
Minutes - Meeting 390

DRAFT

BOARD OF GOVERNORS

MINUTES OF MEETING NUMBER THREE HUNDRED NINETY OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, WHICH WAS HELD ON MONDAY, MAY 12, 2003 AT 5:00 P.M. IN THE ROSSER BOARD ROOM, "C" BUILDING, WOODROFFE CAMPUS

Present: Mr. Mike Keller, Chair

Mr. Vini Bhindi
Mr. Ric Cameron
Mr. Steve Georgopoulos
Mr. Robert Gillett
Ms Jacquelin Holzman
Mr. Pat Kennedy
Ms Cathy Kirkpatrick
Mr. Herb Kreling
Mr. Robert Madore
Mrs. Nurjehan Mawani
Mr. Wayne McIntyre
Ms Wendy Nicklin
Mr. David Wallace
Mrs. Shirley Westeinde

Regrets: Mr. Jim Chadwick

Mr. Dave Stapley

Vice Presidents seated at the table:

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

Resource Personnel and Observers:

Mrs. Dawn Dubé
Mr. Adam Gal
Mr. Gordon McCay

Mr. Nick Papadolias
Mrs. Deborah Rowan-Legg
Mr. Mubasher Saifi
Mr. Doug Smyth
Ms Pauline Tam
Mr. Ric Thoms
Mr. Wayne Wilson

Brenda McCutcheon
Recording Secretary

The Chair called the meeting to order at 5:00 p.m. and welcomed all in attendance. Mr. Keller introduced Mr. Mubasher Saifi, the Student Governor -Elect, Mr. Wayne Wilson, the Academic Governor - Elect and Mr. Adam Gal, the new President of the Students' Association.

03-32 CONFLICT OF INTEREST DECLARATION

None declared.

03-33 MINUTES OF THE PREVIOUS MEETING

RESOLUTION

MOVED AND SECONDED - Mawani and Wallace

that the minutes of the meeting held on April 14, 2003 be adopted as circulated.

CARRIED

03-34 DECISION ITEMS AND REPORTS

NEW AND REVISED BOARD BY-LAWS

With the agreement of Governors, agenda item 6 (b) was moved forward. The Chair introduced Mr. Gordon McCay and Mr. Doug Smyth of the legal firm Low Murchison and welcomed them to the meeting.

Mr. McCay observed that the new Ontario Colleges of Applied Arts and Technology Act, 2002 was proclaimed April 1, 2003. New Regulations and Ministry Binding Policy Directives were developed as a result of this new Act which, in turn, require boards to review their By-laws to reflect the new reality. One of the matters yet to be addressed is program advisory committees. Once the Ministry Binding Policy Directive relating to Programs of Instruction is finalized, a further By-law will be developed covering Advisory Committees. The package included in members' dossiers contained four By-laws: By-law No. 1 is a general operating By-law; By-law No. 2 is a borrowing By-law; By-law No. 3 is intended to record in by-law format the process followed to elect internal Governors from the four constituent groups; By-law No. 4 is intended to create a new College Council analogous to the old Academic Council. According to a Ministry binding policy directive, all colleges are to establish similar By-laws and post them on

their web sites.

Mr. McCay and Mr. Smyth took members through the four By-laws highlighting the changes and explaining the rationale behind each.

By-law No. #1

- The French form of the College's name has been dropped. The new statute makes a rigid distinction between francophone and anglophone colleges.
- The size and composition of the Board remains unchanged: 12 external; 4 internal and the President.
- Under Regulation 770, quorum was 11; under the new Regulation 34/03, quorum is set at two thirds of the number of governors. Two thirds of 17 is 11.3 which must be rounded up to 12.
- The Council of Regents has become the College Compensation and Appointments Council. The Council will continue to appoint external governors; internal governors will be elected by their respective constituent groups. Council will no longer appoint internal governors to a board.
- The term and term limits for both external and internal governors is set at three years, renewable once except for the student governor who is elected for a one year term renewable three times.
- Section 6.3 - disclosure of conflict of interest is in accordance with the Ministry Binding Policy Directive on this subject.
- Section 6.5 states that meetings are to be open to the public except for limited situations.
- Section 6.6 sets out the matters to be discussed In Camera. The only difference from the old By-law No. #1 is the addition of litigation in which the Corporation is involved and a catchall clause, "other matters which by their nature require confidentiality".
- Section 7 is in response to the Ministry Binding Policy Directive on Conflict of Interest and is required in the By-law.
- Sections 7.1 - 7.3 are straight out of the Directive.
- Section 7.4 attempts to identify repetitive circumstances which arise in front of the Board and the action to be taken by both the Board and the Governor who is in conflict. Should the discussion occur in the open session, the Governor may remain for the discussion but may not vote. Should the discussion occur In Camera, the Governor in conflict must withdraw. The minutes should reflect what happens. Specific circumstances when the Board shall recognize an actual conflict of interest were identified: the evaluation of the President for both the President and the Internal Governors, collective bargaining and terms and conditions of employment with respect to a Governor's own constituent group; tuition fees for the particular program in which the Student Governor is enrolled and agenda items relating to collective bargaining, compensation and terms and conditions of employment for college staff.
- Section 7.6 sets out how a conflict is to be disclosed and minuted.
- Section 8 deals with the removal of a Governor with the exception of the President. The grounds for removal include non attendance, breach of confidentiality, conviction of a criminal offence; harassment, conduct unbecoming a member of the Board, discrimination as defined under the Human Rights Code, refusal to participate on Board committees

and/or contribute to discussions and decision making.

- Section 8.2 outlines the process to remove a Governor.
- Section 8.3 describes the appeal process to the College Compensation and Appointments Council. The Council will decide whether or not the removal was for a reason set out in the By-law and if the process set out in the By-law was followed. Council's decision is binding.
- Section 9 is unchanged with regard to the remuneration of Governors.
- Section 10, the protection of Governors and Officers is the same as the former By-law and in line with the Corporations Act.
- Section 11 deals with the Officers of the Corporation. The language has been clarified and the Officers reflect current practice where the President is also the Secretary and the Vice President Finance is the Treasurer. The Board reserves the right to change who holds the office of Secretary and Treasurer.
- Section 12, the execution of documents, requires the signatures of any two of five Officers.
- Section 15, membership on the Audit Committee has been changed from three external members and one internal member plus the Chair of the Board and the President as a non voting member to four external members plus the Chair and President as above. This is on the recommendation of the College's auditors, post Enron.

By-law No. #2

- Is identical to the By-law passed in the 1960's with two minor amendments. The second line in clause 1, the phrase, subject to compliance to all applicable laws, has been added. In clause 2, the phrase, to the extent permissible by law, has been added.

By-law No. #3

- This By-law is a restatement of College Directive, A7, Election and Appointment of Members of College Constituent Groups to the Board of Governors.
- Section 7, Dispute Resolution has been tightened up. Now, if the Electoral Committee cannot resolve a complaint, the Committee or the complainant can request the involvement of the Board Chair who will appoint an independent third party to conduct an investigation. Section 7.7 sets out the powers the independent third party will have if the election is yet to be run and if the election is over.
- Section 8 deals with equality of votes. A recount would be held and if at the end of the recount, the votes are still tied, the candidates will draw straws.

By-law No. #4

- This By-law is a restatement of College Directive, A10, Academic Council. The Academic Council has been renamed the Advisory Council of Algonquin College. The structure and terms of reference for the Council remain unchanged.

Comments/questions included:

- With regard to quorum now being 12, will it increase if the College increases the number

of Board members? Yes, quorum is two thirds the total number of Board members and a college must have an even number of external governors (minimum of 12 and maximum of 20). There does not appear to be any way to get out of fractions when you add five to the even number of governors (4 internal governors and the president). The Ministry has undertaken to bring some remedial legislation before the House as it the new Act does not make clear the corporate status of colleges. Perhaps the issue of rounding up for quorum could be addressed at the same time.

- Section 7.3.2.1 - the in camera portion of the meeting states that the member "should" withdraw. Shall is mandatory language. While this is the wording in the Ministry Binding Policy Directive, the Board may change the word "should" to "shall". It was agreed to change "should" to "shall".
- 7.4.3.1 - the section on the student governor speaks of the student governor being in conflict when discussing tuition fees for the particular program in which the student is enrolled. Does this also apply to section 7.4.2.1 - internal governors discussing academic programs in which they are involved? Yes, the phrase "and/or academic programs in relation to their constituent group" can be added after terms and conditions of employment in this section. This suggestion was approved.
- By-law No. #1 talks about the College Compensation and Appointments Council which replaced the Council of Regents. What responsibilities does the new Council have? The new Council is responsible for performing duties under the Colleges Collective Bargaining Act, for appointing external governors, for considering applications for review from governors removed from a board, for establishing in consultation with boards insured benefits and such other duties as may be assigned by the Minister. So is the change in name only? No. The main duties are similar. However, the Council is no longer responsible for negotiating the terms and conditions of employment for Administrative Staff. This responsibility has been delegated to boards of governors.

RESOLUTION

MOVED AND SECONDED - Westeinde and Holzman

that the Board of Governors approve By-law No. #1 as amended and By-laws No. #2, #3 and #4 as presented.

CARRIED UNANIMOUSLY

The Chair thanked Mr. McCay and Mr. Smyth for their efforts on behalf of the College.

03-35 BUSINESS ARISING FROM THE MINUTES

Members had in their dossiers a memorandum explaining how the \$22.7 million cost of construction for the Advanced Technology Centre had been funded. Governor Kennedy stated that what he had requested was a comparison between what had been originally approved by the Board for the construction of the ATC and how it was actually funded. Mr. Hamilton replied that the original submission for the construction of the ATC was a \$25 million project as follows:

- \$10 million from SuperBuild
- \$1 million from interest earned on SuperBuild funds

- \$9 million from private funding (fundraising)
- \$3.5 million from institutional funding
- \$1.5 million from the municipality

As the College proceeded with fundraising, a key business person was enlisted to assist the College in raising the \$9 million. It was just at that time that the downturn in the technology market occurred and it soon became clear that it would not be possible to raise this sum. The College received \$6 million in ATOP funding which had been set aside and not earmarked for any project in the event the fundraising did not go well. This money was used in the construction of the ATC. Algonquin did receive \$900,000 in donations and the interest on the SuperBuild grant was more than anticipated. The College also earned interest on the ATOP monies. \$1 million from the Infrastructure grants went directly to the ATC and \$3 million from the operating cash-flow for a total of \$22.7 million. Algonquin was able to complete the project for less money than anticipated. Some non-core elements were not completed but they can be added in at a later date; for example, the multi-purpose conference centre; the shell is there, but the finishing can be done later.

Governor Kennedy asked if the institutional funding was predicated on the sale of the Rideau Campus. Mr. Hamilton replied that the College always anticipated putting surplus cash into the project. Mr. Kennedy expressed himself as satisfied with this explanation.

03-36 REPORT OF THE CHAIR

The President and the Chair will attend the ACAATO General Assembly meeting on Wednesday, May 14th. The Minister, the Honourable Dianne Cunningham, will be present from 8:30 - 9:30 a.m. Topics for discussion with the Minister include funding, Charter issues, and transfer of academic credit between colleges and universities. Other topics to be discussed at the meeting include the ACAATO advocacy strategy, CAAT Pension Plan update, Program Approval: Self Regulating Mechanism and Credential Validation Service, Charter issues, and Administration compensation.

The student newspaper The Algonquin Times won several awards from the Ontario Community Newspaper Association (OCNA):

- a) 2nd place in the General Excellence Awards
- b) 1st place in Student Photography
- c) 3rd place in Student Writing won by Governor Madore. The Chair extended the Board's congratulations to Governor Madore.

In addition, The Algonquin Times has won another award which is just as significant as the OCNA awards. Algonquin's Centre for Students with Disabilities nominated The Algonquin Times for the Glenn Crombie Memorial Award, a provincial award sponsored by the College Committee on Disability Issues. It recognizes a College which has "an impact on the awareness of others regarding the importance of services to students with disabilities within the college system."

Students in the one-year Retail Florist program won first, second, and third-place medals at the

Canada Blooms Inter-College Floral Design Competition held in Toronto on March 13, 2003, in conjunction with the annual Toronto Flower and Garden Show.

Congratulatory letters from the Board will be sent to the Coordinators of the Journalism and Florist programs.

Four Algonquin College educators were among the finalists honoured at the EduGala on Thursday, April 24th, 2003. The Board extended congratulations to Governor McIntyre who was one of the successful recipients of the award.

Three Algonquin faculty were honoured at the 10th Annual YMCA-YWCA Women of Distinction Awards ceremony held April 22, 2003 at the Ottawa Congress Centre. Donna Leon (TV Broadcasting) received the Rogers Television Award for Arts and Culture, Lee Farnworth (Police Foundations) received the Ottawa Citizen Community Volunteer Award, and Leslie McDiarmid (General Arts and Science) received the Y105 Charitable and Not-for-Profit Sectors Award.

Ottawa area Convocation ceremonies will be held on Sunday, June 8th and Monday, June 9th. Governor Bhindi will bring greetings from the Board to the 1:00 p.m. ceremony on Sunday; Governor Wallace will bring greetings and be the guest speaker at the 5:00 p.m. ceremony on Sunday; Governor Westeinde will bring greetings and be the guest speaker at the 10:00 a.m. ceremony on Monday; and Governor Kirkpatrick will bring greetings at the 2:00 p.m. ceremony on Monday. Any Governors interested in attending any one of these ceremonies were requested to advise the Board Office as soon as possible.

The June 23rd Board meeting will be the Annual General Meeting of the Corporation of Algonquin College at which time the draft audited financial statements will be presented for approval. The meeting will be followed by a dinner at the President's home for Governors and their spouses or guests.

03-37 REPORT OF THE PRESIDENT

The President reported on the following:

- Two conferences were currently underway at the College: 1) the Canadian Association of Police Educators hosted by Algonquin, the Ottawa Police Service and the Canadian Police College; 2) Inside the Kaleidoscope sponsored by the Academic sector for 240 faculty participants.
- There is yet no announcement on when the provincial budget will be tabled in the House.
- The Charter documents on program revisions and approvals have yet to be released. It is anticipated that this will not occur until the fall at which time, it will be brought to the attention of the Board.
- Registration confirmations are up 12% for Fall 03. The College has seen an 8% increase in program choices and a 6% increase in applicants over last year. May 15th is the due date for acceptances to first offers of admission. Many students applied to more than one college so it is anticipated that there is quite a bit of duplication. However, applicants can

accept only one offer. The big question is what will happen in June when universities send out their acceptance letters. Will there be a bounce back to colleges of unsuccessful university applicants?

- The College plans to spend between \$1.5 - \$2 million on renovations this summer. The major construction/renovations will take place next year. The Ministry has confirmed that the \$7 million SuperBuild grant will be flowed over three years.

REPORT OF THE EXECUTIVE COMMITTEE

At its meeting on May 5th, the Executive Committee considered Governor Holzman's query as to whether there was a role for the Executive Committee to play in vetting items before they are brought to the Board. Members of the Executive Committee were adamant that they did not want to be a small Board inside the larger Board. Whenever the issue has been raised at the full Board, the majority of Governors have expressed the opinion that operating in this fashion is very divisive as well as giving the appearance of rubber stamping decisions taken by the Executive Committee. Members of the Executive Committee were in agreement that the present model of bringing all required decisions to the attention of the full Board is working to the satisfaction of the majority of Governors.

Governor Holzman asked if the Executive felt there were a need for a Finance Committee. The Chair replied that from time to time the Board may set up a special committee to investigate a particular issue, but in general practice all required decisions will be brought to the Board for a full discussion. Members expressed their support for continuing in this fashion.

Board Appointment : It is the policy of the Board that there be at least one member from Lanark County on the Board. With Governor Stapley's decision not to seek reappointment to the Board, a candidate for Board membership was sought from Lanark County. The President contacted six individuals residing in Lanark County to ascertain their availability and willingness to let their names stand for appointment to the Board. Five of the six indicated that they would like to have their names kept on file for another time, but at the moment, they were too busy to devote the required time to Algonquin. Mr. Bryce Bell is willing to let his name stand. Mr. Bell is a partner, Executive Officer - Langard Consulting Inc. - municipal and corporate consulting services as well as the owner of Bellwood Design - Sculptor/landscape designer. From 1971 - 1980, Mr. Bell was the Director of Student Services here at the College. In addition, Mr. Bell is well connected politically to Toronto. The Executive Committee is recommending Mr. Bell as a successor to Mr. Stapley.

RESOLUTION

MOVED AND SECONDED - Kirkpatrick and Kreling

that the Board of Governors recommend to the College Compensation and Appointments Council that Bryce Bell be appointed to the Algonquin College Board of Governors for a three year term effective September 1, 2003.

CARRIED UNANIMOUSLY

OFFICERS FOR 2003 - 2004

The following Governors expressed an interest in serving as Officers of the Board for the 2003 - 2004 academic year:

Mike Keller - Chair

Herb Kreling - Vice Chair

Wendy Nicklin - Chair, Audit Committee

Cathy Kirkpatrick - Past Chair

The Chair asked if there were any other Governors interested in serving in one of these roles? No one else volunteered to serve in one of these positions

RESOLUTION

MOVED AND SECONDED - Cameron and Wallace

that the Board of Governors approve the above slate of Officers to serve as the Executive Committee of the Board for the year beginning September 1, 2003.

CARRIED UNANIMOUSLY

APPLICANT AND REGISTRANT SURVEYS

Mr. Thoms, Director, Marketing Department, informed Governors that beginning last summer and throughout the fall, the Marketing Department and the Registrar's Office undertook a three phase study of applicants and registrants: 1) applicants who had been accepted by the College but chose not to come; 2) registrants who withdrew from the College after starting their program; 3) students who were eligible to return to the College but chose not to return. A copy of the PowerPoint presentation is available in the Board Office.

As a result of the information gathered from the Applicant Survey, the College Enrolment Management Committee developed a series of recommendations in four key areas:

- 1) communication - review all letters to applicants to ensure they have the same client centred and professional tone
- 2) testing - review the current testing to ensure it is needed; the volume of testing has been reduced in the last couple of years
- 3) scheduling - focus on the early release of stable, quality timetables to students; three committees are examining the issue from different perspectives; two of the three have student representation.
- 4) financial assistance - provide applicants with timely information on what assistance is available; increase the percentage of hold back funds for bursaries; approach bursary donors to review the amount of the bursary.

Ms Rowan-Legg, Registrar, noted that the Registrar's Office tracks and reports the number of full-time and part-time withdrawals from daytime programs. With the use of new software, Attrition Rate Calculator, each department will be able to analyze and assess withdrawal patterns by program. The five primary reasons for withdrawal were identified as personal, program unrelated to career goals, other, health and financial pressures.

The TeleServicing Team in the Registrar's Office contacts those students who are eligible to return for another semester but who choose not to come back to ascertain the reason(s) why. The five most common reasons were financial, program unrelated to career goals, attending university, personal, attending another college. This survey is well received by those contacted; they are pleased that the College is still interested in them. Algonquin does track those individuals who say they want to come back in the future and contacts them to see how the College can help them to return.

Some retention strategies that are already underway or under consideration include: the early release and stability of student timetables; programs to assist students in the transition to College; the identification of an Academic Advisor within the first three weeks of class; follow-up calls to students who withdraw; review of withdrawal and failure rates by program; and, the establishment of client service skills as a key element in the recruitment and evaluation of all College staff.

The Chair thanked Mr. Thoms and Ms Rowan-Legg for their informative report.

DRAFT STRATEGIC PLAN 2003 - 2008

Mr. Gillett introduced the President's Executive Committee who were responsible for the development of the draft Strategic Plan: Mrs. Dubé, Mr. Hamilton, Mrs. Hanson, Mr. Papadolias, Mrs. Rowan-Legg, Mr. Thoms, and Mr. Warburton. With the aid of a PowerPoint presentation, which is available in the Board Office, the President provided the background to the draft Strategic Plan document which was included in members' dossiers.

The Committee examined the College from every aspect and identified several key factors which will impact Algonquin in the future:

- student body growing exponentially
- wanting to be in the top third of KPI results
- convergence of technology and knowledge economies
- colleges growing faster than universities
- the need for post secondary education to have a solid career

The College's core values, student success, quality programs and services, committed employees, are still valid. To continue to be successful, Algonquin must work in partnership with the entire community as well as exceed client expectations. Local demographics and the fact that 93% of all applications are for the same 70 programs continue to be challenges. The Ottawa 20/20 Economic Plan projects eight areas of growth for the future and Algonquin offers programs in all eight areas. The Conference Board of Canada sees a future in immigration and reskilling requirements as 94% of all jobs will require some form of post secondary education. The new College Charter requires colleges to have a strategic plan which identifies their vision, core businesses and long term goals. These plans must be posted on individual college web sites.

After reviewing all the background material, the Committee identified four key areas as the building blocks of the new Strategic Plan: 1) ensuring quality programs and services; 2) exceeding student expectations; 3) leveraging technology; 4) improving financial stability.

Strategies were identified to achieve each building block.

The President concluded that if Governors approve the general directions established in the Strategic Plan before them, the various departments and areas of the College will set specific targets with measurable outcome for the next twelve months in each of the four key areas. The Administration will review the 2003-04 budget and realign resources where necessary to achieve the targetted outcomes. This information will be shared with the Board in June.

The Chair commended the President's Executive Committee for the attention to detail displayed in the formulation of the draft Strategic Plan.

RESOLUTION

MOVED AND SECONDED - Westeinde and Kreling

that the Board of Governors approve the Strategic Plan 2003 - 2008 as presented.

CARRIED UNANIMOUSLY

03-38 MANAGEMENT SUMMARY REPORT

Governor Bhindi asked if there were any information on collective bargaining to report to which the President responded in the negative.

Referring to page 3, Governor Kennedy requested a breakdown on how the \$11.3 million allocated to the Double Cohort project would be spent when the College only received \$7 million from SuperBuild. How will the remainder be funded?

Mr. Hamilton replied that the government will provide \$7 million in SuperBuild funding; the College is required to provide \$3 million; and, the remaining \$1.3 million is from Trades activity. Algonquin will spend approximately \$3 million this year to address the Double Cohort challenge; the Trades building will be addressed next year together with additional construction to accommodate the flow-through from the Double Cohort. The \$11.3 million project will unfold over a two to three year period. Unlike previous SuperBuild projects, the government is not flowing the money to the College as a lump sum. Instead, Algonquin will receive 10% in year 1; 50% in year 2 and the remaining 40% in year 3. The first priority is the renovation work to be accomplished this summer, estimated to cost in the neighbourhood of \$1.5 - \$2 million.

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

03-39 INFORMATION ITEMS

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

Directives

April 9, 2003 Funding parameters for the Bachelor of Applied Technology (Photonics)

April 16, 2003 Construction Carpentry - Advanced Housing, Approved, 2 years, 4 semesters, effective Fall 2003

April 30, 2003 Ministry Decisions on College Program Proposals for March 2003. The following from Algonquin:

Building Construction Technician, Approved, 2 years, 4 semesters, effective Fall 2003

Veterinary Technician, Approved 2 years, 4 semesters, effective Fall 2003

Removal of quota by Ministry for Dental Hygiene (direct entry) 4 semesters

03-40 OTHER BUSINESS

Governor Kennedy advised that a number of faculty have approached him regarding concerns about the number of staff who worked at the Rideau Campus who had developed cancer. He wondered if there were any studies undertaken of the Rideau site or what the College knew of the site. The President replied that the College has had three environmental assessments conducted at the Rideau Campus and all three have come back clear. Algonquin would not be able to dispose of the site without a clean bill of health. Mr. Hamilton continued that the issue had been raised two years ago at the Occupational Health and Safety Committee. The information was turned over to the Medical Officer of Health for the region for assessment. The reply was that the number of cases was not unusual and fit the general profile for the community as a whole. In the interim, several more cases have been identified and this information has again been forwarded to the Medical Officer of Health for assessment as the Office has the necessary expertise to make a judgement. The reply will be brought to the Board when it is received.

03-41 IN CAMERA SESSION

RESOLUTION

MOVED AND SECONDED - Kreling and Kirkpatrick

that the Board move In Camera to discuss the President's Evaluation.

CARRIED

Observers, members of the Administration and Internal Governors, in accordance with By-law No. #1, left the meeting at 7:00 p.m. The meeting adjourned for the evening at 7:30 p.m.

APPENDIX " A "

MANAGEMENT SUMMARY REPORT
TO THE BOARD OF GOVERNORS
May 2003

VICE PRESIDENT, ACADEMIC MANAGEMENT REPORT

PROGRAM UPDATE

In April, clinical placements for students in Nursing, Practical Nursing, Respiratory Therapy, Massage Therapy, Paramedic and Social Services Worker programs were suspended in response to directives from the Commissioner for Public Health for the Province of Ontario regarding SARS. As of April 21, 2003, the suspensions were lifted and the majority of students will finish as originally scheduled while for others, their end date has been pushed back a few weeks. As the province recovers from this outbreak, it is expected that, in consultation with acute and extended care facilities, current practices for clinical placement will be reviewed.

School of Academic Advancement and Languages

In collaboration with St. Lawrence College, Kingston, the Language Institute will be offering the Teaching English as a Second/Foreign Language program at St Lawrence on part-time basis effective April 28, 2003. Although the first course to be offered in a traditional delivery mode, it is expected that, in the future, students will be able to complete many of the courses through Distance Education or on-line.

The School has signed articulation agreements with the University of Ottawa and Carleton University for students who have successfully completed the two-year General Arts and Science program. The University of Ottawa will provide advanced standing credits for entry to their Bachelor of Arts and Bachelor of Social Sciences programs. Carleton University will provide advanced standing credits to its Bachelor of Arts program.

School of Transportation and Building Trades

Interest in the Trades continues to grow. The School is seeing an increase in total applicants to its post-secondary programs: Heating Refrigeration, and Air Conditioning Technician, Furniture Technician, Motive Power Technician and the (new) Building Construction Technician programs. Additionally, the Ministry of Training, Colleges and Universities has approved the School to deliver Autobody Painter apprenticeship training. The delivery plan is under development.

APPLIED RESEARCH

Algonquin College Research Day is planned for May 27, 2003. The College, in conjunction with the Ottawa Centre for Research and Innovation (OCRI), is working to promote Algonquin's research capacity to Ottawa's private sector by inviting them to visit our research and program labs. We will be highlighting the photonics, haptic, digital cinema, and tele-health labs, as well as, the animation and electro-mechanical programs.

AWARDS

The student newspaper The Algonquin Times won several awards from the Ontario Community Newspaper Association (OCNA):

- a) 2nd place in the General Excellence Awards
- b) 1st place in Student Photography
- c) 3rd place in Student Writing

Furthermore, The Algonquin Times has won another award which is just as significant as the OCNA awards. Algonquin's Centre for Students with Disabilities nominated The Algonquin Times for the Glenn Crombie Memorial Award, a provincial award sponsored by the College Committee on Disability Issues. It recognizes a College which has "an impact on the awareness of others regarding the importance of services to students with disabilities within the college system." The Times entry consisted of four different stories written by four different students which brought to light the many challenges disabled students face in college life. The Times entry won the Eastern Ontario level and advanced to the provincials, where it was named the top entry, shared with Cambrian College.

Students in the one-year Retail Florist program won first, second, and third-place medals at the Canada Blooms Inter-College Floral Design Competition held in Toronto on March 13, 2003, in conjunction with the annual Toronto Flower and Garden Show.

Four Algonquin College educators were among the finalists honoured at the EduGala on Thursday, April 24th, 2003. The Capital Educators' Awards 2003 is coordinated by the Ottawa Centre for Research and Innovation (OCRI), in conjunction with area school boards, universities and colleges. Finalists are selected from nominations received through a public call for nominations. There were four nominees from Algonquin College: Diana Partridge (General Arts and Science), Alice Tsai (Computer Studies), Maria Schurr (Social Service Worker), and Wayne McIntyre (Chair, Marketing and Management Studies). Congratulations to Mr. McIntyre who was one of the successful recipients of the award.

Three Algonquin faculty were honoured at the 10th Annual YMCA-YWCA Women of Distinction Awards ceremony held April 22, 2003 at the Ottawa Congress Centre. Donna Leon (TV Broadcasting) received the Rogers Television Award for Arts and Culture, Lee Farnworth (Police Foundations) received the Ottawa Citizen Community Volunteer Award, and Leslie McDiarmid (General Arts and Science) received the Y105 Charitable and Not-for-Profit Sectors Award.

STUDENT ACTIVITY

Second-year Interior Design students are currently working on an exciting and innovative project with Communications Research Centre Canada (CRC) and National Research Council Canada (NRC) to assist in the research for the development of collaborative technology and to develop principles for the design of collaborative working and learning environments. The students will be engaged in a collaborative workshop across two separate sites to experience the unique challenges associated with virtual technology and communication and will then prepare conceptual 'roadmaps' for each individual site based on their findings through the design process. There are hopes that the success of this project will enable us to continue this work on an annual basis.

In Perth, the second-year Heritage Carpentry and Masonry students are in the community participating in their end-of-semester work projects. Carpentry students are

conducting restoration work at the St. Declans Church in Lanark, while the Masonry students are working at the Inge-va historic site in Perth.

DONATIONS

CHEO donated 2 Bear Cub and 1 Siemens 900-C Ventilators to the Respiratory Therapy Program. The Ottawa Civic Heart Institute donated an ECG machine.

VICE-PRESIDENT, FINANCE AND ADMINISTRATION

COLLEGE ANCILLARY SERVICES

College Retail Stores Operation

Sale revenues, as a whole, were up over 5% from fiscal 02; however, budgeted revenue targets fell short by 3% overall.

Food and Beverage Operations

Significant increases in gross revenue over fiscal 02 are as follows:

Main Cafeteria + 16%; Portable Feast +18%; Banquets +20%.

Algonquin Publishing Centre

As at March 31, the total contribution stood at +21.75% of the budgeted figure. In a period of steep declines in traditional course manuals revenue, and with a 10% shortfall in administrative photocopier contribution, activity has increased from last year's 4% contribution to a 36% contribution, due largely to strong external revenue growth.

FINANCE AND ADMINISTRATIVE SERVICES

Financial Services

Year-end processing is under way as we prepare for the annual financial audit which will begin on May 5. Several staff members have been attending PeopleSoft training in preparation for the implementation project due to start in August. Financial Services is also involved in planning for the annual PC evergreening process which will occur this summer.

INFORMATION TECHNOLOGY SERVICES

ITS Operations

Formerly known as ITS Help Desk and PC Repair, this section now includes Laptop support and manages the operations across all sections in ITS. Testing of the Windows XP Operating system and Office XP on College PC's has been successfully completed. Plans are being developed to deploy the new software during PC evergreening.

PHYSICAL RESOURCES

Double Cohort Project (SuperBuild application)

This project has a proposed budget of \$11.3 million, with the design and construction of the project being scheduled in four stages between Fall 2003 and Fall 2004.

The SuperBuild announcement was issued, confirming that Algonquin College would receive \$7.0 million in funding from the Ontario Government.

E Building, Woodroffe Campus

This project has an overall budget of \$250K for the demolition of E Building and subsequent restoration of the site. It is proceeding on schedule.

Residence, Phase III

The project, which includes 350 beds in 175 suites, with an overall budget of \$18 million, has a completion date of August, 2003.

The parking lot design is 100% complete and is being tendered. The roofing and exterior walls are under way; the interior walls have been 80% framed. Suite and project finishes have been approved; the furniture has been tendered and is on budget.

REGISTRAR'S OFFICE

Admissions Statistics, 2003 Fall

The OCAS statistics, as of April 28, for the 2003 Fall Term indicate that, for College Choices (i.e. number of applicants), our Non-Secondary School applicants are up 4.7% from last year; Secondary School applicants are up 6.4%, with an overall increase in applicants of 5.6%. Province-wide, the variances are 10.6%, 7.1% and 8.5% respectively.

The Admissions Summary Report (by School/Institute) for April 24 indicates the total number of Accepted/Confirmed/Full Fees for the College was 12,595, as compared to 10,818 at the same time last year.

Registration Statistics, 2003 Winter

Registration in Post-Secondary Programs: As reported last month, Net Registered students stood at 10,390 on March 1 (audit count date). This represented 105.4% of the enrolment projected for that date, and is the basis on which Ministry funding is flowed to the College.

Continuing Education Registrations: With respect to Continuing Education registrations for the 2003 Winter Term, as of April 25, registrations stood at 17,428 as compared to 17,331 at the same time last year. This year's registrations to April 25 represent 103.0% of the 2003 Winter projection. Regarding CE registrations in the Spring Term, as of April 25, registrations stood at 6,976 as compared to 6,444 at the same time last year. Registration continues throughout the term.

VICE PRESIDENT STUDENT LIFE AND HUMAN RESOURCES

FINANCIAL AID

Officers from Algonquin College's Financial Aid office are currently involved in doing a presentation in English on applying for OSAP assistance at any local high school who requests it. To our knowledge, Algonquin's Financial Aid Office is the only local Financial Aid Office doing such presentations. La Cite Collegiale's FAO is doing the local French high schools.

The Financial Aid Office is working on a series of publications. The first two "a

Financial Aid Office Monograph" and "a Frequently Asked Questions Pamphlet about the Financial Aid Office" have already been worked on. A third publication providing details on Algonquin's student bursary program is currently in draft form and there are plans for a fourth publication which will focus on budgeting tips for students.

Financial Aid has also made arrangements to do early release of 2003 Summer Session OSAP funds on May 1st and 2nd to our high need OSAP students (students with children). The normal release date for these loans would be May 5th. The students in question have been notified of this service by various means, i.e. mail/phone/in person. A representative from the loan service provider, the National Student Loan Service Centre (NSLSC) will be on campus from May 1st until May 9th to assist any 2003 summer OSAP students with negotiating their OSAP loans.

STUDENT AFFAIRS AND ORIENTATION

Director's Office

The Director's Office hosted an end of year luncheon to thank the outgoing Students' Association Board on April 3rd. The luncheon was attended by President Gillett, Dawn Dubé, Jack Doyle, Raymonde Hanson and Chris Warburton. Students presented their concerns and suggestions for the upcoming year.

An end of year thank you luncheon was also held on April 11th for the outgoing Resident Advisors. Students were given the opportunity to express their concerns and experiences. The luncheon was attended by President Gillett, Rick Mannell and Dawn Dube.

The Orientation Officer welcomed the Wildfire Dance Theatre to the college cafeteria on April 14th. The group promotes understanding of cultural and religious diversity, social justice and peace.

Counselling Services

Audrey Rosa conducted a workshop for front staff in Student Services on Working with Cross-cultural Clients. The workshop was very well received.

Counselling Services has been able to see a number of rejected applicants over the past few weeks (they often come in with a parent or relative) and provide them with options for attaining their college/career goals. Our experience has been that most rejected applicants begin the appointment angry and frustrated, but leave with a number of options that allow them to feel more hopeful. For example one frustrated applicant (who came in with both his mother and uncle) believed that, because he had not heard from the College, that he had not been accepted to any of the programs to which he had applied. On calling admissions we discovered that he had been accepted to his first choice but that the College had not been able to contact him because they had an incorrect address. That family left very satisfied.

Peer Tutoring statistics indicate that from January to the third week of April approximately 4059 sessions had been offered. This represents over 1,000 per month.

TERT was involved in a response for students in the Pre-firefighter Program who had a classmate who was stabbed.

Centre for Students with Disabilities

The Algonquin Times won the provincial Glenn Crombie Award. Two students from the Journalism Program will attend the OCC/CCDI conference at Mohawk College to receive the award.

Algonquin College hosted a presentation for SAIL (the summer transition program for learning disabled students) on April 24, 2003 for parents and students from the OCDSB, as well as any other interested members of the public.

Diane Thornhill gave a presentation to the staff of the Youville Program on CSD services.

Toni Connolly organized a presentation of Canines with a Cause at the residence for students with mobility impairments.

Alison West-Armstrong (CSD) and Jane Norman (Employment Services) gave a workshop on finding summer employment for students with disabilities.

Employment Services

On April 8, Employment Services conducted a presentation for Algonquin College Counsellors which provided hints and tips on how to use the Ministry of Training's publication titled "Employment Profile" in conjunction with Algonquin's in-house employment statistics when counselling clients.

Joanne McDonald attended the KPI Spring Workshop in Toronto on April 11. There were approximately 90 participants from across the province. This year's workshop highlights included topics related to Data Utilization - Best Practices and Improving the Graduate Consent Rate for the Employer Survey - Best Practices.

The Student Life and Human Resources Professional Development Planning Committee is excited to announce this year's theme is: "WWW.S/CCE" which stands for Welcoming Winning Warm Student/Client Centered Environment.

On May 30th staff from all departments in Student Services and Human Resources will come together for a day of creative team-building in connection with exceeding our clients' expectations.

Health Services

Health Services Promotion activities for April included the following:

- Stress Fair days with participation by Pastoral Care, Counselling, Employee Assistance Plan, and Aroma therapy
- Responsible Alcohol Use display with free "mocktails" . Participation by OPP, MADD, and Ottawa Public Health Unit

SARS dominated the headlines and the health care system this month. Health Services has been screening all those who enter the department according to public health guidelines. Dr. Rowland has been attending the President's Executive Committee for weekly up-dates on the situation. Health Services has been advising on policy development especially as it relates to International Students, English Second Language classes, and newly arrived students from areas where SARS has been a problem. All new International Students are being seen in Health Services to screen them for possible SARS and to provide them with information about the need to report any symptoms.

The OCHA (Ontario College Health Association) will take place on May 12-14 in Keene, Ontario. Dr. Rowland will be one of the presenters in the educational PD sessions.

Health Services launched the "MADD Grad" contest on April 22nd to encourage students planning graduation parties to address issues of responsible drinking. Students needed to submit a plan and winners were selected based on the validity of the measures taken to ensure safe partying. Ten, \$100 prizes were awarded in the form of prepaid taxi chits, which were donated by MADD Ottawa Chapter.

HUMAN RESOURCES

Staffing

Postings

In April the following positions were posted:

Full-time: 2 Support, 1 Administrative and 2 Academic

Temporary: 3 Support

New Hires full time and/or temporary part time/Promotions/Lateral Transfers

As a result of the positions posted for the month of April, 1 full-time Support and 2 Administrative and 2 Temporary Support were hired.

Currently revising/updating Workstream online application process with a launch date set for May 26, 2003.

Most of the recruitment for academic 2003/2004 requirements have been submitted and will be advertised in The Ottawa Citizen, May 7th and 20th with competitions closing May 20th.

Modified Workload

For the month of April there are currently 14 employees on modified workloads and 1 is being addressed for a possible Return-to-Work (RTW).

From the total of 14, 1 is from Long-Term Disability(LTD)/Rehab., 8 are from a

combination of Modified Workload Plan (MWP) and Short-Term Disability (STD) and 5 are on modified with full hours, however are being accommodated for limitations and restrictions.

LTD

There are currently 27 Support , 3 Administrative and 37 Academic employees on LTD. 1 Support and 3 Academic have claims pending.

WSIB

April - 1 form 7 was received and \$4194.12 was collected from WSIB claims.

Benefits

Met with 3 New Hires - 2 Administrative and 1 Support.

Salary Administration

Implemented the negotiated salary increase for Academic effective April 1, 2003 - including new Partial Load rates.

Continued to compare HRIS/BUS data to ensure the systems are in-line for new budget year start up.

Distributed performance review notices for the months of April/May 2003.

CAAT /TPPB (Teacher's Pension Plan Board) Pension

Completed 83 pension estimates with tax calculations and benefit costings and 5 commuted. values.

The DCT (Data Collection Tool) for 2002 CAAT Pension has been transmitted to CAAT.

Pre-enrolment (College Liability)

91 have purchased their pre-enrolment services for a total of \$322,486.75, 22 have received a costing from CAAT for a total of \$72,890.07 and 25 are not longer valid for a total of \$103,352.39. A total of 2 were forwarded to CAAT for costing and there are approximately 8 requests to assess.

Other

The Support Staff Performance Review Forms are now available on-line under "College Forms" via myAlgonquin - seems to be working well.

Labour Relations

During the month of April, the College attended three Academic Arbitrations. In one of the Arbitrations, the College and Union successfully settled 18 outstanding grievances relating to the use of part-time staffing over the preference of full-time.

One individual support staff grievance was filed. One union academic grievance was filed during the month of April.

HRIS

Continued liaison with the ITS department on outstanding issues have been addressed this month. Work on the system support for the Attendance Management module has commenced and has been identified as a priority.

Web

Concentrated effort has been made on updating the Human Resources Intranet site. An EAP link has been created and relevant information is provided on this site.

Workshops

D. McCutcheon, J. Ross and L.Presseau attended a seminar by Emond Harnden, on April 2nd, on " Privacy Compliance - What your organization should do." This seminar focused on the privacy obligations that are governed by the PIPEDA (Personal Information Protection and Electronic Documents Act) and how the January 1, 2004 legislation changes will impact organizations.

J.Ross attended a seminar on " Global Severance Practices" with Right Management Consultants on April 15th.

K. Fuller attended a workshop on creating " Online Forms" on April 15th. This will be helpful in the development of surveys for a variety of purposes.

L.Presseau, J.Ross and D.McCutcheon attended KWA Partners Lunch and Learn, " The Human Resource Professional as a Strategic Partner - A CEO's Perspective" on April 17th.

A number of HR Staff attended SARS information sessions by Dr. Rick Rowland.

STRATEGIC DEVELOPMENT GROUP

INTERNATIONAL EDUCATION CENTRE

The International Education Centre had a very successful year and exceeded its enrollment and financial targets.

The ambitious 10% growth projected for next year may be affected by the SARS outbreak. Students returning home for the summer to SARS hot spots may be denied permission to return in the Fall. Students selecting study destinations may choose not to come to Canada until the situation is deemed under control. The May intake of ESL

students will give us an indication of how the outbreak is likely to affect us.

Anne Malepart, Trade Commissioner for the Asia Pacific Region based in Singapore, visited the College on March 31st to invite Algonquin to re-enter that market. Lack of degree accreditation for the majority of our programs make marketing in Singapore rather unproductive though we do very well elsewhere in Asia.

The Executive Director General of NAE, the National Agency of Employment for Romania, Eugene Preda accompanied by Peter Blanariu, Director NAE and ACCC Staff, visited Algonquin on April 22nd to learn about the role of community colleges in economic development through contract training and industry partnerships. Algonquin has been involved in this project for over a year and it is hoped that the information and knowledge acquired will assist in decision making and policy formulation for the Regional/Adult Training Centres in Romania which will lead to greater employment for its people.

Algonquin participated in a three day, education and trade fair in New Delhi between 3-5 April. Col KS Gujral, Algonquin's Country Coordinator, represented Algonquin at the fair and participated in the other High Commission sponsored events. MRES, an educational society with whom Algonquin is partnered to deliver the Tool and Die program, also attended the trade fair. MRES will be inaugurating the new Tool and Die program at their campus just outside of Delhi in early June and wish to have an Algonquin representative attend.

MARKETING

April was a planning and development month for the Marketing Group.

- Designs and draft copy were developed for the Viewbook, program monographs and College Calendar.
- A poster was developed for the Heritage Institute's new construction program.
- The design of the Bursary Golf material was completed and presented to the Bursary Golf Committee.
- Research into application patterns at various colleges and across the system continued.
- The Department developed a presentation on target marketing for presentation at the CE retreat on May 2.
- The Recruiting department was, and continues, to be very busy providing daily tours to prospective students. These tours include weekends as some applicants are unable to travel to the College except on weekends.
- Work for the summer CE catalogue was completed and it is ready for production.
- Preliminary work began on the development of on-line monographs and other publications.
- Three members of the department, including the Director developed and made separate presentations to first year marketing students in the School of Business.
- The Department developed and implemented a new approach to presenting degree programs on the web site. This includes applied degrees, articulated

degrees and joint programs. This approach is unique in the system and Algonquin College is the only college to date which has concisely presented the different degree path opportunities to its applicants on its web site.

- A presentation to the Board of Governors on applicants was developed in Marketing for joint presentation by the Registrar and the Director of Marketing, in May.

PUBLIC RELATIONS, COMMUNICATIONS, ALUMNI AND DEVELOPMENT

Public Relations

- Strategic Plan Consultation Process and Communication Plan
- Town Hall meetings at the Woodroffe, Perth and Pembroke campuses have been held giving internal and external college community member the opportunity to provide feedback. Feedback from the various stakeholders has been compiled and is available for review on the College web site.
- A total of 179 requests for the Strategic Plan Consultation Document were received.
- At least 32 meetings were held to address the Strategic Plan Consultation Process.
- Ontario Special Olympics - 2003 Provincial Floor Hockey Championships, May 22 - 24, 2003
- Public Relations is supporting event organizers by providing some assistance with promotional materials.
- Applied Research Day - May 27, 2003
- Public Relations is supporting event organizer, Dr. Jack Treuhaft, by developing participants information kit, developing the internal and external communication tools.
- YWCA - YMCA Women of Distinction Award Recipients
- We are pleased to report that three of this years Women of Distinction Award recipients, which were presented April 22 at the Ottawa Congress Centre, are Lee Farnworth from the Police and Public Safety Institute for the Ottawa Citizen Community Volunteer Award, Donna Leon from the School of Media and Design for the Rogers Television Award for Arts and Culture and Leslie McDiarmid from the School of Academic Advancement and Languages for the Y105 Charitable and Not-for-Profit Sectors Award.

Events:

- Staff Awards:
- Staff Awards forms are now available online on myAlgonquin, making this the first year submissions can be submitted electronically. A total of six staff awards will be presented at the President's Breakfast and Luncheon on August 19, 2003. Deadline for submissions is May 16, 2003.
- We coordinated Algonquin's participation in the Capital Educators' Awards EduGala, April 24th. Algonquin had four finalists and one Capital Educators'

Award recipient, Wayne McIntyre.

- We coordinated the communication strategy for the Inside the Kaleidoscope conference for Algonquin faculty being held the week of May 12th.
- Public Relations staff are assisting in the coordination of the Bursary Golf Tournament Silent Auction being held on Tuesday, May 20, 2003.

Communications

- AlumNet Magazine
- Produced the spring issue of AlumNet which features International alumni and 2002 Premier's Award recipient Geoffrey Darby.
- myAlgonquin continues to be very active with 53 headlines posted to the site.
- We are pleased to report that the March mid-month issue of Cont@ct was produced from the Public Relations Department.

Development

- Research being conducted regarding potential sponsors for an Algonquin's Animal Care Institute.

Community Relations:

- Algonquin College staff generously donated to Centre 454 by responding to their need for day-to-day personal care products. This initiative is part of the College's Community Relations to support staff who volunteer and support agencies and organizations within our community. Centre 454 was brought forward to us by Rebecca Volk, Coordinator Police Foundations and an active supporter of Centre 454.

Media Relations:

- Television Programming:
- Produced and hosted two local ½ hour Cogeco Cable programs entitled Educational Pursuits highlighting new Perth Campus programs.

The major Algonquin College news stories appearing in the media from April 1, 2003 - April 29, 2003 are:

- Foreign Trained Nurse Program featured on Breakfast at New RO
- Super Build Funding Announcement of \$6.8 Million by Provincial Government
- Nursing Students Concerned About Losing Their Year due to SARS
- Wayne McIntyre Wins a National Capital Educator's Award
- Algonquin College's Use of Online Learning Profiled by CBC News
- ISS Program update on CPAC

The College received 26 media hits during this period.

Should you find any errors or omissions, please let us know .
Page last updated on: September 20, 2006 - Copyright © 2012 Algonquin College