

APPROVED

BOARD OF GOVERNORS MEETING MINUTES

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND THIRTEEN OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, JUNE 10, 2019 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 Audrey Claire Lawrence Cyril McKelvie Enrico DeFrancesco Jay McLaren Jeff Darwin Jim Robblee Krisha Stanton Michael Waters Shubham Paudel Steve Barkhouse Valerie Sayah Wayne Johnson</p> <p><u>Regrets:</u> Gail Beck Kelly Sample</p> <p><u>Recorder:</u> Victoria Tiqui-Sanford, Board Assistant</p> <p><u>Governor Observers:</u> Ikram Zouari, Incoming Governor, Sept. 1, 2019 James McCracken, Incoming Governor, Sept. 1, 2019 Yadwinder Singh, Incoming Student Governor, Sept. 1, 2019 Rodney Wilson, Governor in Waiting John Weerdenburg, Governor in Waiting Yusuf Khan, Governor in Waiting</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>Presenters:</u> Chris Hahn, Dean, Perth Campus and the Algonquin Centre for Construction Excellence Grant Perry, Director, Finance and Administrative Services Paul Gardner, Senior Manager, Special Projects</p> <p><u>Changemaker Awards:</u> Shaun Barr, Chair, Construction Trades and Building Systems</p> <p><u>Students:</u> Baking Silver medalist – Krystal Wiles-Horscroft Hairstyling Bronze medalist – Jasmine Ebery Auto Body Repairer Bronze medalist – Tom Kearney (Bronze) Carpentry (individual) Bronze medalist – Chris Naranowicz</p> <p><u>External Guests</u> Darren Karn, Senior Research Associate Rotman School of Management, University of Toronto</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 – CHANGEMAKER AWARD:

C. Brulé, Senior Vice President, Academic, provided members with an overview of the Skills Ontario Competition 2019 and introduced Shaun Barr, Chair, Construction Trades and Building Systems. The Skills Ontario Competition is Canada’s largest skilled trades and technology competition. It was held in Toronto from May 6 to 8, 2019. The competition provided Ontario’s post-secondary and apprentice students the opportunity to show they are the best in their field. This year, nine Algonquin College students received medals in their respective trades:

- Thomas Hawley and Blaise Mombourquette, Horticulture & Landscaping – Gold
- Christina Khenmanisoht, Restaurant Management – Silver
- Krystal Wiles-Horscroft Baking – Silver
- Jasmine Ebery, Hairstyling – Bronze
- Tom Kearney, Auto Body Repairer – Bronze
- Jordan Ball, Automotive Service Technician – Bronze
- Ahmed Jaffer, Restaurant Management – Bronze
- Chris Naranowicz, Carpentry – individual – Bronze

Thomas Hawley, Blaise Mombourquette, Christina Khenmanisoht, Jordan Ball, and Ahmed Jaffer were not present for the presentation.

Board Chair, P. Nadeau and President and CEO, C. Jensen presented the students with the Changemaker awards.

1. CONSTITUTION OF THE MEETING & APPROVAL OF THE AGENDA

Board Chair P. Nadeau constituted the meeting at 4:10 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: S. Paudel & V. Sayah

THAT the Board of Governors approves the meeting agenda of June 10, 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 April 15, 2019

Approval of the Board of Governors Meeting minutes of April 15, 2019.

RESOLUTION

MOVED & SECONDED: J. McLaren & J. Robblee

THAT the Board of Governors approves the April 15, 2019 meeting minutes.

CARRIED.

3.2 Board Executive Committee Report

No verbal report was provided from the Board Executive Committee.

3.3 Academic and Student Affairs Committee Report

Members accepted this report for information. Board of Governors approval was requested for the following:

3.3.1 Cooperative Education Option: Business Administration, General Major, Ontario College Advanced Diploma

RESOLUTION

MOVED & SECONDED: J. McLaren & W. Johnson

THAT the Board of Governors the approves the cooperative education delivery option for the Business Administration - General Major, Ontario College Advanced Diploma program, effective Winter 2020.

CARRIED.

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. Board of Governors approvals were requested for the following:

3.5.1 Recording of Board of Governors Meetings

RESOLUTION

MOVED & SECONDED: J. Robblee & A. Lawrence

THAT the Board of Governors approves of the BG I-06 Recording, Live Streaming, and Picture Taking During Board Meetings Policy effective September 1, 2019 as presented.

CARRIED.

3.5.2 Revised Governance Committee Terms of Reference and Bylaw 1

RESOLUTION

MOVED & SECONDED: J. Robblee & V. Sayah

THAT the Board of Governors approves of the revised Governance Committee Terms of Reference and Bylaw 1 as presented.

CARRIED.

3.6 Foundation Report

Members accepted this report for information.

4. BUSINESS ARISING FROM THE MINUTES

4.1 Learner-Driven Strategy

L. Stanbra, Vice President, Student Services, C. Brulé, Senior Vice President Academic, and Darren Karn, Senior Research Associate Rotman School of Management, University of Toronto presented the Learner-Driven Strategy. The Learner-driven Strategy is a key element in support of the 2017-2022, 50+5 Strategic Plan. The intent of the strategy is to recommend transformative initiatives that can be implemented over time that will differentiate Algonquin College as a leader in personalized

learning and a personalized college experience. The Learner-driven Strategy deliverables set out in the 2018-2019 Business Plan have been completed. Implementation planning has begun and will be presented at the December 16, 2019 Board of Governors meeting.

Questions from members were answered.

Members accepted this update for information.

4.2 Transforming Indigenization Initiatives – Phase 2

R. McLester, Vice President, Truth, Reconciliation, and Indigenization presented the Transforming Indigenization Initiatives – Phase 2. Members were provided with an update based on the comprehensive work that was undertaken since the December 10, 2018 Board of Governors report on Indigenization and the work that has been done to advance the creation of the Algonquin College Indigenization Plan. Staff conducted a series of outreach activities and five College community playback sessions to advance the development of a new and innovative approach to Indigenization at Algonquin College. In February 2019, College stakeholders, collaborators and independent consultants met to participate in a Design Thinking Session facilitated by a third-party Indigenous organization. The interactive session explored Indigenous entrepreneurship, Truth and Reconciliation, and Indigenization. This resulted in testing a new concept called Burnt Water to generate ideas and a future vision for what Burnt Water could become. Burnt Water is conceived of as an Indigenous entrepreneurial enterprise that Algonquin College staff is testing to determine the merits of a new approach to engaging staff and industry partners in an innovative approach to Truth and Reconciliation.

Questions from members were answered.

Members accepted this update for information.

5. NEW BUSINESS

5.1 Strategy for the Perth Campus – Update on the Development

C. Brulé and C. Hahn, Dean, Perth Campus and the Algonquin Centre for Construction Excellence presented members with the progress of strategies for the Perth Campus as discussed during the September 2018 Board retreat. C. Hahn provided details on the program changes since Fall 2018, and organizational and staffing changes. As the progress continues, updates will be provided at the Academic and Student Affairs Committee meetings, and at the Board of Governors meetings.

Questions from members were answered.

Members accepted this report for information.

6. DECISION ITEMS & REPORTS

6.1 Fourth Quarter 2018-2019 Financial Report

G. Perry, Acting Vice President, Finance and Administrative Services presented the Fourth Quarter 2018-2019 Financial Report.

On February 26, 2018, the Board of Governors approved the 2018-2019 Annual Budget. The Fourth Quarter 2018-2019 Financial Report reports a \$20.5 million increase to the net contribution of Algonquin College. This is reflected as an increase to the Approved Annual Budget net contribution

of \$(5.5) million, to a revised net contribution of \$15 million as outlined in the report. Highlights of significant contributors are:

- College **Enrolment** increased by **6.6%** from the Approved Annual Budget (3.7% Domestic and 22% International).
- \$3.6 million to support the **Voluntary Retirement Incentive Program**.
- Impairment loss of \$3.5 million on **Workday** (expenses recognized and not capitalized).
- Employment Standards Act Amendments Impact Reduced by \$10 million.

The Fourth Quarter 2018-2019 Financial Report results in 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.

6.2 2018-2019 Draft Audited Financial Statements

D. McNair, Vice President, Finance and Administration presented the 2018-2019 Draft Audited Financial Statements and provided highlights and details of the report. The Draft Audited Financial Statements of Algonquin College are prepared in a format required by the Ministry of Training Colleges and Universities that complies with financial reporting standards set by the Public Sector Accounting Board.

Current assets have increased by \$16.0 million. This is primarily due to an increase in accounts receivables, and cash holdings. Long-term assets have increased by \$20.4 million, primarily due to increases in the net book value of capital assets, most notably in buildings and site improvements. Current liabilities have increased by \$18.5 million, due to an increase in accounts payable, accrued liabilities, and deferred revenue.

These cumulative changes to the Statement of Financial Position have resulted in a quick ratio of 1.33 compared to 1.44 for the prior year. Notable 2018-2019 Financial Results Highlights are:

- 9.3% Increase in enrolment over 2017-2018
- \$15M surplus in 2018-2019 (\$13.5M : 2017-2018)
- \$61M of investments in facilities, equipment, Workday and Brightspace implementation, DARE District, Student Central, and other initiatives

Questions from members were answered.

Members accepted this report for information.

RESOLUTION

MOVED & SECONDED: S. Barkhouse & S. Paudel

- a. **THAT** the Board of Governors approves the 2018-2019 Draft Audited Financial Statements of Algonquin College (Appendix A: 2018-2019 Draft Audited Financial Statements – Algonquin College),
AND
- b. **THAT** the Board of Governors approves the transfer of \$197,538 from internally restricted net assets to unrestricted net assets,
AND

- c. **THAT** the Board of Governors accepts for information the 2018-2019 Audited Financial Statements of The Algonquin College Foundation (Appendix B: 2018-2019 Audited Financial Statements – Algonquin College Foundation),
AND
- d. **THAT** the Board of Governors accepts for information the 2018-2019 Audited Financial Statements for 2364193 Ontario Inc. (Appendix C: 2018-2019 Audited Financial Statements – 2364193 Ontario Inc.),
AND
- e. **THAT** the Board of Governors accepts for information the 2018-2019 Management Discussion and Analysis Report (Appendix D: 2018-2019 Management Discussion and Analysis Report).

CARRIED.

ITEMS FOR INFORMATION

7.1 Fourth Quarter 2018-2019 Business Plan Performance

The report provided members with the Fourth 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 Annual Report 2018-2019 and Progress against Strategic Plan 2017-2022

This report charts the College's achievement of the operational outcomes established in the business plan for the year, including audited financial statements. The Annual Report creation and assembly provides a summary of the College's achievements and success for the past year. College staff from all areas of the College provide accountability on the business plan goals and highlight efforts supporting student and employee success.

RESOLUTION

MOVED & SECONDED: J. Darwin & J. Brockbank

THAT the Board of Governors approves the 2018-2019 Algonquin College Annual Report.

CARRIED.

7.3 Applied Research, Innovation & Entrepreneurship 2018-2019 Annual Report

The purpose of the document is to act as a comprehensive report on Applied Research, Innovation and Entrepreneurship activities and financial performance over the 2018-2019 fiscal year, compared against the 2017-2018 fiscal year, to standardize annual reporting on the performance of the area.

Members accepted this report for information.

7.4 Freedom of Information and Protection of Privacy Act 2018 Annual Report

The report provided the Board of Governors with a summary of the Freedom of Information activity for 2018 and the Year-End Statistical Report for the Information and Privacy Commissioner of Ontario - Statistical Report of Algonquin College.

Members accepted this report for information.

7.5 Report from the Board Chair

Highlights from the report included:

- President's Year-End Dinner for the Algonquin College Board of Governors, June 25, 2019

- 2019 Spring Convocation Ceremonies
- Recognition of Retiring Governors
- Thank you to President Cheryl Jensen

Members accepted this report for information.

7.6 Report from the President

Highlights of the report included:

- Thank you to the Board Chair, Peter Nadeau
- Free Speech Policy Generated National Headlines
- Procurement Policies

Members accepted this report for information.

7.7 Management Summary Report

Members accepted this report for information.

7.8 2019-2020 Board of Governors Workplan

Members accepted the 2019-2020 Board of Governors Workplan for information.

7. UPCOMING EVENTS

Board Chair P. Nadeau provided highlights of upcoming events.

8. REGULAR MEETING ADJOURNMENT

The regular meeting adjourned at 5:59 p.m.

9. ANNUAL GENERAL MEETING

The Annual General Meeting of the Board of Governors began at 6:00 p.m. and adjourned at 6:06 p.m.

10. IN CAMERA

RESOLUTION

MOVED & SECONDED: J. McLaren & V. Sayah

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

CARRIED.

An In Camera session was held beginning at 6:21 p.m.

RESOLUTION

MOVED & SECONDED: J. Brockbank & S. Paudel

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

CARRIED.

The In Camera session adjourned at 6:35 p.m.

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

11. MEETING WITHOUT MANAGEMENT

The meeting without management was held beginning 6:36 p.m.

12. MEETING ADJOURNMENT

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



Jim Brockbank, Chair



Victoria Tiqui-Sanford, Recorder

APPENDIX A: Observers:

Brent Brownlee, Director, Campus Services
Chris Carroll, Communications
Chris Hahn, Dean, Perth Campus
Chris Janzen, Dean, Dean, Faculty of Technology and Trades
Dave Donaldson, Dean, School of Business
Elizabeth Tyrie, Business Improvement Coach, Business Improvement Office
Emily Woods, Associate Director, Finance and Administrative Services
Erin Langevin, Director, Labour Relations
Greg Jeffreys, Contractors, Algonquin College
Ilya Golub, Principal Investigator - OptiWave, Applied Engineering Research Centre
Jeff Agate, Associate Director, Student Support Services, Student Support Services
Jennifer Thurston, Conference & Banquet Manager
Jessica House, Manager Continuous Improvement, AC Way
Krista Pearson, Registrar
Lynn Schumann, Project Manager, Learner Driven Plan
Manon Levesque, Manager, Physical Resources
Mara Lowrey, Marketing Manager, Campus Services
Marina Spivak, Financial Analyst, Finance and Administrative Services
Mark Leduc, Executive Director, Academic Operations and Planning
Michael Qaqish, Support Services Officer, President's Office
Patrick Devey, Dean, Centre For Online and Continuing Learning
Peggy Austen, Acting Director, Foundation
Richard Hagemeyer, Part-Time Professor, Information and Communications Technology
Ruth Dunley, Communications Officer, Public Relations
Sandra Larwill, Academic Manager, Centre For Online and Continuing Learning
Sherri Levine, Communications Officer
Stephanie Walker, Executive Assistant, President's Office
Terri Kinnunen, Manager, Financial Services
Valerie Hall, Professor, School of Business
Wahab Almuhtadi, Full-time Professor, Applied Science & Environmental Technology