

PRESIDENT’S COUNCIL

Friday, July 5, 2013

Rosser Boardroom

8:00 a.m.

PRESENT: K. MacDonald (Chair), D. McNair, L. Stanbra, G. Barker, C. Brulé, D. Wotherspoon, S. DiMarco (Recorder)

GUESTS: J. Aubut, G. Cole, J. Cook, J. Dalziel, S. Dulmage, J. Doyle, B. Foulds, M. Gawargy, M. Hoddenbagh, C. Livingstone, R. Martin, S. Pieris, P. Rouble, S. Styles, J. Tattersall, R. Wilts

	KEY POINTS/ACTION REQUIRED	Follow-Up Responsibility/ Due Date
1.	<p><u>Approval of Agenda</u> The agenda was approved as amended.</p> <p><u>Upcoming Agenda Items</u> A number of items were added to the PC Agenda planner.</p>	
2.	<p><u>Approval of Previous Minutes</u> The minutes of June 05, 2013 were approved as amended.</p>	
3.	<p><u>Business Arising</u> In reference to item 19 of the June 05, 2013 minutes, K. MacDonald agreed to contact D. Amyot to discuss the issues and ideas associated with the College jointly hosting the ACCC conference in May 2014. Additionally, N. Robinson will be contacted regarding the Polytechnics Canada conference and potential leadership opportunities for CLC members.</p>	<p>K. MacDonald T. McDougall</p>
4.	<p><u>Staffing Requests</u> The following staffing requests were brought forward and approved:</p> <ol style="list-style-type: none"> 1. Advancement: Administrative Assistant, Marketing 2. Advancement: CRM Salesforce Developer 3. Advancement: CRM Business Analyst 4. Advancement: CRM Salesforce Administrator Support 5. Advancement: CRM Manager 6. Advancement: Recruitment Officer, Recruitment 7. Academic: Product and Marketing Manager, CCOL 8. Academic: Curricular Services, Manager 9. Student Services: Intake and Needs Assessment Advisor 	
5.	<p><u>President’s Star Award Nomination</u> The nominations were approved as presented.</p>	
6.	<p><u>Information Items</u> 6.1 Enrolment Discussion Schedule Members discussed the intent behind creating a schedule for PC that would provide regular updates on important operational items such as enrolment. Members are asked to work with T. McDougall over the summer to add such items to the PC Agenda planner to provide a year-long schedule. Additionally, members requested discussion around a “purpose driven” Agenda for PC. This item will be added to the August 26 PC Retreat Agenda.</p>	<p>PC members / T. McDougall</p> <p>PC August 26</p>

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	<p>6.2 Viewbook Update PC members were asked to provide feedback to D. Wotherspoon. The final document will be ready for the President's Breakfast on August 22.</p> <p>6.3 MTCU letter June 21 (Student Success & Aboriginal Student Bursary funding to 2015/16) Information received as presented.</p> <p>6.4 Thank you letter from Brian Kilrea re: Convocation Information received as presented</p>	PC members
7.	<p><u>United Way Update</u> R. Volk presented an update on the 2013 United Way Campaign. Members were advised that a combination of electronic and paper pledge forms will be used this year. The Committee aims to increase College participation rate from 18% (last year) to 50%. A CLC coffee break will be scheduled to provide PC with the opportunity to encourage CLC members to be leaders throughout the Campaign. D. Wotherspoon was appointed Executive Lead of the United Way Campaign.</p>	S. DiMarco
8.	<p><u>Ombudsman's Report</u> G. Cole, S. Styles, S. Pieris and C. Livingstone presented the Ombudsman's Annual Report. PC thanked G. Cole and the Ombudsman's Office for their efforts during the past year. Members discussed the report and the recommendations around "Practicum, Clinical Placement and Field/other Placements". Members discussed student placements and some of the related issues. Members agreed that the Vice President Academic will provide a response to the Ombudsman's Report before August 22, after which time the Report can be published.</p>	C. Brulé
9.	<p><u>Policy RE07 Approval</u> J. Aubut briefed members on revisions to policy RE07 and the approval process that was completed to date. Discussion followed regarding the definitions of "scholarly activity" and "academic freedom", with further revisions suggested. Members agreed that final revisions will be approved by C. Brulé; D. Wotherspoon will help to develop a communication strategy for the new policy.</p>	C. Brulé and D. Wotherspoon
10.	<p><u>ICDP</u> J. Tattersall, R. Wilts, S. Dulmage, J. Cook, J. Dalziel, P. Rouble, R. Martin and D. Ouderkirk presented an update on ICDP. The concept of space and learning environments was discussed, followed by how to best inform and engage the Governors at their Fall Retreat. President's Council approved the ICDP framework. Recommendations on "Guidance on how to grow the discussion and engage the College", and "Questions staff should be answering" will be deferred to the August 21 PC. A follow-up meeting to set context and expectations for the Board Retreat presentation will be scheduled with K. MacDonald, D. McNair, S. DiMarco and J. McIntosh.</p>	PC Aug 21
11.	<p><u>Health & Wellness Update</u> B. Foulds, J. Tattersall, P. Rouble, S. Dulmage, S. Styles, J. Doyle and M. Hoddenbagh presented an update on the Healthy Living Initiative. Discussion occurred regarding this strategic growth initiative and the next steps required to move this initiative forward. Members agreed that a business plan should be developed to include cash-flow forecasting, revenue streams, life-cycle costs etc. The business plan will be submitted to PC for review in the Fall.</p>	PC Sept 18
12.	<p><u>CLC Retreat Debrief</u> S. DiMarco presented PC with the evaluation survey results from the June CLC Retreat, the proposed Small Working Groups and the draft Schedule of CLC meetings</p>	

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	for 2013/14. Members considered the outcomes of the Retreat and agreed that members of CLC should be given time over the summer to enjoy annual leave and take a break from College business. D. Wotherspoon agreed to draft a communication to CLC members identifying next steps. Some suggestions were proposed regarding the draft CLC schedule of meetings.	D. Wotherspoon
13.	<u>Convocation Debrief</u> This item was tabled due to time constraints.	PC August 21?
14.	<u>50th Anniversary Committee in preparation for President's Breakfast</u> D. Wotherspoon has commissioned a report of best practices with respect to organizations celebrating significant milestones. As a result, recommendations will be submitted to PC at the August 14, 2013 meeting for consideration.	PC August 14
15.	<u>Funding Request for Flugtag 2013</u> D. Wotherspoon advised members that Algonquin was accepted as one of the 30 participants in the Flugtag 2013 event. Members were advised of the staff and faculty involved in the initiative. It was noted that a small honorarium will be paid to 2 part-time instructors overseeing the project, which is also being supported by a member of Applied Research. Money raised from the project will support charitable efforts in support of Canadian Military Families. Members approved the requests subject to a risk management review.	D. Wotherspoon
16.	<u>Funding Request for Employee Family Event (Sept soccer game & BBQ)</u> D. Wotherspoon submitted a request for funds in support of a Family Fun Day for employees and their families. Members were advised of the activities planned for the event which will be held at an Algonquin Thunder soccer game on Saturday, September 21, 2013. PC supported this endeavor and approved the allocation of \$2500.	
17.	<u>2006 Strike Grievance</u> G. Barker brought members up to date with the results of a 2006 Strike grievance.	
18.	<u>House donation in Pembroke</u> Due to time constraints, L. Stanbra agreed to provide PC with an update by email.	L. Stanbra
19.	<u>College logos</u> Members agreed that a fulsome discussion of College logos should be held in the near future.	PC Sept 18
20.	<u>RCM resourcing</u> D. McNair advised members that a report on Responsibility Centred Management will be presented to PC in early September for discussion and endorsement on whether or not the College proceeds with implementing RCM. In the event that PC elects to proceed with implementing RCM, Finance will need a resource to lead this project beginning in early Fall and would like to establish the temporary administrative position and commence the recruitment process in July. PC approved a multi-year SIP funding allocation with the understanding that the hire will not be completed until PC has approved the RCM implementation project in August/September 2013.	PC Sep 04

The meeting was adjourned at 12:15 p.m.