

**President's Council  
Wednesday, December 18, 2013  
Rosser Boardroom (C539)  
8:30 a.m. – 4:50 p.m.**

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

**GUESTS:** E. Costello, C. Dempsey, B. Eburne, S. Finnigan, C. Gauthier, M. Hoddenbagh, C. Powers, L. Rees, L. Woods

	KEY POINTS/ACTION REQUIRED	Follow-Up Responsibility/ Due Date
1.	<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 reviewed and amended as a result of discussions.</p>	
2.	<p><b><u>Approval of Previous Minutes</u></b> Minutes for the December 11 PC meeting were approved with revisions.</p>	
3.	<p><b><u>Business Arising</u></b> There was no business arising.</p>	
4.	<p><b><u>Staffing Requests</u></b> There were no staffing requests for approval.</p>	
5.	<p><b><u>President's Star Award Nominations</u></b> There were no President's Star Award nominations to approve.</p>	
6.	<p><b><u>Information Items</u></b></p> <p>6.1 <u>Policy HR19 Response to the Death of an Employee or Immediate Family Member</u> This item was received as presented.</p> <p>6.2 <u>Freedom of Information Activity 2013 – Q3 Report.</u> This item was received as presented.</p> <p>6.3 <u>50<sup>th</sup> Anniversary Celebration Update</u> This item was received as presented.</p> <p>6.4 <u>Energy Conservation Measure</u> This item was received as presented.</p> <p>6.5 <u>Tuition and Binding Fee Policy Update</u> This item was received as presented.</p>	<p>G. Barker to amend policy as per discussions.</p> <p>D. McNair to submit annual FOI report to BOG after year-end.</p>
7.	<p><b><u>Star Award Presentation</u></b> President's Council presented a Star Award to F. Gauthier.</p>	
8.	<p><b><u>President's Coffee Break</u></b> President's Council hosted the President's Coffee Break in the Observatory.</p>	
9.	<p><b><u>Strategic Mandate Agreement (SMA)</u></b></p>	

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	<p>M. Hoddenbagh, E. Costello and L. Woods briefed members on the status of the College’s revised draft SMA. Discussion occurred regarding the focus of the overall document and how best to tell Algonquin’s story. Members agreed that the document should be revised to identify MTCU’s themes of differentiation and explain how Algonquin College reflects those themes. Special attention should be given to the College’s focus on competency-based learning and the connection we make between our community and our programming. M. Hoddenbagh, E. Costello and L. Woods are asked to join President’s Council on December 20 at 9 am to review the penultimate draft before the submission deadline.</p>	<p>M. Hoddenbagh, E. Costello and L. Woods to join PC Dec 20 to review final draft before submission.</p>
<p><b>10.</b></p>	<p><b><u>Responsibility Center Management (RCM)</u></b> C. Dempsey and S. Finnigan updated PC regarding the potential application of RCM at Algonquin College. Members reviewed the proposed project charter and membership composition for the Steering Committee and the call for members. Several suggestions were made including adding a case-study of the implementation of RCM and the results to the organization (e.g. impact to employee engagement, development of an entrepreneurial culture). The memo should also state that individuals interested in joining the Steering Committee should advise their direct Manager before submitting their interest to S. Finnigan. Members agreed that a message would be issued through “My Algonquin” to advise that in follow-up to the successful Lunch N’ Learn session on RCM held on December 16, a call for members to join the RCM Steering Committee will be circulated early in the new year.</p>	<p>D. McNair to add an RCM information piece to My Algonquin before the Christmas break.</p>
<p><b>11.</b></p>	<p><b><u>Policy HR17 – Tuition Fee Reimbursement</u></b> K. MacDonald declared a conflict of interest as his son Matthew is a student at the College. G. Barker introduced C. Powers, B. Eburne and C. Gauthier. Members reviewed the draft policy and approved it as revised. Discussion occurred regarding these types of benefits and related policies in relation to employees working abroad. Members agreed that policies should be developed to reflect the particular circumstances at each overseas campus. This will ensure that local regulations, as well as campus budgets are considered during the development of a policy. Members agreed that the issue of educational support for staff and their families could be considered by the new Principal in Jazan, Saudi Arabia, in the new year. G. Barker will follow-up on this issue with the new Principal during his trip to Jazan in January.</p>	<p>Revised policy HR17 approved.</p> <p>G. Barker to discuss item with Principal, Jazan Campus in January.</p>
<p><b>12.</b></p>	<p><b><u>College Town Hall Survey</u></b></p>	

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	<p>D. Wotherspoon provided members with a summary of the results from the staff and faculty survey that was conducted immediately following the December 4 Town Hall. Reoccurring themes and comments were reviewed and members agreed that overall, the comments were supportive of the Town Hall concept and positive regarding the format and responses from the panel. Some recommendations to improve future Town Halls, based on comments include: choose a more central location; better advertise the ability to live-stream; provide a mechanism to pose questions in advance (not anonymously); hold a coffee break immediately following the event to allow discussions to continue; and plan events around a particular topic. These recommendations were approved and members agreed that the survey results should be posted on the Employee Engagement website with text that would identify an individual or department/service removed. The next Town Hall will be held in March, 2014.</p>	<p>D. Wotherspoon to action recommendations and post survey results on Employee Engagement website.</p>
<p><b>13.</b></p>	<p><b><u>Community Town Hall</u></b> D. Wotherspoon briefed members on the Community Town Hall that was held on December 4 with the Ryan Farm community. Issues were raised by community members and College representatives were on hand to answer questions and discuss the issues in more detail. President's Council reviewed a list of issues that were raised and considered some recommendations and potential solutions to those issues. Members agreed that introducing opportunities for students to participate in co-curricular activities as part of these strategies would be beneficial to students, the College and the community.</p>	<p>D. Wotherspoon to action recommendations associated with issues raised by the community.</p>
<p><b>14.</b></p>	<p><b><u>Star Awards Presentations</u></b> A Star Award was presented to D. Cardinal.</p>	
<p><b>15.</b></p>	<p><b><u>Budget Block</u></b> President's Council continued deliberations on the budget 2014/2015.</p>	

The meeting adjourned at 4:00 p.m.