

**President’s Council  
Wednesday, February 26, 2014  
Rosser Boardroom (C539)  
8:30 a.m. – 4:30 p.m.**

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

**REGRETS:** L. Stanbra

**GUESTS:** C. Bonang, L. Campbell, C. Dempsey, M. Dickey, S. DiMarco, B. Evanow, S. Finnigan, B. Foulds, L. Furnidge, M. Gawargy, R. Kishk, E. Hollebhone, D. Ouderkirk, P. Rouble, B. Rothwell, M. Savard, J. Tattersall, G. Thompson, J. Wilson

	<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 approved as amended.</p> <p><b><u>Approval of Consent Agenda</u></b> 1.1 <u>No items were brought forward at this time</u></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 February 05, 2014 and February 12, 2014 minutes were approved as amended.</p>	
<b>3.</b>	<p><b><u>Business Arising</u></b> D. Wotherspoon had follow-up information to share with PC members regarding a meeting that took place with Enbridge Gas. This discussion was redirected to item #8 (Enbridge Gas Incident Follow-up).</p>	
<b>4.</b>	<p><b><u>Staffing Requests</u></b> The following staffing requests were brought forward for approval:</p> <ol style="list-style-type: none"> <li>1. Advancement: Digital Recruiter</li> <li>2. Advancement: Social Media Community Officer</li> <li>3. Advancement: Business Administrator</li> <li>4. Academic: Professor of Nursing, Health and Community Studies (Algonquin College in the Ottawa Valley)</li> <li>5. Academic: Professor of Nursing, Health and Community Studies (Algonquin College in the Ottawa Valley)</li> </ol>	
<b>5.</b>	<p><b><u>President’s Star Award Nominations</u></b> The President’s Star Award nominations were approved as presented.</p>	
<b>6.</b>	<p><b><u>Introduction of Salesforce - Unified Digital Experience</u></b> D. Wotherspoon introduced external guests Mark Dickey, Bill Evanow, and Raouf Kishk from Salesforce. A presentation from R. Kishk followed, highlighting</p>	

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	Salesforce’s delivery platform, as well as examples of how Algonquin can integrate Salesforce through the full life cycle of a student. L. Campbell reviewed Advancement’s CRM goals and methodology and provided an update on current and potential future projects. D. Wotherspoon presented a slide deck of work that has been completed on the Employee Portal project and the functions within the Portal that are available. Questions and discussion followed. This item will be recalled to the June 18 <sup>th</sup> PC to discuss direction for Phase II of this project.	<b>PC Jun 18</b>
<b>7.</b>	<b><u>Emergency Management Framework</u></b> C. Bonang and L. Furnidge introduced a framework for a three-year cyclical planning tool for emergency preparedness training, exercises and awareness activities that will support the Emergency Management Framework and bring a consistent and sustainable model forward for future development of the framework. A detailed annual calendar for 2014/2015 based on the use of the three-year cyclical model was also presented. PC members received the briefing and endorsed the framework as discussed.	
<b>8.</b>	<b><u>Enbridge Gas Incident Follow-up (Feb 06)</u></b> J. Tattersall, C. Bonang, and L. Furnidge presented a draft “After Action Report” (AAR) relating to Enbridge Gas’ controlled venting incident of February 06, 2014. Observations, feedback and recommendations regarding “people/training”, “process”, and “equipment/tools/infrastructure” were shared and discussed. Going forward, further reviews will be conducted, a training piece will be embedded in the annual training process, and a discussion with CSD will be scheduled. D. Wotherspoon provided an update in regards to a follow-up meeting that took place between Algonquin College and Enbridge Gas. Deans and Directors will be updated at the February 27 CLC meeting. A communiqué will be sent to the college community to inform staff of the results of the internal review, actions taken to date, as well as what is being contemplated for further improvements to our emergency response plans.	<b>Physical Resources  CLC Feb 27</b>
<b>9.</b>	<b><u>IT Strategy &amp; Governance Report</u></b> M. Gawargy updated PC on the internal audit progress made to date on the IT Strategy and Governance Audit. Five areas of the report were highlighted, specifically IT Strategy, Architecture, Governance, Resource Allocation and Project Tracking. Comments, feedback and suggestions followed. PC received the report as presented and endorsed the recommendations as discussed and	

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	amended.	
10.	<p><b><u>Healthy Living Education (HLE) Update</u></b> J. Tattersall, M. Savard, B. Foulds, P. Rouble and D. Ouderkirk updated PC on progress made to date for the HLE initiative, primarily focusing on the first phase, i.e. the repatriation of Confederation High School programs and move of the Massage Therapy program into Building A. Presentation highlights included a financial, scheduling and tendering update. Questions and clarification followed. Timing for relocation of the Confederation programs to the Woodroffe campus as well next steps were discussed. PC members were invited to participate in a design charette for the wider HLE vision. This item will be recalled to the March 12<sup>th</sup> PC meeting for further discussion as well as a review of concepts.</p>	<b>PC Mar 12</b>
11.	<p><b><u>CSIC Update</u></b> D. Ouderkirk, J. Tattersall and P. Rouble presented PC with a report on a variety of CSIC initiatives including a review of the “2013/14 Renovations, Renewal and Planning Projects”, the “2014/15 Renovations, Renewal and Planning Projects”, as well as a review of preliminary preparations for 2015/16 projects. Discussion highlights included two initiatives planned for Summer 2014 (ESCO 2 in Building B, and HLE Phase 1 in Building A), and the associated temporary disruption that is expected. PC requested that updates for 2015/16 projects be scheduled on a more regular basis for review and discussion. The next CSIC update is scheduled for the April 16<sup>th</sup> PC meeting.</p>	<b>PC Apr 16</b>
12.	<p><b><u>Responsibility Center Management (RCM) Update</u></b> C. Dempsey and S. Finnigan presented PC members with a preliminary Project Charter developed by the Responsibility Center Management (RCM) Steering Committee. Clarification and discussion followed regarding the rationale and research (i.e. value analysis) to adopt an RCM model. PC members offered feedback and comments for consideration. The RCM Steering Committee will make amendments to the Project Charter based on PC’s feedback. This item will be recalled to PC as a consent agenda item.</p>	<b>PC Mar 12</b>
13.	<p><b><u>5-Year Fundraising Plan Framework and Environmental Scan</u></b> B. Rothwell, G. Thompson and J. Wilson provided a status report regarding progress made to date as well as next steps in the development of the five-year fundraising plan framework. Discussion included a summary of research conducted, observations on the Environmental Scans and the SWOT Analysis,</p>	

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	the rationale for building an overall “College case” for support, as well as results of the fundraising proposal submissions. PC discussed the HLE initiative as a potential capital campaign. Recommendations were reviewed and will be brought back to PC on March 05 <sup>th</sup> .	PC Mar 05
14.	<b><u>PC’s response to Governance Policy BGI-01 (Responsibilities of the Board)</u></b> PC members reviewed a list of Board Responsibilities with S. DiMarco to determine areas that may require more attention. Feedback was provided; updates will be communicated back to PC for verification and then to the Board Chair/Vice Chair.	
15.	<b><u>Bayview Yards – Innovation Centre</u></b> PC members reviewed an invitation that was extended to Algonquin College from the City of Ottawa’s Director of Economic Development and Innovation. Discussion followed. This opportunity will be forwarded to the appropriate Algonquin staff for consideration.	C. Brulé
16.	<b><u>Information Items</u></b> (info items that do not require approval or discussion) 16.1 <u>PC Town Hall Survey &amp; Facilitator Comments</u> This item was received as discussed.	
17.	<b><u>Strategic Mandate Agreement (SMA)</u></b> An updated draft SMA template and report from the Special Advisor-Strategic Mandate Agreements (Colleges) was provided to PC members for review and discussion. A strategy to further develop, consult with and then communicate the SMA information to the broader College community and the Board of Governors followed. This item will be recalled to PC on March 19 <sup>th</sup> for an update after which time the President will connect with S. Herbert.	C. Brulé Advancement, S. DiMarco PC Mar 19
18.	<b><u>2014/2015 Business Plan</u></b> C. Brulé presented PC members with a minor amendment to the 2014/2015 Business Plan to include hybrid activities in the quality review of the College’s digital offerings. Changes will be brought to the Academic and Student Affairs Committee (ASAC) for review and then forwarded to the Board for approval.	ASAC Mar 06 BoG Apr 14
19.	<b><u>Kuwait/Saudi Update</u></b> C. Brulé provided PC members with a pictorial review of his recent trip with the Board Chair to Jazan and Kuwait. Highlights included pictures of Algonquin’s Jazan and Kuwait campuses, labs, and staff accommodations.	

The meeting adjourned at 4:47 p.m.