

PRESIDENT'S COUNCIL
Wednesday, June 19, 2013
Rosser Boardroom
8:00 a.m.

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

REGRETS: G. Barker, C. Brulé, D. Wotherspoon

GUESTS: C. Bonang, B. Brownlee, P. Capuano, K. Conlon, J. Daly-Cyr, S. Davies, J. DelDuca, C. Delmage, S. DiMarco, E. Mulvey, C. Gauthier, E. Hollebhone, G. MacDougall, C. Peachy, C. Powers, J. Ranieri, P. Rouble

	KEY POINTS/ACTION REQUIRED	Follow-Up Responsibility/ Due Date
1.	<p><u>Approval of Agenda</u> The following items were added to the agenda:</p> <ol style="list-style-type: none"> 1. August 26/27 PC Retreat <p><u>Upcoming Agenda Items</u></p> <ol style="list-style-type: none"> 1. CLC Retreat debrief (July 05) 2. Convocation debrief with thoughts for future changes (July 05) 3. 50th Anniversary Committee Discussion-in preparation for President's Breakfast (July 05) 4. Framework for 5-year Fundraising Plan (August 14) 	
2.	<p><u>Approval of Previous Minutes</u> The minutes of June 05, 2013 were approved as presented.</p>	
3.	<p><u>Business Arising</u> No items discussed.</p>	
4.	<p><u>Staffing Requests</u> The following staffing requests were brought forward:</p> <ol style="list-style-type: none"> 1. Finance and Admin.: Manager, Business Systems Team 2. Student Services: Client Service Officer, Registrar's Office 3. Student Services: Disabilities Counsellor, CSD 4. Student Services: Counsellor, Counselling Services 5. Academic: Professor, MTT 6. Academic: Administrative Assistant, ACCE 7. Academic: Client Services Officer-Recruitment/Financial Aid/Admissions 	
5.	<p><u>President's Star Award Nomination</u> The nomination was approved as presented.</p>	
6.	<p><u>Information Items</u></p> <p>6.1 IT Governance Audit Work Plan PC members discussed the IT Governance Audit Work Plan proposed interview list. Recommendations were provided to expand the list to include additional employees who could contribute to a balanced cross-representation of the College.</p> <p>6.3 Tiger Team list PC members identified a draft list of Tiger Team Committee participants to be</p>	

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	circulated to G. Barker and C. Brulé for review and feedback. Upon finalizing the committee participants, G. Barker will follow up with a note of thanks to those who were not selected as part of the committee and a welcome to those who will volunteer for this committee.	G. Barker
7.	<p><u>International Travel Policy</u> C. Bonang, C. Peachey, C. Powers and E. Mulvey presented PC members with a draft International Travel and Safety Policy. C. Bonang reviewed major areas of focus, including risk assessment and risk mitigation, tracking, records, and existing insurance coverages. Discussion followed regarding policy scope. PC members suggested obtaining further input, therefore, additional consultations will be scheduled to acquire feedback and pilot processes. This item will be recalled to PC in the Fall.</p>	PC Sept 04
8.	<p><u>Travel and Gift Policy</u> C. Gauthier presented PC members with a revised Travel, Meals and Hospitality Policy (AD12), as well as a new policy regarding Employee Acceptance of Gifts. Revisions to Policy AD12, specifically the use of per diems for overseas recruiters, were highlighted. PC members will approve the revised policy once the amendments have been reviewed by E. Mulvey and D. McNair. The new Employee Acceptance of Gifts Policy was approved as presented.</p>	D. McNair E. Mulvey
9.	<p><u>SIP Policy Framework</u> D. McNair provided an update to the President’s Council on the progress of the SIP Framework and approval process. PC members provided comments and feedback. The President’s Council accepted the SIP Framework as presented.</p>	
10.	<p><u>CLC Retreat Planning</u> J. Ranieri, E. Hollebone and S. DiMarco presented PC members with an update to the June 27/28 CLC Retreat planning process. S. DiMarco explained the progress the committee has made to date and reviewed the required pre-Retreat preparation. J. Ranieri described how the agenda was created. E. Hollebone provided an overview of the agenda and the desired outcomes. PC members provided comments and feedback for consideration.</p>	
11.	<p><u>President’s Star Award Presentation</u> PC members presented The President’s Star Award to Albert Dudley.</p>	
12.	<p><u>Algonquin Connects Update</u> J. Daly-Cyr provided PC members with an update on the status of the Algonquin Connects work done to date in preparation for the June 27/28 CLC Retreat. Proposed next steps to move the initiative forward (through communications, celebrating success and internal processes) were discussed. PC members provided comments and feedback including a suggestion to move this initiative past the consultative process and forward to CLC for approval.</p>	
13.	<p><u>E-Text Update</u> G. MacDougall, B. Brownlee, P. Capuano and S. Davies provided PC members with an update to the E-Text proposal. Discussion followed regarding the 2014 E-Text fee framework (i.e. charging fees at a “program” versus “course” level), intellectual property, Open Educational Resources and placing materials on BlackBoard. Further, a meeting with N. Naylor will be pursued to further determine viability to change program level fees. Consultations with the SA will be scheduled. PC members provided comments for consideration. This item will be recalled to PC August 21.</p>	PC August 21
14.	<p><u>Retail Opportunity (TH) Seating Proposal</u></p>	

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	B. Brownlee and P. Rouble presented PC members with an updated vision and scope of work for the A Building common space renewal project. Questions and discussion followed. PC members approved the recommendation to move forward with the conversion of Thunder Alley and provided final approval for the current plans to renew the common space in A Building.	
15.	<u>Review and Approval of Changes to “Administration of College Policies” (AD-01)</u> K. Conlon presented PC with proposed changes to the “Administration of College Policies” Policy (AD-01). Highlights included the process for major revisions to existing policies, processes for new policies, the requirement for “one-year review dates” for new policies, providing six months to provide consultation and review (versus three months) and the process of communicating new policies to the college community. PC approved the policy as amended.	
16.	<u>Update from June 17 Board of Governors Meeting</u> K. MacDonald provided PC members with an overview of the June 17 Board of Governor’s Meeting. Discussion followed regarding member orientation. S. DiMarco will attempt to connect with B. Johnson to facilitate and videotape a Board of Governors orientation session for “new” Governors as well as for existing Governors who have not had an opportunity to participate in an orientation session.	S. DiMarco
17.	<u>Employee Health Services Annual Fee</u> L. Stanbra asked PC members for a recommendation of available resources to assist in the creation of a strategy regarding the Employee Health Service Fees. G. Barker provided direction.	
18.	<u>Polytechnics Conference</u> T. McDougall offered PC members May 2014 dates to consider for hosting the 2014 Polytechnics Conference and jointly hosting the ACCC Conference with La Cité Collegiale. PC members agreed upon May 7 and 8, as recommended by Polytechnics Canada. T. McDougall will follow up with K. Marsh and N. Robinson.	T. McDougall
19.	<u>Open House Break with Health Services July 05</u> L. Stanbra presented PC members with a request to attend an Open House/Coffee Break in Health Services on the morning of July 05. PC members agreed to participate.	PC Members
20.	<u>August 26/27 PC Retreat</u> T. McDougall provided PC members with venue options for the August 26/27 PC Retreat. PC members agreed on the most cost-effective option. T. McDougall will call to confirm.	T. McDougall

The meeting adjourned at 3:48 p.m.