
DRAFT

BOARD OF GOVERNORS

MINUTES OF MEETING NUMBER FOUR HUNDRED AND SIX OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON MONDAY, MAY 9, 2005 AT 5:00 P.M. IN THE ROSSER BOARD ROOM, "C" BUILDING, WOODROFFE CAMPUS

Present: Herb Kreling, Chair
David Wallace, Vice Chair
Amelita Armit
Vini Bhindi
Fred Blackstein
Steve Georgopoulos
Robert Gillett
Jacqueline Holzman
Cathy Kirkpatrick
Lana March
Wayne McIntyre
James Robblee (teleconference)
Mubasher Saifi
Shirley Westeinde
Wayne Wilson

Regrets: Richard Cameron
Michael Tremblay

Vice Presidents seated at the table:

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

Resource Personnel and Observers:

Marlene Burton	Russ Mills
Dawn Dubé	Luc Presseau
Kal N. Kalyanasundaram	Elizabeth Rankin
Holly Lemoine	Louise St. Amour
Kent MacDonald	Claudine Trépanier
Andrew McKelvey	Lyn Whyte

Anna James
Recording Secretary

The Chair called the meeting to order at 5:00 p.m.

05-31 CONFLICT OF INTEREST DECLARATION

None declared.

05-32 MINUTES OF THE PREVIOUS MEETING

RESOLUTION

MOVED AND SECONDED –

that the minutes of the meeting held on April 11, 2005 be adopted as circulated.

CARRIED

Questions/Comments:

- *May a governor abstain from a vote?* Yes. Abstentions are permitted.

05-33 BUSINESS ARISING

PROGRAM SUSPENSIONS/CANCELLATIONS

Mrs. Raymonde Hanson, Vice President, Academic, was present to apprise the Board of new information on the programs recommended for suspension at the April 2005 meeting of the Board, and to suggest amendments to the recommendations.

Five years ago, the Board of Governors directed Administration to reduce subsidies by \$3.8 million dollars over five years and to report annually on its progress including recommendations for new programs and for suspension of existing programs. Mrs. Hanson tabled two documents which outlined the reduction in subsidies as well as the new programs launched and programs suspended during that period.

As part of the annual program review, staff with programs receiving a subsidy are asked to submit an action plan to improve their financial contribution. Because of its limited resources, the College takes the financial viability of its programs seriously. The revised plans have been analyzed and have resulted in modifications to the recommendations brought forward to the April meeting of the Board. The proposed changes

05-33 BUSINESS ARISING (cont'd)**PROGRAM SUSPENSIONS/CANCELLATIONS** (cont'd)

will allow the College time to determine if the modifications are sufficient to meet the contribution requirements.

Floral Program: Following the April Board meeting, the program staff undertook an in-depth review of the program to find ways to modify its delivery in order to reduce costs. Strategies have been proposed to increase student enrolment. The proposal is to reduce costs with the elimination of 75 hours of instruction, the reduction of space costs by moving the program to M building, and the elimination of a technician position. As well, incidental lab fees would be increased in 2006 -2007. There is a risk that the reduction of program hours may erode the quality of the program. With the implementation of the proposed changes, it is anticipated that the program would meet the program contribution benchmark. As well, Flowers Canada has proposed an Apprenticeship program that would provide additional revenues, if approved by the Apprenticeship Branch. This approval is likely to take one to two years.

Recommendation: That the Board defer its decision to suspend the Florist program by one year in order to assess the impact of the implementation of the proposed changes.

Lyn White, Coordinator of the Florist *Program* highlighted some of the changes:

- J. Tapp, Dean of Transportation and Building Trades offered advice on realigning the curriculum: the lab contact hours per week have been increased so that the coordinator's contact hours can be increased to 18 hours per week and the theory classes can be taught in a larger group. Two of the courses which overlapped in other subject areas and have been embedded into other courses in the program. A change has been made to increase the amount of hands on training done in the field, as opposed to in the classroom, from one to two days per week. This will assist in preparing for an apprenticeship model should it occur. Marketing efforts have been realigned as well to include the New RO and the Ottawa Sun. A lot of interest has been experienced from rural areas so the Coordinator will travel with the College's business and retail programs to market the programs at high school career fairs. Presentations will be made to students in the Career and College Preparation and English as a Second Language programs regarding opportunities in the field. A Kiosk at the Tulip Festival has been secured for marketing on Saturday, May 14th as well.

05-33 BUSINESS ARISING (cont'd)PROGRAM SUSPENSIONS/CANCELLATIONS (cont'd)*Questions/Comments:*

- *What is the rationale for eliminating the technician position in the floral program? The courses that have been eliminated required the support of a technician. It will help to make the program viable by the coordinator performing some of the work and eliminating the position. It is a part time position.*
- *If we were to do this over again, what could be done differently rather than get to the point of cancelling a program and discovering new ways to get around it? Space is a high cost and a lot of energy goes into bringing those costs down. Once this problem is solved, issues arise regarding a lack of post secondary funding which makes for a continual development of issues.*
- *Should we inform students that there may be no floral program next year? It is more difficult to cancel a two or three year program in a year's notice; however, because this is a one year program there is not as much concern.*
- *The efforts put into keeping this program are to be commended. It is hoped that Deans and Chairs work proactively to take actions of cost saving measures on an ongoing basis. People need to understand that this is not business as usual.*
- *The program now has a chance to brand itself and build momentum and a longer term vision.*
- *This effort has been mobilized by a team of full time staff who have the expertise and corporate history it takes to organize this type of reengineering. Unless we have a commitment to full time staff, programs that are staffed with part time employees are in danger of survival.*
- *The role of the advisory committee is very important; they should be given early notification in order that they may work with the programs to solve these problems.*
- *Is promotion of the College done as a whole or do programs advertise and market on their own? Both.*
- *The program suspension process is a three year process; programs, advisory committees and staff are aware of decisions being considered and are encouraged to look at creative solutions to prevent the suspensions.*

Enterprise Network Specialist: There has been little change in the enrolment picture for this program. However, a contract is being finalized for the delivery of this program to a cohort of 35 students from Nigeria.

05-33 BUSINESS ARISING (cont'd)**PROGRAM SUSPENSIONS/CANCELLATIONS** (cont'd)

With the additional revenues from this contract, the program would meet the contribution benchmark.

Recommendation: That the Board rescind its decision to suspend the Enterprise Network Specialist program for the Fall 2005 subject to the signing of the contract for the Nigerian cohort of students to be confirmed by the June Board meeting.

Questions/Comments:

- *Are we using the same curriculum for the Nigerian contract? Yes. The program has recently been reformatted into a non-semestered diploma program that runs over a 48 week period.*

Office Administration Executive – Perth Campus: As a result of increased marketing initiatives, the program now has 35 applications, with 11 confirmations; 6 more than the previous year. An additional 10 students have been accepted, 4 of whom are first choice. It is anticipated that the program will meet its enrolment projection for the fall 2005.

Recommendation: That the Board rescind its decision to suspend the program for one year in order to assess the ability of the program to attract a sufficiently high number of students to meet its contribution benchmark.

Academic Assistance for Adults with Developmental Disabilities (AAADD): Following the decision to suspend the AAADD courses, a meeting was held with the students and their parents. Staff presented a proposal which included modifications to the hours of delivery and based on all seats being filled, this offering would meet its contribution benchmark. Parents committed to get both morning and afternoon classes up to 18, add a Friday afternoon class, and undertake fundraising to support the program.

Recommendation: That the Board rescind its decision to suspend AAADD courses for one year in order to assess the impact of the actions above.

Questions/Comments:

- *Ms. Holly Lemoine was present on behalf of her 24 year old daughter, a student in the AAADD program. Ms. Lemoine stressed the*

05-33 BUSINESS ARISING (cont'd)PROGRAM SUSPENSIONS/CANCELLATIONS (cont'd)

uniqueness of the program and how special it is to so many people who have no other options available. She indicated that the students are blessed with remarkable teaching staff and that Algonquin should be praised for making the time and effort to assure the finances are in place to continue operating the program. Ms. Lemoine added that there may be one other comparable program in the city but it is for more able-bodied children and they do not accept students past the age of 18.

- *Ms. Marlene Burton was present on behalf of her 31 year old son who is a student in the AAADD program. Ms. Burton noted that the program is wonderful and the College experience and social interaction these children obtain is incomparable, as well as the academic assistance. Ms. Burton noted that the parents were not aware that the program was in trouble or that additional space was available and that they are more than willing to assist with marketing and fund raising efforts to make the program viable. Ms. Burton thanked the College for its reconsideration.*
- *Governor Robblee added that as members of society we have a duty to care for these families and students and should work to support them.*
- *The program also employs their students in the College.*
- *Governor Blackstein noted that he was under the impression that this program was not unique and that there were other agencies offering similar programs. There was a program at La Cite Collegiale but it has been discontinued. There are other agencies offering this type of program in the city but they are full.*
- *The program will be financially viable with 18 students in both the morning and afternoon classes? It will be closer to being viable. The College is also exploring how it can fundraise to support the program.*
- *Is there an advisory committee for this program? No, as it is a collection of courses. It would be advisable to create an advisory committee.*

The Chair thanked the parents for speaking to the Board of Governors and also College administration for bringing forth the new information and recommendations. He also thanked administration for meeting with the group of parents and the productivity that occurred as a result. The Chair noted that these are not easy decisions that Board takes when programs are recommended for suspension.

RESOLUTION

05-33 BUSINESS ARISING (cont'd)

PROGRAM SUSPENSIONS/CANCELLATIONS (cont'd)

Moved and Seconded – Holzman and Kirkpatrick

that the four recommendations put forth as indicated above are approved by the Board of Governors as presented.

CARRIED

Governor Wilson tabled a motion that the President present a review report on ACERRA to the Board at its meeting on September 12th, with the report to include, but not be limited to, a historical overview, yearly major activity summaries, yearly financial profit and loss statements, a final sale summary including all assets sold and a cumulative profit and loss statement and an overall concluding summary including successes, setbacks and lessons learned.

RESOLUTION

Moved and Seconded – Wilson and Bhindi

It was agreed that the motion would be tabled to the June meeting of the Board for approval as the amount of effort and work required for this type of request requires consideration of the Board as well as Administration.

05-34 REPORT OF THE CHAIR

The Chair extended the Board's congratulations to Governor Bhindi on his re-election by the Support Staff as their representative on the Board of Governors.

The Annual General Meeting of the Board will be held on June 13th, prior to the regular meeting of the Board, at which time any necessary changes to by-laws and policies will be dealt with. The meeting will be followed by a dinner at the President's home for Governors and their spouses or guests. A formal invitation will be sent in the mail.

In addition to the 2005-06 Budget, the presentation of the audited financial statements will occur at the meeting of June 7th.

05-34 REPORT OF THE CHAIR (cont'd)

A memo regarding the Human Resources Management Steering Committee and College Compensation Committee call for nominations was on the table.

05-35 REPORT OF THE PRESIDENT

The President reported on the following:

- The Provincial Budget will be announced on Wednesday, May 11th at 4:00 p.m. The College will be looking for a commitment to the Rae Report recommendations including both immediate and sustainable funding. The College will share the details of the budget with the Board as it becomes available.
- The President's Staff "Thank You" Barbeque will be held on May 19th. All Governors are welcome and encouraged to attend to hear the highlights of 2004-05.
- The local Nissan and Toyota Dealers have each donated \$75K for a total of \$150K towards the cost of the Transportation Technology Centre. It is hoped that the manufacturers will match the donations.
- The College is working towards meeting the May 15th reporting deadline under the new financial consolidation model.
- The discussions surrounding the link from the Baseline Transit Station to the College continue with the City. It is hoped that the City will include this in its 2006 budget as well as in its development plan for the area surrounding Baseline Station.
- Algonquin College is the first Canadian institution to begin international recruiting in Serbia and is opening a joint Hospitality School.

Questions/Comments Included:

- *Does the \$150K donation come to the College directly in cash, or does it come as an endowed bursary? Some of the funds will come as an endowed bursary and others will be dedicated to meeting the Superbuild obligations.*
- *Did the College receive support for the funding advocacy campaign? The College had the highest number of responses of all Colleges in the province. A breakdown of numbers can be obtained by contacting the Board Office.*

05-36 DECISION ITEMS AND REPORTS**REPORT OF THE EXECUTIVE COMMITTEE**

The Executive Committee met on May 2nd to discuss Board Appointments for 2005-06.

APPOINTMENTS/REAPPOINTMENTS

The first three-year terms of Governors Wallace and Westeinde will expire at the end of August, 2005. Both have indicated their willingness to serve a second three year term; both individuals' contributions to the deliberations of the Board have been valuable.

RESOLUTION

MOVED AND SECONDED – Kirkpatrick and Saifi

that the Board of Governors recommend to the College Compensation and Appointments Council that Governor Wallace and Governor Westeinde be reappointed for a second three year term beginning September 1, 2005.

CARRIED

The second three-year terms of Governors Georgopoulos, Kreling and Kirkpatrick will expire at the end of August, 2005. Under the Ontario Colleges of Applied Arts and Technology Act 2002, a new appointments protocol was developed which emphasizes the following principles: merit – the skills and experiences that the candidate brings to the Board; diversity – of members background, skills and experience; strategic direction – capacity to assist the College to achieve its strategic direction; and, probity – the candidates commitment to the values and principals of public service.

At the Executive Committee meeting held on May 2nd, a discussion occurred regarding the composition of the Board as it relates to the principles emphasized in the appointments protocol. Governors Kirkpatrick and Wallace agreed to seek additional representation for the Board and will bring forward the recommendations for appointment to the Board of Governors meeting on June 7th in order to meet the deadlines for the College Compensation and Appointments Council.

Questions/Comments Included:

05-36 DECISION ITEMS AND REPORTS (cont'd)APPOINTMENTS/REAPPOINTMENTS (cont'd)

- *Is there a protocol for the nominating committee makeup?* No, in the past, it has been handled by the Executive Committee.
- *If there are further nominations to come forward, who should they be directed to?* Nominations can be directed to the Chair or to Governors Kirkpatrick or Wallace.
- *What are the skills being sought?* The nominating committee will look at the applications. Through a general discussion, it was felt that the Board could be well supported by a governor with a background in finance and accounting. It was also felt that representation from one of the largest Schools would be appropriate.

FOUNDATION BOARD REAPPOINTMENTS

RESOLUTION

MOVED AND SECONDED – Wallace and Kirkpatrick

that the Board of Governors approve the reappointment of the following individuals to the Algonquin College Foundation Board of Directors, for a three year term, effective May 9, 2005:

- Sarah Nixon, Investment Advisory, BMO Nesbitt Burns
- Peter O'Leary, Vice President Advertising, The Ottawa Citizen
- Jeff Westeinde, P.Eng., Quantum Environmental Group

CARRIED

PROGRAM APPROVAL – AUTISM AND BEHAVIOURAL SCIENCE

In May 2004, the Ministry of Training, Colleges and Universities sent out a request for proposals from Ontario Colleges, or from a consortium of Ontario Colleges, to develop an Ontario College Graduate Certificate program in Autism and Behavioural Science with the intent that the program be developed by February 2005 in both English and French and be delivered full-time and part-time, both in the classroom and online, by August 2005.

05-36 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM APPROVAL – AUTISM AND BEHAVIOURAL SCIENCE**

(cont'd)

Algonquin College, in consortium with George Brown, St Lawrence, Mohawk and La Cité collegiale responded. George Brown took the lead with La Cité responsible for the development of the French curriculum and Algonquin, the online component. The proposal was accepted by the Ministry and funds allocated for the development of the curriculum for a deadline of February 1, 2005. The curriculum has since received approval from the Credential Validation Services.

In the original RFP, the Ministry indicated that a second request would be issued later in 2004/2005 to address the delivery of the program and that additional resources would be provided to those colleges interested in delivering the program. Algonquin College and Seneca College submitted a joint submission to deliver the program on a part-time basis in the classroom and online, effective September 2005.

The proposal was accepted and the Ministry has provided funding for marketing and promotion as of April 2005. The Ministry has also indicated that there will be funding provided in the first four years of the program. The Ministry has yet to announce the final full-time program funding (including funding unit and program weight).

This program teaches students about the range of evidence-based practices in autism treatment, the characteristics of the full spectrum of Autism Spectrum Disorder (ASD), as well as child development and augmentative communication systems as they relate to the behavioural treatment of children with ASD. Graduates of this program will be able to assess and analyze the characteristics and skills of children with ASD to effectively implement behavioural interventions, design and implement effective behavioural treatment plans according to the principles of Applied Behaviour Analysis (ABA) and Intensive Behavioural Intervention (IBI), evaluate the effectiveness of ABA/IBI behavioural treatment plans, work collaboratively with families, treatment teams and other service providers to respond to the learning and behavioural challenges of children with ASD, design, implement and evaluate, as part of the treatment team, ABA-based transition plans for children with ASD. Currently, there is an increasing need across Ontario for more qualified personnel trained in autism and behavioural science, including Intensive Behaviour Intervention (IBI) techniques, to work in autism services and the children's services sector broadly. This need includes Instructor Therapists for the nine regional autism service providers. This increasing need is due in part

05-36 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM APPROVAL – AUTISM AND BEHAVIOURAL SCIENCE**
(cont'd)

to a significant escalation in recent decades of the incidence rate for autism, estimated at between 3 and 5 children in every 1,000. An expanding client population has placed additional pressures on the delivery of effective social services to children with autism. Improving services and creating a more robust service infrastructure requires a sufficient number of delivery staff with specialized autism expertise.

The Ontario College Graduate Certificate program was designed to increase expertise in the field of autism and behavioural sciences for application with the children's sector, and simultaneously create a pool of qualified individuals needed by the nine regional autism service providers and other service agencies who provide autism or children's services.

Employment opportunities will be available in autism services and children's services. This would include employment as Instructor Therapists in the preschool program, employment as private providers of IBI therapy to families under the supervision of regional providers of the preschool program (Direct Funding Option), employment as autism specialist in other service agencies providing autism services, and possibly employment by school boards to deliver programs for children with autism. This program is addressing a critical need as identified by the Ministry of Training, College and Universities.

RESOLUTION

MOVED AND SECONDED – Blackstein and Holzman

that the Board of Governors approve the delivery of the Autism and Behavioural Science, Ontario Graduate Certificate program, effective Fall 2005.

CARRIED

Questions/Comments

- *Is this a program that will only deal with young children?* No, it can be used for teens and adults. These are easily transferable skills.
- *Does this program relate to the pending decision by the courts?* Yes. If the courts rule in the provincial government's favour of this being a requirement (Intensive Behavioural Intervention), the need for these skills will only increase further.

05-36 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM APPROVAL – AUTISM AND BEHAVIOURAL SCIENCE**

(cont'd)

- *Why does the course of study have 30% field placement in the first semester and 50% placement in the second semester and how can this be feasible with only two part time staff and 169 students? This is 169 course enrolments where only 1-2 students will be completing placements at a time. If the number of placements increase, resulting in an increased workload, the staffing will be re-evaluated.*
- *There have been a series of advertisements in the Globe and Mail regarding schools looking for individuals trained in autism so there will likely be a real need for these graduates.*

HEALTH SERVICES – ANNUAL CLIENT SERVICE 2000-2005

On the table for Governors was an overview of annual client service in the College's Health Services Department for the period 2000-2005 as requested by Governor Robblee.

Governor Robblee noted that his request for this information was as a result of the March 2005 Management Report which indicated a 50% increase in health service requirements over four years. He inquired if this is a result of a lack of resources or the shortage of doctors in the province.

In addition to the information on the table, Dr. Rick Rowland of Algonquin's Health Services noted that the clinic is for short term or acute clients; however, it is also a family doctor for international and out of town clients. There are also increasing numbers of students who use the service as their primary care provider. The Clinic continues to receive a \$20 health services fee from each student which provides for approximately 40% of the funding for Health Services. The service provided is an effective first point of care service and only approximately one third of all clients require physician care.

Questions/Comments Included:

- *Would there be an advantage to rolling this into a family health network? It is being looked into. Also, additional space would allow providing more service.*
- *What is meant by Family Health Network? A family health network is a group of physicians joining together to help one another out when on call for financial inducements. It is being considered and investigated as a part of health services.*

05-36 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM APPROVAL – AUTISM AND BEHAVIOURAL SCIENCE**

(cont'd)

- *Is there a reason for the increase in service in October?* Students are beginning mid-term examinations in October; cough and colds begin to appear, and students tend to discover that the service exists during that period.
- *Governor Robblee commended Dr. Rowland for the services being provided and indicated that he would appreciate receiving periodical updates from a resources and allocations point of view.*
- *How many staff are there?* There are four rotating physicians, 3 full time nurses (one 10-month position) and two full time receptionists (10 month positions). Reception is staffed by a student during the summer months.
- *Is there a nurse practitioner on the roster?* Not at this time because there is no way of paying a nurse practitioner. Funding was applied for but not received.
- *Governor Saifi thanked Health Services on behalf of the students for the excellent and sympathetic services they receive.*

05-37 MANAGEMENT SUMMARY REPORT*Questions/Comments:*

- *Page. 9. What is the difference between the Achievement Centre and the Basic Training for Skills Development (BTSD) Program?* These are a group of students who have left the Catholic School Board system and have come to the College in a joint initiative funded by the Ministry of Education to allow these students to study at a new location to complete their Ontario Secondary School Diploma which is granted by the school board. The results have indicated that those who have completed or those who are in process of completing would like to continue on to College once their OSSD is obtained. The courses are delivered by a school board teacher, as opposed to the BSTD courses which are delivered by Algonquin professors. This is an innovative project in which the OCCSB is referring students to the College environment. Also, the BTSD program graduates only receive a grade 12 equivalent, as opposed to the Achievement Centre students obtaining their OSSD.
- *What activity is being done with the Public School Board?* 24 public school board teachers were on campus this past year for e-learning training. The College is currently investigating expanding the Achievement Centre to the public school board.

05-37 MANAGEMENT SUMMARY REPORT (cont'd)

- *Is there a reason for the increased number of grievances?* There have been a number of grievances most of which relate to staffing patterns at the College in regards to the proportion of full time versus part time teachers. This is not a new pattern emerging; it is similar to that of past years.

There being no further business, the Board adjourned at 6:52 p.m.

Chair

Recording Secretary

**MANAGEMENT SUMMARY TO THE
BOARD OF GOVERNORS
May 2005**

VICE PRESIDENT, ACADEMIC

Foreign Trained Nursing (FTN) Project Update

The School of Health and Community Studies has received notification from the Ministry of Training, Colleges and Universities that approval for the extension of the FTN Project through to June 2005 has been granted in the amount of \$100K. Additionally, proposals have been submitted to the Ministry's Access to Training and Professions Branch in several areas including an expansion of the original FTN Project to include Respiratory Therapy, Mentorship and Palliative Care. The College is also taking leadership in formatting a language proposal to meet the requirements of the RFP. The College continues its collaborative work with Nova Scotia and HRSDC to replicate the FTN Project in other jurisdictions.

Program Development

In December 2004, Ontario Colleges were advised by the Ministry of Training, Colleges and Universities of the release of a new Program Standard for the Personal Support Worker (PSW) program. The Colleges were directed to ensure compliancy with the new standard by September 2005. The curriculum has been revised resulting in a change from a 22 week program to a 32 week certificate. The PSW program is offered through Algonquin College in the Ottawa Valley, Algonquin College Heritage Institute, and the School of Health and Community Studies.

Coop/Diploma Apprenticeship Contracts

The Ministry recognizes that Ontario needs to expand the supply of skilled workers to support growth and opportunity in the skilled trades. As a result, they have been developing new models of apprenticeship and skills training. The Co-op Diploma Apprenticeship Program combines an Ontario College Diploma and training towards an apprenticeship Certificate of Qualification. The model provides opportunities for reduced training durations by combining both programs. The Schools of Advanced Technology, Transportation and Building Trades, and Hospitality and Tourism have each received approval to offer a Co-op Diploma Apprenticeship Programs in Mechanical Technician-Toolmaking (General Machinist), Motive Power Technician (Automotive Service Technician), and Culinary Management (Cook), respectively. The College is currently recruiting for a Fall intake.

School of Advanced Technology

The annual Computer Programming Olympics is scheduled for May 14th at the Woodroffe Campus. We currently have over 106 students from Ottawa and area registered for the event. C. Brule has been successful in obtaining financial support for the event from IBM.

School of Business

The School's Graduates' Symposium was held at Ben Franklin Place on March 22nd. Nine professionals from different areas of business spoke to the students about what

they needed to do to find a career in their respective majors. Peter O'Leary, Vice President of Advertising, The Ottawa Citizen, and a past Business Marketing graduate was the keynote speaker. There were over seventy graduating students in attendance, as well as, eight students who helped in the planning and volunteering for the event.

School of Health and Community Studies

The School is pleased to announce that the first pinning ceremony for graduates of the Bachelor of Science in Nursing program was held on April 9th at Marion Hall, University of Ottawa.

On April 20th and 21st, a program review team from the Canadian Veterinary Medical Association (CVMA) conducted a site visit to assess the new Veterinary Technician Program for the purpose of accreditation. Feedback was positive and we are optimistic as to the outcome. The CVMA recommendation will go to their Council for review/approval either in July or November, following which we will be advised of our accreditation status.

School of Transportation and Building Trades

In April, CAA, with help from the Transportation faculty staged their annual "Pit Stop Challenge" in the Transportation Technology Centre. The event features teams of students from local high schools competing in a sort of mock pit stop against the clock. Approximately 100 students participated.

The Transportation Technology Centre hosted a Skills Canada competition in April. The event was a regional qualifier for the annual Ontario Skills competition in Waterloo where high school students and apprentices competed in a variety of trades competitions. The Algonquin event saw approximately 45 students from local high schools competing in five trades for the chance to compete in Waterloo in June.

Heritage Institute

A major initiative at the Heritage Institute was the Spring Open House and Donor Appreciation Reception held on April 9th. Both events were successful in terms of numbers. A number of program applicants attended, many of whom travelled from across the province to attend. The students are to be commended for their assistance with the Open House, displaying their accomplishments and continuing work on some of their projects. This is the second year that the Institute has held a Donor Appreciation Reception with twenty-four new donors being honoured.

Student Activity

Students in the fourth semester of the Heritage Carpentry program completed their two-week field work component carrying out restoration work at the Almonte Fair Grounds. As well, Heritage Masonry students will be conducting restoration of two buildings at the Mississippi Mills Textile Museum during their work component this Summer. The work is part of a four-year project with Mississippi Mills.

The Public Relations students presented a cheque to Operation Go Home on Thursday, April 21st for \$11,217.51. This was the result of their annual Spring fundraiser. The students have reached a milestone: \$100K raised for local charities since 1985.

The Algonquin Times has won an unprecedented three first prizes in the Ontario Community Newspaper Association competitions including first overall in the college/university general excellence class, best online edition (created by Mike Deyni and for best student writing (Lindsay Valente). We also took third place for best student writing (Kate Litva). The Times was in competition with student newspapers from Humber, Durham, Loyalist, St. Clair, Sheridan, University of Waterloo, and Ryerson University.

The Event Management students, under the direction of C. Perrier, Coordinator and S. Densmore, Professor, raised \$6,000 for Mothers Against Drunk Driving (MADD Ottawa) by organizing an event called "Rogers Wireless Battle of the Bands: MADD Edition" which was held in the Marketplace Food Court at the College on April 7, 2005.

Trevor Bird and Jason MacArthur, students in the Culinary Management program, will compete in the Skills Canada competition in Kitchener-Waterloo in May. Both students gained top scores in a recent regional Skills competition.

Trevor Bird, a student in the Culinary Management program, will represent Algonquin College and Ontario in a televised food competition entitled "The Next Great Chef." The competition will take place in Vancouver in May.

Faculty Activity

Janet Crupi, Coordinator, Correctional Worker program has been selected by Ottawa City Council to sit as a member of the new Crime Prevention Centre's Board of Directors. Congratulations to Janet on being selected to this prestigious Board as a result of her continued involvement in the community.

Branko Miljevic, Coordinator, Hotel and Restaurant Management program was in Serbia Montenegro the week of April 11, 2005 to represent the College and the Hospitality and Tourism programs at an international trade show.

Community Activity

Algonquin Connections is an opportunity for high school students to visit a post-secondary institution and the programs it has to offer. There will be over 1200 students in attendance at the College the week of May 9th to visit over 40 program areas at both the Woodroffe and Pembroke campuses.

At the annual graduation banquet hosted by the Motive Power Local Apprenticeship Committee, John Paul Tapp, Dean, School of Transportation and Building Trades was awarded the Don Mann Award in recognition of his many years of dedicated support for the Motive Power Trades Apprenticeship programs.

Donations

RONA Cashway, Pembroke has donated tools (value \$700) for the Construction Craft Worker certificate program at Algonquin College in the Ottawa Valley.

The Transportation programs received two 2005 Chevy Optras (approximate value \$15K each) from General Motors Canada and three well-worn vehicles from the public for use as training vehicles for students.

VICE PRESIDENT, FINANCE AND ADMINISTRATION**COLLEGE ANCILLARY SERVICES (CAS)**

The focus in CAS for the month has been on fiscal year-end processes in all business units - physical inventory counts and GL reconciliations, accounts payable and receivables clearing, etc.

Although final financial reports are not yet available, it is clear that the Ancillary Services have had a very successful year with all units achieving their budget targets. It is likely that an aggregate CAS surplus will be achieved.

The College Bookstore held its annual Publishers Textbook Fair for Faculty on April 14, with record numbers of participating vendors and Algonquin faculty members in attendance.

FINANCE AND ADMINISTRATIVE SERVICES

April was primarily taken up with work related to the 2004/05 fiscal year-end and the new reporting guidelines. The implementation of new cut-off deadlines for purchasing and payables and the increased work performed by Finance Staff and Departmental Budget Officers during the year is producing positive results in shortening the time required to produce the year-end financial statements.

Other projects included transition implementation following the sale of ACERRA and the RFP for desktop computers to meet 'evergreening' requirements.

INFORMATION TECHNOLOGY SERVICES (ITS)

ITS continues work on setting an IT Operational Plan and a proposal for the College's IT Governance model.

The College has established the software development priorities for the new fiscal year and ITS has begun work on them.

Capital projects for the replacement of critical computer and telephony hardware has been approved and work is commencing.

PHYSICAL RESOURCES

Preparation for the upcoming season of adaptation and renewal projects is under way. Priority setting for College Space Management Committee adaptations to the labs and classrooms is in the final stages.

The priority setting and planning activities are in full swing, as well, for the cyclical renewal funds from MTCU. Currently, three major projects planned are: the boiler replacement in the main heating plant; a number of electrical system replacements to be done during the electrical shutdown at the end of July, 2005; and, the renewal of the HVAC controls at the Pembroke Campus.

Plans are also being made to renew the main C building elevators at the Woodroffe Campus, if anticipated increased MTCU funding is made available for facilities renewal in 2005.

The Students' Association has established budgets of \$450K and \$200K to renovate the interiors of the *Observatory* in Ottawa and *Jiggers* in Pembroke respectively. Both projects are scheduled for completion by the end of August 278005. Preliminary designs have been approved by the SA for both venues. The food menu and the preliminary kitchen design have now been approved by the SA. The Design Team will proceed to prepare working drawings and specifications for tendering both projects on May 16, 2005.

REGISTRAR'S OFFICE

Admissions Statistics, 2005 Fall

The OCAS statistics, as of April 17, for the 2005 Fall Term indicate that, for *College Choices* (i.e. number of applicants), our Non-Secondary School applicants are -2.3% from last year, Secondary School applicants are 3.7%, with an overall increase in applicants of 0.6%. Province-wide, the variances are -4.8%, -0.2% and -2.3% respectively.

As of April 17, for *Program Choices* (applicants are allowed a maximum of 5 choices, with up to 3 at any one college), our Non-Secondary School applicants are -2.3% from last year, Secondary School applicants are 6.4%, and overall we show an increase of 2.0%. Province-wide, the respective variances are -5.3%, 0.0% and -2.5% respectively.

The first Offers of Admission were mailed on March 31. Responses will be due by the Confirmation Date of May 16.

Client Service Metrics

In the past month, the Registrar's Office served 5,987 in-person clients at our Service Counter, an increase of 3.2% over the same period last year. The average waiting time for a client to be served at the Counter was 1.36 minutes and the average transaction time was 6.00 minutes. Our year-to-date turnaround time for processing transcript requests is 2.52 days. In the Contact Centre, the average e-mail response time to general inquiries has averaged 4.2 hours.

Spring Convocation – Ottawa Schools

Preparations for the June 14 and June 15 Ottawa Convocation Ceremonies are proceeding. Guest Speakers have been confirmed for each ceremony and are listed below.

Tuesday, June 14 – 10:00 a.m.	School of Advanced Technology Police and Public Safety Institute Guest Speaker: Michael Tremblay, Senior Vice President, Public Services, SAP Canada
Tuesday, June 14 – 3:00 p.m.	School of Health and Community Studies Guest Speaker: Sara Nixon, Investment Advisor, BMO Nesbitt Burns
Wednesday, June 15 – 10:00 a.m.	Faculty of Arts, Media and Design School of Hospitality and Tourism

Guest Speaker: Leslie Roberts, News
Anchor and Executive Producer, Global
News

Wednesday, June 15 – 3:00 p.m.

School of Business
School of Transportation and Building
Trades
School of Part-time Studies
Guest Speaker: Steve Georgopoulos,
General Manager, Les Suites Hotel

Dates and times of all 2005 Convocation Ceremonies, Spring and Fall, for all campuses are posted on the Registrar's Office web page on the College web site.

VICE PRESIDENT, STUDENT LIFE AND HUMAN RESOURCES

STUDENT SERVICES

Director's Office, Student Affairs and Orientation

The Director's Office hosted the annual end of year luncheon to thank the outgoing Students' Association Board on April 5th. The luncheon allowed student leaders to present their concerns and suggestions for the upcoming year.

An end of year thank you luncheon was also held on April 13th for the outgoing student
Resident

Advisors, at which time they were given the opportunity to express their concerns and experiences.

Staff from all areas of Student Services participated in a tour of the Health Simulation Lab in the School of Health and Community Studies. This professional development opportunity provided them with a better understanding of the excellent state-of-the-art training offered to Algonquin's nursing students.

Student Services Managers and Officers were once again invited to meet with the newly hired part-time faculty during their orientation session on April 28th at which new faculty were informed of the various services available to them as well as students.

Employment Services

Employment Services staff attended the Police and Public Safety Institute and the Developmental Service Worker job fairs at the end of March, both of which were great opportunities for staff to network with students and employers.

On April 4th, two recruiters from Raywall Kitchens visited the Cabinet Making students to talk about employment opportunities with their organization.

Pam Turner, Employment Officer, represented Employment Services as a guest panelist for the Office Administration – Executive Student Career Forum on April 5th.

The Employment Services class visitation pilot project went very well. Jane Norman, Employment Officer, visited 282 classes reaching over 9,300 students. The class visits provided students with general information about what services are in place to support their job search. Many visits also delivered one hour job search workshops covering multiple topics of interest to graduating students.

Employment Services staff is busy planning for the official launch of the new, state-of-the-art, On-Line Graduate Referral System (OGRS) scheduled to take place on Tuesday, May 3rd, 2005 which has seen record levels of both employer and student users since its inception.

Health Services

Health Services organized the Health and Wellness Fair on campus April 14th.

All nursing staff have been recertified in their CPR training.

The consulting firm "Practice Solutions" conducted their on-site consultation and Health Services is awaiting their report. They were engaged to advise the college on on-line medical records management and procedural efficiencies.

Health Services saw an increase in nursing visits over previous years. The most common reasons for visits include cold and flu symptoms, vaccines, birth control, and emotional stress.

Centre for Students with Disabilities

The Centre for Students with Disabilities counsellors attended Algonquin's Publishers' Fair on April 13th at which they informed them that it is becoming more and more common for students with disabilities to use non-traditional formats such as Braille, recorded text, and enlarged text. It was emphasized that access to their Publishing Company's titles on e-text assists them in providing these alternate formats and that, as do their peers, students receiving this service are required to purchase the regularly priced textbook. Their assistance was requested in raising the awareness of this issue with their company.

The Summer Institute for Academic Learning (SAIL) is a joint initiative of Carleton University and Algonquin College. It is a week long transition program for graduating high school students with learning disabilities, taking place in Ottawa from July 3rd to July 10th, 2005. The program features seminars, assistive technology workshops, and social events. The SAIL program emphasizes three transferable skill sets as important for success: self knowledge, academic skills and institutional survival skills. The program is full with 25 participants.

The CSD published Edition VII of "Focus on Disability". The topics covered include: the CSD Test Centre policy and procedures for students and faculty; how to provide extended time with Blackboard; information on the Bursary for Students with Disabilities; Promoting Inclusive Groups for Group Work; and the top ten things faculty can do to assist students with learning disabilities in the classroom. The bulletin, accompanied by a cover letter from the Manager, was distributed to all faculty and staff at the College.

During the April 22 to April 29th final exam period, accommodations for 319 exams are being provided in the CSD test room (C210).

The CSD is currently developing a Student Handbook designed as a tool to provide students with all of the crucial information they need to know in terms of accessing disability services. A Graphic Design Program student has been hired through the Youth Opportunities Ontario Summer Experience Program.

Counselling Services

The Multicultural Buddy Network reported that 284 students representing 62 countries registered in the program this year. An end of the year gathering was held at which 59 students attended.

Peer Tutoring has been very busy from January 1 to April 20, providing 4,989 tutoring sessions to students. As part of Counselling Services' efforts to ensure that they are providing the best client service, they surveyed students who received tutoring. In general, the evaluations were very positive with many students saying they would have failed or withdrawn from their courses if they had not had a tutor.

Mary Ann Hansen, Counsellor, assisted in the organization of a Health and Wellness fair on April 14th in conjunction with Health Services in which outside organizations also took part. The event was well received by both staff and students.

This term saw the creation of a Students' Residence Council to provide Algonquin with ongoing student opinion on the residence management and residence life. The annual residence satisfaction survey was completed by close to 50% of residents.

FINANCIAL AID

The Financial Aid Office has agreed to be the volunteer institution in the Eastern Region of Ontario to sit on the Selection Committee for the Women in Technology Bursary for ACAATO.

Financial Aid is involved in a new bursary initiative for 2005 Fall; entrance bursaries. Algonquin College will give \$500 Entrance Bursaries to first year diploma students and \$1,000 Bursaries to first year degree students who demonstrate financial need. It is anticipated that approximately 500 to 700 such bursaries will be awarded by September of 2005.

Two members of the Financial Aid staff are currently conducting a series of OSAP presentations to local graduating high school students. To date, ten local high schools have requested these visits.

HUMAN RESOURCES SERVICES

Compensation and Benefits

Benefits Administration activity remains constant as HRS prepare for the New Retiree Benefits Changes to take place in July.

Notices to employees regarding these upcoming changes will continue to be posted on myAlgonquin, pay stubs, and through broadcast messaging. Another Retiree Benefit

Information Session is being planned for Physical Resources and the Cafeteria. HRS is currently developing a summary of the new retiree benefits and pre-registration package to send to approximately 500 existing retirees in order to facilitate the transition in July. HRS is working with ITS to isolate the appropriate groups and their current benefits in order to simplify this transition process for the retirees.

The Data Collection Tool (DCT) data for 2004 was sent to CAAT in March; HRS has now confirmed the "other leaves" totals with the Pension Plan (Maternity/Parental, LWOP, Pre-enrolment, etc). The work will continue until the 2004 Reconciliation Reports are received from CAAT.

Two members of the benefit team attended the Managers Breakfast Meeting on SWF's held on April 19, 2005. There was discussion regarding the control on SWF's to improve the relationship with the Academic Union and to avoid errors regarding workloads and overtime. Probationary employees and overtime were discussed in great detail.

A total of 33 employees have been confirmed as retiring, dating from December 2004 to August 2005. A total of 86 Pension Estimates were done in the month of April.

We have accommodated 9 Academic, 1 Administrative and 14 Support Staff on Modified Work Load of which some are a combination of STD/Light Duties/Rehab/LTD.

Three (3) Long Term Disability claims have been approved in the month of April, which brings the total to 32 Academic, 30 Support and 4 Administrative employees on Long Term Disability.

There were 3 incidents/accidents reported to WSIB in the month of April, 1 of which was lost time and the remaining 2 were health care only.

Employee Services

Labour Relations

The month of April was quite busy with the Academic Bargaining Unit. There were 15 staffing grievances filed. There were six new grievances filed in the Support Staff bargaining unit.

Recruitment/Classification

Additional information compilation was completed that analyzed the age breakdown of all the administrative staff per payband.

Work has continued on the part-time complement report and the scoping of the best way to retrieve the data for this report. Information stored on HRIS and BUS has been reviewed. Information stored on Genesis will be reviewed and a recommendation will be made on how to proceed.

Representatives from HRS participated in a focus group on The Barriers to Hiring Workers with disabilities. The recommendation of the focus group was that more training needs to be done within the workplace to reduce the barriers to hiring employees. A second recommendation was made for a centralized repository of information on organizations that support people with disabilities find work be created.

Classification

The Support Staff Evaluation Committee met on April 15th. The committee structure is now complete; a representative from the Academic Sector has joined the committee.

HRS Technology

Work continues to be undertaken to make system changes for HRIS. Current projects include the addition of a Time-In-Lieu module for Support Staff employees, the creation of screens to accommodate the changes to retiree benefits, and other minor items.

Measures are being undertaken to ensure the continuation of services for June 1st, when the Workstream online recruitment tool is disabled; in addition, the amalgamation of the HRS internal and external websites, as well as the creation of new screens for postings will be required. It is anticipated that this work will be completed before the end of April.

Knowledge Centre

The new pay scales effective April 1st, for partial loads and appendix D support staff employees were implemented.

After its first year of implementation, review of the web record of employment methodology was completed; its success increased efficiencies for employees requiring records of employment and improved turn around time for providing data to HRDC.

A review of outstanding performance appraisals has been completed by area. A report to all Chairs/Deans will be issued at the end of June once all of the Administrative appraisals are recorded.

STRATEGIC & BUSINESS DEVELOPMENT DIVISION

BUSINESS DEVELOPMENT

Foundation

Staff Lottery

50% of Lucky Payday Staff Lottery tickets are sold. Proceeds will purchase educational equipment for the Centre for Students with Disabilities.

Over \$1 Million Raised in Endowed Bursaries

The Algonquin College Foundation, with assistance from the College, has placed second in funds raised for OSOTF II bursaries. \$694,511 in endowed funds were raised resulting in \$1,389,022 (matched 1:1) being contributed to the Algonquin College Endowment Fund. A listing of new named bursaries will appear in the 2005 Insta-Guide.

Achievement Centre

The Ottawa Carleton Catholic School Board (OCCSB) and Algonquin College is completing a Ministry of Education pilot study whereby former students of the school board who had left school prior to graduation are given an opportunity to complete their Ontario Secondary School Diploma (OSSD). This unique program provides credit

recovery opportunities and is offered through the OCCDSB/Algonquin College 'Achievement Centre' located at Algonquin College. Nine students have enrolled in the program. All students are projected to complete their OSSD before December 2005 and all of these individuals have indicated their desire to attend college upon graduation.

Canadian Executive Development Series (CEDS)

The second offering of Algonquin College's CEDS program will take place in June, 2005. Marketing and promotional efforts are under way to enrol a second cohort of established Ottawa executives into the program.

PUBLIC RELATIONS AND COMMUNICATIONS DEPARTMENT

GOVERNMENT RELATIONS

Algonquin College continues to lead in the total number of e-petition signatures as the provincial advocacy campaign nears completion in the next few weeks. The main focus of the campaign has been to raise the awareness of the issues facing the Ontario college system. Meetings continue with local, provincial and federal government officials.

PUBLIC RELATIONS

Staff Awards

The new online Algonquin College 2005 Staff Awards site, designed by student volunteer Jeff Demers, Director of the Students' Association Board of Directors, was launched on April 7.

Corporate Events

The second annual President's "Thank You" Staff BBQ is being held Thursday, May 19, 2005 and will include a presentation of College highlights for 2004/2005. In keeping with the theme of "Celebrating Together", the 2005 Staff Awards will be presented at this event.

Communications

Two issues of Staff Cont@ct, Algonquin's bi-weekly staff newsletter were published on April 6 and April 26. Staff Cont@ct is available through the College intranet on myAlgonquin

Following recommendations and feedback from full-and part-time staff, a redesign of Staff Cont@ct will be implemented in early May. This change consists of compiling Staff Cont@ct into one page accessible by one link, enabling it to be sent to College staff via Good Morning Algonquin.

Media Relations

Television Programming:

- Produced and hosted one local ½ hour Cogeco Cable program entitled *Educational Pursuits* highlighting Perth Campus programs.

Media Coverage Highlights

- The *Breakfast at the New RO* television program filmed 16 live segments from Algonquin College as part of their “Angie Goes Back to School” series. The programs featured included:
 - TV Broadcasting
 - Radio Broadcasting
 - Graphic Design
 - Bachelor of Applied Technology – Photonics
 - Pre-Service Fire Fighter
 - Paramedic
 - Police Foundations
 - Nursing and Foreign Trained Nursing in the Health Simulation Lab
 - Motive Power Technician
 - Truck and Coach Pre-Apprenticeship and Auto Body in the Transportation Technology Centre.

- Two new Pre-Apprenticeship Programs were featured on:
 - *CBC NewsWorld*
 - *Ottawa Sun*
 - *Roger's Cable TV* with Ed Hand
 - *CJOH*

- *Expanded Market Coverage* news group and *Cogeco Cable* featured the Office Administration Program in Perth
- *CJOH's Tech Now* featured a story on the new Game Development program in the School of Media and Design
- The *Breakfast at the New RO* featured the Florist Program and Horticulture Technician program as part of their Gardening Week Series.
- *Ottawa Sun* interview regarding Apparel Design and Technology program for article in the Careers Section.
- *CBC Radio* Interview regarding AAADD Program
- *Ottawa Citizen* - Program Suspension
- *Ottawa Metro* – Program Suspension
- *Ottawa Sun* - Apparel Design and Technology program

Media Hits: There were 63 media hits during this reporting period.