

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 7, 2015	Agenda Item Number (For office use only)	2
Topic	Information Items		
Requested By (PC member)	Standing item	Time Allotted	10 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>	D. McNair, L. Stanbra, T. McDougall		
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	2.1 Freedom of Information (FOI) Activity – 2014/15 Q3 Report to PC (D. McNair) 2.2 Student at Risk vs. Vocantas (L. Stanbra) 2.3 December 10, 2014 All Administrative Meeting Feedback Summary (T. McDougall) 2.4 RCM Update (D. McNair)	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	That President’s Council receives 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 <i>(completed during PC meeting)</i>	D. Wotherspoon asked that “RCM Update” be removed for discussion and clarification. Feedback and suggestions followed. President’s Council received the remainder of the Information Items as submitted.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 7, 2015	Agenda Item Number (For office use only)	3
Topic	Minutes		
Requested By (PC member)	Standing item	Time Allotted	10 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)	T. McDougall		
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	3.0 December 17, 2014 Minutes	
Recommendation (please provide PC your recommendation requiring approval)	That PC review and approve the December 17, 2014 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 ___ to be determined (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	This item was deferred.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p>January 7, 2015</p>	Agenda Item Number (For office use only)	<p>4</p>
Topic	<p>Business Arising</p>		
Requested By (PC member)	<p>Standing item</p>	Time Allotted	<p>5 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>Various PC members</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>Discussion only</p>	
Recommendation (please provide PC your recommendation requiring approval)	<p>That President’s Council members provide follow up information and updates to items from previous PC meetings.</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>C. Brulé updated PC members on the Board of Governors eReader Adhoc Working Group meeting that took place January 05, 2015, including the scope of the working group, the discussions that took place and suggestions that were provided by Working Group members.</p>		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 7, 2015	Agenda Item Number (For office use only)	5
Topic	President’s Star Award Nominations		
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>	E. Hollebhone		
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	5.1 See SharePoint site 5.2 See SharePoint site	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	That President’s Council approve the nominations as submitted.		
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 January 21, 2015</u> (Date) <input checked="" type="checkbox"/> Report Back By: <u>E. Hollebhone</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during PC meeting)</i>	President’s Council approved one candidate’s nomination (#5.1), and declined the other (#5.2) due to the nomination overlapping the receipt of a previous award. E. Hollebhone will review the President’s Star Award Nomination Guidelines, amend timelines and inform PC when completed.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p>January 7, 2015</p>	Agenda Item Number (For office use only)	<p>6</p>
Topic	<p>Grade Entry Automation Project Update</p>		
Requested By (PC member)	<p>C. Brulé and 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 and Discussion		
Staff Presenting (name and title)	<p>Nancy Makila, Executive Assistant, VPAO, Susan Preiss, Senior Manager, IT Applications, Jeff Macnab, Registrar</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>6.0 PC Grade Entry Transmittal 6.1 Grade Entry Attachments</p>	
Recommendation (please provide PC your recommendation requiring approval)	<p>That President’s Council accept the information update as presented.</p>		
PC Decision	<input 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>C. Brulé</u> (Group or Person) <u>for follow-up</u> <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input checked="" type="checkbox"/> Other (Specify) <u>see below</u>		
Amended Recommendation (completed during PC meeting)	<p>President’s Council discussed the information that was presented (implementation timeframe, application software, access for full-time and part-time programs, project lead, training, communication, pilot feedback, required resources, integration with BlackBoard, best practices, and SalesForce) and agreed that President Jensen will attend the next committee meeting with N. Makila, J. Macnab and S. Preiss (date/time to be determined).</p>		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 7, 2015	Agenda Item Number (For office use only)	7
Topic	Bookkeeping and Accounting Practices, OCC Program Approval		
Requested By (PC member)	C. Brulé	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 (name and title)	Nancy Makila, Dave Donaldson, Jo-Ann Aubut, Peter Fortura		
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	07.0 Minutes & Exec. Summary 07.1 Bookkeeping & Acct’g Practices OCC 07.2 Cashflow	
Recommendation (please provide PC your recommendation requiring approval)	That President’s Council: <ul style="list-style-type: none"> • Approve the Bookkeeping and Accounting Practices Ontario College Certificate program (effective Winter 2016) for presentation to the Academic and Student Affairs Committee of the Board of Governors; and • Provide validation of the program title and outcomes from the Credential Validation Service for funding from the Ministry of Training, Colleges and Universities. 		
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 checked="" type="checkbox"/> Referred to <u>C. Brulé, L. Stanbra</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)	President’s Council suggested amendments to the transmittal (re clarification of start date) as well as including additional detailed information in the presentation package to support enrolment and application data. A revised package will be reviewed by C. Brulé, L. Stanbra and C. Jensen prior to submission to the Academic and Student Affairs Committee meeting.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 07, 2015	Agenda Item Number (For office use only)	8
Topic	Review Draft February 02 BOG Agenda		
Requested By (PC member)	PC	Time Allotted	15 min
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)	C. Jensen		
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	08.0 Agenda	
Recommendation (please provide PC your recommendation requiring approval)	PC members to review and discuss the February 02 BOG agenda.		
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 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>D. Wotherspoon will forward a copy of last year’s Board of Governors Business Plan PowerPoint presentation to PC members for review and revision. PC members were asked to forward any 2015-16 Business Plan amendments to T. McDougall by January 16th. The President will review a revised 2015-16 Business Plan with the Board Chair and Board EA before distributing to Governors for the February 02 Retreat. PC members also agreed to highlight exceptional student achievements at the Board of Governors meetings.</p>		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 07, 2015	Agenda Item Number (For office use only)	9
Topic	Kiwanis Bed Race		
Requested By (PC member)	Laura Stanbra	Time Allotted	10 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)	L. Stanbra		
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	Discussion only	
Recommendation (please provide PC your recommendation requiring approval)	That President’s Council confirm who will be participating in the Kiwanis Bed Race (February 07, 2015).		
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)	PC members discussed who will be participating in the February 07, 2015 Kiwanis Bed Race. C. Brulé will follow up with the Academic areas. The President will forward a note to the Kiwanis contact to advise that Algonquin would be participating but that she would be unavailable to attend the event.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 07, 2015	Agenda Item Number (For office use only)	10
Topic	Colleges and Institutes Canada Award of Excellence Nominations		
Requested By (PC member)	Eric Hollebhone	Time Allotted	15 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>	Eric Hollebhone		
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	11.1 2014-15 potential CIC nominees	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	That President’s Council review, discuss and provide recommendations for the CICan Award of Excellence nominations based on a suggested list of names.		
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 type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>L. Stanbra</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during PC meeting)</i>	PC members reviewed and discussed nomination candidates. Suggestions were provided. L. Stanbra will follow up with a recommendation for the Indigenous award.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 07, 2015	Agenda Item Number (For office use only)	11
Topic	Review Draft January 22 CLC Agenda		
Requested By (PC member)	T. McDougall	Time Allotted	10 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>	T. McDougall		
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	12.1 CLC Agenda	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	That President’s Council members review and approve the January 22 CLC agenda.		
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 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>	Amendments will be incorporated and a revised document will be distributed to members of the College Leadership Council.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p>January 07, 2015</p>	Agenda Item Number (For office use only)	<p>12</p>
Topic	<p>President’s Council Agenda Item Request And Minutes Sheet</p>		
Requested By (PC member)	<p>PC</p>	Time Allotted	<p>10 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>PC</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>13.0 PC template</p>	
Recommendation (please provide PC your recommendation requiring approval)	<p>That President’s Council members continue to use a streamlined template/format to present and document information for PC meetings.</p>		
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 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>President’s Council will continue to pilot the new transmittal format. L. Stanbra will review the current transmittal form and provide suggestions for revision; E. Hollebhone will research technical requirements to allow for synchronization of screen and computer usage during PC meetings.</p>		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 07, 2015	Agenda Item Number (For office use only)	13
Topic	Snowflake Ball Sponsorship and Table Opportunity		
Requested By (PC member)	C. Jensen	Time Allotted	15 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>	C. Jensen		
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	14.0 Email invitation/request	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	That President’s Council members review and discuss the sponsorship request received for the “The Snowflake Ball's Valentine's Day Ball”.		
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 checked="" type="checkbox"/> Referred to <u>Partnerships and Applied Research</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 <i>(completed during PC meeting)</i>	President’s Council discussed sponsorship funding as well as strategies and guidelines for accepting future sponsorship requests and attending events of a political nature. Four tickets will be purchased for this event for the purpose of networking and relationship building. C. Brulé and L. Stanbra will meet with M. Hoddenbagh to discuss sponsorship strategies and guidelines.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 07, 2015	Agenda Item Number (For office use only)	14
Topic	Survey Updates		
Requested By (PC member)	G. Barker	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>	G. Barker		
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	Discussion Only	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	That President’s Council members provide HR with the number of preferred Employee Survey reports per area (i.e. one large report versus separate reports).		
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>PC members</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during PC meeting)</i>	President’s Council members will provide Human Resources with their preferred Employee Survey results format.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 07, 2015	Agenda Item Number (For office use only)	15
Topic	January 27 and February 04 HR Workshops		
Requested By (PC member)	G. Barker	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>	G. Barker		
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	Discussion Only	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	President’s Council members were reminded to forward candidates names for the Human Resource workshops offered on January 27 th and February 4 th .		
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 checked="" type="checkbox"/> Report Back By <u>January 09, 2015</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during PC meeting)</i>	President’s Council members will forward candidates names for the Human Resource workshops offered on January 27 th and February 4 th by Friday, January 09 th .		

