

**President's Council  
Wednesday, October 23, 2013  
Rosser Boardroom (C539)  
9:00 a.m.**

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

**GUESTS:** C. Bonang, S. Carter-Rose, J. DelDuca, D. Deveau, S. DiMarco, M. Gawargy, S. Heckbert, P. Rouble, S. Styles, J. Tattersall, D. Topp

	<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 agenda was amended and approved as presented.</p> <p><b><u>Upcoming Agenda Items (Add to Agenda Planner)</u></b> The agenda planner was amended as discussed.</p>	
<b>2.</b>	<p><b><u>Approval of Previous Minutes</u></b> The October 09 and October 16 minutes were approved as amended.</p>	
<b>3.</b>	<p><b><u>Business Arising</u></b> No items were discussed.</p>	
<b>4.</b>	<p><b><u>Staffing Requests</u></b> The following positions were approved for posting:</p> <ol style="list-style-type: none"> <li>1. Academic: Professor Nursing (x2)</li> <li>2. Academic: Employment Consultant</li> <li>3. Academic: Employment Services Clerk</li> <li>4. Academic: Student Transfer Coordinator</li> <li>5. Academic: Associate Vice President, Academic Strategic Priorities</li> </ol>	
<b>5.</b>	<p><b><u>President's Star Award Nominations</u></b> No nominations were brought forward.</p>	
<b>6.</b>	<p><b><u>Information Items</u></b></p> <p><b><u>6.1 Family Fun Day Debrief (D. Wotherspoon)</u></b> PC reviewed a request for a Winter Family Fun Day (Holiday Edition). PC members approved the request as amended.</p> <p><b><u>6.2 Freedom of Information (FOI) Q2 Update (D. McNair)</u></b> The item was received as presented.</p> <p><b><u>6.3 COP Summary notes.</u></b> The item was received as presented.</p>	
<b>7.</b>	<p><b><u>First year student survey results</u></b> S. Carter-Rose provided PC with an overview of the First Year Student Survey results. Sampling size and response rate were discussed, as was Institutional Research and a desire to have D. Topp take a lead in this area. Other areas of discussion included Support Services and specific areas where students felt they needed support. Suggestions on where to focus future efforts were shared. PC</p>	<b>D. McNair</b>

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	members received the report as presented.	
<b>8.</b>	<b><u>Strategic Enrolment Management Committee (SEMC) Update</u></b> D. Wotherspoon briefed PC members on progress the Strategic Enrolment Management Committee (SEMC) has made to date. Questions and feedback followed. PC recommended that the committee continue their efforts and suggested they simplify their overarching vision and focus on no more than 3 areas of priority. Future committee leadership was also discussed as was a model framework for the annual SEMC report. A first draft report will be available within the next few weeks, followed by a more refined report in December.	<b>D. Wotherspoon PC Dec 11</b>
<b>9.</b>	<b><u>13/14 SIP Update (deferred from October 16, 2013)</u></b> D. McNair presented the 2013/2014 Strategic Investments Projects (SIP) report to PC members as at September 30, 2013. The Finance Department will provide this report to VPs on a monthly basis for their review. Questions and clarification followed. PC accepted the report as presented. A comprehensive Q2 report will be presented to PC November 20 <sup>th</sup> .	<b>C. Dempsey PC Nov 20</b>
<b>10.</b>	<b><u>Communications recommendations for significant events</u></b> C. Bonang, S. Heckbert and J. Tattersall presented PC members with a Firearm Discharge Communication Review Report. Highlights and recommendations on where to improve communication and reporting protocols were discussed. Terms such as "student safety", "emergency criticality" and "reputational risk" were also deliberated. Amendments will be made to the report as suggested. A communiqué will be released to the College community via myAlgonquin.	<b>Advancement</b>
<b>11.</b>	<b><u>President's Star Award Presentation</u></b> The President's Star Award was presented to the Corporate Training Centre team (N. Albert, E. Foster and G. Abernethy).	
<b>12.</b>	<b><u>Scenario Planning - Update</u></b> J. Tattersall, M. Gawargy, D. Topp and P. Rouble updated PC on progress made related to Scenario Planning, including a draft project charter for a scenario planning process. Timelines for presenting information using a conceptual model to the Board were discussed. Clarification and examples were provided. This item will be recalled to PC November 20.	<b>PC Nov 20</b>
<b>13.</b>	<b><u>United Way Shortest Tie Contest</u></b> PC members left the meeting to attend an Algonquin College United Way fundraising event.	
<b>14.</b>	<b><u>Fee for Service (Test Centre Fee Increases)</u></b> D. Deveau and S. Styles presented a detailed report outlining a request to re-structure the Test Center Assessment fees. D. Deveau explained which fees should	

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	be reassessed and to what level they should be modified. Recommendations were reviewed; outcomes from the fee change were also discussed. Questions and clarification followed. PC supported and approved the report as presented.	
15.	<p><b><u>Review of New Positions and I/O positions</u></b> L. Rees presented PC with a summary of new and I/O positions that are being requested as part of the 2014/2015 Pro-Forma Budget Process for Funded and Non-Funded Activities. Insights and clarification were provided. PC will take recommendations into consideration for subsequent follow-up discussions. T. McDougall will schedule additional time on the PC calendar for further exploration and discussion of this item.</p>	<b>PC Nov 06</b>
16.	<p><b><u>KPI Coordination and Administration</u></b> This item will be deferred in order for G. Barker and C. Brulé to discuss time implications for this year's recommended project lead (S. Fraser). Discussion followed, including a request to eventually include this initiative in D. Topp's portfolio.</p>	<b>PC Nov 06</b>
17.	<p><b><u>International Travel Policy Update (deferred from October 16, 2013)</u></b> D. McNair briefed PC members on the development of the International Travel Policy and the purchase of the SOS Insurance package. The policy is currently being reviewed by legal counsel. This item will return to PC November 20 for final review and approval.</p>	<b>PC Nov 20</b>
18.	<p><b><u>Business Plan Review (for CLC Retreat)</u></b> S. DiMarco provided an update on the progress made to the planning and organization of the CLC Retreat. PC members reviewed the master PowerPoint slide deck and provided feedback. Amendments will be made. D. Wotherspoon will provide "Next Steps" updates to S. DiMarco. Discussion followed regarding meeting flow and roles/responsibilities.</p>	<b>S. DiMarco D. Wotherspoon</b>
19.	<p><b><u>Solar Decathlon Repatriation</u></b> C. Brulé informed PC that the Solar Decathlon house will return to the Algonquin campus. Placement suggestions followed. A semi-permanent location that is attractive and accessible will be considered.</p>	

The meeting adjourned at 4:32 p.m.