
APPROVED

MINUTES OF MEETING NUMBER FOUR HUNDRED AND THIRTY-ONE OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON MONDAY, DECEMBER 10, 2007 AT 5:00 P.M. AT ALGONQUIN COLLEGE, WOODROFFE CAMPUS IN THE ROSSER BOARDROOM

Present: Shirley Westeinde, Chair
James Robblee, Vice Chair
William Johnson
Vini Bhindi
Fred Blackstein
Robert Gillett, President
Wayne McIntyre
Peter Quinn
Veronica Engelberts
Sterling Hartley
Wayne Wilson
Lana March
Amelita Armit
Michael Tremblay

Regrets: David Wallace, Past Chair
Carman Joynt
Randy Williams

Vice Presidents seated at the table:

Raymonde Hanson, Academic
Robert Letourneau, Administration
Kent MacDonald, Student Services and Development

Resource Personnel and Observers:

Dawn Dubé, Executive Director, Advancement
Jamie Bramburger, Manager, Community and Student Affairs, ACOV
Mike Rushton, Director, Physical Resources
Maryanne Mask, Manager, Administrative Services
Murray Kyte, Chair, Business, Technology and Outdoor Training Department
Marguerite Donohue, Executive Dean, Academic Development
Jayne Brophy, Former Governor, Pembroke Mall Management
Doug Ouderkirk, Executive Director, Academic Operations & Planning
Luc Presseau, Director, Human Resource
Brenda Rothwell, Executive Director, College Foundation
Andrew McKelvey, Acting Manager, Media Relations, Advancement
Gerry Barker, Executive Dean, Faculty of Health, Public Safety and Community Studies
Barbara Foulds, Associate Dean, Nursing Studies, Faculty of Health, Public Safety and Community Studies
Marlene Tosh, Chair, Allied Health, Faculty of Health, Public Safety and Community Studies
Miranda Wilson
Recording Secretary

The Chair called the meeting to order at 5:06 p.m. and welcomed all in attendance. The Board of Governors participated in a tour of Faculty of Health, Public Safety and Community Studies Simulation Centre for Health Studies and the videoconferencing suite today prior to the Board meeting.

07-82 CONFLICT OF INTEREST DECLARATION

None.

07-83 APPROVAL OF PREVIOUS MINUTES

RESOLUTION

MOVED AND SECONDED – Johnston and Engelberts

that the minutes of the meeting held on November 12, 2007 be approved as amended.

CARRIED

07-84 BUSINESS ARISING

None.

07-85 PRESENTATION

PROGRAM APPROVAL: ANESTHESIA ASSISTANT

R. Hanson, Vice President, Academic, introduced G. Barker, Executive Dean, Faculty of Health, Public Safety and Community Studies. G. Barker introduced B. Foulds, Associate Dean, Health Studies, Faculty of Health, Public Safety and Community Studies, and M. Tosh, Chair, Allied Health, Faculty of Health, Public Safety and Community Studies.

M. Tosh reported that the purpose of today's presentation was to seek Board approval to offer the one-year Ontario College Graduate Certificate program, Anesthesia Assistant, effective in the winter, 2008. At the April 24th meeting of the Algonquin Connecting the Expertise of the Internationally Trained (ACE IT) Steering Committee, they unanimously approved of the Anesthesia Assistant program proposal.

The Anesthesia Assistant program would enable health care practitioners or graduates of the Respiratory Therapy program to obtain theoretical knowledge and practical skills to provide assistance in anesthesia related settings. M. Tosh

07-85 PRESENTATION (cont'd)**PROGRAM APPROVAL: ANESTHESIA ASSISTANT** (cont'd)

added that this would provide the opportunity for graduates to further their education in a specialty area.

The Faculty of Health, Public Safety and Community Studies has established a partnership with Fanshawe College and Thompsons River University to seek approval to offer this program. There are currently only four offerings of the Anesthesia Assistant program in the province. M. Tosh added that Fanshawe College had recently submitted a proposal to offer this program and approval was granted by the Ministry of Training, Colleges and Universities (MTCU).

Graduates will work under the direction and supervision of anaesthesiologists and should find employment in hospitals and research settings. It is anticipated that this is a field of employment that will offer a significant number of jobs in the coming years and will be a growth profession. The recommendation of the Ontario Operative Anesthesia Committee is that there should be one FTE anesthesia assistant for every two operating rooms. M. Tosh added that having an anesthesia assistant would reduce the wait times for surgeries.

The program was developed as a bridging option for Internationally Educated Health Professionals (IEHP). Three courses would be offered during the first semester with 150 hours in total and 500 hours in total in the second semester; although, 350 hours would be for the clinical component.

Questions/Comments:

- *Governor Quinn questioned whether any work-related experience would be required.* M. Tosh responded that the students would be required to be Respiratory Therapy graduates who would have experience in their field.
- *Governor Johnson enquired about how the partnership was established.* M. Tosh responded that staff in the School of Health and Community Studies researched what other colleges were offering this program. The results indicated that most universities were offering this program as a distance education model. Through collaboration with Fanshawe College, who was also looking to develop curriculum for this program, while Algonquin had already submitted some revisions to one of the universities following a review of their curriculum, a partnership was developed.
- Governor Robblee reported that the University of Ottawa Heart Institute does employ anesthesia assistants and that he wrote the program for Thompson River University. He agreed that the demand for anesthesia assistants is rising and that problems with the long waiting lists have attracted government interest. Governor Robblee added that an anesthesia assistant is employed in his division, the Division of Cardiac Anesthesiology and that they are an important safety feature.

07-85 PRESENTATION (cont'd)**PROGRAM APPROVAL: ANESTHESIA ASSISTANT** (cont'd)*Questions/Comments: (cont'd)*

- Governor Robblee expressed a concern with the lack of clinical material available in the operating rooms. He suggested expanding the scope of placements beyond the Ottawa Hospital to ensure the projected number of students is adequate to the amount of placements available. He added that he supports this program and believes it is a step forward for the College.
- In response to an inquiry, M. Tosh advised that funding was provided to purchase a mannequin and to hire one anesthesia assistant resident.
- *Governor Bhindi enquired about how the prerequisites would be determined.* M. Tosh responded that this is regulated, by the College of Respiratory Therapists of Ontario (CRTO). The Colleges intent is to offer this program to Respiratory Therapy and graduates as well as Registered Nurses.
- *Governor Johnson advised that the College would not receive the full grant for this program until 2011. He asked that the College research options to develop a policy when the College is doing something exceptional.* The President responded that the government has been made aware of the issues faced by Colleges and that the argument would be made again in the future.
- *Governor Wilson asked why the College has requested the addition of one part-time technical support staff. He also asked if the College would attempt to seek a full-time employee first and then if required request the addition of a part-time staff.* M. Tosh responded that the support is required for ten professors and a combination of Anesthesia Assistants and Anaesthesiologists. She added that these specialists are not likely to be available or interested in a full-time teaching role as they are committed to their professional clinical practice.
- *Governor Wilson asked if a full-time Anesthesia Assistant or Anesthesiologist would be considered.* M. Tosh responded that since this is also a speciality area, their concern is trying to find a full-time professor when their services are required in the hospitals. However, the College will monitor the availability of full-time staff.

RESOLUTION

MOVED AND SECONDED – Robblee and Bhindi

that the Board of Governors approve the offering of the Anesthesia Assistant program effective winter, 2008 and seek validation of the program title and outcomes from the Curriculum Validation Service and approval for funding from the Ministry of Training, Colleges and Universities.

FULLY CARRIED

07-85 PRESENTATION (cont'd)**GOVERNANCE COMMITTEE**

The Chair provided an update since the information provided at the last Board meeting on the establishment of a Governance Committee. She added that the suggestion to develop this committee came as a result of terms of four Governors expiring in August, 2008, the learning curve to understand the role of the Board and the need for a forum to discuss governance issues. The draft Terms of Reference was provided.

Governor Armit recommended the establishment of a Governance Committee and reviewed some of the key points:

- The requirement for a Governance Committee is common practice at many institutions.
- Results from the College Compensation Council indicate that Boards have improved following the launch of this type of committee.
- There is a need for further focus and accountability.
- Governance issues that the Board would like to consider could be presented to the Governance Committee for deliberation which could lead to more participation over time.
- The characteristics of the Governance Committee are included in Section E of the Terms of Reference.
- The Governance Committee may not need to meet on an ongoing basis and could come together on an as needed basis.
- The Governance Committee could serve as the Nomination Committee for vacancies on the Board.
- The establishment of this committee could bring wider perspectives and utilize specific Board expertise on matters coming to the Board for consideration.
- The functions of the Governance Committee could be expanded as required.

Questions/Comments:

- *Governor Wilson questioned the composition of the Governance Committee that was included in the terms of reference (section F) and recommended that the committee report to the Board for approval instead of to the Executive Committee.*
- *Governor Wilson suggested electing Governors to sit on the Governance Committee. If there are more volunteers than space on the committee, an election will be held.*
- *Governor Wilson recommended the addition of the "community representation" in section G, number 2.*
- *Governors Johnson and Robblee agreed that the Governance Committee should report to the Board.*
- *Governor March asked Governor Armit to respond to Governor Wilson's comments. Governor Armit responded that she felt that if the Governance Committee reported to the Executive Committee this could provide some control to ensure that there are different Governors sitting on the committees*

07-85 PRESENTATION (cont'd)**GOVERNANCE COMMITTEE (cont'd)**

as well as some control over the composition of the committee. She added that the terms of reference were presented to the Board for approval and could be revised following direction from the Board. In response to Governor Wilson's second recommendation, Governor Armit advised that the intent of the draft document is to establish some base principles in terms of balance and to ensure that there is adequate community representation. She felt that the addition of "community representation" could enhance the terms of reference.

- *Governor Robblee commented that he did not see a distinction between the expertise required or specific composition, and that there should not be a restriction on the number of internal Governors who may wish to become a member of the committee.*
- *Governor Bhindi questioned the rationale behind specifying the length of term for the committee. Governor Armit responded that feedback indicated that similar committees were not established in the past because of the lack of availability of members. However, if the establishment of a Governance Committee is approved by the Board, the timeline for this committee could be extended as required.*
- *Governor Johnson added that one of the problems is that external Governors are limited to one, two or three year terms. Also, with new Governors joining the Board in September, 2008, some may wish to wait to become more familiar with the process of the Board prior to joining a committee. He suggested that some continuity be established.*

RESOLUTION

MOVED AND SECONDED – Quinn and March

that the Board of Governors approve as amended, the establishment of a Governance Committee in accordance with the principles outlined in the report provided.

CARRIED

Governors were asked to submit their names and availability in January, 2008, to the Board office if they wished to join the Governance Committee so that a meeting can be scheduled.

RESOLUTION

MOVED AND SECONDED – March and Wilson

that Governor Armit is appointed as Chair of the Governance Committee.

FULLY CARRIED

07-86 REPORT OF THE CHAIR

The Chair reported the following:

Board's Annual Christmas Dinner

The Board of Governors' Annual Christmas dinner will be held in the Restaurant International following's today's meeting.

Colleges Ontario Annual Conference

The Chair reminded Governors that should they wish to attend the annual College Ontario Conference that will be held in London on February 10 and 11, 2008, to submit their name to the Board Office as soon as possible.

United Way Touchdown Event

The United Way Touchdown event was held at the Woodroffe Campus on November 29th. Together, the Woodroffe, Perth and Pembroke Campuses raised \$112,040.40, a campaign total that is 49% higher than it was just five years ago.

Algonquin Graduate Received Premier's Award

An Algonquin graduate has won a 2007 Ontario Premier's Award in the Health Sciences category. Abdul Abdulrahman, Respiratory Therapy program graduate, Class of 2003, is one of six Ontario College alumni to win this prestigious award this year.

Camp Smitty

Algonquin College donated two student-made bunkhouses to Camp Smitty on November 27th. Students in the Building Construction Technician Program built two completely finished bunkhouses that will increase the housing capacity on the Camp Smitty grounds. Ottawa Senators Alumni were on the Woodroffe Campus to help welcome the new bunkhouses to Camp Smitty.

07-87 REPORT OF THE PRESIDENT

The President reported on the following:

- Meetings have been held with the new Minister, John Milloy, Ministry of Training, Colleges and Universities, to make him aware of our concerns. There is not much sympathy for increasing operating grants despite the poor standing of Ontario compared to other provinces. The priorities of the government are: access for underserved; poverty reduction; skills and training; and, an improved economy.
- A budget submission was made by Colleges Ontario to the government about the unacceptable lack of investment planned for 2008/09 and the fact that

07-87 REPORT OF THE PRESIDENT (cont'd)

- Colleges are falling behind on even inflationary costs, which limits the opportunity for new investments that are essential to grow the system and generate the skilled workforce.
- Colleges Ontario met to examine the restructuring of the governance of Colleges Ontario, which would make better use of Governors' time by involving them in specific advocacy activities. The new model will be presented at the General Assembly meeting in January, 2008. The Chair and Presidents will still meet twice a year.
 - A submission was made by Colleges Ontario to Mr. Whitaker on behalf of all 24 Colleges, which will be made public on January 14th. A briefing will be included at the January Board meeting.
 - The College is continuing to meet with politicians to advocate for capital dollars to build a trade's centre, health care facility and a new Pembroke Campus. The President will meet with the new Minister, John Milloy, on Wednesday to present the College's case for the upcoming budget. Minister Watson will also be at that meeting. The College is also in communication with Federal Minister John Baird and MP David McGuinty. Algonquin has submitted the single largest request for funding, but every College is requesting funding for projects. The Ministry of Training, Colleges and Universities is particularly interested in the projected growth in the GTA area. The College has made its case and the final decision now rests with the government.

Questions/Comments:

- *Governor Wilson questioned the response from the Minister.* The President responded that this resulted from the government contributing \$2.2 billion to post-secondary education over five years and there seems to be no sympathy for additional operating grants 2007/08.
- *The Chair questioned the progress with the City on the transfer of land.* The President confirmed that the transfer is complete with just the usual details to be finalized; however, the land has been secured and payment finalized.
- *The Chair questioned the results from the General Assembly meeting with Board Chairs and College Presidents.* The President responded that it was not well attended by Board Chairs, however, it was agreed that Colleges Ontario will distribute a Governance Review document in early January, 2008, which each Board can review more thoroughly prior to a vote at the General Assembly. Governor Johnson added that there was some discussion on finding a better role for the Board Chairs, possibly a Council of Governors.

07-88 DECISION ITEMS AND REPORTS**PEMBROKE CAMPUS UPDATE**

R. Hanson, Vice President, Academic, presented an update on the development of a new Algonquin College in the Ottawa Valley and that the College is seeking

07-88 DECISION ITEMS AND REPORTS (cont'd)**PEMBROKE CAMPUS UPDATE (cont'd)**

approval of the Board to request funding from the various levels of government in support of the new campus. R. Hanson introduced K. Davies, Dean, Algonquin College in the Ottawa Valley (ACOV).

K. Davies acknowledged the ACOV Team for their contribution to the project:

- Jamie Bramburger, Manager, Community and Student Affairs
- Mike Rushton, Director, Physical Resources, Woodroffe Campus
- Maryanne Mask, Manager, Administrative Services
- Murray Kyte, Chair, Business, Technology and Outdoor Training Department
- Kelly Kidd, Acting Chair, Health and Community Studies
- Sharon Moreau, Secretary, Dean's Office
- Debra Balasevicius, Chair, Health and Community Studies
- Melissa Brasch, Academic Clerk

K. Davies reported that this is a community driven project. As a new person to the area, she found following her research and discussions with the community, a significant demand for a new campus. J. Brophy, a resident of Pembroke and a former Governor was also approached for feedback.

J. Bramburger, Manager, Community and Student Affairs, presented a map for Governors of the current location of the campus and proposed location for the new campus, the proposed location for the Outdoor Training activities and where downtown Pembroke is located adjacent to the proposed new campus location. He added that they are at a turning point for the Ottawa Valley campus since they have reached the highest enrolment in its 40 year history. There is unprecedented community support, a necessity to grow to meet the labour needs of the region, and at the current campus, there is no room for expansion.

The highlights of the government proposal document were presented as follows:

- Current building is landlocked.
- Current building is non-compliant with the Ontarians with Disabilities Act.
- An aging building resulting in poor value on continued investment.
- An unattractive facility which is causing the College to lose students to other colleges and there are limited recreation facilities.
- Campus cannot provide the kind of learning environment needed and it is poorly configured.
- Commitment from the City of Pembroke has been given to provide the land.
- Support for 2.5 million dollar community fundraising campaign.
- Twenty-five letters of support have already been received and many newspapers are supporting the project.
- Economic Impact Study.

K. Davies advised that the plan matches government priorities in Ontario by increasing accessibility to post-secondary education and apprenticeship programs in rural (remote) communities, there are more first-generation learners,

07-88 DECISION ITEMS AND REPORTS (cont'd)**PEMBROKE CAMPUS UPDATE (cont'd)**

the revitalization of historic downtown and the expansion of Employment Ontario programming. She added that the plan demonstrates the need for a new campus because of growth at CFB Petawawa, turbulent times in the Manufacturing and Forestry sectors, transition from resource to knowledge-based economy, economic stimulus package for Renfrew County and the revitalization of downtown Pembroke.

K. Davies provided an update since the last Board meeting advising that the government proposal document, space plan, costing for the new campus and site due diligence have all been completed. The Business Plan was approved by the President's Executive Committee and fundraising cabinet established.

Questions/Comments:

- *Governor Quinn questioned what is available for student housing.* K. Davies responded that currently some students are travelling or living with staff members due to lack of housing available near the campus. The addition of a residence has been proposed and options for a partnership reviewed. The President added that residences are not funded by the government so the College is working with the private sector. The College does still have time to explore options since the plans for the new campus may not be finalized until 2009/10.
- *Governor Robblee commented that the government has a five year capital plan and if you were not included in the plan it is difficult to obtain approval from the Ministry. The first step would be to mobilize strong political support and that more is required in terms of health care.* The President responded that the College is organizing political support, but the Ottawa and Pembroke plans are separate because there are different advocates and different funding sources. The College is trying to organize political support at all levels of government.
- *Governor Tremblay questioned the impact on other colleges since this is the third major project where the College is seeking funding.* The President responded that having all of the projects at the same time is challenging, but other colleges are making submissions as well. George Brown has requested 80 million dollars for an expansion in the GTA.
- *Governor Johnson questioned if there has been talk that the Pembroke Campus could be the twenty-fifth College in Ontario since the City of Pembroke is changing in a fundamental way.* It was responded that this has not been considered since its size fits the model of an ancillary campus. An independent campus would cost a lot and the backup services would not be available from the main campus.
- *Governor Johnson asked why we deduct our administrative expenses from our costs and what did these expenses cover.* K. Davies responded that we deduct these expenses because these costs are normally covered centrally; no other Schools at the College reflect these costs in their department

07-88 DECISION ITEMS AND REPORTS (cont'd)**PEMBROKE CAMPUS UPDATE (cont'd)***Questions/Comments: (cont'd)*

- budgets. These expenses cover administration, maintenance, student services and security as examples.
- Governor Bhindi congratulated K. Davies and J. Bramburger for obtaining the extensive support that was included in the document.
 - The President reported that the College is discussing alternative financing options and would like to incorporate the new model in the College system. The College is willing to pilot this model to demonstrate how it could be successful.
 - Governor Wilson added that it is very important to have strong support mechanisms in place for students in order for them to be successful.
 - *The Chair questioned what happens with the money raised through fundraising if the request for funding for a new campus is not granted.* The President responded that the donations are received in trust, and would be returned.
 - *The Chair questioned the process for construction.* M. Rushton, Director, Physical Resources, responded that an architect was hired to draft a plan to include the space estimates for the new building which included all functional categories and net assignable area as well as the total square footage. There have been no agreements made at this time to hire a contractor.
 - *Governor Johnson questioned the current project costs.* They were reported as 69 million dollars for the Centre of Construction and Building Trades (CCTBS), 26 million dollars for funding the new Pembroke Campus and 2 million dollars for Perth Campus.

RESOLUTION

MOVED AND SECONDED – Blackstein and March

that the Board of Governors authorized the College to work with the provincial government and other funding sources to advance the proposal to relocate the Pembroke Campus as outlined in the document "*Renaissance Square – Enriching Lives and Communities*" dated November 30, 2007.

FULLY CARRIED

07-89 MANAGEMENT SUMMARY REPORT

The complete Management Summary report is available at <http://www.algonquincollege.com/board/minutes.htm>.

07-89 MANAGEMENT SUMMARY REPORT (cont'd)*Questions/Comments:*

- *Governor Engelberts asked, in reference to the radio and print campaigns that were identified on page 12, is there any interactive exploration for online radio and print campaigns. D. Dubé, Executive Director, Advancement, responded that the Advancement division is exploring this option.*

07-90 INFORMATION ITEMS

The following information items were on the table:

- Algonquin Times, December 6th Edition
- On Course, Winter 2008 Catalogue
- Colleges Ontario, College Voice – November 2007 Edition

07-91 OTHER BUSINESS

Governor Wilson advised that he was resigning from the Board effective December, 2007. He thanked the Board for the opportunity to serve as a Governor and added that he is sure he will be replaced by an equally keen and interesting faculty member. The Chair thanked Governor Wilson for his contribution and wished him well in the future.

Governor Blackstein reported that in light of the outcome of the new campus presentation, he has requested that his appointment to the Board of Governors be extended for an additional two years to complete his full three-year term.

RESOLUTION

MOVED AND SECONDED – Armit and Bhindi

that meeting #431 of the Board of Governors of Algonquin College adjourn for the evening at 6:32 p.m.

CARRIED

Shirley Westeinde
Chair

Miranda Wilson
Recording Secretary