

APPROVED

MINUTES OF MEETING NUMBER FOUR HUNDRED AND NINETY OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON **MONDAY, FEBRUARY 2, 2015 AT 5:00 PM**, IN CA105 ACCE BUILDING, WOODROFFE CAMPUS.

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

Observers

- Brent Brownlee, Director, Ancillary Services
- Kathy Conlon, Office Assistant, President's Office
- Cathy Dempsey, Director Finance & Administration
- Dave Donaldson, Dean, School of Business
- 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
- Daniel Kelly, Professor Applied Science & Environmental Technology
- Chris Lowrey, Algonquin Times
- Glenn MacDougall, Director, Learning & Teaching Services
- Jeff Macnab, Registrar
- Diane McCutcheon, Director Labour Relations
- Tracy McDougall, Executive Assistant to the President
- Joe Ranieri, Director, Business Development
- Shelley Styles, Director, Student Services
- John Tattersall, Director, Physical Resources
- Claire Tortolo, Coordinator (Acting), Language Institute
- Jane Trakalo, Chair, Community Studies

1. CONSTITUTION OF THE MEETING

Chair McIntosh constituted the meeting at 5:00 pm. The Algonquin College DevelopMENTOR Team was welcomed to the meeting. Governors congratulated the Team on winning an award from the International Partnership Network.

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 Dr. Robblee & L. Clark

THAT the Board of Governors approves all Consent Agenda items.

CARRIED.

3.1 Minutes of the December 8, 2014 Board Meeting

RESOLUTION

THAT the Board of Governors approves the Minutes of the regular and In Camera December 8, 2014 meeting as presented.

3.2 Academic & Student Affairs Committee (ASAC) Report

Program Proposal – Bookkeeping and Accounting Practices (OCC)

RESOLUTION

THAT the Board of Governors approves the Bookkeeping and Accounting Practices, Ontario College Certificate program effective Winter 2016 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.

3.3 Governance Committee Report

1) Guideline to Access Professional Development

RESOLUTION

THAT the Board of Governors approves the Guideline to Access Professional Development.

2) Governor Candidate Application Form

RESOLUTION

THAT the Board of Governors approves the Candidate Application Form.

New Governor Skills Matrix

RESOLUTION

THAT the Board of Governors approves the Governor Skills Matrix.

3) BGI-04 Role of the Chair

RESOLUTION

THAT the Board of Governors approves the governance policy BGI-04 Role of the Chair.

3.4 3rd Quarter 2014/2015 Business Plan Update

RESOLUTION

THAT the Board of Governors accepts the 3rd Quarter 2014/2015 Business Plan Update as presented.

3.5 3rd Quarter 2014/2015 Financial Projections

RESOLUTION

That the Board of Governors approves the 3rd 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 packages. Members were briefed on the status of the Jazan Campus and on progress at the Kuwait Campus.

Kuwait Campus

Members were advised that Management is cautiously optimistic that the opening of the Kuwait Campus will occur on August 31, 2015. All capital equipment has been purchased and the Executive Team is in the process of hiring staff and faculty. Recruitment campaigns are slated to launch in April.

Jazan Campus

President Jensen and Vice President Stanbra visited the Jazan campus from January 9 – 16, 2015 and participated in an employee luncheon, a spouses' reception and an inaugural meeting of the Community Advisory Committee. Despite continued challenges with recruitment of course-ready students, attendance, progression and retention, the focus remains on achieving the business plan goals. Representatives of College of Excellence (COE) have offered their support and their desire to see Algonquin successful in Jazan. There have been initial discussions with COE regarding a female campus in Jazan and the possibility of offering degree programs in the future. Of note, 95% of AC-Jazan graduates are fully employed and it is apparent that the College has the support of the surrounding business community. The report was approved by consensus. Management is asked to provide a financial update to the Board at the April 13, 2015 meeting.

5. DECISION ITEMS & REPORTS

5.1 2015/2016 Fees Schedules

L. Stanbra introduced J. Macnab, Registrar who briefed members on the Fees Schedules for the 2015/2016 academic year. As background, members were advised that in 2013-14, and until 2016-17, the Ministry has capped tuition increases at an over-all maximum of three percent. Prior to that and including 2012-2013 the maximum allowable over-all increase was capped at five percent. The proposed fees schedules included in member's packages have been developed in accordance with the Tuition Fee Framework Guidelines for Colleges of Applied Arts and Technology 2013-14 to 2016-17 (issued April 2013) and the College's Tuition and Fee Strategy. Consultation with Academic Areas, Apprenticeship, Academic Operations Office, International Education Centre and the Student Association also took place in development of the 2015-16 Fees Schedules.

The overall domestic tuition fee increase of 2.97% is recommended, the same rate of increase as last year. The premium on international fees will not increase this year and members were advised that Algonquin College's international fees put us in the top third across Ontario, keeping us at the higher end of fees but still competitive in the market. Members noted a rise in compulsory ancillary fees of 39% as a result of the student referendum on the OC Transpo U-Pass that produced an overwhelming 83% "yes" vote in favour of the U-Pass. Members asked Management to monitor students who may face an additional financial burden due to the increase in compulsory ancillary fees this year and provide them with mitigation strategies that would be of help to this student population.

RESOLUTION

MOVED & SECONDED F. Blackstein & N. Cheng

THAT the Board of Governors approves the Fees Schedules as presented, for the 2015-2016 academic year in accordance with current Ministry policy.

CARRIED.

5.2 2017/2022 Strategic Planning Process Guiding Principles

D. Wotherspoon referred members to the materials included in the package. During the Board of Governors Retreat that was held earlier in the day, facilitator Don Lenihan, Senior Associate, Policy and Engagement at Canada 2020 led a discussion on the value of guiding principles to the strategic planning process. The discussion resulted in the Board of Governors selecting a set of principles to guide the 2017/2022 strategic planning process. This 18-month effort will include high levels of stakeholder engagement which will be guided by the Board's guiding principles of being:

- ✓ Mission-driven;
- ✓ Aspirational; and
- ✓ Inspirational.

RESOLUTION

MOVED & SECONDED J. Brockbank & Dr. J. Robblee

THAT the Board of Governors approves the Strategic Planning Process Principles developed at the Board Retreat to guide the development of the 2017-2022 Algonquin College Strategic Plan.

CARRIED.

5.3 2015/2016 Business Plan & Budget

D. McNair referred members to the materials included in their packages. The draft 2015/2016 Business Plan aims to deliver on the College's 5-year Strategic Plan amid a fast changing environment. Shifting demographics, shrinking funding and rising expectations are placing significant pressures on all postsecondary institutions in Ontario and across the country. This plan addresses key areas such as graduation and retention rates, program quality, degree and graduate certificate enrolments, student and alumni satisfaction, automation and process improvement, and the need to grow alternative revenues.

In 2013, the Board of Governors agreed that the Budget would be approved annually in February in order to ensure that projects that align with the Business Plan could begin in the first quarter of the fiscal year. In compliance with both Board of Governors Financial Management Policy and Ministry of Training Colleges and Universities Business Plan Operating Procedure directive, the 2015/16 Annual Budget returns a net surplus of \$1,487,558, maintains a positive accumulated surplus balance and the College's commitment to balancing government funded activities with expenses. Of note, deferred maintenance continues to be a concern for the College, as it is for most other colleges across Ontario. A strategy with a list of priorities is being developed to address the most pressing needs. The Board complimented Management on the efficient and detailed review of this budget and business plan which was completed during the Board of Governors' Retreat held earlier today and immediately prior to the Board meeting. At this Retreat, Management fielded a number of questions in preparation for the Board motion to approve both documents at the Board meeting. Members were provided with advance notice regarding the 2016/2017 Pro Forma that includes the plan to draw down \$10 million dollars during the fiscal year for expected capital expenses. This plan is compliant with MTCU directives.

RESOLUTION**MOVED & SECONDED P. Nadeau & S. Fraser****THAT the Board of Governors approves the 2015/2016 Annual Business Plan as presented.****CARRIED.****RESOLUTION****MOVED & SECONDED N. Cheng & J. Brockbank****THAT the Board of Governors approves the 2015/2016 Annual Budget with a projected positive net contribution of \$1.5 million.****CARRIED.****RESOLUTION****MOVED & SECONDED N. Cheng & F. Blackstein****THAT the Board of Governors approves the use of up to \$6.7 million in internally restricted funds for the following items: enterprise resource planning solution for Human Resources, Payroll and Finance, various facilities renewal upgrades, Ancillary Services upgrades to the residence and point-of-sale system and for estimated 2014/15 strategic investment budget carryovers.****CARRIED.****5.4 Entrepreneurial Opportunity**

C. Brulé briefed members on an opportunity to partner with Kivuto, a software and digital goods distribution company, Pearson Canada, Nelson Education on the development of an end-to-end eReader solution and eTextbook deployment system that will be made available to educational institutions in Canada and the US. President Jensen thanked C. Brulé, D. McNair and G. MacDougall for working on the initiative and getting it to this point.

RESOLUTION**MOVED & SECONDED M. Waters & K. Sample**

**THAT the Board of Governors approves a \$450,000 cash investment in a new joint venture company (currently labelled “NewCo”) that would also be owned by Kivuto Solutions Inc., Nelson Education and Pearson Canada with the objective to develop an end-to-end eReader solution for the delivery of digital textbooks to students at Algonquin College and other interested educational institutions.
CARRIED.**

6 INFORMATION ITEMS

The reports included in member’s packages were accepted by consensus. Members expressed their appreciation for the President’s and Chair’s reports being included in the meeting packages. Members also expressed their appreciation for the newly formatted Management Summary Report which is more reader-friendly and accessible. Of note, an Enrolment Report will be added to meeting packages in due course.

6.1 Board of Governors Winter Key Messages

6.2 Report from the Board Chair

6.3 Report from the President

6.4 Management Summary Report

The Management Summary report for the Winter 2014/2015 was received and is available online at www3.algonquincollege.com/bog/.

7 IN CAMERA SESSION

An In Camera Session was not required.

8 MEETING ADJOURNMENT

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

Jim McIntosh, Vice Chair

Suzannah DiMarco, Recorder