

**President's Council
Wednesday, September 12, 2012
T106
9:00 a.m.**

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

GUESTS: C. Dempsey, G. MacDougall, K. Moore, D. Ouderkirk, L. Rees, M. Sparling

	KEY POINTS/ACTION REQUIRED	Follow-Up Responsibility/ Due Date
1.	<p><u>Update on College Connection to the Community Initiative</u> D. Ready provided an overview of the work he has been doing to assist in furthering initiatives to connect the College with the community. Socialization and flagship events to launch the program will be a topic for further discussion at the PC Retreat. It was suggested that some elements of the program could dovetail with the Corporate and Community Social Responsibility (CCSR) conference in November. The President thanked D. Ready for his guidance.</p>	PC Retreat Agenda
2.	<p><u>Finance Reports</u> <u>First Quarter Financial Report 2012/13</u> C. Dempsey presented the report and highlighted the adjustments and assumptions made for tuition fees, salaries/benefits and contingency funds. Questions were asked for clarification and the following was agreed to:</p> <ul style="list-style-type: none"> • D. McNair will arrange for a report to be provided to PC on October 3rd concerning the ramifications of the discontinuation of the Ontario Special Bursaries Program (OSBP). • A report on Financial Reporting on Non-Funded Activities will be provided to PC by D. McNair and C. Dempsey at the October 3rd PC meeting. • G. Barker will work with the Finance and Academic areas to provide a quarterly reconciliation report on staff complement to PC. <p><u>Purchasing Card Program Amendments</u> The report was received and it was agreed that effective October 1, 2012, the Purchasing Card transaction limit will be increased to \$2,500. This initiative will increase productivity and enhance reporting mechanisms. It was also agreed that upon the recommendation of CLC members to Purchasing, the cards will also be distributed to Budget Officers and Executive Assistants. Members were asked to review the policies that are in place for the purchasing card program with their respective areas.</p>	<p>D. McNair/ C. Dempsey October 3rd</p> <p>G. Barker</p> <p>PC Members</p>

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	<p><u>Purchasing Policy & Procedure Manual Update</u> The amendments to the Purchasing Policy & Procedure Manual, including the above changes to the Purchasing Card Program, were approved as presented. Finance will notify the College Community of the changes to the manual.</p>	
<p>3.</p>	<p><u>Enrolment Update</u> D. Ouderkirk and K. Moore presented the enrolment statistics as of the first day of term for fall 2012 which indicate that enrolment projections have been achieved. The final enrolment numbers will be confirmed at the audit date later in the fall. An overview of the procedures used to assist with the admissions processes for this fall was also provided and it was agreed that these practices should be continued going forward since they have contributed to the enrolment success. A comprehensive enrolment projections report will be provided to President's Council at the September 26th meeting by D. Ouderkirk and K. Moore. It was agreed that a discussion will be held at the PC Retreat concerning strategic enrolment practices and how to improve our internal processes and communication. The President asked for a meeting of the SEMC to be held as soon as possible to continue discussions on enrolment strategies and provide a report to PC prior to the CLC Retreat.</p>	<p>D. Ouderkirk/ K. Moore September 26th D. McNair</p>
<p>4.</p>	<p><u>Strategic Mandate Agreement (SMA) Update</u> C. Brulé reported that the SMA document is being revised to reflect the input provided at the Board of Governors Retreat. D. Wotherspoon provided an overview of the public consultation process. It was agreed that the next version of the draft SMA will be provided to members by noon on Monday next week in preparation for an hour and a half discussion at the next PC meeting.</p>	<p>C. Brulé/ D. Wotherspoon September 19th (1.5 hours)</p>
<p>5.</p>	<p><u>Approval of Agenda</u> The following items were added to the agenda:</p> <ul style="list-style-type: none"> • Compulsory Ancillary Fees • Credit Transfer Summary Report (moved from Information Items) • Debrief of Board of Governors Retreat 	
<p>6.</p>	<p><u>Approval of Previous Minutes</u> The minutes of September 5, 2012 were approved as amended.</p>	
<p>7.</p>	<p><u>Business Arising</u> <u>Status of Honorary Degree Offers</u> D. Wotherspoon is working with B. Rothwell to complete a report on the status of Honorary Degree offers under consideration. Members were asked to consider candidates as per the College policy and provide the names to D. Wotherspoon for a report to be brought for President's Council consideration.</p>	<p>D. Wotherspoon PC Members</p>

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8.	<p><u>Staffing Requests</u> The following positions were approved for posting:</p> <ul style="list-style-type: none"> • Project Manager/Instructional Designer, Centre for Continuing & Online Learning (Temporary contract) • Mental Health Nurse, Student Support Services (Contract) • Client Service Officer, Registrar's Office (Temporary replacement) • Labour Relations Representative, Human Resources 	
9.	<p><u>Committee Representatives & Executive Sponsors</u> Members reviewed the committee list and amendments were made. It was agreed that the amended list will be sent to J. Daly-Cyr to verify for accuracy as her work with SPSP included a college committee review. Members were asked to further review the committees listed under their areas and report any discrepancies to the President's Office. A revised list will be brought for further discussion at President's Council on October 3rd.</p>	President's Office October 3 rd & PC Members
10.	<p><u>CHEO Donor Recognition Reception – October 10, 2012</u> L. Stanbra indicated an interest in attending this event as Algonquin's representative.</p>	L. Stanbra
11.	<p><u>Information Items</u> <u>Contact North</u> The item was received. <u>Credit Transfer Summary Report</u> The President will share the College's summary report with PC members for information and review at a future meeting.</p>	President's Office
12.	<p><u>October 17th President's Council Meeting</u> It was agreed that the October 17th President's Council meeting will be cancelled and members will use this time to work with their areas in preparation for the CLC retreat.</p>	President's Office
13.	<p><u>Foundation Donor Wall</u> B. Rothwell and J. Tattersall requested guidance from PC on one of the components of the donor wall. D. Wotherspoon agreed to engage C. Brennan to assist with this project in order to meet the timelines. A further update will be provided by B. Rothwell and J. Tattersall at next week's meeting.</p>	B. Rothwell/ J. Tattersall September 19 th
14.	<p><u>Compulsory Ancillary Fees</u> D. McNair spoke to an email from K. Moore concerning the status of the proposed compulsory ancillary fees for next year. It was agreed that L. Stanbra will meet with K. Moore to determine the best method of ensuring that each area has been engaged in the process of determining 2013/14 Compulsory Ancillary</p>	L. Stanbra

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	Fees. A final draft will be presented for consideration by President's Council at a date to be determined.	
15.	<u>BOG Retreat Debrief</u> Members agreed that the event was excellent and appreciation was expressed for the work done by A. Cobus and K. Greely to coordinate the needs of the participants. A. Cobus will be invited for a discussion next week to cover the action items requiring further discussion by President's Council.	A.Cobus September 19 th
16.	<u>September CLC Meeting</u> It was agreed that the September 27 th CLC meeting will be moved to the afternoon of September 26 th from 2-4pm.	President's Office
17.	<u>President's Coffee Break in Perth</u> Members were invited to join the President for his first Coffee Break with staff at the Perth Campus which is taking place at 10:00am on Thursday, September 20 th . A schedule of the coffee breaks will be provided to members by the Advancement Office so that they may attend as many of the events as their schedules will allow.	Advancement
18.	<u>Planning for PC Retreat</u> The President advised that the framework for the PC Retreat will be discussed at next week's meeting at which time each area will be asked to identify the strategic priorities that they plan to bring forward to the group. The President will provide speaking points and a template for the discussion.	September 19 th

The meeting adjourned at 2:10 p.m.