
DRAFT

BOARD OF GOVERNORS

MINUTES OF MEETING NUMBER FOUR HUNDRED AND FOURTEEN OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON MONDAY, MARCH 13, 2006 AT 5:00 P.M. IN ROOM C539, WOODROFFE CAMPUS, ALGONQUIN COLLEGE

Present: David Wallace, Chair
Vini Bhindi
Fred Blackstein
Richard Cameron
Adam Gal
Robert Gillett, President
Sterling Hartley
Jacquelin Holzman
William Johnson
Lana March
Wayne McIntyre
James Robblee
Michael Tremblay

Regrets: Amelita Armit
Veronica Engelberts
Shirley Westeinde
Wayne Wilson

Vice Presidents seated at the table:

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

Resource Personnel and Observers:

Marguerite Donohue
Dawn Dubé
Emily Goucher
Andrew McKelvey
Doug Ouderkirk
Luc Presseau
Rick Reid
Pauline Tam

Anna Cobus
Recording Secretary

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

06-10 CONFLICT OF INTEREST DECLARATION

None declared.

06-11 APPROVAL OF PREVIOUS MINUTES

RESOLUTION

MOVED AND SECONDED – Gal and Tremblay

that the minutes of the meeting held on February 13, 2006 be adopted as circulated.

CARRIED UNANIMOUSLY

06-12 BUSINESS ARISING

Governor Robblee inquired as to whether a detailed chart of post-secondary provincial funding comparisons was available. The President replied that a chart of this nature could be found on page 10 of the ACCATO 2006-07 Funding Submission that was on the table for Governors' information.

06-13 REPORT OF THE CHAIR

The Chair reported that he was unable to attend the 2006 ACAATO Conference as originally planned due to inclement weather the day of his departure; in addition, Vice Chair Westeinde was unable to attend due to illness. However, Governor McIntyre was able to attend a portion of the conference and reported that it was an excellent opportunity to meet new people and learn best practices from other Colleges. The Conference highlights can be found by visiting www.acaato.on.ca.

The May 8th Board of Governors meeting will be held at the Perth Campus. As was arranged for the November Board meeting in Pembroke, a bus has been hired to take the Governors to the campus for the meeting. Details regarding the schedule for May 8th will be released once they are available.

06-13 REPORT OF THE CHAIR (cont'd)

The Chair reported that Governor Holzman's term on the Board will expire as of August 2006 and that Vice Chair Westeinde has agreed to Chair a Selection Committee to find a replacement, a process that was recommended through the Chair's interviews with individual Governors. Governors wishing to submit potential candidates for consideration were requested to send their nominations to the Board Office by no later than March 29th. Once the nominations have been collected, the Selection Committee will meet to review the candidates and make a formal recommendation to the Executive Committee of the Board. The Chair and Vice Chair will then interview the potential candidate prior to the Board meeting of May 8th at which time a formal recommendation will be presented to the Board for approval. The Chair added that he would also provide a briefing at the May 8th Board meeting regarding the feedback received at the interviews he held with Board Members.

The Chair had an opportunity to speak with an Algonquin College student about positive experiences with the College and noted that some very positive comments were made of Governor McIntyre as an educator and a professional. The Chair commended Governor McIntyre and thanked him for his positive contributions to the College.

Questions/Comments

- *Governor Holzman inquired as to whether consideration has been given to non Board members forming part of the selection committee. The Chair replied that this would be considered.*
- *Governor Bhindi also requested that equitable representation also be considered in the area of aboriginal representation.*

06-14 REPORT OF THE PRESIDENT

The President reported on the following:

- The Provincial Budget will be released on March 23rd; it is anticipated that as soon as the major announcement is tabled, the Colleges will receive the funding details necessary to proceed with completion the 2006-07 budget.
- The Ministry's new Tuition Fee Policy has been released and is quite complex (*see section 06-15 of the minutes for details*);
- Due to the current labour disruption, the College will release its plans for the completion of the academic semester during the week of March 20th.

06-15 DECISION ITEMS AND REPORTS**PROGRAM APPROVAL: BAKING AND PASTRY ARTS**

R. Hanson, Vice President, Academic, introduced Mr. Rick Reid, Executive Dean of the Faculty of Business and Hospitality to present a proposal to replace the existing 40-week Baking Techniques tuition short certificate program with a one year post secondary (32 weeks) Baking and Pastry Arts - Ontario College Certificate program.

Algonquin College has successfully delivered the Baking Techniques program for over 25 years. Although the numbers of students does not vary substantially from year to year, the program under its current funding mechanism is not as financially efficient as it could be. By changing it to a post-secondary Ontario College certificate, the program gains provincial recognition, provides access to an improved ministry funding formula and students graduate earlier.

The Baking and Pastry Arts program maintains a strong demand across the province. Algonquin's tuition short program has been offered for over 25 years with an average intake of 27 students per program offering over the last three years. The proposed changes would not affect the need.

The success of the existing program demonstrates student interest; the proposed changes will not affect that interest.

An ad hoc advisory committee was established to guide the development of the program; the committee gave unanimous support to the proposed changes in a meeting held on November 21, 2005.

The elimination of the third semester reduces costs of both offering the program and the tuition fees for students. However, the grant revenue under the post-secondary funding mechanism is greater than that received under the tuition short funding mechanism by approximately \$90,000 (based on the present funding formula).

Questions/Comments

- *Will the funding the program receives now continue until the new program's funding begins in five years?* There will be a phase out of the current funding so there will be some overlap subject to any changes in the funding model.
- *What is the entrance requirement for the program?* The entrance requirement used to be 19 years of age and a grade 10 education; it is now a grade 12 education and this will not change.

06-15 DECISION ITEMS AND REPORTS (cont'd)**PROGRAM APPROVAL: BAKING AND PASTRY ARTS** (cont'd)

- *What is the difference in the cash flow analysis between the two programs? Is it positive? Ye. Once the grant flow for the funding becomes effective, the difference will be positive.*

RESOLUTION

MOVED AND SECONDED – Blackstein and Holzman

that the Board of Governors seek approval from the Ministry of Training, Colleges and Universities, to offer the Baking and Pastry Arts program, effective fall 2006.

CARRIED

2006-07 PRIORITIES

The President spoke to the document in Board Members' dossiers entitled, 2006-07 Priorities, the priorities of the College which will form a part of the Business Plan for 2006-07 to be presented to the Board in June.

The priorities were developed with three key areas of focus: reputation, registration and retention. The major influencers of the priorities were identified as (A) Clients Needs, Expectations and Perceptions, (B) Technology and the Learning Environment, and (C) The Global Post-Secondary Environment.

Questions/Comments

- *The Chair noted that the 2006-07 Priorities were being distributed so Board members can begin to review them before the upcoming Budget process.*
- *Governor Robblee commended administration for presenting the material and noted it was very clear and concise;*
- *Governor Robblee inquired as to why there was a relatively small dollar amount allocated to professional development. The President clarified that this is on top of \$3M that is already in the existing budget;*
- *Governor Holzman inquired as to whether it was the intent of the College to build all of this into the budget preparation and work plan for 06-07? The President replied yes.*
- *Governor Cameron observed that including the goals, values, principles and indicators was a good idea and that he would like to see*

06-15 DECISION ITEMS AND REPORTS (cont'd)2006-07 PRIORITIES (cont'd)

how this will be integrated into the existing plans and the metrics that will be used as the year progresses. The President replied that administration is examining this.

AUDIT COMMITTEE REPORT

Governor Johnson, Chair of the Audit Committee, reported that the Audit Committee had met prior to the regular meeting of the Board and noted the following business items that were discussed:

- The 2005-06 Audit Plan was presented by KPMG, the College's Auditor. The scope of the audit, degree of materiality and changes to procedures as a result of changes to CICA guidelines were reviewed. The Audit Committee approved the plan as presented.
- A recommendation was tabled to retain KPMG as the College auditor for a further two years as long as fee increases do not exceed the annual rate of inflation.
- A second recommendation was tabled to extend the Bank of Montreal for basic banking services for a further two years as long as fee increases do not exceed the annual rate of inflation. Services include basic banking services only; all other services such as credit cards, loans, etc. are tendered as required. Governor Johnson noted that Governor Wallace did not participate in the discussion nor vote in the matter regarding the BMO services as he had declared a conflict of interest at the outset of the meeting;
- The Business Continuity Planning Project was tabled to the next meeting of the Audit Committee;
- A discussion occurred regarding the presentation of quarterly financial reports and what the Board would like to see in terms of a clear report. The Chair noted that Governors must be aware that measuring one quarter against the annual budget is not conceivable; whereas presenting the actuals to date and extrapolating figures to the year end is a more accurate assessment. This will be further discussed at the next meeting of the Audit Committee.

Questions and Comments

- *What is the cost of the current contract for BMO banking services?*
R. Letourneau, Vice President, Finance and Administration did not have the figures at the meeting and agreed to follow up on the

06-15 DECISION ITEMS AND REPORTS (cont'd)**AUDIT COMMITTEE REPORT** (cont'd)

inquiry. (**Secretary's Note:** *It was subsequently reported that annual BMO banking fees are \$12K.*)

- *When was the last time the College had an RFP for auditors? 1996.*
- *Governor Johnson clarified that the Audit Committee had requested that an RFP for both the auditing and banking services be done in two years in 2008. Governor Blackstein requested that this be added to the resolution of the Board.*

RESOLUTION

MOVED AND SECONDED – Johnson and Robblee

that the 2005-06 Audit Plan for the year ending March 31st be approved as presented;

CARRIED

RESOLUTION

MOVED AND SECONDED – Johnson and Robblee

that the two year renewal of KPMG as the College Auditor and the two year renewal of BMO as the College's basic banking service provider, with the caveat that an RFP for both services be completed in two years' time, be approved as presented;

CARRIED

(Governor Wallace declared a conflict of interest and did not participate or vote on this resolution)

RESOLUTION

MOVED AND SECONDED – Johnson and Robblee

that the Business Continuity Planning report be tabled to the next meeting of the Audit Committee.

CARRIED

06-15 DECISION ITEMS AND REPORTS (cont'd)**TUITION FEES ANNOUNCEMENT**

The President observed that Governors had in their dossiers a copy of the Ministry's Tuition Policy Framework announcement of March 8th and requested that the Board of Governors authorize the implementation of the policy pending clarification from the Government on a number of details.

RESOLUTION

MOVED AND SECONDED – Holzman and Gal

that the Board of Governors authorize the College to implement the Ministry's Tuition Policy with full details to be provided to the Board of Governors at its April meeting.

CARRIED

Questions/Comments

- *Have the changes in the tuition framework been communicated with the Students' Association? They are aware of the policy and will be briefed once administration has had a chance to review the policy on a program by program basis.*
- The President noted that the tuition fee increase could potentially positively impact the College at a total of \$1.5M subject to a policy interpretation around "student guarantee".

INTERIM SPENDING AUTHORITY**RESOLUTION**

MOVED AND SECONDED – Tremblay and Cameron

that effective April 1, 2006, the Board of Governors authorizes Administration to continue to expend funds at a rate appropriate with maintaining the provision of College services until such time as the Board approves a Budget for fiscal 2006-07.

CARRIED

06-15 MANAGEMENT SUMMARY REPORT

Questions/Comments

- *Governor Blackstein commended the Registrar's Office for the impressive client service wait times as reported in the summary.*
- *Governor Blackstein requested that Board members received a copy of the Sim Lab Brochure being developed as reported in the Marketing summary. A. Cobus agreed to forward the material once it is available.*
- *Governor Tremblay inquired as to whether the GeneSIS project as reported in the ITS summary is being developed off-shore. It was reported that some of the background work is being done off shore, but the remainder of the work is being done onsite.*
- *Governor Bhindi inquired as to whether the large increase in bursary applications is a concern? It was noted that demand for bursaries has increased every year consistent with the College increasing the amount of funds available.*

The complete Management Summary is available on the Board Website at www.algonquincollege.com/board.

There being no further business, the Board moved In Camera at 5:49 p.m. to discuss labour relations and adjourned for the evening at 6:46 p.m.

David Wallace
Chair

Anna Cobus
Recording Secretary