

**President's Council
Tuesday, February 5, 2013
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: A. Clermont, C. Dempsey, D. Donaldson, G. MacDougall, D. Mason, K. Moore, E. Mulvey, K. Murphy, D. Ouderkirk, J. Tattersall

	KEY POINTS/ACTION REQUIRED	Follow-Up Responsibility/ Due Date
1.	<p><u>Winter 2013 Day 10 Enrolment Report and Audit Date Projection</u> D. Ouderkirk and K. Moore presented the Day 10 enrolment statistics and provided an estimate of Audit Date results based on historic trends. The President stated that these numbers are very encouraging and expressed appreciation to all areas for their hard work in both program development and retention efforts. It was recognized that further efforts will be required in some areas going forward. D. McNair provided an overview of the financial implications of the numbers reported.</p> <p><u>Winter 2013 Day 10 Comprehensive Enrolment Report</u> D. Ouderkirk and K. Moore presented the Day 10 Comprehensive Enrolment Summary Report for winter 2013. Questions were asked for clarification on the summary provided. It was agreed that a further report following audit date will be provided by D. Ouderkirk and K. Moore to President's Council on March 20th.</p>	D. Ouderkirk K. Moore March 20 th
2.	<p><u>2013-14 Strategic Investment Priorities</u> D. McNair advised that the purpose of today's session was to review the requests for Strategic Investments Projects (SIP) received through the various channels and vetted by the Strategic Resource Allocation Task Group (SRATG). C. Dempsey, D. Ouderkirk, G. MacDougall, A. Clermont and J. Tattersall reviewed the documentation distributed with President's Council and answered questions for clarification. Members reviewed the summary of SIP projects and it was agreed that SRATG will return to President's Council at the session on March 20th with recommended allocations of SIP funding. Moving forward, it was also agreed that more specific direction should be provided by President's Council for prioritization purposes. It was agreed that the College's standing committees will provide updates to President's Council in the fall and winter going forward. The President thanked the group for their</p>	PC Agenda

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	excellent work during this new process and condensed timeframes and also for their assistance in developing a new approach to budget development.	Fall Winter
3.	<p><u>Payment Card Industry Report</u> K. Murphy provided an update on the Payment Card Industry Data Security Standard (PCIDSS) project. A review was provided of the compliance requirements, goals, remediation efforts, risks and areas of concern. A recommendation was made for a role to be designated within Finance and Administration that is responsible for activities related to governance and maintenance of PCI compliance. Clarification was provided by D. McNair of what was required by President's Council at this time. Support was given for Finance and Administration to be the designated area responsible for PCI compliance. It was requested that Finance return to President's Council with recommendations related to best practices and resources required. Additional research was requested related to how other colleges are addressing this matter. A specific role will not be designated at this time. The College is required to be compliant by June 30, 2013 in all aspects of PCI. K. Murphy was thanked for her efforts to move this project forward.</p>	D. McNair
4.	<p><u>International Education Centre Strategic Plan</u> C. Brulé advised that a strategic plan for the International Education Centre is being developed to assist in enhancing our level of international activities and will form a part of the presentation to the Board of Governors Retreat on February 11th. D. Donaldson and N. Ramseier will be presenting on behalf of C. Brulé and E. Mulvey who will be travelling on College business next week. The purpose of the presentation is to advise the Board members of the risks and opportunities provided by the International Education Centre. D. Wotherspoon agreed to assist in the finalization of the presentation.</p>	D. Wotherspoon
5.	<p><u>Approval of Agenda</u> The following items were added to the agenda:</p> <ul style="list-style-type: none"> • Sustainability Event Request 	
6.	<p><u>Approval of Previous Minutes</u> The minutes of January 31, 2013 were approved as amended.</p>	
7.	<p><u>Business Arising</u> None.</p>	
8.	<p><u>Staffing Requests</u> The following positions were approved for posting:</p> <ul style="list-style-type: none"> • Senior Technologist, IIRTS • PC Technology Technician, IIRTS 	

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	<ul style="list-style-type: none"> • Manager, Business Intelligence 	
9.	<p><u>Sustainability Event Request</u> It was agreed that the Co-Chair of the Sustainability Committee, Mark Hoddenbagh, will be asked to address this request.</p>	C. Brulé
10.	<p><u>2013-14 Business Plan Presentation to the February 11th Board of Governors Retreat</u> It was agreed that D. Wotherspoon will be the spokesperson for this presentation with the Vice Presidents joining in as required.</p>	
11.	<p><u>Budget Process Review</u> It was agreed that a 90 minute session will be held with the members of the Strategic Resource Allocation Task Group on March 20th. The purpose of this session will be to review the 2013-14 budget development process and formulate recommendations for improvement in the next cycle. An update from this session will be provided to the College Leadership Council (CLC) at their meeting on March 28th.</p>	<p>PC Agenda March 20th 90 minutes</p> <p>CLC Agenda March 28th</p>
12.	<p><u>Information Items</u></p> <p><u>President's Star Award Nominations</u> The nominations were approved as presented. The Advancement Office will coordinate the timing for the presentations.</p> <p><u>Policy HR16</u> The policy was approved for posting as amended.</p> <p><u>Memo Regarding Summer Hours 2013</u> The memo was approved as presented.</p>	<p>Advancement</p> <p>Human Resources President's Office</p> <p>Human Resources</p>

The meeting adjourned at 3:15 p.m.