

**APPROVED**

**BOARD OF GOVERNORS MEETING MINUTES**

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND TWENTY-NINE OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, JUNE 6, 2022 AT 4:00 PM AT THE OTTAWA CAMPUS IN ROOM T102 ABC OR BY ZOOM WEBINAR VIDEO/TELECONFERENCE.

<p><b><u>Present:</u></b> Jay McLaren, Board Chair Claude Brulé, President &amp; CEO Gail Beck, Board Vice Chair Audrey Claire Lawrence Cyan Shields Cyril McKelvie Jamie McCracken Jeff Darwin Laura Jarrell Rebecca Wakelin Rodney Wilson Sheilagh Dunn Stephen Tudor Steve Barkhouse Valerie Sayah</p> <p><b><u>Regrets:</u></b> Gabrielle Berard Ikram Zouari</p> <p><b><u>Recorder:</u></b> Victoria Tiqui-Sanford, Senior Executive Assistant, Board of Governors</p>	<p><b><u>Algonquin College Executive Team:</u></b> Chris Janzen, Senior Vice President, Academic Duane McNair, Vice President, Finance &amp; Administration Laura Stanbra, Vice President, Student Services Mark Savenkoff, Vice President, Advancement Tracy McDougall, Director, Communications &amp; President’s Office</p> <p><b><u>Regrets:</u></b> Diane McCutcheon, Vice President, Human Resources Ron Deganadus McLester, Vice President, Truth, Reconciliation and Indigenization</p> <p><b><u>Presenters/Guests:</u></b> Emily Woods, Director, Corporate Planning Grant Perry, Chief Financial Officer Ryan Southwood, Executive Director, Facilities Management</p> <p><b><u>Changemaker Awards:</u></b> Jodi Jaffray, Chair, Community Studies, Faculty of Health, Public Safety and Community Studies Jane Trakalo , Dean, Faculty of Health, Public Safety and Community Studies Michael Black, Instructor, Child and You Care program</p> <p><b><u>Changemaker Student Presenters:</u></b> Eureka Desrochers Cady Harrold Kiah Fernandes-Walters Krista Bascur</p>
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**WELCOME REMARKS**

Governor McLaren, Board Chair, welcomed members and observers to the meeting at 4:01 p.m.

**0. Celebrating Student Success – Changemaker Award: Community Service Learning**

C. Janzen, Senior Vice President, Academic provided a brief overview and introduced J. Jaffray, Chair, Community Studies, Faculty of Health, Public Safety and Community Studies, J. Trakalo , Dean, Faculty of Health, Public Safety and Community Studies, and M. Black, Instructor, Child and Youth Care program. Students E. Desrochers, C. Harrold, K. Fernandes, and K. Bascur led fundraising initiatives

for the Emily Murphy Non-Profit Housing Corporation, Somerset West Community Health Centre's Laroche Park Afterschool Program, and the Guatemala Stove Project. Every year, first-year students from the Child and Youth Care program in the Community Service Learning course work with community partners to host fundraising events to raise awareness and funds for projects they are passionate about. To date students in the Community Service Learning course have raised \$120,000 dollars — \$17,000 of which was raised this year alone.

J. McLaren, Chair of the Board of Governors, and Claude Brulé, President and CEO extended their sincere congratulations to the students for their hard work. 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 4:16 p.m. and asked whether any Governors wished to remove or add an item to the agenda. No item was removed or added.

##### **RESOLUTION**

**MOVED & SECONDED: S. Barkhouse & R. Wilson**

**THAT** the Board of Governors approves the meeting agenda of June 6, 2022.

**CARRIED.**

#### **2. DECLARATION OF CONFLICT OF INTEREST**

Governor McLaren asked members to declare any conflicts of interest with items on the agenda. No conflict of interest was declared.

#### **3. APPROVAL OF PREVIOUS MEETING MINUTES AND THE CONSENT AGENDA**

##### **3.1 Minutes of the Board of Governors' meeting of April 25, 2022**

Approval of the Board of Governors Meeting minutes of April 25, 2022.

##### **RESOLUTION**

**MOVED & SECONDED: S. Barkhouse & C. McKelvie**

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

**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 June 6, 2022 Board Executive Committee meeting. Meeting highlights included:

- Board Members' Generative Discussions Opportunities, Future topic discussion;
- 2022-23 BOG Officer Position and Committee Memberships;
- 2021-22 President's Performance Review Process;
- Board Executive Committee Retreat Agenda – June 17, 2022 DRAFT.

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 May 16, 2022 Committee meeting.

Board of Governors approval was requested for the following:

##### **Program Proposals: Science and Technology Foundations, Ontario College Certificate**

The Science and Technology Foundations curriculum has been designed to offer significant opportunities for students to pathway into other related diploma and advanced diploma programs. Students will have the opportunity to develop and improve their abilities in the areas of technical communications, critical thinking, math skills, computer skills, academic strategies to support learning success, lifelong learning and career development, core technical skills in science and technology, discipline-specific professional requirements in science and technology, social responsibility, as well as environmental and financial stewardship.

#### **RESOLUTION**

**MOVED & SECONDED: C. McKelvie & J. McCracken**

**THAT** the Board of Governors approves of the Science and Technology Foundations, Ontario College Certificate program effective Fall 2023.

**CARRIED.**

#### **4.3 Audit & Risk Management Committee Report**

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

##### **Appendix D: Transmittal Pedestrian Bridge to Bus Rapid Transit Station**

#### **RESOLUTION**

**MOVED & SECONDED: S. Tudor & G. Beck**

**THAT** the Board of Governors approve a \$230,000 increase to the budget for the Major Capital Project: Pedestrian Bridge to Bus Rapid Transit Station to accommodate additional legal fees and construction related inflationary pressures.

**CARRIED.**

#### **4.4 Governance Committee Report**

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

##### **Appendix B: Transmittal New Governor Appointment 2022-23**

#### **RESOLUTION**

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

**THAT** the Board of Governors approves the appointment of Anthony Pollard to the Board of Governors for a three-year term of office, effective September 1, 2022.

**CARRIED.**

#### **For Approval at the Annual General Meeting:**

Appendix C: Transmittal 2022-23 Board Officer and Committee Membership Appointments

Appendix D: 2022-23 BOG Officer Position - Committee Memberships

## 5. BUSINESS ARISING FROM THE MINUTES

There is no Business arising from the minutes.

## 6. NEW BUSINESS

### 6.1 2021-22 Draft Audited Financial Statements

G. Perry presented the 2021-22 Draft Audited Financial Statements. The Draft Audited Financial Statements of Algonquin College are prepared in the format required by the Ministry of Colleges and Universities that complies with financial reporting standards set by the Public Sector Accounting Board. The 2021-22 Financial Results highlights included:

- \$3.7M deficit in 2021-22 (\$2.9M surplus 2020-21)
- Enrolment increased slightly over 2020-21 levels
- \$20.2M invested in Strategic Investment Priorities Projects
- Five of Seven “financial health’ indicators are above benchmarks

Cash balances increased by \$16M from a \$3M COVID-19 support fund and a \$10M fund from the Students Association for the construction of the Jack Doyle Recreation Centre. For fiscal year 2022-23, the College has committed to achieving a surplus in net contributions by taking necessary steps to support the College’s direction.

Questions from members were answered.

Board approval for the 2021-22 Draft Audited Financial Statements was requested at the Annual General Meeting following the regular meeting.

### 6.2 Truth, Reconciliation & Indigenization Annual Report

R. McLester, Vice President, Truth, Reconciliation, and Indigenization was not available to present the report. It was tabled and accepted for information.

## 7. DECISION ITEMS & REPORTS

### 7.1 Fourth Quarter 2021-22 Financial Report

D. McNair provided a brief overview and introduced E. Woods, Director, Corporate Planning who presented the Fourth Quarter 2021-22 Financial Report. E. Woods provided details of the fourth quarter report highlights:

1. Enrolment decreased by 4.1% over the approved annual budget;
2. Delays in launching the Public College – Public Partnership to 2022-23 has resulted in the elimination of enrolments from the current fiscal year; and
3. Changes to the reserves are projected to be better at year-end by \$13M million.

These changes had an impact and improved the bottom line by \$3.7M with and maintained a balance of \$77.7M in unrestricted and internally restricted net assets which is better than the \$48M target established in the approved budget.

Members accepted this report for information.

## **7.2 2021-22 Annual Report and Progress against Strategic Plan 2017-22**

T. McDougall, Director, President's Office and Communications presented the 2021-20 Annual Report and Progress against the 2017-22 Strategic Plan. Of the nine measures with targets outlined in the Business Plan Scorecard, six exceeded the target, two did not meet the target, and one at risk of not meeting the target. Overall, actual student retention improved by one percentage point due to the significant cross-college efforts to support students during challenging times.

Questions from members were answered.

### **MOVED & SECONDED: C. Shields & V. Sayah**

**THAT** the Board of Governors approve the 2021-22 Algonquin College Annual Report.  
**CARRIED.**

## **8. ITEMS FOR INFORMATION**

### **8.1 Fourth Quarter 2021-22 Business Plan Performance Update**

M. Savenkoff, Vice President Advancement informed members that 91% of the Business Plan initiatives were accomplished. Of the 23 initiatives, 16 were completed, five will carry-over to 2022-23 and two were not fully accomplished. The current year's business plan will focus on the achievement of the goals of the new 2022-25 College Strategic Plan. This will provide flexible personalized lifelong learning experiences to foster a high quality, innovative learner driven culture, and to create equitable diverse and inclusive campus environments.

Questions from a member were answered. Members accepted this update for information.

### **8.2 Freedom of Information and Protection of Privacy Act – 2021 Annual Report**

Members accepted this report for information.

### **8.3 People Plan - Year Five Update**

Members accepted this report for information.

### **8.4 Report from the Board Chair**

Governor McLaren referred members to the Report from the Chair for information and noted the following highlights:

- Board Dinner June 10, 2022;
- Board Executive Committee June 17, 2022; and
- Governor McLaren, acknowledge and thanked all Governors for their commitment and dedication throughout the year.

### **8.5 Report from the President**

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

- Attended several community Board meetings;
- Attended the Colleges and Institutes Canada (CICan) conference in late April;
- Attended the Mayor's Breakfast on June 16, 2022.

### **8.6 Board of Governors Management Summary Report**

Members accepted this report for information.

**8.7 2022-23 Board of Governors Meeting Schedules and Workplan**

Appendix A: 2022-23 Board of Governors Meeting Schedule

Appendix B: 2022-23 Board of Governors Workplan

Appendix C: 2022-23 Board of Governors and Committee Meeting Schedule and Submission Deadlines

Members accepted the Meeting Schedules and Workplan 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 5:56 p.m. and moved by Governor McLaren and seconded by Governor Tudor.

The Annual General Meeting began at 6:10 p.m. and adjourned at 6:19 p.m.

**10. IN CAMERA**

An IN CAMERA session was held beginning with Board members only at 6:20 p.m.



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Gail Beck, Chair



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Victoria Tiqui-Sanford, Recorder

## **APPENDIX A - Observers:**

Alanna McDonnell, Director, Marketing and Recruitment  
Andie Fournier, Professor, Community Studies  
Barb Nauth, Retired Employee  
Barry Seller, Manager, Alumni Engagement, Advancement and Strategy  
Ben Bridgstock, Director, Student Support Services, Student Services  
Brent Brownlee, Director, Campus Services  
Dan Pihlainen, Chair, Media Studies, Faculty of Arts, Media and Design  
Daphne Thomson, Executive Assistant, Human Resources  
Doreen Jans, Manager, Financial Planning, Finance and Administrative Services  
Elly Murray, Administrative Assistant, Finance & 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  
Farbod Karimi, Acting Dean, AC Online  
Fatima Matar, Administrative Assistant, Facilities Management  
Jamie Bramburger, Manager, Community and Student Affairs  
Janet Hunter, Communications Manager, Registrar's Office  
Jennifer Vanderburg, Library Technician, Library, Ottawa Campus  
Jiani Wang, Controller, Campus Services  
Julie Beauchamp, Dean, School of Business  
Kelli Doucet, Supervisor, Financial Services  
Kina Simmonds, Executive Assistant, Communications and External Relations  
Krista Pearson, Registrar, Registrar's Office  
Kristine Dawson, Associate Vice-President, Experiential Learning and Innovation  
Linda Nguyen, Senior Financial Analyst, Academic Operations & Planning  
Lisa Inderwick, Prospect Researcher and Data Analyst, Advancement Services  
Louise Boudreault, Professor, Nursing Studies  
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  
Oumel Sallahi, Professor, Language Institute  
Pam Cripps, Executive Director, External Observer  
Paul Garner, Senior Manager, Internal Control, Risk Management  
Paula ter Huurne, Support Services Officer, Community Studies  
Rebecca Volk, Manager, Centre of Organizational Learning  
Ryan Southwood, Executive Director, Facilities Management  
Sarah Hall, Acting Dean, Pembroke campus  
Sherryl Fraser, Chair, Design Studies  
Stella Ludlow, Intake and Referral Consultant, Experienced Worker Centre  
Tara Vicckies, Manager, Operational Accounting  
Teri Kinnunen, Manager, Corporate Budgeting, Financial Planning  
Vicki Grisim, Professor/Coordinator, Community Studies  
Victoria Boddy, Emily Murphy Board of Director, External Observer  
Wadhah Al-monaifi, Business Analyst, Business Relationship Management, ITS