ALGONQUIN COLLEGE

PRESIDENT'S COUNCIL
Wednesday, May 01, 2013
Rosser Boardroom
9:00 a.m.

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

REGRETS: D. Wotherspoon

GUESTS: C. Doyle, M. Gawargy, P. Rouble, R. Sanchez, J. Tattersall, D. Topp

	KEY POINTS/ACTION REQUIRED	Follow-Up Responsibility/ Due Date
1.	**Approval of Agenda** The following items were added to the agenda: 1. May 10 Leadercast 2. Staff Award nomination process 3. May 24 PC/CLC meeting strategy **Upcoming Agenda Items** The following agenda items were added to the Agenda Planner: 1. May 29 – Corporate Training Initiative (Open Enrolment) – 15 min (J. Ranieri & M. Richards to Present)	
2.	**Approval of Previous Minutes** The minutes of April 24, 2013 were amended and approved.	
3.	**Business Arising** C. Brulé brought three items to PC members' attention: Distribution of the SMA report (no action will be taken until the budget comes out later this week); land acquisition for the purpose of expanding the Horticultural Program (PC members supported C. Brulé's recommendations); and e-text initiative logistics for year-one students (C. Brulé supported G. MacDougall's recommendations to make this compulsory for all students in Phase 2 of this project). C. Brulé and G. MacDougall will work on a communication strategy to implement this initiative.	**C. Brulé**
4.	**Staffing Requests** The following staffing request was brought forward for approval: 1. Student Services: Disabilities Counselor	
5.	**President's Star Award Nomination** The nomination was approved as proposed. The Advancement Office will coordinate the timing of the presentation.	**Advancement**
6.	**Information Items** No items were brought forward.	
7.	**Part-time Payroll Improvements, Exception Based Timesheets** G. Barker was joined by R. Sanchez and C. Doyle in presenting information and recommendations on how to enhance and streamline the part-time employee hiring process with the elimination of bi-weekly timesheets. The proposed solution will include forward compatibility with Algonquin's future ERP program. This is an interim step as the College moves closer to a fully automated digital system. Discussion	

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	ensued with recommendations being made by PC members to communicate with certain individuals for full disclosure. Next steps include, scheduling lunch and learn sessions, and gathering feedback before a full roll out in September. In addition, Finance and Administrative Services will be given the opportunity to review the internal controls associated with these changes and consult with the College auditors to confirm that the controls are effective at mitigating risks. PC members approved the recommendation to implement the new process after proper testing and consultation with Finance has been completed. This item will be recalled to the June 19 PC meeting.	**PC June 19**
8.	**ICDP Draft Report for May 13 BOG meeting** D. McNair was joined by J. Tattersall, M. Gawargy and P. Rouble to present the Integrated College Development Plan (ICDP) in preparation for their presentation to the Board of Governors on May 13 as well as review expectations regarding priorities and timing for the Fall BOG Retreat. J. Tattersall gave PC members an overview of his PowerPoint presentation that included an ICDP framework, Woodroffe Campus development and opportunities, and a transportation and facility infrastructure. Discussion ensued. J. Tattersall requested additional discussions with PC for planning purposes. This item will be recalled to PC in late May and/or June.	**PC June 05**
9.	**Multi-Year Accountability Agreement 12/13 Results** D. McNair was joined by D. Topp to provide PC members with the 2011-2012 Multi Year Accountability Agreement (MYAA) results report that will be presented to the Board of Governors on May 13. PC members provided comments and feedback on the PowerPoint presentation. L. Stanbra will provide D. Topp with information to include in his presentation, specifically on the number of students who transition from University to College.	**L. Stanbra**
10.	**2012-13 KPI Results Draft Presentation to the BOG** D. McNair was joined by D. Topp to provide PC members with the Winter 2013 Key Performance Indicators (KPI) results report that will be presented to the Board of Governors on May 13. Key trends and areas of risk where identified. Feedback, comments and suggestions were provided. PC members supported D. Topp's recommendation to provide CCI Research Inc. with the KPI report in order to formulate a comparative analysis. K. MacDonald commended D. Topp for his great work.	
11.	**2014-2015 Fee Strategy** In planning for the Fall Audit Committee meeting, L. Stanbra provided PC members with a summary overview of the timeline, potential fees and policy framework for the 2014-15 Compulsory Ancillary Fees. Items of discussion included the possibility of increasing IT fees; a strategy to resolve the pending UPass issue and a review of the viability of implementing a co-curricular fee, an access copyright fee, and a one-time student orientation fee. Discussion ensued. In the interest of the Board of Governors, L. Stanbra will consider how a longer term framework would be structured.	**L. Stanbra**
12.	**Draft agenda for May 16 PC Retreat** G. Barker provided recommendations to PC members as to the structure of the May 16-17 meeting. Information discussed at this Retreat will frame the agendas for the May 24th meeting and the June 27-28 CLC Retreat. For the purposes of this retreat, the morning will be dedicated to discussing succession planning for some of the	

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		critical positions within the College (G. Barker will facilitate). The afternoon session will be focused on business planning (D. McNair will facilitate). G. Barker will provide PC members with pre-reading materials by May 14.	**G. Barker**
13.		**Employee Communication Update** This item has been deferred until May 15.	**G. Barker** **D. Wotherspoon** **May 15**
14.		**KPMG Accounting and Tax Update for Not-for-Profit Organizations** D. McNair presented PC members with highlights of recent and upcoming accounting and tax-related issues that will impact the College. Risks and preliminary risk mitigation tactics were highlighted. Discussion ensued. PC supports the recommendation to forward the information to the College Risk Management Committee for further review and risk mitigation plans.	
15.		**May 10 Leadercast** G. Barker asked for PC members' assistance in dispersing eight tickets for the May 10 Leadercast event. L. Stanbra, D. McNair, K. MacDonald and C. Brulé will each provide G. Barker with the names of two individuals interested in attending.	
16.		**Staff Award nomination process** L. Stanbra asked PC members about nominations and the selection process to determine who receives Staff Awards. G. Barker explained the process of how the committee reviews all nominations to determine award recipients. He clarified that anyone can be nominated, however, not everyone will be an award recipient. This item will be brought back to PC in the fall.	**PC** **October 02**
17.		**May 24 PC/CLC Meeting Strategy** L. Stanbra asked PC members for clarification about the May 24 PC/CLC meeting. It was agreed that the afternoon portion of May 24 will be cancelled. The morning session will consist of a two-hour Employee Engagement discussion, followed by an hour of items that are to be determined by K. MacDonald. The outcomes from the May 16-17 PC Retreat will clarify how the June 27-28 CLC Retreat will be formulated. This item will be recalled to the May 15 PC meeting.	**K. MacDonald** **PC** **May 15**

The meeting adjourned at 1:21 p.m.