

APPROVED

MINUTES OF MEETING NUMBER FOUR HUNDRED AND NINETY EIGHT OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON **MONDAY, JUNE 13, 2016 AT 4:00 PM**, IN CA105 IN THE ACCE BUILDING, OTTAWA CAMPUS.

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

Observers: A list of observers is provided in Appendix A.

1. CONSTITUTION OF THE MEETING

Chair Leroux constituted the meeting at 4:05 pm. A moment of silence was held in memory of the victims of the Orlando, Florida tragedy. Members were introduced the Governor-Elect Jay McLaren, who will represent the Pembroke region as of September 1, 2016.

Celebrating Success – Entrepreneurial Award – Veterinary Technician Program

C. Brulé, Senior Vice President Academic, introduced Valerie Fenske, a graduate from the Veterinary Technician Program who presented on behalf of her colleagues Michelle Anne Olsen and Genevieve Champagne on an entrepreneurial proposal that won second place in a national competition. Members were briefed on the proposal that seeks to help students in need of affordable veterinary services for their pets, while providing a volunteer service to veterinary clinics offering the affordable service. Members congratulated the students on being finalists in the national competition and wished them every success in their innovative enterprise.

2. CONFLICT OF INTEREST DECLARATION

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

3. APPROVAL OF THE CONSENT AGENDA

Chair Leroux asked whether any Governors wished to remove an item from the consent agenda. Governor Heckbert asked that the first item in the report under 3.3, Academic and Student Affairs Committee Report – Small Business Management – Trades, Ontario College Diploma, be removed from the consent agenda. This item will be addressed under item 5.6 of these minutes. With this change:

RESOLUTION

MOVED & SECONDED M. Tremblay & S. Fournier

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

CARRIED.

3.1 Minutes of the April 11th and May 3rd, 2016 Board of Governors meetings

RESOLUTION

THAT the Board of Governors approves the Minutes of the meetings of April 11th and May 3rd, 2016.

3.2 Executive Committee Report

Chair Leroux provided a verbal update to members.

3.3 Academic & Student Affairs Committee Report

Governor Brockbank, Chair of the Academic & Student Affairs Committee provided a verbal report of the meeting that was held on May 19th, 2016. The program review process and the enrolment update report were highlighted.

Small Business Management – Trades, Ontario College Diploma

Please refer to item 5.6 of these minutes.

Motive Power Technician – Diesel/Truck Equipment, Ontario College Diploma

RESOLUTION

THAT the Board of Governors approves of the Motive Power Technician - Diesel Equipment/Truck, Ontario College Diploma program effective Fall 2017.

3.4 Audit and Risk Management Committee Report

Governor Cheng, Chair of the Audit and Risk Management Committee provided a verbal report of the meetings that were held on March 31st and June 2nd, 2016.

2015/2016 Revised DRAFT Audited Algonquin College Financial Statements

This item is addressed under item 5.3, “4th Quarter 2015/2016 Financial Report and Audited Financial Statements” of these minutes.

Appointment of the Auditors for 2016/2017

RESOLUTION

THAT the Board of Governors appoints Deloitte as the audit firm for Algonquin College and its controlled entities for the 2016/2017 fiscal year.

3.5 Governance Committee Report

Governor Nadeau, Chair of the Governance Committee provided a verbal report of the meeting that was held on May 31st, 2016.

Policy BGI-01 Responsibilities of the Board – Compliance Report

RESOLUTION

THAT the Board of Governors approves the revised Compliance Report for policy BGI-01 Responsibilities of the Board.

Board of Governors Officers and Committee Memberships

This item is addressed under item 5.1, “Board Officer & Committee Membership Appointments” of these minutes.

3.6 Foundation Board Report

Governor Clark, Foundation Board representative, provided members with an update on the Foundation Board activities.

3.7 4th Quarter 2015/2016 Business Plan Update

The Fourth Quarter 2015/2016 Business Plan Report was included in members’ materials for information.

3.8 Banking Officers Resolution

RESOLUTION

That for banking purposes, the following are the Officers of Algonquin College of Applied Arts and Technology, effective June 13, 2016:

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

POSITION

**Chair
Vice Chair
Secretary
Treasurer**

CURRENT INCUMBENT

**Kathryn Leroux
Mark Sutcliffe
Cheryl Jensen
Duane McNair**

SENIOR OFFICIALS OF THE COLLEGE

POSITION	CURRENT INCUMBENT
President	Cheryl Jensen
Senior Vice President, Academic	Claude Brulé
Vice President, Finance & Administration	Duane McNair
Vice President, Human Resources	Cathy Frederick
Vice President, Student Services	Laura Stanbra
Vice President, International & Strategic Planning	Doug Wotherspoon
Vice President, Digital Technologies & Innovation	Marc Fares
Director, Finance and Administrative Services	Cathy Dempsey
Manager, Financial Services	Grant Perry

4. BUSINESS ARISING

4.1 Algonquin College 2017-2022 Strategic Plan

President Jensen referred members to the draft Algonquin College Strategic Plan 2017-2022 entitled "50+5" included in their materials. Members were provided with an overview of the engagement process used to assemble the 2017-2022 Algonquin College Strategic Plan. The eighteen-month engagement process began in February, 2015, with the Board of Governors approving nine guiding principles aimed at directing the College in the development of its new strategic plan. In May 2015, individuals volunteered to serve on the Strategic Plan Advisory Team, consisting of cross-college representation. The Advisory Team was tasked with synthesizing the College's thoughts into a draft Strategic Plan, to be reviewed by the college community. Over the course of the engagement period, multiple methods were used to gather and share information, and qualitative research to delve deeper into the issues raised by stakeholders was completed. Gathering community feedback was integral to the process and occurred through various mechanisms such as imagination sessions, town hall sessions, personal emails, posts to the online strategic plan forum, and community round tables. The final draft of the 2017-2022 Strategic Plan aligns with the Board's request for a high level plan that inspires and directs future activity.

RESOLUTION

MOVED AND SECONDED F. Blackstein & N. Cheng

THAT the Board of Governors approves the 2017-2022 Algonquin College Strategic Plan.

CARRIED.

4.2 International Update

D. Wotherspoon briefed members on the current status of on-shore and off-shore operations. In onshore post-secondary education programs, International staff surpassed targets for 2015-16, enrolling 1,592 full time equivalent students this past year, a 17% overall increase, including a 24% increase in Level One students. Increases were obtained from the three targeted countries of India, China and Nigeria.

Members were briefed on President Jensen and D. Wotherspoon's recent visit to Kuwait and Jazan, which included visits to classes and laboratories, meetings with employees and community members

and visits to other schools and local communities. At the Jazan campus, the Saudi Skills Standards evaluators verbally indicated AC-Jazan will receive a “good” ranking. A financial update and annual business plan and budget, including a business case for a proposed female college will be provided to the Board in Fall 2016. Discussion occurred regarding the focus on data to better understand the recruitment process, and on supporting recruitment agents in the field. Members suggested that risk profiles associated with international ventures be updated and provided to the Board. The International Report was accepted for information.

4.3 Healthy Living Education Update

C. Brulé, Senior Vice President, Academic, provided an update on the Healthy Living Education initiative. Members were advised that the business case and advocacy strategy are being modified to reflect a phased-in approach, consistent with feedback from key stakeholders, with a focus on anticipated funding opportunities. The academic programming that aligns with a phased-in approach is being incorporated into next iteration of the business case. The Healthy Living Education project was presented to the College Foundation Board in May and was fully endorsed. A major donor announcement was made on May 25th, formally naming the Smart Apartment as the Garbarino Girard Centre for Innovation in Seniors Care.

President Jensen advised members that a small group comprised of hospital Chief Executive Officers was formed to advise the President on the development of a business proposal for the Healthy Living Education Initiative. Dr. Robblee noted that the group provided valuable input regarding the academic programming for the project and suggested that an aboriginal health leader in the region be asked to join the Healthy Living Education President’s Advisory Panel.

The report was accepted for information.

5 DECISION ITEMS & REPORTS

5.1 Board Officer & Committee Membership Appointments

Governor Nadeau referred members to the materials in their packages that identifies the Governance Committee’s recommendations regarding the appointment of Board Officers and Board Committee memberships.

RESOLUTION

MOVED & SECONDED S. Fournier & J. Brockbank

THAT the Board of Governors approves the appointment of Officers of the Board and membership on Board Committees with terms beginning September 1, 2016 to August 31, 2017.

OFFICERS OF THE BOARD 2015/2016

Chair	Kathryn Leroux
Vice Chair	Peter Nadeau
Chair, Audit & Risk Management Committee	Nancy Cheng
Chair, Governance Committee	Michael Tremblay
Chair, Academic & Student Affairs Committee	Jim Brockbank

EXECUTIVE COMMITTEE

Chair	Kathryn Leroux
Vice Chair	Peter Nadeau
Chair, Audit & Risk Management Committee	Nancy Cheng
Chair, Governance Committee	Michael Tremblay
Chair, Academic & Student Affairs Committee	Jim Brockbank

**AUDIT & RISK MANAGEMENT
COMMITTEE**

Chair	Nancy Cheng
Chair of the Board	Kathryn Leroux
President	Cheryl Jensen
External Members	Michael Waters
	Kelly Sample
	Mark Sutcliffe

GOVERNANCE COMMITTEE

Chair	Michael Tremblay
Chair of the Board	Kathryn Leroux
President	Cheryl Jensen
Governors	Dr. Jim Robblee
	Pam Auchterlonie
	Lynne Clark
	Shellee Fournier

**ACADEMIC & STUDENT AFFAIRS
COMMITTEE**

Chair	Jim Brockbank
Chair of the Board	Kathryn Leroux
President	Cheryl Jensen
VP Academic	Claude Brulé
VP Student Services	Laura Stanbra
Governors	Jay McLaren
	Stephen Heckbert
	Sherryl Fraser
	Sara Grainger

FOUNDATION REPRESENTATIVE

Lynne Clark

CARRIED.

5.2 Algonquin College Bylaws One and Three

Governor Nadeau referred members to the report entitled Amendments to Bylaws One and Three, included in the Board package. The proposed amendments include a change to the length of term that a student governor can serve on the Board, and the addition of a definition of a student governor. Amendments to the Bylaws were reviewed by the Algonquin College Executive Team and submitted to the Board's Electoral Committee for endorsement of the amendments. C. Brulé answered questions regarding the definition of a student for the purposes of the Bylaws.

RESOLUTION

MOVED & SECONDED P. Nadeau & N. Cheng

THAT the Board of Governors and the Algonquin College Corporation approves the amendments to Bylaws One and Three as presented.

CARRIED.

5.3 4TH Quarter 2015/2016 Financial Report & Audited Financial Statements

Governor Cheng briefed members on the audit of financial statements that occurred from April to June, 2016. The audited financial statements were prepared in compliance with the Ministry of Training, Colleges and Universities' reporting standards and the College submitted the financial information from the statements to the Ministry so that they could be consolidated into the Province of Ontario's financial statements. Deloitte LLP completed their audit of the College's financial statements for the fiscal year ending March 31, 2016.

In answer to a question regarding how large projects like Project Fusion are funded, members were advised that net contributions are directed to Strategic Investment Priority projects, in addition to federal and provincial grants and Foundation contributions. Of note, accounts receivables associated with student accounts appear to be higher than last year. The reasons for this are associated with higher enrolment, higher tuition fee rates, increases in eText fees and recent amendments to the Provincial tuition fee policy concerning the due dates for tuition fee deposits and due dates to pay outstanding balances. The Finance Department and Registrar's Office are reviewing policies and practices in an effort to mitigate these issues going forward.

RESOLUTION

MOVED & SECONDED K. Sample & M. Tremblay

THAT the Board of Governors approves the 2015-16 audited financial statements of Algonquin College, and

THAT the Board of Governors approves the transfer of \$8,696,808 from unrestricted net assets to internally restricted net assets, and

THAT the Board of Governors approves the 2015-16 audited financial statements for 2364193 Ontario Inc. as presented, and

THAT the Board of Governors approves the 2015-16 audited financial statements for the Algonquin College Foundation as presented.

CARRIED.**5.4 Major Capital Infrastructure and Facilities Projects**

D. McNair introduced T. Schonewille, Director, Physical Resources who briefed members on three major capital projects: the Equipment Renewal and Electrical Lab Alterations Project in the Algonquin Construction Centre of Excellence; the new Welding Lab Project at the College's Transportation Technology Centre, ; and the Transformer Replacement Project at the Building Main Plant. The Board of Governors is required to approve all purchase, sale or encumbrance of college property or facility in excess of \$1,000,000, and all three projects exceed this threshold. In addition, members were briefed on the proposed execution and delivery of the Innovation, Entrepreneurship and Learning Center and Institute for Indigenous Entrepreneurship Project. Members discussed the potential risk related to the timing and substantial completion of the project by Spring 2018. Management is confident that the renovation and building schedule can be achieved in the time allotted.

RESOLUTION**MOVED & SECONDED M. Tremblay & S. Heckbert**

THAT the Board of Governors approves the Equipment Renewal and Electrical Lab Alternations Project in the amount of \$2,329,440 with approved funding from the Ministry of Training Colleges and Universities' Apprenticeship Enhancement Fund; and

THAT the Board of Governors approves the New Welding Lab Project in the amount of \$2,298,000 with approved funding from the Ministry of Training Colleges and Universities' Apprenticeship Enhancement Fund; and

THAT the Board of Governors approves the Transformer Replacement Project in the amount of \$2,000,000 with funding from the College's internally restricted net assets, and

THAT the Board of Governors accepts an update on the Innovation, Entrepreneurship and Learning Center and Institute for Indigenous Entrepreneurship Project for information.

CARRIED.**5.5 2015/2016 Annual Report and Progress Against Strategic Plan 2012-2017****2015/2016 Algonquin College Annual Report**

Governors were referred to the draft 2015-2016 Annual Report included in their packages. Some highlights include:

- The theme of innovation and entrepreneurship;
- An infographic that provides a summary of the year's accomplishments, with "College at a glance" and "About this Report" pages;
- Spotlight stories within the strategic pillars that provide greater depth on College achievements; and
- Within the Board Members and Senior Management section, two legal statements and a paragraph to comply with Board policy BGI-01.

Members provided feedback on the report and discussion occurred regarding suggested modifications. Management took these suggestions under advisement.

RESOLUTION

MOVED & SECONDED F. Blackstein & M. Sutcliffe

THAT the Board of Governors approves the 2015-2016 Algonquin College Annual Report.

CARRIED.

Progress Against Strategic Plan 2012-2017

Members were referred to the report entitled Strategic Plan Scorecard 2015-2016 handed out at the meeting. The report provides Algonquin College's progress against annual goals associated with the Strategic Plan 2012-2017. The report was accepted for information.

5.6 Academic & Student Affairs Committee Report

Program Approvals

Small Business Management – Trades, Ontario College Diploma

Governor Brockbank advised members of discussion that occurred at the May 2016 Academic and Student Affairs Committee meeting regarding the Small Business Management – Trades program proposal. The two-year Ontario College Diploma program providing qualified tradespersons with the opportunity to develop business-related skills necessary to plan and manage a business. A provincial task force was struck by Colleges Ontario to review the apprenticeship system to find ways to improve the system and its processes, and to strengthen the training in place for both apprentices and journeypersons. Algonquin College and Canadore College collaboratively developed a program on behalf of, and in consultation with the Ontario colleges. The program aligns with innovative and collaborative efforts that take advantage of existing OntarioLearn courses.

The program cash flow has been revised since the Academic and Student Affairs Committee meeting, and profitability is not materially changed. A concern was raised related to employing a facilitator rather than a professor to lead the online program.

RESOLUTION

MOVED & SECONDED J. Brockbank & Dr. Robblee

THAT the Board of Governors approves the Small Business Management – Trades, Ontario College Diploma program effective Fall 2017.

CARRIED.

Opposed: Governor Heckbert.

6 ITEMS FOR INFORMATION

Members were referred to the items for information included in their materials. Chair Leroux thanked the Committee Chairs for their hard work throughout the year. The Algonquin College Executive Team and Management were thanked for their efforts to advance the College's strategic directions and to prepare the new Strategic Plan 2017-2022. Chair Leroux took the opportunity to thank Governors Fred Blackstein and Shubham Bawa for their dedicated service to Algonquin College and the Board of Governors.

6.1 Board of Governors Summer 2016 Key Messages

6.2 Project Fusion Benefits Measurement Framework

- 6.3 Capital Projects Summary
- 6.4 Freedom of Information Annual Report
- 6.5 Colleges of Applied Arts and Technology Retirement Compensation Annual Report to Sponsors
- 6.6 Report from the Board Chair
- 6.7 Report from the President
- 6.8 Management Summary
- 6.9 Endowment Fund Performance Report as at March 31, 2016

7 IN CAMERA

An in camera session was held at the close of the regular meeting.

8 MEETING ADJOURNMENT

There being no further business, the regular meeting was adjourned at 6:30 pm.

IN CAMERA SESSION

RESOLUTION

MOVED & SECONDED

THAT the Board of Governors move to an in camera session.

CARRIED.

The in camera session ended at 6:50 pm.

MEETING ADJOURNMENT

There being no further business, the meeting was adjourned at 6:55 pm.

Kathryn Leroux, Chair

Suzannah DiMarco, Recorder

APPENDIX A

Observers:

Jeff Agate, Associate Director, Student Support Services
Wahab Almuhtadi, Professor, Faculty of Technology and Trades
Jo-Ann Aubut, Dean, Academic Development
Maggie Cusson, Chair, Academic Development
Wayne Dalrymple, Professor, Information and Communication Technology
Joanne DeDuca, Executive Assistant, Strategic Programs and Services Planning
Cathy Dempsey, Director Finance & Administration
Amy Desjardins, Executive Director, Algonquin College Foundation
Ruth Dunley, Internal Communications Officer, Public Relations
Barbara Foulds, Dean, Faculty of Health, Public Safety and Community Studies
Jean-Guy Fréchette, Associate Director, Government and Stakeholder Relations
Michael Gawargy, Director, Information Technology Services
Eric Hollebone, Director, Marketing and Recruitment
Christopher Janzen, Dean, Faculty of Technology & Trades
Daniel Kelly, Professor, Faculty of Technology
Mark Leduc, Executive Director, Academic Operations and Planning
Tracy McDougall, Executive Assistant to the President
Jacquie Millar, The Citizen reporter
Krista Pearson, Registrar
Todd Schonewille, Director, Physical Resources