

**President’s Council  
Wednesday, August 22, 2012  
Rosser Boardroom  
9:00 a.m.**

**PRESENT:** K. MacDonald (Chair), G. Barker, C. Brulé, L. Stanbra, D. Wotherspoon, W. McMonagle (Recorder)

**REGRETS:** D. McNair

**GUESTS:** C. Dempsey, G. MacDougall, D. McCutcheon, L. Rees, M. Sparling

	<b>KEY POINTS/ACTION REQUIRED</b>	<b>Follow-Up Responsibility/ Due Date</b>
1.	<p><b><u>Communication Plan for the Elimination of Credit Card Payments</u></b> C. Dempsey presented a draft Communication Plan regarding the proposal to cease acceptance of credit cards for tuition fee payments for second semester of the 2012-13 academic year. Members were asked to provide feedback which included:</p> <ul style="list-style-type: none"> <li>• C. Dempsey was asked to ensure that the messaging to students is consistent throughout the entire plan.</li> <li>• Permission will be requested to use the logos of the financial institutions mentioned in the plan.</li> <li>• C. Dempsey and L. Stanbra will provide the communication plan to the Students’ Association for information and comment.</li> <li>• Members were asked to designate a representative from each of their areas for Advancement to liaise with to further this process.</li> <li>• Finance is expecting significant savings with this initiative.</li> </ul>	<p>C. Dempsey/ D. Wotherspoon</p> <p>C. Dempsey/ L. Stanbra</p> <p>PC Members</p>
2.	<p><b><u>Strategic Mandate Agreement Update</u></b> President MacDonald opened the discussion by stating that this is an important strategic project for all areas to come together and provide input on in preparation for the final submission to the Ministry.</p> <p>D. Wotherspoon distributed a draft SMA Response template which included input from the various working groups as a starting point for review by the President’s Council. He noted that the first two parts of the template will be completed at a later date and asked for input on part 3. Comments provided included:</p> <ul style="list-style-type: none"> <li>- Savings needed to be fleshed out more as well as the format to be used in the final version.</li> <li>- The College should include as a top priority, plans to step to the forefront in the shared curriculum initiative that facilitates system credit transfer.</li> <li>- The College is prepared to be forward-thinking. Priorities should be areas where the College can have the greatest, positive impact while limiting efforts</li> </ul>	

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	<p>to two or three major areas.</p> <ul style="list-style-type: none"> <li>- This item will return weekly to President’s Council for further review until the submission is completed. C. Brulé will serve as the lead, supported by D. Wotherspoon. G. MacDougall, L. Rees &amp; M. Sparling will also join the discussions.</li> <li>- Timelines for communiqués to the Board and CLC are on track.</li> <li>- Working groups should continue to be engaged. D. Wotherspoon and C. Brulé will work on communicating with them, especially for more work to be done on entrepreneurship.</li> </ul> <p>D. Wotherspoon, L. Rees, G. MacDougall and M. Sparling were thanked for their work in developing the draft template for PC’s consideration and were encouraged to keep up their good efforts.</p>	<p>Weekly agenda item</p> <p>D. Wotherspoon/ C. Brulé</p>
3.	<p><b><u>Approval of Agenda</u></b> The agenda was approved as presented.</p>	
4.	<p><b><u>Approval of Previous Minutes</u></b> The minutes of August 15, 2012 were approved as amended.</p>	
5.	<p><b><u>Business Arising</u></b></p> <ul style="list-style-type: none"> <li>• Emergency Management Plan – D. Wotherspoon advised that the Emergency Management procedures and resources video is being filmed today and it is anticipated to be completed in time for the CLC meeting on Friday.</li> <li>• Renovations – D. Wotherspoon reported that the branding efforts are on track.</li> <li>• Second gas leak at the Student Commons: C. Bonang, J. Tattersall and D. McNair will be asked to provide a briefing on the gas leaks at the September 5<sup>th</sup> PC meeting.</li> </ul>	<p>Sept. 5 D. McNair</p>
6.	<p><b><u>Staffing Requests</u></b> The following positions were approved for posting:</p> <ul style="list-style-type: none"> <li>• Business Administrator, Ancillary Services</li> <li>• Departmental Secretary, Community Studies</li> <li>• Material Handler, ACCE (extension of I/O position)</li> <li>• Executive Assistant to the Vice President, Student Services</li> </ul>	

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7.	<p><b><u>Overview of President's Breakfast</u></b> D. Wotherspoon provided an overview of the order of events for the 2012 President's Breakfast Meeting which will include the first formal address made by President MacDonald to the College community.</p>	
8.	<p><b><u>World Federation of Colleges &amp; Polytechnics (WFCP) Member Profile Information</u></b> It was agreed that D. Wotherspoon will work with C. Brulé to complete the member profile information form required by the WFCP.</p>	D. Wotherspoon C. Brulé
9.	<p><b><u>Semester Start Up Meeting on Friday, August 24</u></b> The President stated that since the semester start up meetings held last year proved to be very beneficial, the practice will continue for this year. Three meetings have been scheduled for the CLC to meet on August 24, August 31 and September 7. These will be informal, information sharing sessions where the agenda for each meeting will evolve as we move forward and members will be asked to provide updates from each of their areas on items that everyone will benefit hearing about.</p>	
10.	<p><b><u>Retreat Agendas</u></b> Board of Governors (Sept 9/10): The President provided an overview of the activities to be covered at the BOG Retreat which will be held at the Code's Mill Inn in Perth. G. Barker was asked to arrange for R. Volk to facilitate a session on the Monday afternoon. A. Cobus will be asked to share the draft agenda with PC members for information.</p> <p>President's Council (Oct 1/2) The President advised that the PC Retreat will be held at Wilderness Tours and the facility is available for the Sunday night (Sept 30) if members were interested in arriving later that day as the session will commence early the next morning. Objectives for the retreat include setting key strategic priorities in preparation for going into budget discussions. Each member will be provided with the opportunity to facilitate a leadership session on a topic of their choice for information and feedback from the group.</p> <p>College Leadership Council (Oct 25/26) As the members of CLC need to be fully engaged to play a more fulsome role in the College's direction and priority setting, a Retreat is being planned for the group to meet at the NavCan facility in Cornwall. A similar approach to the PC</p>	A.Cobus

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	<p>Retreat will be used whereby the PC members will be given an opportunity to present on a priority for their area with the assistance of their Deans and Directors that would be beneficial for the entire leadership group to contribute to priorities going into 2012-13 budget discussions. This is a cost-effective way to hold a retreat with the senior leaders of the College.</p> <p>Plans for the three events will be refined as we move forward.</p>	
<p><b>11.</b></p>	<p><b><u>Next PC Meeting – Tuesday, August 28</u></b> In order for the President to attend a meeting with the Ministry in Toronto on August 29<sup>th</sup>, next week’s PC meeting will be held on August 28<sup>th</sup> from 2:00-4:00pm.</p>	
<p><b>12.</b></p>	<p><b><u>Update on new Pembroke Campus</u></b> The President provided an update on the challenges surrounding the construction of the new Pembroke Campus. A decision will be made regarding an appropriate move-in date by August 24<sup>th</sup>. The President acknowledged the efforts and patience by College staff and faculty in Pembroke as they prepare for this move.</p>	

The meeting adjourned at 12:25 p.m.