

**MANAGEMENT SUMMARY TO THE  
BOARD OF GOVERNORS  
November 2005**

**VICE PRESIDENT, ACADEMIC**

**School of Health and Community Studies**

Phase II of the Simulation Centre for Health Studies, in its nearly completed state, was the venue for Chris Bentley, Minister, Ministry of Training, Colleges and Universities, Jim Watson, Minister, Health Promotion, and Richard Patten, M.P.P., Ottawa Centre to make a formal announcement regarding post-secondary funding. The technology and innovation of the new simulation area was appreciated by guests and media.

**Algonquin College Heritage Institute**

The Job Connect Office in Perth is one of five recipients of the 2005 Minister's Award of Excellence in Service Results (MAESR). This award recognizes Job Connect delivery agencies that have achieved the best results in the Province in the core measures of Employed and Participant Profile, as well as in the Service Delivery Standard. This is the second year in a row that the Job Connect Office has been awarded this prestigious honour.

**Community Activity**

The WRK4U2 (Work For You Too) Forum was held on November 2 and 3, 2005 at the Aberdeen Pavilion. The event introduces Grade 8 students to career pathways and was attended by students from all the local school boards, teachers and some parents.

**Student Activity**

Eric Chan, a student in the Bachelor of Information Technology, Interactive Multimedia, won the People's Choice Award in the Art and Design Category of the Macromedia Student Innovation Awards. His work can be seen at [www.macromedia.com/resources/student/innovation/gallery/2005fall](http://www.macromedia.com/resources/student/innovation/gallery/2005fall)

Students in the Autobody program completed their restoration of an historic 1931 fire engine for the Town of Richmond.

Students in the Bartending program helped out with the Jewish Community Centre annual fundraising drive by assisting them with their Jazz and Martini night.

**Faculty Activity**

Chris Jones, Coordinator, Graphic Design, has established a paid internship for one student with The Ottawa Citizen which will be used in lieu of a third year course. He is currently seeking opportunities for similar internships with other large corporations with design departments.

In partnership with a local architect, Mark Bell, Coordinator, and the students of the Construction Carpentry – Advanced Housing program are finalizing the details

regarding the Algonquin College SmartHome project. The project involves the construction of an artHome which is defined as a home that is flexible, healthy to live in, easy to maintain, has minimal upkeep and is environmentally and neighbourhood friendly. The house will be constructed at the Campus, will be modular in structure and will be moved to a building lot in Perth next spring.

**Donations**

The Pembroke Regional Hospital has donated a stretcher to be used to transport the manikins used by students in the Police foundations program at Algonquin College in the Ottawa Valley.

Advanced Business Interiors (ABI) has raised \$1,310 through their Objects of Beauty initiative to be awarded to a third-year Interior Design student. This is the second time they have presented the award to a student with the highest quality design work as judged by ABI and their peers. It is expected that this will be an annual award.

General Motors of Canada, Ltd. donated three 2005 model Chevrolet sedans and six other large automobile components for use in the Automotive Service Education Program in the School of Transportation and Building Trades.

**VICE PRESIDENT, FINANCE AND ADMINISTRATION****College Ancillary Services (CAS)**

CAS business units in the aggregate continue on target with respect to projected revenues as per the FY06 Budget.

The Retail and Food & Beverage Operations are running slightly ahead of budget targets as at 30 September; the Residence and Publishing Centre are on target; and the Parking Operation is projecting a shortfall due to an ongoing decline in CE enrolments and the associated parking revenue embedded in the CE "contact hours" activity fees.

The Retail Stores' annual Candy Fair held in mid-October has contributed \$1,300 to the United Way campaign.

The mid-year physical inventory count for the Bookstore and the New Technology Store is scheduled for 28 October and both stores will be closed on that day.

**Finance and Administrative Services**

Finance completed the submission of the 2004-05 financial data for CFIS 2.0 to the Ministry as well as the Charity Tax returns for the College and the Foundation.

The audit for Photonics Phase I has concluded. Balance sheet reconciliations are being completed for the period ending September 30, 2005.

The first drafts of the 5 Year Capital and Operating plans were completed and have both been reviewed by senior management.

Salary increases and retroactive pay pertaining to the new Support Staff Collective Agreement were processed during the month.

**Information Technology Services (ITS)**

Client service continues to be a priority as ITS works closely with the Client Service Task Force to define and implement service standards.

Software development and network infrastructure projects are proceeding as planned. The College's wireless network has been enhanced to meet the increasing demands of students and faculty.

The contract for the transition of GeneSIS (the College's Student Information System) from a legacy platform to a modern platform will be submitted as an RFP shortly.

**Physical Resources****Annual Ontario College Facilities Management Association Conference**

The Director and three staff members attended the annual three-day conference, executive meeting and annual general meeting of the Colleges Facilities Managers group. The theme was Risk Management as it applies to Occupational Health and Safety, Environmental Management, and Business Continuity Planning.

**Facilities Planning & Development Services****• Projects – Summer/Fall 2005**

- Facility Renewal Grant Projects: There are approximately 20 projects under way, totalling \$1.2M. These include significant electrical maintenance work and roofing repairs. All projects are now substantially complete and the focus is on resolving all outstanding deficiencies as quickly as possible.
- Hospital Simulation Lab: Work was delayed due to an unforeseen need to add structural steel supports for the operatory and critical care beds equipment. The Hospital Simulation Lab is now functional.

**• Students' Association Projects**

- Sports Field and Field House – this project encompasses approximately 2.3 acres of artificial turf regulation soccer field with lighting, an access control fence, a ball screen, a 30,000 square feet 60 ft. high air structure and a 5,000 square feet field house. The facility is scheduled to be substantially completed by October 26, 2005.
- Observatory – Opened for business on Monday, September 26, 2005. Minor deficiencies will be corrected within the next few weeks.
- Landing Lounge (Pembroke) – Renovation work is underway and is scheduled for completion by mid November 2005. The installation of new VCT flooring in the cafeteria has been scheduled for the Christmas break.

**Registrar's Office****Registration Statistics, 2005 Fall**

*Post-Secondary/Post-Diploma Registrations:* For the 2005 Fall Term, as of October 7, Net Registered students stood at 12,602 or 97.5% of the projected enrolment. In addition, there are ~160 students in program levels with late start dates which have not yet registered. However, given that the November 1 (audit date) projection is 12,923, and given historical attrition rates prior to that date, we may be ~250 - 300 students short of our projection by audit date.

The breakdown of the 12,602 Net Registered at October 7 is as follows:

Faculty/School	Approved Projection		Net Registered	
	Entry Level	Returning	Entry Level	Returning
Algonquin College in the Ottawa Valley	449	186	343	180
Faculty of Arts, Media and Design	1,734	1,027	1,778	809
Faculty of Business and Hospitality	1,777	1,860	1,895	1,967
Faculty of Health, Public Safety and Community Studies	1,679	1,369	1,643	1,360
Faculty of Technology and Trades	1,651	1,153	1,436	1,165
School of Part-Time Studies	38	0	28	0
<b>College Totals</b>	<b>7,328</b>	<b>5,595</b>	<b>7,121</b>	<b>5,481</b>
<b>Total (Entry and Returning)</b>	<b>12,923</b>		<b>12,602</b>	

The next critical reporting date is November 1, the audit count date for the Fall Term.

*Continuing Education Registrations:* Continuing Education registrations for the 2005 Fall Term, as of October 14, registrations stood at 12,693 as compared to 14,528 at the same time last year. This year's registrations to October 14 represent 76.8% of the term projection. Registration continues throughout the term.

**Admissions Processing, 2006 Winter**

Processing of applications for the Winter Term is well under way. To date, our applications are tracking below last year. The College Enrolment Management Committee has identified the need to step up marketing and recruiting activities for the Winter Term. The enrolment in entry levels projected for the Winter Term audit date (March 1) is 1,103.

**Client Service Metrics**

For the month of September, the Registrar's Office served 7,629 in-person clients, with an average waiting time of 4.14 minutes and an average service time of 7.02 minutes. This compares against September 2004 as follows: total clients served is 8,345, with an average waiting time of 6.20 minutes and an average service time of 6.38 minutes. The average year-to-date turnaround time for processing transcript requests is 1.12 days.

**Fall Convocation (Ottawa)**

The Fall Convocation ceremony was held at the National Arts Centre on the evening of Monday, October 17. The Guest Speaker was the College's Alumna of the Year, Michelle Valberg, owner and operator of Valberg Imaging Inc. – the only combined photography gallery and studio in Ottawa. There were 359 graduates in attendance at the ceremony.

Spring Convocation dates have been booked for June 8 and 9, 2006 at the Corel Centre. Dates have also been scheduled with the Corel Centre for June 2007.

<b>VICE PRESIDENT, STUDENT LIFE AND HUMAN RESOURCES</b>
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**Student Services**

A Self-Defence course was offered to all female students and staff at the Woodroffe Campus on October 7, 2005. This self-defence course is offered by Interpersonal Defence System and is made possible by the Women's Campus Safety Grant.

Karen Coffey, Acting Manager of the Centre for Students with Disabilities, and Beth Lynch, Manager of Counselling Services, attended the Forum for High School Counsellors which took place at the Woodroffe campus on October 20<sup>th</sup>. Karen Coffey addressed the concerns of high school counsellors regarding students with disabilities and Beth Lynch addressed the questions pertaining to counselling services at Algonquin College.

Marilyn Stratton-Zimmer, Director of Student Services, is the Chair of the 2005 Algonquin College United Way Campaign and was busy planning the Kick-off Breakfast which took place on Friday, October 14<sup>th</sup>. Several activities are planned to try to reach the \$99,000 campaign goal.

Student Services held their annual Strategic Planning meeting on September 16<sup>th</sup> to review the past year's progress on objectives and to review new strategies for 2005-2006. Chris Warburton attended to brief the managers and officers on progress on the College's Strategic Plan and the financial challenges for the future.

Marilyn Stratton-Zimmer and Student Services staff organized the second annual "Hep Cat Café" to benefit the United Way. This event took place on October 27<sup>th</sup> and featured a variety of College musicians and poets who performed before a sold out crowd in the Staff Dining Lounge. Performances included "beat" poetry, folk, blues and bluegrass and some intended and unintended comedy, all for a good cause.

Shayne Gervais joined the team as the new Student Affairs and Orientation Officer. Shayne came to Student Services from the College Marketing Group and replaces Anne Kalil who has joined the Strategy and Business Development Division.

**Student Employment Services**

Two evening sessions on résumé writing and covering letters were delivered at the residence on September 13<sup>th</sup> and September 29<sup>th</sup> for our Nigerian students.

Carol Ann Mahoney, Employment Officer, participated in Booth Day at the Residence on September 21<sup>st</sup>.

Joanne McDonald, Employer Relations Officer, gave a presentation to the Student Success Specialist group on September 13<sup>th</sup>.

On Campus recruitment took place with Vector Marketing on September 27<sup>th</sup>, Pet Value on October 12<sup>th</sup>, and Barkley Utilities on October 3<sup>rd</sup>.

Joanne MacDonald organized and hosted the Ontario College Career Educators – Eastern Region Meeting on September 29<sup>th</sup>.

On October 3<sup>rd</sup>, Joanne MacDonald participated in a HRSDC focus group, held an onsite visit with the Canadians Armed Forces and had a tour of the Recruitment Office.

Swift Trade was on campus October 4<sup>th</sup>. This company recruited for a part-time and fulltime job as well as internships. They also gave a demonstration of the stock market.

Employment Officers, Carol Ann Mahoney and Darlene Tierney-Goebel, participated in the Open House for parents and students on October 13<sup>th</sup>. Carol Ann has begun to work with this year's Kaleidoscope Planning Committee. She is also beginning to organize the Successful Graduate Panel which is scheduled to take place in January.

Jane Norman organized the Resume Writing/Part-time Jobs Booth at the residence on October 18<sup>th</sup>.

### **Counselling Services**

Counsellors are actively participating in United Way activities, including the Wine and Dine, Kick-off Breakfast, Black Sheep Inn, Hep Cat Café and Silent Auction. Counselling Services also opted to raise funds for the United Way through "Pay a Toonie for Dress Down Fridays". Counsellors purchased United Way T-Shirts for the dress down days and wear them each Friday to further raise awareness of the United Way Campaign. As well, Counselling Services organized the Volleyball Tournament - including publicizing it through a CKDJ radio interview and emails.

Since the semester began, Counselling Services recruited and hired 105 tutors and, to date, 2,115 tutoring sessions have been conducted. We have also continued with the Study Skills Seminars thought this month.

In early October, Counselling Services participated in Mental Illness Awareness Week and had over 320 people stop by the booths to talk and pick up literature.

Counselling Services offered several workshops on topics including: "Overcoming Procrastination", "Time Management", and "Stress Management". Also this month, a workshop on Sexual Harassment was held for Campus Living Centres staff. Marc Duval, Counsellor in Residence, also participated in the first Student Residence Council Meeting of 2005-2006.

Counselling Services participated in Forum, Open House and met with all coordinators from Community Studies. The University Application Clinics for 2005 were launched and the Student Surveys were re-instated to gain student (and non-student) feedback on Counselling Services programs.

**Centre for Students with Disabilities**

The Centre for Students with Disabilities participated in the Mental Health Awareness week by setting up several booths on campus to provide information on mental health.

**Financial Aid**

The Financial Aid Office has received their final loan collection statistics for the 2005 Fall peak period from the National Student Loan Service Centre (the loan service provider). A total of 3267 loans were collected during the peak period; this is an increase of 5.5% over the same period last year. The loan collection error rate for the 2005 peak period was 0.24% (or 8 errors for 3267 documents).

Financial Aid has just completed the 2005 Fall Term Bursary in-take. Approximately 2000 bursary applications for the 2005 Fall Bursary in-take have been received. This is the highest total number received to date during any bursary in-take.

**Human Resources Services (HRS)**

Benefits Administration activity is busy with New Hires, Partial Load Academics, CAAT Pension member statement mail outs, retirements, and changes brought on by the new Support Staff Collective Agreement.

With an increased number of postings and 39 new full time hires in recent weeks this constant flow of activity is anticipated to continue. As a result of the new hires, there has also been an increase in inquiries for CAAT Pension Pre-enrolment costings. Substantial work has been done in this area with twelve costing requests being sent to CAAT Pension along with twelve pension buyback costings received, reviewed, and forwarded to employees.

The new Support Staff Collective Agreement was ratified, September 22<sup>nd</sup> bringing changes to salary and benefits. All Salary Administrative requirements were in place for the first pay of October with retro payments completed for the October 21<sup>st</sup> pay. New salary scales have been implemented and posted on the HRS website.

Much planning and organizing has begun for the new "drug card" for Support Staff to roll out in March of 2006. A benefits audit is required to gather the most updated information for Sun Life to issue accurate cards to employees with the target date of March 22, 2006. This will be done in conjunction with Council and Sun Life. In addition, HRS will be auditing the Academic and Administrative groups for their current benefits.

The number of employees currently on Short Term Disability with major medical problems has risen to 13 this fall.

The Director of HRS, Luc Presseau, presented the highlights of the changes to the Support Staff Collective Agreement to Managers at two (2) Breakfast Meetings held October 6<sup>th</sup> and 12<sup>th</sup>. Members of HRS were present at each of the meetings.

HRS staff attended the United Way Kick-off Breakfast on October 14<sup>th</sup>. There are a number of events planned during the campaign, and HRS is doing its part to get people excited about the upcoming events. Kelly Irwin of the Benefits Administration Team is spearheading the Halloween Costume Contest being hosted by Human Resources Services on October 31<sup>st</sup> in the Market Place Food Court.

The Pension Project continues; employees are carefully reviewing their 2004 CAAT statements recently mailed out. There is an increased interest from staff this year in reviewing the data and meeting with officers to discuss changes.

Members of Pension/Benefits attended the annual CAAT/Sun Life Conference in Toronto on October 3<sup>rd</sup> and 4<sup>th</sup>. A number of items were discussed which directly affect how we do business. Additional guidelines will be forthcoming on: the new drug card (for support staff) and a complete benefits audit, verifying and reconciling data in October, November and December.

We continue to work with managers, the unions and employees regarding accommodation, Short term disability and WSIB. Currently, there are 30 Academics, 31 Support, and two (2) Administrative staff receiving LTD benefits.

## **STRATEGY AND BUSINESS DEVELOPMENT**

### **Foundation and Alumni Affairs**

A generous donation of \$100,000 was received from a donor wishing to remain anonymous. The individual has requested the donation go toward bursaries for students studying in the Nursing program.

A Donor appreciation event was held in October for the \$30,000 donation from the OutCare Foundation. This donation will go toward bursaries for programs in the Faculty of Health and Community Studies.

A bursary has been established in memory of Natalie Sylvestre (Dental Hygiene '05) who was tragically killed in a car accident in September 2005. Alumni from the Dental Hygiene Program initiated the bursary.



Michelle Valberg, guest speaker at the Fall Convocation, was presented with the Alumna of the Year award for her outstanding career success and significant contribution to the community and society.

### **Applied Research and Innovation**

The Association of Canadian Community Colleges (ACCC) National Research Action Committee met in Ottawa October 2<sup>nd</sup> to 4<sup>th</sup>. The new ACCC brochure "Canada's Colleges and Institutes of Technology: Partners in Applied Research, Development and Technology Diffusion" has been well received, and is proving to be a very useful advocacy tool.

Nelson Rogers presented an overview of his research in 'Community Colleges and Rural Community Development' at the National Rural Research Network meeting in conjunction with the Canadian Rural Revitalization Foundation conference in Twillingate Newfoundland, October 12<sup>th</sup> – 15<sup>th</sup>. He was the only college speaker on the program.

The President and CEO of ORION (Ontario Research and Innovation Optical Network) and staff visited Algonquin College on October 19<sup>th</sup> for an extended visit and tour of the College's photonics and telecom facilities. Algonquin College was one of the sponsors of an Advanced Networking Day at University of Ottawa, featuring ORION and CA\*net4.

### **Contract and Corporate Learning Services (CCLS)**

Working closely with the Registrar's Office and the School of Advanced Technology, The Information Technology Electronic Program (ITEP) was launched in late September.

Joe Ranieri attended a province wide College "Heads of Corporate Training" meeting in Toronto on October 18<sup>th</sup> and 19<sup>th</sup>. Information presented indicates most successful units appear to be client centered rather than product centered.

CCLS has launched the College's participation in "Colleges Integrating Immigration to Employment" (CIITE) project which will include participation from Strategy and Business Development, Language Institute, Registrar's Office, and School of Health/Police and Public Safety Institute.

### **Marketing**

The College hosted Forum on October 20<sup>th</sup> which was attended by over 100 high school guidance counsellors who traveled from as far away as Kingston. The counsellors participated in the half day sessions which included presentations, a panel presentation, a luncheon at Restaurant International, and optional tours of the campus. Feedback has been extremely positive.

The College's annual Open House was held on October 14<sup>th</sup>. All full and part time programs were represented with participation from all Schools and College services. This year, individual program tours and general campus tours were conducted in an effort to showcase program areas, and the floor featured various special presentations. Radio and print campaigns were carried out to promote the event to the general public.

Marketing is working with the School of Part-time Studies to develop and implement a marketing and distribution strategy to promote Part-time Studies course offerings for the winter term.

Work continues on planning for the WRK4U2 event to be held at the Aberdeen Pavilion on November 2<sup>nd</sup> and 3<sup>rd</sup>. Algonquin will once again be participating in this opportunity to interactively engage grade 8 students from the two Ottawa school boards (OCCDSB, OCDSB) who are spearheading this event.

### **Recruitment**

Recruitment activities throughout October included 154 high school presentations, 12 group tours and 18 student visits. Algonquin Recruiters have also attended five high school career fairs with four schools, with parents attending during the evening. The fall recruitment drive continues with all recruitment staff engaged in travel and presentations at Secondary schools regionally and provincially.

Recent events include both the Ottawa and Pembroke campus open house events and participation in the Education Training Fair in Montreal.

The recruitment team is assisting with the event “Adventures in High Tech”, an annual activity sponsored by the Ottawa Nepean Rotary Club. Thirty five students from outside the Ottawa area will be attending workshops at the college in the Media and Technology areas. The college will be represented at their annual banquet.

### **Academic Partnership**

Work continues on the Shauna Burke High School Tour Presentation “Everyone has an Everest”. The activity was launched to Algonquin Journalism and Police and Public Safety Institute students with a request for their feedback. The tour will start in mid November, with the aim of engaging students and faculty in high schools while highlighting the many opportunities at Algonquin. This event is expected to directly reach over 20,000 students.

### **Special Projects/ Web Services**

Preparations are underway for the high school teachers involved in the Rain Forest project to return to Algonquin in November to participate in a week long professional development program in technology learning objectives and curriculum development.

The Web strategy group continues to work on portal concepts. The Web Services group will work with the Blackboard support group to investigate the viability of using Blackboard system as a direct college wide student portal.

### **Institutional Research**

The process and School personnel are in place in order to conduct the First Year Student Surveys (7,000+ students in 113 programs) during the last week of October.

Packages have arrived for the Advanced KPI Student Satisfaction Survey being conducted from October 31<sup>st</sup> to November 11<sup>th</sup>.

Awareness and promotion activities to encourage Algonquin student participation in the Pan-Canadian College Survey of Student Engagement garnered 2,279 returns by September 30<sup>th</sup>.

A return on investment study for Pembroke Campus was initiated as of October 15<sup>th</sup>.

### **International Education Centre**

Two proposals were prepared and submitted for World Bank projects in Egypt.

A meeting was held between Atef Khalil and Abla Sherif on October 21<sup>st</sup> to discuss a partnership with the Arab Academy for Science and Technology and Maritime Transport.

## **PUBLIC RELATIONS AND COMMUNICATIONS**

### **Government Relations:**

Chris Bentley, Minister of Training, Colleges and Universities visited Algonquin College on October 18<sup>th</sup> to announce the results of capital investments made at Ottawa-area postsecondary institutions. Minister Bentley was joined by Jim Watson, MPP, West-Nepean and Richard Patten, MPP, Ottawa Centre. A tour of newly renovated labs (Simulation Centre for Health Studies - Phase II, Computer Assisted Manufacturing (CAM) Lab and Industrial Electricity Lab) took place following the funding announcements.

Ontario's 24 colleges have launched "Pathway to Prosperity" – a province wide consultation on Canada's workforce challenges for the 21<sup>st</sup> century. Algonquin College and La Cité collégiale will co-host an eastern region consultation session in early December to provide stakeholders an opportunity to share their thoughts and ideas about the challenges ahead. The venue for the consultation session will be Algonquin's Woodroffe Campus.

Meetings continue with local, provincial and federal government officials.

### **Public Relations**

#### *Corporate Events*

The Coffee Break with the President series continues with coffee breaks held in Perth on October 7<sup>th</sup> and Pembroke on October 24<sup>th</sup>.

The third annual Halloween Coffee Break was held at the Woodroffe Campus on October 31<sup>st</sup> and served as a preview to the United Way Halloween Costume Contest which took place that same afternoon.

A Breakfast with the President for new retirees was held October 13<sup>th</sup>.

### **College Communications**

The Public Relations and Communications Department held focus groups in October with full and part-time College staff to solicit feedback on College communications.

The October issue of Staff Cont@ct was published October 14<sup>th</sup> featuring new staff, retirements, event photos, activities in the community and announcements.

**Community Relations**

Staff from the Public Relations and Communications and Academic Operations and Planning coordinated the second annual United Way Wine and Dine event which was held October 12<sup>th</sup>. A total of \$2,075 was raised for this very popular and successful United Way event.

**Media Relations**

Media Hits: There were 47 media hits during this time frame.

**Media Coverage Highlights**

Algonquin College's Simulation Centre for Health Studies - Phase II, Computer Assisted Manufacturing (CAM) Lab and Industrial Electricity Lab were featured on the A-Channel, CJOH and CFRA as a result of Minister Bentley's visit to Algonquin College on October 18, 2005.

Michelle Valberg, recipient of Algonquin College's 2005 Alumni of the Year Award, was featured in the Ottawa Citizen on October 18, 2005.

The Ottawa Sun published an article on Sunday, November 6, 2005, regarding College Week (November 7 – 11, 2005) and focused on what Algonquin College is doing to address skills shortages.

The A-Channel Morning broadcasted "live" from the College's Simulation Centre for Health Studies - Phase II on November 8<sup>th</sup> and will focus on how this state-of-the-art facility will help address the nursing shortage.

**Upcoming Media Activity**

The hotel industry newsletter "Roomours" will publish an announcement of the new Dean of the Algonquin College School of Hospitality and Tourism, Mr. Pat Kelly. In addition, the hotel industry magazine "Hotelier" will also profile Mr. Kelly's appointment.