

APPROVED

MINUTES OF MEETING NUMBER FOUR HUNDRED AND EIGHTY FIVE OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON **MONDAY, FEBRUARY 10, 2014** AT 4:00 PM, IN CA105 ACCE BUILDING, WOODROFFE CAMPUS.

Present:	James McIntosh, Chair	Regrets:	Barbara Farber
	Fred Blackstein		Peter Nadeau
	Nancy Cheng		Mark Sutcliffe
	Jeanine Chiasson		
	Lynne Clark	Sr. Mgmt:	Claude Brulé, Academic
	Kyrylo Kasyanenko		Duane McNair, Finance & Admin
	Louis Lamontagne		Laura Stanbra, Student Services
	Kathyrn Leroux		Doug Wotherspoon, Executive
	Kent MacDonald, President		Director Advancement
	Shawn McBride	Recorder:	Suzannah DiMarco
	Doug Orendorff		
	John Owens		
	Andrew Pridham		
	Michael Waters		
Observers:	Brent Brownlee, Acting Director, Ancillary Services		
	Cathy Dempsey, Director, Finance & Administrative Services		
	Martin Doyle, Project Manager, AC-Jazan		
	Bryan Eburne, Registrar's Office		
	Peter Fortura, Acting Dean, School of Business		
	Barbara Foulds, Acting Dean, Faculty of Health, Public Safety & Community Studies		
	Michael Gawargy, Director, Information Technology Services		
	Mark Hoddenbagh, Director, Applied Research & Innovation		
	Eric Hollebhone, Director, Marketing		
	Chris Janzen, Dean, Faculty of Technology & Trades		
	Kimya Keyhan, Manager, Academic Partnerships		
	Jim Kyte, Chair, Marketing & Management Studies		
	Samantha Long, Student, Journalism Program		
	Jeff Macnab, Registrar		
	Tracy McDougall, Executive Assistant to the President		
	Russ Mills, Dean, Faculty of Arts, Media & Design		
	Ernest Mulvey, Director, International Education Centre		
	Doug Ouder Kirk, Executive Director, Academic Operations and Planning		
	Sherline Pieris, President, Student's Association		
	Judy Puritt, Professor, Business Communications		
	Joe Ranieri, Acting Director, Business Development		
	Brenda Rothwell, Executive Director, Foundation		
	Michel Savard, Dean, School of Hospitality & Tourism		
	Shelley Styles, Director, Student Support Services		
	Christine Wojcik, Professor, Early Childhood Education		
	Larry Woods, Associate Vice President, Academic		

1. CONSTITUTION OF THE MEETING

Chair McIntosh constituted the meeting at 4:00 pm.

2. CONFLICT OF INTEREST DECLARATION

One (1) conflict of interest was declared. Governor Kasyanenko declared a conflict of interest with respect to the approval of Student Tuition Fee Schedules. Governor Kasyanenko will abstain from the vote to approve tuition fee schedules.

3. APPROVAL OF THE PAST MINUTES AND CONSENT AGENDA

Chair McIntosh asked if any Governor wished to remove an item from the Consent Agenda. In response, item 3 "Approval of the Minutes" and item 4.4 "Enterprise Resource Planning Funding" were removed from the Consent Agenda. All other Consent Agenda items were approved by consensus.

Members were referred to the minutes of December 9, 2013. One revision was made to the minutes under item 6.4 "Audit & Risk Management Report". The motion related to Fixed Asset Capitalization was amended to read:

RESOLUTION

MOVED & SECONDED the amended motion: J. Owens & D. Orendorff

That the Board of Governors approves the College's amended Fixed Asset capitalization threshold for equipment, from \$1000 to \$5000 as presented.

CARRIED.

4. CONSENT AGENDA ITEMS**4.1 3rd Quarter 2013/2014 Financial Report****RESOLUTION**

That the Board of Governors accepts the 3rd Quarter 2013/2014 Financial Report as presented.

4.2 3rd Quarter 2013/2014 Business Plan Update

A number of questions were answered regarding the 3rd Quarter 2013/2014 Business Plan Update related to the Ministry of Training Colleges and University's moratorium on program approvals, and the City of Ottawa's position related to the CentrepoinTE development and new transit centre.

RESOLUTION

That the Board of Governors accepts the 3rd Quarter 2013/2014 Business Plan Update as presented.

4.3 Governance Committee**RESOLUTION**

That the Board of Governors approves the Academic and Student Affairs Committee membership as listed for 2013-2014:

F. Blackstein, Chair

J. McIntosh

K. MacDonald

A. Pridham

D. Orendorff

**K. Kasyanenko
S. McBride
L. Stanbra
C. Brulé**

RESOLUTION

That the Board of Governors approves the resignation of F. Blackstein from the Audit and Risk Management Committee and the appointment of D. Orendorff to the Audit and Risk Management Committee for 2013-2014.

RESOLUTION

That the Board of Governors approves the reappointment of J. McIntosh for a 1-year term to August 31, 2015.

4.4 Enterprise Resource Planning funding

This item was moved from a consent agenda item to 6.0 a) of these minutes.

5. BUSINESS ARISING

There was no business arising from the December 9, 2013 minutes.

6. DECISION ITEMS & REPORTS

6.0 a) Enterprise Resource Planning Funding

Governors discussed the Enterprise Resource Planning funding and agreed that the Board would endorse the tender process for an Enterprise Resource Planning solution. Once the College has completed the request for proposal process, a report including cost estimates will be submitted to the Board's Audit & Risk Management Committee for review, before being submitted to the Board.

6.0 b) AC – Saudi Arabia Wave 2 Update

C. Brulé and D. McNair provided Governors with an update on the College's bid for a cluster of colleges as part of Saudi Arabia's Colleges of Excellence program. Algonquin College was recently notified that it was successful in being awarded a women's and a men's college in the city of Qatif – Saudi Arabia (Cluster #4). Governors were briefed on the location of Qatif relative to the capital Riyadh and the Jazan campus, and on the programs that will be offered and the financial implications of this new opportunity. After discussion:

RESOLUTION

MOVED & SECONDED: K. Leroux and F. Blackstein

That pending receipt of Ministry of Training Colleges & Universities' confirmation, Algonquin College Board of Governors grants Algonquin College - Saudi Arabia LLC (Algonquin's existing limited liability corporation in Saudi Arabia) the authority to enter into an agreement with Colleges of Excellence Company for the purpose of initiating and managing two new college campuses, one male campus and one female campus, both located in Qatif, Saudi Arabia.

CARRIED.

RESOLUTION**MOVED & SECONDED K. Leroux and K. Kasyenenko**

Algonquin College Board of Governors authorizes Algonquin College Administration to seek approval from MTCU and the Ministry of Finance for Algonquin College - Saudi Arabia LLC to borrow \$20.9 million to finance the start-up costs, \$12.4 million for the performance bond for the two Qatif campuses in Saudi Arabia, and \$16.5 million for the advance payment bond.

CARRIED.**RESOLUTION****MOVED & SECONDED K. Leroux and D. Orendorff**

That the Algonquin College Board of Governors nominates Dr. Trevor Davison as designate for Algonquin College – Saudi Arabia.

CARRIED.6.1 2014/2015 Tuition Fee Approvals

L. Stanbra, Vice President Student Services introduced J. Macnab, Registrar who presented the 2014/2015 Tuition Fee schedules. Members were advised that the tuition fee schedules were developed based on the current fees framework established by the Ministry and direction from the College Budget Committee and President's Council. The results of an analysis of Ontario College tuitions and fees identified that tuition fees are generally not a differentiator in the Ontario College market. The tuition fee variance for domestic, full-time, post-secondary programs within most Ontario colleges is typically 1%, with the MTCU capping tuition increases at an overall maximum of 3%. The fees schedules apply a 3% tuition increase to all Post-Secondary, Graduate Certificate and Applied Degree programs with the exception of the Outdoor Adventure and Outdoor Adventure Naturalist programs (0% increase) due to their current relatively high tuition. The result is an overall domestic tuition fee increase for 2014-15 is 2.97%. Members were advised that a tuition fee strategy is under development and will be submitted to the Board's Audit & Risk Management Committee in April. Questions were answered regarding affordability for students, the rate of increase for compulsory ancillary fees, international fees, premiums on high-demand programs, programs not subject to an increase this year and Algonquin's competitiveness in the college market.

RESOLUTION**MOVED & SECONDED N. Cheng and K. Leroux**

That the Board of Governors approves the student fees schedules as presented for the 2014-2015 academic year in accordance with current MTCU policy.

CARRIED.**ABSTENTIONS (K. Kasyenenko and Dr. K. MacDonald)**6.2 2014/2015 Business Plan Approval

L. Stanbra, Vice President Student Services presented the 2014/2015 Business Plan. Governors were briefed on the College's key areas of focus for the coming year: International, Digital, Student Success/Retention and Employee Engagement/Innovation. Highlights of the initiatives within each of the Business Plan's 12 goals were reviewed. Governor McBride was invited to brief Governors on an issue pertaining to Goal 3 related to increasing the availability of fully online offerings. It was noted that the concept of online courses is supported by Faculty overall, however he believes additional consultation could further engage Faculty during the process to transition full-time courses to fully

on-line offerings. President MacDonald thanked Governor McBride for bringing the issue to the table and commented that high-performing institutions welcome opportunities where healthy exchanges of opinions in a respectful environment can occur. Discussion was held regarding the initiative, measure and target in the Business Plan. With this in mind:

RESOLUTION**MOVED & SECONDED F. Blackstein and N. Cheng**

That the Board of Governors directs Management to adjust the 2014/2015 Business Plan in the following manner:

- 1) That the first initiative under Goal 3 be amended to read:
“Enhance the choice and flexibility of student learning options”, removing the remainder of the line referencing “fully online offerings”.**
- 2) That the associated measure read: “A total of 1,140 courses offered as hybrid courses”, removing the remainder of the line referencing “127 courses”.**
- 3) And, that the Board accept Management’s guidance that it will place, for one (1) year, a moratorium on the introduction of all new full-time online programs for which it currently offers an on-campus option, while it completes a broad multi-stakeholder engagement effort surrounding the development of the College’s Digital Strategy.**

CARRIED UNANIMOUSLY**RESOLUTION****MOVED & SECONDED: J. Owen and K. Leroux**

That the Board of Governors approves the 2014/2015 Business Plan as amended.

CARRIED.**6.3 2014/2015 Annual Budget Approval**

D. McNair, Vice President Finance & Administration presented the 2014/2015 Budget. Members were briefed regarding ongoing public funding challenges and declining grants. A review of the College’s financial health was completed using financial metrics and benchmarking analysis, with the results indicating a healthy and positive financial position. The five-year Strategic Investment Priorities list was reviewed and it was noted that while not all the sources of capital have been identified to meet College needs, the revenues associated with international opportunities will help to bridge the gap in the coming years. President MacDonald took the opportunity to thank College Leadership Council for their efforts and input in drafting this year’s Business Plan and Budget.

RESOLUTION**MOVED & SECONDED N. Cheng and D. Orendorff**

That the Board of Governors approves the 2014/2015 Annual Budget as presented and approves spending up to \$6.9 million in internally restricted funds for an Enterprise Resource Planning system, dental program facilities upgrades, repatriation of HairStylist and Esthetician program facilities to the Woodroffe campus and the Ancillary Services upgrades to the Residence, point-of-sale accounting system and equipment renewal.

CARRIED.

7. OTHER BUSINESS**REPORT FROM THE CHAIR**

- Algonquin College was selected as one of the National Capital Region's Top Employers for 2014.
- Colleges Ontario consulted with college Presidents and Board Chairs across Ontario to complete a governance survey to help inform the "Manual of Effective College Governance" which is posted to the Board's SharePoint site.
- There were several meeting evaluation forms submitted following the December meeting. All comments were positive.
- A tour of the Woodroffe campus will be available to Governors immediately prior to the April Board meeting. Governors will be asked to gather at 2:50 pm outside the Rosser Boardroom to begin the tour.
- At the April Board meeting, the Chair will report on his visit to the Saudi Arabia and Kuwait campuses.

8. REPORT FROM THE PRESIDENT

- Several Algonquin students will be reporting from the Olympic Games in Sochi. Their daily blogs can be accessed through: <http://algonquinsbmsochi2014.blogspot.ca/>
- Police Foundations students raised over \$3000 for Christie Lake Kid's Camp. The students set a goal of \$1500, but more than doubled their goal.
- On February 6, Algonquin College was one of many organizations across Ottawa and Gatineau that carried out a complete evacuation of its buildings due to the smell of gas. The evacuation caused alarm and minor physical reactions in a small number of students and staff. The event provided the College with a learning opportunity to improve the efficiency and communication during future emergencies.
- President's Council will host a Town Hall for the College community on Tuesday, February 11 to present the 2014/2015 Business Plan and Budget. These events are well attended and provide staff and faculty an opportunity to ask questions and Management to receive feedback on the organizations goals for the coming year.
- Governors are invited to join the President at the Annual Valentine Coffee Break on Friday, February 14 from 10:00 - 11:30 a.m. in the lobby of the ACCE Building.

9. MANAGEMENT SUMMARY REPORT

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

10. IN CAMERA SESSION

An In Camera Session was not required.

11. MEETING ADJOURNMENT

In closing, Governor Clark commended Algonquin College staff and faculty for surpassing their United Way fundraising goal this year by 35%. Chair McIntosh thanked Management and staff for their efforts in preparing materials and presentations for the Board Retreat. There being no further business, the meeting was adjourned at 5:20 pm.

James McIntosh, Chair

Suzannah DiMarco, Recorder