

**THE GEORGE BROWN COLLEGE
OF APPLIED ARTS AND TECHNOLOGY**

**BOARD OF GOVERNORS
PUBLIC SESSION MINUTES**

**FEBRUARY 11, 2009
290 ADELAIDE ST EAST, TORONTO
12:00 P.M.**

Present:	Rahul Bhardwaj Chris Boyle Michael Eubanks Marilou Martin Marjorie McColm	Noella Milne Lynn Nagle Maureen O'Halloran Christine Raissis	Jan Rush Anne Sado Tom Tomassi Bob Wong
Guests	Michael Cooke Eugene Harrigan Yves Hébert	Nancy Hood Ric Ho Jen Norman	Darlene Norris Wayne Poirier Karen Thomson
Regrets:	Chris Griffin	Matthew Ricci	David Wilkes
Minutes:	Diane Fantinato		

Note: Items do not necessarily appear in the order they were discussed.

ITEM	DISCUSSION	ACTION
1.0	<p>Chair's Report Chair Chris Boyle brought the meeting to order. He once again emphasized the importance of full Board participation in support of the Ontario Trust for Student Support (OTSS) program. We have not reached our goal to date and want to take full advantage of the 3-1 matching.</p>	
2.0	<p>Approval of the minutes of the Board of Governors meeting of January 14, 2009. There were no questions arising.</p> <p>MOTION THAT the Board of Governors approve the minutes of the January 14, 2009 Board of Governors meeting as presented. Moved:Rahul Bhardwaj Seconded: Noella Milne CARRIED</p>	MOTION 08-06-01
3.0	<p>Approval of the minutes of the Academic and Student Affairs Committee meeting of January 14, 2009.</p> <p>Approval of the minutes of the Academic and Student Affairs Committee of January 14, 2009 was deferred to the next Board meeting as the Committee has not approved the minutes.</p> <p>M. Cooke advised the Board that the Conflict of Interest Policy in Research being presented is an addendum to the George Brown College's Conflict of Interest Policy created by the Human Resources office. It is designed to meet the requirements of the Tri-Council with respect to the conduct of George Brown College staff and students involved in research activities. To receive funding from the Tri-Council, this policy must be in place. The Tri-Council is aware that we have a draft policy that is being reviewed by the ASA Committee. The Committee has reviewed the draft policy in detail and is recommending approval by the Board.</p>	

Robert Luke, Director of Applied Research, confirmed that all staff will be governed by the HR Conflict of Interest Policy and that this policy will not override it. The only difference is that it governs all research conducted by our staff and any external points of contact. It is incumbent on everyone to disclose any conflict of interest and comply with the HR policy.

It was also suggested that under Paragraph 3.6.6. Gifts and Benefits, that we review other existing policies used by public organizations to ensure we are following what is considered and defined as 'customary hospitality, or other benefits of nominal value'.

The above additional work is more editorial and not substantive in nature. Both policies complement each other. It was agreed that the current HR policy will cross-reference this new policy.

The COI Research Policy will be communicated to staff through orientations, workshops, and will be available on the College website. External organizations and partners will receive a binder or manual outlining our processes, project management, and overall policies governing our relationship.

MOTION	THAT the Board of Governors approve the Conflict of Interest in Research Policy as presented.	MOTION 08-06-02
Moved: Marjorie McColm	Seconded: Jan Rush	CARRIED

4.0 Approval of the minutes of the Finance and Property Committee meeting of February 4, 2009
No questions arising.

MOTION	THAT the Board of Governors approve the minutes of the February 4, 2009 Finance and Property meeting as presented.	MOTION 08-06-03
Moved: Rahul Bhardwaj	Seconded: Tom Tomassi	CARRIED

E. Harrigan reported that the December month end finished positively. Enrolment growth funding remains a challenge as we are still unsure of our funding. We are well under way in the 2009-10 planning process and will have a full presentation to the Board in April.

One growing issue has been the high annual cost of repairs and maintenance on aging dental chairs currently servicing four dental programs. A review was undertaken on the feasibility to purchase 53 new chairs including a 5-year parts and labour warranty. We currently are using 4 of the proposed new chairs. It was noted that the cost for leasing the chairs would be similar to the cost of purchasing new chairs. It was suggested that we include a condition in the sales agreement that will ensure we have access to at least as good a deal for future purchases.

MOTION	THAT the Board of Governors approve the purchase of 53 Dental Chairs for the Interprofessional Learning Clinic as outlined in the businesses cases as presented.	MOTION 08-06-04
Moved: Tom Tomassi	Seconded: Noella Milne	CARRIED

5.0 Approval of The Ancillary Fee Protocol Agreement
Wayne Poirier, Director, Student Service and Campus Life, advised that the College has been working on a new agreement with the Student Association as per the new directive issued by MTCU. The new framework was created due to the class action lawsuit against colleges in 2007. A review of all College fees was undertaken to ensure

compliance with the new framework. In future, any fee increases will be reviewed on an annual basis in January. The Student Association will advise their membership with feedback to the College in February. As of March 1, the new fees schedule must be published to new applicants.

One concern raised, was the calling of a referendum by the College if the Student Association chooses to reject the introduction or increase of a compulsory ancillary fee. It was suggested that the Student Association could create a barrier at any time forcing us to go to a referendum. We may want to consider including a proviso that if the College were required to go to a student referendum, that the College would continue to collect fees. Wayne Poirier advised that the College, historically, has a good working relationship with the Student Association and doesn't anticipate them unreasonably withholding approval. Under Section 6, the Student Association would be required to follow the results of the referendum. The Student Associations' referendum policy covers clause Number 6 which is covered by the master agreement with the SA. GBC currently does not have a formal referendum policy.

MOTION

THAT the Board of Governors approve The Ancillary Fees Protocol Agreement subject to an agreed upon a referendum policy being written and approved by the Student Association and Board of Governors.

Moved: Christine Raissis Seconded: Lynn Nagle CARRIED
Opposed: Marilou Martin

**MOTION
08-06-05**

6.0 Approval of CE Web Registration Software

C. Simpson, Dean, Centre for Continuous Learning, gave a brief overview of registration issues in Con-Ed. To improve the registration process, an investment in upgrading the system is required. In 2005, the College implemented a CE Technology fee to assist in investing in the new system. In 2006, an RFP was issued and the successful vendor was Destiny Solutions Inc., a very reputable company. As the CE Technology fee will pay for 50% of the purchase, the amount for approval of this investment is \$612,500. Normally, this strategic initiative would have been presented in April as part of the budget approval. To ensure a fall implementation, we need Board approval at this time. We anticipate that this investment will help capture at least 2% in lost registrations, contribute to an increase in student satisfaction, reduce manual intervention by CE staff, improve certificate completion rates, and the \$612,500 should be recouped within 3 years.

MOTION

THAT the Board of Governors approve the purchase of the CE Web Registration Software by Destiny Solutions Inc., investing \$612,500.

Moved: Marjorie McColm Seconded: Lynn Nagle CARRIED

**MOTION
08-06-06**

6.0 Master Space Plan

E. Harrigan introduced Michel deJocas of Educational Consulting Services Corporation to discuss George Brown's Master Space Plan. Mr. deJocas explained that a master space plan should provide the following:

- a roadmap for the development of campus facilities that improve student learning, the quality of students' experience, and staff working environments
- a frame of reference to test the contribution that capital projects and campus development initiatives make to the realization of the College's strategic goals, academic plans and operational objectives
- and an information resource and benchmark document that establishes space needs, utilization targets and desirable built environment qualities. It also acts as an advocacy tool.

In 2006, during the development of the Master Space Plan, it became clear that there was a need to invest in additional space in the College. Although many buildings have gone up around the campus, due to the continued growth in enrolment we are still 'not ahead of the curve'. Planning scenarios were placed on hold in 2007. In 2008, there was a consultation update which will provide revised directions and objectives for the Master Plan. The presentation demonstrated various major master plan considerations regarding enrolment growth from 2008-2018, utilization of classroom instruction space, preparing the campuses for future education and training delivery, and reconciling College plans with existing and future campus footprints. A final presentation will be delivered to the Board at a future meeting.

7.0 Colleges Ontario Report

A. Sado made the following Colleges Ontario report:

- **Budget Advocacy** - The priorities that Colleges Ontario has been promoting in its budget advocacy work were reviewed at the January COP meeting. It is expected the province will provide funding for capital investments but it is more difficult to predict whether there will be operating funds in the upcoming provincial budget.
- **System Design** - Assistant Deputy Minister Marie-Lison Fougere from MTCU told presidents the ministry will soon be inviting stakeholders to sit on a steering committee that will play a key role in developing a system-wide credit transfer system. Other advocacy efforts around system design will be focused on college degree granting and apprenticeship.
- **Minister Milloy** - MTCU Minister John Milloy met briefly with presidents and emphasized that postsecondary education continues to be a priority. The Minister said the province is prepared to run a deficit this year but there are limits to the size of the deficit. He thanked the colleges for their work supporting the Second Career initiative.
- **Courtyard Group** – Representatives from the Courtyard Group updated presidents on their organization's review of the capital needs at colleges. This consulting firm was hired by the provincial government and has been assessing capital requirements in colleges and universities to help them prioritize their capital spending for postsecondary education according to a long-term plan.
- **Minister Sandra Pupatello** – The new Minister of International Trade, Sandra Pupatello, spoke to the presidents about the work being done to promote Ontario internationally and stressed that colleges are a key stakeholder for her ministry. Some priorities she wants to work on with colleges are creating a consistent standard in Ontario for defining intellectual property, getting access to college alumni lists in order to find graduates working internationally who can help promote Ontario and improving accreditation to help more students to graduate in Ontario.
- **Funding Formula** - Presidents received an update on the funding formula review and revised ministry simulations on how colleges could be affected by the move to a new model. This model would focus on base plus enrolment growth funding. It is unclear what funding would be available to help colleges through the transition.
- **System-wide Environmental Initiative** - The presidents received an update from the college sector's new environment committee on plans for this year's Earth Day (April 22).
- **ACCC** - James Knight, President of the Association of Canadian Community Colleges, provided presidents with a memorandum on ACCC's proposed strategic vision and plan.

8.0 President's Report

The President's Report is structured to align with the Balanced Scorecard and the college objectives for 2008-09. As such, A. Sado brought forward the following items for information and discussion:

Financial Viability

- **Apprenticeship Enhancement Fund** - The College is confident that it will receive new capital from the Apprenticeship Enhancement Fund. This will allow us to complete the last of the renovations at 300 Adelaide, specifically two basement baking labs.
- **Alumni Funds** - The 30 day appeal period for the Alumni funds has passed and the funds have now been deposited to the College's bank accounts. Thanks once again to Eugene Harrigan and Janice Howard in working to access the funds for students.
- **Colio Estate Wines** - Tonight I will be accepting a cheque from Colio Estate Wines. Last year they created a series of wines with a "Girls Night Out" theme and contributed 25 cents from every bottle sold to a scholarship fund. We are one of 4 college recipients and expect to receive a cheque of just over \$6K. This will be placed in an endowment and matched under OTSS.
- **Comprehensive Capital Campaign** – Darlene Norris, Rod MacGillvray (Foundation Board Chair) and I have been meeting with all of the major banks to begin a dialogue for a comprehensive capital campaign to support the Waterfront Campus. We had very positive feedback from BMO, RBC, and Scotia banks indicating that they are very excited about the Waterfront campus. They have advised that they are prepared to receive a request as part of a comprehensive capital campaign and provide advice on how to position 'the ask'.

Staff Success

- **Employee Survey** - The results of the staff survey from October 2008 have been received and tabulated. Over 800 employees responded to the survey (a 60.7% response vs 52.3% in 2006). Our overall employee satisfaction increased from 79% in 2006 to 85% in 2008. We measured employee feedback in 9 different areas – ranging from strategic leadership to work environment and employee engagement. Seven of the nine indices improved significantly vs 2006 and the other two remained the same. One of our key areas of focus was communication and all communication attributes improved significantly. A web cast accessible to all employees will be held on February 18 where the results will be publicly announced. Each division is now analyzing their results to identify division specific action plans. We will then confirm College wide priorities for improvement. A more detailed analysis will be presented to the Board in April.
- **Staff College Orientation** - A new staff College orientation was held in late January including a first-ever orientation for part-time faculty. We received great feedback on these orientations.
- **Badminton Championships** - The assistant coach of our Badminton team recently won 4 medals in the International Master's Competition in Miami, Florida. Ernest Nketiah captured medals in all 4 events he entered – two gold and two silver – one of each in singles and one of each in doubles. Ernest's next major event will be to represent Canada at the World Masters Championships to be held in Australia this October.

Student Success

- **Design Students** - Two of our Continuing Education Interior Design students recently won top prizes. Anita Vizzini received first place, best project, Interior Decoration Category and Harvey Winks received first place, best project, New Construction Category from the Canadian Decorators' Association (CDECA). Our School of Design/IWB students won the best student booth last weekend at the Interior Design Show.

Positioning

- **Chef Gordon Ramsay** - Chef Gordon Ramsay visited The Chefs' House on Monday morning as part of an appearance on Canada AM. Mr. Ramsay met with each of the apprenticeship students asking them about their careers and then presenting each with a personally autographed copy of his new cookbook.
- **OMNI Television** - I appeared on an Omni Polish television show on January 31. Z Ukosa (meaning Different Angle) is a public affairs programme that deals with topics of interest to Canadians of Polish Background. I spoke about our employer research, key skills employers are looking for in future candidates, labour market needs and our work with internationally educated professionals.
- **Media** - I have been doing a number of interviews with media, mostly linked with our Employer Survey results. A National Post article is expected in the next week or two.

8.0 Other Business/Comments by Board Members:

- **Labour Fair** - Our Labour Fair will take place March 9 -13. Maureen O'Halloran will be participating in a panel discussion on Tuesday, March 10.

There being no further business, the meeting was adjourned to a Private session.