

**APPROVED**

**BOARD OF GOVERNORS MEETING MINUTES**

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND TWENTY THREE OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, APRIL 19, 2021 AT 4:00 PM, BY ZOOM WEBINAR VIDEO/TELECONFERENCE.

**Present:**

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  
Rodney Wilson  
Sheilagh Dunn  
Shivang Dhawan  
Stephen Tudor  
Steve Barkhouse  
Valerie Sayah  
Wayne Johnson

**Algonquin College Executive Team:**

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

**Presenters/Guests:**

Grant Perry, Chief Financial Officer  
Krista Pearson, Registrar  
Lois Pollock, Chief Digital Officer  
Sam Wong, Senior Project Manager, R3

**Changemaker Awards:**

Angela Rintoul, Health & Community Studies, Pembroke Campus  
Keltie Jones, Dean, Pembroke Campus  
Kerri Lynn Weeks, Coordinator, Bachelor of Science in Nursing

**Students:**

Erin Moore, 4th year, Bachelor of Science in Nursing, Co-Lead  
Peggy Li, 4th year, Bachelor of Science in Nursing, Co-Lead  
Mitchell Usher, 4th Year, Bachelor of Commerce in Supply Chain Management  
Hannah Usher, 2nd year Bachelor of Science in Nursing  
Vera Wilson, 4th Year, Bachelor of Science in Nursing  
Desaray Rabb, 4th Year, Bachelor of Science in Nursing  
Ayanna Fisher, 3rd Year, Bachelor of Science in Nursing

**Recorder:**

Victoria Tiqui-Sanford, Executive Assistant, Board of Governors

**WELCOME REMARKS**

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

**0. Celebrating Student Success – Changemaker Award: *Pembroke Campus, Indigenous Youth and Wellness Club***

C. Janzen, Senior Vice President, Academic, provided members with an overview of the Pembroke Campus, Indigenous Youth and Wellness Club. The club consisting of seven students with different educational backgrounds, who share the same passion about advocating for, and educating people on Indigenous youth health and wellness. The Bachelor of Science in Nursing students at the Pembroke Campus co-lead this Indigenous Youth Health and Wellness Club. A. Rintoul, Health & Community Studies, Pembroke Campus introduced K. Jones, Dean, Pembroke Campus, K. Lynn Weeks, Coordinator, Bachelor of Science in Nursing and the following club member students:

- Erin Moore, 4th year, Bachelor of Science in Nursing, Co-Lead;
- Peggy Li, 4th year, Bachelor of Science in Nursing, Co-Lead;
- Mitchell Usher, 4th Year, Bachelor of Commerce in Supply Chain Management;
- Hannah Usher, 2nd year Bachelor of Science in Nursing;
- Vera Wilson, 4th Year, Bachelor of Science in Nursing;
- Desaray Rabb, 4th Year, Bachelor of Science in Nursing; and
- Ayanna Fisher, 3rd Year, Bachelor of Science in Nursing.

The five Bachelor of Science in Nursing students and one Bachelor of Commerce (e-Supply Chain Management) (Honours) student created the Indigenous Youth Health and Wellness club in the Fall of 2020 at Algonquin College's Pembroke Campus. Since then, they have collaborated with nursing stations in remote northern communities and worked with Canadian North Airlines to deliver the supplies to remote isolated communities. The first shipment of donated items included four boxes filled with approximately \$1,000 of supplies including sanitary pads, diapers, socks/underwear, and craft supplies.

Fundraising efforts included a silent auction that was held over Instagram to sell calendars, stickers, buttons, and beaded art provided by an Indigenous arts and crafts business. A second fundraiser is being planned in collaboration with the Algonquin Students' Association.

Questions from members were answered.

Board Chair McLaren and President and CEO Brulé congratulated the students and thanked them for all their work and leadership through this initiative. 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 items were removed or added.

**RESOLUTION**

**MOVED & SECONDED: S. Barkhouse & A. O'Bonsawin**

**THAT** the Board of Governors approves the meeting agenda of April 19, 2021.

**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 February 22, 2021**

Approval of the Board of Governors Meeting minutes of February 22, 2021.

#### **RESOLUTION**

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

**THAT** the Board of Governors approves the February 22, 2021 meeting minutes.

**CARRIED.**

#### **3.2 Board Executive Committee Report (verbal)**

Governor McLaren provided members with a verbal report of agenda items discussed at the February 11, 2021 Board Executive Committee meeting. Meeting highlights included an update on Lieutenant Governor in Council public appointments; the next Generative Discussion with the Board and Algonquin College Executive Team scheduled for May 5, 2021 to validate the 2022-25 Strategic Plan; and the results of the 2021 Internal Election of Governors to the Board.

Members accepted this report for information.

#### **3.3 Academic and Student Affairs Committee Report**

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

Program Proposal: Supply Chain Management – Global, Ontario College Graduate Certificate

#### **RESOLUTION**

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

**THAT** the Board of Governors approves of the Supply Chain Management - Global, Ontario College Graduate Certificate program, effective Winter 2022.

**CARRIED.**

Program Proposal: Strategic Global Business Management, Ontario College Graduate Certificate (two-year)

#### **RESOLUTION**

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

**THAT** the Board of Governors approves of the Strategic Global Business Management, Ontario College Graduate Certificate (two-year) program, effective Fall 2021.

**CARRIED.**

Program Proposal: Brand Management, Ontario College Graduate Certificate (two-year)

#### **RESOLUTION**

**MOVED & SECONDED: C. McKelvie & R. Wilson**

**THAT** the Board of Governors approves of the Brand Management, Ontario College Graduate Certificate, two-year program, effective Winter 2022.

**CARRIED.**

## 2020-21 Preliminary Sexual Assault/Sexual Violence Annual Report to the Board

### **RESOLUTION**

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

**THAT** the Board of Governors approves the 2020-21 Sexual Assault/Sexual Violence Annual Report for submission to the Ministry of Colleges and Universities as presented.

**CARRIED.**

Governor McKelvie informed members that the Committee also reviewed the following information items:

- College Quality Assurance Audit Process (CQAPP) Preparation 2020-21;
- Academic Affairs and Research Policies – Update;
- 2019-20 Ombudsman’s Annual Report;
- 2020-21 Student Success Initiatives;
- Enrolment Update Report; and
- 2020-21 Academic and Student Affairs Committee Workplan.

### **3.4 Audit and Risk Management Committee Report**

Members accepted this report for information. Detailed presentations and Board of Governors approvals were requested separately for the following agenda items:

- 5.1 Campus Accessibility Major Capital Project;
- 5.2 R3 (Rethink, Redesign, Reimagine) Project Update and 2021-22 Funding Request; and
- 6.1 2021-23 Business Plan and 2021-22 Annual Budget

Governor Barkhouse informed members that the Committee also reviewed the following information items:

- 2020-21 College Violence-Related Incidents; and
- 2020-21 Audit and Risk Management Workplan.

### **3.5 Governance Committee Report**

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

#### Governors in-Waiting Guidelines - Subcommittee amendments

### **RESOLUTION**

**MOVED & SECONDED: A. Lawrence & V. Sayah**

**THAT** the Board of Governors approves of the Governors in-Waiting Guidelines as amended.

**CARRIED.**

#### 2021-22 External Governor Reappointments, Board Committee Memberships, and Board Committee Chair and Committee Vice Chair Positions (Update)

Appendix C: Transmittal External Governor Reappointments

### **RESOLUTION**

**MOVED & SECONDED: A. Lawrence & S. Tudor**

**THAT** the Board of Governors approves the reappointment of Governor Jeff Darwin for a second term of office, effective September 1, 2021.

**CARRIED.**

Governor Lawrence informed members that the Committee also reviewed the following information items:

- Board of Governors Succession Planning (Board Chair/Vice Chair);
- Chair and Board Vice Chair Succession Plan and Process;
- 2021-22 Board of Governors Officer Position - Committee Memberships;
- Board Policies and Directives – Mandatory Review;
- Board of Governors’ Evaluation Tools;
- February 22, 2021 Board Meeting Evaluation; and
- 2020-21 Board of Governors Workplan.

#### **4. BUSINESS ARISING FROM THE MINUTES**

There was no business arising from the minutes.

#### **5. NEW BUSINESS**

##### **5.1 Campus Accessibility Major Capital Project**

D. McNair, Vice President, Finance and Administration informed members that the purpose of the Investment Case is to seek approval from the Board of Governors to proceed with the Campus Accessibility project as a major capital project. This project will implement various renovations to College grounds and existing buildings to align best practices for built environment standards related to accessibility. R. Southwood, Associate Director, Facility Planning and Sustainability, Facilities Management provided members with a presentation.

S. Southwood addressed Governor McKelvie’s question and informed members that approval from the Board will be requested for additional funds taking into consideration the College’s financial situation post COVID-19.

Additional questions from members were answered.

#### **RESOLUTION**

##### **MOVED & SECONDED: J. McCracken & A. Lawrence**

**THAT** the Board of Governors approve an expenditure of up to \$1,200,000, funded 50% from internally restricted net assets and 50% from in-year Strategic Investment Priorities budget, for fiscal year 2021-22 to address non-mandatory campus infrastructure upgrades and select deferred maintenance liabilities to improve campus accessibility for learners and employees with disabilities.

**CARRIED.**

##### **5.2 R3 (Rethink, Redesign, Reimagine) Project Update and 2021-22 Funding Request**

L. Stanbra, Vice President, Student Services informed members that the last update to the Board of Governors was on October 26, 2020, where approval to proceed with the contract with Unit4 was received. The purpose of the presentation was to seek Board approval for the project’s 2021-22 budget.

Co-business Leads L. Pollock, Chief Digital Officer, and K. Pearson, Registrar, presented an update of the R3 project. Phase 1 – Project Planning was completed on February 28, 2021. Members were provided with key activities of the project, including Phase 2 activities such as engaging the College

community with the R3 Speak Up session. L. Pollock presented members with the overall project cost and the estimated five-year financial projections.

S. Wong, Senior Project Manager, R3 attended the meeting to answer any questions from members.

Questions from members were answered.

Governor Darwin joined the meeting at approximately 4:45 p.m.

#### **RESOLUTION**

##### **MOVED & SECONDED: S. Tudor & J. McCracken**

**THAT** the Board of Governors approves a \$21.8 million expenditure for fiscal year 2021-22 from College reserve funds to continue the implementation work for the R3 Project consisting of the contracted work with Unit4 and the supporting activities of developing the business architecture, identity and access management, and data governance required to support implementation of a new Unit4 Student Information System.

**ABSTAINED: W. Johnson**

**CARRIED.**

## **6. DECISION ITEMS & REPORTS**

### **6.1 2021-23 Business Plan and 2021-22 Annual Budget**

Members of the Algonquin College Executive Team presented the 2021-23 Business Plan and G. Perry, Chief Financial Officer, presented the 2021-22 Annual Budget. The Ministry of Colleges and Universities requires Ontario colleges to prepare and submit an Annual Budget and Business Plan each year. Due to the uncertainty of the financial impacts to the College related to the COVID-19 pandemic, the presentation of the Draft Annual Budget to the Board of Governors was delayed to April this year. Pending approval of the 2021-23 Business Plan and the 2021-22 Annual Budget by the Board of Governors, the document will be submitted to the Ministry of Colleges and Universities, and posted to the College's website. In addition, a Town Hall meeting will be held on April 22, 2021 to inform all College employees of the 2021-23 Business Plan and 2021-22 Approved Annual Budget.

Governor Dhawan exited the meeting at 5:31 p.m.

Questions from Governors on the Business Plan and 2021-22 Annual Budget were answered.

#### **RESOLUTION**

##### **MOVED & SECONDED: R. Wilson & A. O'Bonsawin**

**THAT** the Board of Governors approves the Draft 2021-23 Business Plan and the 2021-22 Draft Annual Budget with a projected net contribution deficit of \$10 million.

**CARRIED.**

## **7. ITEMS FOR INFORMATION**

### **7.1 Report from the Board Chair**

Governor McLaren provided highlights of the following from his report:

- 2021 Election of Internal Members to the Board of Governors – Result;
- 2021 Spring Board of Governors Retreat – March 27, 2021; and

- New Governor Recruitment Campaign – Perth Area

Members accepted this agenda item for information.

### **7.2 Report from the President**

President Brulé provided highlights of the following from his report:

- Virtual meetings with key external contacts, elected officials, and community leaders;
- Continued advocacy regarding the Ottawa Campus of Care; and
- Committee of Presidents virtual meetings.

Members accepted this agenda item for information.

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

Members accepted this agenda item for information.

### **7.4 2020-21 Board of Governors Workplan**

Members accepted this agenda item for information.

### **7.5 Confirmation of Mandatory Government Remittances**

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.

Governor McLaren shared a special announcement acknowledging the generosity Governor Audrey Lawrence. Thanks to her vision and leadership, she is establishing the Audrey Lawrence AC Online Bursary with a generous donation of over \$15,000. The bursary will be used to provide annual awards to two full-time students, and consideration for part-time students. The formal recognition event will be hosted at noon on May 3, and a formal invitation will be sent out in the next coming weeks. Governor McLaren thanked Governor Lawrence on behalf of the Board of Governors.

## **9. REGULAR MEETING ADJOURNMENT**

There being no further business, the motion to adjourn the meeting was moved and seconded by Governors G. Beck and V. Sayah.

The regular meeting adjourned at 6:35 p.m. The Algonquin College Executive Team and College staff exited the meeting at 6:35 p.m.

## **10. IN CAMERA**

An In Camera session was held for Governors only at 6:45 p.m.

## **11. MEETING WITHOUT MANAGEMENT**

## **12. IN CAMERA MEETING ADJOURNMENT**



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Jay McLaren, Chair



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Victoria Tiqui-Sanford, Recorder



## **APPENDIX A - Observers:**

Ahmed Waked, Associate Director Facilities Development, Facilities Management  
Alanna McDonnell, Director of Marketing, Student Services  
Angela Rintoul, Professor, Health and Community Studies, Pembroke Campus  
Angela Peterson, Associate Chair, School of Advanced Technology  
Ayanna Fisher, Student, Bachelor of Science in Nursing, School of Health & Community Studies  
Barb Nauth, Algonquin College Retiree  
Ben Bridgstock, Director, Student Support Services, Student Services  
Brent Brownlee, Director, Campus Services  
Brett Thoms, Student/Journalist, School of Media and Design  
Bryan Eburne, Manager, Fees, Curriculum and Reporting, Registrar's Office  
Carolyn McCluskey, Senior Financial Analyst, Academic Operations and Planning (Manager's Office)  
Christopher Carroll, Social Media Officer, Communications  
Cindy Harrison, Acting Chair, Police & Public Safety Institute  
Colin Bonang, Director, Risk Management  
Cresdelle Zubrycki, Senior Financial Analyst, Financial Services  
Cristina Holguin-Pando, Director, Applied Research, Innovation and Entrepreneurship  
Dan Pihlainen, Chair, Media Studies, Faculty of Arts, Media and Design  
Daniel Kelly, Professor, School of Advanced Technology  
Dave O'Grady, Manager, Talent & HR Programs, People and Culture  
David Soltis, Director, People Culture, Human Resources  
Deseray Rabb, Student, Bachelor of Science in Nursing, School of Health & Community Studies  
Doreen Jans, Manager, Financial Planning, Finance and Administrative Services  
Emily Woods, Director, Financial Planning, Finance and Administrative Services  
Eric Marois, Dean, School of Advanced Technology, Academic Services  
Erin Langevin, Director, Labour Relations, Human Resources  
Erin Moore, Student, Bachelor of Science in Nursing, School of Health & Community Studies  
Ernest Mulvey, Director, International Education Centre  
Farbod Karimi, Chair, Learning and Teaching Services, Academic Development  
Fatima Matar, Executive Support Clerk, Board of Governors  
Grant Perry, Chief Financial Officer, Finance and Administrative Services  
Hannah Usher, Student, Bachelor of Science in Nursing, School of Health & Community Studies  
Ian Lewer, Director of Philanthropy, Advancement  
James Mwangi, Professor, ICT, Applications & Programming  
James Pede, Manager, Accounting, Purchasing and Logistics, Finance and Administrative Services  
Jamie Bramburger, Manager, Community and Student Affairs, Pembroke Campus  
Jane Trakalo, Dean, Faculty of Health, Public Safety and Community Studies  
Janet Hunter, Communications Manager, Registrar's Office  
Jeff Agate, Associate Director, Student Support Services  
Jennifer Vanderburg, Library Technician, Library, Ottawa Campus  
Jeremy Lavoie, Audio Visual Technician, End Point Support Services  
Jerry Van Olst, Manager, AC Corporate Training (Sales), Business Development  
Jessica House, Manager, Business Process Review, Student Services  
Jodi Bucholtz, Marketing, Event Planning and Recruitment Coordinator, Community and Student Affairs  
Jodi Jaffray, Chair, Community Studies, Faculty of Health, Public Safety and Community Studies  
John Weerdenburg (Governor in-waiting)  
Julie Beauchamp, Dean, School of Business

Kathryn Leroux, Manager, Global, Online and Corporate Learning  
Kelli Doucet, Financial Services Supervisor, Financial Services  
Keltie Jones, Dean, Algonquin College, Pembroke  
Kerri-Lynn Weeks, Program Coordinator, Bachelor of Science in Nursing, Health and Community Studies  
Kina Simmonds, Administrative Assistant, Finance & Administrative Services  
Krista Pearson, Registrar, Registrar's Office  
Laura Williams, Contractor  
Lisa Inderwick, Prospect Researcher and Data Analyst, Advancement Services  
Lisbet Paulovich, Manager, IT Application Development, IT Service Delivery  
Lois Pollock, Chief Digital Officer, ITS, Finance and Administration  
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  
Martha White, Manager, International Student Integration, International Operations  
Melissa Jarvis, Professor, Health and Community Studies, Pembroke Campus  
Michael Qaqish, Manager, Government Relations and Special Advisor to the President, President's Office  
Michelle Cameron, International Student Advisor Lead, International Student Integration  
Mitchell Usher, Student, Bachelor of Commerce in Supply Chain Management, School of Business  
Nancy Druick, Manager of Philanthropy, Development and Fundraising  
Nathaniel Parant, Activity and Events Representative, Mamidosewin Centre  
Olivia Routliffe, Support Officer, Events  
Patrick Devey, Associate Vice-President, Global, Online and Corporate Learning, Academic Services  
Peggy Li, Student, Bachelor of Science in Nursing, School of Health & Community Studies  
Philip Belanger, Project Manager, Colliers Project Leaders, Facilities Management  
Rebecca Volk, Manager, Centre for Organizational Learning  
Robyn Heaton, Dean, Faculty of Arts, Media and Design  
Ryan Southwood, Acting Executive Director, Facilities Management  
Sam Wong, Senior Project Manager, R3 Project  
Sandra Larwill, Academic Chair, Academic Operations and Planning  
Sara-Lynne Levine, Communications Officer, Communications  
Sherryl Fraser, Chair, Design Studies, Faculty of Arts, Media and Design  
Susan Mainse, Manager, Risk Management  
Teri Kinnunen, Manager, Corporate Budgeting, Financial Planning  
Vera Wilson, Student, Bachelor of Science in Nursing, School of Health & Community Studies  
Yen Do, Associate Director, IT Service Delivery, Information Technology Services  
Zachary Deorksen, Support Analyst, Financial Services