

## **APPROVED**

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MINUTES OF MEETING NUMBER FOUR HUNDRED AND NINETY FIVE OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON **MONDAY, FEBRUARY 08, 2016 AT 4:00 PM**, IN CA105 ACCE BUILDING, WOODROFFE CAMPUS.

|          |                            |             |   |
|----------|----------------------------|-------------|---|
| Present: | Kathryn Leroux, Chair      | Regrets:    | Suzannah DiMarco                              |
|          | Pam Auchterlonie           | Senior      | Scott Anderson, Communication                 |
|          | Shubham Bawa               | Management: | Claude Brulé, Academic                        |
|          | Fred Blackstein            |             | Mark Fares, Digital Technologies & Innovation |
|          | Jim Brockbank              |             | Cathy Frederick, Human Resources              |
|          | Nancy Cheng                |             | Duane McNair, Finance & Administration        |
|          | Lynne Clark                |             | Laura Stanbra, Student Services               |
|          | Shellee Fournier           |             | Doug Wotherspoon, International,              |
|          | Sherryl Fraser             | Recorder:   | Communications & Strategic Priorities         |
|          | Stephen Heckbert           |             | Tracy McDougall                               |
|          | Cheryl Jensen, President   |             |   |
|          | Peter Nadeau               |             |   |
|          | Dr. Jim Robblee            |             |   |
|          | Kelly Sample               |             |   |
|          | Mark Sutcliffe, Vice Chair |             |   |
|          | Michael Tremblay           |             |   |
|          | Michael Waters             |             |   |

Observers: A list of observers is given in Appendix 1

### **1. CONSTITUTION OF THE MEETING**

Chair Leroux constituted the meeting at 4:00 pm.

#### **Celebrating Success – Lions Club Telethon in Timmins**

C. Brulé, Senior Vice President Academic shared a video created by students from the Television and Broadcasting program that exhibited their involvement in the production of the “Lions Club Telethon” in Timmins, Ontario. The video provided an overview of the students’ experience in assisting CTV with their production, and how they were able to utilize the skills they learned in the classroom for a live television broadcast. R. Heaton, Dean, Faculty of Arts, Media and Design, also commented on the opportunity and thanked the Board of Governors for showcasing their story.

### **2. CONFLICT OF INTEREST DECLARATION**

Members were asked to declare conflicts of interest with items on the agenda. No conflicts of interest were declared.

### **3. APPROVAL OF THE CONSENT AGENDA**

Chair Leroux asked whether any Governor wished to remove an item from the consent agenda. Governor Brockbank requested that the Theatre Arts Program suspension item, contained in the Governance Committee report, be removed for the purpose of providing Governors with more detailed information as to how the decision to approve the suspension was obtained.

Committee Chairs took the opportunity to update Governors on the activities that have occurred since the December 14, 2015 Board of Governors meeting. Members were referred to the Committee reports included in their Board materials.

#### **RESOLUTION**

**MOVED & SECONDED M. Tremblay & S. Fraser**

**THAT the Board of Governors approves the Consent Agenda as amended.**

**CARRIED.**

#### **3.1 Minutes of the December 14, 2015 Board of Governors Meeting**

##### **RESOLUTION**

**THAT the Board of Governors approves the Minutes of the December 14, 2015 meeting as presented.**

#### **3.2 Executive Committee Report**

Chair Leroux provided a verbal update to members.

#### **3.3 Academic & Student Affairs Committee (ASAC) Report**

Governor Brockbank provided a verbal update to members; the Theatre Arts program was removed from the consent agenda for further discussion. The Academic and Student Affairs Committee report was provided for information.

#### **Program Review**

##### **a) Applied Nuclear Science and Radiation Safety – Ontario College Diploma (OCD)**

##### **RESOLUTION**

**THAT the Board of Governors approves the Applied Nuclear Science and Radiation Safety, Ontario College Diploma program effective Fall, 2016.**

**CARRIED.**

##### **b) Urban Forestry – Arboriculture - Ontario College Certificate (OCC)**

##### **RESOLUTION**

**THAT the Board of Governors approves the Urban Forestry – Arboriculture, Ontario College Certificate program effective Fall, 2016.**

**CARRIED.**

**c) Teachers of English as a Second/Foreign Language – International – Ontario College Graduate Certificate**

**RESOLUTION**

**THAT the Board of Governors approves the Teachers of English as a Second/Foreign Language – International – Ontario College Graduate Certificate effective Fall, 2016.  
CARRIED.**

**d) Baking and Pastry Arts Management – Ontario College Diploma**

**RESOLUTION**

**THAT the Board of Governors approves the Baking and Pastry Arts Management – Ontario College Diploma program effective Fall, 2016.  
CARRIED**

**e) Building Information Modeling – Lifecycle Management - Ontario College Graduate Certificate**

**RESOLUTION**

**THAT the Board of Governors approves the Building Information Modeling – Lifecycle Management - Ontario College Graduate Certificate program effective Fall, 2016.  
CARRIED**

**f) Theatre Arts – Ontario College Diploma (Program Suspension)**

**MOVED & SECONDED J. Brockbank, M. Tremblay**

**RESOLUTION**

**THAT the Board of Governors approves the suspension of the Theatre Arts – Ontario College Diploma program effective Fall, 2016.**

**Two against – Stephen Heckbert, Pam Auchterlonie**

**CARRIED**

**3.4 Governance Committee Report**

Governor Nadeau provided a verbal update to members. The Governance Committee report was provided for information.

**3.5 Foundation Board Report**

Governor Clark, Foundation Board representative, provided members with an update on the Foundation Board activities. The Foundation report was provided for information.

3.6 3<sup>rd</sup> Quarter 2015/2016 Business Plan Report

**RESOLUTION**

**THAT the Board of Governors accepts the third quarter 2015/2016 Business Plan Report for information.**

**CARRIED.**

3.7 3<sup>rd</sup> Quarter 2015/2016 Financial Report

**RESOLUTION**

**THAT the Board of Governors approves the third quarter 2015/16 Financial Report.**

**CARRIED.**

**4. BUSINESS ARISING**

4.1 2017-2022 Strategic Plan Update

D. Wotherspoon, Vice President International, Communications and Strategic Priorities presented on the draft 2017-2022 Strategic Plan. Members were provided with an update on progress made to date, as well as upcoming activities that will involve both the internal Algonquin community as well as our external community partners and stakeholders. A draft plan will be released at the February 29<sup>th</sup> Strategic Plan Town Hall and will be circulated for feedback. Discussion highlights included mission and vision statements (current and proposed), values (current and proposed), community groups identified, imagination session outcomes, learning environments, and possible strategic priorities/themes. Next steps were also reviewed. Completion of the final draft is anticipated for April 11<sup>th</sup>, with a presentation to the Board in June.

Governors commented on work completed to date. Overall, the process has been excellent, with the plan taking shape and moving along well. It was noted that the passion and engagement of the advisory group is very impressive.

**RESOLUTION**

**MOVED & SECONDED L. Clark & S. Heckbert**

**THAT the Board of Governors accepts the 2017-2022 Strategic Plan Update for information.**

**CARRIED**

4.2 International Update

D. Wotherspoon, Vice President, International, Communications and Strategic Priorities presented an update on the College's International activities. A brief overview of onshore and offshore campuses and partnerships was provided. The Board was advised that the Colleges of Excellence (COE) is under new management. Introductions have been made between D. Wotherspoon and the new CEO and Acting COO. Updates regarding Algonquin's interest in a Saudi female campus were also shared; feasibility studies will be provided to the Board as available. Contractual updates should be available by the end of March and will be brought forward to the April Board meeting. It was noted that Algonquin's International team has been working with other providers in Saudi to share best practices.

**RESOLUTION****MOVED & SECONDED M. Tremblay & N. Cheng****THAT the Board of Governors accepts the International Update for Information.****CARRIED****5. DECISION ITEMS & REPORTS****5.1 2016/2017 Fees Schedule**

K. Pearson, Registrar, provided the Board of Governors with a review of the 2016-17 Fees Schedules for approval, effective September 01, 2016 to August 31, 2017. Discussion highlights included

- “high demand” programs and how they are defined,
- the current drop in currency, and any potential impact it may have,
- clarification of the ancillary and compulsory, UPass, and student activity fees, and
- whether any exemptions/adjustments are made for the Perth and Pembroke campuses.

**RESOLUTION****MOVED & SECONDED J. Brockbank & M. Tremblay****THAT the Board of Governors approves the 2016/2017 Fees Schedule as submitted.****CARRIED****5.2 2016/2017 Business Plan & Budget Approval**

C. Jensen provided introductory remarks, noting that the information being presented aligns the College’s priorities between the Business Plan and the Budget. D. McNair referred members to the materials included in their packages. The proposed 2016-17 Business Plan will complete the College’s five-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 continues the direction outlined in previous years, with a focus on strategic enrolment management, program quality assurance, degree and graduate certificate enrolments, student and alumni satisfaction, automation and process improvement, and the need to grow alternative revenues. It is both focused and achievable, narrowing the number of initiatives in order to increase the spotlight on the key priorities of employee engagement, and student success.

The proposed 2016-17 Annual Budget projects a negative net contribution of \$6.7 million, to fund major strategic priorities. This is a one-year negative contribution, and not an operating deficit. In addition, the proposed Annual Budget will draw up to \$19.3 million from Internally Restricted Funds (accumulated surpluses) to address numerous projects and initiatives in Strategic Investment Priorities. This annual budget is projected to result in five out of seven financial health indicators being above the benchmark. The College is assessed as remaining in good financial health. The indicators below benchmark are those impacted by the requirement to spend from accumulated surpluses from previous years to address capital investment requirements. It was noted that this plan is compliant with MTCU directives.

**RESOLUTION**

**MOVED & SECONDED N. Cheng & M. Sutcliffe**

**THAT the Board of Governors approves the 2016/17 Annual Budget and Business Plan with a projected negative net contribution of \$6.7 million.**

**CARRIED.**

**RESOLUTION**

**MOVED & SECONDED M. Tremblay & M. Waters**

**THAT the Board of Governors approves the use of up to \$19.3 million in internally restricted funds for the following items: enterprise resource planning solution for Human Resources, Payroll and Finance, various facilities renewal upgrades, upgrades to the residence, ancillary services investments, electrical transformer replacement, equipment purchases, an investment in the Energy Savings Company (ESCO2) initiative, as well as estimated 2015/16 Strategic Investment Priorities budget carryovers.**

**CARRIED.**

**6. ITEMS FOR INFORMATION**

The items for information were accepted as presented and no changes were made.

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

**7. IN CAMERA SESSION**

An in camera session was not required.

**8. MEETING ADJOURNMENT**

There being no further business, the meeting was adjourned at 6:12 pm.

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Kathyrn Leroux, Chair

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Tracy McDougall, Recorder

**APPENDIX 1****Observers:**

|         |             |  |
|---------|-------------|--|
| Jo-Ann  | Aubut       | Dean, Academic Planning                                  |
| Shaun   | Baron       | International Education Centre                           |
| Ginette | Belair      | Finance & Administration                                 |
| Daniel  | Blanchette  | Professor (Applied Science and Environmental Technology) |
| Brent   | Brownlee    | Director, Ancillary Services                             |
| Jill    | Bryan       | Information Technology Services                          |
| Kathy   | Conlon      | President's Office                                       |
| Lynn    | Cox         | Theatre Arts   |
| Maggie  | Cusson      | Academic Development                                     |
| Cathy   | Dempsey     | Finance & Administration                                 |
| Amy     | Desjardins  | Foundation   |
| James   | Fish        | CBC Ottawa   |
| Barb    | Foulds      | Dean, Faculty of Health and Community Studies            |
| Phil    | Gaudreau    | Communications   |
| Mike    | Gawargy     | Information Technology Services                          |
| Mark    | Hoddenbagh  | Partnerships and Applied Research                        |
| Eric    | Hollebone   | Director, Marketing                                      |
| Chris   | Janzen      | Dean, Faculty of Technology and Trades                   |
| Daniel  | Kelly       | Professor (Applied Science and Environmental Technology) |
| Jim     | Kyte        | Dean, Hospitality & Tourism                              |
| Peter   | Larock      | Chair, Design Studies                                    |
| Sandra  | Larwill     | Centre for Continuing and Online Learning                |
| Mark    | Leduc       | Academic Operations and Planning                         |
| Aemon   | Loper-Gross | Algonquin Times  |
| Eric    | Marois      | Chair, Architecture, Civil and Building Science          |
| Diane   | McCutcheon  | Director, Labor Relations                                |
| Jacqui  | Miller      | Ottawa Citizen   |
| Shaideh | Mogharrabin | Finance & Administration                                 |
| Ernest  | Mulvey      | International Education Centre                           |
| Krista  | Pearson     | Registrar  |
| Grant   | Perry       | Finance & Administration                                 |
| Andy    | Pridham     | Chair, Information and Communications Technology         |
| Joe     | Ranieri     | Business Development                                     |
| Emily   | Ridlington  | CBC  |
| Todd    | Shonewille  | Director, Physical Resources                             |
| Shelley | Styles      | Director, Student Support Services                       |
| Claire  | Tortolo     | Language Institute                                       |
| Jack    | Wilson      | Police and Public Safety Institute/Local 415             |