

APPROVED

BOARD OF GOVERNORS MEETING MINUTES

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND TWENTY OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, OCTOBER 26, 2020 AT 4:00 PM, BY ZOOM WEBINAR VIDEO/TELECONFERENCE:

Register in advance for this meeting:

https://algonquincollege.zoom.us/webinar/register/WN_rG5lwDIkTPW_GiEbHMTRLA

<p><u>Present:</u> Jay McLaren, Board Chair Claude Brulé, President & CEO Gail Beck (Board Vice Chair) Andre O’Bonsawin Audrey Claire Lawrence Cyril McKelvie Enrico DeFrancesco Ikram Zouari Jamie McCracken Jeff Darwin Sheilagh Dunn Shivang Dhawan Stephen Tudor Steve Barkhouse Valerie Sayah Wayne Johnson</p> <p><u>Recorder:</u> Victoria Tiqui-Sanford, Executive Assistant, Board of Governors</p>	<p><u>Algonquin College Executive Team:</u> Chris Janzen, Senior Vice President, Academic Diane McCutcheon, Vice President, Human Resources Duane McNair, Vice President, Finance & 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 & President’s Office</p> <p><u>Presenters/Guests:</u> Colin Bonang, Director, Risk Management Grant Perry, Chief Financial Officer Krista Pearson, Registrar Lois Pollock, Chief Digital Officer</p> <p><u>Changemaker Awards:</u> Cindy Harrison, Acting Chair, Police & Public Safety Institute, Faculty of Health, Public Safety & Community Studies Ashley Murfin, Coordinator, Paramedic Program</p> <p><u>Students:</u> Aaren Wierdsma Adrienne Miller Antosh Sinclair Justin Jordans Stephanie Gagnon</p>
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WELCOME REMARKS

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

0. Celebrating Student Success – Changemaker Award: Paramedic Program on the COVID-19 Front Line

C. Janzen, Senior Vice President, Academic, provided members with an overview of the Paramedic Program on the COVID-19 Front Line. Learners from the Paramedic program have volunteered to help frontline Paramedics at drive-through COVID-19 testing sites in Renfrew County and Ottawa. They

directly helped the community while getting pandemic-level experiential training working in the “new normal” of health care. C. Janzen, introduced C. Harrison, Acting Chair, Police and Public Safety Institute, Faculty of Health, Public Safety and Community Studies, and A. Murfin, Coordinator, Paramedic Program. A. Murfin informed members that due to COVID-19, hospital placement opportunities for learners were put on hold, and in order to continue learning and gain valuable experience, 20 students from the Paramedic Program volunteered at drive-through COVID-19 testing sites in Renfrew County and Ottawa. The following students provided a presentation of their experience working the front lines:

- Aaren Wierdsma
- Adrienne Miller
- Amanda Gagnon
- Antosh Sinclair
- Justin Jordans; and
- Stephanie Gagnon

Board Chair McLaren and President and CEO Brulé congratulated and informed students that all student who volunteered will each receive a Changemaker Award certificate.

1. CONSTITUTION OF THE MEETING & APPROVAL OF THE AGENDA

Governor McLaren, Chair Board of Governors, constituted the meeting at 4:26 p.m. and asked whether any Governors wished to remove or add an item to the agenda. Governor Lawrence, Chair, Governance Committee requested to add the Board of Governors approval for the appointment of Governor Sheila Dunn to the Board of Governors and her Committee Membership to the Academic and Student Affairs Committee. The request was added under agenda 3.5 Governance Committee Report. No other items were removed or added.

RESOLUTION

MOVED & SECONDED: J. McCracken & V. Sayah

THAT the Board of Governors approves the meeting agenda of October 26, 2020 with the addition to agenda item 3.5 Governance Committee Report.

CARRIED.

2. DECLARATION OF CONFLICT OF INTEREST

Governor McLaren 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 July 13, 2020

Approval of the Board of Governors Meeting minutes of July 13, 2020.

RESOLUTION

MOVED & SECONDED: I. Zouari & S. Dhawan

THAT the Board of Governors approves the July 13, 2020 meeting minutes.

CARRIED.

3.2 Board Executive Committee Report (verbal)

Governor McLaren provided members with a verbal report of agenda items discussed at the October 15, 2020 Board Executive Committee meeting. Meeting highlights included Governors in-Waiting update, Lieutenant Governor in Council Update, Development of the New Strategic Plan, and informed members that the Committee debriefed on the 2020 Fall Board of Governors Retreat held on September 13 and 14, 2020. The planning for the March 27, 2021 Board Retreat has been initiated and more details will follow in the coming months.

Members accepted this report for information.

3.3 Academic and Student Affairs Committee Report

Members accepted this report for information. There was no item requiring Board of Governors approval.

3.4 Audit and Risk Management Committee Report

Members accepted this report for information. Board of Governors approval will be requested in the IN CAMERA meeting following the Regular Board meeting.

3.5 Governance Committee Report

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

Sheilagh Dunn – Appointment to the Board of Governors and Committee Membership to the Academic and Student Affairs Committee

RESOLUTION

MOVED & SECONDED: A. Lawrence & J. McCracken

THAT the Board of Governors approves the appointment of Sheilagh Dunn to the Board of Governors effective April 16, 2020;

And,

THAT the Board of Governors approves the Board Committee membership of Sheilagh Dunn to the Academic and Student Affairs Committee effective October 26, 2020.

CARRIED.

Bylaw 1 – Review Size and Constitution of the Board

RESOLUTION

MOVED & SECONDED: A. Lawrence & W. Johnson

THAT the Board of Governors approves reverting back to Bylaw 1 approved at the June 10, 2019 Board meeting with the addition of Section 4.2.4 found in Bylaw 1 approved at the December 16, 2019 Board meeting.

CARRIED.

Governors in-Waiting – Update

RESOLUTION

MOVED & SECONDED: A. Lawrence & S. Tudor

THAT the Board of Governors approves of the Governor in-Waiting Guidelines as presented.

CARRIED.

3.6 Banking Officers Resolution

D. McNair, Vice President Finance and Administration referred members to the Banking Officers Resolution. Each year, the College presents to the Board of Governors an updated list of the banking officers of the College. Once approved, the resolution is supplied to the College's financial institutions as validation of those individuals with signing authority for banking purposes at Algonquin College.

RESOLUTION

MOVED & SECONDED: S. Tudor & G. Beck

THAT the Board of Governors approves the Banking Officers Resolution effective October 26, 2020.

CARRIED.

4. BUSINESS ARISING FROM THE MINUTES

4.1 College Response to COVID-19 and Financial Risk Assessment

President Brulé provided a brief overview of the College's activities and efforts in response to the COVID-19 pandemic since the last update at the July 13, 2020 Board meeting. He informed members that the College's top priorities continue to be the safety and well-being of the College's employees and learners, and seeing to learner success through continued academic planning and delivery.

C. Bonang, Director, Risk Management presented members with a briefing since the last presentation at the July 13, 2020 Board of Governors meeting. This update focused on the implementation of plans through the period from July to September 2020 in accordance with the provincial reopening activities. He presented an overview of the Student Support Services' first week and available amenities at the start of the 2020 Fall Term. Operationally, the College remained agile regarding ongoing regulatory changes such as the modified Stage 2 measures introduced on October 9, 2020, the enhanced measures zones, and recent targeted controls for fitness facilities and indoor dining. To date, there were seven campus-involved COVID-19 positive cases since reopening, no known on-campus transmissions, and reporting, cleaning/disinfection procedures have been implemented.

G. Perry, Chief Financial Officer informed members that as the Second Quarter Financial Projection Report is being finalized, a decrease in overall enrolment of 15% from the Approved Annual Budget continues to be projected, comprised of a reduction of 9% in domestic enrolment and 34% in international student enrolment. This takes into consideration that the College's Fall 2020 Term, and Winter 2021 Term will accommodate limited in-class activity model with the majority of learning being delivered online. The most significant change from the First Quarter Financial Projection is a \$5 million decrease in the net contribution of the College's Campus Services business. This further degradation in net contribution is linked to the College's decision to maintain a predominately remote delivery format for the Winter 2021 Term.

The College's Academic Continuity Plan has been informing the direction that the College will follow as it continues to offer high quality program offerings to learners through a variety of hybrid delivery modalities. This ongoing work has provided an opportunity to refine the College's enrolment projections and three updated scenarios: (1) Current view, which aligns to the Interim Second Quarter 2020-21 Projection, (2) a Moderate Case view, and (3) a Worst Case view.

Financial modeling is ongoing across the College under the leadership of the Finance Team. This work endeavors to project the negative impact to the 2020-21 net contribution and net assets of the College. The College is slowly gaining clarity regarding the possible length on the COVID-19 pandemic,

the ensuing impact to international and domestic student enrolment, and the anticipated return to regular operations. It will remain challenging to provide a reliable estimate of projected net contribution for 2020-21. The college is committed to return to a financial sustainable position as soon as possible.

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

5. NEW BUSINESS

5.1 Public College Private Partnership (PCPP) - Update

D. McNair provided a brief overview of the Public College Private Partnership Update. E. Mulvey, Director, International Education Centre, and C. Miller, Manager, Private College Partnerships, International Education Centre presented members with the progress made in the Public College Private Partnership exploration process with the upcoming timelines.

A Request for Expressions of Interest was posted on MERX from May 19 to June 12, 2020. Nineteen proponents submitted documents relating to their organizational and financial capacity, programs, student services, quality assurance, and information security for a technical evaluation. Two proponents were recommended to be shortlisted to the Phase II process, involving direct negotiations. The preferred proponent is undergoing an in-depth risk analysis by BDO, focused on examining its corporate background, governance, and finances. The finalized Collaborative Education Agreement will be presented at the December 7, 2020 Board of Governors meeting for approval.

The aim is to select a partner that can deliver Algonquin College programs beginning in May 2021.

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

6. DECISION ITEMS & REPORTS

There was no decision item.

7. ITEMS FOR INFORMATION

7.1 First Quarter 2020-21 Business Plan Performance

Members accepted this agenda item for information.

7.2 AC Way Update

Members accepted this agenda item for information.

7.3 People Plan

Members accepted this agenda item for information.

7.4 Report from the Board Chair

Members accepted this agenda item for information.

7.5 Report from the President

Members accepted this agenda item for information.

7.6 Board of Governors Management Summary Report

Members accepted this agenda item for information.

7.7 2020-21 Board of Governors Workplan

Members accepted this agenda item for information.

7.8 2020-21 Board of Governors Meeting Schedule

Members accepted this agenda item for information.

7.9 Confirmation of Mandatory Government Remittances (hand-out)

Members accepted this agenda item for information.

8. UPCOMING EVENTS

Board Chair McLaren 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 Regular Meeting was moved by Governor S. Tudor.

The regular meeting adjourned at 5:52 p.m.

10. IN CAMERA

An In Camera session was held beginning at 6:05 p.m.



Jay McLaren, Board Chair



Victoria Tiqui-Sanford, Recorder

APPENDIX A: Observers:

Aaren Wierdsma, Algonquin College Student
Adrienne Miller, Algonquin College Student
Alanna McDonnell, Director of Marketing, Student Services
Alison Feather, Contractor
Annette Bouzi, Professor, Business Administration and Service Courses
Antosh Sinclair, Algonquin College Student
Arsha Aruvaythil, Contractor
Barb Nauth, Algonquin College Retiree
Barry Seller, Manager, Alumni Engagement, Advancement
Ben Bridgstock, Director, Student Support Services, Student Services
Charlene Miller, Manager, Private College Partnerships
Chris Lackner, Acting Manager, Communications
Christine Kelsey, Assistive Technologist, Centre for Accessible Learning
Claire Ramsay, Manager, Workday Support
Cindy Harrison, Acting Chair, Police & Public Safety Institute
Craig Delmage, Manager, Information Security, Information Technology Operations
Cresdelle Zubrycki, Senior Financial Analyst, Financial Services
Dan Melone, Contractor
Dan Pihlainen, Chair, Media Studies, Faculty of Arts, Media and Design
Daniel Kelly, Clerk, Applied Science & Environmental Technology
Daphne Thomson, Executive Assistant, Vice President, Human Resources
Doreen Jans, Acting Manager, Financial Services
Emily Woods, Director, Financial Planning, Finance and Administrative Services
Eric Marois, Chair, Electrical, Civil and Building Science, Dean, Algonquin Centre for Construction
Erin Langevin, Director, Labour Relations
Ernest Mulvey, Director, International
Fatima Matar, Acting Executive Assistant, Vice President Truth, Reconciliation, and Indigenization
Gordon Warner, Associate Director, Strategic Procurement, Finance and Administrative Services
Ian Lewer, Director of Philanthropy, Advancement
Izabela Buglar, Executive Assistant, Vice President, Finance & Administration
Jacquie Miller, Postmedia Company
Jamie Bramburger, Manager, Community and Student Affairs
Janet Hunter, Communications Manager
Jessica House, Manager, Business Process Review
Joanne Guibord, Support Specialist, School of Advanced Technology
Joanne Souaid, Associate Director, Advancement
Jodi Jaffray, Chair, Community Studies, Faculty of Health, Public Safety and Community Studies
John Weerdenburg (Governor in-waiting)
Jorge Antunes, Part-Time Academic - Non-Teaching, International Language Testing
Julie Beauchamp, Dean, School of Business
Justin Jordens, Algonquin College Student
Kathryn Leroux, Acting Executive Director, Global, Online and Corporate Learning
Keltie Jones, Dean, Algonquin College, Pembroke
Kendra Swallow, Library Technician, Perth Campus
Kina Simmonds, Administrative Assistant, Finance and Administrative Services
Linda Nguyen, Budget Officer, School of Business, School of Business

Lisa Inderwick, Prospect Researcher and Data Analyst, Development and Fundraising
Maggie Cusson, Dean, Academic Development, Academic Services
Marina Spivak, Senior Financial Analyst, Financial Services
Mark Leduc, Executive Director, Academic Operations and Planning, Academic Services
Michael Nauth, Professor, Architecture, Construction & Civil
Michelle Tait Eburne, Manager, Digital Strategy
Nancy Druick, Manager of Philanthropy, Development and Fundraising
Patrick Devey, Dean, Algonquin College Online, Global, Online and Corporate Learning
Paula Benbow, Professor, Allied Health
Rahul Sharma, Business Solutions Advisor, Workday Support
Rebecca Volk, Manager, Centre for Organizational Learning
Robyn Heaton, Dean, Faculty, Arts, Media and Design, Academic Services
Rodney Wilson (Governor in-waiting)
Sandra Larwill, Acting Leadership and Organizational Learning Manager, Centre for Organizational
Sara-Lynne Levine, Support Officer, Communications
Tamara O'Connor, Support Services Officer
Teri Kinnunen, Manager, Corporate Budgeting
Vicki Davey, Financial Analyst Finance, Operational Accounting, Purchasing and Logistics
Yazmin Gonzalez Palacios, Algonquin College Student
Yusuf Khan (Governor in-waiting)

Captioners – AI-MEDIA.TV

Alessandra Blundy

Shaterra Frost