitted three nominations for the YM-YWCA Women of Distinction Awards. The Algonquin nominees are: Marilyn Stratton-Zimmer, Director, Student Services, Rebecca Volk, Professor, Police and Public Safety Institute and Judy Bernstein, Professor, Career and Academic Access Centre. Nominees and recipients will be recognized on May 5th at the Ottawa Congress Centre.

Plans are currently underway for the development of the College's 2004 Annual Report.

Communications

The new Public Relations web site, designed by student volunteer Jeff Demers, Director on the Students' Association Board of Directors, was launched on February 24th.

Staff Cont@ct is an online bi-weekly staff newsletter which highlights new and retiring staff, staff announcements and College events as well as staff activities in the community. Staff Cont@ct is available through the College intranet myAlgonquin and was published on February 14th and 28th.

Community Relations

Capital Educators' Awards

The calls for nominations for this year's Capital Educators Awards have come to a close. Approximately 40 nominations have been received by OCRI for Algonquin faculty. Algonquin College will once again be the host site for EduGala where the Capital Educators' Awards will presented on May 11th.

The College participated in this year's Winterlude Kiwanis Bed Race on Saturday, February 12th on Dows Lake. The five-team contingency represented Marketing/Public Relations and Communications, VP Academic, Student Services and Paramedic and Pre-Service Fire Fighter students. The paramedic program students placed first overall with the Student Services team placing a close third. The College raised \$1,500 for the Kiwanis Medical Foundation through its entry into this annual event.

Algonquin College, as one of the sponsors for the City of Ottawa 150th Anniversary Celebrations, will be providing students from the Television Broadcasting program to assist in a video commemorating the 150th anniversary festivities.

Media Relations

Media Coverage: Rae Postsecondary Review Release

Algonquin College held a press conference on Monday, February 7th to respond to the release of the Postsecondary Review led by former premier Bob Rae and to address College's budget shortfall.

The following media outlets attended the news conference:

- CJOH/CTV television
- CBOT/CBC television
- Rogers television
- The *Ottawa Citizen*
- The *Ottawa Sun*
- The *Barrhaven Weekender*
- The *News* (West Ottawa)
- The *Algonquin Times*
- CKDJ – radio

Post-news conference media interviews were held with:

- CFRA radio
- Star 96 radio – Pembroke
- Radio Canada

Subsequent coverage included:

- CFRA radio – interview with President Gillett and Richard van Loon, President of Carleton University
- CJOH – President Gillett interview with Leigh Chapple
- CBC Radio One – interview with SA President, Adam Gal
- The New RO television – interview with SA President, Adam Gal
- *Ottawa Citizen* editorial – “Right answer to college quiz”
- *Ottawa Sun* article – “Rae of Hope”

In addition to the coverage received from the Postsecondary Review press conference, the following major Algonquin College stories appeared in the media between January 31st and February 28th 2005:

Administration

- Algonquin \$8.5 million budget shortfall
- Algonquin Reaction to Rae Review of Post-secondary Education
- Potential Sale of ACERRA to CrossOff

Announcements

- Algonquin and other colleges working with Law Society on paralegal education, regulation

Editorial

- Rae Review of Post-secondary Education

Programs and Services

- Health Science Simulation Lab
- Paramedic program

Students

- CKDJ holds head shaving fundraiser for cancer research
- Charles Grant participates in Ontario freestyle skiing championship
- Sarah Reed featured in TVO documentary about turbulent life of teens

Graduates

- Cristina Sepulveda performs at international song competition in Chile

Events

- College students win Kiwanis Bed race
- Theatre productions
- Hothouse Reading Series
- Spring Horticulture Show

Sports

- Algonquin Thunder sports teams

Trade Magazines

- Playback Magazine - Algonquin included in national listing of television and film programs
- Canadian Nurse - Health Science Simulation Lab
- Healthcare Quarterly - Health Science Simulation Lab
- Career Choices 2005 - Health Science Simulation Lab
- Multiple Business magazines/e-zines including CanadaIT, StockHouse
- Canada News, TechFinance - Potential Purchase of ACERRA by CrossOff
- Fine Woodworking Magazine - article by Algonquin grad
- itWorldCanada - Forum to address low enrollments in IT college programs, Morris Uremovich

The College received 109 media hits during this period and 685 media hits since April 1st, 2004.