

**President's Council
Wednesday, September 24, 2014
Rosser Boardroom
9:00 a.m. – 3:00 p.m.**

PRESENT: C. Jensen (Chair). C. Brulé, G. Barker, E. Hollebhone, D. McNair, L. Stanbra, D. Wotherspoon, T. McDougall (recorder)

GUESTS: M. Bedard, R. Clayton (KPMG), J. DelDuca, S. DiMarco, P. Fortura, M. Hoddenbagh, S. Jordan, J. Macnab, A. Newman (KPMG), H. Ngou, R. Panarella

	KEY POINTS/ACTION REQUIRED	Follow Up / Responsibility
1.	<p><u>Approval of Agenda</u> The agenda was approved as amended.</p> <p><u>Approval of Consent Agenda</u></p> <p>1.1 <u>Honorary Degrees for Fall Convocation</u> (E. Hollebhone) This item was removed for discussion. Minor amendments to the policy were suggested including submission timelines, an appendix of criteria, and the process for how people submit nominations. PC members will review the policy more thoroughly after the October 28th Convocation ceremony. PC agreed to approach the suggested nominees for the morning and afternoon ceremonies.</p> <p>1.2 <u>College Archival System</u> (E. Hollebhone) This item was removed for discussion. PC agreed on the premise of having a College Archival system, however it was suggested that the funding request be included in the SIP call. E. Hollebhone will submit a detailed budget proposal.</p> <p>The agenda planner was amended as discussed.</p>	<p>PC Nov 05</p> <p>E. Hollebhone</p>
2.	<p><u>Approval of Previous Minutes</u> Approval of the September 10th and 17th, 2014 PC meeting minutes were deferred to the October 1st PC meeting.</p>	
3.	<p><u>Business Arising</u> D. Wotherspoon updated PC members on recent international partnerships discussions for Qatif (including suggested contract terms).</p>	
4.	<p><u>Staffing Requests</u> No new staffing requests were brought forward at this time.</p>	
5.	<p><u>President's Star Award Nominations</u> The President's Star Award nominations were approved as submitted.</p>	
6.	<p><u>Enrolment Discussion</u> J. Macnab and P. Fortura provided updated enrolment statistics and forecasted enrolment projections at November 1st, 2014 based on Day 10 actuals. Discussion followed regarding cash flow, and projections versus audit date. Amendments to the report were suggested, as was the creation of a committee that monitors weekly enrolments and provides regular updates to PC. Also discussed were withdrawal reports based upon date of withdrawal by faculty and</p>	<p>L. Stanbra, C. Brulé</p>

**President's Council
Wednesday, September 24, 2014
Rosser Boardroom
9:00 a.m. – 3:00 p.m.**

	KEY POINTS/ACTION REQUIRED	Follow Up / Responsibility
	the outreach program that has been initiated. The use of business intelligence for analysis to inform and update PC was suggested. A formal report will be brought back to PC when it becomes available.	PC TBD
7.	<p><u>ALEI II Presentation</u></p> <p>S. Jordan, R. Panarella, H. Ngou and M. Bedard presented PC with their Algonquin in Leadership Education Institute (ALEI) Level II group presentation. Questions and feedback followed. D. Wotherspoon offered to connect the group to the team who is working on the employee portal project.</p>	D. Wotherspoon
8.	<p><u>President's Star Award Presentations</u></p> <p>President's Council presented a President's Star Award to T. Verge (Registrar's Office).</p>	
9.	<p><u>Education Program Efficiency – KPMG/Applied Research Project</u></p> <p>R. Clayton and A. Newman provided an overview of the Education Program Efficiency project that has been piloted with Ancillary Services and the School of Business. Phase II (Applied Research) was explained and reviewed. Discussion included benefits, resources, expectations of College personnel and value for fees, draft timelines and next steps. Additional commentary provided context, KPMG's process, framework and draft measures. Clarification followed. PC will discuss further before making a final decision on the implementation of Phase II. A follow-up meeting will be scheduled with D. McNair, C. Brulé and C. Jensen.</p>	T. McDougall
10.	<p><u>Draft CLC Agenda Retreat review (October 23)</u></p> <p>PC members reviewed the agenda for the October CLC Retreat. Discussion followed regarding format, exercises and topics of discussion. The President will meet with S. DiMarco to discuss. A revised agenda will be forwarded to PC; The agenda will be finalized at the PC meeting of October 8th and sent to CLC on October 9th.</p>	S. DiMarco & PC
11.	<p><u>CLC May Retreat Date conflict</u></p> <p>PC members discussed a conflict with the May 7th and 8th CLC Retreat. After reviewing calendars, a new date was confirmed (April 29-30); a revised calendar invite will be sent to CLC members.</p>	T. McDougall
12.	<p><u>Draft 2015/2016 Business Plan Finalization</u></p> <p>S. DiMarco and PC members reviewed a revised 2015/2016 Business Plan. Amendments will be made and a final document will be included in the October</p>	

**President’s Council
Wednesday, September 24, 2014
Rosser Boardroom
9:00 a.m. – 3:00 p.m.**

	KEY POINTS/ACTION REQUIRED	Follow Up / Responsibility
	CLC Retreat material.	
13.	<u>Event Coordination – President Briefing Packages</u> L. Stanbra suggested PC members provide detailed briefing material to the President for any meetings with members of the external community.	
14.	<u>Christmas Holiday Hours</u> G. Barker asked PC members to consider a Christmas holiday closure that included January 02, 2015. Comments and feedback followed. This item will be brought to the September 26 th CLC meeting for further discussion.	CLC Sep 26
15.	<u>Information Items</u> <i>(info items that do not require approval or discussion)</i> 15.1 <u>Deadlines for Policy Updates</u> (K. Conlon) The information item was received as discussed. A review is required to ensure closed policies are archived. 15.2 <u>Employee Portal</u> (L. Campbell) The information item was received as submitted. 15.3 <u>Domtar Lands Update</u> (E. Costello) The information item was received as submitted. 15.4 <u>2012 Employee Engagement Survey Questions & Report</u> (G. Barker) The information item was removed for discussion. Communication to CLC (and subsequent staff) regarding timelines and the importance of the survey was discussed.	K. Conlon
16.	<u>The Year of Living Dangerously</u> G. Barker informed PC members of a project that J. Smith (faculty member) is working on. PC supported this initiative; a small financial request will be provided from the Leadership Speaker Series budget	
17.	<u>Risk Profile Workshop</u> D. McNair informed PC members of a Risk Profile workshop taking place in November. Participation from both PC and CLC members will be requested.	
18.	<u>2017 Strategic Plan</u> PC members discussed the Board of Governors’ feedback regarding the creation of Algonquin’s next Strategic Plan. It was confirmed that PC will plan for a longer “development period” to ensure full consultation.	
19.	<u>Minister Moridi Visit</u> PC members discussed Minister Moridi’s pending visit to Algonquin College and the key discussion topics that should be highlighted. E. Hollebhone will do some research, develop a slide deck and report back to PC.	E. Hollebhone

The meeting adjourned at 4:36 p.m.