

APPROVED

MINUTES OF MEETING NUMBER FOUR HUNDRED AND EIGHTY NINE OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON **MONDAY, DECEMBER 8, 2014 AT 5:00 PM**, IN CA105 ACCE BUILDING, WOODROFFE CAMPUS.

Present:	James McIntosh, Chair Fred Blackstein, Vice Chair Pam Auchterlonie Jim Brockbank Nancy Cheng Lynne Clark Sherryl Fraser Cheryl Jensen, President Kathyrn Leroux Shawn McBride Peter Nadeau Dr. Jim Robblee Kelly Sample Mark Sutcliffe Michael Waters	Regrets:	Kyrylo Kasyanenko
		Sr. Mgmt:	Gerry Barker, Human Resources Claude Brulé, Academic Eric Hollebhone, Advancement Duane McNair, Finance & Administration Laura Stanbra, Student Services Doug Wotherspoon, International & Strategic Priorities
		Recorder:	Suzannah DiMarco

Observers Jo-Ann Aubut, Director, Academic
Brent Brownlee, Director, Ancillary Services
Cathy Dempsey, Director, Finance and Administration
Dave Donaldson, Dean, School of Business
Martin Doyle, Country Director, AC-Saudi Arabia
Peter Fortura, Executive Director (Acting) Academic Operations & Planning
Michael Gawargy, Director, Information Technology Services
Robyn Heaton, Dean, Faculty of Media and Design
Mark Hoddenbagh, Executive Director (Acting) Partnerships & Applied Research
Chris Janzen, Dean, Faculty of Technology & Trades
Glenn MacDougall, Director, Learning & Teaching Services
Peter Mackie, Director, Student Recruitment
Jeff Macnab, Registrar
Tracy McDougall, Executive Assistant to the President
Christina Miller, President, Student's Association
Ernest Mulvey, Director, International Education Centre
Andrew Pridham, Chair, Information and Communications Technology
Joe Ranieri, Director, Business Development
Brenda Rothwell, Executive Director, Foundation
John Tattersall, Director, Physical Resources
Claire Tortolo, Coordinator (Acting), Language Institute
Shelley Styles, Director, Student Services

1. CONSTITUTION OF THE MEETING

Chair McIntosh constituted the meeting at 5:21 pm.

2. CONFLICT OF INTEREST DECLARATION

Members were asked to declare any conflicts of interest with any item on the Agenda. No conflicts of interest were declared.

3. APPROVAL OF THE CONSENT AGENDA

Chair McIntosh asked whether any Governor wished to remove an item from the Consent Agenda, for discussion. No items were removed from the Consent Agenda.

RESOLUTION

MOVED & SECONDED K. Leroux & P. Nadeau

THAT the Board of Governors approves all Consent Agenda items.

CARRIED.

3.1 Minutes of the October 14, 2014 Board Meeting

RESOLUTION

THAT the Board of Governors approves the Minutes of the October 14, 2014 meeting as presented.

3.2 Academic & Student Affairs Committee (ASAC) Report

Paralegal Ontario College Graduate Certificate (OCGC)

RESOLUTION

THAT the Board of Governors approves the Paralegal, Ontario College Graduate Certificate program effective Fall 2015 and seek validation of the program title and outcomes from the Credential Validation Service and approval for funding from the Ministry of Training, Colleges and Universities.

Program Suspension

RESOLUTION

THAT the Board of Governors approves the suspension of the following two programs effective Fall 2015 with the intent to cancel, subsequent to existing cohort flow through teach out:

Wireless/Mobility Telecommunications Engineering Technician, Ontario College Diploma (1190X) and Wireless/Mobility Telecommunications Engineering Technology, Ontario College Advanced Diploma (1191X).

Program Title Change

RESOLUTION

THAT the Board of Governors approves the program title change from Diagnostic Medical Ultrasonography to Diagnostic Medical Sonography effective Fall 2014 and seek validation of the program title from the Credential Validation Service.

RESOLUTION

THAT the Board of Governors approves the program title change from General Arts and Science - Introduction to Concept Art to General Arts and Science - Concept Art Foundations effective Fall 2014 and seek validation of the program title from the Credential Validation Service.

Teachers of English as a Second/Foreign Language – Canada/International Delivery

RESOLUTION

THAT the Board of Governors acknowledges that the creation of synchronous online Canada/International programs for Teachers of English as a Second/Foreign Language (TES/FL), OCGC programs is not contrary to the moratorium of February 10, 2014 on the creation of new online programming.

3.3 Governance Committee Report

RESOLUTION

THAT the Board of Governors accepts the report from Governance Committee as presented.

3.4 Banking Officers Resolution

RESOLUTION

THAT for banking purposes, the following are the officers of Algonquin College of Applied Arts and Technology, effective December 8, 2014:

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

POSITION

- Chair
- Vice Chair
- Secretary
- Treasurer

CURRENT INCUMBENT

- James McIntosh
- Fred Blackstein
- Cheryl Jensen
- Duane McNair

SENIOR OFFICIALS OF THE COLLEGE

POSITION

- President
- Vice President, Academic
- Vice President, Finance & Administration
- Vice President, Human Resources
- Vice President, Student Services
- Vice President, International & Strategic Priorities
- Director, Finance and Administrative Services
- Manager, Financial Services

CURRENT INCUMBENT

- Cheryl Jensen
- Claude Brulé
- Duane McNair
- Gerry Barker
- Laura Stanbra
- Doug Wotherspoon
- Cathy Dempsey
- Grant Perry

3.5 2nd Quarter 2014/2015 Business Plan Update

RESOLUTION

THAT the Board of Governors accepts the 2nd Quarter 2014/2015 Business Plan Update as presented.

3.6 2nd Quarter 2015/2015 Financial Projections

RESOLUTION

That the Board of Governors approves the 2nd Quarter 2014/2015 Financial Projections.

4. BUSINESS ARISING

4.1 International Update

D. Wotherspoon, Vice President International and Strategic Priorities, referred members to the report included in their meeting packages. Members were briefed on the status of the Jazan campus during the second year of operation. Of note, a number of key hires were completed which have strengthened capacity to move forward with strategic initiatives focusing on attendance, enrollment and retention. The Jazan campus is currently projecting to be approximately \$2.5 million ahead of Year one (2013/14) but is tracking behind original projections. Mitigation strategies that are being deployed include:

- continued focus on attendance and enrollments;
- further cost containment;
- maximizing the employment bonus;
- increasing corporate training revenues;
- securing at least a “good” quality assessment ranking with a stretch target of “outstanding”, and
- lobbying for a change in the current contract.

Of note, attaining the 80% attendance target outlined in Algonquin College’s contract with Colleges of Excellence has been a struggle, not just at the Jazan campus, but for all the new colleges in Saudi Arabia. Algonquin College is working closely with other providers and with Colleges of Excellence staff to move away from this target.

Members were briefed on the progress of the Kuwait campus. Discussion occurred regarding the construction timelines and the staggered intake model. This is helpful when a campus is beginning operations from scratch. Of note, there is no close competitor in the immediate vicinity, though competitors do exist in Kuwait City itself. Members took the opportunity to commend Management, in particular D. Wotherspoon, E. Mulvey and M. Doyle for their hard work and dedication focused on our overseas opportunities.

The report was accepted as by consensus.

5. DECISION ITEMS & REPORTS

5.1 Entrepreneurial Opportunity

C. Brulé briefed members on the entrepreneurial opportunity for Algonquin College to enter into a joint venture with Nelson Canada, Pearson Education and Kivuto to develop an eReader solution for students. The goal is to develop an eReader that ensures that all our students have access to all of their textbooks on any device they choose to use.

RESOLUTION

MOVED & SECONDED F. Blackstein & N. Cheng

That the Board of Governors endorses Management's signing of a non-binding Letter of Intent to continue the investigation of the most appropriate model for participating in the development of an eReader end-to-end solution.

CARRIED.

Members agreed that Management would report back on this entrepreneurial opportunity at the February 2, 2015 Board Retreat.

5.2 2017/2022 Strategic Planning Process

D. Wotherspoon reported that the College's current 5-year strategic plan comes to a close as of April, 2017. In order to integrate directions identified in a new plan into the 2017/2018 Business Plan and Budget, the new Strategic Plan must be finalized by June 2016. Management recommends an 18-month effort that includes a high degree of stakeholder engagement and aligns with current efforts including the President's Listening Tour. The plan includes four phases: 1) Foundation 2) Discussion 3) Solutions 4) Promotion.

Discussion occurred and questions were answered regarding the breadth and scope of stakeholder engagement that will occur during Phase 2, the Discussion Phase. The aim is to hold broad stakeholder conversations during the formative stage of the process, as opposed to when they traditionally occur, towards the end of the process when a strategic plan is nearing completion. Members were advised that benchmarking and best practice reviews will be conducted across Canada as well as internationally. The development of guiding principles and goals is the first priority in the process, through facilitated conversation with the Board of Governors. The guiding principles and goals will be used to guide all aspects of the College's strategic planning conversations. D. Wotherspoon noted that the Board of Governors leads the strategic planning process, delegating this responsibility to President's Council and to the Vice President, International and Strategic Priorities. The College will partner with the Public Policy Forum in facilitating and drafting the Strategic Plan.

RESOLUTION

MOVED & SECONDED Dr. Robblee & S. Fraser

THAT the Board of Governors approves the launch of an 18-month Strategic Plan stakeholder engagement effort as presented.

CARRIED.

5.3 2015/2016 Budget Assumptions and Three Year Pro Forma

D. McNair referred members to the materials included in their packages. Members were briefed on the anticipated continued funding reductions resulting from the Province's efforts to eliminate the deficit within the next three years. Provincial funding makes up approximately 37% of Algonquin College's budget and, therefore, reductions associated with the Ontario Budget will directly impact the College budget. The College Budget Committee has worked towards a

balanced draft pro-forma. The report provides preliminary estimates for 2015/16 to 2017/18 and includes the following assumptions:

- 2% full-time post-secondary enrolment growth and 3% tuition fee increase for full-time tuition and ancillary fees
- Decrease of an additional \$715K to General Purpose Operating Grant
- Salaries and benefits estimates based on current collective agreements and legislation
- 0%-2% increase for most other operating expenditures

In answer to a member's question regarding the costs for the Retirement Pension Plan, it was noted that these are only estimates of what the College's cost would be for the pension plan for all full time employees. The College is not currently mandated to include part-time employees. The report was accepted by consensus.

6 INFORMATION ITEMS

Members were referred to two information items included in their materials: the International Support Model; and the Board of Governors Winter Key Messages. No questions were raised.

7 OTHER BUSINESS

6.1 REPORT FROM THE CHAIR

- Colleges Ontario 2014 Higher Education Summit well attended by Governors
- Fall Convocation Ceremonies, thanks to Governors who attended
- 2014 United Way Campaign
- New AC student bursary
- New Governor recruitment drive and succession to Board Chair

6.2 REPORT FROM THE PRESIDENT

- President Jensen's first one hundred and fifty days
- Algonquin College partnership with the Centre of Excellence in Next Generation Networks
- Entrepreneurial Simulation Tournament
- AC Test Centre recognized
- Pembroke Campus Environmental Technician students clean up their campus

6.3 MANAGEMENT SUMMARY REPORT

The Management Summary report for the Fall 2014 was received and is available online at www3.algonquincollege.com/bog/.

7 IN CAMERA SESSION

An In Camera session was held in advance of the open Board meeting, from 4:00 – 5:00 pm.

8 MEETING ADJOURNMENT

There being no further business, the meeting was adjourned at 6:06 pm.

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Jim McIntosh, Vice Chair

Suzannah DiMarco, Recorder