

APPROVED

MINUTES OF MEETING NUMBER FOUR HUNDRED AND FORTY SIX OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE WHICH WAS HELD ON MONDAY, MAY 11, 2009, AT 6:00 P.M. AT CANADIAN FORCES BASE PETAWAWA, ONTARIO

Present	James Robblee, Chair Stephen Abraham Fred Blackstein Michael Dunlop Veronica Engelberts Robert Gillett, President William Johnson Carman Joynt Lana March Doug Orendorff John Owens Valerie Sayah Michael Tremblay	Regrets	Amelita Armit Abayomi Anifowoshe Sterling Hartley J.P. Lamarche
		Vice Presidents	Gerry Barker, Human Resources Robert Letourneau, Administration Kent MacDonald, Academic Joy McKinnon, Business Development Deborah Rowan-Legg, Student Services

Anna Cobus, Recording Secretary

Guests

Jamie Bramburger, Manager of Community and Student Affairs, ACOV
Mark Branecki, Health and Community Studies, ACOV
Claude Brulé, Executive Dean, Faculty of Technology and Trades
Karen Davies, Dean, Algonquin College in the Ottawa Valley
Pauline Edmonds, Faculty, ACOV & Faculty Representative on the Board in 200/2010
Yusuf Khan, 2009/2010 Student Representative on the Board of Governors
Kelly Kidd, Health and Community Studies, ACOV
Murray Kyte, Chair, Algonquin College in the Ottawa Valley
Maryanne Mask, Manager, Admin. Services, ACOV
Col. Bill Moore, Base Commander, CFB Petawawa
Kathryn Moore, Registrar
Sharon Moreau, Dean's Office, ACOV
Shawn Pentecost, Health and Community Studies, ACOV
Kim Tysick, Executive Dean, Faculty of Health, Public Safety and Community Studies

The Chair called the meeting to order at 6:06 p.m. and welcomed all in attendance at the meeting of the Board which was held at CFB Petawawa. The staff of Algonquin College in the Ottawa Valley were thanked for arranging the meeting and, as well, Base Commander Colonel Bill Moore was thanked for hosting the meeting. Appreciation of the Board and College was expressed to the military community and support was conveyed to the troops and their families for their efforts on behalf of the Country.

09-31 CONFLICT OF INTEREST DECLARATION

None.

09-32 APPROVAL OF PREVIOUS MINUTES

RESOLUTION

MOVED AND SECONDED – Owens and Engelberts

That the minutes of April 13, 2009, be approved as amended.

Questions/Comments:

- Governor Sayah indicated that a question she had asked regarding KPIs, as well as a message of congratulations to Joe Ranieri and the Corporate Training Area related to an award received at the recent Colleges Ontario conference, was not included in the minutes. It was agreed that the previous minutes would be amended to include the missing information.

09-33 BUSINESS ARISING

None.

09-34 PRESENTATION

CAPITAL PLANS OVERVIEW

Mike Rushton, Director of Physical Resources, spoke to the presentation distributed to Governors in advance of the meeting which provided an update on the College's capital plans. Topics covered in the presentation included a recap of the November 10, 2008, capital presentation to the Board; the infrastructure response to the 2008-2013 Strategic Plan/Transformation; the evolving Woodroffe growth picture; a major capital plan update; and, challenges and risks. Also reviewed was a project implementation timeline for both the currently approved projects (EDCCTBS, Perth Expansion, Pembroke Relocation) and the projects under consideration (Student Commons, Bridging to 2012, Healthy Communities Initiative and Virtual College).

09-34 PRESENTATION (cont'd)CAPITAL PLANS OVERVIEW (cont'd)*Questions/Comments:*

- *Why has the GSF/headcount been reduced from 70 (in May, 2008) to 60 (in May, 2009)?* The GSF has been updated based on projected growth rates which are required for the College to maintain its share of system average;
- *Will the College be shovel ready for Perth and Pembroke should stimulus funding be announced?*
Yes.
- *Is it anticipated that there will be a decline in demand for classroom space, or will the demand stay constant as our student population increases? And how will moving theory into a virtual environment impact this?* Moving theory to the virtual environment will allow the College to allocate less space to classrooms for theoretical learning and utilize the freed up space for the applied learning which cannot be done in a virtual environment.
- *Is there a policy or is the College committed to moving traditional theory to home study?* The College is committed to providing most of the applied education to its students on campus and it will be a combination of theoretical, virtual and applied learning that the student will receive. The current fastest growing university in North America is entirely online. This is an evolution of the 20% of hybrid delivery that the College is already delivering. In addition, a number of student services will be expanded in terms of administrative procedures. The Chair observed that when he completed his MBA in 2001, \$5B of world-wide learning was done in the virtual classroom, with that number expected to grow to \$25B in 2015, a 500% increase.
- *If we don't receive government funding for the Perth and Pembroke projects, they will be funded from borrowed monies as previously approved by the Board. Is the assumption correct that should funding be received, the borrowing capacity could be shifted to other strategic priorities?*
Yes. The assumption is correct but would require Board approval.
- *What plans are in place to mitigate the risks related to the Government's definition of "materially complete" to be eligible for stimulus funding, as well as the challenge of time and resources should the project completion dates be advanced?* The most important factor is that the College be ready ahead of time and plan for any changes to completion deadlines before announcements are made. The jobs in Perth and Pembroke are not as much of a concern as there have been contractors in contact with the College expressing their interests in the projects and, as well, the scale is much smaller. In terms of the Ottawa construction, three contractors have already been prequalified to submit design/build proposals and they are firms which have the capacity to complete the work.

09-35 REPORT OF THE CHAIR

The Chair reported that a call has gone out to the Governors seeking representatives to fill positions of Board Officers for 2009/2010 and also to fill the available positions on the Audit Committee for 2009/2010. Those Governors interested in serving in any of the positions were asked to notify A. Cobus by Friday, May 22nd, in preparation for a motion to be tabled at the June 8th meeting of the Board to approve the membership of both the Executive and Audit Committees for the upcoming year.

The Annual Staff BBQ is scheduled for Thursday, May 14th and those interested in attending were asked to advise the Board Office.

The June 8th meeting will also be the Annual General Meeting of the Board at which time the 2008/2009 Audited Financial Statements will be presented. Following the meeting, Governors and their spouses or guests are invited to the President's home for a dinner; invitations will be emailed to Governors.

The Pembroke Convocation is being held on Saturday, May 30th and the Perth Convocation is on Thursday, June 4th. Ottawa Convocation Ceremonies will take place throughout June 18th and 19th and Governors will be sent an invitation to all ceremonies.

The Fall Convocation will take place at the National Arts Centre on October 27, 2009.

A Board Retreat is being scheduled for early October and Governors were asked to advise the Board Office as to their availability on the potential dates circulated via email.

09-36 REPORT OF THE PRESIDENT

The President reported that it is anticipated that system direction from the Government related to Post Secondary Education will be delivered in the fall. A new funding formula was to have been announced in May or June, but at this time there is no indication about when it may come forward.

The College has set a growth rate of 9.3% for 2009/2010, and it appears it is on track to meet the target at the current time.

The next round of provincial faculty bargaining will be beginning in June. A ruling on Bill 90 is not expected from the Labour Board before late fall.

Questions/Comments:

- Governor March inquired as to how provincial bargaining will be affected by moving to a virtual College. The President responded that all actions being taken by the College are within the Collective agreement.

09-37 DECISION ITEMS AND REPORTS**REPORT OF THE GOVERNANCE COMMITTEE**

On behalf of Governance Committee Chair Amelia Armit, the Chair reported that the Governance Committee met on Thursday, April 23rd and discussed a number of items including: By-Law changes to come forward at the Annual General Meeting of the Board; staggered term appointments to balance the board's terms expiring in the future; the development of a questionnaire for potential governors; and, the use of a questionnaire to assist with the shortlist process for Governor appointments. In addition, the Committee will also discuss developing a learning plan for Governors in 2009/2010, which will also be discussed by the Board at the Fall Retreat.

In response to an inquiry raised at the March meeting of the Board, the Chair also confirmed that the Board does in fact operate under a guideline based on Robert's Rules of Parliamentary Order and will continue to do so into the future.

COLLEGE INFRASTRUCTURE NAMING POLICY

President Gillett observed that as a result of the College entering into a major fundraising era, requests for the naming of College features will come forward, and the College feels that it is important at this time to establish a formal approach to the naming of College campus features. Mike Rushton, Director of Physical Resources, provided an overview of the College Directive which is intended to cover all aspects of the College infrastructure, supported by a decision making structure consisting of the President's Executive Committee and when deemed appropriate, the Board of Governors. Joy McKinnon, Vice President of Business Development, commented that to date, already \$1.4M in pledges have been received for the Environmental Demonstration Centre for Construction Trades and Building Sciences and naming requests will soon come forward resulting in the need for this Directive. She added that most Colleges and Universities do not even have a policy in place which makes the current Directive an excellent starting point.

Questions/Comments:

- Governor Johnson suggested that the Board receive the material and be provided an opportunity for review and feedback, prior to its adoption at the next meeting of the Board in June.
- Governor Blackstein commented that it is an excellent start for a policy which addresses many questions that in his volunteer experience, he has had to deal with and lays out all of the issues; he added that he was unable to find missing components based on his experience.

After further discussion, comments and suggestions, a motion was put on the table to adopt the policy as presented.

RESOLUTION

09-37 DECISION ITEMS AND REPORTS (cont'd)

MOVED AND SECONDED – March and Orendorff

that the College Infrastructure Naming Policy be approved as presented.

CARRIED

PROGRAM PROPOSAL

Claude Brule, Executive Dean of the Faculty of Advanced Technology, presented a proposal to offer an Ontario College Diploma Program in Geomatics in response to industry demand for geographic information systems technicians. The two-year diploma program is designed to enable graduates to gather and compile spatial data from various sources, analyse data using Geographic Information Systems (GIS), and construct functional maps and reports for use in analysis, problem-solving and forecasting. Topic areas include GIS, cartography, remote sensing, and geographic database design. GIS technologies are used to acquire, analyze and present spatial data in an ever-increasing number of disciplines, from archaeology to zoology, in both the private and the public sector. According to recent labour trend information provided by Service Canada, the demand for mapping and related GIS technical expertise has increased over the last few years. Job opportunities for graduates will come primarily from the retirement of personnel in GIS-related positions and from GIS-related jobs created in the public, private and military sectors. Under the terms of a contract with Public Works and Government Services Canada (PWGSC), the pool of applicants for this program are drawn from the Canadian Forces and the Canadian Forces Support Training Group. The initial scope of the contract calls for an annual intake of up to thirty-two (32) military personnel per year until at least 2009, with the option of two more intakes through to 2011 in order to meet Canadian Forces operational requirements for geomatics technicians. The Military Mapping and Charting Establishment will handle the identification of candidates for the program to ensure that target enrolment figures are met.

Questions/Comments:

- *Governor Tremblay inquired as to why there was no cash flow analysis presented. Mr. Brule indicated that it was not included as the program will only be offered as a contract activity at this time and that in the future when it reaches a point where it will be offered to the domestic market, the Board will be asked to approve the program which will be submitted to the Ministry for funding consideration.*
- *Governor Sayah inquired as to how this program differs from the current Graduate Certificate. The current certificate program requires a previous college diploma or university degree and only provides an introduction to geomatics.*
- *Governor Blackstein asked if this program will provide adequate entry level training for the post-graduate certificate to which Mr. Brule replied yes and that they will probably gain as much knowledge. This will also meet the prerequisite requirements of that program.*
- *Kent MacDonald, Vice President, Academic, added that when the Chief of Defence launched the Military's Alternative Training Strategy, the intent was to extricate military personnel from the*

09-37 DECISION ITEMS AND REPORTS (cont'd)

training capacity and move it over to facilities like Algonquin that have the facilities and expertise to provide the training. This is evidenced by the current military personnel studying full time on-campus.

- *Governor Orendorff inquired as to the space resources required to offer the program on-campus. The contract is in existence and already has its space allocated; there are no incremental space requirements.*
- *Governor Abraham inquired as to the steps for this submission to have the authority to grant a College Diploma. The Credential Validation Service will look at the learning outcomes for the GIS Technician as it exists elsewhere in the province and will ensure the learning outcomes are mapped accordingly.*

RESOLUTION

MOVED AND SECONDED – Blackstein and Tremblay

That the Board of Governors approve the Geomatics Technician Program effective immediately and seek validation of the program title and outcomes from the Credentials Validation Service.

FOURTH QUARTER REVIEW OF GOALS

The President observed that in the Business Plan objectives for 2009/2010 to be presented to the Board in June, the goals will be tracked to the Strategic Plan, the Transformation Plan and the Balanced Scorecard, so Governors are able to follow the goals against those objectives. The document presented to the Board at the meeting brings to conclusion the goals of 2008/2009.

Comments/Questions:

- Governor Orendorff commented that the report was well done.
- *Governor Robblee inquired as to the different professional development activities mentioned in the document and inquired as to whether the College has attained its goals of 20% participation. The President replied that he would obtain a detailed answer to that question.*
- *Governor Robblee inquired as to if the College has ever considered undertaking a staff satisfaction survey. The President indicated that a survey will be conducted as part of the new Balanced Scorecard metrics.*

RESOLUTION

MOVED AND SECONDED –Orendorff and March

That the report on the fourth quarter review of goals be accepted as presented.

09-38 MANAGEMENT SUMMARY REPORT

The complete Management Summary Report for May, 2009, is available at algonquincollege.com/board.

Questions/Comments:

- As a member of the Capital Fundraising Campaign, Governor Owens observed that the name of the campaign, indicated on page 8 of the report, will be "Constructing our Future." The President added that the campaign is being driven by industry and commended Governor Owens and the industry for their generous support and commitment. Governor Owens added that Dwight Brown, Campaign Chair, generously donated \$100K to the cause.

09-39 OTHER BUSINESS

Claude Brulé observed that the 20th Annual Ontario Technological Skill Competition promotes careers and education in skilled trades and technology. Approximately 1600 individuals participated in 61 various events and contests. Algonquin College had approximately 17 competitors in the various events. The competitions took place on May 4 & 5, 2009, and the awards event on May 6th and next year's event will be held on May 17-19, 2010.

Medal Winners from the College included: Auto Service Technology – Gold Medal Winner - Travis Matheson; IT and Network Support – Silver Medal Winner - Dean Al-Hosny; Truck and Coach Mechanic – Silver Medal Winner - Jamie Sweeney

Secretarial Note: Travis went on to the National Skills Competition in Charlottetown, PEI, on 20 May 09 and won the silver medal at the Nationals in the same event.

There being no further regular business the meeting was adjourned, and the Members of the Board of Governors, excluding the President and Recording Secretary, moved into a discussion at 7:58 p.m.

Dr. James Robblee, Chair

Anna Cobus, Recording Secretary