

President’s Council
Wednesday, December 11, 2013
Rosser Boardroom (C539)
8:30 a.m. – 4:00 p.m.

PRESENT: C. Brulé, D. McNair (Acting Chair), L. Stanbra, D. Wotherspoon, S. DiMarco (Recorder)

GUESTS: A. Burnett, C. Dempsey, E. Fine, D. Ouderkirk, J. Ranieri, R. Sanchez, L. Woods

	KEY POINTS/ACTION REQUIRED	Follow-Up Responsibility/ Due Date
1.	<p><u>Approval of Agenda</u> The agenda was amended and approved by consensus.</p> <p><u>Upcoming Agenda Items (Add to Agenda Planner)</u> The agenda planner was revised as discussed. Additions to the December 18 Agenda include: Town Hall survey results and Community Town Hall update. A report on changes to the MTCU Tuition and Ancillary Fees Directives will be added to the January 8 meeting Agenda.</p>	S. DiMarco to revise Agenda planner as per discussions.
2.	<p><u>Approval of Previous Minutes</u> Minutes for the December 04 PC meeting were reviewed and one revision was made - the meeting was adjourned at 6 pm, not 6:30 pm. With this revision, the minutes of December 04 were approved by consensus.</p>	One revision noted. Minutes approved.
3.	<p><u>Business Arising</u> Update on Differentiation Framework and Strategic Mandate Agreement (SMA) C. Brulé advised members that M. Hoddenbagh will lead the initiative to update Algonquin College’s Strategic Mandate Agreement, in light of the recently released Ontario Colleges Differentiation Framework draft. The College’s current SMA focuses on a “college system response” and the plan is to revise the document to provide an Algonquin College response that incorporates the themes of digital, international initiatives and a program focus that identifies the areas of strength. The new SMA draft is to be submitted by December 20, with the opportunity to refine the document during the January to March timeframe in consultation with MTCU College SMA Consultant, S. Herbert. With these tight timelines in mind, J. Aubut will lead program discussions, E. Mulvey will lead international, and G. MacDougall and L. Rees will lead digital, with M. Hoddenbagh coordinating efforts. A status update will be provided at the December 18 PC meeting.</p>	C. Brulé to provide SMA update Dec 18.
4.	<p><u>Staffing Requests</u> The following positions were approved for posting: Advancement Business Administrator - interim basis Temporary positions for the Autism project</p> <ul style="list-style-type: none"> - Autism Spectrum Disorder Transitions Coach - Learning Strategist – Autism Project 	Approved for posting.

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5.	<p><u>Information Items</u> There were no information items.</p>	
6.	<p><u>Enrolment Discussion</u> D. Ouderkirk referred members to the report on Winter 2014 Post-Secondary Enrolments included in their packages. Members noted the positive statistics identifying 95.7% confirmed, paid and registered students for level 1 intake for the winter 2014 term, compared to last year's 93.6%. There is significant enrolment growth, in particular in CCOL, Health and Technology programs. Discussion ensued regarding various predictive models and software to support retention and provide assistance to students who may be at risk due to different factors (e.g. financial reasons). These support tools were noted as deserving further investigation and consideration.</p>	<p>D. Ouderkirk to provide a Report on "10-day numbers" to PC in January.</p>
7.	<p><u>Part-time Authorizations</u> A. Burnett and R. Sanchez presented the outcomes of the Part-Time Authorizations Project. Members were briefed on the goals and objectives of the project, and the benefits that were realized as a result of changes to part-time payroll including standardized and consistent approach to Terms and Conditions, reductions in paper and time, and improved employee satisfaction. Members noted that although the project improved the status quo, many more efficiencies could be realized in the future with the implementation of a new HRIS system. Staffing efficiencies in the plan need to be explained in greater detail in future reports. An RFP for a new system is being developed currently that will support a consistent approach to contracts and timesheet reporting for part-time employees. Members were briefed on the methods of communication being used to advise part-time employees and budget officers of the changes.</p>	
8.	<p><u>Government of Canada Strategy Discussion</u> C. Brulé welcomed L. Woods and J. Ranieri and introduced E. Fine, Consultant. Members were briefed on the principles, framework and critical success factors used to develop the Government of Canada strategy. The strategy identifies a pilot project in Year One, to implement an account model, with an overall 5-year return on investment. Discussions occurred regarding the financial and non-financial benefits that could result. Members concurred that a business case should be developed and submitted to PC that identifies departments/areas of the College and departments within the Government of Canada that have a high probability of success. Potential sources of income, cost avoidance and/or benefits should be included. The short business case should be submitted for review by mid-to-late</p>	<p>J. Ranieri & E. Fine to draft Business Case for review by PC Jan 22, 2014.</p>

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	January, after which the request for additional funding through SIP will be considered.	
9.	<u>Budget Block</u> President's Council members reviewed and discussed a variety of Budget items presented by C. Dempsey and D. McNair. Follow-up discussions will be scheduled for the December 18 PC meeting.	
10.	<u>BOG Meeting Review</u> Members reviewed the discussions and outcomes from the December 9 Board meeting.	
11.	<u>CLC Agenda Review for December 19 meeting</u> S. DiMarco provided a draft agenda for the December 19 CLC meeting. Members reviewed the draft in detail and made revisions. The final agenda and materials will be circulated to CLC on Monday, December 16.	S. DiMarco to circulate CLC materials by noon on Dec 16.
12.	<u>SEMC Update</u> D. Wotherspoon briefed members on the work of the Strategic Enrolment Management Committee (SEMC). The Committee is drafting a Strategic Enrolment Management Plan that will identify the various enrolment cycles that occur across the College and campuses, as well as student profiles/demographics. The plan will include feedback and input based on broad consultations with various audiences and will outline a proposed process that will align the annual enrollment cycle with the budget and strategic planning process. The plan will include guiding principles, goals, measures and strategies moving forward, as well as a status report (audit) of current strategies in place. Members were advised that a SEM one-day conference is being planned in late Spring for faculty and support staff/administration, with the aim of raising awareness around enrolment/retention issues.	SEMC Plan to be submitted to PC once complete (Spring 2014)
13.	<u>Prior Learning Assessment and Recognition (PLAR) Fees</u> J. Ranieri briefed members on the proposal to revise the fee structure for assessing General Education PLAR portfolios in order to increase the number of PLAR transactions and improve student access to PLAR. President's Council approved the change to PLAR fees effective immediately.	L. Stanbra to communicate approval of PLAR fees.

The meeting adjourned.