

**President's Council
Wednesday, October 3, 2012
Rosser
9:00 a.m.**

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

GUESTS: K. Bedard, B. Clark, J. Daly-Cyr, K. Davies (via teleconference), C. Dempsey, S. Fraser, G. MacDougall, E. Mulvey, D. Ouderkirk, J. Ranieri, P. Rouble, M. Sparling, J. Sullivan, J. Tattersall

	KEY POINTS/ACTION REQUIRED	Follow-Up Responsibility/ Due Date
1.	<p><u>Submission to the Jobs & Prosperity Council</u> C. Brulé and J. Ranieri provided background on this initiative as well as a history of the College's involvement with Employment Ontario and JobConnect. Endorsement was received of the initiative with the understanding that additional support with policy changes is required. C. Brulé will follow up with Colleges Ontario to indicate our support. It was also agreed that the President's Office will extend an invitation to Robert Dupuis and his team from the local office of the Ministry to participate in a luncheon meeting with the new management team of the College to continue to build and improve upon our relationship with the Ministry. The luncheon will form part of the agenda of a President's Council meeting prior to December and will be held in the Restaurant International. J. Ranieri agreed to send coordinates for R. Dupuis to the President's Office.</p>	<p>C. Brulé President's Office J. Ranieri</p>
2.	<p><u>HR Business Process Review</u> Kathy Bedard & Brenda Clark from BedardHR Consulting provided an overview of their work to conduct a high level review of human resources processes with a view to create efficiencies through automation and to capitalize on the talents of individuals within the Human Resources Department. A highly detailed report is being written on the feedback obtained during the consultations with stakeholders and the report will be brought to President's Council for consideration upon completion in late November or early December. Questions were asked for clarification and it was agreed that the consultations should also consider any items that we are not doing presently but perhaps should be doing. The President requested that the final report include the same terminology and be aligned with the work being done by the SPSP team.</p>	
3.	<p><u>KPMG Group Interview for Colleges Ontario Shared Services Study</u> Julie Sullivan, Senior Managing Partner from KPMG led members through a group interview in support of a shared services study being conducted by</p>	

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	KPMG for Colleges Ontario. J. Sullivan expressed her appreciation for the College's participation in this important initiative and indicated that consideration is being given by Colleges Ontario to extend the deadline for completion of the study and once a decision is made, she will inform the College accordingly.	
4.	<u>Financial Reporting for Non-Funded Activities</u> C. Dempsey spoke to a report of non-funded activities, specifically related to Contract Activity including assumptions made and possible risks. Questions were asked for clarification and it was agreed that it would be helpful to see a further report following the completion of Q2.	C. Dempsey
5.	<u>Business Impact Analysis (BIA) for Business Continuity Plan</u> S. Fraser provided an overview of the Business Impact Analysis being developed for the Business Continuity Plan (BCP) as part of the Enterprise Risk Management Project requested by the Board of Governors. Next steps include meetings with stakeholders and making the plan operational. Steps have been taken to ensure there is continuity between the Emergency Management Framework (EMF) managed by C. Bonang's team and the BCP. Once the plan is finalized, a tabletop exercise will be conducted with President's Council later in the winter and before the EMF live simulation planned for the spring which should also include the elements of the BCP. Members were asked to provide feedback to S. Fraser within the next week on the critical business processes identified on page six in her report and to contact her should assistance be required. The final report is scheduled for presentation to the Board of Governors in December.	PC Members
6.	<u>SPSP Update</u> J. Daly-Cyr provided an update on current SPSP activities and spoke to the outline/template for the December SPSP Final Report to the Board of Governors. Feedback was provided and suggestions for change were made. J. Daly-Cyr was asked to make contact with the group conducting the HR Business Process Review and include their findings in the final report to the Board. The transmittal for today's PC presentation on College committees should also be included in the final report. The topic of aligning SPSP with value stream initiatives to establish an office of continuous improvement needs to be discussed further at the CLC retreat being held at the end of October.	J. Daly-Cyr President's Office (CLC Retreat)

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7.	<p><u>College Committee Structure</u> J. Daly-Cyr provided an SPSP update regarding the structure of College committees. Following discussion, J. Daly-Cyr was asked to expand the current chart to include the operational committees by area as identified during the SPSP process. Hyperlinks to identify each committee's mandate would be included and upon completion, the chart will be posted by Web Services on the College's website. The updated chart will return to President's Council with the next update on SPSP.</p>	J. Daly-Cyr
8.	<p><u>Strategy & Business Planning Process Strategies & Simplified Process Map for College</u> J. Tattersall led members through a report outlining the proposed process for College Strategy, Business Plan, Resource Allocation and Risk Management planning including proposed high level implementation dates and a simplified process map for President's Council consideration. Feedback was provided by members and the President thanked the team for their efforts which will allow guidance for moving forward. In order to set context for moving forward in this transition year, it was agreed that this presentation will be provided at the CLC Retreat.</p>	J. Tattersall President's Office (CLC Retreat)
9.	<p><u>Integrated College Development Plan (ICDP)</u> J. Tattersall and P. Rouble provided an update on the current thinking related to the ICDP process and requested endorsement by President's Council to affirm alignment with current strategic thinking. Endorsement was provided for proceeding with the timelines proposed as amended. This item will return in the future for further discussion.</p>	
10.	<p><u>Approval of Agenda</u> The following items were added to the agenda:</p> <ul style="list-style-type: none"> • Polytechnics Canada National Strategy Group • Raising the Roof Gala at the Villa Marconi 	
11.	<p><u>Approval of Previous Minutes</u> The minutes of September 26, 2012 were approved as amended.</p>	
12.	<p><u>Business Arising</u> None.</p>	
13.	<p><u>Staffing Requests</u> The following positions were approved for posting:</p> <ul style="list-style-type: none"> • Publications & Finance Officer, Publishing Centre • Professor, Construction Trades & Building Systems • Administrative Assistant, Business Development (I/O Position) 	

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14.	<p><u>SMA Debrief</u> C. Brulé and D. Wotherspoon reported that feedback on the College's submission from the Ministry has been very positive. D. Wotherspoon will have the submission posted on myAlgonquin and the College's website.</p>	D. Wotherspoon
15.	<p><u>PC Retreat Debrief & CLC Retreat</u> The President asked for members to share the notes from the PC Retreat, once they are completed by A. Cobus, with their areas, in preparation for the discussions at the CLC Retreat. D. Wotherspoon will prepare a grid for metrics as discussed at the PC Retreat for the two hour CLC Retreat planning session at next's week PC meeting.</p>	<p>PC Members D. Wotherspoon October 10 (2 hours)</p>
16.	<p><u>Information Items</u> The items were received.</p>	
17.	<p><u>Polytechnics Canada National Strategy Group Session, February 5-6, 2013</u> The President advised that Polytechnics Canada will be holding a National Strategy Group (NSG) Session on February 5-6, 2013 in Ottawa. The NSG is composed of industry partners that have been nominated by Polytechnic college Presidents; these industry partner CEOs along with the Polytechnics Board meet with senior federal government officials to make the case for polytechnic training and industry-responsive R&D. Members were asked to provide suggestions on potential candidates that could attend the February NSG session with the President. The following suggestions were provided:</p> <ul style="list-style-type: none"> • Terry Matthews • John Jarvis • Rod Wilson • Pat Kelly • Jeff Westeinde 	
18.	<p><u>Villa Marconi Raising the Roof Gala</u> D. Wotherspoon will arrange for a corporate table for this event.</p>	D. Wotherspoon

The meeting adjourned at 4:15 p.m.