

APPROVED

BOARD OF GOVERNORS MEETING MINUTES

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND EIGHT OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, JUNE 11, 2018, AT 4:30 PM, IN ROOM T102 A&B, OTTAWA CAMPUS.

<p><u>Present:</u> Peter Nadeau, Board Chair Jim Brockbank, Board Vice Chair Cheryl Jensen, President Audrey Claire Lawrence Gail Beck Jay McLaren Jim Robblee Kelly Sample Naina Kansal Nancy Cheng Shellee Fournier Stephen Heckbert Steve Barkhouse Valerie Sayah</p> <p><u>Regrets:</u> Cyril McKelvie Krisha Stanton Michael Waters</p> <p><u>Recorder:</u> Victoria Tiqui-Sanford, Board Assistant</p>	<p><u>Algonquin College Executive Team:</u> Cathy Frederick, Vice President, Human Resources Claude Brulé, Senior Vice President, Academic Doug Wotherspoon, Vice President, Innovation & Strategy Duane McNair, Vice President, Finance & Administration Laura Stanbra, Vice President, Student Services Ron Deganadus McLester, Executive Director, Truth, Reconciliation, Indigenization Tracy McDougall, Director, President’s Office</p> <p><u>Guests/Presenters:</u> Grant Perry, Acting Director, Finance and Administrative Services Christopher Janzen, Dean, Faculty of Technology and Trades</p> <p><u>Skills Ontario Competition – Students</u></p> <ul style="list-style-type: none"> • Christina Khenmanisoht – Restaurant Service • Thomas Hawley - Horticulture • Blaise Mombourquette - Horticulture <p>Jessica Abbott, Engagement Director, PwC Jon Krochmalnek, Senior Manager, Implementation Services, D2L Patrick Devey, Dean, Centre for Continuing and Online Learning Simon Miller, Director, Customer Success, Workday Canada Todd Schonewille, Director, Physical Resources</p>
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WELCOME REMARKS

Board Chair P. Nadeau welcomed members and guests to the meeting at 4:01 p.m. The Annual General Meeting was held from 4:01 p.m. to 4:17 p.m.

0. CELEBRATING STUDENT SUCCESS – Skills Competition Ontario

Board Chair P. Nadeau invited C. Brulé, Senior Vice President, Academic, to introduce C. Janzen, Dean, Faculty of Technology and Trades. Dr. Janzen provided members with an overview of the Skills Competition Ontario and the winners from the Algonquin College team:

- Christina Khenmanisoht, Restaurant Service; and
- Thomas Hawley and Blaise Mombourquette, both Horticulture students.

Each student presented their trade competition criteria to the members. The Skills Ontario Competition is Canada's largest skilled trade and technology competition. It took place this year from May 7 to 9, 2018 in Toronto, Ontario. This year, two individuals and one team from Algonquin College received gold medals in their respective trades.

Nick Denny, an Auto Collision Repair student, received a bronze medal. He was congratulated but was not present for his presentation.

Board Chair P. Nadeau congratulated the students for their achievements and presented them with the Changemaker Awards.

1. CONSTITUTION OF THE MEETING & APPROVAL OF THE AGENDA

Board Chair P. Nadeau constituted the meeting at 4:31 p.m. and asked whether any Governors wished to remove or add an item to the agenda. No items were removed or added.

RESOLUTION

MOVED & SECONDED: N. Cheng & J. McLaren

THAT the Board of Governors approves the meeting agenda of June 11, 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 April 16, 2018

Approval of the Board of Governors Meeting minutes of April 16, 2018.

RESOLUTION

MOVED & SECONDED: V. Sayah & S. Heckbert

THAT the Board of Governors approves the meeting minutes of April 16, 2018.

CARRIED.

3.2 Board Executive Committee Report

Board Chair P. Nadeau provided a verbal report from the Executive Committee meeting held on May 8, 2018.

Members accepted this report for information.

3.3 Academic and Student Affairs Committee Report

Governor S. Fournier, Chair, Academic and Student Affairs Committee, provided members with information from the Academic and Student Affairs Committee meeting held on May 28, 2018. Enrolment updates were highlighted in the report.

Members accepted this report for information. Board of Governors approvals are requested for the following:

Cooperative Education Option – Energy Management, Ontario College Graduate Certificate

RESOLUTION

MOVED & SECONDED: S. Fournier & S. Barkhouse

THAT the Board of Governors approves the cooperative education delivery option for the Energy Management, Ontario College Graduate Certificate program, effective Spring 2019.

CARRIED.

Cooperative Education Option – Environmental Management and Assessment, Ontario College Graduate Certificate

RESOLUTION

MOVED & SECONDED: S. Fournier & J. McLaren

THAT the Board of Governors approves the cooperative education delivery option for the Environmental Management and Assessment, Ontario College Graduate Certificate program, effective Spring 2019.

CARRIED.

Cooperative Education Option - Electrical Engineering Technician, Ontario College Diploma

RESOLUTION

MOVED & SECONDED: S. Fournier & G. Beck

THAT the Board of Governors approves the cooperative education delivery option for the Electrical Engineering Technician, Ontario College Diploma program, effective Fall 2018.

CARRIED.

Cooperative Education Option – Electrical Engineering Technology, Ontario College Advanced Diploma

RESOLUTION

MOVED & SECONDED: S. Fournier & S. Heckbert

THAT the Board of Governors approves the cooperative education delivery option for the Electrical Engineering Technology, Ontario College Advanced Diploma program, effective Fall 2018.

CARRIED.

Program Proposal: Addictions and Mental Health, Ontario College Graduate Certificate

RESOLUTION

MOVED & SECONDED: S. Fournier & J. McLaren

THAT the Board of Governors approves the Addictions and Mental Health, Ontario College Graduate Certificate program effective September 2018.

CARRIED.

Program Proposal: Cardiovascular Technology, Ontario College Diploma

RESOLUTION

MOVED & SECONDED: S. Fournier & S. Heckbert

THAT the Board of Governors approves the Cardiovascular Technology, Ontario College Diploma program, effective Fall 2019.

CARRIED.

Program Proposal: Therapeutic Recreation, Ontario College Graduate Certificate

RESOLUTION

MOVED & SECONDED: S. Fournier & N. Kansal

THAT the Board of Governors approves the Therapeutic Recreation, Ontario College Graduate Certificate program, effective Fall 2019.

CARRIED.

Program Proposal: Business Fundamentals, Ontario College Certificate

RESOLUTION

MOVED & SECONDED: S. Fournier & J. Robblee

THAT the Board of Governors approves the Business Fundamentals, Ontario College Certificate program, effective Fall 2019.

CARRIED.

Program Proposal: Business – Agriculture, Ontario College Diploma

RESOLUTION

MOVED & SECONDED: S. Fournier & J. McLaren

THAT the Board of Governors approves the Business-Agriculture, Ontario College Diploma program effective Fall 2019.

CARRIED.

Program Proposal: Interdisciplinary Studies in Human-Centred Design, Ontario College Graduate Certificate

RESOLUTION

MOVED & SECONDED: S. Fournier & S. Heckbert

THAT the Board of Governors approves the Interdisciplinary Studies in Human-Centred Design, Ontario College Graduate Certificate program, 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 May 24, 2018. Members accepted this report for information. Board of Governors approval is requested for the following:

RESOLUTION

MOVED & SECONDED: N. Cheng & K. Sample

THAT the Board of Governors approves the Investment Policy for College Endowment Funds as presented.

CARRIED.

3.5 Governance Committee Report

Governor J. Robblee, Chair of Governance Committee, provided members with information from the meeting held on May 14, 2018. Members accepted this report for information.

3.6 Foundation Report

Board Chair P. Nadeau provided the Foundation Report on behalf of Governor M. Waters, Governor Representative to the Foundation Board of Directors who was not in attendance. Members accepted this report for information.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Learning Management System Update

C. Brulé, Senior Vice President, Academic introduced Patrick Devey, Dean, Centre for Continuing and Online Learning, to provide members with an update on the status of the Learning Management System implementation.

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. All course activity will be consolidated onto one system by the start of the Fall 2018 term. P. Devey provided members with the activities since the last Board of Governors meeting on April 16, 2018.

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

4.2 Workday Enterprise Resource Planning System Implementation - Update

D. Wotherspoon, Vice President, Innovation and Strategy presented the progress of the Workday Enterprise Resource Planning System Implementation. The report provided members with a project update since the last presentation to the Audit and Risk Management Committee on May 24, 2018 and an overview of key activities, deliverables and milestones required to deploy the Workday application. Through April, the team worked to develop a master implementation plan for the consolidation of the current tenants and development of the additional configuration. The project team also developed a number of sub-plans to ensure the overall success of the project. These include plans for communications and engagement, training, data migration, and the creation and implementation of the support model. The critical path was presented to Steering Committee on April 24, 2018. On May 1, 2018, the first key PwC contract milestone was delivered.

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

5. NEW BUSINESS

There are no agenda items under new business.

6. DECISION ITEMS & REPORTS

6.1 Fourth Quarter 2017-2018 Financial Report

G. Perry, Acting Director, Finance and Administrative Services presented the Fourth Quarter 2017-2018 Financial Report. On February 13, 2017, the Board of Governors approved the 2017-2018 Annual Budget with an overall net contribution of \$5.6 million.

The 2017-2018 Approved Annual Budget is returning a net surplus on Funded Activity/College Operations of \$11.6 million. This maintains the College's commitment to balancing student tuition revenues and government funded activities with associated operating expenditures. Details are summarized as follows:

- Salaries and Benefits expenditures came in \$6.8 million below the 2017-2018 Approved Annual Budget.
- The five week work stoppage resulted in salary savings of \$8.2 million.
- This was offset by an additional \$2.1 million in additional labour costs resulting from the extension of the fall semester and the return to work payments.
- \$681,000 in additional savings was realized as a result of ongoing vacancy savings.

The 2017-2018 financial results have a positive impact on the College's financial position, operations, cash flow and net assets. All financial health indicators remain better than benchmark.

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

Governor S. Barkhouse exited the meeting at 5:32 p.m.

6.2 Investment Case - Solar Photovoltaic Plan

D. McNair introduced T. Schonewille, Director, Physical Resources, who presented the Investment Case – Solar Photovoltaic Plan. T. Schonewille provided members with a brief presentation of the Investment Case and information on the College initiative regarding the construction and installation of the solar photovoltaic array and battery storage infrastructure. The array and battery storage will yield an estimated \$200,000 per year of utility cost savings.

A total of \$67.8M of funding was available to all Ontario Colleges and awards were determined through a competitive application process. In early December of 2017, Algonquin College submitted a "Moving to Net Zero – Solar Photovoltaic Plan" in response to the Ministry of Advanced Education and Skills Development's - Greenhouse Gas (GHG) Campus Retrofits Program. On March 9, 2018, Minister Chiarelli announced the awarding of a \$6.8 million grant to fully fund the initiative. Updates on the status of the initiative will be provided through the Capital Projects report.

Questions from members were answered.

RESOLUTION

MOVED & SECONDED: A. Lawrence & G. Beck

THAT the Board of Governors approves an expenditure of \$6.8 million, fully funded from the Ministry of Advanced Education and Skills Development – Greenhouse Gas Campus Retrofit Program, to implement a solar photovoltaic array and battery storage infrastructure on the Ottawa campus in 2018-2019.

CARRIED.

6.3 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, Wayne Johnson.

RESOLUTION

MOVED & SECONDED: J. Robblee & J. McLaren

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

CARRIED.

7. ITEMS FOR INFORMATION

7.1 Fourth Quarter 2017-2018 Business Plan Update

The report provided members with the Fourth Quarter 2017-2018 Business Plan Update. The annual business plan is a tool used by management to set the direction for the College to achieve annual goals and targets in the context of the Strategic Plan.

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

7.2 Annual Report 2017-2018 and progress against Strategic Plan 2017-2022

Members were referred to the Annual Report 2017-2018 and progress against the 2017-2022 Strategic Plan. The Annual Report creation and assembly provided members with a summary of the College's achievements and success for the past year. Staff from all areas of the College provide accountability on the business plan goals and highlight efforts supporting student and employee success.

Questions from members were answered.

RESOLUTION

MOVED & SECONDED: N. Cheng & A. Lawrence

THAT the Board of Governors approves the 2017-2018 Algonquin College Annual Report with amendments to the Letter from the President and CEO to include comments on the Fall 2017 Work Stoppage.

CARRIED.

7.3 Freedom of Information and Protection of Privacy Act 2017 Annual Report

The report provided the Board of Governors with a summary of the Freedom of Information activity for 2017 as well as the Year-End Statistical Report for the Information and Privacy Commissioner of Ontario - Statistical Report of Algonquin College.

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

7.4 Report from the Board Chair

Board Chair P. Nadeau thanked all Governors who have come to the end of their term of office.

Highlights from the Chair's report included:

- the celebrations that took place on May 3, 2018
- the Grand Opening of the DARE District
- the College's 50th Anniversary Birthday Bash, and
- the 50th Anniversary Fundraising Gala.

The report also provided members with the Governors Elect and new Governors joining the Board on September 1, 2018.

Members accepted this report for information.

7.5 Report from the President

The report provided members with highlights on the Pre-budget submission. Highlights of the report include:

- As a result in the change of government from the June election, Colleges Ontario will prepare a submission to government for a possible provincial budget or economic update that could be tabled in the fall.
- Strategic mandate agreements for all Colleges and Universities have been submitted and accepted by the Ministry of Advanced Education and Skills Development. All four postsecondary institutions in Ottawa submitted agreements containing identical statements about Education City. Algonquin College, Carleton University, La Cité Collégiale, and the University of Ottawa will engage collaboratively to create the “Education City with a Capital Advantage” – a unique collaboration of colleges and universities in the Ottawa region.

Members accepted this report for information.

7.6 Management Summary Report

Members accepted this report for information.

8. UPCOMING EVENTS

Board Chair P. Nadeau provided highlights of upcoming events.

The regular meeting adjourned at 6:01 p.m. Observers exited the meeting.

9. IN CAMERA

An In Camera session was held beginning at 6:08 p.m.

RESOLUTION

MOVED & SECONDED: G. Beck & S. Fournier

THAT the Board of Governors moves into an In Camera session to discuss the following agenda items:

9.1 March Road Property – Decision Required

9.2 Succession Plan

Governor S. Fournier exited the meeting at 6:18 p.m.

RESOLUTION

MOVED & SECONDED: N. Cheng & G. Beck

THAT the Board of Governors moves out of the In Camera session. The In Camera session adjourned at 6:32 p.m.

Management exited the meeting at 6:36 p.m.

10. MEETING WITHOUT MANAGEMENT

11. MEETING ADJOURNMENT

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



Peter Nadeau, Chair



Victoria Tiqui-Sanford, Recorder

APPENDIX A: Observers:

Alanna McDonell, Director, Marketing
Brent Brownlee, Director, Ancillary Services
Carmen Hust, Professor
Chris Carroll, Communications
Chris Jansen, Dean, Faculty of Technology and Trades
Colin Bonang, Director, Risk Management
David Haley, Professor
Doreen Jans, Acting Manager, Corporate Budget
Elizabeth Tyrie, Executive Assistant, Innovation and Strategy
Emily Woods, Acting Associate Director, Financial Services, Finance & Administrative Services
Enrico DeFrancesco, Professor, School of Hospitality & Tourism
Gordon Warner, Associate Director, Procurement
Grant Perry, Acting Director, Finance and Administrative Services
Janet Hunter, Workday
Jeff Darwin, Incoming Board of Governor
Judy Puritt, Professor, Business Communications
Krista Pearson, Registrar
Lois Pollock, Chief Digital Officer
Maggie Cusson, Dean, Academic Development
Marina Spivak, Financial Analyst, Finance & Administrative Services
Mark Leduc, Executive Director, Academic Planning
Pat Kennedy, President, OPSEU 415
Patrick Devey, Dean, CCO:
Paul Gardner, Senior Finance Manager - Special Projects, V.P. Finance & Administration
Peggy Austen, Acting Director, Foundation
Richard Hagemeyer, Professor, Information and Communications Technology
Robyn Heaton, Dean, Faculty of Arts, Media and Design
Ruth Dunley, Communications Officer, Public Relation
Shelley Styles, Director, Student Support Services
Suzannah DiMarco, Process Improvement Consultant, the AC Way
Todd Schonewille, Director, Physical Resources
Wayne Dalrymple, Professor, Information and Communications Technology