

**President’s Council
Wednesday, February 27, 2013
Rosser Boardroom (C539)
8:30 a.m.**

PRESENT: K. MacDonald (Chair), G. Barker, C. Brulé, D. McNair, D. Wotherspoon, T. McDougall (Recorder)

REGRETS: L. Stanbra, P. Mackie

GUESTS: J. Aubut , C. Dempsey, S. DiMarco, J. Doyle, M. Doyle , E. Fine, E. Hollebhone, T. Hore, Moore, E. Mulvey, D. Ouderkirk, J. Ranieri, L. Rees, D. Topp

	KEY POINTS/ACTION REQUIRED	Follow-Up Responsibility/ Due Date
1.	<p><u>Government of Canada Workforce Adjustment (WFA) Opportunity Assessment</u> J. Ranieri was joined by E. Fine to present findings and highlights related to key areas of importance to Algonquin as the College works to identify and develop training for displaced government employees. PC members supported this report and agreed that the College would have to change their strategy in how they approach working in this area. C. Brulé will research how to move this opportunity forward.</p>	C. Brulé
2.	<p><u>Framework for Draft Strategic Enrolment Plan</u> D. Ouderkirk provided a brief overview of SEMC’s work. K. Moore presented a PowerPoint report and outlined the steps that were taken in the creation of the SEM plan. The college is moving towards a strategic integrated vision for college programming. K. Moore concluded her report by presenting OCAS data, and interpreting the results. This will be brought to Deans Council in March. D. Topp discussed business intelligence and “Big Data” as a tool for SEM (with potential dashboard possibilities) and factors to consider going forward. K. MacDonald shared that this is a move towards smart growth, a more coherent approach towards enrolment management. Next steps include finalizing the plan that has been provided.</p>	
3.	<p><u>Price Waterhouse Coopers Report on Program Development and Curriculum Integration</u> J. Aubut gave a high level overview via PowerPoint of proposed recommendations from PWC for academic development including an “as is” overview (phase 1) and implementation strategy framework (phase 2). Discussion ensued regarding Faculty credentials and the expectation that faculty must have appropriate credentials that are supported by real industry experience. It was agreed that the College shouldn’t lose sight of the importance of industry experience and knowledge in hiring practices as we move forward. A key recommendation (proposed strategy) for PDCI requires the creation of a centralized unit (perhaps titled “Curriculum Services”). J. Aubut reviewed the process map and suggested that “Process Leads” would need to be identified in each area and work with their team “end to end” as this would move the program development process forward in a timely way. J. Aubut also reviewed the proposed Academic Development Organizational Chart. K. MacDonald and C. Brulé to facilitate a discussion for the endorsement of the final recommendation.</p>	K. MacDonald, C. Brulé

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4.	<p><u>Draft Bid Submission for presentation to Board of Governors March 11th Meeting</u> C. Brulé provided background information regarding two opportunities in Saudi Arabia (Jazan and Al Kharj) and gave an overview that will be tabled at the next Board meeting (March 11). E. Mulvey gave a PowerPoint presentation related to the submission for the Saudi opportunity. Discussion ensued and PC reviewed the proposal strategy including the summary bid, scope and costs (years 1-5). Members discussed what documentation is required for the Board Executive meeting (March 05).</p>	
5.	<p><u>Policy HR18 – Employee Code of Conduct</u> Revisions/clarifications were discussed and highlighted; G. Barker will amend the policy accordingly. <i>Note: Template needs update of logo.</i></p>	G. Barker
6.	<ul style="list-style-type: none"> ▪ <u>Approval of Agenda</u> One addition: Sustainable Algonquin Steering Committee (Doug W) ▪ <u>Upcoming Agenda Items</u> All OK. 	
7.	<p><u>Approval of Previous Minutes</u> The minutes of February 20, 2013 were amended and approved. As per K. MacDonald–questions regarding the semester start and semester length for the Second theatre arts program took place. PC would like Academic Development to return to PC with issues addressed.</p>	J. Aubut
8.	<p><u>Business Arising</u> None to note.</p>	
9.	<p><u>9.1 Staffing Requests</u> The following positions were approved for posting: 9.1.1 Production Clerk, Print Shop (10 month position) 9.1.2 Financial Systems Analyst, Finance Services 9.1.3 Social Media, Advancement 9.1.4 Digital Marketing, Advancement 9.1.5 Graphic Designer, Advancement 9.1.6 Admin. Asst., Advancement 9.1.7 CRM, Advancement 9.1.8 Web Copy Editor, Advancement 9.1.9 Academic, Acting Chair (One-year term, Perth)</p> <p><u>9.2 Streamlining Recruitment Forms</u> Submission forms will be revised to allow for signatures from the Hiring Manager, and the 2nd level manager (then submitted to HR for processing).</p>	
10.	<p><u>Halogen Timelines – 2012-13 and 2013-14</u> K. MacDonald reviewed the 2013-2014 Action items. Timelines have been amended to March 25 through May 10 for the 4th Quarter Report Year End Evaluations. Reviews of</p>	

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	the annual evaluation ratings master list has been changed to May 15 th . The Q4 Business Plan Update presentation to the Board has been changed to June 10 or 17. K. MacDonald informed PC that the 2012-2013 goals will be pre-populated in two weeks' time (including Q3 update) and each member will provide more detail where appropriate.	
11.	<u>2013-14 Business Plan Responsibilities</u> K. MacDonald reviewed the Business Plan document to ensure areas of responsibility are clear and concise. S. DiMarco will speak with L. Brown on the process of how the Business Plan is entered onto Halogen, and subsequently broken down into each area.	
12.	<u>College Risk Management Committee (CRMC) Draft Mandate and Membership</u> D. McNair suggested the need to establish a committee to move forward with proposed co-chairs. He has talked to College areas to obtain representatives from each respective area. As the draft mandate has been developed, the committee will review and edit as appropriate. C. Brulé suggested that the committee mandate have a common look and feel with other College committees.	
13.	<u>Risk Based Audit Plan (RBAP) Statement of Work</u> D. McNair provided information only. The next meeting will include a presentation of the IT strategy and governance. This will go to tender.	
14.	<u>CRM Presentation for March 11 Board of Governors Meeting</u> D. Wotherspoon distributed a PowerPoint slide deck that will be presented to the March 11 Board of Governors Meeting.	
15.	<u>President's Update</u> None to note.	
16.	<u>Information Items</u> 17.1 MTCU Memo to N. Naylor K. MacDonald gave PC members context about N. Naylor being very supportive of the e-text initiative. He shared areas of potential concern. Staff with N. Naylor are to come and visit at a later (undetermined) date. 17.2 President's Star Award Nominations It was suggested to refrain from adding Star Award Nominations in the "Information Items" section as they haven't yet been reviewed/approved.	

The meeting adjourned at 3:12 p.m.