

Minutes - Meeting 391

DRAFT

BOARD OF GOVERNORS

MINUTES OF MEETING NUMBER THREE HUNDRED NINETY-ONE OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, WHICH WAS HELD ON MONDAY, SEPTEMBER 8, 2003 AT 5:00 P.M. IN THE ROSSER BOARD ROOM, "C" BUILDING, WOODROFFE CAMPUS

Present: Mr. Mike Keller, Chair

Mr. Bryce Bell
Mr. Vini Bhindi
Mr. Steve Georgopoulos
Mr. Robert Gillett
Ms Cathy Kirkpatrick
Mr. Herb Kreling
Mrs. Nurjehan Mawani
Mr. Wayne McIntyre
Mr. Mubasher Saifi
Mrs. Shirley Westeinde
Mr. Wayne Wilson

Regrets: Mr. Ric Cameron

Mr. Jim Chadwick
Ms Jacquelin Holzman
Ms Wendy Nicklin
Mr. David Wallace

Vice Presidents seated at the table:

Mr. John Hamilton, Finance and Administration
Mr. Nick Papadolias, Acting/Academic
Mr. Christopher Warburton, Student Life & Human Resources

Resource Personnel and Observers:

Mrs. Dawn Dubé
Mr. Adam Gal
Ms Claudette Kohut
Mr. Christopher Occhiuzzi

Ms Pauline Tam

Brenda McCutcheon
Recording Secretary

The Chair called the meeting to order at 5:02 p.m. and welcomed all in attendance to the first meeting of the 2003-04 academic year.

03-42 QUORUM

While waiting for one more Governor to arrive to achieve quorum, Mr. Keller noted the difficulty the Board has experienced over the past several months in achieving quorum. The College's new By-laws state that twelve of the seventeen Governors constitute quorum. If achieving quorum continues to be an issue, the Board may have to change the way in which it operates by delegating more responsibility to the Executive Committee or by meeting less frequently. The Chair encouraged Governors to review the current list of meeting dates and try to keep their calendars clear on those dates. Mr. Keller invited suggestions as to how this issue could be resolved. The question was asked if votes could be cast by proxy? The Chair replied that the suggestion would be investigated and a report brought back at the October meeting.

03-43 REPORT OF THE CHAIR

The Chair attended the ACAATO workshop for Incoming and Ongoing Board Chairs which was held in Toronto on August 19th and 20th. The major topic of discussion was single voice advocacy by the college system: picking two or three priorities for your college and sticking to them; telling your college's story over and over again in the community; showcasing your college's successes in the community. The other major topic was improved postsecondary transferability between colleges and universities; the Committee of Presidents has been charged with developing an agreement by June 2004.

Mr. Keller thanked Governors Bhindi, Kirkpatrick, Wallace and Westeinde for bringing greetings from the Board to the Ottawa area June Convocation ceremonies.

In August, Governors received an invitation to the Algonquin College in the Ottawa Valley Convocation Ceremony to be held in Pembroke at 2:00 p.m. on Saturday, September 27th. Members were encouraged to attend if they had the opportunity, especially if they had not attended a Valley Convocation - the feeling of pride in the room is incredible.

Invitations were on the table to the Ottawa area Fall Convocation ceremony to be held on Monday, October 27th. The Chair will bring greetings from the Board to this ceremony. Members were requested to advise the Board Office as soon as possible if they wished to attend.

Mr. Keller introduced new Governors Mr. Bryce Bell, Mr. Mubasher Saifi and Mr. Wayne Wilson, adding that he hoped they enjoyed their sojourn on the Board.

System-wide Governor Orientation workshops hosted by ACAATO will be held in October - November. The Program is designed to orient new Governors to this challenging role, its responsibilities and to the full range of governance issues facing the colleges. The workshops will be held in five locations across the province: Tuesday, October 21 in Toronto at Centennial College; Wednesday, October 22nd in Sudbury at Cambrian College; Monday, November 10th in Sarnia at Lambton College and Saturday, November 15th in Toronto at the ACAATO office. While the workshops are designed primarily for new Governors, all Governors are welcome to attend. New Governors have been provided with an information package. Mr. Wilson has advised that he will attend the November 15th session. Governors interested in attending one of these sessions were requested to advise the Board Office by September 25th.

At the October Board meeting, a number of Board policies will be brought forward to be amended to reflect current practice or rescinded if no longer applicable.

The following items were on the table:

- Invitations to Ottawa area Fall Convocation Ceremony
- 2003-2004 Instaguide
- Graduate Employment Report for the 2000 - 2001 and 2001 - 2002 graduating classes of Algonquin College
- The College Compensation and Appointments Council brochure
- Governors Resource Manual Pocket Manager

Quorum having been achieved, the regular agenda was resumed.

03-44 CONFLICT OF INTEREST DECLARATION

None declared.

03-45 MINUTES OF THE PREVIOUS MEETING

RESOLUTION

MOVED AND SECONDED - Kirkpatrick and Westeinde

that the minutes of the meeting held on May 12, 2003 be adopted as circulated.

CARRIED UNANIMOUSLY

03-46 BUSINESS ARISING FROM THE MINUTES

None.

03-47 REPORT OF THE PRESIDENT

The President reported on the following:

- Classes resumed the last week of August. The College has approximately 14,000 full time students enrolled in 120 programs and approximately 47,000 part time and Continuing Education students enrolled in over 4,000 courses. The President displayed a copy of the new College calendar which is almost the size of a telephone directory.
- The Fall 03 start up was one of the smoothest yet with the exception of OSAP forms which the province did not release on time.
- The Strategic Plan announcements which were made at the President's Breakfast have been well received by staff and students and plans are well underway to add the performance contracts to the web.
- Algonquin is hosting the Committee of Presidents Fall Retreat on September 22nd and 23rd. The College will showcase the Restaurant International.
- Brenda Rothwell has been recruited as the new Executive Director of the Algonquin Foundation. Ms Rothwell is both a graduate and former employee of the College.
- With the announcement of the provincial election, the College has moved into advocacy mode in support of the provincial ACAATO campaign. Algonquin will host an all candidates meeting for this riding on September 24th which all Governors are invited to attend. Students, staff and faculty will be invited to share their concerns regarding college education. Additional details will be provided as they become available.
- The College has been advised that it is ranked #3 overall in KPI rankings and #1 in Student Satisfaction.
- The Double Cohort has turned out to be primarily a university issue. While Algonquin is still meeting its enrolment targets and has increased enrolment by almost 9%, fall enrollment has been lower than anticipated at some colleges. Overall, the college system saw a 3% increase in fall enrollment. High school principals have stated that they expect 40% of grade 12 students to return for another semester to improve their grades.
- Colleges have entered into signed enrolment target agreements (ETA) with the Ministry. Next year, financial penalties will be associated with not achieving the signed ETA.

The Chair extended the Board's congratulations on the impressive KPI results.

04-48 DECISION ITEMS AND REPORTS

REPORT OF THE EXECUTIVE COMMITTEE

The Executive Committee met on June 24th when the following topics were discussed:

- Bank Signing Officers for the summer and fall period were approved.
- The Executive Committee accepted the recommendation of the Audit Committee and approved the draft audited financial statements for the fiscal year ending March 31, 2003.
- The Executive Committee also accepted the recommendation of the Audit Committee and reappointed KPMG as the College's auditors for the fiscal year ending March 31, 2004. During the upcoming year, the College will proceed to tender its audit services for the fiscal year ending March 31, 2005.
- In the spring the College was awarded a SuperBuild grant of \$7 million which will be flowed to the College as \$700K this year; \$3.5 million next year and the balance the third

year. Since the money is being awarded over three fiscal years, it was necessary for the College to obtain bridge financing of up to \$7 million in order to embark upon the capital projects this money will finance. The Executive Committee authorized the Administration to arrange up to \$7 million in bridge financing.

- The Colleges' Compensation Committee prepared and circulated to all colleges an Administrative Staff compensation grid. 23 of 24 colleges formed a consortium for Administrative salaries. The consortium researched comparative market rate salaries and developed the grid sent to all colleges. Boards evaluate presidents and determine their salaries according to a separate grid and then delegate all operational matters to the presidents which includes the implementation of this grid. The Executive Committee delegated to the President the authority to implement the College Administrative Staff Compensation Grid, effective April 1, 2003.
- The Executive Committee approved the draft 2002 Annual Report which was prepared in line with the requirements of the new Charter. Board members were sent copies of the approved Annual Report.
- The Board approved a new Strategic Plan for the College at the May Board meeting. Staff took that Plan and developed a draft set of goals and objectives to achieve the Plan over the next five years. The specific actions to achieve the first 20% of the Plan will be published on the College's web site early in the fall. Colleges now must provide an annual update on how well these goals and objectives were achieved and a rationale for non-achievement.
- One other item was discussed which was covered in a brief In Camera Session at the end of the meeting.

INVESTMENT RESULTS - ENDOWMENT FUND

Mr. Hamilton observed that under the new Charter requirements, colleges are obliged to report annually on their endowment funds. Members had in their dossiers, a report on the Endowment Fund as of March 31, 2003. Mr. Hamilton explained that the largest share of the Endowment Fund comes from the proceeds of the Bursary Golf Tournament, approximately \$60,000 annually. Withdrawals are limited to 4% of the Fund balance. For the fiscal year ending March 31, 2003, the performance net return is down \$113,136 or -7.13%; the benchmark for similar funds is -11.61%. In the case of Canadian equity, the College's Endowment Fund was down 14.44% while the TSE was down 17.6%. Managers of the College's Fund outperformed the market indices. Many university endowment funds have declined by 20-22% over the same period. Mr. Hamilton advised that the performance of the Endowment Fund has improved since March 31st of this year.

FIRST QUARTER OVERVIEW

Mr. Hamilton led members through the first quarter results which were distributed at the meeting. The 2003-04 budget has been adjusted downward by \$274,202 as result of the following:

- Lees Avenue will be operated by the College for another 3 months at a cost of \$40,122.
- Faculty costs have increased by \$123,724 as a result of union grievances.
- An increase in the Applied Research budget due to an unanticipated staff reassignment at

a cost of \$55,811.

- Several hundred miscellaneous transactions which resulted in a net loss of \$54,545.

The 2003-04 budget approved by the Board in April contained a \$1.5 m special contingency fund which remains intact at this point. The College has recently received confirmation of its grants for the 2003 -04 academic year. The operating grant is \$600,000 lower than budgeted based on past performance. The KPI grant is \$350,000 less than anticipated. This will result in a \$1 million adjustment for Q2. On the positive side, revenues from tuition fees are on target.

Questions for clarification included:

- As far as employee grievance settlements go, is Algonquin in the middle for the system? Mr. Hamilton explained that each year, the College has some unanticipated salary expenses associated with grievances. While the College does budget for salary issues, they are not specifically targeted to grievances. Mr. Warburton added that the above grievances related to increased staffing costs as a result of converting some part time positions to full time. Other colleges such as Seneca, Fanshawe and Centennial are facing similar issues but have incurred higher costs.
- How do KPI results affect the grants? What is the lag time in turning the recent results into a positive position? The general purpose operating grant is based on a three year average; this year's KPI funding is based on results of two years' ago. Only a small portion of the operating grant is based on KPI results. Colleges at the top of the KPI results get a bigger share of the grant. The downturn in the technology field played a major role in the graduate satisfaction survey as there were few jobs in that field. Five surveys are conducted, but only four are used for financial purposes. Some employers and students have indicated that they are being over surveyed. A smaller response base can influence the final results. South Carolina which started KPI surveys is phasing it out as there is not a one on one correlation between the survey questions and the results. Algonquin moved from #17 in Student Satisfaction last year to #1 this year. Moving from old facilities at Rideau Campus to the state of the art Advanced Technology building certainly had an impact on student satisfaction. While it is nice to be #1, it is easy to be bumped from that position. Algonquin always strives to be in the top rankings. The spread from top to bottom is 4.9%; if all colleges are doing well, the degree of fluctuation is minuscule.

QUALITY FUND

At the request of the President, Mr. Nick Papadolias, who was acting for Mrs. Hanson, took members through the Quality Plan for the College. The Ministry has dedicated \$60 million in quality funding for colleges this year. The funding is allocated in the same way as the general purpose operating grant and Algonquin's share is \$4.3 of \$4.5 million as the Ministry is holding back 5% for exceptional growth contingencies. Colleges must supply the Ministry with a plan stating how they are going to use this funding to make a difference for students; there are strict guidelines as to what qualifies for the Quality Fund. The College has reviewed its plan with the Students' Association and they have endorsed the directions taken. This quality funding is

supposed to be a five year plan with funding increasing each year up to \$100 million in the fifth year.

There are four categories for funding and the College submitted proposals for three. In the category "Investment in Educational Resources", Algonquin has proposed improvements to the Resource Centres at Woodroffe and Pembroke Campuses, update laboratory equipment to enable programs to teach to industry standards, enhance the reliability of telecommunications equipment, and convert a further 20 classrooms to multimedia/e-classrooms. Under the category "Investment in Student Services and Student Retention", Algonquin has proposed a number of items to improve retention such as a Student Support Lab for math and English tutoring, improvements to Counselling services, additional tutoring services, and employment preparation services. Under the category "Investment in New Programs or Existing Program Development", the College will develop new programs in the field of animal care, medical lab, physiotherapy, and meat inspection; the curriculum of existing programs will be updated; and the number of hybrid courses will be increased. In each category, the College had to explain how these plans would improve services to students.

Mr. Hamilton added that, as with the recent SuperBuild funding, the government is flowing the money in two stages: part in October and the remainder in January.

STRATEGIC PLAN UPDATE

The President reminded Governors that approximately a year ago, the Board had approved the development of a new Strategic Plan for the College. Over the past year, the College has developed a new Vision, four Mission Statements and sixteen overarching goals. Members had in their dossiers a copy of the President's address to staff in August which outlined the initiatives to be undertaken this year. All Administrators have signed performance contracts for this year which include their actions for ensuring that the goals and objectives of the Strategic Plan are achieved. Colleges are required to post on their web sites the actions they will be undertaking this year to achieve the first 20% of the Strategic Plan; at the end of the year, the colleges must report on what they have achieved and if an action was not successful, why not. Everyone in the College is working towards the success of the Plan and its four missions: quality, client service, financial stability and enabling technology. To date, the Plan has received positive comments from staff and students. Progress reports will be brought to the Board throughout the year.

03-49 MANAGEMENT SUMMARY REPORT

Governor Mawani congratulated the School of Health and Community Studies on having 67 of 68 students pass the provincial Registered Nursing exam despite the SARS outbreak.

Governor Westeinde noted the continued shortage in skilled construction labour and wondered why the Construction Carpentry Techniques program was being cancelled. Mr. Papadolias replied that the one year Construction Carpentry Techniques program was being cancelled and replaced by the two year Building Construction Technician program. The College has experienced an increase in enrolment in all Trades programs this fall and is moving to offer more programs in line with what industry and students want and phasing out those which no longer meet industry needs. Advisory Committees provide program content advice to the College on

changes in their areas.

The President noted that each year the College turns away students as it does not have the capacity to take every student who applies for a particular program. 75% of applications are for the top 25 programs. The College can not flood the market with graduates in a particular field as many may not find jobs and that will impact on the KPI results. In other instances, increasing enrolment in a particular program might require the construction of another specialized lab; the Dental Hygiene program is a good example of that. Annually, the College receives approximately 30,000 applications for 7,000 seats. Many students do not get into their program of choice.

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

03-50 INFORMATION ITEMS

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

July 25, 2003 CAAT RCA Pension Plan - Audited Financial Statements for the fiscal year ending December 31, 2002.

Directives

2003-D-1 Premium rate adjustment for Academic Staff - Long Term Disability

May 21, 2003 Approval to offer Interior Decorating, 2 years, 4 semesters, effective September 2003

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

Approval to offer Construction Carpentry - Advanced Housing, 2 years, 4 semesters, effective September 2003

May 30, 2003 Applied Degrees Policy Directives

May 30, 2003 New In-School (Off-the-Job) Curriculum Standard for Construction and Maintenance Electrician 309A, effective September 2003

June 10, 2003 Approval to offer Pre-Service Firefighter Education and Training, 3 semesters, effective September 2003

July 15, 2003 Modifications to the terms and conditions of the original Ministerial consent (February 27, 2003) to advertise and offer a Bachelor of Applied Technology (Photonics) for a five year period. This letter and attachments constitute the Minister's revised letter of consent.

July 16, 2003 Ministerial consent to advertise and offer a Bachelor of Applied Arts (Interior Design) for a five year period

August 26, 2003 Approval to modify the Electronics Engineering Technician - Telecommunications program by changing the title to Electronics Engineering Technician effective

September 2003

03-51 OTHER BUSINESS

There being no other items of business, the Board moved In Camera at 5:50 p.m. to discuss a business opportunity and adjourned for the evening at 6:04 p.m.

APPENDIX " A"

MANAGEMENT SUMMARY REPORT TO THE BOARD OF GOVERNORS September 2003

VICE PRESIDENT ACADEMIC

NEW PROGRAMS/INITIATIVES

The following new programs were successfully launched this Fall 2003:

- Building Construction Technician, 42 students
- Veterinary Technician, 34 students
- Police Foundations (Pembroke), 34 students
- Bachelor of Information Technology - Network Technology, 40 students
- Bachelor of Information Technology - Interactive Multimedia and Design, 32 students
- Bachelor of Business - e-Business Supply Chain Management, 31 students
- Pre-Service Firefighter Education & Training Program, 38 students
- Interior Decorating, 24 students

The following programs were suspended for the Fall intake and decisions will be made as to whether or not they will be offered again in the future:

- Repertory Theatre (Woodroffe)
- Contact Centre Operations (Woodroffe)
- Construction Carpentry - Advanced Housing (Perth)
- Social Service Worker (Perth)
- Business (Perth)
- International Tourism and Eco-Adventure (Pembroke)

The following programs have been canceled:

- Construction Carpentry Techniques (Woodroffe)
- eBusiness Assistant (Woodroffe)
- Electronics Engineering Technician - Digital (Woodroffe)
- Masonry Techniques (Perth)
- Bachelor of Science, Nursing (Pembroke)

SCHOOL/INSTITUTE/SECTOR UPDATES

School of Business

The School hosted the first Kenya Trade Mission to Canada. This initiative will position the School and the College to be involved and to assist the Federal Government in its efforts to meet the economic and trade needs of the countries of Africa (as announced at Kananaskis, Alberta in the summer of 2002).

School of Health & Community Studies

The School is pleased to report that 67 out of 68 students passed the provincial Registered Nursing exam. As well, 47 out of 48 students passed the provincial Dental Hygiene exams.

The Restorative Dental Hygiene program was subject to a program review by the College of Dental Hygienists of Ontario this past July. The report was excellent with no recommendations for change. Staff were praised for their work and student feedback reported to the accreditation team was very positive.

School of Media and Design

The College was very pleased to receive ministry approval for the Bachelor of Arts, Interior Design program this summer. The program will be offered for the Fall 2004:

Police and Public Safety Institute

The Endorsement Review Board of the Ontario Association of Fire Chiefs/Office of the Fire Marshal (O AFC/O FM) has granted endorsement to the Pre-Service Firefighter Education and Training program, effective immediately. This means that the program will be recognized by these bodies and that the graduates of the Algonquin program will be allowed to write the Firefighter level examination set by the OFM.

Algonquin College Heritage Institute

A contract with HRDC to expand employment preparations skills at the Job Connect Office has been signed. This is a one-year contract in the amount of \$79,900.

CURRICULUM / PROFESSIONAL DEVELOPMENT

The first annual Algonquin College Conference "Inside the Kaleidoscope" was held May 12 to 15, 2003. With over 226 registrants, the conference was deemed a great success and provided a great opportunity for teachers from across the college to network. The conference focused on three themes: Student Success, Teaching and elearning.

The second annual "Tools for Teaching Program" was offered to faculty developing hybrid online courses for the 2003/2004 academic year. Over 80 faculty registered for the sessions which were delivered May 22 to June 6, 2003 on the Woodroffe and Pembroke campuses.

During Spring, twenty-two workshops were offered on a college-wide basis with over 350 registrations. Feedback from participants was positive.

Twenty newly hired faculty attended a four day orientation to teaching at Algonquin from August 5 to 8.

Twenty-seven faculty hired during the 2002-2003 year and one experienced professor

participated in the regional Focus on Learning Program at Queens University in Kingston from August 11 to 15. In addition, five Algonquin teachers served as facilitators and one member led a workshop. All these teachers indicated that this was a valuable learning experience for them as well. Despite an unexpected change in facility (due to delays in construction at St. Lawrence College) and the Ontario blackout, participant feedback was very positive.

This year we launched the new mentor program for newly hired full-time teachers. Teachers were matched with experienced faculty who had been identified by Deans to serve as mentor/guides for new faculty. Mentors were trained in June and twenty-three matches were made. A session to provide an opportunity for each mentor pair to meet was held on Tuesday, August 19.

A one day orientation for part-time teachers was developed based on feedback received from the pilot workshop developed last year. This session was offered three times - once in Pembroke and twice in Ottawa. A total of forty-three teachers attended. A fourth session is being planned at Woodroffe on Friday, August 29 for any part-time teachers who may have been unable to attend the earlier workshops.

In collaboration with faculty in the On-line Learning Centre, ten college-wide workshops were offered during the week of August 18.

STUDENT ACTIVITY

From May 26 to June 1, 2003, apprentices from the college participated in the Ontario Technological Skills Competition (provincial) and the Canadian Skills Competition (national). Chris Capowski, Apprentice Automotive Service Technician, won gold at the provincial level and national levels. Brandon Jordan, Apprentice Carpenter, won gold at the provincial level and bronze at the national level. David Smythe, Plumbing Apprentice won bronze at the provincial event.

COMMUNITY ACTIVITY

This summer Automotive faculty from the School of Transportation & Building Trades hosted the launch of the Friends of the Earth's Green Mobility Project. An objective of the project is to encourage and facilitate the disposal of out-of-date, polluting automobiles. Useful components from these vehicles are donated to TBTR's automotive programs. The project launch was attended by Environment Minister David Anderson and received local media attention.

AWARDS

The Ontario Colleges' Continuing Education Awards Competition is designed to give continuing education practitioners the opportunity to showcase their achievements and to be recognized by colleagues for exemplary work. The "Conny" Awards of Excellence were presented at the Provincial CE conference held at Kempenfelt in June 2003. Algonquin College won in the Marketing category for our "Distance Education Marketing".

DONATIONS

The School of Transportation and Building Trades received a number of automobile donations from the public this summer, including a 1998 Suzuki Esteem. The cars will be stripped of all useful components and used for training in the Motive Power Technician program.

VICE-PRESIDENT, FINANCE AND ADMINISTRATION

COLLEGE ANCILLARY SERVICES

College Retail Stores Operation

When compared to year-to-date targets, the operation is ahead by 18%. Textbooks are up 1% ahead of targets, while the Trade Department is up by 4%; Used Textbooks are up by 143%. Algonquin Publishing Centre Manuals continue to fall below targets (-6%), which is a reflection of the ongoing move to Blackboard. Giftware (+15%) and Clothing (+6%) are performing well. Stationery (-5%) and Drafting (-20%) are areas that will require monitoring.

FINANCE AND ADMINISTRATIVE SERVICES

Financial Services

Financial Services completed the College audited financial statements in June, as well as the audit for Foreign Trained Nurses, Job Connect, Summer Jobs Service and Facilities Renewal. Training for the PeopleSoft software implementation was completed. Staff involved in the implementation of PeopleSoft are currently working at a location in Kanata.

INFORMATION TECHNOLOGY SERVICES

General

The department was involved with several major activities over the summer, including the Residence Phase III; PeopleSoft Financials installation; and the Trades Module Phase I.

Network Infrastructure

The proposal by Bell Canada and Cisco to replace the old Nortel telephone system was accepted; installation is expected to be complete by April, 2004.

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.

Stage 1 includes the redesign of the existing Sheet Metal Shop for a new Biology Lab, offices and e-classrooms and other various renovations. Stage 2 involves the Trades Building, and Stage 3 would entail a C Building infill or a major renovation to A Building.

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.

Students began to move in to the Residence complex on the weekend of August 23, 2003.

2003 Parking Program

This project has an overall budget of \$356,000 and encompasses construction of Lot 14 (formerly E Building), expansion of Lots 7 and 10, installation of planters on Lots 9 and 12, and construction of a fence on Navaho Drive.

The project is in progress.

Maintenance and Operations

On Thursday, August 14, 2003 a major power outage occurred. Maintenance and Operations staff continued to work on Friday, August 15, keeping the generators functional and providing specific help to departments that required power for refrigerators, coolers and freezers. Ottawa Hydro requested that the College reduce power usage by 50% over the week; the College was able to achieve a 35% savings, approximately.

REGISTRAR'S OFFICE

Admissions Statistics, 2003 Fall

The OCAS statistics, as of August 25, for the 2003 Fall Term indicate that, for College Choices (i.e. number of applicants), our Non-Secondary School applicants are -1.8% from last year; Secondary School applicants are up 9.4%, with an overall increase in applicants of 3.4%. Province-wide, the variances are 3.1%, 9.0% and 6.3% respectively.

Registration Statistics

Registration in Post-Secondary Programs: As of August 22, Net Registered students stood at 11,433. With reference to the November 1 enrolment projections and including BScN registrations to date, as well as anticipated registration for programs with late start dates and anticipated late registration by returning students, we estimate start-of-term full-time enrolment to be just at the enrolment projected for November 1 (audit count date) of 11,957.

Continuing Education Registrations: With respect to Continuing Education registrations for the 2003 Spring Term, as of August 22, registrations stood at 12,403 as compared to 11,311 at the same time last year. This year's registrations to August 22 represent 95.9% of the projection for the Spring Term. As of August 22, C.E. registrations for the 2003 Fall Term stood at 7,912 or 42.5% of projection. Registration in C.E. Fall courses continues throughout the term.

Convocation (Ottawa Schools)

The Spring Convocation Ceremonies were held at the National Arts Centre on Sunday, June 8 and Monday, June 9, 2003. In total, 1,745 graduates attended these ceremonies (42% of the 4,146 graduates eligible to attend). This is an increase in attendance of 5% over 2002 Spring Convocation. The Fall Convocation Ceremony will be held at the National Arts Centre on Monday, October 27, 2003 at 8:00 p.m. The ceremony's guest speaker will be the College's "Alumnus of the Year", who will be announced in the next few weeks.

A proposal has been prepared and submitted to the President's Executive Committee regarding a proposed change in venue for the Spring 2004 Convocation Ceremonies.

VICE PRESIDENT STUDENT LIFE AND HUMAN RESOURCES

STUDENT SERVICES

Director's Office, Student Affairs and Orientation

The annual day-long orientation session was held for the new Resident Advisors, Resident Managers, Students' Association Directors, and Students' Association staff on June 20th off-campus. The students received intensive briefing on the various services offered to Algonquin students and became acquainted with key staff members.

Marilyn Stratton-Zimmer, Director of Student Services, hosted the Coordinating Committee on Student Services (CCSS) Annual General Meeting which was held from June 15 - 19th in the New Advanced Technology Building. CCSS members from many Ontario colleges stayed in the Residence and attended meetings and social events including the Art King Award Banquet held in the Restaurant International. Marilyn was this year's recipient of the Art King Award.

Anne Kalil, Student Affairs and Orientation Officer, organized the first phase of Orientation, Campus Preview, which was held the week prior to classes. Students received their student handbook (the Instaguide), Student I.D. cards, and were taken on a customized tour of the college. They were warmly welcomed by College officials, student leaders and representatives from the various schools and departments who informed them of the critical things they need to know to be well prepared for the start of the term. Each year, this headstart program has attracted more and more incoming students.

The second phase of Orientation was held during the first week of class and included activities such as Pizza Day, musical entertainment, the Residence Welcome BBQ, a Haunted Walk tour in downtown Ottawa, a Dance Party at Miller's Crossing and ended with an evening with the Ottawa Renegades football team.

Anne Kalil also organized the first ever Parents' Preview session for the parents of new students under the age of 21. Over 300 parents received information on the College and their services available to their children. Representatives from each school were also on hand to answer any questions they had.

Counselling Services

Vince Giannandrea, Manager, Counselling Services and Marc Duval, Counsellor, acted as facilitators for the Campus Living Centre Residence Life Advisors Training held at Algonquin College.

Centre for Students with Disabilities

The summer transition program, SAIL.ca, for learning disabled students, funded by the Learning Opportunities Task Force, ended with a banquet at Algonquin College on July 31, 2003. The program started with 32 participants and 31 completed it. It was a joint program with Carleton University and 10 students had applied to university and 22 to college. The students lived in residence at Carleton and participated in day and evening activities which promoted leadership skills and assisted students to become self-advocates and strategic learners. The feedback that we have received from participants and parents has been very positive.

FINANCIAL AID

The Financial Aid Office was notified on the 8th of August that the 2003 OSAP loans would be late in arriving at all Financial Aid offices across the province. The problem was due to delays in receiving an OSAP related form. This delay meant that Financial Aid could not offer the previously advertised 'early release' service to our clients until late in the week of August 18 - 22 when the Financial Aid office finally received both a shipment of OSAP loans and Ministry approval of the release.

Substantial slowdowns in service from the Student Support Branch of the Ministry were also experienced by all Financial Aid offices across the province after the massive hydro failure on August 14th. The Student Support Branch was considered to be not an essential service by the government and were shut down between August 14th and the 25th.

HUMAN RESOURCES

This summer has been extremely busy for the staff of human resources. There has been a significant increase in activity both in the Pension and Benefits area as well as the Staffing function.

While we suspended our lunch and learn series for the summer we will begin those again in the second half of September. On August 5th we hosted an orientation session for new faculty. Those who attended seemed to appreciate the session as evidenced by positive evaluations. It was found that 6.25% had participated in a session of this kind before and that 68.75% had been part-time teachers at Algonquin.

The creation of a computer workstation in the HR lobby is viewed as a positive improvement that will provide for a more comprehensive service both for internal and external clients. The addition of a scanner also assists applicants to apply on line which facilitates the dissemination of information to managers and reduces the use of paper. In addition, it is used as an educational tool for clients who may not be familiar with all the services that are available to them on line.

The internal web site saw many enhancements over the summer months. The Employment Opportunities site is working well on the internal site. The new EAPlus link is operational and is providing a variety of different information about the EAP benefit. Under the Forms link - there have been 11 staffing forms posted for the College community use.

Statistics:

Total Number of Posted Positions - 34

Total Number of Retirements/Resignations - 44

Total Number of LTD/STD - There are currently 66 active files (35 academic, 28 support and 3 administrative) while 4 cases are pending.

Number of Pension Estimates completed - 38

Number of WSIB claims - 6 in June, 2 in July and 0 to date in August

Modified Workloads - 16 active

STRATEGIC DEVELOPMENT GROUP

INTERNATIONAL EDUCATION CENTRE

The International Education Centre is having an exciting start to the 2003-2004 Academic Year. There is an increase in post-secondary actual enrolment with 418 students versus a projection of 397. The projections for ESL were 477 for the May, July and August intakes. So far we have

had 455, but we are hoping for more registrations before the end of this week. Orientation Activities for both post-secondary and ESL students were very well attended. It was also a pleasure to notice so many of the International students participating in the College-wide orientation functions.

A new initiative for student academic support is starting this week. Jeff Ross, a part time professor at the College, will be providing new International students with individualized help in tackling their first course assignments. Jeff will be at the Centre every Wednesday from 4 to 7p.m. to help our students cope with the set-up, the research requirements, and the structure of this crucial first assignment so that it can meet the expectations of their professors.

We will also continue the academic support we are giving to the International students by once again offering the International Transitions general education elective. Although offered mainly on-line, the course also gives the students 5 one-on-one meetings.

Tom Norton, the former president of the ACCC and an acknowledged authority on International Education is providing the Centre with his consulting services to help develop a business plan designed to contribute to the College vision of being Canada's leading College and support the 2003-2008 Strategic Plan. Specific actions related to the structure of the Centre, its support of students, its linkages with the academic schools and its marketing initiatives will be articulated. The Centre will play a key role in expanding the international student community and in supporting the College's financial stability.

The Centre has worked with Concepts and Services, a Trinidad and Tobago based consulting firm in submitting a proposal for the delivery of a training program in the use of modern educational technology and multimedia to secondary school teachers in Trinidad and Tobago. The submission is for a component of a multi-million dollar fund set up by the Inter-American Development Bank to support the Ministry of Education as it modernizes its educational system.

Negotiations are also under way with Empirico Consulting Group for a joint venture to deliver an ESL program in the campus of Hubei Polytechnic University in Wuhan, China. This is a small-scale project which carries small risks but which also offers no financial benefits in its first year. The benefits would lie in a potential increase in students who have received this ESL training and who may want to come here into post-secondary programs.

On August 28 we will be hosting a visit of education officers from the Technical Education Department of the Malaysian Ministry of Education. The visitors are in Canada to study the techniques of developing vocational curriculum. Their special interests are in the areas of hospitality and media. Presentations on curriculum development and tours of the schools of Hospitality and Tourism, and Media and Design have been arranged.

While a long-range strategic marketing plan is being developed, some immediate marketing activities have already been committed to and will soon be underway. These include overseas visits to participate in CEC Educational Fairs and to engage the services of recruitment agents. The visits which will start late in September are as follows:

- Susan Olszynko will be joining the Fall Asia Circuit with visits to Korea, Vietnam and

Thailand (Chiang Mai and Bangkok). She will be meeting agents in each of these countries with the purpose of establishing a sustainable network of contacts.

- Mike Adamyk will attend school visits and fairs in India (Bangalore, New Delhi and Mumbai), the United Arab Emirates and Egypt. While in India, Mike will be meeting officials from the Manor Rachna Education Society (MRES) where Algonquin's ATC is presently collaborating in the delivery of Toolmaking training.
- Susan Hodgins will be attending the Mexico mini-fair circuit in Toluca, Puebla and Vera Cruz for ESL recruitment.

MARKETING

- The department has finished production of the new college marketing publications for the coming year's recruiting season including 50+ program monographs, a four-colour 40 page Viewbook, the College Calendar and the fall semester Continuing Ed catalogue.
- New banners were designed, produced and installed prior to the President's Breakfast. The new banners reflect the new look incorporated into this year's publications.
- Two ad campaigns targeting full-time students were developed and implemented through the summer. Both campaigns were targeted to trying to fill the thirty least popular programs offered by the college.
- A major ad campaign was developed and launched to promote the fall CE semester. The campaign was designed to build to an Info Evening which traditionally draws approximately 1500 visitors and generates a significant number of registrants. Unfortunately, this year's Info Evening was scheduled on the same day as the power blackout resulting in sudden cancellation of the event. Despite this setback, CE continues to track on schedule.
- The department developed and produced a number of major elements for the President's Breakfast during the summer including: 17 display pieces showcasing the College's new publications, a 12 minute multi-media retrospective on the College and the slides for the President's speech. The department also handled the organization and set-up of the audio/video equipment for the event.
- Work continues on the department's new web site which will be launched in early September. The site will provide information on current and past advertising campaigns, research material, graphic standards and other pertinent information for departments and schools across the College.
- The Graphics Standards Manual has been completed and is being digitized for posting on the Intranet in June.
- The recruiting group have completed plans for the fall recruiting season. Travel arrangements have been made, high schools and other venues across Ontario have been booked and the team is gearing up to begin travelling immediately following Orientation, which they assist with during the first two weeks of the semester.
- Work on the CE Handbooks for staff and students has been completed.

PUBLIC RELATIONS, COMMUNICATIONS, ALUMNI AND DEVELOPMENT

Public Relations

The Public Relations Department will focus on building relationships with community and political stakeholders to ensure that they understand the College's needs and direction for the future.

Corporate Events

The President's Annual Breakfast and Luncheon were held on Tuesday, August 19, 2003. Approximately 1,000 full-time staff attended the Breakfast and approximately 450 part-time staff attended the luncheon. The President's address, which can be found on the College website, focused on the new five year plan for the College as described in its strategic direction document 2003 - 2008.

Alumni

The Alumni Association Board of Directors is finalizing its new five year Strategic Plan. The Alumni Board of Directors held a special strategic direction planning meeting in June which was facilitated by Dianne Bloor. Dianne Bloor guided the Alumni Association Directors in a discussion on how the Alumni could assist the College in reaching its four strategic goals over the next five years: Quality, Service, Technology and Financial Stability. As a result a draft Alumni Strategic Plan, dovetailing the College's new Strategic Plan, has been prepared for Alumni Board Directors to review at its meeting in September. The Alumni Association Strategic Plan will have a two-pronged approach for each of the four missions: a) how the Alumni can help the College reach its goals and objectives; and b) how the Alumni can increase programs and services that benefit our alumni.

Communications

The 2002 Annual Report has been published online and can be found on the Algonquin homepage as well as the Public Relations website. A hard copy is available upon request. Numerous requests for a hard copy of the annual report have been received via the online request form on the Public Relations website.

Fundraising

Five Plant Some Roots bursaries and scholarships will be awarded to entry-level students for the Fall 03 term.

A Beth Perrin Memorial Fund has been established and will be administered through the Plant Some Roots Endowment Fund.

Media Relations

The following are the major Algonquin College news stories appearing in the media from June 3, 2003, to August 25, 2003.

- ISS student interviewed on CBC radio
- Computer Olympics covered in community newspapers
- Spring Convocation on CJOH and the New RO (President Gillett interviewed live on CJOH's News at Noon)
- "Class of 2003" three-page feature in Ottawa Citizen (Rebecca Volk and "Algonquin's Brightest Stars")
- Algonquin College as setting for Environment Minister Anderson/Friends of the Earth

announcement

- Don Mann profiled in the Citizen's Driving section mentioning his student awards for Algonquin Students
- ACERRA mentioned in a Globe & Mail e-learning article with reference to Mr. Lube
- Shirley Westeinde profiled in the Ottawa Citizen Business Section re: future Canadian Construction Association head position
- Contract employee article by Pauline Tam in the Ottawa Citizen
- Fall Enrolment on CBC's Canada Now
- Skills Competition Victory for Apprenticeship students article in Nepean This Week.
- Future Algonquin Student Jesse Attfield profiled in the Ottawa Citizen (Re: joint Journalism program with U of O)
- Mike Rushton and Vince Giannandrea interviewed re: double cohort on the NewRO
- David Burkitt interviewed re: Students moving into residence on the NewRO
- President Gillett and S.A. President Adam Gal welcome students live on the NewRO's Breakfast Television show

The College received a total of 30 media hits during this reporting period.

Should you find any errors or omissions, please let us know .

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