

APPROVED

BOARD OF GOVERNORS MEETING MINUTES

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND NINE OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, OCTOBER 22, 2018, AT 4:00 PM, IN ROOM T102 A&B, OTTAWA CAMPUS.

<p><u>Present:</u> Peter Nadeau, Board Chair Jim Brockbank, Board Vice Chair Cheryl Jensen, President Cyril McKelvie Enrico DeFrancesco Gail Beck Jay McLaren Jeff Darwin Kelly Sample Krisha Stanton Shubham Paudel Valerie Sayah Wayne Johnson</p> <p><u>Regrets:</u> Audrey Claire Lawrence Jim Robblee Steve Barkhouse Michael Waters</p> <p><u>Recorder:</u> Victoria Tiqui-Sanford, Board Assistant</p>	<p><u>Algonquin College Executive Team:</u> Claude Brulé, Senior Vice President, Academic Diane McCutcheon, Acting Vice President, Human Resources 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> <u>Veterinary Technician Students:</u> Jennifer Bozowskyj Heather Jackson Valerie Fenske Michelle Anne Olsen Erin Stitt-Cavanagh, Chair, Allied Health, Faculty of Health Public Safety and Community Studies Lisa Langton, Professor and Coordinator of the Technician/Veterinary Assistant Programs Cristina Holguin-Pando, Director, Applied Research, Innovation and Entrepreneurship Grant Perry, Acting Director, Finance and Administrative Services Krista Pearson, Registrar Patrick Devey, Dean, Centre for Continuing and Online Learning</p> <p><u>External Guests:</u> Jessica Abbott, Engagement Director, PwC Jon Krochmalnek, Senior Manager, Implementation Services, D2L 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 4:00 p.m.

0. CELEBRATING STUDENT SUCCESS – Veterinary Technician Students partner with the Grey Bruce Aboriginal Quimmiq Team

Board Chair P. Nadeau invited C. Brulé, Senior Vice President, Academic to provide members with an overview of the Veterinary Technician Students partnership with the Grey Bruce Aboriginal Quimmiq Team. C. Brulé introduced Erin Stitt-Cavanagh, Chair, Allied Health, Faculty of Health Public Safety and Community Studies, Lisa Langton, Professor and Coordinator, and Veterinary Technician Program Students Jennifer Bozowskyj, Heather Jackson, and Valerie Fenske, and Michelle Anne Olsen. Michelle was not able to attend the presentation.

The students presented their adventure with the Grey Bruce Aboriginal Quimmiq Team. This partnership has provided the students with an unforgettable learning experience in veterinary medicine while being immersed in the indigenous culture of the communities they visited. During the 2018 trip, the Veterinary Technician students participated in 136 surgeries over ten days. Together, the students and Grey Bruce Aboriginal Quimmiq Team were able to provide veterinary medical care to those in need, making a positive impact in the health of these communities and their pets.

Board Chair P. Nadeau and President Jensen 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 4:15 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: G. Beck & J. Brockbank

THAT the Board of Governors approves the meeting agenda of October 22, 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 June 11, 2018

Approval of the Board of Governors Meeting minutes of June 11, 2018.

RESOLUTION

MOVED & SECONDED: J. McLaren & G. Beck

THAT the Board of Governors approves the meeting minutes June 11, 2018.

CARRIED.

3.2 Board Executive Committee Report

Board Chair P. Nadeau provided a verbal report from the Executive Committee meeting held on October 10, 2018.

Members accepted this report for information.

3.3 Academic and Student Affairs Committee Report

Governor J. McLaren, Chair, Academic and Student Affairs Committee, provided members with information from the Academic and Student Affairs Committee meeting held on October 1, 2018. Enrolment updates were highlighted in the report. Members accepted this report for information. Board of Governors approvals were requested for the following:

Bachelor of Event, Sport, and Entertainment Management (Honours)

RESOLUTION

MOVED & SECONDED: J. McLaren & W. Johnson

THAT the Board of Governors approves the Bachelor of Event, Sport, and Entertainment Management (Honours) effective Fall 2020.

CARRIED.

Program Proposal: Bachelor of Business Administration (Trades Management) (Honours)

RESOLUTION

MOVED & SECONDED: J. McLaren & G. Beck

THAT the Board of Governors approves the Bachelor of Business Administration (Trades Management) (Honours) effective Fall 2020.

CARRIED.

3.4 Audit and Risk Management Committee Report

Governor K. Sample, Chair of Audit and Risk Management Committee, provided members with information from the meeting held on September 26, 2018.

Members accepted this report for information.

3.5 Governance Committee Report

In the absence of Governor J. Robblee, Chair of Governance Committee, Governor G. Beck provided members with information from the meeting held on September 20, 2018.

Members accepted this report for information.

3.6 Foundation Report

Governor J. Darwin, Board of Governors representative to the Foundation Board of Directors provided members with an update on the Foundation activities.

Members accepted this report for information.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Learning Management System (LMS) Update

C. Brulé, Senior Vice President, Academic introduced Patrick Devey, Dean, Centre for Continuing and Online Learning, to provide members with the final report on the implementation of Brightspace, the new 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, and the kickoff of the implementation phase of the project followed soon thereafter. On September 4, 2018, all course activities were successfully migrated to Brightspace. More than 2,000 students completed the training modules. This training program has been extended in a reduced format for the rest of the Fall 2018 term due to its success. Board Chair, P. Nadeau congratulated the team on behalf of the Board of Governors for their countless efforts in successfully launching the new Learning Management System.

Questions from members were answered.

Members accepted this report for information.

4.2 Student Central Update

L. Stanbra, Vice President, Student Services provided an overview and status of the Student Space Investment approved at the October 16, 2017 Board of Governors meeting. Special thanks went to S. Anderson, Executive Director, Communications, Marketing and External Relations leadership.

K. Pearson, Registrar and T. Schoneville, Director, Physical Resources presented the Student Central Update. On Monday, October 1, 2018, Student Central officially opened, on time and under budget, as the new space to deliver seven essential services to students. It is home for over 120 employees from the Registrar's Office, the International Education Centre, Information Technology Services Support for students, the Academic Success Centre for academic advising, prior learning assessment and recognition and transfer pathways support, the Test Centre, and the Students' Association Food Cupboard.

Student Central has delivered on all commitments in the investment case. Staff remains committed to enhancing the service delivery model, working toward greater service integration, as well as improving communications and online experiences for students. Continuous monitoring and quality assessment improvements will occur on an ongoing basis.

Questions from members were answered.

Members accepted this update for information.

4.3 Workday Project Update

D. Wotherspoon, Vice President, Innovation and Strategy presented the progress of the Workday Enterprise Resource Planning System Implementation. He thanked the Algonquin College management team who have been involved throughout the project. The report provided members with a project update since the last presentation to the Board of Governors on July 10, 2018, and an overview of key activities, deliverables, and milestones required to deploy the Workday application.

Workday training workshops are underway and will run until October 29, 2018. These workshops will provide over 300 managers, Human Resources and Finance-support employees with an overview of Workday functionality.

Workday will be rolled out on December 17, 2018 for Human Resources, Payroll, and Finance operations staff and on January 7, 2019 for all employees and managers. The project remains on track to meet the critical path milestones, and is on target to achieve the go-live date of December 14, 2018.

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

5. NEW BUSINESS

There was no new business.

6. DECISION ITEMS & REPORTS

6.1 First Quarter 2018-2019 Financial Projection

D. McNair, Vice President, Finance and Administration provided members with brief overview of the report. G. Perry, Acting Director, Finance and Administrative Services presented the First Quarter 2018-2019 Financial Projection. On February 26, 2018, the Board of Governors approved the 2018-2019 Annual Budget. The College net contribution is projected to increase to \$7.3 million, an increase of \$12.8 million over the (\$5.5) million Approved Annual Budget. The major reasons for this surplus are:

- Enrolment increased by 4.9% over the Approved Annual Budget
- The College received a one-time Ministry grant of \$4.0 million to support the additional costs of implementation of Bill 148.
- Amendments to the original estimates of the operational impacts of Bill 148, the Employment Standards Act. In February 2018, the Employment Standards Act impact to the College was estimated at \$25.0 million dollars. The September 2018 estimated impact was amended to \$14.7 million dollars, a decrease of \$10.3 million which more accurately reflects the impact to the College. Details were presented in the full report.

The 2018-2019 Approved Annual Budget and the First Quarter 2018-2019 Financial Projection maintain a positive accumulated surplus position.

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

7. ITEMS FOR INFORMATION

7.1 First Quarter 2018-2019 Business Plan Update

The report provided members with the First Quarter 2018-2019 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.

7.2 Employee Engagement Update

D. McCutcheon, Acting Vice President, Human Resources presented the Employee Engagement Update. In February 2017, the College's third Employee Engagement survey was conducted. The previous surveys were conducted in 2012 and 2015. The overall participation rate in 2017 was 57%, representing an increase of 11% in comparison to the 2015 participation rate. The overall employee engagement score was 56%. With continued efforts to complete the initiatives identified to increase engagement both at the departmental and College level, management will be well positioned heading into the next survey in the Fall of 2019.

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

Governor C. McKelvie exited the meeting via teleconference at 5:39 p.m.

7.3 Applied Research, Innovation and Entrepreneurship Annual Report 2017-2018

D. Wotherspoon, Vice President, Innovation and Strategy provided a high-level overview of the report and introduced C. Holguin-Pando, Director, Applied Research, Innovation and Entrepreneurship, presented the Applied Research, Innovation and Entrepreneurship Annual Report 2017-2018. This comprehensive report provided members with the Applied Research, Innovation, and Entrepreneurship activities and financial performance over the 2017-2018 fiscal year, compared against the 2016-2017 fiscal year in a standardized format. Future reports will develop from the feedback received from the college and external communities. Members were provided with a copy for their review.

Members accepted this report for information.

7.4 Report from the Board Chair

Highlights from the report included the 2018 Fall Board of Governors Retreat held on September 16 & 17, 2018, and the Orientation of New Governors sessions. Ten Governors will be attending the 2018 Higher Education Summit in Toronto from November 24-26, 2018. Board of Governors 2018-2019 activities were also highlighted.

Members accepted this report for information.

7.5 Report from the President

Highlights of the report included:

- Two engagements where the President was asked to speak (KPMG and National Association for Community College Entrepreneurship).
- The Power interruption that occurred in July 2018 and the damage resulting from the tornado in September that affected the Ottawa campus.
- The College officially became a smoke free campus effective October 15, 2018. This is a soft launch of the smoking ban, with a full implementation of the policy effective January 1, 2019.

President C. Jensen referred to the booklet *"Humans Wanted"* provided to the members. She also informed members that the Grand Opening of the Indigenous Courtyard Gathering Circle is scheduled for December 10, 2018 prior to the Board meeting. She provided a verbal report on the development of the three-year Fundraising plan as one of the initiatives on this year's business plan. The College has engaged KCI Philanthropy to support how the College can grow strong partnerships, increase fundraising revenue, and deepen alumni engagement activities.

Members accepted this report for information.

7.6 Management Summary Report

Members accepted this report for information.

7.7 2018-2019 Board of Governors Workplan

Board Chair P. Nadeau referred members to 2018-2019 Board of Governors Workplan and asked whether they had any changes to be made. There were no changes.

7.8 Confirmation of Mandatory Government Remittances (handout)

Members accepted the Confirmation of Mandatory Government Remittances for information.

8. UPCOMING EVENTS

Board Chair P. Nadeau provided highlights of upcoming events.

The regular meeting adjourned at 5:51 p.m. Observers exited the meeting.

Governors S. Paudel and J. Brockbank exited the meeting at 5:52 p.m.

9. IN CAMERA

An In Camera session was held beginning at 5:59 p.m.

RESOLUTION

MOVED & SECONDED: G. Beck & E. DeFrancesco

THAT the Board of Governors moves into an In Camera session.

RESOLUTION

MOVED & SECONDED: J. McLaren & G. Beck

THAT the Board of Governors moves out of the In Camera session.

The In Camera session adjourned at 6:12 p.m.

Management exited the meeting at 6:12 p.m.

10. MEETING WITHOUT MANAGEMENT

11. MEETING ADJOURNMENT

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



Peter Nadeau, Chair



Victoria Tiqui-Sanford, Recorder

APPENDIX A: Observers:

Barb Foulds, Dean, Faculty of Health Public Safety and Community Studies
Ben Bridgstock, Director, Student Services
Brent Brownlee, Director, Ancillary Services
Chris Carroll, Communications
Colin Bonang, Director, Risk Management
Cristina Holguin-Pando, Director, Applied Research, Innovation and Entrepreneurship
Dave Donaldson, Dean, School of Business
Elizabeth Tyrie, Executive Assistant, Innovation and Strategy
Emily Woods, Acting Associate Director, Financial Services, Finance & Administrative Services
Ernest Mulvey, Director, International Education Centre
Erica Hille, Marketing Assistant, Partnerships & Applied Research
Grant Perry, Acting Director, Finance and Administrative Services
Jodi Jaffray, Academic Manager, Centre for Continuing and Online Learning
Joe Ranieri, Director, Business Development
Krista Pearson, Registrar
Leanna Verruci, Entrepreneurship Manager, Partnerships & Applied Research
Lois Pollock, Chief Digital Officer
Mark Leduc, Executive Director, Academic Planning
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
Ruth Dunley, Communications Officer, Public Relations
Sandra Larwill, Academic Manager, Centre for Continuing and Online Learning
Sahar Faqiri, Associate Manager, Partnerships & Applied Research
Susan Mainse, Risk Manager
Terri Kinnunen, Manager, Financial Services
Todd Schonewille, Director, Physical Resources
Tyler Kidd, Reporter, Algonquin Times (Student)