

**APPROVED**

**BOARD OF GOVERNORS MEETING MINUTES**

MINUTES OF THE MEETING NUMBER FIVE HUNDRED AND FORTY ONE OF THE BOARD OF GOVERNORS OF ALGONQUIN COLLEGE, HELD ON MONDAY, OCTOBER 28, 2024 AT 4:00 PM AT THE OTTAWA CAMPUS IN BUILDING T, ROOM T102 ABC.

<p><b><u>Present:</u></b>                  Aditya Mishra                  Anthony Pollard                  Bharat Rudra                  Claude Brulé, President &amp; CEO                  Gabrielle Berard                  Heather Simpson                  Jamie McCracken, Board Chair                  Julia Fortey                  Mehdi Zahed                  Michele Bellows                  Richard Goodyear                  Rodney Wilson, Board Vice Chair                  Shaun Denis                  Stephen Tudor                  Tania Dube                  Wadhah Al-monaifi</p> <p><b><u>Regrets:</u></b>                  Tanya Buckley</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                  Julie Beauchamp, Senior Vice President, Academic                  Kin Choi, Vice President, Human Resources                  Krista Pearson, 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                  Lois Pollock, Executive Lead of the R3 Project                  Ryan Southwood, Executive Director, Facilities Management</p> <p><b><u>External Guest &amp; Presenters:</u></b>                  Natasha Ryan, Director, Consulting, Gartner</p> <p><b><u>Changemaker Awards Presenters:</u></b>                  Kristi Beatty, Environmental Technician Program Coordinator                  Jamie Bramburger, Acting Dean, Pembroke Campus</p> <p><b><u>Student(s):</u></b>                  Mckenzie Mitchell, Environmental Technician</p>
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**WELCOME REMARKS**

Governor McCracken, Board Chair, called the meeting to order at 4:00 p.m., extending a warm welcome to both members and observers in attendance. He began with a land acknowledgement and introduced the newest members of the Board: H. Simpson, R. Goodyear, T. Dube, M. Zahed, and A. Mishra. He also welcomed the new Algonquin College Executive team members: J. Beauchamp, Senior Vice President of Academic Affairs; Krista Pearson, Vice President of Student Services; and Kin Choi, Vice President of Human Resources.

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

Governor McCracken, Chair Board of Governors, constituted the meeting at 4:03 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: J. McCracken & S. Tudor**

**THAT** the Board of Governors approves the meeting agenda October 28, 2024.

**CARRIED.**

## **2. Celebrating Success – Changemaker Award: Miyawaki Forest Initiative**

J. Beauchamp , Senior Vice President, Academic introduced J. Bramburger, Acting Dean, Pembroke Campus who provided a brief overview and introduced presenter M. Mitchell, Level 3 Environmental Technician student at the Pembroke Campus.

M. Mitchell presented the Miyawaki Forest Initiative, a method originating from Japan that focuses on urban afforestation using dense plantings of native trees and plants to enhance growth and carbon sequestration. The project introduced to the local community through public meetings engaged a diverse group of participants, ranging in age from 19 to 70, who took part in planting and site preparation. Local horticulturists and nurseries supplied the plants and soil, while students from the Environmental Technician and Environmental Management and Assessment programs, along with faculty and community members, helped create the garden.

This Miyawaki Garden at Algonquin College is the first of its kind in Renfrew County and has sparked interest in expanding the initiative. Discussions with the City of Pembroke are underway to create additional Miyawaki spaces, offering Environmental Technician students valuable hands-on experience in high-profile, sustainable projects. Local organizations, including the Pembroke Horticultural Society, landowners, and government staff, along with Algonquin College faculty and students, are all expected to collaborate on future projects.

Governor McCracken, Chair of the Board of Governors, and C. Brulé, President and CEO extended their sincere congratulations to M. Mitchell for his hard work and was presented with the Changemaker Award certificate.

## **3. 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.

## **4. APPROVAL OF PREVIOUS MEETING MINUTES AND THE CONSENT AGENDA**

### **4.1 Minutes of the Board of Governors' meeting of June 3, 2024**

Approval of the Board of Governors meeting minutes of June 3, 2024.

### **RESOLUTION**

**MOVED & SECONDED: T. Pollard & G. Berard**

**THAT** the Board of Governors approves the meeting minutes of June 3, 2024.

**CARRIED.**

## **5. COMMITTEE REPORTS**

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

Governor McCracken provided members with a verbal report of agenda items discussed at the October 15, 2024 Board Executive Committee meeting. Meeting highlights included:

- President's First Quarter 2024-25 Performance Contract Update;
- Board Members' Generative Discussions Opportunities, Date: November 5, 2024: Environmental, Social & Governance, the other date is February 5, 2025 (topic TBD);
- October 28, 2024 Board of Governors Meeting Agendas; and
- 2024-25 Board of Governors Annual Workplan and Board & Committee Meeting Schedules.

Members accepted this report for information.

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

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

Members accepted this report for information.

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

Members accepted this report for information. Governor Tudor, Committee Vice Chair provided additional details on agenda items presented at the September 25, 2024 Committee meeting on behalf of Governor Buckley, Committee Chair.

Members accepted this report for information.

### **5.4 Governance Committee Report**

Members accepted this report for information. Governor Tudor, Committee Chair provided additional details on agenda items presented at the October 7, 2024 Committee meeting.

## **6. BUSINESS ARISING FROM THE MINUTES**

### **6.1 Master Campus Development Plan 2025-2035 (for information)**

D. McNair, Vice President, Finance & Administration provided a brief overview and introduced presenter R. Southwood, Executive Director, Facilities Management. R. Southwood presented members with the Master Campus Development Plan timeline and noted that the vast majority of the development over the next ten years is anticipated to be at the Ottawa Campus based on the age of its facilities, the deferred maintenance backlog, and enrolment growth. Board of Governors approval will be requested at the February 24, 2025 Board of Governors Meeting.

The College will be engaging with the communities surrounding the Ottawa campus in November to gather feedback on the proposed plan. Regular briefings to the College Executive Team, the Audit and Risk Management Committee, and the Board of Governors are planned.

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

## **7. NEW BUSINESS**

There is no business arising from the minutes.

## **8. DECISION ITEMS & REPORTS**

### **8.1 First Quarter 2024-25 Financial Projection (for information)**

D. McNair provided a brief overview and introduced presenter, G. Perry, Chief Financial Officer. G. Perry, Chief Financial Officer presented the First Quarter 2024-25 Financial Projection. The First Quarter Financial Projection reflects a snapshot of the College's position as of June 30, 2024. Since then, risks have been identified including a noticeable shortfall in international enrolment which have potential impact on the College's financial outcomes resulting from the January 22, 2024 Immigration, Refugees, and Citizenship Canada (IRCC) announcement. A preliminary update of the second quarter financial projection will follow.

Overall, as of June 30, 2024, the College is on track to achieve the approved annual budget targets. These targets projected domestic enrolment to grow by 3.4% over the prior year, and international enrolment was projected to grow almost 20% over the prior year. The Public College Private Partnership with CDI in Toronto showed a minimal projected enrolment increase of 2.2%. However, with the changes to the Immigration, Refugees, and Citizenship Canada, the College has suspended intakes into these programs as the College worked towards suspending current activities at the end of the first quarter.

Internally Restricted Funds of \$24.7 million at first quarter were used to fund Strategic Investments Priorities and Operations. G. Perry provided members with details of emerging risks post the 2024-25 First Quarter Financial Projection based on the College's current enrolment results. Leading into the second quarter, overall enrolments will decrease by 3.5% from the approved annual budget. Domestic enrolment will remain stable and international enrolments will decrease by 10.4% from the approved annual budget. The College has invested in working towards long-term solutions to improve and maintain financial sustainability. G. Perry presented members with the details of the following Emerging Risks, Post First Quarter Respond with short term measures:

- Refining Salary Requirements;
- Contingency Reductions;
- Reduction of Operational Expenses;
- Capital Project Budgets Reduced or Deferred;
- Maintain Staffing at Current Levels; and
- Commit to Required Expenses – Essential versus Discretionary.

The College will continue to monitor projected impacts and look forward to providing an update during the second quarter projection presented at the next Committee meeting.

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

### **8.2 Fourth Quarter 2023-24 Business Plan Performance Report**

Members accepted this report for information.

## **9. ITEMS FOR INFORMATION**

### **9.1 Report from the Board Chair**

Members accepted report from the Board Chair information.

### **9.2 Report from the President**

Members accepted the report from the President for information. President Brulé noted that earlier today, the Advancement and Strategy team hosted an on-campus event to celebrate philanthropy champions. The event recognized the spirit and power of philanthropy; Chair McCracken brought greetings from the Board; the College highlighted the new Susan Pridmore Award in memory of her service to the college before her passing and the Students' Association announced a \$15K contribution to the Award. The College announced a \$2M donation from the Joyce Family Foundation, the largest single donation to the College. Over 200 attended, including past Algonquin College Philanthropy Award recipients, employees, Susan Pridmore's family and student recipients of the Joyce Family Foundation bursaries.

Members accepted this report for information.

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

Members accepted this report for information.

### **9.4 2024-25 Board of Governors Meeting Schedules and Workplan**

Members accepted the remittances for information.

### **9.5 Confirmation of Mandatory Government Remittances**

Members accepted the remittances for information.

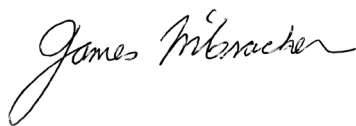
## **10. UPCOMING EVENTS**

Board Chair McCracken informed members of upcoming events for information.

Governor McCracken thanked Duane McNair, Vice President, Finance and Administration for his dedication and commitment to the College for the past 24 years. D. McNair will take on the role of Vice President, Finance and Administration at Carleton University.

## **11. 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 Wilson.



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Jamie McCracken, Board Chair



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Victoria Tiqui-Sanford, Recorder

**APPENDIX A - Observers:**

Alanna McDonnell, Director, Marketing and Recruitment  
Anita Tenasco, Director, Indigenous Initiatives  
Ben Bridgstock, Director, Student Support Services  
Ben Fleguel, Reporter, Algonquin Times  
Bobbie Gormley, Chair, Business, Technology & Outdoor Training  
Brent Brownlee, Director, Campus Services  
Bruce Hickey, Manager, Communications  
Carolyn McCluskey, Finance Manager, School of Advanced Technology  
Christopher Hahn, Dean, Perth Campus & Algonquin College Heritage Institute  
Cindy Harrison, Professor  
Cory Haskins, Chair, Culinary Arts  
David Soltis, Director, People and Culture  
Dr. Simon Spooner, Associate Director, Facilities Planning and Sustainability  
Emily Woods, Director, Corporate Planning  
Ernest Mulvey, Director, International Education Centre  
Gail Horvath, Academic Manager, AC Online  
Grant Perry, Chief Financial Officer  
Jacynthe Pouliot, Chair, Business Administration  
James Pede, Associate Director, Financial Operations  
Jamie Bramburger, Interim Dean, Pembroke  
Joanne Cairns, Events Manager  
Jodi Jaffray, Chair, Community Studies  
Krista Marsden, Acting Registrar  
Kristi Beatty, Professor  
Kristine Dawson, Associate Vice-President, Experiential Learning and Innovation  
Linda Nguyen, Senior Financial Analyst  
Mackenzie Mitchell, Student  
Mara Lowrey, Associate Director, Campus Services  
Marina Spivak, Finance Manager  
Mark Leduc, Executive Director, Academic Operations and Planning  
Mary Grammatikakis, Director, Experiential Learning & Entrepreneurship  
Megan Fraser, Communications Officer  
Nathalia Lencioni, Reporter, Algonquin Times  
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  
Rahul Sharma, Manager, Internal Control and Portfolio Analysis  
Ryan Southwood, Executive Director, Facilities Management  
Sandra Bracatelli, Dean, School of Advanced Technology  
Scott Gonsalves, Director, Strategy and Planning  
Shaideh Mogharrabin, Senior Planning Analyst  
Shaniecia Stobbs, Financial Analyst  
Sue Mainse, Manager, Risk Management  
Tara Ettinger, Professor  
Teri Kinnunen, Manager, Corporate Planning  
Wilma Allen, Manager, Enrolment Systems and Reporting  
Yen Do, Chief Digital Officer