

**PRESIDENT'S COUNCIL**  
**Wednesday, May 15, 2013**  
**Rosser Boardroom**  
**8:00 a.m.**

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

**REGRETS:** P. Eng

**GUESTS:** C. Bonang, A. Clermont, C. Dempsey, S. DiMarco, C. Doyle, K. Foster, M. Gawargy, G. MacDougall, D. Ouderkirk, P. Rouble, J. Tattersall

	<b>KEY POINTS/ACTION REQUIRED</b>	<b>Follow-Up Responsibility/ Due Date</b>
<b>1.</b>	<p><b><u>Approval of Agenda</u></b> The following items were added to the agenda:</p> <ol style="list-style-type: none"> <li>1. Update on the College's bid proposal for Jazan, Saudi Arabia</li> <li>2. Live Laugh Learn Retreat</li> </ol> <p><b><u>Upcoming Agenda Items</u></b> The following agenda items were added to the Agenda Planner:</p> <ol style="list-style-type: none"> <li>1. Debrief of May 24 CLC</li> </ol>	
<b>2.</b>	<p><b><u>Approval of Previous Minutes</u></b> The minutes of May 01, 2013 were amended and approved.</p>	
<b>3.</b>	<p><b><u>Business Arising</u></b> No items were brought forward.</p>	
<b>4.</b>	<p><b><u>Staffing Requests</u></b> The following staffing requests were brought forward for approval:</p> <ol style="list-style-type: none"> <li>1. Student Services: Registrar</li> <li>2. Student Services: Marketing Officer</li> <li>3. Finance and Admin: Purchasing Clerk</li> <li>4. Finance and Admin: Financial Analyst</li> <li>5. HR: Manager of Organizational Effectiveness</li> <li>6. Academic: Educational Technologies Project Coordinator</li> <li>7. Academic: Academic Technologist (Pembroke)</li> <li>8. Academic: Manager of International Student Recruitment</li> <li>9. Academic: Technologist Academic (Media and Design)</li> <li>10. Academic: Administrative Assistant to Dean in FCTT</li> <li>11. Academic: Chair of Applied Science and Environmental Technology</li> <li>12. Academic: International Program Support (International Education Centre)</li> <li>13. Academic: Chair, Academic Development</li> <li>14. Academic: Professor, Health and Nursing Studies</li> </ol>	
<b>5.</b>	<p><b><u>President's Star Award Nomination</u></b> No nominations were brought forward.</p>	
<b>6.</b>	<p><b><u>Information Items</u></b> No information items were brought forward.</p>	

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7.	<p><b><u>Briefing on LIVE EX 2013</u></b></p> <p>D. McNair was joined by C. Bonang, and J. Tattersall to provide PC members with an overview of the Live Emergency Management Exercise planned for May 22, 2013. Presentation highlights included the inaugural role of PPSI students, proposed timelines, current initiatives, as well as future strategies. Discussion followed regarding videotaping the event as a learning opportunity and PC members visiting the site during the exercise.</p>	
8.	<p><b><u>E-text Update</u></b></p> <p>G. MacDougall introduced L. Weatherdon as the official Manager of Digital Resources and E-texts. G. MacDougall was joined by K. Foster to present an update of progress made on the e-text project as well as introduce the current project plan. Discussion ensued regarding the planning framework and risk analysis mitigation. Next steps include on-going departmental and faculty level PD sessions, a review of contracts from Finance and a discussion on payment strategies. G. MacDougall will provide a supplementary update to PC on May 22.</p>	<p><b>G. MacDougall May 22</b></p>
9.	<p><b><u>Health and Wellness</u></b></p> <p>J. Tattersall was joined by P. Rouble, B. Foulds and M. Savard to brief PC on the process and progress related to the Algonquin College “healthy living education” initiative. The PowerPoint presentation highlighted changes occurring in the health system, Algonquin’s vision for health and wellness and the introduction of a healthy living ecosystem within the College. Discussion followed. PC members suggested the group produce an environmental scan and report back to PC.</p>	<p><b>June 19</b></p>
10.	<p><b><u>COFSI (Colleges Ontario Facilities Standards &amp; Inventory)</u></b></p> <p>D. McNair was joined by J. Tattersall, P. Rouble, and D. Ouderkirk to present highlights from the inaugural COFSI 2012 report and to discuss the implications of the COFSI project for Algonquin and the Ontario College System. Discussion followed. PC supported the recommendation that CSIC oversee the integration of COFSI data collection into its ongoing space management process as well as advocate that COFSI reporting occur annually, versus the proposed 3-year project cycle.</p>	
11.	<p><b><u>Value Stream Report</u></b></p> <p>C. Doyle and C. Dempsey presented Algonquin College’s 2012/2013 Value Stream Report. C. Dempsey provided a PowerPoint presentation highlighting background information, issues facing the Value Stream Process, a proposal for 2013-2014, yearly results and future recommendations. PC members accepted the business process review report as presented and supported the recommendations.</p>	
12.	<p><b><u>IT Planning Position</u></b></p> <p>M. Gawargy and A. Clermont presented PC members with a PowerPoint presentation outlining a business case for hiring a Senior Project Manager Position within ITS. Benefits of decreasing overall costs and providing professional development opportunities to junior staff were highlighted. PC approved the request to create and fill the Senior Project Management position as proposed.</p>	
13.	<p><b><u>May 24 CLC Agenda</u></b></p> <p>D. McNair presented PC members with a draft outline of upcoming 2013 PC/CLC/BOG retreat recommendations and guidelines for planning and scheduling purposes. Timelines and expected outcomes will be communicated to CLC members.</p>	

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14.	<p><b><u>June 27-28 CLC Retreat Planning</u></b>            PC members determined the June 27-28 CLC Retreat would be discussed in more detail at the May 16-17 PC Retreat.</p>	
15.	<p><b><u>Update from May 13 Board of Governors Meeting</u></b>            PC members shared comments and feedback about the Board of Governors vote on Algonquin's international opportunity and the need for a stronger communication strategy. Discussion of meeting highlights included comments on ESCO, the Programs Of Study Report, and the MYAA and KPI reports being well received.</p>	
16.	<p><b><u>Succession Planning</u></b>            G. Barker provided PC members with a succession planning handout detailing identified critical positions within the College. PC members were asked to review the information that is relevant to their respective area and to be prepared to discuss at the May 16-17 PC Retreat.</p>	
17.	<p><b><u>Update on the College's bid proposal for Jazan, Saudi Arabia</u></b>            C. Brulé provided an update on the progress of the Saudi bid and the concurrent activities that are in progress. D. McNair confirmed that he has had a conversation with N. Naylor. Discussion followed.</p>	
18.	<p><b><u>Live Laugh Learn Retreat</u></b>            G. Barker clarified which PC members would be attending the Live.Laugh.Learn Retreat and that K. MacDonald would host a reception on the first evening.            (Recorder's note: due to schedule changes, K. MacDonald was not available to host a hospitality evening.)</p>	

The meeting adjourned at 4:30 p.m.