



**Summary of the meeting of the  
BOARD OF GOVERNORS  
September 10, 2009 at 5:32 p.m.  
Kente Building**

<b>Board Members:</b>	<b>Margaret Werkhoven, Chair Barbara Brant Pat Dockrill John Fitzpatrick Kirk Fleming Colin Hughes Tamara Kleinschmidt</b>	<b>Maureen Piercy, President Glen LeClair Tony Orrick Brian Smith Susan Scarborough Jake Van Rooy Scott Williams Stuart Wright</b>
<b>Regrets:</b>	<b>Bob Cottrell Kay Manderville</b>	<b>John Williams</b>
<b>Staff:</b>	<b>George Burton, Vice-President, Enrolment Management and Student Services Geoff Cudmore, Acting Vice-President, Academic (arrived 6:10 p.m.) Karen Cullen, Executive Director, Human Resources Services and Organizational Development Allan Ross, Vice-President, Corporate Services and Chief Financial Officer Dianne Spencer, Executive Director, College Advancement and External Relations Elaine Wilkinson, Recording Secretary</b>	
<b>Guests:</b>	<b>Janet Richards, The Intelligencer John Spitters, Quinte Broadcasting Steve Pettibone, 91X News (CJLX) and The Pioneer Drew Carlson, Past Governor</b>	

	KEY POINTS/ACTION REQUIRED	FOLLOW-UP RESPONSIBILITY
1.	<b>WELCOME FROM CHAIR</b>  Chair Werkhoven welcomed new and returning governors, media representatives and senior staff to the first meeting of the new term. Margaret introduced retiring Governor Drew Carlson stating that his achievements would be recognized later in the meeting.	
2.	<b>INTRODUCTION OF NEW GOVERNORS</b>  New Governors Kleinschmidt, Smith, Van Rooy and Williams were introduced.	
3.	<b>APPROVAL OF AGENDAS</b>  Pandemic Planning Update was added to the agenda under Other Business.  <b>Resolution # 1</b> Moved by: Barbara Brant Seconded by: Kleinschmidt AND carried, "THAT the revised agenda of September 10, 2009 be approved as circulated."	
4.	<b>DECLARATION OF CONFLICT OF INTEREST</b>  No conflict of interest was declared.	
5.	<b>RECEIVING OF PREVIOUS MINUTES</b>  With no errors or omissions reported, the minutes from the Special Board of Governors meeting and the Regular Board meeting of June 4, 2009 were approved as presented.  <b>Resolution # 2</b> Moved by: Colin Hughes Seconded by: Glen LeClair	

	<b>KEY POINTS/ACTION REQUIRED</b>	<b>FOLLOW-UP RESPONSIBILITY</b>
	AND carried, "THAT the minutes of the Special Board of Governors meeting and the regular Board of Governors meeting of June 4, 2009 be received and adopted."	
<b>6.</b>	<b>BUSINESS ARISING</b>  Nothing was noted.	
<b>7.</b>	<p><b>SUSTAINABLE SKILLS, TECHNOLOGY AND LIFE SCIENCES CENTRE PRESENTATION AND UPDATE</b></p> <p>George Burton provided an update on the progress of the Sustainable Skills, Technology and Life Sciences Centre stating that the necessary preparation work in getting to this stage has been completed. This included site planning, geotechnical tests, program review, conceptual designs, faculty and staff consultation sessions and a design/build process.</p> <p>The 10 proposals received for the construction of the facility were short listed to four. Interviews with the four firms are scheduled for September 14<sup>th</sup> and 15<sup>th</sup>. The recommendation by the interview panel will be reviewed with the Capital Construction Committee for their support and will be brought to the Board in October for approval.</p> <p>A capital campaign will be undertaken to equip the centre.</p>	
<b>8.</b>	<p><b>CHAIR'S REPORT</b></p> <p>Chair Werkhoven reported on the following:</p> <ul style="list-style-type: none"> <li>➤ The 11<sup>th</sup> Annual Loyalist College Foundation Golf Tournament will be held September 18<sup>th</sup>, at Trillium Wood Golf Course. Net proceeds from this fundraiser will be directed to the Foundation's endowment fund for student financial assistance, and will be matched by the provincial government.</li> <li>➤ An invitation was extended to Governors to attend the September 24<sup>th</sup> Bancroft Graduation.</li> <li>➤ The Association of Friends Fall meeting will be held on Wednesday, October 7<sup>th</sup>. Governors are welcome.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ A photograph submitted by Loyalist student Ophelie Migneault as part of the 2009 Colleges Ontario photo contest <i>You are Here: A College Experience</i> will be included in the Colleges Ontario 2010 desktop calendar.</li> <li>➤ Loyalist College will host a Governor Orientation Program mounted by CCAC on October 19<sup>th</sup>. Participation in the day long session, which is sponsored by Colleges Ontario, is open to all. Governors Kleinschmidt, Smith and Williams have confirmed their participation. Mentors to the new governors were encouraged to attend.</li> <li>➤ Community partners have been invited to join the Board of Governors for dinner following the October 8th Board meeting. This annual opportunity is planned to recognize and thank our community partners and to ask for their input. Governors were encouraged to attend.</li> <li>➤ The service and contributions of retiring Governors Drew Carlson, Leslie Dunlop and Doug Galt to Loyalist College were recognized. Drew Carlson was on hand to accept his Gary Miller print. Other governors will receive theirs at another time.</li> </ul> <p>The Chair expressed her pleasure in being able to attend the July 4<sup>th</sup> Re-Dedication of the Memorial Gates at 8 Wing Trenton and the August 17<sup>th</sup> Investiture Ceremony of President Piercy. Governors who attended the events were thanked for their support.</p>	
<b>9.</b>	<p><b>PRESIDENT’S REPORT</b></p> <p>New Board members Governors Tamara Kleinschmidt, Brian Smith, Jake Van Rooy and Scott Williams were welcomed.</p> <p>President Piercy reported on the following:</p> <ul style="list-style-type: none"> <li>➤ Summer activity at the College was significant. There was increased activity in our Continuing Education summer programs and summer camps including sports camps.</li> <li>➤ For the 10<sup>th</sup> year, the College, in partnership with the Department of National Defence, was pleased to offer use of our facilities and services during the summer to over 300 officers, civilian instructors, staff cadets and cadets of the Central Region Gliding School as part of their summer programs in glider pilot training and leadership.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ Acting Vice President Academic Geoff Cudmore, Director of Student Services Cathy O'Rourke and a number of faculty and student services colleagues worked with Coordinator of Teaching and Learning Excellence Jake Sandison to provide an excellent program for 21 teachers from one of our partner institutions in China. The program focused on Canadian teaching, course design and delivery and also including some great cultural experiences including a visit to a Canadian cottage.</li> <li>➤ The College has experienced 19.7% growth in first year registration over last year and 7 – 10% growth in total enrolment over last year. Although positive, the increase does create challenges for students, faculty, staff in addressing the unexpected challenges of human resources, space, parking, equipment etc. Fall Continuing Education registrations are also very strong.</li> <li>➤ Loyalist's participation in Project Hero, a full-tuition subsidy program which also includes a full year of residence fees for eligible students who are dependents of members of the Canadian Forces who have lost their lives while on an active mission, was very well received by College members and our communities.</li> <li>➤ Maureen said she felt honoured by her appointment as Honorary Colonel of the 8 Air Communications and Control Squadron at CFB Trenton and thanked Board members for their support.</li> <li>➤ Results of the national registration exam for the College's Year 2 Practical Nursing graduates was received mid August with 100% success rate.</li> <li>➤ Congratulation was extended to the Children's Aid Society (CAS) on the official opening of their new offices. Rick Helman, Director, Financial Planning at Loyalist, is a treasurer of the Board of Directors of the CAS.</li> </ul>	
<b>10.</b>	<p><b>COLLEGES ONTARIO REPORT</b></p> <p>Maureen reported that Colleges Ontario has been active, providing updates on the review of a new governance model and on the transition process linked to the new funding model. Updates on these models will be provided at future Board meetings.</p>	

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11.	<p><b>COLLEGES ADVOCACY NETWORK</b></p> <p>Chair Werkhoven read from a written report provided by Governor Manderville on the August 13<sup>th</sup> advocacy workshop which she had attended. The workshop agenda, sponsored by Colleges Ontario, included guest speakers who provided guidance on the 'how-to' of effective advocacy and guest speaking. The next meeting for this group is scheduled for October.</p>	
12.	<p><b>ASSOCIATION OF CANADIAN COMMUNITY COLLEGES (ACCC) NATIONAL PROTOCOL FOR SUSTAINABILITY</b></p> <p>Maureen reported that Loyalist College had joined a number of colleges across Canada as a signatory to a national protocol for sustainability introduced by the Association of Canadian Community Colleges (ACCC). This initiative fits nicely with the values included in our 2009-2014 Strategic Plan of sustainability of environmental resources and in signing the agreement the College is demonstrating its commitment as a leader both internally and with our external communities in maximizing contributions to a sustainable future.</p>	
13.	<p><b>ANNUAL REPORT 2008-09; MULTI-YEAR ACCOUNTABILITY AGREEMENT REPORT BACK AND GAAP BUDGET TEMPLATE</b></p> <p>Governor Wright spoke to this Ministry mandated requirement which was discussed at the Finance Corporate Services and Governance Committee meeting held earlier in the afternoon. Board approval is required prior to submission.</p> <p><b>Resolution # 3</b></p> <p>Moved by: Brian Smith Seconded by: Pat Dockrill</p> <p>AND carried, "THAT the Board of Governors approve the recommendation of the Finance, Corporate Services and Governance Committee to approve the 2008-2009 Annual Report and the Multi-Year Accountability Agreement Addendum for year ending March 31, 2009 as presented"</p> <p>and</p>	

	<b>KEY POINTS/ACTION REQUIRED</b>	<b>FOLLOW-UP RESPONSIBILITY</b>
	<p>“THAT the Board of Governors approve the recommendation of the Finance, Corporate Services and Governance Committee to approve the revision of the College Business Plan to reflect the revised Ministry’s Operating Procedure for the College Business Plan on a GAAP basis, using the template provided by the Ministry.”</p>	
<b>14.</b>	<p><b>OTHER BUSINESS</b></p> <p>Pandemic Plan: Karen Cullen reported on the preparedness of the College in addressing H1N1 stating that the committee was formed over the summer to address the concerns of the pandemic, and developed a Pandemic Plan and Policy which focuses on preparedness and prevention. The committee worked closely with the Hastings and Prince Edward Health Unit when developing the plan.</p>	
<b>15.</b>	<p><b>ADJOURNMENT</b></p> <p>There being no further business, the meeting adjourned at 6:40 p.m.</p>  <div style="display: flex; justify-content: space-between;"> <div> <hr style="width: 250px;"/> <p>Margaret Werkhoven, Chair</p> </div> <div> <hr style="width: 250px;"/> <p>Maureen Piercy, Secretary</p> </div> </div>	