

**APPROVED**

**BOARD OF GOVERNORS MEETING MINUTES**

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND THIRTY NINE OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, APRIL 22, 2024 AT 4:00 PM AT THE OTTAWA CAMPUS IN BUILDING T, ROOM T102 ABC.

<p><b><u>Present:</u></b>          Anthony Pollard          Bharat Rudra          Brandon Wong-Dearing          Claude Brulé, President &amp; CEO          Gabrielle Berard          Jamie McCracken, Board Chair          Julia Fortey          Robert Harvey          Rodney Wilson          Shaun Denis          Stephen Tudor, Board Vice Chair          Tanya Buckley          Wadhah Al-monaifi</p> <p><b><u>Regrets:</u></b>          Jeff Darwin          Michele Bellows</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>          Chris Janzen, Senior Vice President, Academic          Diane McCutcheon, Vice President, Human Resources          Duane McNair, Vice President, Finance &amp; Administration          Laura Stanbra, Vice President, Student Services          Mark Savenkoff, Vice President, Advancement &amp; Strategy          Tracy McDougall, Director, Communications &amp; President’s Office</p> <p><b><u>Presenters/Guests:</u></b>          Grant Perry, Chief Financial Officer          Paul Gardner, Director, Risk Management          Sue Mainse, Manager, Risk Management          Krista Pearson, Registrar and Business Co-Lead of the R3 Project          Lois Pollock, Executive Technical Lead and Business Co-Lead of the R3 Project</p> <p><b><u>External Guest Presenters:</u></b>          Vikas Bhardwaj, Associate Partner, Gartner Consulting          Curtis Sawyer, Senior Director, Gartner Consulting</p> <p><b><u>Changemaker Awards Presenters:</u></b>          Julie Beauchamp, Dean, School of Business          Corey Haskins, Chair, Culinary Arts</p> <p><b><u>Students:</u></b>          Oluwakemi Ajaji, Ethan Angnatok, Patrick Barrios, Niranjana Bindhudileep, Jack Bradley, Amritpal Doad, Qing Gao, Anamaria Gonzalez-Gallardo, Maryann Lumbria, William MacNeil, Joshua Morisson, Keiann Saunders, Hyungjee Seo, Daksh Singh, Rithika Subramanian, &amp; Emily Taylor</p>
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**WELCOME REMARKS**

Governor McCracken, Board Chair, welcomed members and observers to the meeting at 4:00 p.m. and offered a land acknowledgement.

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

Governor McCracken, Chair Board of Governors, constituted the meeting at 4:01 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: B. Rudra & G. Berard**

**THAT** the Board of Governors approves the meeting agenda April 22, 2024.

**CARRIED.**

**1. Celebrating Success – Changemaker Award: Tablée des Chefs**

C. Janzen, Senior Vice President, Academic introduced C. Haskins, Chair, Culinary Arts, School of Business and Hospitality. C. Haskins provided a brief overview and introduced student presenters Ethan Angnatok, Patrick Barrios, and Joshua Morisson. Eighteen students from various culinary programs at Algonquin College received the Student Changemaker Award from the Board of Governors for their exceptional service and kindness. These students, representing the Culinary Skills, Culinary Management, and Bachelor of Culinary Arts Food Science programs, dedicated their time in February to prepare 2,000 meals for the Ottawa Food Bank in collaboration with La Tablee des Chefs' Solidarity Kitchens. This initiative aimed to address food insecurity in the community. The meals not only provided essential nourishment to those in need but also equipped the students with valuable skills and knowledge about food autonomy. Patrick Barrios highlighted the significance of this effort, emphasizing the growing issue of food insecurity both locally and nationally. The students' participation in Solidarity Kitchens contributed to the nationwide expansion of the project, with Algonquin College being one of only four establishments outside Québec involved in 2023. The recognized students included Oluwakemi Ajaji, Ethan Angnatok, Patrick Barrios, Niranjana Bindhudileep, Jack Bradley, Amritpal Doad, Qing Gao, Anamaria Gonzalez-Gallardo, Maryann Lumbria, William MacNeil, Joshua Morisson, Keiann Saunders, Hyungjee Seo, Daksh Singh, Rithika Subramanian, and Emily Taylor.

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 the Changemaker Award certificate.

**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 February 26, 2024**

Approval of the Board of Governors meeting minutes of February 26, 2024.

**RESOLUTION**

**MOVED & SECONDED: S. Tudor & W. Al-monaifi**

**THAT** the Board of Governors approves the meeting minutes of February 26, 2024.

**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 April 9, 2024 Board Executive Committee meeting. Meeting highlights included:

- Lieutenant Governor in Council (LGIC) Reappointment – Update on Stephen Tudor and Gabrielle Berard. Board approval will be requested under 4.4 Appendix A Governance Committee Report
- 2024 External Governors & Indigenous Representative Recruitment – Verbal Update
- Board Policies and Directives under 4.4 Governance Committee Report Appendix B & C for information
- April 22, 2024, Board of Governors Meeting Agendas

Members accepted this report for information.

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

Members accepted this report for information. Governor Wilson provided additional details on agenda items presented at the March 19, 2024 Committee meeting.

Members accepted this report for information.

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

Members accepted this report for information. Governor Buckley on behalf of Governor Darwin provided additional details on agenda items presented at the March 28, 2024 Committee meeting.

## **RESOLUTION**

### **MOVED & SECONDED: T. Buckley & R. Wilson**

**THAT** the Board of Governors approves of the Investment Policy for College Endowment Funds and the Investment Policy for Operating Funds as presented without amendments.

**CARRIED.**

### **4.4 Governance Committee Report**

Members accepted this report for information. Governor Tudor, Committee Chair provided additional details on agenda items presented at the April 2, 2024 Committee meeting.

## **RESOLUTION**

### **MOVED & SECONDED: J. Fortey & R. Wilson**

**THAT** the Board of Governors approves the reappointment of Governors Stephen Tudor (one year) and Gabrielle Berard for a second term of office (three years), effective September 1, 2024 pending their Lieutenant Governor in Council reappointments.

**ABSTAINED: G. Berard & S. Tudor**

**CARRIED.**

## 5. BUSINESS ARISING FROM THE MINUTES

There is no Business arising from the minutes.

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

There is no decision item or report.

## **7. NEW BUSINESS**

### **7.1 2024 Risk Appetite Statements**

D. McNair, Vice President, Finance & Administration provided a brief overview and introduced presenter P. Garner, Director Risk Management. P. Gardner informed members that risk appetite statements help guide an organization's approach to risk and risk management. Algonquin College recognizes that it must take some degree of risk to achieve its mission of transforming hopes and dreams into lifelong success and to accomplish its 2022-2025 Strategic Plan; the College employs a risk management assessment when prioritizing and managing risks; and the Risk Appetite Statements guide the risk assessment and prioritization. The College takes a collaborative approach in the Risk Appetite Statements development process.

S. Mainse, Manager Risk Management was in attendance to answer questions members may have.

### **RESOLUTION**

**MOVED & SECONDED: T. Buckley & T. Pollard**

**THAT** the Algonquin College Board of Governors approve the 2024 DRAFT Risk Appetite Statements.  
**CARRIED.**

### **7.2 Update on the 2024-25 Annual Budget**

President Brulé briefed the members on the reason behind the delay in presenting the 2024-25 Draft Annual Budget for approval and introduced presenter G. Perry, the Chief Financial Officer. The announcement from Immigration, Refugees, and Citizenship Canada (IRCC) on January 22, 2024, which limited the intake of new international students into Canada, caused a delay in the budgeting process as the College awaited guidance from the Ministry of Colleges and Universities regarding the allowable number of provincial attestation letters for international students for the 2024-25 fiscal year. The subsequent implementation of a two-year cap on international student enrolment growth presented various potential impacts on the college. G. Perry provided members with details of some of the following leading budget challenges and opportunities:

- Corridor funding model and the Strategic Mandate Agreement 3 (SMA3) does not consider inflationary pressures;
- Estimated increase in annual provincial Operating Funding of \$4.7M;
- Estimated increase in annual Facilities Renewal Grant of \$0.8M;
- Estimated international enrolment growth of 2% in 2024-25 over the original 2024-25 Draft Budget;
- Two-year cap on international study permits implemented by IRCC;
- 10% tuition reduction introduced in 2019-20 and the ongoing tuition freeze that is anticipated to extend at least three more years until the 2027-28 fiscal year.

Overall, total full-time post-secondary enrolment is set to increase by 8% compared to the enrolment figures from the third quarter of 2023-24. However, there will be a subsequent 1.5% decrease in overall enrolment for the 2025-26 fiscal year, followed by a year-over-year decrease of 9% in the 2026-27 fiscal year. He further detailed enrolment assumptions for domestic, international, and Public College Private-Partnership enrolments. G. Perry presented members with the updated 2024-25 Pro Forma budget assumptions and key figures. There are several mitigation steps that the College is taking to address the financial sustainability challenges that are anticipated.

The College believes that even with challenges, what it already knows will keep the institution safe for its current and future students. The full 2024-25 Draft Annual Budget will be presented at the June 3, 2024 Board Meeting.

Questions from members were answered. Members accepted the 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:

- 2023-24 Board Evaluation & Self Evaluation Surveys sent to the Board;
- March 23, 2024 Spring Board Retreat; and
- June 7, 2024 End of Year President and Board Dinner.

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

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

- Meetings with community leaders and elected officials;
- March 15, 2024 Future of Health and Wellness Speaker Series;
- March 28, 2024 Mayor's Breakfast;
- April 2, 2024 hosted A Pathway Forward; and
- Meetings with the Committee of Presidents.

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

Members accepted this report for information.

### **8.4 2023-24 Board of Governors Workplan**

Members accepted the 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.

## **10. REGULAR MEETING ADJOURNMENT**

There being no further business, the Regular meeting was adjourned at 5:11 p.m. and moved by Governor McCracken and seconded by Governor Tudor.

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Jamie McCracken, Board Chair

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Victoria Tiqui-Sanford, Recorder

## **APPENDIX A - Observers:**

Alanna McDonell, Director, Marketing and Recruitment  
Anita Tenasco, Director, Indigenous Initiatives  
Ben Bridgstock, Director, Student Support Services  
Brent Brownlee, Director, Campus Services  
Bruce Hickey, Manager, Communications  
Carolyn McCluskey, Finance Manager, School of Advanced Technology  
Christopher Hahn, Dean, Algonquin College Heritage Institute  
Cindy Harrison, Professor, Health Foundations  
David Corson, ITS Case Resolution & Process Development Specialist  
David Soloman, Full-Time Professor, Project Management  
David Soltis, Director, People and Culture  
Don Breedon, Acting Director, Employee and Labour Relations  
Doreen Jans, Manager, Financial Services  
Emily Woods, Director, Corporate Planning  
Erin Stitts-Cavanaugh, Dean, School of Health Studies  
Ernest Mulvey, Director, International Education Centre, Global, Online and Corporate Learning  
Grant Perry, Chief Financial Officer  
Heather Ryall, Dean, Faculty of Arts, Media, and Design  
Heather Woods, Senior Institutional and Research Analyst  
Heidi Upson Ferris, Chair, Marketing and Management Studies  
Izabela Buglar, Executive Assistant to the Vice President, Finance and Administration  
James Pede, Associate Director, Financial Operations  
Jane Trakalo, Dean, School of Wellness, Public Safety  
Jessica Devries Chair, Academic Development  
Julie Beauchamp, Dean, School of Business  
Kerry Surman, Chair, Operations Management  
Kina Simmons, Executive Assistant, Communications, Marketing, External Relations  
Krista Marsden, Acting Registrar  
Krista Pearson, Business Co-Lead, R3 Project  
Kristine Dawson, Associate Vice-President, Experiential Learning, and Innovation  
Leon Manoukian, Professor  
Linda Nguyen, Senior Financial Analyst, Communications  
Lois Pollock, Executive Technical Lead and Business Co-Lead of the R3 Project  
Louise Boudreault, Full-Time Professor  
Marcus Christian, Manager, Total Compensation  
Marina Spivak, Senior Financial Analyst, Finance  
Martin Lee, Full-Time Professor  
Mary Grammatikakis, Director, Experiential Learning & Entrepreneurship  
Megan Fraser, Communications Officer  
Natalie Gamble, Academic Manager, AC Online  
Patrick Devey, Associate Vice-President, Global, Online and Corporate Learning  
Paul Gardner, Director, Risk Management  
Philip Dawe, Director, Applied Research  
Pouya Safi, Director, Business Development  
Ryan Southwood, Executive Director, Facilities Management  
Sarah Hall, Dean, Pembroke Campus

Shaideh Mogharrabin, Senior Planning Analyst  
Shawn Qu, External Viewer  
Sobhi Fanos, Budget Officer, Campus Services  
Sue Mainse, Manager, Risk Management  
Tara Kelly, Coordinator, HR Special Projects  
Teri Kinnunen, Manager, Corporate Planning  
Trevor Oattes, Communications Officer  
Yen Do, Acting Chief Digital Officer, Finance and Administration