

**President's Council
Wednesday, January 30, 2013
Rosser Boardroom (C539)
8:30 a.m.**

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

REGRETS: G. Barker

GUESTS: L. Brown, C. Dalmage, C. Dempsey, J. Doyle, E. Hollebhone, A. Kalil, P. Mackie, D. McCutcheon, K. Moore, E. Mulvey, D. Ouderkirk, L. Rees, R. Sanchez, M. Sparling, J. Tattersall, D. Topp

	KEY POINTS/ACTION REQUIRED	Follow-Up Responsibility/ Due Date
1.	<p><u>Final Draft 2013-14 Annual Budget</u> C. Dempsey and D. McNair presented the proposed Annual Budget for 2013-14 for approval to present to the Board of Governors on February 11th. An overview was provided of the key assumptions, capital and operating requirements and projected in-year surplus. Questions were asked for clarification and revisions were made. A revised document will be provided by C. Dempsey to the Board Office by February 1st for inclusion in the Board packages. D. McNair commended the Finance staff for their hard work in producing this material in a timely fashion.</p>	C. Dempsey Feb. 1 st
2.	<p><u>3rd Quarter Financial Report for February 11th Board of Governors Meeting</u> C. Dempsey and D. McNair presented the 3rd Quarter Financial Report for the 2012-13 fiscal year. Refinements were made for the messaging of the report for presentation at the Board of Governors meeting on February 11th. A revised document will be provided by C. Dempsey to the Board Office by February 1st for inclusion in the Board packages.</p>	C. Dempsey Feb. 1 st
3.	<p><u>Salesforce Presentation</u> D. Wotherspoon, E. Hollebhone and P. MacKie presented an overview of Salesforce.com including a history of how business practices have been altered in the Marketing area to incorporate Salesforce into the processes used for lead generation and nurturing. A live demonstration of the information generated by the system was provided. D. Wotherspoon will organize a further internal demonstration prior to a presentation being made to the Board of Governors in March. The President stated that the RCM initiative should be tied into this work as well. D. Wotherspoon will provide PC members with a webinar link and video to provide further background on this topic. Appreciation was given for the work done on this initiative.</p>	D. Wotherspoon

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4.	<p><u>Strategic Enrolment Management Committee (SEMC) Planning Session</u></p> <p>K. Moore spoke to a presentation to provide an update to President's Council on the activities of the SEMC. A Strategic Enrolment Plan is under development and will provide key strategic guidance and serve as a key driver in the transformation of the College. Following discussion, it was agreed that the following factors should be considered in the development of the plan:</p> <ul style="list-style-type: none"> • The key to growth is new programs, new intakes, retention efforts and conversion of leads. • Product renewal and repeat business are also key factors. <p>It was agreed that members of SEMC will return with a draft framework for the plan on February 27th for consideration by President's Council. K. Moore will provide a copy of her presentation today to the President's Office for distribution to PC members.</p>	<p>SEMC February 27th K. Moore</p>
5.	<p><u>Departure of Michael Sparling, Director, IIRTS</u></p> <p>D. McNair commended M. Sparling for his hard work and dedication since joining the College and wished him success in his new role as Dean of the School of Business for Seneca.</p>	
6.	<p><u>Fall 2013 Convocation Date & Location</u></p> <p>Approval was given to hold the 2013 Fall Convocation Ceremonies at 2:00pm and 6:30pm on October 28, 2013 at the National Arts Centre.</p>	
7.	<p><u>ESCO 2 Update</u></p> <p>J. Tattersall spoke to a briefing note providing an update on the status of ESCO2. The recommendations proposed were approved as presented. It was agreed that for the presentation to the Board of Governors on February 11th, a graph should be included of the timelines. It was also agreed that an update on this issue will be provided at the March 28th College Leadership Council (CLC) meeting.</p>	<p>J. Tattersall CLC Agenda March 28th</p>
8.	<p><u>Approval of Agenda</u></p> <p>The following items were added to the agenda:</p> <ul style="list-style-type: none"> • Northern College – ERP Solution Request • Visit by St. Lawrence College Management Team 	
9.	<p><u>Approval of Previous Minutes</u></p> <p>The minutes of January 23, 2013 were approved as amended.</p>	
10.	<p><u>Business Arising</u></p> <p>None.</p>	

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11.	<p><u>Staffing Requests</u> The following positions were approved for posting:</p> <ul style="list-style-type: none"> • Counsellor, Counselling Services • Peer Tutoring and Academic Skills Centre Officer, Student Support Services 	
12.	<p><u>Debrief from January 28th Committee of Presidents Meeting</u> The President distributed a summary and spoke to the highlights of the January 28th Committee of Presidents (COP) meeting. The meeting dossier is available in the President's Office for review by PC members, upon request.</p>	
13.	<p><u>Update on PC/CLC Team for January 31st Spread the Net Walkathon</u> D. Wotherspoon provided an update on the funds raised to date for this event and advised that the schedule and details for the walkathon have been distributed to the CLC members. It was also noted that this event is another example of how dedicated faculty and staff collaborate well.</p>	
14.	<p><u>Final Draft of 2012-13 Q3 Business Plan Update</u> Members reviewed the final Q3 Business Plan Update for the February 11th Board of Governors meeting.</p>	
15.	<p><u>Northern College – ERP Solution Request</u> The President advised that a request has been received from Northern College for the College to consider hosting Northern College's ERP systems for a fee. The President will forward the request to D. McNair to respond in a positive way and to connect with the appropriate people to move forward.</p>	President D. McNair
16.	<p><u>Visit by St. Lawrence College Management Team</u> The new President at St. Lawrence College has requested a visit by his Management Team with President's Council. The President's Office will coordinate a visit/tour and luncheon meeting in the Restaurant International.</p>	W. McMonagle
17.	<p><u>Information Items</u> <u>President's Star Award Nomination</u> The nomination was approved as presented. The Advancement Office will coordinate the timing of the presentation.</p>	Advancement

The meeting adjourned at 5:30 p.m.