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APPROVED

BOARD OF GOVERNORS MEETING MINUTES

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND THIRTY THREE OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, APRIL 17, 2023 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 Wendy Eastwood, Executive Support Clerk, 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 & Strategy Tracy McDougall, Director, Communications & President’s Office</p> <p><u>Presenters/Guests:</u> Michael Laviolette, Director, Risk Management Susan Mainse, Manager, Risk Management.</p> <p><u>Changemaker Awards Presenters:</u> Valerie Hill, Coordinator, Business-Marketing program</p> <p><u>Students:</u> Micah McBurney Mariana Bianchini Bailey McLuckie</p>
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WELCOME REMARKS

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

0. CELEBRATING STUDENT SUCCESS – Changemaker Award: *Industry Marketing Plan for Art by J Positive by Framework Marketing (Business-Marketing, Class of 2022)*

C. Janzen, Senior Vice President, Academic introduced J. Beauchamp, Dean, School of Business, K. Surman, Chair, Management Studies and V. Hill, Professor, Marketing and Management Studies. V. Hill provided a brief overview and introduced student presenters M. McBurney, B. McLuckie, and M. Bianchini. The students’ project, part of their studies in the Business-Marketing program, aimed to

work with a local business, uncover opportunities for marketing challenges and create a turnkey design. The Business-Marketing program hosts a dynamic and fully integrated client project for graduating students. In Fall 2022, a cohort of students in their final semester were tasked with the responsibility to research, design, write and present a turn-key marketing plan for an actual industry client, Art by J Positive. Teams met with the client in the first week of classes, were provided written corporate information and then conducted heavy online research. Each group determined a unique “market opportunity” for the business and with the client’s confirmation, proceeded to conduct extensive research of their selected target audience and marketing concept. Every team wrote a comprehensive marketing plan that provided the client with direction and recommendations for their product line, pricing approach, digital communications, advertising and sales promotion and distribution methods. The top two teams, based on grades, were chosen at the end of the term to present their fully designed marketing plans with implementation schedules and budgets.

Governor Beck, Chair of the Board of Governors, and C. Brulé, President and CEO extended their sincere congratulations to the students and presented them with the Student Changemaker Award.

1. CONSTITUTION OF THE MEETING & APPROVAL OF THE AGENDA

Governor Beck, Chair Board of Governors, constituted the meeting at 4:09 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: V. Sayah & S. Tudor

THAT the Board of Governors approves the meeting agenda of April 17, 2023.

CARRIED.

2. DECLARATION OF CONFLICT OF INTEREST

Governor Beck asked members to declare any conflicts of interest with items on the agenda. Governor Wilson declared a conflict and abstained from any discussions to agenda item 4.4 External Governor Reappointment as it relates to his reappointment.

3. APPROVAL OF PREVIOUS MEETING MINUTES AND THE CONSENT AGENDA

3.1 Minutes of the Board of Governors’ meeting of February 27, 2023

Approval of the Board of Governors Meeting minutes of February 27, 2023.

RESOLUTION

MOVED & SECONDED: R. Wilson & J. Darwin

THAT the Board of Governors approves the meeting minutes of February 27, 2023.

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 April 4, 2023 Board Executive Committee meeting. Meeting highlights included:

- Inclusion, Diversity, Equity, and Accessibility
- Lieutenant Governor in Council Update
- Succession planning
- 2023 Fall Board Retreat Planning

4.2 Academic & Student Affairs Committee Report

Members accepted the Academic & Student Affairs Committee Report for information. Board of Governors approval was requested for the following:

Program Proposal: Creative Industries Management, Ontario College Graduate Certificate (For Approval)

RESOLUTION

MOVED & SECONDED: R. Wilson & A. Lawrence

THAT the Board of Governors approves of the Creative Industries Management, Ontario College Graduate Certificate program effective Fall 2024.

CARRIED.

2023-24 Schedule of Tuition and Ancillary Fees: Amendment to Co-op Program Ancillary Fee (For Approval)

Questions from members were answered.

RESOLUTION

MOVED & SECONDED: R. Wilson & C. McKelvie

THAT the Board of Governors approves of the amended 2023-24 Tuition and Fees Schedule to incorporate a change to the Co-op Preparatory Course Program Ancillary Fee from \$400 to \$579.

OPPOSED: C. Shields

ABSTAINED: V. Sayah

CARRIED.

4.3 Audit & Risk Management Committee Report

Members accepted the Audit & Risk Management Committee Report for information. Board of Governors approval was requested for the following:

Draft Investment Policy for College Operating Funds – Clean Version (For Approval)

RESOLUTION

MOVED & SECONDED: I. Zouari & J. McCracken

THAT the Board of Governors approves the recommended changes to only the Investment Policy for College Endowment Funds.

CARRIED.

President Brulé addressed a question from Governor McCracken related to the Algonquin College Succession Planning update on how to keep employees engaged (for those assessed as “ready” and for whom there is no immediate or near-future opportunities for promotion). President Brulé noted that there are plenty of project opportunities within the College where people can be seconded to ensure that they are engaged and contributing to the College other than their primary roles.

4.4 Governance Committee Report

Members accepted the Governance Committee minutes of March 27, 2023 for information. Board of Governors approval was requested for the following:

Transmittal External Governor Reappointment (R. Wilson) (For Approval)

RESOLUTION

MOVED & SECONDED: S. Barkhouse & S. Tudor

THAT the Board of Governors approves the reappointment of Governor Rodney Wilson for a second term of office, effective September 1, 2023 pending his Lieutenant Governor in Council reappointment.

ABSTAINED: R. Wilson

CARRIED.

5. BUSINESS ARISING FROM THE MINUTES

There is no new business arising from the minutes.

6. NEW BUSINESS

6.1 2023 Corporate Risk Profile

D. McNair, Vice President, Finance & Administration provided a brief overview and introduced presenter M. Laviolette, Director, Risk Management. The Corporate Risk Profile is unique to the College, and reflects merging risks and barriers that could impede the College's ability to successfully achieve its focused goals as outlined in the 2022-25 Strategic Plan. Approximately 40 stakeholders participated in a survey designed to identify the College's key strategic risks which resulted in 17 risks. M. Laviolette provided members with the mitigation plans for the top five risks. In the Fall 2023, the first risk report and its effectiveness will be presented to the Audit and Risk Management Committee.

Questions from members were answered.

RESOLUTION

MOVED & SECONDED: J. McCracken & S. Tudor

THAT the Board of Governors approves the Algonquin College 2023 Corporate Risk Profile.

CARRIED.

7. DECISION ITEMS AND REPORTS

There are no Decision items and Report.

8. ITEMS FOR INFORMATION

8.1 Report from the Board Chair

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

- Board performance – evaluation tools
- 2023 Spring Board Retreat
- New Governor Recruitment
- Internal Election: Laura Jarrell acclaimed, Wadhad Al-Monaifi, Brandon Wong-Dearing, effective September 1, 2023
- 2023-24 Board Meeting dates will be posted on the board of governors website

Governor Zouari exited the meeting at 4:48 p.m.

8.2 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 as well as meetings with several elected officials; and
- Provided a short summary of the main topics of discussion at recent meetings of the Committee of Presidents.

A question from a member was answered.

8.3 Board of Governors Management Summary Report

Members accepted this report for information.

8.4 2022-23 Board of Governors Workplan

Members accepted the Workplan for information.

8.5 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 4:57 p.m. It was moved by Governor Beck.

10. IN CAMERA

An IN CAMERA session for Board members only was held beginning at 5:15 p.m.

Gail Beck, Chair

Victoria Tiqui-Sanford, Recorder

APPENDIX A - Observers:

Alanna McDonell, Director, Marketing and Recruitment
Ben Bridgstock, Director, Student Support Services
Brent Brownlee, Director, Campus Services
Bruce Hickey, Manager, Communications, President's Office
Chris Hahn, Dean, Algonquin College Heritage Institute
Cindy Harrison, OTFT Professor
Colin Bonang, Retired
David Soltis, Director, Human Resource, People and Culture
Doreen Jans, Manager, Financial Planning, Finance and Administrative Services
Emily Woods, Director, Corporate Planning, Finance
Erin Langevin, Director, Employee & Labor Relations
Ernest Mulvey, Director, International Education Centre, Global, Online and Corporate Learning
Fatima Matar, Administrative Assistant, Facilities Management
Grant Perry, Chief Financial Officer, Finance & Administration
James Pede, Associate Director, Finance & Administration
Jamie Bramburger, Manager, Community & Student Affairs
Jane Trakalo, Dean, Faculty of Health, Public Safety and Community Studies
Julie Beauchamp, Dean, School of Business
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
Lisa Inderwick, Prospect Researcher and Data Analyst
Louise Boudreault, Professor, Nursing Studies
Lois Pollock, Chief Digital Officer
Maggie Cusson, Dean, Academic Development
Mariana Bionchini, Graduate
Marina Spivak, Senior Financial Analyst
Mark Leduc, Executive Director, Academic Operations and Planning, Academic Services
Mary Grammatikakis, Director, Experiential Learning & Entrepreneurship
Michael Laviolette, Director, Risk Management
Michael Qaqish, Manager, Government Relations
Patrick Devey, Associate Vice-President, Global, Online and Corporate Learning
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
Sarah Hall, Dean, Pembroke
Sarah-Lynne Levine, Communications Officer
Scott Gonsalves, Director, Strategy and Planning, Advancement & Strategy
Sue Mainse, Risk Manager
Tara Kelly, HR Special Projects Coordinator, Human Resources
Tara Vicckies, Manager, Operational Accounting
Teri Kinnunen, Manager, Corporate Budgeting, Financial Planning
Tracy Henderson, Instructor

Valerie Hill, Professor

Wadhah Al-monaifi, Business Analyst, Business Relationship Management, Information Technology Services

Yen Do, Acting Chief Digital Officer, Finance and Administration