

**BOARD OF GOVERNORS MEETING**

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND FOUR OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, OCTOBER 16, 2017 AT 4:00 PM, BEST WESTERN PLUS, BELLS CORNERS, OTTAWA.

<p><b><u>Present:</u></b>                  Peter Nadeau, Chair                  Jim Brockbank, Vice Chair                  Cheryl Jensen, President                  Audrey Claire Lawrence                  Cyril McKelvie                  Gail Beck                  Jay McLaren                  Jim Robblee                  Krisha Stanton                  Kelly Sample                  Michael Waters                  Naina Kansal                  Shellee Fournier                  Steve Barkhouse                  Valerie Sayah</p> <p><b><u>Regrets:</u></b>                  Nancy Cheng                  Stephen Heckbert</p>	<p><b><u>Algonquin College Executive Team:</u></b>                  Cathy Frederick, Human Resources                  Claude Brulé, Academic                  Doug Wotherspoon, Innovation &amp; Strategy                  Duane McNair, Finance &amp; Administration                  Laura Stanbra, Student Services                  Ron Deganadus McLester, Indigenous Initiatives                  Scott Anderson, Communications, Marketing &amp; External Relations                  Tracy McDougall, Director, President’s Office</p> <p><b><u>Guests:</u></b>                  Claire Maxwell, 2017 graduate                  Dawn Tait 2016 graduate                  Lisa Murray 2010 graduate                  Elisabeth van Kooy 2009 graduate                  Laura Rogal-Black, Coordinator, Developmental Services Worker                  Krista Pearson, Registrar</p> <p><b><u>Recorder:</u></b>                  Victoria Tiqui-Sanford, Assistant to the Board of Governors</p>
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Chair P. Nadeau welcomed guests and members to the meeting at 4:00 PM.

**1. CELEBRATING SUCCESS – Developmental Services Worker Cooperative**

C. Brule, Senior Vice President Academic introduced Elisabeth van Kooy, 2009 Developmental Service Worker program graduate. E. van Kooy was joined by Claire Maxwell, 2017 graduate, Dawn Tait, 2016 graduate, and Lisa Murray, 2010 graduate. These graduates are the founding members of the Developmental Services Worker Cooperative. E. van Kooy provided a brief presentation of the project and informed members about being selected as one of the ten finalists in the William G. Davis Innovation Fund competition. The first place prize in the competition is \$15,000.00.

This group of Developmental Services Workers has joined forces to build a worker-owned cooperative that will provide person-directed supports to community members who have developmental disabilities. The cooperative is being designed to address an urgent community need for developmental support services, while also improving employment conditions for the workers who provide those services.

E. van Kooy encouraged members and guests to vote for the Developmental Services Worker Cooperative in the William G. Davis Innovation Fund competition. A

The Changemaker Award was awarded by Chair P. Nadeau to the graduates of the Developmental Services Worker program. Chair P. Nadeau congratulated them on their achievements.

## **2. CONSTITUTION OF THE MEETING & APPROVAL OF THE AGENDA**

Chair P. Nadeau constituted the meeting at 4:10 p.m. and asked whether any Governors wished to remove an item from the agenda or add an item to the agenda. No items were removed or added.

### **RESOLUTION**

**THAT** the Board of Governors approves the meeting agenda.

**CARRIED.**

## **3. DECLARATION OF CONFLICT OF INTEREST**

Members were asked to declare any conflicts of interest with items on the agenda. Governor K. Stanton declared a conflict of interest and will abstain from voting for agenda item 5.2, Learner-Driven Space Investment Case.

## **4a. COMMITTEE REPORTS**

### 4a.1 Executive Committee Report

P. Nadeau, Board Chair provided verbal information from the Executive Committee meeting held on September 1, 2017.

### 4a.2 Academic and Student Affairs Committee Report

Governor S. Fournier, Chair of the Academic and Student Affairs Committee provided members with information from the meeting held on September 14, 2017. Enrolment updates have been highlighted in the report. Board of Governors approval is requested for the following:

#### Program Title Modification – Carpentry and Renovation Technician – Sustainable Design-Build

### **RESOLUTION**

**MOVED & SECONDED: S. Fournier & J. McLaren**

**THAT** the Academic and Student Affairs Committee recommends to the Board of Governors the approval of the program title modification from Carpentry and Renovation Technician, Ontario College Diploma to Carpentry and Renovation Technician – Sustainable Design-Build, Ontario College Diploma, effective Fall 2018.

**CARRIED.**

#### Program Title Modification – Spa Management

### **RESOLUTION**

**MOVED & SECONDED: S. Fournier & J. McLaren**

**THAT** the Academic and Student Affairs Committee recommends to the Board of Governors the approval of the program title modification from Spa Management to Spa and Wellness Operations Management, Ontario College Graduate Certificate, effective Fall 2018.

**CARRIED.**

Co-op Modification – Mechanical Engineering Technology

**RESOLUTION**

**MOVED & SECONDED: S. Fournier & K. Stanton**

**THAT** the Academic and Student Affairs Committee recommends to the Board of Governors the approval of a co-op delivery option for the Mechanical Engineering Technology, Ontario College Advanced Diploma program, effective Fall 2017.

**CARRIED.**

Pathways to Indigenous Empowerment, Ontario College Certificate (OCC)

**RESOLUTION**

**MOVED & SECONDED: V. Sayah-Hoareau & A. Lawrence**

**THAT** the Academic and Student Affairs Committee recommends to the Board of Governors the approval of the Pathways to Indigenous Empowerment - Preparation, Ontario College Certificate program, effective Winter 2018.

**CARRIED.**

Governor J. Robblee joined the meeting at 4:20 p.m.

4a.3 Governance Committee Report

Governor J. Robblee, Chair of Governance Committee, provided members with information from the meeting held on September 1, 2017.

Members received this report for information.

4a.4 Foundation Report

Governor M. Waters, Governor Representative to the Foundation provided members with an update on the Foundation Board activities.

Members accepted this report for information.

**4b. MINUTES OF THE BOARD OF GOVERNORS' MEETING**

Approval of the Board of Governors Meeting minutes of June 12, 2017 and September 17, 2017.

**RESOLUTION**

**MOVED & SECONDED: J. Brockbank & N. Kansal**

**THAT** the Board of Governors approves the meeting minutes of June 12, 2017 and September 17, 2017.

**CARRIED.**

**5. BUSINESS ARISING FROM THE MINUTES**

5.1 Executive Compensation Update

Chair P. Nadeau provided a brief update on the Executive Compensation Program. Members were informed that the proposed Executive Compensation Program was submitted to the Ministry of Advanced Education and Skills Development by the required deadline of September 29, 2017.

## 5.2 Learner-Driven Space Investment Case

L. Stanbra, Vice-President, Student Services and K. Pearson, Registrar presented the Learner-Driven Space Investment Case to Board members. Information was provided on the construction completion and fit-up of the lower level of the Innovation and Entrepreneurship Learning Centre with an estimated size of 24,000 gross square feet and a total capital cost up to \$8 million. The expected completion date of the construction of the Learner-Driven Space Plan is July 31, 2018. Pending approval, this initiative would dramatically improve the accessibility and usability of student enrolment and retention services by creating a one-stop hub of enrolment services located in the lower-level of the Innovation and Entrepreneurship Centre. The proposal introduces a new “self-serve with assistance” delivery model that combines direct access to the College’s on-line registration with direct access to highly competent enrolment service staff.

Questions from members were answered.

### **RESOLUTION**

#### **MOVED & SECONDED: J. McLaren & J. Robblee**

**THAT** the Board of Governors approves the allocation of up to \$8 million from the College’s reserve fund for future capital expansion to complete the renovation of the lower level of the Building C Innovation Centre and create a learner driven space.

**CARRIED.**

**ABSTAINED: K. Stanton**

## **6. DECISION ITEMS & REPORTS**

### 6.1 Indigenous Gathering Circle - Investment Case

R. McLester, Executive Director and Special Advisor to the President, Indigenous Initiatives presented the Indigenous Gathering Circle Investment Case to the Board members. The report and presentation provided information on the landscaping of the “C” building inner courtyard and the construction of an Indigenous Gathering Circle. The capital cost for this project is up to \$1.6 million.

The Indigenous Gathering Circle will serve as a modern and respectful interpretation of a significant Indigenous cultural icon. It will create a welcoming venue that is culturally rich and a student experience that can benefit from Indigenous teachings, heritage and history. It will provide a space culturally appropriate and inclusive for the entire Algonquin College community.

Questions from members were answered.

### **RESOLUTION**

#### **MOVED & SECONDED: A. Lawrence & S. Fournier**

**THAT** the Board of Governors approves an expenditure of up to \$1.6 million from the College’s Strategic Investment Priorities budget over the fiscal years 2017-2018 and 2018-2019 to fund the landscaping of the “C” building inner courtyard with greenspace and native horticulture and to construct an Indigenous Gathering Circle.

**CARRIED.**

## 6.2 First Quarter 2017/2018 Financial Projection

D. McNair, Vice President Finance and Administration, presented the First Quarter 2017-2018 Financial Projection report to the Board members. This report projects a \$108,000 increase to the net contribution to the College from \$5.6 million, to a revised net contribution projection of \$5.7 million. This positive change has been achieved primarily because of an increase in international student enrolments above the Approved Annual Budgeted enrolment by 18%. This increase in revenue has been largely offset by a decrease in the net contribution of Strategic Investment Priorities projects.

Question from members were answered.

The report was accepted for information.

Governor G. Beck joined the meeting via teleconference at 5:25 p.m.

## 6.3 Approval to activate \$15M Line of Credit with Toronto Dominion Bank

D. McNair referred members to the Approval to activate a \$15M Line of Credit with Toronto Dominion Bank. The College obtained approval from the Board of Governors in June 2015 to seek approval from the Ministry of Advanced Education and Skills Development and the Ontario Ministry of Finance to establish a \$15 million operating line of credit. On March 3, 2017 the College received notification from Scott Thompson, Deputy Minister of Finance, that a \$15 million operating line of credit was approved by the Ontario Ministry of Finance. The line of credit will be utilized to secure letters of credit for construction projects and to meet short-term cash flow requirements, if required. The covenants related to the current credit facilities of Algonquin College will be provided at the December 11, 2017 Board of Governors meeting.

Questions from members were answered.

## **RESOLUTION**

### **MOVED & SECONDED: M. Waters & J. Brockbank**

**THAT** the Board of Governors approves the activation of the \$15 million line of credit with Toronto Dominion Canada Trust as part of the banking services agreement with Algonquin College.

**CARRIED.**

## **7. ITEMS FOR INFORMATION**

Members were referred to the items for information included in the materials.

### 7.1 2017 Employee Engagement Survey Results

C. Frederick, Vice President, Human Resources presented the Employee Engagement Survey Results and the People Plan 2017-2022. The 2017 Engagement Survey, held between February 27 and March 15, is the third engagement survey that College management has undertaken. Employee Engagement surveys have been conducted in 2012, 2015 and 2017. The overall participation rate in 2017 was 57%, representing an increase of eleven points In comparison to the 2015 participation rate. The overall employee engagement score decreased by four points to 56%. The People Plan is the first of the high-level college-wide enabling plans developed in support of the 2017-2022 Strategic Plan.

Questions from members were answered.

The report was accepted for information.

### 7.2 First Quarter 2017/2018 Business Plan Update

The report was accepted for information.

### 7.3 Major Capital Projects – Quarterly Report

The report was accepted for information.

### 7.4 Workday Implementation Update

The report was accepted for information.

### 7.5 Bill 148, Fair Workplaces, Better Jobs Act, 2017

The report was accepted for information.

### 7.6 Report from the Board Chair

Chair P. Nadeau briefed members with information on the 2017 Orientation of New Governors and the Fall 2017 Board of Governors Retreat that was held in Pembroke at the Best Western Inn. He reminded governors of the upcoming Fall Convocation Ceremonies at the Ottawa Campus and the Colleges Ontario 2017 Higher Education Summit in Toronto from November 25 to November 27, 2017.

The report was accepted for information.

### 7.7 Report from the President

President Jensen informed members that the College set record highs in enrolments for new and returning students for the Fall 2017 semester. She also provided highlights from the Inaugural Alumni of Distinction Awards that was held on September 27, 2017 at the college.

The report was accepted for information.

### 7.8 Management Summary Report

The report was accepted for information.

### 7.9 Confirmation of Mandatory Government Remittances (hand-out)

The report was accepted for information.

### 7.10 YourAC Newsletter (September and October 2017)

The Newsletter was accepted for information.

## **8. UPCOMING EVENTS**

Chair P. Nadeau provided highlights of upcoming events.

## **9. IN CAMERA**

An In Camera session was held beginning at 6:11 pm.

## **RESOLUTION**

**MOVED & SECONDED: J. Robblee & M. Waters.**

**THAT** the board of Governors move into an In Camera session to discuss the current work stoppage.

Governor G. Beck exited the meeting at 6:35 pm.

## RESOLUTION

### MOVED & SECONDED:

**THAT** the Board of Governors meeting move out of In Camera session. The in camera session adjourned at 6:45 p.m.

## 10. MEETING WITHOUT MANAGEMENT

### 10.1 Evaluation of Board Committees

Members were provided with the Evaluation forms to complete.

## 11. MEETING ADJOURNMENT

There being no further business, the meeting was adjourned at 7:15 pm.



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Peter Nadeau, Chair



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Victoria Tiqui-Sanford, Recorder

## APPENDIX A: Observers:

Alanna McDonnell, Director, Marketing & College Enrolments  
Amy Desjardins, Chief Fundraising Strategist, Student Services  
Chris Janzen, Dean, Faculty of Technology and Trades  
Devyn Barrie, Algonquin Times  
Elizabeth Tyrie, Executive Assistant, Innovation and Strategy  
Emily Woods, Acting Manager, Financial Services  
Grant Perry, Associate Director, Finance  
Jane Trakalo, Chair Community Studies  
Joe Ranieri, Director, Business Development  
Krista Pearson, Registrar  
Lucas Smith, Colliers & Facilities  
Maggie Cusson, Dean, Academic Development  
Pam Auchterlonie, Laboratory Technologist, Applied Science & Environmental Technology  
Patrick Devey, Dean, Centre for Continuing and Online Learning  
Paul Gardner, Business Administrator, Special Projects, Finance and Administration  
Peggy Austen, Acting Director, Foundation  
Phil Rouble, Associate Director, Facilities Planning and Sustainability  
Robyn Heaton, Dean, Faculty of Arts, Media and Design  
Ruth Dunley, Communications Officer, Public Relations and Communications  
Shelley Styles, Student Support Services  
Sherryl Fraser, Chair, General Arts & Science  
Todd Schonewille, Director, Physical Resources  
Victoria Ventura, President, Students Association