

**APPROVED**

**BOARD OF GOVERNORS MEETING MINUTES**

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND SIXTEEN OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, FEBRUARY 24, 2020 AT 4:00 PM, IN ROOM T102 A&B, OTTAWA CAMPUS.

<p><b><u>Present:</u></b></p> <p>Claude Brulé, President &amp; CEO      Jeff Darwin          Audrey Claire Lawrence              Jim Robblee          Enrico DeFrancesco                    Kelly Sample          Gail Beck                                    Krisha Stanton          Ikram Zouari                                Stephen Tudor          Jamie McCracken                        Steve Barkhouse          Jay McLaren                                Valerie Sayah              Wayne Johnson</p> <p><b><u>Regrets:</u></b></p> <p>Cyril McKelvie          Jim Brockbank, Board Chair          Yadwinder Singh</p>	<p><b><u>Presenters/Guests:</u></b></p> <p>Grant Perry, Chief Financial Officer</p> <p><b><u>Changemaker Awards Presenter(s):</u></b></p> <p><b><u>Students:</u></b></p> <p>Anastasia Naleykina          Benjamin Medynski          Brenden Mcbride          Brian Mikula          Derek Helmer          Emilie Brochu          Ethan Kirkpatrick          Jonathan Hindo          Kaleb Yadeta          Kortney Derion-Force          Kyle Giroux          Laura Pardy          Matthew Traynor          May Ghadban          Pushpvir Singh          Vicente Ramos          Katherine Root, Chair, Marketing,          Entrepreneurship &amp; Office Administration          Bill Garbarino, Program Coordinator, Business –          Marketing / OCMC Coach (2019)</p> <p><b><u>Governors in Waiting:</u></b></p> <p>John Weerdenburg          Rodney Wilson</p>
<p><b><u>Recorder:</u></b></p> <p>Victoria Tiqui-Sanford, Board Assistant</p> <p><b><u>Algonquin College Executive Team:</u></b></p> <p>Chris Janzen, Senior Vice President, Academic          Diane McCutcheon, Vice President, Human Resources          Duane McNair, Vice President, Finance &amp;          Administration          Laura Stanbra, Vice President, Student Services          Mark Savenkoff, Vice President, Advancement          Ron Deganadus McLester, Vice President, Truth,          Reconciliation and Indigenization          Tracy McDougall, Director, Communications &amp;          President’s Office</p>	

**WELCOME REMARKS**

Board Vice Chair Robblee welcomed members and observers to the meeting at 4:00 p.m.

**0. CELEBRATING STUDENT SUCCESS – CHANGEMAKER AWARD**  
**Ontario Colleges’ Marketing Competition (OCMC) Gold Team**

C. Janzen, Senior Vice President, Academic, provided members with an overview of the Ontario Colleges' Marketing Competition Gold Team. The Ontario Colleges' Marketing Competition is an annual case-based competition for the best and brightest business students from across the province. The competition took place November 21 – 22, 2019. 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 Marketing trivia tournament. The students are challenged to analyze real-life business situations and make recommendations to a panel of judges, comprised of academics and industry professionals, with as little as 30 minutes preparation. K. Root, Chair, Marketing, Entrepreneurship & Office Admin and B. Garbarino, Program Coordinator, Business – Marketing, OCMC Coach (2019), welcomed students to present their competition experience: Brian Mikula, Kortney Derion-Force, Pushpvir Singh, Laura Pardy, Brenden McBride, Jonathan Hindo, Kaleb Yadeta, Benjamin Medynski, Ethan Kirkpatrick, Anastasia Naleykina, Emilie Brochu, Vicente Ramos, Kyle Giroux, Derek Helmer, May Ghadban, and Matthew Traynor.

Students Danielle Hammond, Kathryn Mcaleer, and Shane Hiley were not in attendance to receive their awards.

Board Vice Chair Robblee and President and CEO, C. Brulé presented the students with the Changemaker awards.

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

Board Vice Chair Robblee constituted the meeting at 4:16 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: J. McCracken & G. Beck**

**THAT** the Board of Governors approves the meeting agenda of February 24, 2020.

**CARRIED.**

**2. DECLARATION OF CONFLICT OF INTEREST**

Board Vice Chair Robblee 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 16, 2019**

Approval of the Board of Governors Meeting minutes of December 16, 2019.

**RESOLUTION**

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

**THAT** the Board of Governors approves the December 16, 2019 meeting minutes.

**CARRIED.**

**3.2 Board Executive Committee Report**

No verbal report was provided.

Governor I. Zouari joined the meeting by phone at 4:18 p.m.

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

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

Program modification - Electro-Mechanical Engineering Technician, Ontario College Diploma

#### **RESOLUTION**

**MOVED & SECONDED: E. DeFrancesco & S. Tudor**

**THAT** the Board of Governors approves the cooperative education delivery option for the Electro-Mechanical Engineering Technician, Ontario College Diploma program, effective Fall 2020.

**CARRIED.**

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

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

2019-20 Closing Foundation Financial Statements

#### **RESOLUTION**

**MOVED & SECONDED: J. Darwin & S. Tudor**

**THAT** the Board of Governors approves the 2019-20 Draft Closing Foundation Financial Statements.

**CARRIED.**

Investment Policy for College Operating Funds – Annual Review and Amendments

#### **RESOLUTION**

**MOVED & SECONDED: J. McCracken & S. Tudor**

**THAT** the Board of Governors approves the amended Investment Policy for College Operating Funds as presented.

**CARRIED.**

Investment Policy for College Endowment Funds – Annual Review and Amendments

#### **RESOLUTION**

**MOVED & SECONDED: S. Tudor & K. Stanton**

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

**CARRIED.**

Board of Governors approval will be requested later in the agenda for the following item:

- Agenda 6.2 2020-22 Business Plan and 2020-21 Annual Budget

### **3.5 Governance Committee Report**

Members accepted this report for information.

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

There is no business arising from the minutes.

#### **5. NEW BUSINESS**

There is no new business.

## 6. DECISION ITEMS & REPORTS

### 6.1 Third Quarter 2019-20 Financial Projection

G. Perry, Chief Financial Officer presented the Third Quarter 2019-20 Financial Projection.

On February 25, 2019, the Board of Governors approved the 2019-2020 Annual Budget with an overall net contribution of \$1.2 million. In compliance with both the Board of Governors' Direction and the Ministry of Colleges and Universities Operating Directive, the 2019-20 Approved Annual Budget also returned a net surplus on Funded Activity/College Operations of \$7.4 million. The Third Quarter Financial Projection shows an \$8.9 million increase to the overall net contribution of Algonquin College. The revised net contribution is now projected to be \$10.1 million.

Third Quarter 2019-20 financial highlights:

- **Enrolment** remains on track to the Approved Annual Budget; and
- **Compliance** achieved with Board Governance Policy BGII-02 – Financial Management.

The Third Quarter 2019-20 Financial Projection Report confirms 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 2020-22 Business Plan and 2020-21 Annual Budget

Board Vice Chair Robblee invited the Algonquin College Executive Team to present the 2020-22 Business Plan and G. Perry to present the 2020-21 Annual Budget. Each member of the team provided a high-level overview of their first year of a two-year Business Plan. C. Brulé, President and CEO informed members that the current 50+5 Strategic Plan ends by April 2022. In order for College Management to produce a Business Plan for the Fiscal Year 2022-23, it will need to be rooted and informed by a new Strategic Plan covering the period 2022 to 2027.

President Brulé informed members that the development of the new Strategic Plan will begin in September 2020. By taking a more intensive and shorter consultation approach, the new 2022-27 Strategic Plan should be completed and approved by Spring 2021 which in turn will help develop the next Business Plan.

G. Perry presented the proposed 2020-21 Draft Annual Budget. The proposed Annual Budget projects an overall positive net contribution of \$5.7 million and will draw up to \$16 million from the Reserves to support the construction of the Athletics Recreation Centre and the implementation of a new Student Information System. The 2020-21 Annual Budget results in all seven Financial Health Indicators being at or above the benchmarks established in the current Strategic Mandate Agreement.

Questions from members were answered.

#### 2020-22 Business Plan

#### **RESOLUTION**

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

**THAT** the Board of Governors approves the 2020-22 Business Plan as presented.

**CARRIED.**

## 2020-21 Annual Budget

### **RESOLUTION**

#### **MOVED & SECONDED: J. Darwin & S. Tudor**

**THAT** the Board of Governors approves the 2020-21 Annual Budget with a projected net contribution of \$5.7 million.

**CARRIED.**

## **7. ITEMS FOR INFORMATION**

### **7.1 Third Quarter 2019-20 Business Plan Performance**

The report provided members with the Third Quarter 2019-20 Business Plan Performance. The annual business plan is a tool used by College management to set the direction for the College to achieve annual goals and targets in the context of the Strategic Plan.

Members accepted this report for information.

### **7.2 Executive Compensation**

President Brulé informed members that there is no update on the Executive Compensation.

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

Highlights from the report included:

- Grand Opening of Algonquin College Learning Centre, 700 Sussex Drive;
- Launch of the 2020 Algonquin College Board of Governors Internal Election; and
- Algonquin College Community Gathers to Achieve Healing Through Solidarity.

Members accepted this report for information.

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

Highlights from the report included:

- Meetings with key external contacts and community leaders;
- Attendance at the Public Sector Leaders' Forum Breakfast;
- Hosting a Ministerial Visit and Tour of Algonquin College; and
- Highlights from the January 2020 Committee of Presidents meeting.

Members accepted this report for information.

### **7.5 Management Summary Report**

Members accepted this report for information.

### **7.6 2019-20 Board of Governors Workplan**

Members accepted the 2019-20 Board of Governors Workplan for information.

## **8. UPCOMING EVENTS**

Board Vice Chair Robblee provided highlights of upcoming events.

## **9. REGULAR MEETING ADJOURNMENT**

There being no further business, the motion to adjourn the meeting was moved by Governor S. Barkhouse. The meeting adjourned at 5:43 p.m.

**10. IN CAMERA**

An In Camera session was held beginning at 6:00 p.m. with Board members only.



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Jim Brockbank, Chair



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Victoria Tiqui-Sanford, Recorder

## **APPENDIX A: Observers:**

Alanna McDonell, Director, Marketing  
Ben Bridgstock, Director, Student Support Services  
Brent Brownlee, Director, Campus Services  
Doreen Jans, Acting Manager, Financial Services  
Elizabeth Tyrie, Project Manager, Learner-driven Plan  
Emily Woods, Associate Director, Finance and Administrative Services  
Erin Langevin, Director, Labour Relations  
Gordon Warner, Associate Director, Strategic Procurement  
Julie Beauchamp, Dean, School of Business  
Krista Pearson, Registrar  
Mark Leduc, Executive Director, Academic Operations and Planning  
Paul Gardner, Senior Manager, Internal Control, Risk Management  
Richard Hagemeyer, Professor, Information and Communications Technology Department  
Ruth Dunley, Communications Officer, Public Relations  
Sandra Larwill, Acting Manager, Leadership and Organizational Learning  
Teri Kinnunen, Manager, Corporate Budgeting