

APPROVED

BOARD OF GOVERNORS MEETING MINUTES

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND TWENTY-EIGHT OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, APRIL 25, 2022 AT 4:00 PM AT THE OTTAWA CAMPUS IN ROOM T102 ABC OR BY ZOOM WEBINAR VIDEO/TELECONFERENCE.

<p><u>Present:</u> Jay McLaren, Board Chair Claude Brulé, President & CEO Gail Beck, Board Vice Chair Audrey Claire Lawrence Cyril McKelvie Cyan Shields Gabrielle Berard Ikram Zouari Jamie McCracken Jeff Darwin Rebecca Wakelin Rodney Wilson Sheilagh Dunn Stephen Tudor Steve Barkhouse Valerie Sayah</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> Krista Pearson, Registrar & Business Co-Lead of the R3 Project Lois Pollock, Chief Digital Officer & Business Co-Lead of the R3 Project Paul Gardner Senior Manager, Internal Control, Risk Management Ryan Southwood, Executive Director, Facilities Management</p> <p><u>Changemaker Awards:</u> Sandra McCormick, Chair, Wellness Research & Innovation Jane Trakalo, Dean, Faculty of Health, Public Safety and Community Studies Kevin Lee, Recreation & Leisure Services, Professor</p> <p><u>Changemaker Student Presenters:</u> Tia Taft Cathy Dowsett</p> <p><u>External Guest Presenters:</u> Paul McConville, Chief Executive Officer, Thesis Laura Lea Rand, Business Lead, Thesis Nicholas Lal, Senior Managing Partner, Gartner Consulting Curtis Sawyer, Senior Director, Gartner Consulting.</p>
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WELCOME REMARKS

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

R. McLester, Vice President, Truth, Reconciliation, and Indigenization opened the meeting with Indigenous Teachings.

0. Celebrating Student Success – Changemaker Award: Recreation and Leisure Services - Community Development

C. Janzen, Senior Vice President, Academic provided a brief overview and introduced J. Trakalo, Dean, Faculty of Health, Public Safety and Community Studies, S. McCormick, Chair, Wellness Research and Innovation, and K. Lee, Recreation and Leisure Services, Professor. Students C. Dowsett and T. Taft provided members with their presentation on Recreation and Leisure Services - Community Development. T. Taft, C. Dowsett, along with D. Ostrowski and J. Alibrando who were not in attendance raised approximately \$4,200 for Ottawa-based charity Do it for Daron (DIFD). Do it for Daron is a youth-driven charity that promotes open dialogue about youth mental health through education, awareness and research initiatives in partnership with The Royal, Ottawa’s mental health care teaching and research hospital. Every year, second-year students from the Recreation and Leisure Services program in the Community Development course work with community partners to host fundraising events and raise awareness for projects they are passionate about. The Fall 2021 Term saw Recreation and Leisure Services students raise approximately \$7,700 for local charities — \$4,173 of which was raised by the DIFD team. Since 2011, the program has raised over \$18,000 for various causes.

The team’s work comes at a pivotal time as pandemic-related mental health challenges are on the rise, especially among youth, and resources are spread thin.

J. McLaren, Chair of the Board of Governors, extended his sincere congratulations to the team for their work. Algonquin College President and CEO, C. Brulé, went on to thank the team for their extraordinary efforts, “You truly are great ambassadors for the College. Thank you so much for engaging our community and raising awareness for youth mental health.” Chair McLaren informed the students that they will receive a Changemaker Award certificate in the coming days.

1. CONSTITUTION OF THE MEETING & APPROVAL OF THE AGENDA

Governor McLaren, Chair Board of Governors, constituted the meeting at 4:17 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 & S. Tudor

THAT the Board of Governors approves the meeting agenda of April 25, 2022.

CARRIED.

2. DECLARATION OF CONFLICT OF INTEREST

Governor McLaren asked members to declare any conflicts of interest with items on the agenda. Governor Dunn declared a conflict of interest under agenda item 4.4 Appendix A and will abstain from the motion.

3. APPROVAL OF PREVIOUS MEETING MINUTES AND THE CONSENT AGENDA

3.1 Minutes of the Board of Governors’ meeting of February 28, 2022

Approval of the Board of Governors Meeting minutes of February 28, 2022.

3.2 Program Title Modification: Broadcasting – Radio, Ontario College Diploma

3.3 Program Title Modification: Broadcasting – Television, Ontario College Diploma

RESOLUTION

MOVED & SECONDED: C. McKelvie & S. Tudor

THAT the Board of Governors approves the meeting minutes of February 28, 2022 and Consent Agenda items 3.2 Program Title Modification: Broadcasting – Radio, Ontario College Diploma, and 3.3 Program Title Modification: Broadcasting – Television, Ontario College Diploma as presented.

CARRIED.

4. COMMITTEE REPORTS

4.1 Board Executive Committee Report (verbal)

Governor McLaren provided members with a verbal report of agenda items discussed at the April 12, 2022 Board Executive Committee meeting. Meeting highlights included:

- Board Members' Generative Discussions Opportunities - Future topic and date for October 2022 to be determined;
- Contract Signing Authority was presented for information, a full presentation will be provided under agenda 6.1; and
- Review of Board Policies and Directives.

Members accepted this report for information.

4.2 Academic & Student Affairs Committee Report

Members accepted this report for information. Governor McKelvie provided additional details on agenda items presented at the March 22 Committee meeting.

Board of Governors approval was requested for the following:

Program Proposals: Apprenticeship Ontario College Certificate Programs

There are 11 Apprenticeship programs offered by Algonquin College. Where apprentices currently receive College-Approved Certificates, the Ontario College Certificate is meant to better recognize the in-school training apprentices receive and may also provide better access to future postsecondary education. Additionally, the conversion to Ontario College Certificates may put Ontario Colleges at a competitive advantage to other trainers, which cannot offer this credential.

RESOLUTION

MOVED & SECONDED: C. McKelvie & R. Wilson

THAT the Board of Governors approves of the Apprenticeship Ontario College Certificate programs, effective Fall 2021.

CARRIED.

Appendix A-2021-22 Sexual Assault-Sexual Violence Prevention Annual Report

The details of the Sexual Assault-Sexual Violence Prevention Annual Report are provided in the Board information. It's a Ministry mandated annual report regarding statistics and effectiveness of the programs are thoroughly reviewed and discussed at the Academic and Students Affairs Committee.

4.3 Audit & Risk Management Committee Report

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

Investment Policy for College Operating Funds – Annual Review and Amendments

RESOLUTION

MOVED & SECONDED: I. Zouari & S. Tudor

THAT the Audit and Risk Management Committee recommends to the Board of Governors approval of the amended Investment Policy for College Operating Funds as presented.

CARRIED.

Investment Policy for College Endowment Funds – Annual Review and Amendments

RESOLUTION

MOVED & SECONDED: I. Zouari & J. McCracken

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

CARRIED.

4.4 Governance Committee Report

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

Appendix A: Transmittal External Governor Reappointment

RESOLUTION

MOVED & SECONDED: J. McCracken & A. Lawrence

THAT the Board of Governors approves the reappointment of Governor Sheilagh Dunn for a second term of office, effective September 1, 2022 pending her Lieutenant Governor in Council reappointment.

ABSTAINED: S. Dunn

CARRIED.

5. BUSINESS ARISING FROM THE MINUTES

Business Arising from the Minutes was presented in the IN CAMERA - R3 Project Update.

6. NEW BUSINESS

6.1 Proposed Board Governance Policy - Delegation of Contract Signing Authority

Governor McCracken informed members that this policy will empower specific College administrators with the authority to sign contracts based on their associated risk and financial impact. The policy has been reviewed by the Audit and Risk Management Committee, endorsed by the Governance Committee for Board approval, and shared for information with the Board Executive Committee at the April 12 Committee meeting. P. Gardner, Senior Manager, informed members that the delegation of contract signing authority policy addresses the problem that the College faces with respect to the significant number of contracts signed with external parties on an ongoing basis. The current signing authority grants only the College President and the Treasurer the ability to sign binding agreements on behalf of the College. The proposed policy seeks a solution that allocates signing authority based on risk; a solution that allocates a signing authority hierarchy to those who are most familiar with the specific agreement objectives. The initiative is directly aligned with the College's strategic plan as it recognizes and addresses the need for the College to empower the right people with the right authority to drive high quality innovation focused on learner-driven objectives. Those given authority must uphold their fiduciary responsibilities to administer appropriate due diligence, expect cyclical audits of their contract signing activities, and their agreement retention practices which will be

conducted by the College internal control representative. P. Gardner provided details of the categories of signing authority delegation, contract types, contract execution process, and College employee training activities.

Questions from members were answered.

RESOLUTION

MOVED & SECONDED: J. McCracken & V. Sayah

THAT the Algonquin College Board of Governors approve the Draft BG II-06 Delegation of Contract Signing Authority Policy as presented (attached as Appendix A).

CARRIED.

6.2 The Indigenous Route Naming Initiative

R. McLester, Vice President, Truth, Reconciliation, and Indigenization provided some introductory remarks regarding how this initiative contributes to Reconciliation efforts and commended Facilities Management for leading the the implementation of the Indigenous Wayfinding project for its students and community. R. Southwood, Executive Director, Facilities Management provided details of the initiative. The project, comprised of two major initiatives, was developed as part of Algonquin's Indigenization Strategy in coordination with Facilities Management, Marketing and Truth, Reconciliation, and Indigenization. Using Indigenous language, the two initiatives will assign Indigenous names to interior pathways (hallways) and exterior streets on the Ottawa campus. Currently, wayfinding at the Ottawa campus can be challenging for newcomers to the campus due to how the campus has grown and evolved over time. Establishing key routes throughout the College identified by specific pictograms will guide learners and community members to their destination. In addition, the exterior streets on the College Ottawa campus do not currently carry official names. These streets have 'assumed' names that are not formally recognized by the City of Ottawa. The proposed names would establish the streets officially and update their civic address numbers accordingly. Exterior street names include:

- privé Wajashk Private (meaning Muskrat)
- privé Nigig Private (meaning River Otter)
- privé Adjidjàk Private (meaning Crane)
- privé Wàbisheshì Private (meaning Marten)

Questions from members were answered.

RESOLUTION

MOVED & SECONDED: A. Lawrence & J. McCracken

THAT the Board of Governors approve the Indigenous naming of the Ottawa campus roadways and are informed of the Indigenous Wayfinding strategy including the assignment of interior pedestrian routes at the Ottawa campus.

CARRIED.

7. DECISION ITEMS & REPORTS

There was no decision items and reports.

8. ITEMS FOR INFORMATION

8.1 Report from the Board Chair

Governor McLaren referred members to the Report from the Chair for information.

- 2022 Spring Board of Governors Retreat – March 26, 2022;
- 2022 Election of Internal Members to the Board of Governors - Administrative Staff Representative; and
- New Governor Recruitment Campaign – Pembroke Region.

8.2 Report from the President

President Brulé referred members to the Report from President for information, and noted the following highlights:

- Meetings with community leaders and elected officials;
- College visit with Minister of Public Services & Procurement & Receiver General for Canada, Filomena Tassi;
- Philippine Delegation Tour of Algonquin College; and
- Committee of Presidents meeting summary.

8.3 Board of Governors Management Summary Report

Members accepted this report for information.

8.4 2021-22 Board of Governors Workplan

Members accepted the Workplan for information.

8.5 Confirmation of Mandatory Government Remittances

Members accepted this agenda item for information.

9. UPCOMING EVENTS

Board Chair McLaren informed members of upcoming events for information.

REGULAR MEETING ADJOURNMENT

There being no further business, the Regular meeting was adjourned at 5:36 p.m. and moved by Governor McLaren.

Indigenous Closing

R. McLester provided the Indigenous closing.

10. IN CAMERA

An IN CAMERA session was held beginning at 5:56 p.m.

Guest presenters and Algonquin College Executive Team exited the IN CAMERA meeting at 6:34 p.m.

Governors continued with the Governors only meeting.

The IN CAMERA session was adjourned at 6:51 p.m.



Jay McLaren, Chair



Victoria Tiqui-Sanford, Recorder

APPENDIX A - Observers:

Alanna McDonell, Director, Marketing and Recruitment
Barb Nauth, Retired Employee
Ben Bridgstock, Director, Student Support Services, Student Services
Dan Pihlainen, Chair, Media Studies, Faculty of Arts, Media and Design
Doreen Jans, Manager, Financial Planning, Finance and Administrative Services
Emily Wood, Director Corporate Planning, Finance and Administrative Services
Eric Marois, Dean, School of Advanced Technology
Erin Langevin, Director, Employee and Labour Relations, Human Resources
Ernest Mulvey, Director, International Education Centre, Global, Online and Corporate Learning
Fatima Matar, Administrative Assistant, Facilities Management
Ian Lewer, Director, Philanthropy, Advancement
Jamie Bramburger, Manager, Community and Student Affairs
Janet Hunter, Communications Manager, Registrar's Office
Jodi Bucholtz, Marketing, Event Planning and Recruitment Coordinator, Community and Student Affairs
John Weerdenburg, External Observer
Julia Fortey, Associate Chair, Algonquin Centre for Construction Excellence
Kina Simmonds, Executive Assistant, Communications and External Relations
Kristine Dawson, Associate Vice-President, Experiential Learning and Innovation
Laura Jarrell, Manager, Program Quality and Renewal, Academic Development
Linda Nguyen, Senior Financial Analyst, Academic Operations & Planning
Lisa Inderwick, Prospect Researcher and Data Analyst, Advancement Services
Maggie Cusson, Dean, Academic Development
Marina Spivak, Senior Financial Analyst, Financial Services
Mark Leduc, Executive Director, Academic Operations and Planning, Academic Services
Maya Mills, Part-time Communications Officer, Communications
Michael Qaqish, Manager, Government Relations and Special Advisor to the President, President's Office
Michelle Tait Eburne, Manager, Business Relationship, ITS
Nicole Lindo, Advancement Database and Financial Officer, Advancement Services
Patrick Devey, Associate Vice-President, Global, Online and Corporate Learning, Academic Services
Paul Garner, Senior Manager, Internal Control, Risk Management
Paula Benbow, Professor, Allied Health
Pouya Safi, Director, Business Development, Global, Online and Corporate Learning
Robyn Heaton, Dean, Faculty of Arts, Media and Design, Academic Services
Scott Gonsalves, Director, Strategy and Planning, Advancement and Strategy
Sherryl Fraser, Chair, Design Studies
Stella Ludlow, Intake and Referral Consultant, Experienced Worker Centre
Susan Mainse, Manager, Risk Management
Tara Vicckies, Manager, Operational Accounting
Teri Kinnunen, Manager, Corporate Budgeting, Financial Planning
Yen Do, Acting Chief Digital Officer, Information Technology