

**APPROVED**

**BOARD OF GOVERNORS MEETING MINUTES**

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND THIRTY OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, OCTOBER 23, 2023 AT 4:00 PM AT THE OTTAWA CAMPUS IN ROOM T102 ABC

<p><b><u>Present:</u></b>                  Jamie McCracken, Board Chair                  Claude Brulé, President &amp; CEO                  Stephen Tudor, Board Vice Chair                  Anthony Pollard                  Bharat Rudra                  Brandon Wong-Dearing                  Gabrielle Berard                  Laura Jarrell                  Michele Bellows                  Robert Harvey                  Rodney Wilson                  Shaun Denis                  Tanya Buckley                  Wadhah Al-monaifi</p> <p><b><u>Regrets:</u></b>                  Jeff Darwin</p> <p><b><u>Recorder:</u></b>                  Victoria Tiqui-Sanford, Senior Executive Assistant, Board of Governors                  Wendy Eastwood, Executive Support Clerk, Board of Governors</p>	<p><b><u>Algonquin College Executive Team:</u></b>                  Duane McNair, Vice President, Finance &amp; Administration                  Diane McCutcheon, Vice President, Human Resources                  Laura Stanbra, Vice President, Student Services                  Tracy McDougall, Director, Communications &amp; President’s Office                  Chris Janzen, Senior Vice President, Academic                  Mark Savenkoff, Vice President, Advancement &amp; Strategy</p> <p><b><u>Presenters/Guests:</u></b>                  Emily Woods, Director, Corporate Planning                  Scott Gonsalves, Director, Strategy and Planning</p> <p><b><u>Changemaker Awards Presenters:</u></b>                  David Solomon, Professor</p> <p><b><u>Students - Project Management Club:</u></b>                  Ana Paula Bouchardet, Lead                  Claudia Ximen Munoz Trivino                  Maria Camila Zuluaga Lineros                  Maria Echavarria Zapata                  Rachidi Tamara Younes Rojas                  Rafael Barreto</p>
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**WELCOME REMARKS**

Governor McCracken, Board Chair, welcomed members and observers to the meeting at 4:00 p.m. He welcomed new Governors B. Rudra, M. Bellows, T. Buckley, student Governor, B. Wong-Dearing, Support Staff Representative, W. Al-monaifi and Academic Staff Representative, R. Harvey.

**0. Celebrating Student Success – Changemaker Award: Project Management Club**

C. Janzen, Senior Vice President, Academic, provided a brief overview and introduced D. Solomon, Professor, Project Management to introduce the student presenters. The award — designed as a way for the board to formally acknowledge exceptional student efforts and projects — was given to learners Rafael Barreto, Ana Paula Bouchardet, Rachidi Tamara Younes Rojas, Claudia Ximena Munoz Trivino, Maria Camila Zuluaga Lineros and Maria Echavarria Zapata. As a team, these learners

developed the new Algonquin College Project Management Club. The club “seeks to be an invaluable resource for students who are looking to further their knowledge of project management as a career” and offers learners and alumni the chance to network, attend events and access project management resources. The creation of the club was part of the team’s Project Management program capstone project. These efforts have resulted in a club that has more than 170 members, including students from the Project Management program and some from other fields of study at the College. According to the team, they have developed handover documents and mentorship efforts to ensure that this club will function long after they have left the College.

Governor McCracken, Chair of the Board of Governors, and C. Brulé, President and CEO extended their sincere congratulations to the students for their hard work and presented them with Changemaker Award certificates.

**1. CONSTITUTION OF THE MEETING & APPROVAL OF THE AGENDA**

Governor McCracken, 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 item was removed or added.

**RESOLUTION**

**MOVED & SECONDED: S. Denis & R. Wilson**

**THAT** the Board of Governors approves the meeting agenda of October 23, 2023.

**CARRIED.**

**2. DECLARATION OF CONFLICT OF INTEREST**

Governor McCracken asked members to declare any conflicts of interest with items on the agenda. No conflict of interest was declared.

**3. APPROVAL OF PREVIOUS MEETING MINUTES AND THE CONSENT AGENDA**

**3.1 Minutes of the Board of Governors’ meeting of June 5, 2023**

Approval of the Board of Governors meeting minutes of June 5, 2022.

**RESOLUTION**

**MOVED & SECONDED: T. Pollard & L. Jarrell**

**THAT** the Board of Governors approves the meeting minutes of June 5, 2023.

**ABSTAINED: R. Wilson**

**CARRIED.**

**3.2 Minutes of the Board of Governors’ Closed meeting of June 21, 2023**

Approval of the Board of Governors Closed meeting minutes of June 21, 2023.

**RESOLUTION**

**MOVED & SECONDED: S. Tudor & G. Berard**

**THAT** the Board of Governors approves the closed meeting minutes of June 21, 2023.

**ABSTAINED: T. Buckley**

**CARRIED.**

## 4. COMMITTEE REPORTS

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

Governor McCracken provided members with a verbal report of agenda items discussed at the October 10, 2023 Board Executive Committee meeting. Meeting highlights included:

- 2023-24 President's Performance Contract Approval Process;
- Debrief - 2023 Fall Board of Governors Retreat (October 1, 2023);
- Generative Discussion;
- Board Meeting Agenda review; and
- Planning for 2024 Spring Board Retreat (March 23, 2024).

Members accepted this report for information.

### **4.2 Academic & Student Affairs Committee Report**

Members accepted this report for information. Governor Berard on behalf of Governor Wilson provided additional details on agenda items presented at the September 26, 2023 Committee meeting.

Members accepted this report for information.

### **4.3 Audit & Risk Management Committee Report**

Members accepted this report for information. Governor McCracken on behalf on Governor Darwin provided additional details on agenda items presented at the September 28, 2023 Committee meeting.

### **4.4 Governance Committee Report**

Members accepted this report for information. Governor Tudor provided additional details on agenda items presented at the October 2, 2023, Committee meeting Board of Governors approval were requested for the following:

#### **RESOLUTION**

#### **MOVED & SECONDED: S. Tudor & T. Buckley**

**THAT** the Board of Governors approve the revised Audit and Risk Management Committee Terms of Reference as presented.

**CARRIED.**

## 5. BUSINESS ARISING FROM THE MINUTES

There is no Business arising from the minutes.

## 6. **NEW BUSINESS**

There is no new business.

## 7. **DECISION ITEMS & REPORTS**

### **7.1 First Quarter 2023-24 Financial Projection**

D. McNair, Vice President, Finance and Administration presented the First Quarter 2023-24 Financial Projection on behalf of Grant Perry, Chief Financial Officer.

The First Quarter 2023-24 Financial Projection details an increase in net contribution of \$15.9 million above the 2023-24 Approved Annual Budget of \$4.0 million, for a total net contribution of \$19.9 million for the fiscal year.

Approved Annual Budget to Quarterly Report Highlights included the following:

- 1) Overall enrolment remains relatively flat, with a slight increase of 0.1% from the approved annual budget;
- 2) The Public College – Public Partnership enrollment is expected to be 7.5% higher than the 2,333 approved annual budget target; and
- 3) Changes to reserves have improved by \$16.1 million.

Internally Restricted Funds of \$15.9 million used to fund Strategic Investment Priorities and Operations. The College is projecting significant expense increases (to be quantified) for the Second Quarter 2023-24 Financial Projection due to the overturn of Bill 124 - Protecting a Sustainable Public Sector for Future Generations Act. The adjustments, amounting to \$14.4 million, will yield an additional annual impact of approximately \$11 million in salaries, inclusive of retroactive adjustments for future salaries. It was also noted that the College is experiencing robust growth in its international student population, both onsite and through the public college - private partnership.

Questions from members were answered. Members accepted this report for information.

## **7.2 First Quarter 2023-24 Business Plan Performance Update**

M. Savenkoff, Vice President, Advancement and Strategy provided a brief overview and introduced presenter S. Gonsalves, Director, Strategy and Planning. As of June 30, 2023, eight of the nine initiatives are tracking as expected, including the completion of the planned deliverables for the R3 Student Information System Transformation. One initiative, the implementation of Strategic Workforce Planning, is experiencing a delay due to capacity constraints and is being closely monitored at this time. The upcoming College Strategic Plan is set to commence in the second quarter. Progress on all 14 deliverables outlined in the Strategic Enrolment Management plan for this year is on track and tracking well. Enrolment targets, including the summer 2023 goal, have been achieved.

Members accepted this update for information.

## **8. ITEMS FOR INFORMATION**

### **8.1 Report from the Board Chair**

Governor McCracken referred members to the Report from the Board Chair for information and noted the following highlights:

- 2023 New Governor Orientation Part 1 & Part 2 Sessions;
- 2023 Fall Board of Governors Retreat (October 1, 2023);
- Colleges Ontario 2023 Higher Education Summit – Professional Development

### **8.2 Report from the President**

President Brulé referred members to the Report from President for information, and noted the following highlights:

- Attendance at several community Board meetings and community events; and
- Short description of main topics of discussion at recent Committee of Presidents meetings and retreat.

**8.3 Board of Governors Management Summary Report**

Members accepted this report for information.

**8.4 2023-24 Board of Governors Meeting Schedules and Workplan**

Appendix A: 2023-24 Board of Governors Meeting Schedule

Appendix B: 2023-24 Board of Governors Workplan

Appendix C: 2023-24 Board of Governors and Committee Meeting Schedule and Submission Deadlines

Members accepted the Meeting Schedules and Workplan for information.

**8.5 Confirmation of Mandatory Government Remittances**

Members accepted the remittances for information.

**9. UPCOMING EVENTS**

Board Chair McCracken informed members of upcoming events for information.

**REGULAR MEETING ADJOURNMENT**

There being no further business, the Regular meeting was adjourned at 5:05 p.m. and moved by Governor McCracken and seconded by Governor Tudor.

**10. IN CAMERA**

An IN CAMERA session was held with Board members only following a 15 minute break.

An IN CAMERA session was held with external Board members.

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Jamie McCracken, Board Chair

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Victoria Tiqui-Sanford, Recorder

**APPENDIX A - Observers:**

Ahmad Teymouri, Acting Chair, Operations Manager, School of Business.  
Ala Qadi, Professor, Mechanical and Transportation  
Annette Bouzi, Professor, Legal Studies  
Brent Brownlee, Director, Campus Services  
Christopher Hahn, Dean, Perth Campus & ACCE  
David Soltis, Director, People and Culture  
Doreen Jans, Manager, Financial Services  
Erin Stitt-Cavanagh, Dean, School of Health Studies  
Ernest Mulvey, Director, International Education Centre, Global, Online and Corporate Learning  
Farbod Karimi, Acting Dean, AC Online  
Jane Trakalo, Dean, School of Wellness, Public Safety  
Jodi Jaffray, Chair, Community Studies  
Kina Simmons, Executive Assistant, Communications  
Kristine Dawson, Associate Vice-President, Experiential Learning and Innovation  
Lois Pollock, Executive Technical Lead and Business Co-Lead of the R3 Project  
Louise Boudreault, Professor, Nursing Studies  
Maggie Cusson, Dean, Academic Development  
Marina Spivak, Senior Financial Analyst, Finance  
Michael Qaqish, Manager, Government Relations  
Patrick Devey, Associate Vice-President, Global, Online and Corporate Learning  
Paul Garner, Senior Manager, Internal Control, Risk Management  
Paula ter Huurne, Field Placement Officer  
Philip Davie, Director, Applied Research  
Rebecca Volk, Manager, Employee Learning and Talent Management  
Rob Kershaw, Manager, eLearning and Development  
Ryan Southwood, Executive Director, Facilities Management  
Scott Gonsalves, Director, Strategy and Planning, Advancement & Strategy  
Tara Kelly, Human Resources Special Projects Coordinator  
Teri Kinnunen, Manager, Corporate Planning  
Trevor Oattes, Communications Officer  
Wilma Allan, Acting Manager, Enrolment Systems & Reporting  
Yen Do, Acting Chief Digital Officer, Finance and Administration