

**APPROVED**

**BOARD OF GOVERNORS MEETING MINUTES**

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND SEVENTEEN OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, APRIL 20, 2020 AT 4:00 PM, BY ZOOM VIDEO/TELECONFERENCE:

VIDEO: <https://algonquincollege.zoom.us/j/98798043466?pwd=bzBoaEJMK3hxOUVSVzA1T2dYSFBvUT09>

TELECONFERENCE: TOLL FREE 1(855) 703-8985 MEETING ID: 987 9804 3466 PASSWORD: 013724

<p><b><u>Present:</u></b> Jim Brockbank, Board Chair Claude Brulé, President &amp; CEO Jim Robblee (Board Vice Chair) Audrey Claire Lawrence Cyril McKelvie Enrico DeFrancesco Gail Beck Ikram Zouari Jamie McCracken Jay McLaren Jeff Darwin Kelly Sample Krisha Stanton Stephen Tudor Steve Barkhouse Valerie Sayah Wayne Johnson</p> <p><b><u>Regrets:</u></b> Yadwinder Singh</p>	<p><b><u>Algonquin College Executive Team:</u></b> 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> <p><b><u>Presenters/Guests:</u></b> Colin Bonang, Director, Risk Management Grant Perry, Chief Financial Officer Krista Pearson, Registrar Lois Pollock, Chief Digital Officer</p> <p><b><u>Recorder:</u></b> Victoria Tiqui-Sanford, Board Assistant</p>
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**WELCOME REMARKS**

Governor Brockbank, Board Chair welcomed members and observers to the meeting at 4:00 p.m.

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

Governor Brockbank constituted the meeting at 4:03 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. Tudor & J. Robblee**

**THAT** the Board of Governors approves the meeting agenda of April 20, 2020.

**CARRIED.**

**2. DECLARATION OF CONFLICT OF INTEREST**

Governor Brockbank 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 February 24, 2020**

Approval of the Board of Governors Meeting minutes of February 24, 2020.

**RESOLUTION**

**MOVED & SECONDED: A. Lawrence & V. Sayah**

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

**CARRIED.**

**3.2 Board Executive Committee Report**

No verbal report was provided.

**3.3 Academic and Student Affairs Committee Report**

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

Cooperative Education Option: Project Management, Ontario College Graduate Certificate

**RESOLUTION**

**MOVED & SECONDED: J. McLaren & J. McCracken**

**THAT** the Board of Governors approves the cooperative education delivery option for the Project Management, Ontario College Graduate Certificate program, effective Fall 2020.

**CARRIED.**

Title Change: Photonics and Laser Technology, Ontario College Advanced Diploma

**RESOLUTION**

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

**THAT** the Board of Governors approves the program title change from Photonics and Laser Technology, Ontario College Advanced Diploma to Optical Systems and Sensors, Ontario College Advanced Diploma, effective Fall 2019.

**CARRIED.**

Revised 2020-21 Compulsory Ancillary Fee Schedules

**RESOLUTION**

**MOVED & SECONDED: J. McLaren & V. Sayah**

**THAT** the Board of Governors approves the revised 2020-21 Compulsory Ancillary Fee Schedules.

**CARRIED.**

Program Proposal: Computer Systems Technician – Networking, Ontario College Diploma

**RESOLUTION**

**MOVED & SECONDED: J. McLaren & K. Stanton**

**THAT** the Board of Governors approves of the Computer Systems Technician – Networking, Ontario College Diploma effective Fall 2020.

**CARRIED.**

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

Members accepted this report for information. Agenda items discussed at the April 8, 2020 Audit and Risk Management Committee meeting will be presented later in the agenda.

### **3.5 Governance Committee Report**

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

#### **BG1-06 Recording, Live Streaming, and Picture Taking During Board Meetings – Updated version**

##### **RESOLUTION**

##### **MOVED & SECONDED: G. Beck & J. McCracken**

**THAT** the Board of Governors approves the amended BG I-06 Recording, Live Streaming, and Picture Taking during Board Meetings Policy as presented.

**CARRIED.**

#### **External Governor Reappointments**

##### **RESOLUTION**

##### **MOVED & SECONDED: G. Beck & J. Robblee**

**THAT** the Board of Governors approves the reappointment of Governors Gail Beck, Audrey Lawrence, Cyril McKelvie, and Steve Barkhouse to the Board of Governors for a second three-year term of office, effective September 1, 2020.

**CARRIED.**

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

There is no business arising from the minutes.

## **5. NEW BUSINESS**

### **5.1 College Response to COVID-19 and Financial Risk Assessment**

Governor Brockbank congratulated President Brulé and the Algonquin College Executive Team for their prompt response to the COVID-19 pandemic, and commended the College for its ongoing efforts in communicating updates to College employees and learners. President Brulé noted that the College's top priorities were ensuring safety and well-being of the Board of Governors, employees, learners, and seeing to the academic continuity for learners and student success. President Brulé took the opportunity to commend college employees for their efforts in adapting to a rapidly evolving situation in an unprecedented and challenging time period. D. McNair, Vice President, Finance and Administration provided an overview of the steps taken in the development and implementation of academic plans for learners, employee safety, and in identifying potential financial impacts to the College due to the pandemic.

C. Bonang, Director, Risk Management presented members with an update on the measures the College has taken to date in response to the pandemic. Operationalization commenced with the production of regular situational awareness reports on January 19 and communications to the College community on January 28. The College has progressively increased its focus on the pandemic, with continued monitoring of the outbreak and the ongoing guidance being provided by Global Affairs Canada, the Ontario Ministry of Health, and Public Health agencies at the national, provincial and municipal levels. The College operationalized the following objectives:

- Infection Control / Infection Prevention Measures

- Academic Planning / Human Resources Planning
- Communications
- Risk Assessment
  - Financial Risk Assessment
    - Strategic Enrolment Steering Committee, Finance, International Education Centre

College management is making daily decisions to respond to the COVID-19 pandemic and its potential impacts on College enrolment, operations and financial position. The decision to move away from in-person instruction to reduce the potential spread of the disease, and the efforts taken to shift to an online delivery posture for the remainder of the 2020 Winter Term were made on March 13, and with the intentions of mitigating health risk as well as being able to maintain focus on providing academic continuity.

Questions from members were answered.

G. Perry, Chief Financial Officer presented the preliminary high level impacts on the 2020-21 annual budget due to the COVID-19 pandemic. He noted that the pandemic will affect both domestic and international enrolment projections. He presented three high-level scenarios based on enrolment assumptions: Best Case; Moderate Case; and Significant Impact Case. The total projected enrolment for 2020-21 was 47,724, and in the Best case scenario, the number of enrolments drops to 39,688, Moderate case scenario to 29,255, and Significant case to 12,157. Members were presented with potential impacts on the College's statement of financial position. A cost-benefit analysis is underway to assess options in response to the COVID-19 pandemic and its impacts to the College's operational activities which will include a review of staffing models. The finance team will be leading the College through a comprehensive first quarter review exercise that will be presented to the Board of Governors at the July 13, 2020 Board meeting.

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

Governor I. Zouari joined the meeting at 5:09 pm.

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

There was no decision items or reports.

## **7. ITEMS FOR INFORMATION**

### **7.1 2019 Employee Engagement Survey Results**

D. McCutcheon, Vice President, Human Resources provided a verbal presentation of the 2019 Employee Engagement Survey Results. The overall participation rate for 2019 was 58% (2,287 completed surveys), representing a 1% increase over 2017 (1,864 completed surveys).

In June 2019, the college undertook a comprehensive Request for Proposal process and ultimately contracted with Metrics@Work as the new survey partner for the College. The survey launched November 26, 2019 and ended on December 10, 2019. Results were delivered to the Algonquin College Executive Team on January 22, 2020, to the Algonquin College Leadership Team on January 26, 2020 and to the College Community on February 26, 2020.

Questions from members were answered. 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:

- 2020 Election of Internal Members to the Board of Governors – Results
- 2019-20 Board Performance

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;
- Future of Health and Wellness Speaker Series – March 6, 2020
- March 12 Mayor's Breakfast
- Highlights from the March 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.

### **7.7 Confirmation of Mandatory Government Remittances**

Members accepted the Confirmation of Mandatory Government Remittances for information.

## **8. UPCOMING EVENTS**

Board Chair Brockbank informed members that some upcoming events have been cancelled or postponed until the College returns to normal operations.

## **9. REGULAR MEETING ADJOURNMENT**

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

## **10. IN CAMERA**

### **RESOLUTION**

**MOVED & SECONDED: W. Johnson & G. Beck**

**THAT** the Board of Governors moves into an In Camera session at 5:55 p.m.

**CARRIED.**

Algonquin College Executive Team and presenters exited the In Camera meeting at 7:05 p.m.



Jim Brockbank, Chair



Victoria Tiqui-Sanford, Recorder

## **APPENDIX A: Observers:**

Adam Shane, Chair, Applied Science & Environmental Technology  
Alanna McDonell, Director of Marketing  
Altaf Sovani, Chair, Hospitality and Tourism Department  
Amanda Carmichael, Horticulturalist  
Andre O’Bonsawin, Director, Indigenization  
Angela Peterson, Associate Chair, School of Advanced Technology  
Annette Bouzi, Local President, OPSEU Local 415 (Academic union)  
Aruna Dilawri, Talent and Performance Advisor  
Brent Brownlee, Director, Campus Services, Finance and Administration  
Brianna Sutton, Labour Relations Specialist  
Bruce Hickey, Support Officer, Communications  
Bryan Eburne, Manager, Fees, Curriculum and Reporting  
Carolyn McCluskey, Senior Financial Analyst, Academic Operations and Planning  
Catalina Sepulveda, Talent and Performance Advisor  
Chantal Dube, Budget Officer Academic Department  
Chris Lackner, Communications Officer  
Christine Kelsey, Union President, OPSEU Local 416 (support staff union)  
Christine Tremblay, Contractor  
Christopher Hahn, Dean, Perth Campus  
Claire Ramsay, Manager, Workday Support  
Craig Delmage, Manager, Information Security  
Cristina Holguin-Pando, Director, Applied Research, and Innovation  
Cristy Montgomery, Manager, Academic Operations and Planning  
Dan Melone, Contractor  
Daniel Kelly, Clerk, Applied Science & Environmental Technology  
Debbie McGrath, Sales Associate, Retail Store Operations (Connections)  
Doreen Jans, Acting Manager, Financial Services  
Emily Woods, Associate Director, Finance  
Eric Marois, Chair, Electrical, Civil and Building Science, Dean, Algonquin Centre for Construction Excellence  
Erin Langevin, Director, Labour Relations  
Erin Sample, Administrative Assistant and Financial Officer  
Ernest Mulvey, Director, International  
Eva Morrison, Part-Time Academic, Post-Secondary Partial Load Professor  
Fatima Matar, Executive Assistant, Truth, Reconciliation & Indigenization  
Fiona Murray, Manager, School of Advanced Technology  
Greg Mapp, Full-Time Professor, Mechanical & Transportation Technology  
Heba Teamah, Full-Time Professor, Electrical, Civil and Building Science  
Helen Ens, Labour Relations Specialist  
James Mwangi, Full-time Professor, Computer Engineering Technology  
Jamie Bramburger, Manager, Community and Student Affairs  
Jane Trakalo, Dean, Faculty of Health, Public Safety and Community Studies  
Janet Hunter, Communications Manager  
Jaswinder Kaur, Part-Time Academic - Post-Secondary Professor, Marketing, Entrepreneurship and Office Studies

Jeff Turner, Manager, Indigenous Services and Partnerships  
Jennifer Lexmond, Part-Time Academic - Post-Secondary Partial Load Professor, Applied Science & Environmental Technology  
Jennifer Thurston, Supervisor, Enrolment and Student Financial Support  
Jessica House, Manager, Business Process Review  
Jessica Scallen, Registered Educator, Early Childhood Education  
Jiani Weng, Controller, Campus Services  
Jim Panchuk, Part-Time Academic - Non-Teaching, Allied Health  
Joanne Guibord, Support Specialist, Comparator, Academic Manager  
Jodi Jaffray, Chair, Community Studies  
John Hefler, Registered Educator, Early Childhood Education  
John Omura, Project Manager, Applied Research, Innovation and Entrepreneurship  
John Tattersall, Executive Director, Facilities Management  
John Weerdenburg (Governor in-waiting)  
Jordan Wong, Improvement Coach  
Julia Fortey, Acting Associate Chair, Algonquin Centre for Construction Excellence  
Julie Beauchamp, Dean, School of Business  
Kathryn Leroux, Manager, Business Development  
Kellea Cole, Change Manager  
Kelly Irwin, Business Solutions Advisor - Workday  
Keltie Jones, Dean, Algonquin College, Pembroke  
Kevin Holmes, Project Manager, Applied Research, Innovation and Entrepreneurship  
Ling Zhang, Part-Time Academic - Non-Teaching, Allied Health  
Lisa Inderwick, Prospect Researcher and Data Analyst, Development and Fundraising  
Lori-Lynn Slowey, Manager, Allied Health  
Louise Boudreault, Full-Time Professor, Nursing Studies  
Lynn Cummings, Full-Time Professor, Academic Development, Chair's Office  
Maggie Cusson, Dean, Academic Development  
Mark Leduc, Executive Director, Academic Operations and Planning  
Mary Baxter, General Manager, Food Service Operations  
Maureen Castella, Manager, Total Compensation  
Michael Nauth, Full-time Professor, Construction Trades and Building Systems  
Michael Qaqish, Manager, Government Relations and Special Advisor to the President  
Michelle Tait Eburne, Manager, Digital Strategy  
Muriel Ong, Part-Time Academic - Post-Secondary Instructor, Culinary Arts  
Muriel Richards, Manager, Corporate Training Centre  
Nancy Tremblay, Executive Assistant to the Vice President, Academic  
Natasha Wood, Part-Time Coordinator, Hospitality and Tourism  
Olu Senbore, Senior Information Security Analyst, Information Technology Services  
Paula Neumann, Clerk Financial Academic  
Penny Dockrill, Manager, HR Programs, Talent & System Reporting  
Ralph Hatem, Labour Relations Officer  
Rebecca Volk, Manager, Centre for Organizational Learning  
Richard Hagemeyer, Partial Load Professor, School of Advanced Technology  
Richard Peever, Full-time Professor, Department of Architecture  
Robert Harvey, Full-time Professor, General Arts and Science  
Robyn Heaton, Dean, Faculty, Arts, Media and Design

Rodney Wilson (Governor in-waiting)  
Saif Terai, Full-Time Professor, School of Advanced Technology  
Sam Law, Associate Director, Information Technology Operations  
Sandra Brancatelli, Chair, Information and Communications Technology  
Sandra Larwill, Acting Leadership and Organizational Learning Manager, Centre for Organizational Learning  
Sandra Robles Cruz, Part-Time Academic - Post-Secondary Professor, Applied Science & Environmental Technology  
Shaideh Mogharrabin, Senior Planning Analyst  
Shawn Pentecost, Full-Time Professor Health and Community Studies  
Sherryl Fraser, Chair, Design Studies  
Sophia Bouris, Events Manager  
Steve Meier, Audio Visual Technician  
Susan Mainse, Manager, Risk Management  
Suzannah Dimarco (Roy), Business Improvement Coach  
Tamara O'Connor, Support Services Officer  
Teri Kinnunen, Manager, Corporate Budgeting  
Terra (Close captioned), External observer  
Trish Beals, Administrative Assistant-Dean