

**APPROVED**

**BOARD OF GOVERNORS MEETING MINUTES**

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND SEVEN OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, APRIL 16, 2018, AT 4:00 PM, IN ROOM T102 A&B, OTTAWA CAMPUS.

<p><b><u>Present:</u></b>                  Peter Nadeau, Board Chair                  Jim Brockbank, Board Vice Chair                  Cheryl Jensen, President                  Audrey Claire Lawrence                  Cyril McKelvie                  Gail Beck                  Jay McLaren                  Jim Robblee                  Michael Waters                  Naina Kansal                  Nancy Cheng                  Shellee Fournier                  Stephen Heckbert                  Steve Barkhouse                  Valerie Sayah</p> <p><b><u>Regrets:</u></b>                  Kelly Sample                  Krisha Stanton</p> <p><b><u>Recorder:</u></b>                  Victoria Tiqui-Sanford, Assistant to the Board of Governors</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, President’s Office</p> <p><b><u>Guests/Presenters:</u></b>                  Patrick Devey, Dean, Centre for Continuing and Online Learning                  Michelle Tait-Eburne, Senior Manager, Student Engagement and Initiatives, Student Support Services                  Cassandra Louise Atchison, Second Year Student, Business Management and Entrepreneurship                  Dalton McGuinty, Special Advisor to the President, D2L                  Jon Krochmalnek, Senior Manager, Implementation Services, D2L                  Jessica Abbott, Engagement Director, PwC                  Brian Pratt, Partner Workday Practice, PwC                  Simon Miller, Director, Customer Success, Workday Canada</p>
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**WELCOME REMARKS**

Board Chair, P. Nadeau welcomed members and guests to the meeting at 4:01 p.m.

**0. CELEBRATING STUDENT SUCCESS – Community Impact Award Recipient**

Board Chair, P. Nadeau, introduced L. Stanbra, Vice President, Student Services who introduced M. Tait-Eburne, Senior Manager, Student Engagement and Initiatives, and student C. L. Atchison, Second Year Business Management & Entrepreneurship program. M. Tait-Eburne provided members with a brief synopsis of C. L. Atchison. Ms. Atchison volunteered over 600 hours with the Sexual Assault Support Centre of Ottawa, an education-based community group that centres around developing a strong anti-oppressive community and reducing harm while engaging in active affirmative consent

practice. Ms. Atchison developed strong support work skills that enabled her to form trusting relationships with the women she supported.

Ms. Atchison was described as an individual who exhibits trust and honesty in her relationships, and values the uniqueness of others on the campus, and in the greater Ottawa Community. She is a natural leader in her class and always goes above and beyond to ensure her classmates achieve success. Ms. Atchison is a Senior Student Leader with the AC Hub Student Leadership Program.

Board Chair, P. Nadeau congratulated Ms. Atchison on her achievements and presented her with the Changemaker Award.

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

Board Chair, P. Nadeau constituted the meeting at 4:14 p.m. and asked whether any Governors wished to remove or add an item to the agenda. Board Chair Nadeau informed members that the Board Office received three submissions requesting an opportunity to speak at today's Board meeting regarding the 2018 Fall Program Intake Suspensions. One request will be presented under agenda item 3.3: Academic and Student Affairs Committee Report.

### **RESOLUTION**

**MOVED & SECONDED: J. McLaren & A. Lawrence**

**THAT** the Board of Governors approves the request for presentation and the meeting agenda of April 16, 2018.

**CARRIED.**

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

Board Chair, P. Nadeau asked members to declare any conflicts of interest with items on the agenda. There were no conflicts of interest declared.

## **3. APPROVAL OF PREVIOUS MEETING MINUTES AND THE CONSENT AGENDA**

### **3.1 Minutes of the Board of Governors' meeting of February 26, 2018**

The meeting minutes of February 26, 2018 will be amended, at the request of Governor V. Sayah, who confirmed that her intent was to support the resolution of agenda item 4.1 Learning Management System (LMS) Investment Case and not to abstain from the vote.

### **RESOLUTION**

**MOVED & SECONDED: G. Beck & J. Brockbank**

**THAT** the Board of Governors approves the meeting minutes of February 26, 2018 as amended.

**CARRIED.**

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

Board Chair, P. Nadeau provided verbal information from the Executive Committee meeting held on March 19, 2018.

### **3.3 Academic and Student Affairs Committee Report**

Board Chair, P. Nadeau informed members that the Board Office received three requests to speak at today's meeting regarding agenda item 5.4: 2018 Fall Program Intake Suspensions (Perth &

Pembroke Campuses) that was tabled at the March 22, 2018 Academic and Student Affairs Committee. He introduced K. Denham, Program Assistant at the Adult Learning & Training Centre, Lanark County. K. Denham provided members with information and position that Algonquin College not suspend the Program Intakes. She provided the Board with excerpts that she received from students stating why these programs matter to them.

Board Chair, P. Nadeau thanked Ms. Denham for her presentation. Members accepted this presentation for information.

Governor S. Fournier, Chair, Academic and Student Affairs Committee, provided members with information from the meeting held on March 22, 2018. Enrolment updates have been highlighted in the report.

Members accepted this report for information.

Board of Governors approvals are requested for the following:

Program Proposal: Film and Media Production, Ontario College Diploma

**RESOLUTION**

**MOVED & SECONDED: J. McLaren & G. Beck**

**THAT** the Academic and Student Affairs Committee recommends to the Board of Governors the approval of the Film and Media Production, Ontario College Diploma program, effective Fall 2019, with the caveat that external funding/sponsorship must be in place to partially offset the capital expenditures and support start-up as a condition of final approval.

**CARRIED.**

Program Title Modification – Carpentry and Joinery - Heritage

**RESOLUTION**

**MOVED & SECONDED: A. Lawrence & N. Kansal**

**THAT** the Academic and Student Affairs Committee recommends to the Board of Governors the approval of the program title modification from Carpentry and Joinery - Heritage, Ontario College Diploma to Heritage Carpentry and Joinery, Ontario College Diploma, effective Fall 2019.

**CARRIED.**

**3.4 Audit and Risk Management Committee Report**

Governor N. Cheng, Chair of Audit and Risk Management Committee, provided members with information from the meeting held on March 8, 2018. Members accepted this report for information.

Board of Governors approval is requested for the following:

Investment Policy for College Operating Funds - Annual Review and Amendments

**RESOLUTION**

**MOVED & SECONDED: N. Cheng & M. Waters**

**THAT** the Audit and Risk Management Committee recommends to the Board of Governors the approval of the College Funds Investment Policy as presented.

**CARRIED.**

### **3.5 Governance Committee Report**

Governor J. Robblee, Chair of Governance Committee, provided members with information from the meeting held on March 28, 2018. Members accepted this report for information. Board of Governors approval is requested for the following:

#### **Terms of Reference all Board Committees (Review)**

#### **RESOLUTION**

**MOVED: J. Robblee**

**THAT** the Governance Committee endorses the revised Terms of Reference for the Audit and Risk Management Committee and the Governance Committee to the Board of Governors for approval;

and,

**THAT** the Governance Committee endorses the amended Terms of Reference for the Academic and Student Affairs Committee to the Board of Governors for approval with the following language addition under the Responsibilities Section 1:

*In addition, exceptional circumstances such as significant impacts on a school or campus, are to come to the Academic and Student Affairs Committee for a discussion in a timely manner in advance of any public announcement.*

**CARRIED.**

Questions from members were answered.

#### **2018-2019 Board Chair & Board Executive Committee Succession**

#### **RESOLUTION**

**MOVED & SECONDED: J. Robblee & G. Beck**

**THAT** the Governance Committee recommends to the Board of Governors approval of the appointment of Governor Jay McLaren for the position of Chair, Academic and Student Affairs Committee effective September 1, 2018.

**CARRIED.**

### **3.6 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.

## **4. BUSINESS ARISING FROM THE MINUTES**

### **4.1 Ratification of Execution of Demand Operating Facility Agreement**

Board Chair, P. Nadeau referred members to the Ratification of Execution of Demand Operating Facility Agreement. The report requested for the Board of Governors ratify, confirm, and approve the April 10, 2017 execution of the loan documents by the President, and Vice President, Finance and Administration to activate the \$15,000,000 Line of Credit.

## **RESOLUTION**

### **MOVED & SECONDED: S. Heckbert & N. Cheng**

THAT the Board of Governors ratifies, confirms, and approves the following:

#### **BE IT RESOLVED that:**

- The execution on behalf of the Corporation by the President and Vice-President, Finance and Administration on April 10, 2017 and subsequent delivery of a Demand Operating Facility Agreement dated February 9, 2017 between the Corporation and the Toronto Dominion Bank with a credit limit in the amount of \$15,000,000 is hereby ratified, confirmed and approved;
- The President and Vice-President, Finance and Administration be and they are hereby authorized and directed to do all acts and things and to execute or otherwise deliver for and on behalf of the Corporation such documents and instruments as may be necessary or desirable to give effect to the foregoing.

#### **CARRIED.**

### **4.2 Learning Management System Update**

C. Brulé, Senior Vice President, Academic introduced Patrick Devey, Dean, Centre for Continuing and Online Learning, Dalton McGuinty, Special Advisor to the President, D2L, and Jon Krochmalnek, Senior Manager, Implementation Services, D2L, who presented members with updates on the Learning Management System.

The Algonquin College Board of Governors approved the expenditure of up to \$3.05 million over a five-year period for the adoption of the new Learning Management System at the February 26, 2018 Board of Governors meeting. The agreement with Desire2Learn was finalized on March 6, 2018. The entire College will migrate to one learning management system, Brightspace™ by the start of the Fall 2018 term. Brightspace will modernize the College's learning management system and will provide a reliable, flexible, and fully maintained tool for students and faculty members. The system will be fully operational for the start of the fall term.

An update will be provided to the Board of Governors at the June 11, 2018 Board of Governors meeting.

Questions from members were answered. Members accepted this report for information.

### **4.3 Workday Enterprise Resource Planning System Implementation**

D. Wotherspoon, Vice President, Innovation and Strategy presented the progress of the Workday Enterprise Resource Planning System Implementation. On March 29, 2018, Management entered into a contract with Ottawa-based PricewaterhouseCoopers (PwC) to complete the Workday implementation. The revised total proposed budget for the Workday implementation project is \$18.8 million. D. Wotherspoon provided a high-level overview of the changes to the management and implementation of the project. The new implementer has been secured and changes to the governance, project management, and Workday relationship will ensure that the implementation successful.

D. Wotherspoon introduced B. Pratt, Partner Workday Practice, PwC, who informed members of Workday's active participation in the project, and the commitment of PwC's Project Team to the

success of the project. S. Miller, Director, Customer Success, Workday Canada, provided members of the following Workday long-term commitments to the project:

- Revalidate Initial Prototype Configuration;
- Enhanced Delivery Assurance Support; and
- Engaged Workday Canada Leadership.

Governor N. Cheng informed members that there is an expectation from the Project Team to provide project key milestones as a standing item at all Audit and Risk Management Committee meetings and Board of Governors meetings.

Questions from members were answered. Members accepted this for information.

## **5. NEW BUSINESS**

There are no agenda items under new business.

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

### **6.1 New Governors Appointment 2018-2019**

Governor J. Robblee, Chair of Governance Committee provided members with an overview of the Governor Recruitment process and a brief biography of Governor-elect, Jeff Darwin.

#### **RESOLUTION**

#### **MOVED & SECONDED: J. Robblee & G. Beck**

**THAT** the Board of Governors approves the appointment of Jeff Darwin to the Board of Governors for a three year term of office, effective September 1, 2018.

**CARRIED.**

## **7. ITEMS FOR INFORMATION**

### **7.1 Lean Management Plan**

The report provided members with an update to the Board of Governors on the College's effort to move from the use of Lean methodologies and practices for project improvement to daily continuous improvement.

Members accepted this report for information.

### **7.2 International Education Strategy Refresh**

The report provided members with an update on progress being made on Algonquin College's International Education Strategic Plan refresh.

Members accepted this report for information.

### **7.3 Report from the Board Chair**

Highlights from the report included the 2018 Spring Board of Governors Retreat that was held on March 24, 2018, and the New Governor Recruitment Campaign that ran from February 5 to 15. A second campaign was launched in the Perth area late March that closed on April 13 to fill the vacancy of Governor Fournier effective August 31, 2018. The internal 2018 Board of Governors Election was launched on March 26 for an Academic and Student representative. The effective start date for governors elect is September 1, 2018. It is anticipated that the governors-elect will join the Board as guests at the June 11, 2018 Board meeting.

The Board Performance Evaluation surveys were circulated to all board members on April 6. The President's End of Year Dinner is scheduled for June 26, 2018 and will be held at the Royal Ottawa Golf Club. Members accepted this report for information.

#### **7.4 Report from the President**

President C. Jensen informed members that on April 6, 2018, the Ministry of Advanced Education and Skills Development announced that the province of Ontario has appointed former Ontario Deputy Minister Sue Herbert to chair the College Task Force, which includes faculty, college representatives and students, along with industry and postsecondary education experts. C. Jensen has been appointed to this task force.

The Committee of Presidents approved policy priorities for colleges to champion in the upcoming June election.

On College Day March 26, 2018, college presidents and board chairs met with cabinet ministers and Members of Provincial Parliament at Queen's Park, in Toronto to discuss the sector's priorities for the upcoming election. Algonquin students were present at the Tech Showcase and the reception. Members accepted this report for information.

#### **7.5 Management Summary Report**

Members accepted this report for information.

#### **7.6 Confirmation of mandatory Government remittances (hand out)**

Members accepted the remittances for information.

### **8. UPCOMING EVENTS**

Board Chair P. Nadeau provided highlights of upcoming events.

The Regular meeting adjourned at 5:53 p.m. Observers exited the regular meeting.

### **9. IN CAMERA**

An In Camera session was not held.

### **10. MEETING WITHOUT MANAGEMENT**

#### **10.12018-2019 Board Meeting Dates**

#### **10.2 April 16, 2018 Board Meeting Evaluation**

Members were provided with the Evaluation forms to complete.

### **11. MEETING ADJOURNMENT**

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



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Peter Nadeau, Chair



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Victoria Tiqui-Sanford, Recorder

**APPENDIX A: Observers:**

Chris Carroll, Communications  
Christopher Hahn, Dean, Perth Campus  
Chris Jansen, Dean, Faculty of Technology and Trades  
Connor Wilkie, Algonquin Times  
Cristy Montgomery, Academic Operations & Planning  
Elizabeth Tyrie, Executive Assistant, Innovation and Strategy  
Enrico DeFrancesco, Professor, School of Hospitality & Tourism  
Grant Perry, Acting Director, Finance and Administrative Services  
Jack Wilson, Professor  
Janet Hunter, Workday  
Jennifer Thurston, Banquet Catering and Conference Manager, Food Services  
Karen Davies, Dean, Pembroke Campus  
Krista Pearson, Registrar  
Lois Pollock, Chief Digital Officer  
Maggie Cusson, Dean, Academic Development  
Mark Leduc, Executive Director, Academic Planning  
Pat Kennedy, President, OPSEU 415  
Robyn Heaton, Dean, Faculty of Arts, Media and Design  
Ruth Dunley, Communications Officer, Public Relation  
Shelley Styles, Director, Student Support Services