

**President’s Council**  
**Wednesday, October 22, 2014**  
**Brinhammer Boardroom (Pembroke)**  
**8:30 a.m. – 4:30 p.m.**

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

**GUESTS:** L. Campbell, B. Eburne, J. File, J. Macnab

	<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 No items were brought forward at this time.</p> <p>The agenda planner was amended as discussed.</p>	
<b>2.</b>	<p><b><u>Information Items</u></b> <i>(info items that do not require approval or discussion)</i></p> <p>2.1 <u>Electronic Grading Update</u> (L. Stanbra, C. Brulé)            This item was received as submitted.</p> <p>2.2 <u>2014/15 Q2 SIP Report</u> (D. McNair)            This item was received as submitted.</p> <p>2.3 <u>Community Hero</u> (E. Hollebhone)            This item was received as submitted.</p> <p>2.4 <u>AC Family Fun Day</u> (E. Hollebhone)            This item was received as submitted.</p>	
<b>3.</b>	<p><b><u>Approval of Previous Minutes</u></b>            The October 08<sup>th</sup> and 15<sup>th</sup>, 2014 PC meeting minutes were approved as amended.</p>	
<b>4.</b>	<p><b><u>Business Arising</u></b>            No items were brought forward at this time.</p>	
<b>5.</b>	<p><b><u>Staffing Requests</u></b>            No new staffing requests were brought forward at this time.</p>	
<b>6.</b>	<p><b><u>President’s Star Award Nominations</u></b>            President’s Council approved the Star Award nominations as submitted.</p>	
<b>7.</b>	<p><b><u>Ministry Fee Payment Changes</u></b>            J. Macnab, B. Eburne and J. File presented proposed changes to the College’s tuition fee payment practices in order to align with the MTCU Binding Directive and Operating Procedure. Discussion highlights included the introduction of an annual non-refundable tuition deposit. Questions and clarification followed including polling results from other Provincial Colleges, if local universities are proceeding in a similar matter, IT resources, financial impact, the influence this directive may have on International applications, and communicating information to the broader community. PC members agreed to the proposed fee payment changes in</p>	

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	principle, barring receipt of new information that could impact their decision. This item will be recalled to the October 29 PC meeting.	<b>PC Oct 29</b>
<b>8.</b>	<p><b><u>Client Relationship Management (CRM) Integration Strategy</u></b>            L. Campbell and D. Wotherspoon provided PC with an update on progress to date of the CRM initiative, as well as an outline of possible options for expansion. Questions and clarification followed. Discussion included ERP (Enterprise Resource Planning) capability, rebranding, implementation support and a request to provide opposing views. This item will be brought back to PC in two weeks for further updates.</p>	<b>PC Nov 05</b>
<b>9.</b>	<p><b><u>President's Star Award Presentation</u></b>            Due to time constraints, this item was deferred (time and date to be determined).</p>	<b>J. DeDuca</b>
<b>10.</b>	<p><b><u>Requests for New Full-Time Complement Positions review and approval</u></b>            Due to time constraints, this item will be deferred to the November 02 PC Retreat.</p>	<b>PC Nov 02</b>
<b>11.</b>	<p><b><u>Identify priorities of KPMG proposal &amp; Discussion of Phase II</u></b>            Due to time constraints, this item was deferred to the PC October 29<sup>th</sup> meeting.</p>	<b>PC Oct 29</b>
<b>12.</b>	<p><b><u>Feedback re new website</u></b>            Due to time constraints, this item was deferred to the PC October 29<sup>th</sup> meeting.</p>	<b>PC Oct 29</b>
<b>13.</b>	<p><b><u>Manager's Council</u></b>            Due to time constraints, this item was deferred to the PC October 29<sup>th</sup> meeting.</p>	<b>PC Oct 29</b>
<b>14.</b>	<p><b><u>New "Minutes Template"</u></b>            Due to time constraints, this item was deferred to the PC October 29<sup>th</sup> meeting.</p>	<b>PC Oct 29</b>
<b>15.</b>	<p><b><u>November 02-03, 2014 PC Retreat</u></b>            PC members briefly discussed the framework of the November 02-03, 2014 PC Retreat. E. Costello will be assisting in the agenda development as well as the facilitation of the meeting. An agenda will be forwarded for review and consideration; this item will be recalled to the October 29<sup>th</sup> PC meeting.</p>	<b>PC Oct 29</b>
<b>16.</b>	<p><b><u>St. Francis Xavier request</u></b>            PC members discussed a request from St. FX to meet with students and present options for future pathways after graduation. Due to limited timelines, this presentation will be deferred to a future date. Follow-up discussions with St. FX will also include opportunities for articulation as well as a proposition to offer a second St. FX M.Ed program to Algonquin staff.</p>	<p><b>To be determined</b>  <b>C. Jensen</b></p>
<b>17.</b>	<p><b><u>Health and Wellness (Ebola)</u></b>            S. McCormack, C. Bonang, J. Tattersall, S. Styles and B. Foulds will be invited to the</p>	

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	October 29 <sup>th</sup> PC meeting to update PC members on communication and procedures related to staff health and wellness, specifically potential health outbreaks/scares.	<b>PC Oct 29</b>
<b>18.</b>	<b><u>HR Update</u></b> G. Barker updated PC members on feedback from the AODA audit; a minor revision will be added to Policy AC03 to ensure the College is compliant with legislation.	<b>HR</b>
<b>19.</b>	<b><u>Financial Administration Act (FAA) Section 28</u></b> D. McNair provided PC members with a verbal update of recent discussions regarding Section 28 and how the Ministry intends to incorporate this directive within Ontario Colleges. Discussion highlights included provincial compliance (or lack thereof), and that the Act is not applicable to University insitutions.	
<b>20.</b>	<b><u>Parliament Hill October 22, 2014 Incident</u></b> PC members liaised with J. Tattersall and volunteers of the Emergency Operations Centre (EOC) in regards to the October 22, 2014 Parliament Hill incident. Discussion was focused on managing the outcomes from the day’s events and the resulting impact on Algonquin College staff and students.	

The meeting adjourned at 4:08 p.m.