

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p>April 22, 2015</p>		Agenda Item Number (For office use only)	<p>1</p>
Topic	<p>Consent Agenda</p>			
Requested By (PC member)	<p>Standing Item</p>	Time Allotted	<p>NA</p>	
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information			
Staff Presenting (name and title)	<p>L. Stanbra, VP Student Services D. McNair, VP Finance and Administration</p>			
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<p>1.1 <u>Approval of Premier Award Nominees</u> (L. Stanbra) 1.2 <u>Project Fusion</u> (D. McNair) 1.3 <u>Post It Notes for the President’s BBQ</u> (D. Wotherspoon) 1.4 <u>Revised Academic Schedule</u> (L. Stanbra)</p>		
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT President’s Council approve the information as submitted.</p>			
PC Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____			
Amended Recommendation (completed during PC meeting)	<p>Due to time constraints, these items were not reviewed or discussed at the meeting, but rather, circulated via email after the meeting. With clarification for Project Fusion (item #1.2), PC approved these items.</p>			

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Date of Meeting	April 22, 2015	Agenda Item Number (For office use only)	2
Topic	Information Items		
Requested By (PC member)	Standing Item	Time Allotted	5 min
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	R. Volk, Manager, Centre for Organizational Learning T. McDougall, EA to the President D. McNair, VP Finance & Administration D. McCutcheon, Director, Labour Relations, Human Resources		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	2.2 <u>2014 Live Laugh Learn Retreat Follow Up</u> (R. Volk) 2.3 <u>All Admin Meeting Survey Results</u> (T. McDougall) 2.4 <u>Fiscal Year 2014 Service Level Reporting</u> (D. McNair) 2.5 <u>Freedom of Information (FOI) Activity–2014/15–Q4 Report to PC</u> (D. McNair) 2.6 <u>2013 CLC Retreat Employee Engagement Results Slide Deck</u> (D. McCutcheon)	
Recommendation (please provide PC your recommendation requiring approval)	THAT President’s Council receive the information as submitted.		
PC Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	These items were not raised or discussed at the meeting. As there were no objections noted, these items were received as submitted.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 22, 2015	Agenda Item Number (For office use only)	3
Topic	March 25, 2015 Minutes		
Requested By (PC member)	Standing item	Time Allotted	5 min
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	T. McDougall, EA to the President		
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted		
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	THAT PC review and approve the March 18, 2015 President’s Council Minutes.		
PC Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>PC May 13</u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during PC meeting)</i>	This item was deferred to the following PC meeting (PC May 13).		

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Date of Meeting	April 22, 2015	Agenda Item Number (For office use only)	4
Topic	Business Arising		
Requested By (PC member)	Standing Item	Time Allotted	5 min
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	NA		
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	NA	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	THAT President’s Council members provide follow up information and updates to items from previous PC meetings.		
PC Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during PC meeting)</i>	No items were brought forward.		

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Date of Meeting	<p>April 22, 2015</p>	Agenda Item Number (For office use only)	<p>5</p>
Topic	<p>Employee Engagement Survey Results</p>		
Requested By (PC member)	<p>Cheryl Jensen</p>	Time Allotted	<p>30 min</p>
PC Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	<p>P. Dockrill, Recruitment and Performance Management Officer, Human Resources</p>		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<p>05.0 PC Minutes and Exec Summary Template April 22 EE Survey Results</p>	
Recommendation (please provide PC your recommendation requiring approval)	<p>PC to receive and discuss information as presented.</p>		
PC Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>D. Wotherspoon</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	<p>P. Dockrill reviewed information provided by AON Hewitt; discussion followed as to how PC would like to see information presented. D. Wotherspoon will provide a communications rollout plan. P. Dockrill will confirm with AON the specific information to be reported.</p>		

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Date of Meeting	<p>April 22, 2015</p>	Agenda Item Number (For office use only)	<p>6</p>
Topic	<p>College Crest / Armorial Bearing</p>		
Requested By (PC member)	<p>Doug Wotherspoon</p>	Time Allotted	<p>30 min</p>
PC Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	<p>C. Brennan, Events Manager, Public Relations and Communications</p>		
Attachments (as read-ahead material)	PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	06.0 PC Transmittal - College Crest Presentation V2 06.1 PC Presentation v2	
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT PC approves the creation of a College Coat of Arms through the Canadian Heraldic Authority and approves the allocation of up to \$7,500 for the project.</p>		
PC Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>PC TBD</u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	<p>PC accepted the information as presented and discussed. PC has approved the decision to move forward with an application for an armorial bearing. This item will return to PC to determine how it would be used and the process that should be followed (date TBD). This item will be added to the June 08 Board agenda for approval.</p>		

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Date of Meeting	<p>April 22, 2015</p>		Agenda Item Number (For office use only)	<p>7</p>
Topic	<p>Algonquin Students’ Association Year End Report</p>			
Requested By (PC member)	<p>L. Stanbra</p>		Time Allotted	<p>30 min</p>
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information			
Staff Presenting (name and title)	<p>Christina Miller- President of the Algonquin Students’ Association Mackenzie Campbell- Vice President of the Algonquin Students’ Association</p>			
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<p>07.0 PC Transmittal and Exec Summary Template November 2014(1) 07.1 French-ICOR 07.2 Co-op summary 07.3 Year end PC report</p>		
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT PC consider the recommendations provided by the SA and continue to work with the Board of Directors to find good resolutions for these student issues.</p>			
PC Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____			
Amended Recommendation (completed during PC meeting)	<p>PC accepted the information as presented. C. Brulé will follow up with the new SA President, ideally prior to the SA priority setting retreat at the end of May, regarding the request for the College to consider French language training.</p>			

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Date of Meeting	<p>April 22, 2015</p>	Agenda Item Number (For office use only)	<p>8</p>
Topic	<p>College Technologies Committee (CTC) Report to President’s Council</p>		
Requested By (PC member)	<p>C. Brulé</p>	Time Allotted	<p>30 min</p>
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	<p>E. Hollebhone, Chair, College Technologies Committee E. Marois, Chair, College Technologies Committee – Academic J. Macnab, Chair, College Technologies Committee – Corporate M. Gawargy, Director, Information Services</p>		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<p>08.0 CTC Report to PC April 22 2015</p>	
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT President’s Council receive the CTC Report to PC.</p>		
PC Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	<p>PC accepted the report as submitted. PC members were reminded to participate in SIS as appropriate to their respective areas.</p>		

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Date of Meeting	<p>April 22, 2015</p>		Agenda Item Number (For office use only)	<p>9</p>
Topic	<p>KPI Results for 2015</p>			
Requested By (PC member)	<p>C. Brule</p>		Time Allotted	<p>30 min</p>
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information			
Staff Presenting (name and title)	<p>P. Fortura, Acting Executive Director, Academic Operations and Planning</p>			
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<p>09.0 PC Transmittal KPI Results April 22 09.1 KPI 2015 Results for PC</p>		
Recommendation (please provide PC your recommendation requiring approval)	<p>For information purposes only</p>			
PC Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input checked="" type="checkbox"/> Referred to <u>PC members</u> (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____			
Amended Recommendation (completed during PC meeting)	<p>P. Fortura reviewed KPI results with PC, highlighting Algonquin’s standings as compared to other large Colleges in the system. D. Topp will be asked to prepare a KPI orientation package; PC members will encourage their staff to request a presentation during area management meetings. KPI information will be presented to CLC at the April 29 Retreat.</p>			

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 22, 2015	Agenda Item Number (For office use only)	10
Topic	Draft Whistle-Blowing Policy		
Requested By (PC member)	D. McNair	Time Allotted	30 min
PC Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	D. McNair – VP Finance & Administration		
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	10.0 2015-04-03 DRAFT PC Transmittal - Draft Whistle-Blowing Policy 10.1 2015-04-03-FINAL Draft Whistle-Blowing Policy	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	THAT PC review and approve the draft policy with any necessary amendments and guidance.		
PC Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>PC May 13</u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during PC meeting)</i>	PC approved the policy as discussed. A final version incorporating amendments will come back to PC as a consent agenda item (PC May 13)		

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Date of Meeting	<p>April 22, 2015</p>	<p>Agenda Item Number (For office use only)</p>	<p>11</p>
Topic	<p>Emergency Exercise Proposal – Health Crisis</p>		
Requested By (PC member)	<p>D. McNair</p>	<p>Time Allotted</p>	<p>30 min</p>
PC Action Requested	<p> <input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information </p>		
Staff Presenting <i>(name and title)</i>	<p> J. Tattersall, Director, Physical Resources C. Bonang, Associate Director Safety, Security & Emergency Management, Safety & Security Services - Physical Resources L. Furnidge, Emergency Management Coordinator, Safety & Security Services - Physical Resources </p>		
Attachments <i>(as read-ahead material)</i>	<p> <input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted </p>	<p> 11.0 Draft PC Transmittal - April 15, 2015 - Emergency Exercise 11.1 20150320 Health Crisis Exercise Development Guide - Updated DRAFT </p>	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	<p>THAT President’s Council review and approve the proposed exercise plan with necessary amendments and scheduling guidance.</p>		
PC Decision	<p> <input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____ </p>		
Amended Recommendation <i>(completed during PC meeting)</i>	<ul style="list-style-type: none"> PC approved the exercise plan as discussed. The full scale functional exercise that was scheduled for Spring 2015 will be rescheduled to Fall 2015 (date TBD); the Tabletop Exercise will be scheduled for May 2016. C. Bonang will draft an “After-Action” report in response to the Deerfield Fire situation and report back to PC (date TBD). 		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 22, 2015	Agenda Item Number (For office use only)	12
Topic	CBC Retreat		
Requested By (PC member)	D. Wotherspoon	Time Allotted	3 hours
PC Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	CBC Committee		
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	Various documents posted to SharePoint (too numerous to list)	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	See various transmittals for recommendations.		
PC Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during PC meeting)</i>	PC and the CBC Committee reviewed and discussed the following: <ul style="list-style-type: none"> • 5 year outlook on fiscal challenges • Draft 2016/2107 Business Plan and Annual Budget Development Timelines • Draft 2016/17 Budget Directions (FT Complement Mgmt, IO Positions and “Other than Full-Time Labour Compensation”) • Draft Budget Principle for Strategic Investment priorities • RCM transition as part of the budget 2016-17 		