

**President's Council  
Wednesday, November 28, 2012  
Rosser Boardroom (C539)  
9:00 a.m.**

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

**GUESTS:** J. Aubut, L. Brown, K. Coffey, J. Daly-Cyr, C. Dempsey, S. Fraser, S. Garcia, P. Larock, G. MacDougall, E. Mulvey, R. Mills, D. Ouderkirk, M. Sparling, J. Tattersall

	<b>KEY POINTS/ACTION REQUIRED</b>	<b>Follow-Up Responsibility/ Due Date</b>
<b>1.</b>	<p><b><u>Revised SPSP Services Review Report for December 10<sup>th</sup> Board of Governors Meeting</u></b>            J. Daly-Cyr provided an overview of the final draft of the SPSP report for the December 10<sup>th</sup> Board of Governors meeting. Members provided feedback and suggestions for change. J. Daly-Cyr will provide the Board Office with the revised version for inclusion in the packages to the Board of Governors by no later than noon on Friday, November 30<sup>th</sup>.</p>	
<b>2.</b>	<p><b><u>2013/14 Budget Assumptions &amp; 5 Year Pro Forma</u></b>            C. Dempsey and D. Ouderkirk presented an updated Draft 2013-14 Pro-forma Budget package for consideration by President's Council. D. Ouderkirk provided an overview of the work accomplished to date by the new Strategic Resource Allocation Task Group to assist in preparing for the budget process. C. Dempsey provided an overview of the assumptions and pro forma document. D. McNair was asked to develop a process for budget principle setting by President's Council. D. McNair provided an overview of a proposed system wide tuition fee policy. This item will return for discussion next week. D. McNair advised the next steps in the budget process will be issuing the BUS targets to the areas and over the next two months, a framework for strategic investments will be developed for consideration by President's Council at their budget planning sessions. The proposed process for going forward was approved as presented.</p>	D. McNair December 5 <sup>th</sup>
<b>3.</b>	<p><b><u>AODA Update</u></b>            President's Council reviewed the draft Multiyear AODA plan template with K. Coffey to determine the status of administrative responsibilities in order to ensure that compliance requirements are understood and met by the required deadlines. It was agreed that the training for AODA compliance requirements will be included in the 2013-14 Business Plan. K. Coffey will develop an overarching policy for AODA administration and when current College policies come forward for review/renewal, AODA implications will be considered at that time. Approval was given to move ahead with the</p>	

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	formulation of an AODA Business Plan including cost implications for review by President's Council on December 19 <sup>th</sup> . The revised Multi-Year AODA plan was accepted and K. Coffey will provide PC members with a copy to share with their areas. This item will be discussed at the December 20 <sup>th</sup> CLC meeting to assist in raising the collective awareness of AODA requirements.	K. Coffey/ G. Barker December 19 <sup>th</sup>  December 20 <sup>th</sup> - CLC Agenda
4.	<b><u>Requirements for HRIS Changes</u></b> L. Brown and A. Taiwo presented an approach for coordination of activities regarding staff movements at the College. It was agreed that Human Resources should be consulted before staff movements occur. The President asked for consideration to be given to automate this process.	
5.	<b><u>Revised ACCC Infrastructure Funding Submission</u></b> This item was deferred to the December 5 <sup>th</sup> meeting.	December 5 <sup>th</sup>
6.	<b><u>Centrepointe Development Opportunity</u></b> J. Tattersall provided an update on the progress of the analysis of the Centrepointe Development opportunity for information. The President asked for J. Tattersall to investigate, as part of the operational review by the Steering Committee for this project, the building strategies and health and wellness initiatives used by the University of Luxembourg. It was agreed that S. Styles and D. Ouder Kirk will be invited to join the Steering Committee. A further update will be provided by J. Tattersall on either December 12 <sup>th</sup> or December 19 <sup>th</sup> (date to be confirmed by J. Tattersall).	J. Tattersall December 12/ December 19
7.	<b><u>Bachelor of Applied Arts (Interior Design) Program Evaluation Committee Report and Action Plan</u></b> J. Aubut, R. Mills and P. Larock presented the Program Evaluation Committee Report for the Bachelor of Applied Arts (Interior Design) program and the resulting Action Plan which has been developed as part of the process required for the upcoming Renewal of Ministerial Consent for the program. R. Mills and P. Larock provided an overview of the Action Plan and questions were asked for clarification. It was agreed that this report will be brought to the February 2013 Board of Governors meeting for information only.	C. Brulé Board Agenda February 2013
8.	<b><u>Business Continuity Plan Update</u></b> S. Fraser presented an overview of the draft Business Continuity Plan developed for President's Council's consideration in preparation for the presentation to the Board of Governors on December 10 <sup>th</sup> . The Plan needs to be reviewed annually to keep it current and effective. A recommendation was made to merge this plan with the Emergency Response Plan, the IT Disaster Recovery Plan and the Pandemic Emergency Plan. A repository	

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	<p>should also be developed to manage the information required to keep the plans current. A template is being developed for department plans with the Human Resources area to be used as a test case. A presentation will be made to President's Council once the test template is completed. It was agreed that the presentation for the Board of Governors on December 10<sup>th</sup> will include the Enterprise Risk Management report and highlights of the Business Continuity Plan with next steps.</p>	<p>G. Barker/ S. Fraser  D. McNair</p>
<p><b>9.</b></p>	<p><b><u>KPI Review Team Update</u></b> S. Fraser and G. Barker reported that a KPI Review Team has been formed and an initial target has been developed to assist in improving overall KPI performance as well as a five year plan to continue this initiative. A meeting with Chairs Council has been requested to engage their support in selecting champions from their areas to promote and administer the delivery of the KPI survey in February. A new strategy for marketing the survey to students is being planned and the main focus will be on the many positives associated with our facilities and services. D. Wotherspoon requested that L. Babiak be invited to join the review team. This initiative will be shared at the next College Leadership Council meeting to request their support.</p>	
<p><b>10.</b></p>	<p><b><u>Anatomy &amp; Physiology MOOC Demonstration</u></b> G. MacDougall led members through a demonstration of a proposed Anatomy and Physiology open course offering. This item will return to President's Council for further discussion at a later date.</p>	
<p><b>11.</b></p>	<p><b><u>GAS – EAP Program Proposal</u></b> E. Mulvey, S. Garcia, J. Aubut and D. Ouderkirk presented a draft proposal to offer a one year Ontario college certificate General Arts and Science – English for Academic Purposes (GAS-EAP) program which has been developed as a result of changes to the Ontario Special Bursaries Program and the elimination of tuition short funding. E. Mulvey responded to questions for clarification and the amended proposal was approved for presentation at the December 10<sup>th</sup> Board of Governors meeting.</p>	<p>C. Brulé November 30<sup>th</sup></p>
<p><b>12.</b></p>	<p><b><u>Approval of Agenda</u></b> There were no items added to the agenda: <b><u>Upcoming Agenda Items</u></b> The items were reviewed.</p>	
<p><b>13.</b></p>	<p><b><u>Approval of Previous Minutes</u></b> The minutes of November 21, 2012 were approved as amended.</p>	

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14.	<p><b><u>Business Arising</u></b> None.</p>	
15.	<p><b><u>Staffing Requests</u></b> The following positions were approved for posting:</p> <ul style="list-style-type: none"> <li>• Budget Officer, Centre for Continuing and Online Learning</li> <li>• Senior Programmer Analyst, Corporate Applications, IIRTS</li> </ul>	
16.	<p><b><u>Funding for Environmental Graphics</u></b> In support of the recent brand implementation efforts, D. Wotherspoon presented a request for one-time funding to continue the creation and installation of environmental graphics for each school and at each of the College's three campuses. The request was approved.</p>	
17.	<p><b><u>Update from November 25<sup>th</sup> Committee of Presidents Meeting</u></b> The President distributed a summary of the November 25<sup>th</sup> COP meeting and provided highlights of the items discussed.</p>	
18.	<p><b><u>Information Items</u></b> <u>Enterprise Risk Management Presentation to BOG</u> The item was received as presented. <u>President's Star Award Nominations</u> The nominations were approved as presented. <u>CONII Update</u> The item was received as presented.</p>	

The meeting adjourned at 4:15 p.m.