

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 13, 2015	Agenda Item Number (For office use only)	1
Topic	Consent Agenda		
Requested By (PC member)	Standing Item	Time Allotted	NA
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)	L. Stanbra, VP Student Services D. McNair, VP Finance & Administration		
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	<ul style="list-style-type: none"> • President’s Star Award (C. Lee) (D. McNair) • 2016-17 Academic Schedule (L. Stanbra) • Whistleblowing Policy (D. McNair) • 2017-22 Strategic Plan Update (D. Wotherspoon) 	
Recommendation (please provide PC your recommendation requiring approval)	THAT President’s Council approve the information as submitted.		
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)	PC approved the consent agenda items after clarification of item #1.2. Feedback and comments were encouraged for the Strategic Plan Process: Discussion Phase Finding Report Rolling Draft.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p>May 13, 2015</p>	Agenda Item Number (For office use only)	<p>2</p>
Topic	<p>Information Items</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>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</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	<ul style="list-style-type: none"> • Listening Tour Update (D. Wotherspoon) • Lockdown practice/cross-campus screen usage status update (deferred to May 20) • Admission Stats as at Equal Consideration Date (L. Stanbra) • April 2015 CLC Retreat Survey Results (T. McDougall) 	
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT President’s Council receive the information as submitted.</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 ___ PC ___ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	<p>Due to time constraints, these items were not brought forward during the meeting. An email was sent after the meeting requesting feedback (if any).</p>		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 13, 2015	Agenda Item Number (For office use only)	3
Topic	March 25 and April 22, 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 checked="" type="checkbox"/> Other: Information to be posted	PC Minutes 15-PC-010 March 25 2015v3 PC Minutes 15-PC-012 April 22 2015 v3	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	THAT PC review and approve the March 25 and April 22, 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 type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u> PC </u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during PC meeting)</i>	Due to time constraints, these items were not brought forward during the meeting. An email was sent after the meeting requesting feedback (if any). Amendments will be made accordingly.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p>May 13, 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>NA</p>		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<p>NA</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 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> </u> PC date TBD (Date) <input checked="" type="checkbox"/> Report Back By <u> D. McNair </u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	<p>Due to time constraints, these items were not brought forward during the meeting. An email was sent after the meeting requesting feedback (if any). C. Brulé noted a request for a “Deerfield After Action Report” PC date, as well as a request for a “staff email upgrade” implementation date (D. McNair to provide).</p>		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p>May 13, 2015</p>	Agenda Item Number (For office use only)	<p>5</p>
Topic	<p>Program Approval</p>		
Requested By (PC member)	<p>C. 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 type="checkbox"/> Information		
Staff Presenting (name and title)	<p>1.1 J. Aubut, P. Fortura, M. Bakogeorge, P. Rossy 1.2 C. Janzen, R. Trueman, S. Larwill 1.3 C. Janzen, R. Trueman 1.4 C. Janzen, A. Pridham 1.5 B. Foulds, M. Tosh, J. Millar, C. Janzen, A. Pridham</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	<ul style="list-style-type: none"> • Retirement Community, OCGC • Regulatory Affairs-Sciences, OCGC • Energy Management, OCGC • Business Development Systems (Bachelor of Technology) • Digital Health, (Bachelor of Technology) 	
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT PC receive and discuss information as presented.</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>PC approved all programs brought forward for presentation to the Academic Student Affairs Committee, however, a request was made that the program names for the Bachelor of Technology programs be further reviewed based on emerging programs in business information systems.</p>		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p>May 13, 2015</p>	Agenda Item Number (For office use only)	<p>6</p>
Topic	<p>Project Fusion – Budget Proposal</p>		
Requested By (PC member)	<p>D McNair</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. Dempsey, Director, Finance and Administrative Services D. McCutcheon, Director, Labour Relations M. Gawargy, Director ITS</p>		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input checked="" type="checkbox"/> Budget Appendix A <input checked="" type="checkbox"/> Other: Information to be posted	<ul style="list-style-type: none"> • PC TRANSMITTAL - Project Fusion Budget Proposal • Appendix A - ProjectFusion_Budget_Proposal • APPENDIX B - Project Fusion Cost Projections • Appendix C - Project Fusion_Charter (Final) • Appendix D - Project Fusion_Governance (FINAL) 	
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT PC endorse the Project Fusion budget so that an RFP can be issued.</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>PC endorsed the decision to proceed with posting the request for proposal (RFP) on the MERX system, as discussed.</p>		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 13, 2015	Agenda Item Number (For office use only)	7
Topic	Employee Engagement – Next Steps		
Requested By (PC member)	D. McCutcheon	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 <small>(name and title)</small>	D. McCutcheon, Director Labour Relations		
Attachments <small>(as read-ahead material)</small>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	PC Transmittal Employee Engagement	
Recommendation <small>(please provide PC your recommendation requiring approval)</small>	THAT PC provide input into next steps.		
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 20</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. Wotherspoon</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during PC meeting)</small>	D. Wotherspoon will coordinate efforts to schedule and organize an Employee Engagement Survey Results Town Hall on June 4. An update will be brought forward to the next PC meeting (PC May 20).		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p>May 13, 2015</p>	Agenda Item Number (For office use only)	<p>8</p>
Topic	<p>June 08, 2015 Board of Governors Presentations</p>		
Requested By (PC member)	<p>C. Jensen</p>	Time Allotted	<p>2 hours</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>S. DiMarco, Administrator to the Board of Governors</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	<ul style="list-style-type: none"> • 5-Year Woodroffe Master Development Plan • Healthy Living Education (HLE) • KPI & MYAA • Performance Scorecard Template • International Update 	
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT PC review and discuss the June 08 Board of Governors meeting presentations for discussion and feedback.</p>		
PC Decision	<input checked="" 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>PC members provided comments and suggestion for those items scheduled for presentation at the June 08, 2015 Board of Governors meeting.</p>		

COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 13, 2015	Agenda Item Number (For office use only)	9
Topic	2016/17 Budget Directions		
Requested By (PC member)	D. McNair	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>	D. McNair, Vice-President, 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	<ul style="list-style-type: none"> PC Transmittal 16 17 Budget Directions 15may2015.docx 2016 17 Budget Directions to CBC Draft v2.docx 	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	<p>THAT President’s Council approve the 2016 17 Budget Directions for submission to the College Budget Committee.</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 <i>(completed during PC meeting)</i>	<p>PC approved the 2016/17 Budget Directions for submission to the College Budget Committee as discussed and amended.</p>		

COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 13, 2015	Agenda Item Number (For office use only)	10
Topic	Additional items to the May 13 PC Agenda		
Requested By (PC member)	D. McNair	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>	D. McNair, Vice-President, 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	<ul style="list-style-type: none"> • Dir Comms., VP Hires update • Employee Awards Reception • 14/15 Financial Results • HST Audit 	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	THAT President's Council discuss items added to the meeting's agenda.		
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>	<ul style="list-style-type: none"> • D. Wotherspoon provided an update on the status of the Director, Communications hiring process. • The policy regarding provision of alcohol will be reviewed and researched. This item will be recalled to PC in the Fall (PC Sep 30). • D. McNair provided PC members with an update of the 2014/15 Financial Results. Information will be presented to the Audit and Risk Management Committee (ARM). • D. McNair provided PC members with the results of an HST Audit. Information will be presented to the Audit and Risk Management Committee (ARM). 		