

APPROVED

MINUTES OF MEETING NUMBER FOUR HUNDRED AND EIGHTY OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON MONDAY, APRIL 8, 2013, AT 4:00 PM, IN THE ROSSER BOARDROOM, C BUILDING, WOODROFFE CAMPUS.

Present	James McIntosh, Chair	Regrets	Denise Amyot
	Fred Blackstein		
	Nancy Cheng		
	Jeanine Chiasson	Sr. Mgmt:	Gerry Barker, Human Resources
	Lynne Clark		Claude Brulé, Academic
	Michael Dunlop		Duane McNair, Finance & Admin
	Barbara Farber		Laura Stanbra, Student Services
	Kyrylo Kasyanenko		
	Louis Lamontagne	Recorder:	Suzannah DiMarco
	Kathryn Leroux		
	Kent MacDonald, President		
	Shawn McBride		
	Doug Orendorff		
	John Owens		
	Andrew Pridham		
	Mark Sutcliffe		

Observers Jo-Ann Aubut, Acting Dean, Academic Development
David Corson, President, Students' Association
Dave Donaldson, Dean, School of Business
Barbara Foulds, Acting Dean, Faculty of Health, Public Safety & Community Studies
Michael Gawargy, Director, Information, Institutional Research & Technology
Mark Hoddenbagh, Director, Applied Research and Innovation
Russ Mills, Dean, Faculty of Arts, Media and Design
Kathryn Moore, Registrar, Registrar's Office
Doug Ouderkirk, Executive Director, Academic Operations & Planning
Judy Puritt, Professor, School of Business
Brenda Rothwell, Executive Director, Foundation
Shelley Styles, Director, Student Support Services
John Tattersall, Director, Physical Resources

1. CONSTITUTION OF THE MEETING

Chair McIntosh constituted the meeting at 4:05 pm. President MacDonald briefed members on some significant student awards and achievements over the past academic year. R. Mills, Dean of the Faculty of Art, Media & Design introduced student Tara Caldwell and Professor David Bromley, Program Coordinator. T. Caldwell was congratulated on her success in winning the poster competition for Miami Fashion Week. She spoke of her experience during a week-long visit to Miami. Students and Faculty were thanked for attending the Board meeting.

2. CONFLICT OF INTEREST DECLARATION

No conflicts of interest were declared.

3. APPROVAL OF THE MINUTES

Members were referred to the draft March 11, 2013 IN CAMERA and regular meeting minutes included in their packages. Governor Orendorff asked that a revision be made to the minutes. With this revision:

RESOLUTION

MOVED & SECONDED - D. Orendorff & N. Cheng

That the minutes of March 11, 2013, be approved as revised.

CARRIED.

4. BUSINESS ARISING

4.1 APPLIED RESEARCH OVERVIEW

M. Hoddenbagh presented an overview of Applied Research and Innovation at the College. Although the program has been in operation for 10 years, much growth and change has occurred in the last 5 years, including student and faculty involvement, client engagement and initiatives to promote integration in the community. Members were briefed on the types of applied research projects students are involved in and where funding for these projects comes from. Members were invited to attend the April 12 Applied Research Day which is the primary venue for showcasing the projects that students and faculty have completed over the past year.

Questions/Comments:

- *Governor Leroux asked a question about intellectual capital.* M. Hoddenbagh replied that anything that is completed at the College is owned by the College.

- *Governor Orendorff referred to the March 2010 presentation when HouseAll and Amika Mobile were present – he asked whether a Memorandum of Understanding for a long-term relationship occurred.* M. Hoddenbagh replied that an agreement was made to pursue other opportunities, however, a Memorandum of Understanding is being signed with the Canadian Science & Tech Museum.
- *Governor Orendorff asked whether Board advocacy in support of this initiative would be helpful.* M. Hoddenbagh replied that the Program would value the Board’s advocacy in support of applied research projects.
- *Governor Lamontagne asked about a scenario where a Professor might develop a product but the College does not want to move forward with it – could the Professor move forward on his own?* M. Hoddenbagh replied that this would be a point of negotiation and the College would refer to its policy RE05 – Intellectual Property to guide discussions.
- *Governor Kasyanenko asked about copyrights.* M. Hoddenbagh replied that the College works with clients in developing products and business plans and applying for copyrights. In some cases a marketing survey will be completed to determine whether the market would support a new product.
- *Governor Cheng thanked M. Hoddenbagh for his presentation and asked questions regarding applied research funding and available grants.* President MacDonald advised that some grants and government funding is available, however these funds are limited. Polytechnics Canada and the Association of Canadian Community Colleges (ACCC) have developed relationships with the aim of lobbying for these funds. Algonquin College has been successful in securing funding for several projects over the past few years, assisting smaller-sized organizations that don’t have research & development resources.
- President MacDonald advised that the Students’ Association is a strong supporter of applied research. This commitment is evidenced by the Executive in Residence program available through the SA’s office, where students who are interested in entrepreneurialism are able to meet with an Executive in their field. Students participating in applied research projects benefit from hands-on learning and their connection to the work environment.
- Chair McIntosh expressed the Board’s support for the Applied Research Program and offered the Board’s assistance in lobbying for funds.

5. DECISION ITEMS & REPORTS

5.1 2013/2014 FEE SCHEDULE

L. Stanbra, Vice President Student Services briefed members on information from the Ministry of Training, Colleges and Universities related to 2013-2014 Student Tuition Fees. Although colleges received the fee framework late last week, the College’s Registrars Office is analyzing the policy and the changes to the framework to determine their impact on the College’s tuition fees.

K. Moore, College Registrar provided members with an overview of the changes and advised that Board approval of the 2013-2014 Student Fee Schedules are required before May 1, 2013. It was noted that tuition fees are capped at an average 3% increase over the next 4 years. The College proposes to increase tuition fees up to 3%, with high-demand programs up to 5% with each program being considered on a case by case basis. Ancillary fees will remain unchanged with the exception of the student activity and athletics fee. Next steps included completing the Student Tuition Fee Schedules for 2013-2014 and submitting this information to the Board Executive Committee for approval at its April 22, 2013 meeting.

Questions/Comments:

- *Governor Dunlop asked whether the tuition fee request for approval will identify the impact on the budget.* K. Moore noted that the College budgeted for a 0% increase, therefore there is no negative impact on the budget.
- *Governor Leroux asked whether the College has considered not increasing fees in low-demand programs to help augment enrollment in those programs.* K. Moore advised that the College takes many factors into consideration when setting fees, one of which is reviewing what our competitors are charging.
- *Governor Orendorff requested that there be a discussion regarding a Board-approved tuition fee strategy.* Members agreed that the Audit & Risk Management Committee would review the College's fee structure in terms of its competitiveness and affordability and develop a strategy to apply to student tuition fees moving forward.
- *Governor Cheng asked whether the College sees the government's increase of 3% as positive for the College.* President MacDonald advised that Colleges Ontario lobbied for the maintenance of the previous framework of a 5% increase. Instead, colleges will be bound by a 3% increase locked in for 4 years. It was noted that college tuitions are one-third of University tuitions. It is important moving forward, to uncouple college and university tuition fees.
- *Governor McBride asked if the e-textbook fee falls under Ancillary fees and whether there are regulations addressing e-textbook fees.* K. Moore advised that there are currently no regulations around the fee and they are negotiated annually with the Student's Association.
- *Governor Dunlop asked a question related to high-demand programs.* K. Moore confirmed that the college is prevented from charging high tuition and this is limited to 15% of College programs.

Chair McIntosh advised that the College's Student Tuition Fee Schedules would be submitted to the Executive Committee, on behalf of the Board of Governors, on Monday, April 22, 2013 for approval.

5.2 PROGRAM APPROVALS

C. Brulé, Vice President Academic introduced 5 new programs of instruction for the Board's consideration and approval. These programs comply with the governance policy BG II-01 in that they align with the College mission and strategic plan; address the economic and social needs of the communities the College serves; respond to government directions and priorities; and comply with the MTCU Programs Framework Directive.

a) Bachelor of Security & Emergency Management

B. Foulds, Acting Dean of Health, Public Safety & Community Studies presented the Bachelor of Security & Emergency Management Program. In answer to members' questions, it was noted that there are bridging options for existing students and graduates who would like to move to this program, and the program includes student placement opportunities.

- *Governor Blackstein recalled the experience of the 1998 Ice Storm and noted that the crisis would be a very good learning opportunity for students. Do students participate in a debriefing after a mock-emergency exercise?* B. Foulds replied that the hands-on exercises include a full debrief process.
- *Governor Orendorff commented that the College has received approval for only 4 Bachelor degrees in the past 12 years, and that requesting 2 new degrees in the past 7 months is significant. He asked what additional steps the College must complete in having a Bachelor's degree approved.* C. Brulé advised that the process is lengthy and requires among other things, a site visit and an accreditation visit. Delays in the process do restrict the College's ability to put these programs in place.
- *Governor Cheng drew member's attention to the cash flow analysis and the quick ramp-up of grants and fast pay-back. She asked why equipment investment wouldn't occur until 2017.* B. Foulds replied that equipment is not required until the third year of the program and over the first year or two, a mobile space is being developed within existing College space.
- *Governor Kasyanenko commented that if equipment is not being purchased until the third year of the program, does this preclude students bridging to the program in years 1 and 2?* C. Brulé advised that the program will be launched first, with the bridging opportunities available to students later.

RESOLUTION

MOVED & SECONDED – F. Blackstein & J. Owens

That the Bachelor of Security & Emergency Management Program be approved as presented.

CARRIED.

b) Performing Arts OCC

R. Mills, Dean of the Faculty of Arts, Media and Design presented the one-year College Certificate Program in Performing Arts (compressed format). The City of Ottawa, through Invest Ottawa has identified a commitment to support the growing film industry in this region. This condensed format allows students to explore the industry and prepare them for the performing aspects of the industry as it grows in Ottawa.

- *Governor Leroux asked what the demand for this program is and questioned whether this type of program is useful in Ottawa.* R. Mills advised that this is a medium-demand program and supports the City of Ottawa's plans to develop the performing arts through Invest Ottawa.
- *Governor Dunlop noted that the business case identifies a break-even point after 5 years.* R. Mills concurred that the Program is based on student interest rather than local employment opportunities but that the program will likely prepare students for other College programs.

RESOLUTION**MOVED & SECONDED – M. Dunlop & D. Orendorff****That the Ontario College Certificate Program in Performing Arts be approved as presented.****CARRIED.**c) Bartending OCC

M. Savard, Dean of the School of Hospitality & Tourism presented the Ontario College Certificate Bartending Program, which replaces the existing tuition short program. There is a strong demand for qualified and professional bartenders in Ontario and this program will raise the program to the highest level of professional service training. It was noted that the age requirement of 19 is necessary.

- *Governor Cheng asked questions around the changes in programming.* J. Aubut advised members that a number of programs require some changes in programming due to changes in MTCU category requirements. These changes are being reviewed on a case by case basis.

RESOLUTION**MOVED & SECONDED – N. Cheng & S. McBride****That the Ontario College Certificate Program in Bartending be approved as presented.**

CARRIED.d) Sommelier OCC

M. Savard presented the Ontario College Certificate Sommelier Program. The Program replaces the current College Certificate by elevating its status to give it additional credibility and position it competitively as the only such credentialed program in the Ontario College system.

In answer to a Governor's question regarding losing some students due to this change, M. Savard replied that the current wine appreciation course will be renamed to Sommelier Fundamentals which is geared to individuals with a personal interest in wines.

RESOLUTION**MOVED & SECONDED – K. Leroux & S. McBride**

That the Ontario College Certificate Program in Sommelier be approved as presented.

CARRIED.e) Project Management OCGC

D. Donaldson, Dean of the School of Business presented the Project Management Ontario Colleges Graduate Certificate. This one-year program prepares students for a managerial career in the field of Project Management.

- *Governor Orendorff asked whether this program would prepare students for the Project Management Professional (PMP) credential. D. Donaldson advised that this program of study would move students beyond the PMP. The course can be accessed either online or in class.*

RESOLUTION**MOVED & SECONDED – K. Kasyanenko & B. Farber**

That the Ontario College Graduate Certificate Program in Project Management be approved as presented.

CARRIED.**6. REPORT FROM THE CHAIR**

The Chair reported the following:

- Canada's Minister of Foreign Affairs and Algonquin College's local MP, The Honourable John Baird, addressed the International Business Speakers Forum on Monday. A group of 100 students in Algonquin College's International Business Management Graduate Certificate Program and students in the three-year Business Administration Program who are majoring in International Business were present to hear his address.
- The Board of Governors Electoral Committee is pleased to announce that the following students will be running for Student Governor on the Algonquin College Board of Governors: Stephane Caron, Kyrylo Kasyanenko and Stan Touhlov. Election dates are April 16 and 17th.
- The Perth Campus will be holding its annual Spring Open House on Saturday April 13th from 10:00 am to 2:00 pm. The day includes campus tours, the opportunity to talk to faculty, and information sessions.
- Five Governors and the President will be attending this year's Association of Canadian Community Colleges (ACCC) annual conference at Okanagan College in Penticton, British Columbia from June 1-3, 2013.
- We received a good response from Governors from the March meeting feedback form. The Chair acknowledged that at times it is difficult to know how much time to allot to each agenda item and asked for member's understanding if some items felt a little rushed.
- Planning is underway for a September Board Retreat – we are looking at Sunday, September 15 and Monday, September 16 potentially to be held in Pembroke.
- Governance Committee will be reviewing candidate applications for new directors over the coming months and asking members to express their interest in committee membership and the role of Vice Chair.
- Members were reminded that the May 13 Board meeting will be held in Pembroke and will include a tour prior to the meeting. A bus will be reserved leaving the Woodroffe campus at approximately 12:30 pm and returning from Pembroke at approximately 6:00 pm.

7. REPORT FROM THE PRESIDENT

The President reported the following:

- Security at Colleges and Universities continues to be a priority. Planning for the May 22 exercise (LiveEx-2013) continues. The exercise is being developed with the support and assistance of the School of Health & Community Studies College newspaper Algonquin Times won in Ontario.
- With the aim of celebrating the contribution of women in our community, Algonquin College will profile 12 inspirational women over the course of the Women's World Hockey Championships, inviting the public to share their stories and rewarding one lucky contributor with 4 tickets to join the College in its suite for the Gold Medal Game.
- Algonquin College students were profiled on *The Rick Mercer Report* on Tuesday, April 2, as a result of the College raising an impressive \$40,394 towards the purchase of malaria nets in the Spread the Net Student Challenge. Rick paid a visit to various groups in the

College including Police Foundations, Paramedics, Hospitality & Tourism, Nursing, and TV Broadcasting. Congratulations go out to Lisa Roots and her fundraising team.

- Applied Research Day April 12 - this event highlights the leading-edge Applied Research being done by the College as we showcase our research projects through exciting displays and demonstrations.
- Take a Walk in My Shoes – May 24 is an interactive workshop on the topic of poverty in our communities is being organized by the second year Social Service Worker students from the Perth Campus in partnership with the Lanark Leeds and Grenville District Health Unit. The workshop is being held at the Perth Legion on April 2.
- Michael Gawargy was introduced as the new Director of Information Technology Services. He was welcome to the College.
- David Corson, retiring President of the Students Association was thanked for his leadership and drive during his term of office. He was congratulated on his successful term as President and wished the best of luck in future endeavors.
- Members were shown the new Student's Association logo and branding which was launched this week.

8. MANAGEMENT SUMMARY REPORT

The Management Summary report for March, 2013 was received and is available online at www3.algonquincollege.com/bog/.

Comments:

- *Governor Leroux congratulated the College on outstanding recruitment results.*

9. OTHER BUSINESS

There was no other business.

10. IN CAMERA SESSION

RESOLUTION

MOVED & SECONDED – K. Kasyanenko & N. Cheng

That the Board of Governors move to an IN CAMERA session for the purposes of discussing matters of a confidential nature.

CARRIED.

RESOLUTION

MOVED & SECONDED – M. Dunlop & J. Owens

That the Board of Governors moved out of In Camera and adjourn the meeting.

CARRIED

11. MEETING ADJOURNMENT

There being no further business, the meeting was adjourned at 6:40 pm.

James McIntosh, Chair

Suzannah DiMarco, Recorder