

APPROVED

BOARD OF GOVERNORS MEETING MINUTES

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND THIRTY OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, OCTOBER 24, 2022 AT 4:00 PM AT THE OTTAWA CAMPUS IN ROOM T102 AB OR BY ZOOM WEBINAR VIDEO/TELECONFERENCE.

<p><u>Present: - Update</u> Gail Beck, Board Chair Claude Brulé, President & CEO Jamie McCracken, Board Vice Chair Anthony Pollard Audrey Claire Lawrence Cyan Shields Cyril McKelvie Ikram Zouari Jeff Darwin Laura Jarrell Rebecca Wakelin Rodney Wilson Shaun Denis Stephen Tudor Steve Barkhouse Valerie Sayah</p> <p><u>Regrets:</u> Gabrielle Berard</p> <p><u>Recorder:</u> Victoria Tiqui-Sanford, Senior Executive Assistant, Board of Governors</p>	<p><u>Algonquin College Executive Team:</u> Duane McNair, Vice President, Finance & Administration Diane McCutcheon, Vice President, Human Resources Laura Stanbra, Vice President, Student Services Tracy McDougall, Director, Communications & President’s Office On behalf of Chris Janzen, Kristine Dawson, Associate Vice-President, Experiential Learning and Innovation On behalf of Mark Savenkoff, Ian Lewer, Director of Philanthropy, Advancement & Strategy</p> <p><u>Regrets:</u> Chris Janzen, Senior Vice President, Academic Mark Savenkoff, Vice President, Advancement & Strategy</p> <p><u>Presenters/Guests:</u> Emily Woods, Director, Corporate Planning Grant Perry, Chief Financial Officer</p> <p><u>Changemaker Awards Presenters:</u> Carmen Hust, Chair, Nursing, Faculty of Health, Public Safety and Community Studies Reilly Carey, Student, Registered Practical Nurse</p>
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WELCOME REMARKS

Governor Beck, Board Chair, welcomed members and observers to the meeting at 4:00 p.m. She welcomed new Governors S. Denis, A. Pollard, and re-elected student Governor, C. Shields.

0. Celebrating Student Success – Changemaker Award: Mental Health and Well Being in Nursing

K. Dawson, Acting Senior Vice President, Academic, provided a brief overview and introduced Registered Nurse and student, R. Carey who presented the Mental Health and Well Being in Nursing. To assist in addressing student mental health issues and to promote well-being, Carey started a support group called Beating Burnout for all Bachelor of Science in Nursing students at all three campuses where the collaborative program is offered, University of Ottawa, Ottawa Campus and

Pembroke Campus in March 2022. This online community flourished during the COVID-19 pandemic as many students felt isolated and were struggling with mental health concerns. The group has reached out to mental health services and experts to provide information and guidance to ensure that students have access to current resources as well as the opportunity to share common experiences.

Governor Beck, Chair of the Board of Governors, and C. Brulé, President and CEO extended their sincere congratulations to R. Carey for her hard work and presented her with a Changemaker Award certificate.

1. CONSTITUTION OF THE MEETING & APPROVAL OF THE AGENDA

Governor Beck, Chair Board of Governors, constituted the meeting at 4:13 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. Tudor & J. McCracken

THAT the Board of Governors approves the meeting agenda of October 24, 2022.

CARRIED.

2. DECLARATION OF CONFLICT OF INTEREST

Governor Beck 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 June 6, 2022

Approval of the Board of Governors Meeting minutes of June 6, 2022.

RESOLUTION

MOVED & SECONDED: V. Sayah & A. Lawrence

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

CARRIED.

4. COMMITTEE REPORTS

4.1 Board Executive Committee Report (verbal)

Governor Beck provided members with a verbal report of agenda items discussed at the October 11, 2022 Board Executive Committee meeting. Meeting highlights included:

- 2022-23 President's Performance Contract Approval Process;
- Board Members' Generative Discussion topic selection (November 16, 2022);
- Debrief - 2022 Fall Board of Governors Retreat (September 11 & 12, 2022); and
- Planning for 2023 Spring Board Retreat (March 25, 2023).

Members accepted this report for information.

4.2 Academic & Student Affairs Committee Report

Members accepted this report for information. Governor Wilson provided additional details on agenda items presented at the September 27, 2022 Committee meeting.

Members accepted this report for information.

4.3 Audit & Risk Management Committee Report

Members accepted this report for information. Governor Zouari provided additional details on agenda items presented at the September 22, 2022 Committee meeting.

4.4 Governance Committee Report

Members accepted this report for information. Governor Barkhouse provided additional details on agenda items presented at the October 3, 2022 Committee meeting. Board of Governors approval were requested for the following:

Audit and Risk Management Committee Terms of Reference (revised)

RESOLUTION

MOVED & SECONDED: S. Barkhouse & I. Zouari

THAT the Board of Governors approve the revised Audit and Risk Management Committee Terms of Reference as presented.

CARRIED.

BG I-05 Election of Internal Members to the Board of Governors – Review

RESOLUTION

MOVED & SECONDED: S. Barkhouse & S. Tudor

THAT the Board of Governors approve the revisions of the Board Policy BG I-05 – Election of Internal Members as presented.

CARRIED.

5. BUSINESS ARISING FROM THE MINUTES

There is no Business arising from the minutes.

6. NEW BUSINESS

6.1 Strategic Workforce Planning – People Update

D. McCutcheon, Vice President, Human Resources provided a brief overview of the Strategic Workforce Planning – People Update and introduced presenter D. Soltis, Director, People and Culture. The College’s Strategic Plan includes three primary goals. It seeks to provide flexible, personalized, and lifelong learner experiences. It seeks to empower Algonquin College employees to foster a high quality innovative, learner-driven culture, and seeks to create an equitable diverse and inclusive work environment.

The Strategic Workforce Planning includes several key elements:

- A ***proactive and continuous process*** that enables the right talent strategy and actions aligned with the needs and priorities of the College;
- A process to determine which ***skills and capabilities*** are needed to execute on the College’s strategy;
- A process to forecast current and future ***talent shortages and surpluses*** using internal and external data;
- A process to decide where and how to allocate ***investments in talent***; and
- A way to build the College’s future ***workforce pipeline***.

The project will run over eight to ten weeks between October to December of this year and is currently exiting Phase One of the initiative. Overall, the project is on track.

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

Governor McKelvie joined the meeting at 4:27 p.m.

7. DECISION ITEMS & REPORTS

7.1 First Quarter 2022-23 Financial Projection

D. McNair provided, Vice President, Finance and Administration provided a brief overview and introduced G. Perry, Chief Financial Officer to present the First Quarter 2022-23 Financial Projection. The First Quarter 2022-23 Financial Projection reports a decrease in net contribution of \$1.2 million from the 2022-23 Approved Annual Budget, for a total projected net contribution of \$1.8 million.

Approved Annual Budget to Quarterly Report Highlights included the following:

- 1) Overall enrolment decreased by 4.5% over the approved annual budget;
- 2) The Public College – Public Partnership are holding to the approved targets and the Fall term moved forward as planned, achieving enrolment slightly over the budget target; and
- 3) Lowered overall contingency budget by \$1 million to help offset the decreasing contributions caused by decreased enrolment.

Internally Restricted Funds of \$14.2 million projected to be used to fund Strategic Investment Priorities and Operations. Short-term mitigation strategies have been identified to contribute up to \$5 million as offset to the potential deficit position. From a longer-term perspective, in addition to cost-containment activities the college is undertaking a portfolio review of all revenue-generating activities to align the college's activities to the new fiscal reality.

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

8. ITEMS FOR INFORMATION

8.1 First Quarter 2022-23 Business Plan Performance Update

S. Gonsalves, Director, Strategy and Planning, Advancement & Strategy informed members that there are nine initiatives with 29 targeted actions. Of the 29 targeted actions, two are completed, 21 in progress, and there are six exceptions. 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. The second quarter, which recently ended September 30 will be reported at the December 5, 2022 Board meeting.

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

8.2 Report from the Board Chair

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

8.3 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 Committee of Presidents meetings and retreat; and
- The beginning of the process for a search for a new CEO & President for Colleges Ontario now that Linda Franklin has elected to retire.

8.4 Board of Governors Management Summary Report

Members accepted this report for information.

8.5 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.

8.6 Confirmation of Mandatory Government Remittances

Members accepted the remittances for information.

9. UPCOMING EVENTS

Board Chair Beck informed members of upcoming events for information.

REGULAR MEETING ADJOURNMENT

There being no further business, the Regular meeting was adjourned at 5:23 p.m. and moved by Governor Barkhouse and seconded by Governor McCracken.

10. IN CAMERA

An IN CAMERA session was held beginning with Board members, D. McNair and G. Perry at 5:42 p.m.

An IN CAMERA session with Governors only began at 5:55 p.m.



Gail Beck, Chair



Victoria Tiqui-Sanford, Recorder

APPENDIX A - Observers:

Ala' Qadi, Professor, Electrical Engineering Technology
Alanna McDonnell, Director, Marketing and Recruitment
Annette Bouzi, Professor & President, School of Business
Barb Nauth, Retired Employee
Becky St. Jean, Executive Assistant, Finance & Administration
Ben Bridgstock, Director, Student Support Services, Student Services
Brent Brownlee, Director, Campus Services
Bruce Hickey, Manager, Communications • President's Office
Claire Ramsay, Manager, ITS
Dan Pihlainen, Chair, Media Studies, Faculty of Arts, Media and Design
Daphne Thomson, Executive Assistant, Human Resources
David Soltis, Director, People and Culture
Doreen Jans, Manager, Financial Planning, Finance and Administrative Services
Emily Woods, Director, Corporate Planning, Finance
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
Grant Perry, Chief Financial Officer, Finance & Administration
Heather Ryall, Dean, Faculty of Arts, Media, and Design, Academic Services
James Pede, Associate Director, Finance & Administration
Jennifer Thurston, Manager, Enrolment Services
Katherine Root, Acting Dean, School of Business & Hospitality
Kim Blackburn, Communications Officer, Public Relations
Kina Simmonds, Executive Assistant, Communications and External Relations
Krista Pearson, Registrar, Registrar's Office
Kristine Dawson, Associate Vice-President, Experiential Learning and Innovation
Lisa Inderwick, Prospect Researcher and Data Analyst, Advancement Services
Lois Pollock, Executive Technical Lead and Business Co-Lead of the R3 Project
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
Paul Garner, Senior Manager, Internal Control, Risk Management
Paula Benbow, Chair, Health Foundations
Paula ter Huurne, Support Services Officer, Community Studies
Rebecca Volk, Manager, Centre of Organizational Learning
Ryan Southwood, Executive Director, Facilities Management
Sandra Larwill, Chair, Academic Integrity, Academic Operations & Planning
Scott Gonsalves, Director, Strategy and Planning, Advancement & Strategy
Shaideh Mogharrabin, Senior Planning Analyst, Corporate Planning
Shaniecia Stobbs, Financial analyst, Financial Services
Sue Mainse, Manager, Risk Management
Tara Kelly, HR Special Projects Coordinator, Human Resources
Teri Kinnunen, Manager, Corporate Budgeting, Financial Planning
Wadhah Al-monaifi, Business Analyst, Business Relationship Management, ITS
Yen Do, Acting Chief Digital Officer, Finance and Administration