

**APPROVED**

**BOARD OF GOVERNORS MEETING MINUTES**

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND ELEVEN OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, FEBRUARY 25, AT 4:00 PM, IN ROOM T102 A&B, OTTAWA CAMPUS.

|  |  |
|--|--|
| <p><b><u>Present:</u></b><br/>         Peter Nadeau, Board Chair<br/>         Cheryl Jensen, President<br/>         Audrey Claire Lawrence<br/>         Cyril McKelvie<br/>         Enrico DeFrancesco<br/>         Gail Beck<br/>         Jay McLaren<br/>         Jim Brockbank, Board Vice Chair<br/>         Jim Robblee<br/>         Kelly Sample<br/>         Krisha Stanton<br/>         Michael Waters<br/>         Shubham Paudel<br/>         Steve Barkhouse<br/>         Valerie Sayah<br/>         Wayne Johnson</p> <p><b><u>Regrets:</u></b><br/>         Jeff Darwin</p> <p><b><u>Recorder:</u></b><br/>         Victoria Tiqui-Sanford, Board Assistant</p> | <p><b><u>Algonquin College Executive Team:</u></b><br/>         Claude Brulé, Senior Vice President, Academic<br/>         Diane McCutcheon, Acting Vice President, Human Resources<br/>         Doug Wotherspoon, Vice President, Innovation &amp; Strategy<br/>         Duane McNair, Vice President, Finance &amp; Administration<br/>         Grant Perry, Acting Vice President, Finance &amp; Administration<br/>         Laura Stanbra, Vice President, Student Services<br/>         Ron Deganadus McLester, Executive Director, Truth, Reconciliation, Indigenization<br/>         Tracy McDougall, Director, President’s Office</p> <p><b><u>Presenters:</u></b><br/>         Krista Pearson, Registrar<br/>         Paul Gardner, Senior Finance Manager – Special Projects</p> <p><b><u>Changemaker Awards:</u></b><br/> <b><u>Students:</u></b><br/>         Kathleen Barrett<br/>         Cyril Deeb<br/>         Ammaarah Hafeez<br/>         Alex Frangione<br/>         Claudia Brown<br/>         Jane Fysh<br/>         Jim Neubauer, Professor, School of Business (Head Coach)<br/>         Bill Garbarino, Program Coordinator, Business- Marketing (Coach)</p> <p><b><u>External Guests:</u></b><br/>         Jessica Abbott, Engagement Director, PwC<br/>         Simon Miller, Director, Customer Success, Workday Canada<br/>         Stacey McKinnon, Sr. Project Manager, Workday Canada<br/>         Richard Simm, Managing Director, KPMG Corporate Finance Inc.<br/>         Barry Travers, Partner, National Tax, KPMG<br/>         Brennan Carroll, Partner, Borden Ladner Gervais LLP<br/>         Murray McIntyre, Branch Sales Manager, Siemens</p> |
|--|--|

## **WELCOME REMARKS**

Board Chair P. Nadeau welcomed members and guests to the meeting at 4:03 p.m.

### **0. CELEBRATING STUDENT SUCCESS – CHANGEMAKER AWARD: 2018 Ontario Colleges Marketing Competition (OCMC) Silver Medal Team**

C. Brulé, Senior Vice President, Academic, provided members with an overview of the 2018 Ontario Colleges Marketing Competition Silver Medalist Team. C. Brulé introduced Jim Neubauer, Professor, School of Business (Head Coach), and Bill Garbarino, Program Coordinator, Business- Marketing (Coach). The Ontario Colleges' Marketing Competition is an annual case-based competition for the best and brightest business students from across the province. Students train for months in order to compete in one of eight industry specific case-based business challenges, in one of two individual events, and/or in the Quiz Bowl trivia tournament. Students analyzed real-life business challenges and presented to a panel of judges, comprised of academic experts and industry professionals.

Team Algonquin finished in second place provincially – the College's best finish in the 40-year history of the event. Board Chair, P. Nadeau, and President and CEO, C. Jensen presented the students with the Changemaker awards.

The competition involved Algonquin College faculty and the following students from the Business programs:

- Quiz Bowl – 2nd place – Trisha Leger
- Prospect Pitch – 1st place - Shawnae Mutch and Josh Deiter
- Retail Marketing – 2nd place – Sara Barnoski and Katie Barrett
- Direct Marketing – 2nd place – Trisha Leger and Ammaarah Hafeez
- Marketing Research – 2nd place - Morgan Prout and Alex Frangione
- Entrepreneurship – - 4th place - Matt Kirk and Claudia Brown
- Marketing – 4th place – Jane Fysh and Mark Sernoskie
- Job Interview – 4th place – Rabyin Panicker
- Sales Presentation – 5th place - Mark Sernoskie

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

Board Chair P. Nadeau constituted the meeting at 4:13 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: A. Lawrence & G. Beck**

**THAT** the Board of Governors approves the meeting agenda of February 25, 2019.

**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 December 10, 2018**

Approval of the Board of Governors Meeting minutes of December 10, 2018.

## **RESOLUTION**

**MOVED & SECONDED: G. Beck & V. Sayah**

**THAT** the Board of Governors approves the December 10, 2018 meeting minutes.

**CARRIED.**

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

Members accepted this report for information.

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

Members accepted this report for information.

### **3.4 Audit and Risk Management Committee Report**

Members accepted this report for information.

### **3.5 Governance Committee Report**

Members accepted this report for information.

### **3.6 Foundation Report**

Members accepted this report for information.

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

### **4.1 Workday Project 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 Board of Governors on December 10, 2018. Since the last report, the Workday Project successfully achieved the system target launch date of December 14, 2018. A list of completed project milestones and the status of the project budget were also provided.

L. Pollock, Chief Digital Office, Information Technology Services, J. Abbott, Engagement Director, PwC, S. Miller, Director, Customer Success, Workday Canada, B. Pratt from PwC, and S. McKinnon, Senior Project Manager, Information Technology Services, were in attendance to answer questions.

Questions from members were answered.

Members accepted this update for information.

## **5. NEW BUSINESS**

### **5.1 Solar Photovoltaic Project Update**

K. Sample, Chair, Audit and Risk Management Committee provided a brief overview of the Solar Photovoltaic Project Update. D. McNair, Vice President Finance and Administration introduced M. McIntyre from Siemens, and L. Smith, Project Leader, Colliers. Mr. Smith provided a review of the approved and projected budget for the project, and the details surrounding the request for \$1.2 million in additional funding required to complete the project. The original estimate for this project was developed by Siemens staff through a Preliminary Engineering Study. As the project progressed into October 2018, it was determined that existing conductors between the buildings supplying

power and the associated transformers were insufficient to handle the air heating elements. This is a critical issue as the electricity generated by the solar panels cannot pass back to the grid, a requirement of the utility, and therefore be consumed on the campus. Based on initial design calculations, Siemens staff estimated the proposed solution would cost approximately \$1.2 million. This extra work will provide a solution to the current technical challenge, and provide the opportunity to meet the schedule deadlines.

Questions from members were answered.

#### **RESOLUTION**

##### **MOVED & SECONDED: C. McKelvie & G. Beck**

**THAT** the Board of Governors approves an increase to the budgeted expenditures of the Solar Photovoltaic project for up to \$1.2 million from the 2019-2020 Annual Budget Strategic Investment Priorities to complete the project by the first quarter of fiscal year 2019-2020.

##### **OPPOSED: S. Barkhouse & E. DeFrancesco**

**CARRIED.**

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

### **6.1 Revised 2019-2020 Tuition Fee Schedules**

C. Jensen, President and CEO provided a high-level overview of the revised 2019-2020 Tuition Fee Schedules

L. Stanbra, Vice President, Student Services and K. Pearson, Registrar presented the Revised 2019-2020 Tuition Fee Schedules. The report provided members with an update on revisions to 2019-2020 Tuition Schedules as established in accordance with changes to the Tuition Fee Framework announced by the Minister of Training, Colleges and Universities' on January 17, 2019. For the 2019-2020 academic year and continuing onto the 2020-2021 academic year, the Government of Ontario announced a reduction of 10% from the current 2018-2019 tuition rate. This reduction applies to all eligible grant-funded programs and students. It does not include cost-recovery programming or international student tuition. The revisions apply to the funded program Tuition Fees for domestic students and international student tuition fee rates.

Questions from members were answered.

#### **RESOLUTION**

##### **MOVED & SECONDED: J. McLaren & S. Paudel**

**THAT** the Board of Governors approves the revised 2019-2020 Tuition Fee Schedules.

**CARRIED.**

### **6.1.2 2019-2021 Business Plan and 2019-2020 Annual Budget**

Chair P. Nadeau introduced the Algonquin College Executive Team to present the 2019-2021 Business Plan and 2019-2020 Annual Budget. Each member of the team provided a high-level overview of their 2019-2020 Strategic Goals. The Business Plan highlights its first two-year plan and will continue an enhanced focus on the College's core activities and metrics score-card projected to the end of the Strategic Plan in 2022. The proposed 2019-2020 Annual Budget projects a positive net contribution of \$1.2 million. In addition, the proposed Annual Budget will draw up to \$9.8 million from Internally Restricted Funds to fund Strategic Investment Priorities.

Questions from members were answered.

## **RESOLUTION**

### **MOVED & SECONDED: J. Robblee & S. Paudel**

**THAT** the Board of Governors approves the 2019-2021 Business Plan and the 2019-2020 Annual Budget with a projected net contribution of \$1.2 million.

**CARRIED.**

Governor W. Johnson exited the meeting at 5:24 p.m.

### **6.2 Third Quarter 2018-2019 Financial Projection**

G. Perry, Acting Vice President, Finance and Administration presented the Third Quarter 2018-2019 Financial Projection.

On February 26, 2018, the Board of Governors approved the 2018-2019 Annual Budget. The Third Quarter 2018-2019 Financial Projection projects a \$10.3 million increase to the net contribution of Algonquin College. This is reflected in an increase to the Approved Annual Budget net contribution of \$(5.5) million, to a revised net contribution projection of \$4.8 million as outlined in the report. Highlights of significant contributors are:

- College **Enrolment** increased by **7.0%** from the Approved Annual Budget (3.5% Domestic and 23% International).
- \$3 million to support the **Voluntary Retirement Incentive Program**.
- Impairment loss of \$3.5 million on **Workday** (expenses to be recognized and not capitalized).

The 2018-2019 Third Quarter Financial Projection indicates a positive impact on the College's financial position, operations, cash flow, and net assets.

Questions from members were answered.

Members accepted this report for information.

## **7. ITEMS FOR INFORMATION**

### **7.1 Third Quarter 2018-2019 Business Plan Update**

The report provided members with the Third 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 Learner Driven Plan**

The report provided members with an update and additional insight, further to quarterly Business Plan updates, regarding the development of the Learner Driven Plan. The Learner Driven Plan will recommend three or four transformative initiatives to be implemented over time that will differentiate Algonquin College as a leader in personalized learning and a personalized college experience.

Members accepted this update for information.

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

Highlights from the report included:

- The Board of Governors and Foundation Board Holiday Dinner was held December 3, 2018. The dinner was well attended by members from both Boards, former governors, and their guests. Students from the Culinary Skills Program helped in the preparation and serving of the evening's dinner.
- Algonquin College named Indigenous spaces and opened the new courtyard in a ceremony on December 10, 2018: Nawapon, Ishkodewan, Pidàban, and Kejeyàdizidjigwogaming.
- The Board Governance Committee launched a governor recruitment drive in the Ottawa area early this month. The Board seeks to replace Board Chair, P. Nadeau and Governor M. Waters, member of the Audit and Risk Management Committee, whose terms of office will end on August 31. The election of the Student representative to the Board will occur in March 2019.

Members accepted this report for information.

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

Highlights of the report included:

- The Committee of Presidents endorsed a new business plan for Colleges Ontario for 2019 that describes proposed tactics and measures to advance the goals from the sector's new strategic plan.
- College Presidents received an update on the number of colleges that have gone smoke-free in response to the legalization of cannabis.
- David Fulford, Vice President, Research and Policy, Colleges Ontario, spoke about the next steps in the implementation of the free speech policy at Ontario's colleges.

Members accepted this report for information.

### **7.5 Management Summary Report**

Members accepted this report for information.

### **7.6 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.

## **8. UPCOMING EVENTS**

Board Chair P. Nadeau provided highlights of upcoming events.

The regular meeting adjourned at 6:05 p.m. and observers exited the meeting.

## **9. IN CAMERA**

### **RESOLUTION**

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

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

**CARRIED.**

An In Camera session was held beginning at 6:15 p.m.

**RESOLUTION**

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

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

**CARRIED.**

The In Camera session adjourned at 7:54 p.m.

Management exited the meeting at 7:55 p.m.

**10. MEETING WITHOUT MANAGEMENT**

The meeting without management was held beginning 7:55 p.m.

**11. MEETING ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:10 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  
Chris Hahn, Dean, Perth Campus  
Chris Janzen, Dean, Dean, Faculty of Technology and Trades  
Cresdelle Zubrycki, Senior Financial Analyst  
Cristina Holguin-Pando, Director, Applied Research and Entrepreneurship  
Doreen Jans, Acting Manager, College Budgeting, Finance & Administrative Services  
Erin Langevin, Director, Human Resources  
Emily Woods, Acting Associate Director, Financial Services, Finance & Administrative Services  
Fiona Murray, Academic Manager, Continuing Education, Faculty of Technology and Trades  
Gordon Warner, Strategic Procurement, Finance & Administrative Services  
Jamie Bramburger, Acting Dean, Pembroke Campus  
Janet Hunter, Internal Communications Officer, Workday Implementation  
Lois Pollock, Chief Digital Officer, Innovation and Strategy  
Marina Spivak, Financial Analyst, Finance and Administrative Services  
Patrick Devey, Dean, Centre For Online and Continuing Learning  
Peggy Austen, Acting Director, Foundation  
Ruth Dunley, Communications Officer, Public Relations  
Sandra Larwill, Academic Manager, Centre For Online and Continuing Learning  
Stephen Ricco, Student, Algonquin Times  
Terri Kinnunen, Manager, Financial Services