DRAFT

MINUTES OF MEETING NUMBER FOUR HUNDRED AND SEVENTY FIVE OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON TUESDAY OCTOBER 9, 2012, AT 5:00 P.M. IN THE STAFF DINING LOUNGE, WOODROFFE CAMPUS

Present	James McIntosh, Chair	Regrets	Jeanine Chiasson
	Denise Amyot		Louis Lamontagne
	Fred Blackstein		Doug Orendorff
	Nancy Cheng		John Owens
	Lynne Clark		
	Michael Dunlop	Vice Presidents:	Gerry Barker, Human Resources
	Barbara Farber		Claude Brulé, Academic
	Kathyrn Leroux		Duane McNair, Administration
	Kyrylo Kasyanenko		Laura Stanbra, Student Services
	Kent MacDonald, President		
	Shawn McBride	Recording Secretary	Anna Cobus
	Andrew Pridham		
	Mark Sutcliffe		

Observers Jo-Ann Aubut, Acting Dean, Academic Development
Barbara Foulds, Acting Dean, Faculty of Health, Public Safety & Community Studies
Leslie Kopf-Johnson, Professor, Early Childhood Education
Diane McCutcheon, Acting Director, Labour Relations
Russ Mills, Dean, Faculty of Arts, Media & Design
Kathryn Moore, Registrar
Misheck Mwaba, Chair, Mechanical & Transportation Technology
Doug Ouderkirk, Executive Director, Academic Operations & Planning
Carlos Pereira, Professor, Early Childhood Education
Joe Ranieri, Acting Director, Business Development
Brenda Rothwell, Executive Director, Algonquin College Foundation
Mike Sparling, Director, Information, Institutional Research & Technology Services
Catherine Sidorenko, Chair, Community Studies
Jack Wilson, Professor, Police & Public Safety Institute

The Chair called the meeting to order and welcomed Lisa Lamarre to the meeting. The President and Vice President, Academic, introduced Ms. Lamarre and announced that she recently received a 2012 Prime Minister's Award for Excellence in Early Childhood Education for her dedication to action, advancement and the success of the students and families at the Algonquin College Early Learning Centre. Ms. Lamarre spoke briefly to her experience in receiving the award and the Board offered its congratulations on her special achievement.

The Chair introduced Nancy Cheng and welcomed her to her first meeting as a member of the Board of Governors. Ms. Cheng spoke briefly to her background and expressed enthusiasm in becoming familiarized with and supporting the work of the College.

12-44 CONFLICT OF INTEREST DECLARATION

Governor Pridham declared a conflict of interest with respect to the program approval for Manufacturing Engineering Technician as a result of his position in the Faculty of Technology and Trades and that he would be presenting the program for Board approval later in the meeting.

12-45 APPROVAL OF THE PREVIOUS MINUTES

RESOLUTION

MOVED & SECONDED – Farber & Amyot

That the minutes of June 11, 2012, be approved as presented.

12-46 BUSINESS ARISING

The Chair observed that information has not yet been received regarding the Ontario Special Bursaries Program and that Management will provide an update to the Board once details are available.

12-47 DECISION ITEMS & REPORTS

PROGRAM PROPOSAL: BACHELOR OF EARLY LEARNING & COMMUNITY DEVELOPMENT

Barbara Foulds presented a proposal to offer a four year degree program entitled Bachelor of Early Learning and Community Development (BELCD) which is designed to prepare students for opportunities in the early learning field within both the educational and the community context. By integrating theory and practice, students attain the skills to design, develop, deliver, coordinate and administrate early learning programs for young children and families. Employment may be found in the licensed early learning and care sector, community health agencies, the educational system, or with agencies engaged in research on early learning. The degree provides the foundation for further study at the post-graduate level or in Bachelor of Education programs. The implementation of the program reflects the strategic directions of the College including the commitment to digital learning with 26% online, alternative delivery, leveraging relationships with business and industry with field and work placement, and meeting the needs of students and the community. The Strategic Programs and Services Planning Project Report identified the degree program as one of the actions required to enhance the Early Childhood Education (ECE) Ontario College Diploma program.

Questions/Comments:

- *Governor Leroux: Do we anticipate losses in our ECE program as a result of this degree program?* No. The Early Childhood Education diploma program has been oversubscribed for years and many students continue on to university following completion of that program. In addition, many of the students entering the ECE program do not have the requirements to begin in a degree program. It is not expected to have any significant impact.

- *Governor Amyot: How does the cost of this program compare to that of a four year university degree?* The cost is marginally below that of a university degree.

- *Governor Dunlop: Is this duplicative of what can be obtained at university?* No, this is a unique program. There are child studies programs at universities but none such as this.

- *Governor Kasyanenko: Has forecasting been projected for years three and four for the bridge between the diploma program degree programs.* No, this costing is done separately as a practice. The bridging option will assist with attrition, however, causing a positive impact.

- *Governor McBride: What is the tuition for the two year program and will this impact the bridging?* The difference is approximately $1K per term for the two years, but students are then required to complete the three bridging courses at an added cost.

RESOLUTION

MOVED & SECONDED – Leroux & Amyot

That the Board of Governors approve the Bachelor of Early Learning and Community Development degree program effective Fall 2014 and submit an application for Ministerial Consent to the Postsecondary Education Quality Assessment Board and approval for funding from the Ministry of Training, Colleges and Universities.

CARRIED

PROGRAM PROPOSAL: MANUFACTURING ENGINEERING TECHNOLOGY

Andrew Pridham and Mischek Mwaba presented a proposal to offer a Manufacturing Engineering Technician (MET) Ontario College Diploma program which prepares students for entry into the manufacturing engineering industry. It is offered over two years and students prepare for an extensive variety of dynamic technical positions requiring strong, mechanically-oriented backgrounds within the manufacturing industry. In a combination of classroom and lab-based environments, students develop knowledge and skills essential to succeed in the multifaceted, fast-paced field of manufacturing engineering. Graduates of the program may find employment in areas such as research and development, defence, aerospace, medical device manufacturing, and consumer and industrial product industries. The implementation of the program reflects the strategic directions of the College including responding to an SPSP

recommendation to revise an existing program, the commitment to digital learning with 24% online, alternative delivery, leveraging relationships with business and industry with a mandatory field placement, and meeting the needs of students and the community.

Questions/Comments:

- *Governor Leroux: Is the current program two years in duration and will existing students move into the new program?* There will be an overlap but there is a plan to phase out and graduate students in the existing program.
- *Governor Blackstein: What is the status of employment experience for graduates from the Loyalist program?* The demand is lower. However, with the diversity in this region and the local support from industry, it is not a concern.
- *Governor Blackstein: Why is English a deciding factor if the number of applications exceeds the available space in the program? It would seem that mathematics or another technical subject may be a better indicator.* English is a requirement for all Ontario college credentials. However, the question was taken under advisement for further investigation, consultation with the Advisory Committee, and to ensure provincial standards are met.
- *Governor Leroux: What is our standard target for showing positive net contribution in a program?* The overall standard is 25% contribution after approximately 5 years due to the funding lag.
- *The Chair observed that the phased out program will continue to generate revenue which is not taken into account into the costing.* The President added that the programs are brought forward in a consistent format for comparative purposes, and that the College will continue to receive lag year funding from the phased out program which will provide a continued revenue stream without associated costs.

RESOLUTION

MOVED & SECONDED – Blackstein & Sutcliffe

That the Board of Governors approve the Manufacturing Engineering Technician Ontario College Diploma program effective Fall 2013 and seek validation of the program title and outcomes from the Credentials Validation Service and approval for funding from the Ministry of Training, Colleges and Universities.

CARRIED

1 Abstention – Pridham

<u>BANKING OFFICERS</u>

RESOLUTION

MOVED AND SECONDED – Dunlop and Cheng

That for banking purposes, the following are the officers of Algonquin College of Applied Arts and Technology, October 9, 2012:

THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Position	Current Incumbent
Chair	James McIntosh
Vice Chair	Doug Orendorff
Secretary	Kent MacDonald
Treasurer	Duane McNair

Senior Officials of the College

Position	Current Incumbent
President	Kent MacDonald
Vice President, Academic	Claude Brulé
Vice President, Administration	Duane McNair
Vice President, Human Resources	Gerry Barker
Vice President, Student Services	Laura Stanbra
Director, Finance and Administrative Services	Cathy Dempsey
Manager, Financial Services	Sally Clarke

CARRIED

REPORT OF THE EXECUTIVE COMMITTEE

The Executive Committee met on August 2nd and authorized the College to enter into discussions with Siemens Canada for a second Energy Savings Contract as a result of an RFP process. The Board will receive a briefing at the December meeting. The 2012/13 performance criteria for the President was also approved at the meeting.

The Committee met on September 4th and interviewed two candidates for appointment to the Board of Governors. A decision was taken to appoint new Governor Nancy Cheng.

The format of the September Retreat also discussed at the September 4th meeting.

12-48 REPORT OF THE CHAIR

The Chair reported the following:

- The draft calendar of agenda items was sent to Governors which included a number of topics arising from the September retreat. Also noted was the start of the December 10th meeting at 4:00 p.m. to allow sufficient time before the Board's annual Christmas dinner.

The cancellation of the January 14th board meeting was also noted as well as the addition of a day-long retreat prior the regular board meeting on February 11, 2013.

- A decision was taken to delay the Board meeting in Pembroke to the spring as a result of the delay in completion of the campus. Governor Blackstein will speak to this further under other business.
- Any requests to staff are to be directed to the Chair in order to ensure he is aware of the type and volume of requests from Governors.
- The Fall Convocation ceremonies will be held on November 7th at the National Arts Centre beginning at 2:00 and 6:30 p.m. Governors received an invitation asking for Board representatives to bring greetings to the graduates. Those Governors available to attend were asked to notify the Board office as soon as possible.
- On the table was a copy of the Code of Ethical Conduct and Governors agreement, as well as a copy of Minister's Binding Policy Directive on Conflict of Interest. Governors were asked to leave a signed copy of the agreement on the table before leaving and to review the binding policy directive.
- Bill Johnson has been approached to determine his willingness to record his presentation on the History and Mandate of Colleges in a video format for future Governors.
- Copies of the remittance declaration from the financial officers of the College were on the table confirming that as of June 30th, all applicable income tax source deductions and remittances were submitted in accordance with CRA and Ministry of Revenue requirements.

12-49 REPORT OF THE PRESIDENT

The President reported the following:

- Governors were invited to attend the October 18th opening of the Robert C. Gillett Student Commons which has become a gathering place for the students.
- On October 2nd, through a collective effort under the leadership of Vice President Laura Stanbra, the College launched its commitment to the mental health of its students, as well as staff and faculty. The College is working with the Canadian Mental Health Association to better prepare staff and faculty to become early interveners for those experiencing mental health difficulties. A training site was launched (http://icopeu.org/Algonquin/home.html) which is a mental health resource for Algonquin College students, offered in partnership between the Algonquin Students' Association and Student Support Services. Steven Page, former lead singer of the Bare Naked Ladies, kicked off the event with a presentation and concert.
- The College's United Way campaign was launched on October 5th with the annual Air Band Competition which was held in the Student Commons Theatre. The event reflects our staff and faculty's commitment to help those in our community as well as being a good demonstration of the tremendous spirit of Algonquin's employees.
- The 6th annual Corporate and Community Social Responsibility Conference will take place on November 6th. Governors were invited to attend the conference and/or gala event and were asked to notify the Board Office should they wish to attend.
- The Strategic Mandate Agreement has been submitted and will be evaluated by an independent evaluation team led by the Harvey Weingarten of the Higher Education Council of Ontario. The President is scheduled to meet Mr. Weingarten.
- Staff and faculty did an excellent job in the fall term start up. All facilities and classrooms are operating with the exception of the Pembroke Campus which is nearing completion. There was an unexpected critical technology outage during which time the IT team worked

diligently with internet service provider Rogers. The President recognized the hard work of faculty and staff in getting the College ready for learning.

- Last winter the traffic on network was 300 mb. At the start of the fall term, traffic increased to 1GB which represents 2.5 times as much demand on the network than less than a year ago.
- Since the College converted to BlackBoard mobile access in the spring, 75% of all students are now accessing BlackBoard through mobile devices rather than a browser, a clear indicator that this is serving the needs of students.

12-50 MANAGEMENT SUMMARY REPORT

The Chair observed that the format of the Management Summary report has changed which will allow the report to be easier to compile. Governors were asked if they had any comments on the change; no comments were made.

Questions/Comments:

- *Governor Dunlop: Is the campus 100% wireless available? This room did not have access when we first began meeting.* The way the College is constructed in some areas does cause some deficiencies which are constantly being addressed as this is so critical to the digital College.
- *Governor Leroux: Well done on the admission statistics. Is the Registrar's Office entirely responsible for the increase and do we have an idea of what is driving the majority of it?* The types of programming have assisted as well as our use of social media in terms of marketing and communication. The follow up efforts between application and registration are also a factor. It is very much a team effort.
- *Governor McBride noted that from a faculty perspective, there are some rooms which still don't have useable wireless network access including T117 and T119, so it is important to understand that the College is still working towards 100% wireless availability.*

The Management Summary report for October, 2012 was received and is available online at www.algonquincollege.com/board.

12-51 OTHER BUSINESS

APPOINTMENT OF AUDIT COMMITTEE MEMBER

The Chair of the Governance Committee tabled a motion to appoint new Governor Cheng to the Audit Committee effective immediately so that she can join its meeting on November 19th.

RESOLUTION

MOVED & SECONDED – Amyot & Blackstein

That Nancy Cheng be appointed to the Audit Committee effectively immediately.

CARRIED

1 Abstention – Cheng

PEMBROKE CAMPUS UPDATE

Governor Blackstein provided an update on the status on the progress of construction at the new Pembroke Campus. He indicated that the project is huge for the small community and aside from some trades shortages and weather issues, the building is beautiful and enrolment is exceeding projections. As a result of the delay in completion of construction, Governor Blackstein indicated that it is best that Board wait to visit the campus until such time as it is ready for a perfect first impression.

He also noted that the new campus address has just been approved by City Council: 1 College Way. The expected move in date is just prior to the 1st of November and a bus will be arranged to take members of the Board and College Community to Pembroke for the opening event which is yet to be scheduled.

The President added that once this building is complete, it will provide real leverage to the Community in terms of the economic development in that region. Claude Brule recognized the work of Karen Davies and the Pembroke Team in ensuring learning outcomes are being met during the transition that thanked them for their ability to adapt as plans changed. The Chair concluded that the Board appreciates the work of the staff who have been working through all of the efforts.

There being no further business, the meeting adjourned at 6:11 p.m. and Governors moved in camera.

James McIntosh, Chair

Anna Cobus, Recording Secretary