

# President's Report to the Board



January 22, 2015

## From the President

### 1. Facilities

The winter term begins with some exciting news in relation to facilities. Our Fine Arts program has just moved into its new quarters at Mill Square. We have literally transformed what used to be the “Machine Shop” and the results are spectacular. The students and faculty are delighted. Moreover, I believe the overall impression these new facilities make will allow us to dramatically improve student recruitment into the program. An open house for faculty, staff and Board members will be planned for later in the semester, similar to what we did with the new music facilities.

We are looking forward to the completion of the enhancements to the George Leach Centre and expect the work to be completed on February 9, 2015. While the project was delayed slightly, the Algoma community is excited to see the new athletic training facilities and the state of the art equipment.

The existing facilities are now operating regularly, and most users have been understanding with respect to the delays. Naturally, they are also very excited about the enhanced facilities that will become available in the coming weeks.

### 2. Grievances

This section of the President’s report is a response to some recent questions at the Board table and on campus about the number and nature of grievances and/or complaints at the University.

Our non-teaching staff are represented by OSSTF. Their local has approximately ninety members. In the past two years, the staff union has filed seven grievances. Administration and Staff were able to meet and settle all grievances amicably without going to arbitration.

Our faculty are represented by AUFA. AUFA has approximately seventy full-time members and approximately one hundred and thirty part-time members.

If AUFA has concerns about a possible violation of the collective agreement, it voices those concerns in a “complaint” and the University provides a response. If AUFA is not satisfied with the response, the matter is referred to a standing grievance committee that consists of two AUFA members and one administrator. If either party is unhappy with the decision of the grievance committee, it may initiate binding arbitration.

In 2013, AUFA took six complaints to the formal grievance stage. The grievance committee found in favour of the University in five of those grievances; the sixth is still in process. AUFA filed for arbitration in one of the grievances it lost but withdrew several days before the process was to begin.

In 2014, AUFA filed four formal grievances in relation to three matters:

- The date of the DPRC elections and the ballots used (separate grievances)

- A part-time instructor's hours of work
- A claim that AUFA's approval should have been sought for changes made to the job description of the Dean several years ago

In addition, AUFA has filed for arbitration in a tenure case.

Complaints have been raised in relation to a number of other matters and formal grievances could still be filed but the University believes itself to be compliant with the collective agreement in each of these cases and has communicated its position to AUFA.

Further details will be provided in the Closed Session of the January 22 Board meeting.

### 3. Fiftieth Anniversary

In closing, let me remind you of the "Kick-Off" for our 50<sup>th</sup> Anniversary Celebrations that will take place on Friday, Saturday and Sunday, January 23-25. Details are available on the University's website; just click on the "Algoma 50" logo on the homepage.

Of particular interest for Board members is the lecture that will be given by Professor Emeritus Don Jackson on Saturday at 4:00. The title of the lecture is *Algoma's Move to Shingwauk: The Transformation of a College*. Please note that after the lecture I will be announcing the Board's decision at our previous meeting in relation to the naming of the main road into the campus.

I should also remind you that one of our objectives for the 50<sup>th</sup> Anniversary is to appoint Algoma University's first Chancellor. The deadline for nominations is *Monday, February 16<sup>th</sup>*. If you have any good suggestions, please send them to the Search Committee in care of the President's Office.

Dr. Richard Myers  
President

# Vice President Finance and Administration

## Summary of Issues, Initiatives and Operations since November 2014

Sean Dwyer

### 1. The President's Budget Advisory Panel (PBAP)

Planning for the 2015-16 budget has commenced. All budget holders on the Administration Team have received their individual budget templates and initial meetings of the PBAP have begun. The PBAP will review each individual budget with the budget holder and make recommendations to the President on the final draft budget that will go forward to the Board for approval. The Panel will meet weekly until the draft is finalized in March.

### 2. Audit Services RFP

The university's auditing services agreement expired last year. An RFP for auditing services was prepared and reviewed with the Finance Committee prior to posting. It was advertised in the Sault Star and posted on the AU website for three weeks with a closing date of November 7<sup>th</sup>, 2014. An RFP review team, comprised of internal employees and an external member of the board, completed a review and evaluation of responses on December 3<sup>rd</sup>, 2014. To the end of responding to the bidders in a timely fashion, the Finance Committee completed a unanimous e-vote supporting the recommendation of the review team on December 7<sup>th</sup>, 2014 and the Board Executive approved a motion recommending the appointment of BDO Canada LLP as the auditor for Algoma University on December 8<sup>th</sup>, 2014. The term of the new contract is for a period of five years with the potential for a three year extended term based on mutual agreement.

### 3. Dissolution of the Foundation / Transfer of Assets

The strategy to dissolve the Foundation as a stand-alone entity and transfer the assets to the University was socialized with the University governance last fiscal year. This resulted in a motion being passed at the April 2014 AU Board of Governors meeting approving the strategy to dissolve the Algoma University Foundation and granting Administration permission to execute all follow-up transactions accordingly.

The transfer is being worked currently and will occur prior to the end of this fiscal year. The April 30th, 2015 charity return will be filed as usual showing the distribution to AU (and all other activity). At this time, the Foundation entity will have no other assets and a request will be made to the CRA to have the charity revoked. The revocation process will begin post Apr 30th, 2015, and, once complete, a final nil return will be filed and the necessary documents will be filed with the Public Guardian and Trustee (PGT) which will surrender the corporate existence of the Foundation.

### 4. Collective Bargaining Negotiations

The University has three collective agreements: the Full-Time Faculty CA, the Part-Time Faculty CA and the Support Staff CA. All three expire on June 30th, 2015. Preliminary article review is ongoing and bargaining team formulation and further due diligence has recently commenced.

### 5. Capital Project Costs/Financing

There are currently two capital projects ongoing - the Library Roof replacement and the GLC expansion. Construction and timing details can be found within the Physical Plant Director's update. The finances related to both projects are being reported to the Finance Committee and both projects are currently on budget.

# Academic Dean

## Summary of Issues, Initiatives and Operations since November 2014

Dr. Richard McCutcheon

I have been very pleased to begin my term as Academic Dean, which officially happened on January 1<sup>st</sup>. I am looking forward very much to working with my colleagues and you to facilitate higher education in Sault Ste. Marie. Already I have initiated several key processes within the university that may be of interest to the Board of Governors

### 1. Academic Planning and Priorities Committee

As Chair of the Academic Planning Committee, I have pushed forward the preparation of a renewed Five Year Academic Plan. There already is in place, of course, an academic plan that ends in the summer of 2015. There has been concern, however, that a new plan has not been articulated. I have placed this at the top of my priority list – the committee will be meeting on Friday, January 15<sup>th</sup> for several hours to lay the groundwork for a draft plan that we hope to bring to the university Senate at its March meeting.

### 2. Dean's Council

I have activated the Dean's Council to coordinate and prepare a core document called the "criteria document", which is required by the Collective Agreement. This document is meant to provide guidance to faculty members seeking tenure and promotion. Because it is in the CA, the institution is obligated to produce this document. Work on it needs to be brought to fruition, which is what I will do through the Dean's Council.

### 3. The Social Work Program

Stabilizing the social work program is a top priority. I have immediately worked closely with the executive search firm we have hired to get the Social Work Director position search activated more vigorously. I have also begun work on the two full-time positions in social work that we are committed to filling.

### 4. Professional Development Days

A significant part of my background is in the area of Conflict Resolution. As an aid to faculty, I am in the process of planning two professional development workshops to explore basic conflict resolution processes at the interpersonal and work place levels. This is also being coordinated with HR, who I hope will be able to make use of my contacts to further PD in the staff.

# Office of the Registrar

## Summary of Issues, Initiatives and Operations since November 2014

David Marasco, University Registrar

### 1. Enrolment

Current FTE enrolment numbers for winter 2015 (15W) have decreased 5.1% as compared to the 2014 winter term (14W). Registration for this term continues until January 16. A more detailed assessment of enrolment numbers will be available after the registration period has ended.

### 2. Office of the Registrar/Reports

The Office of the Registrar is sending offer letters for the next admissions cycle as we are currently admitting students for fall 2015. Academic advising and registration for current students begins on February 9, 2015. Spring and fall/winter 2015 schedules have been posted on the university web site.

KTEI Educational Institute has contacted the university to partner the delivery of community-based programming on site at their First Nation. Preliminary meetings have been held to discuss community access learning for their students with the Community Economic and Social Development department. This is an opportunity to forge regional partnerships and outreach to aboriginal students.

The Multi-Year Accessibility Plan 2014-2019 (MYAP) was submitted to the Ministry last month. *The Multi-Year Accessibility Plan provides the University with a framework to advance our efforts to reach the Province's standard for universal accessibility.*

### 3. College Transfers

Algoma University continues to work with the colleges to enhance/promote college pathways. Most recently, we have forged agreements with both Centennial and Sheridan for pathways to our community development degree programs. We are waiting for the internal processes to approve the exceptional agreements.

Later this month, a meeting with Northern College will take place to discuss joint admissions for NC students articulating to the CESD degree programs (the Community Development program is offered onsite) as well as students interested in the Bachelor of Business Administration at the main campus. Joint admissions provides student with an opportunity for future post-secondary pathways.

### 4. International Recruitment, ESL@algoma

ESL@algoma continues to demonstrate enrolment growth – spring 2014 enrolment increased 50% as compared to spring 2013; for fall 2014, we had 69 students in ESL, which represented a 35% increase compared to fall 2013. Currently, we have 74 students in the program this winter 2015 term. We are preparing for the arrival of a group of students from Kyota Sangyo University (Japan) this February 2015 to study short-term ESL programming, and we are planning and negotiating with a group from Colombia (Uniminuto) this spring.

International recruitment plans for the winter 2015 semester include meetings in India, Bangladesh, Kazakhstan, Pakistan, Vietnam, China, and the Middle East.

## Marketing and Communications

### Summary of Issues, Initiatives and Operations Since November 2014

Kevin Hemsworth, Director Marketing and Communications

#### 1. Internal Planning

Marketing and Communications got together in December to discuss our role in the University in order to possibly streamline and find/create efficiencies in our workflow. Coming out of that meeting we have identified a number of opportunities, including more defined goal setting, greater accountability by administration towards our projects, continuing to improve our digital presence, working towards some redefined internal communications tools, and tracking time in order to get a better sense of where we are focusing our efforts, in an effort to refocus on more mission critical projects.

#### 2. 50<sup>th</sup> Anniversary

We have developed and launched a new section of the website and worked towards the launch of our 50<sup>th</sup> Anniversary celebrations. The 50<sup>th</sup> logo adorns our website and all new materials/advertising, including our new lawn sign. The website includes a list of upcoming events, opportunities for alumni to re-engage with the University, and a rich history and timeline of the institution. You can find it at <http://algonau.ca/50/>

#### 3. GLC Logo

We are in the process of developing a new logo for the GLC, to be launched with the opening of the new space. The logo will be in keeping with the new visual identities for both the University and the Varsity program.

#### 4. Accessibility

We have made several commitments to keep the university compliant with AODA, many of them around our online presence. In order to help us to stay compliant, Marketing and Communications has engaged Siteimprove, an online accessibility and quality assurance service. In addition to reporting any accessibility issues, it also checks our sites for broken links and misspellings, which should improve site quality.

## Human Resources

### Summary of Issues, Initiatives and Operations Since November 2014 Darla Pirillo, Director of Human Resources

#### 1. Recruitment

Archives Technician (temporary) – filled with external applicant  
Maintenance Repairperson (permanent) – filled with external applicant  
Full-Time Custodian – GLC (permanent) – currently posted internally

#### 2. Labour Relations

All outstanding complaints and/or grievances filed by the Faculty Association have been responded to. No new complaints or grievances were filed during this period.

The HR Director met on one occasion with members of the PT Hiring Policy Committee and the PT Review Policy Committee. The Director and members of PT Contract Faculty will be meeting separately in order to develop a PT Hiring Policy and Procedure document. The purpose of this document is to ensure consistency in the process applied when recruiting PT Contract Faculty. This item was discussed during the last round of contract negotiations with PT Contract Faculty and identified as a priority item. This is same methodology will be applied in preparing a policy and procedure for the review of PT Contract Faculty.

The results of the Harassment Survey carried out among all employees will be released to members of the Administration prior to the end of January. The purpose of the survey given was to assess the level of risk at the university as it relates to workplace harassment defined in the Occupational Health and Safety Act. A summary of the relevant information will also be provided to members of the JCC Faculty and Staff.

#### 3. Health and Safety

The Workplace Violence and Harassment Prevention Policy and Program were approved and implemented. Training on the program is ongoing with 70% of Administration, Full-time Faculty and Staff completing the training to date. Risk Assessments for all functional areas will be the focus of the upcoming quarter. The Health & Safety Policy has been revised and submitted for approval.

#### 4. Training and Development

Training continues to be provided through HR Downloads on computer based training (CBT) modules for staff and faculty that will address mandatory training requirements. Cultural Competency training as a joint effort with the Anishinabee Initiatives Division will be provided on February 9, 2015.

#### 5. Accessibility Ontario Disabilities Act (AODA)

The five year plan was completed and submissions were provided from all applicable areas, such as Communications, Human Resources and Information Technology Services. The plan as per the requirement has now been posted to the Algoma University website.



# Information Technology

## Summary of Issues, Initiatives and Operations Since November 2014 Danny Reid, Director of Information Technology

### 1. New my.algomau.ca Services

Several new services have gone online in recent months on our student and staff portal, including electronic timesheet submission, and updated faculty evaluation system (which saw a 20% increase in responses), an early alert system to identify students at risk, a co-curricular records system, and an online bursary application system.

### 2. Helpdesk

Several items have been completed recently within our Helpdesk, including:

- A new sessional pod has been setup for part-time faculty in room ECC201B
  - A multi-camera webcasting system was built to stream Algoma Thunderbird games live
  - We have been working closely with AUSU by entering a support agreement to provide them with file, print, AV, and IT support services. A new Xerox Multifunction unit was also added to the AUSU lounge area
  - AU Staff Cards have been changed to match the new AU branding.
  - To improve service, a direct-dial phone has been installed outside our main NW303 office that will “hunt” for IT staff.
- Bell removed all campus payphones due to lack of use, so we replaced them with courtesy phones

### 3. Landline Telephone Service

We are finalizing the details for migrating from Bell PRI services to Vianet SIP services at the end of January for our main campus phone connections. The expected savings will be \$25-\$30K per year.

### 4. Purchase Order System

A new Purchase Order system using our new Document Management System (DocuShare) is currently being testing by a limited number of departments. The new system is completely paperless with all approvals being done electronically. We expect the time savings will be substantial, both for the purchasers, and the back-end financial staff.

### 5. Internet Upgrades

We have ended our contract with Cogent for Internet services, and entered into a new contract with Ontera. While our Internet speeds will not change (200Mbps), our physical route diversity will provide us with more reliable Internet service.

## Physical Plant

### Summary of Issues, Initiatives and Operations Since November 2014 Jeremy Wilhelm, Director Physical Plant

#### 1. Arthur A. Wishart Library Reroofing

All aspects of the roofing and new HVAC installations are complete. Small sections of flashing are being completed by the end of January. The plans for the interior repairs are currently being investigated with plans to complete work after the winter term.

#### 2. George Leach Center Ontario Universities Athletics Expansion

The project schedule was significantly affected by the weather experienced last summer and fall. The water intrusion into the building caused significant damage, which required the shutdown of the facility to allow for clean up and restoration by specialized contractors. The clean up was completed in December with clearances given by the engineers overseeing that aspect of the project. The contractor, Cy-Rheault, has informed us that the new completion date for the turning the GLC back over to the University is now February 9<sup>th</sup>. Following that we will be installing the new exercise equipment and setting up to unveil the facility. In the spring the contractor will return to complete landscaping and sidewalk work that is impossible to complete during the winter.

#### 3. Fine Arts move to Mill Square

The Occupancy Permit for our new space at the Machine Shop on the former St. Mary's Paper site was received on January 8, and classes are now being held there. Physical Plant staff have been onsite helping with the moving and setup of furniture and equipment. There will be a period of weeks where we will not have full access to our spaces until all construction at the Machine Shop is completed. The developer hopes to have that completed by mid-February

## **Student Recruitment: Domestic**

### Summary of Issues, Initiatives and Operations since November 2014 Brent Krmopotich, Director, Domestic Recruitment

#### 1. Application Update

The application deadline for Ontario High School students is Wednesday, January 14<sup>th</sup> at midnight. We will receive application statistics for Algoma and the other Ontario Universities by the end of day January 16<sup>th</sup>. Algoma's high school applications are currently behind last year's pace. The Director expects this to continue through to the deadline. Local applications have held steady so far, but applications from the rest of the province have declined compared to last year.

#### 2. Salesforce Implementation

Implementation of the Salesforce platform as a new CRM system for Recruitment and Admissions continues to be a top priority. Since the last update we have achieved the following milestones:

- Training of 2 new employees, one from the Anishinaabe Initiatives Division on the system
- New online application form has been developed
- Style sheets have been developed to customize the portal experience for Algoma applicants
- Dupeblocker App installed to prevent the entry of duplicates into the student record system

The next two months we will be focused on bringing Admissions functionality online. Testing will begin soon on the applicant portal to ensure that the proper workflow rules are triggered by the application form. Work is also being done to centralize the generation of documents in Salesforce. The documents are currently being produced across several different departments.

#### 3. SciFy Mentorship Program with ADSB

Algoma University is a partner in the Sci-Fy Healthy Living program with the Algoma District School Board (ADSB). The program pairs Algoma University students with grade 5 and 6 students from two local elementary schools. The program delivers a healthy living curriculum, modelled on similar programs developed at the University of Toronto and Western University. The Director is acting as Algoma's representative on the program's Advisory Committee. The program deepens Algoma's relationship with the ADSB as well as providing Algoma students with an excellent opportunity to gain volunteer experience working with youth.

#### 4. Department Planning Day

Members of the Recruitment Department met off campus for a full day on December 9<sup>th</sup> to discuss opportunities and challenges related to student recruitment. The morning was spent recapping the Fall travel season, the afternoon was dedicated to planning conversion activities for the Winter and Spring. Everyone in the department participated in the meeting. As a result of the day we have made some tactical changes for next fall as well as developed a comprehensive plan for Winter and Spring recruitment activities.

## Extension Programming

### Summary of Issues, Initiatives and Operations Since November 2014

#### Brian Leahy, Operations Director – Extension Programming

##### 1. Algoma University @ Brampton

As part of our ongoing effort to increase student engagement and career focussed networking opportunities, a number of interesting student activities are being planned during the winter term. For example, later this month, 7 BBA students studying at our Brampton extension will be participating in the “Next Generation Student Day”. This leadership conference is tied to the 2015 FFW Advertising and Marketing Week activities, an event billed as “Canada’s largest and most diverse annual gathering of advertising, marketing and media leaders”. Students will also be participating in, or assisting with, events hosted by the Brampton Board of Trade and the Brampton Downtown Development Corporation.

There has been increased interest from Brampton alumni to get involved with outreach and related activities. A proposal brought forward by one of our grads from the class of 2012 to establish an alumni social event in Brampton received strong support at the December meeting of Algoma’s Alumni Council that will see the establishment of our first official “Algoma U @ Brampton” alumni event later this term. Details are currently being finalized and the event will be open to both Brampton graduates and those who completed their Algoma degrees on the main campus who currently live in the GTA.

##### 2. Algoma University @ St. Thomas

After examining options to retool academic programming, a decision was made in December to discontinue operations at our St. Thomas extension as of the end of the Winter 2015 semester. The small group of second-year students currently studying at this site will complete their courses as per the original program model. We will continue to encourage these students to consider studying on our main campus in the Fall of 2015.

##### 3. Algoma University @ Timmins

We are very pleased that enrolment levels have allowed us to move forward with our pilot project to offer an Introduction to Social Work course to students in Haileybury and Moosonee/Moose Factory. As of January 9<sup>th</sup> a total of 14 students were registered in this course (6 Moosonee, 4 Timmins, 3 Haileybury). Extending our programming to these communities supports our special institutional mission while enhancing our partnership with Northern College. This course is being delivered via video-conference utilizing the top quality equipment Northern has in place in both communities.

# Student Services

Summary of Issues, Initiatives and Operations since November 2014  
Tom Mauro, Director of Ancillary and Student Services

## 1. Student Services

- Algoma University initiated a new protocol with Sault and Area Hospital Crisis Services whereby admitted students will be asked to sign a consent form which allows the hospital to share information with the University's Social Worker. The information shared includes the student's release date and any pertinent information regarding student's treatment plan or required accommodations.
- Representatives from the Student Services Departments of Algoma University and Sault College met at the Mental Health Hub on the college campus to share ideas and discuss opportunities for potential partnerships. A follow up meeting is planned for late January.
- Anita Vaillancourt, SWRK Faculty member, met with Student Services staff to support and provide feedback into the development of her research project aimed to identify indicators, barriers and supports for Non-Traditional Post-Secondary Students in Northern Ontario.
- Student Services staff took part in a student focus group discussion regarding campus safety.
- Student Services and other Campus Life departments awarded the first "Scan to Win" winners. At each event during the fall term students had the opportunity to scan their student's card at chance to win 1 of 10 I pads; the first 5 winners were drawn on Dec 3<sup>rd</sup> at the Health and Happiness event on campus.
- Student Services conducted its annual Domestic student and International student Orientation programs for the January new arrivals. Included in the orientation were social activities, city tours, academic planning and an introduction to campus staff and services.

## 2. Residence

- Residence Services had its annual Christmas holiday event where students received a small gift and a special visit from Santa. For many international students this was their first experience meeting St Nick! Approximately 80 students attend the dinner.



3. George Leach Centre

- The Sault Ste Marie Tennis Association hosted representatives from Tennis Ontario and the Canadian Tennis Association for a 2 day mini-conference where local tennis providers discussed the potential for growth, development, shared resources, and grant opportunities.
- Ongoing construction continues to provide challenges for staff, students, members and GLC programs. The GLC reopened on Dec 20 after a lengthy closure due to water damage. Some programs have been relocated to the Windsor Park Ballroom; others have simply been put on hold. University staff is working diligently to keep the centre operable and as comfortable as possible for students and members. As a positive note, a full student work compliment has returned to work and we will also host our first varsity home games of the season January 16/17.

4. Varsity

- On December 20<sup>th</sup>, Natasha Doroodian attended the Minnesota Storm Holiday Cup which is an elite international wrestling tournament in Rochester, Minnesota, USA. Natasha was thrilled to meet US Olympians who had been at this event.
- The Women's and Men's Basketball Teams attending a tournament at Laval University from December 27, 2014 to January 1<sup>st</sup> 2015. The Men's team played Laval, Nipissing and Montmorency and the Women's team played Laval, Nipissing and Sainte Foy.
- Mark Kontulainen, Athletic Director, was selected to the OUA Marketing and Communications Committee and attended his first meeting on December 13<sup>th</sup>, 2014 in Hamilton, Ontario.

5. Ancillaries

- Morningstar hosted the Annual "Breakfast with Santa" event on Dec 1<sup>st</sup> raising close to \$200 for the Algoma University Student Food Bank