

**President's Council
Wednesday, October 24, 2012
Rosser Boardroom (C539)
9:00 a.m.**

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

REGRETS: G. Barker

GUESTS: J. Aubut, D. Clendinneng, A. Cobus, C. Dempsey, B. Foulds, J. Kyte, M. Kyte (via teleconference), D. Ouderkirk, M. Tosh, R. Volk

	KEY POINTS/ACTION REQUIRED	Follow-Up Responsibility/ Due Date
1.	<p><u>Program Proposal: Construction Techniques, OCC</u> M. Kyte (via teleconference) and J. Aubut provided an overview of the proposed Construction Techniques one year Ontario College certificate program which was developed locally and as a result of a recommendation from the SPSP review. The program prepares students to work within the building construction industry and addresses the anticipated shortages of skilled workers as a result of an aging workforce and local construction expansion. It was noted that a community based, hands on project will be included in the second semester. Approval was given for the amended program proposal to be presented at the November 12th Board of Governors meeting.</p>	Vice President Academic
2.	<p><u>Program Proposal: Medical Device Reprocessing, OCC</u> B. Foulds, M. Tosh, D. Clendinneng and J. Aubut provided an overview of the proposed Medical Device Reprocessing one year Ontario College certificate program which will prepare students to apply principles of infection prevention and proper handling in the decontamination, inspection, assembly, sterilization and storage of reusable patient care equipment and instrumentation in healthcare settings. The program was developed to replace the Sterile Supply Processing program which required program standard updates and was only offered part time. Approval was given for the program proposal, including agreement that the program required a collaboration agreement with the Queensway Carleton Hospital. The proposal will be presented at the November 12th Board of Governors meeting.</p>	Vice President Academic
3.	<p><u>Travel Policy</u> C. Dempsey and D. McNair spoke to the proposed amendments to the Travel, Meals and Hospitality Policy (AD12). The major change is a proposed elimination of travel advances to employees for travel within Canada and the United States which will reduce costs associated with cheque issuance and</p>	

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	reconciliation. Advances will continue to be issued for International travel beyond the United States, as required. Upon approval of the revised policy, a communiqué will be sent out to staff and a grace period will be provided before full implementation. Several minor edits were provided which will be reflected in the final draft to be presented for final approval by President's Council.	C. Dempsey/ D. McNair
4.	<p><u>Employee Acceptance of Gifts</u></p> <p>C. Dempsey and D. McNair provided an overview of the new Employee Acceptance of Gifts policy which was developed on the recommendation of the Audit Committee. The proposed policy establishes a minimum set of standards for all College employees, Board of Governor members, appointees, volunteers and consultants related to gifts. Suggestions for change were made and following a discussion on policy process which is outlined below, it was agreed that this policy would be shared with CLC at their next meeting for feedback and brought back to PC for final approval.</p>	C. Dempsey/ D. McNair
5.	<p><u>College Policy Process</u></p> <p>A discussion was held concerning the process to be followed for the approval of new policies and revisions to existing policies as well as mandatory reviews of policies. The following was agreed to:</p> <p><u>Minor Revisions to Existing Policies</u></p> <p>Minor revisions will be brought to President's Council by the Executive Sponsor for review and approval. Upon approval, the Executive Sponsor is responsible for making any necessary revisions and forwarding the revised version to the President's Office for posting on the Policy Web Site.</p> <p><u>Major Revisions to Existing Policies and Proposals for New Policies</u></p> <p>The Executive Sponsor will be responsible for bringing major revisions and proposals for new policies to CLC for consultation followed by final approval by President's Council. Upon approval, the Executive Sponsor is responsible for making any necessary revisions and forwarding the revised version to the President's Office for posting on the Policy Web Site.</p> <p><u>Mandatory Review of New Policies</u></p> <p>The Executive Sponsor will be responsible for bringing new policies back to President's Council after one year for a review of their effectiveness. The policy template will be amended to include this timeline.</p>	<p>Executive Sponsors</p> <p>Executive Sponsors</p> <p>Executive Sponsors President's Office</p>

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	<p><u>Mandatory Review of Existing Policies</u> Existing policies may be brought for review at any time by the Executive Sponsor. A mandatory revision date has also been established for existing policies and a recall system is in place for the President's Office to coordinate the timing of the reviews.</p> <p>The Administration of College Policies policy, AD 01, will be updated to reflect the above decisions and brought back to President's Council for final review and approval.</p>	<p>Executive Sponsors</p> <p>President's Office</p>
6.	<p><u>CLC Retreat Review</u> R. Volk and A. Cobus led members through a review of the proposed Open Space process for the CLC Retreat. The President thanked R. Volk for her efforts at the recent Board of Governors Retreat and stated that he was looking forward to having the same level of engagement at the CLC Retreat.</p>	
7.	<p><u>Briefing for October 29th PEQAB Quality Assessment Panel Site Visit</u> J. Aubut and J. Kyte distributed an information package and provided a briefing to prepare PC members for their roles during the October 29th PEQAB Quality Assessment Panel Site Visit. J. Aubut was recognized for the amount of time and effort required on her part to prepare the College for the upcoming site visit. Note: J. Kyte was congratulated on recently being awarded the Royal Roads University Governor General's Gold Medal.</p>	
8.	<p><u>Emergency Management Training Refresher & Tabletop Exercise</u> Members engaged in an Emergency Management Trainer Refresher and Tabletop Exercise. This exercise continues Algonquin's efforts to be prepared should an emergency occur on campus. This also prepares the College for a larger simulation in the Spring. Insight as to EOC operations is to be forwarded to President's Council for information.</p>	D. McNair
9.	<p><u>Approval of Agenda</u> The following items were added to the agenda:</p> <ul style="list-style-type: none"> • Adobe Agreement • Recent News Articles 	
10.	<p><u>Approval of Previous Minutes</u> The minutes of October 10, 2012 were approved as amended.</p> <p>A discussion was held concerning the process for recall and new agenda items for President's Council meetings. The following process was agreed to:</p>	

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	<ul style="list-style-type: none"> • Requests for agenda items are to be submitted to the President's Office no later than noon on the Friday before PC meetings. • The agenda is prepared for the President's approval on the Friday before PC meetings and presentation times are entered in Outlook calendar by the President's Office. • Supporting material (if not provided with the agenda item request) is to be submitted to the President's Office by no later than noon on the Monday before PC meetings. • The return dates for items identified as recall items in the minutes of President's Council meetings will be used for agenda planning purposes as stated unless a deferment is requested by the responsible PC member prior to the noon deadline on Fridays. • For meetings taking place after long weekends, the deadlines are moved forward one day. • Future President's Council agendas will include a notation of known/expected items for the next three meetings to assist members in planning with their areas. • Following the CLC Retreat, D. McNair will provide the President's Office with the approved high level implementation, planning and reporting dates proposed by J. Tattersall. 	<p>PC Members</p> <p>President's Office</p> <p>PC Members</p> <p>President's Office</p> <p>PC Members</p> <p>President's Office</p> <p>D. McNair</p>
11.	<p><u>Business Arising</u> None.</p>	
12.	<p><u>Staffing Requests</u> The following positions were approved for posting:</p> <ul style="list-style-type: none"> • Instructor, Nursing Studies • Recruitment Officer, Advancement • Customer Service Representative, Residence Services (I/O Position) • Senior Programmer Analyst Corporate Applications, IIRTS (I/O Position) • Intake Worker (2 positions), Counselling Services 	
13.	<p><u>President's Star Award Nominations</u> The nominations were approved as presented. The Advancement Office will coordinate the timing for presentations of the awards.</p>	Advancement
14.	<p><u>2012-13 Business Plan Update Q2 for the November 12th Board of Governors Meeting</u> Members reviewed a draft of the update for the Board of Governors and were</p>	

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	<p>asked to provide any further updates as well as an indication of the status (green: completed or progressing as expected, yellow: delayed and red: at risk for completion) for each of their items to A. Cobus no later than noon on Monday, October 29 for a final review to be completed at next week's meeting.</p> <p>D. McNair was asked to coordinate an update to President's Council on SEMC activities for the December 5th meeting.</p>	<p>PC Members</p> <p>D. McNair December 5th</p>
15.	<p><u>Confirmation of 1st Speakers Series – November 23rd</u></p> <p>D. Wotherspoon, on behalf of G. Barker, provided an overview of the first Speakers Series event which will feature Senator Vern White and is scheduled for November 23rd at 2pm in the Student Commons Theatre. The topic of his presentation will be "Authentic Leadership in the Future". A private session will be held for the participants of ALEI for half an hour prior to the start of the event. It was suggested that a smaller venue would be more appropriate for the Speakers Series events. D. Wotherspoon will work with C. Brennan and S. Tait who are coordinating these events.</p>	<p>D. Wotherspoon</p>
16.	<p><u>Revision to Policy PM07 – Naming of College Features</u></p> <p>L. Stanbra spoke to the proposed revisions to Policy PM07 – "Naming of College Features" to allow for appropriate recognition of major gifts-in-kind/non-cash contributions. The revisions to the policy were approved as presented. A request was also presented to approve a new naming recognition opportunity in the School of Advanced Technology (T Building). Approval was given to rename T129 the Ciena OptoPhotonics Laboratory for a five year period in recognition of their recent donation. D. Wotherspoon and C. Brulé will work with the Foundation for the order of events and to ensure that the Board of Governors are invited to the Ciena recognition ceremony which has been scheduled for November 2nd. Further details will follow once finalized.</p>	<p>D. Wotherspoon C. Brulé</p>
17.	<p><u>Briefing from October 22nd Committee of Presidents Meeting</u></p> <p>The President distributed a summary and spoke to the highlights of the October 22nd Committee of Presidents meeting.</p>	
18.	<p><u>Information Items</u></p> <p>The items were received.</p>	
19.	<p><u>Extension of Adobe Agreement</u></p> <p>C. Brulé reported that G. MacDougall has successfully executed an extension to the College's current agreement with Adobe to include take home devices.</p>	

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20.	<p><u>Recent News Articles</u> C. Brulé expressed his concern by the imbalanced coverage for colleges compared to universities in recent news articles. D. Wotherspoon agreed to review this matter and report back to President's Council.</p>	D. Wotherspoon

The meeting adjourned at 3:50 p.m.