

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p>June 10, 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>5 min</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</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	1.1 <u>Proposed Definition of Alumni</u> (L. Stanbra) 1.2 <u>Bursary Automation Project – Recommendations to PC</u> (L. Stanbra)	
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT President’s Council approve the information/recommendations as submitted.</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>PC Date TBD</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>L. Stanbra</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	<ul style="list-style-type: none"> Item 1.1 was removed for discussion. After further consultation, this item will return to PC for approval (L. Stanbra to provide a date). Item 1.2 was removed for discussion. Comments and feedback followed. Recommended changes to Policies SA05 and SA10 were approved as submitted. The addition of the existing definition of good academic standing being added to policies AA 08 Course Load, and AA 14 Grading Directive will be undertaken by the Senior VP Academic. Suggestions/recommendations for future bursary/award ceremonies will be brought back to PC in the fall for approval (date to be determined). 		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 10, 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 <i>(name and title)</i>	D. McCutcheon, Director Labour Relations 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	2.1 <u>List of Vacant Positions</u> (D. McCutcheon) 2.2 <u>Refresh of Capital Inventory</u> (D. McNair)	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	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 checked="" type="checkbox"/> Deferred to <u>Item 2.1 TBD, Item 2.3 PC Jun 17</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. McCutcheon</u> PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during PC meeting)</i>	<ul style="list-style-type: none"> Item #2.1 was removed for discussion. A broader discussion will be scheduled for a future PC meeting (HR to provide a date). Going forward, the Vacancy list will be brought to PC as an information item on a monthly basis. Item #2.2 was received as submitted. 		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 10, 2015	Agenda Item Number (For office use only)	3
Topic	June 03, 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	DRAFT PC Minutes June 03, 2015	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	THAT PC review and approve the June 03, 2015 President’s Council Minutes.		
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 <i>(completed during PC meeting)</i>	The June 03, 2015 minutes were approved as submitted.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 10, 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 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 at this time.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p>June 10, 2015</p>	Agenda Item Number (For office use only)	<p>5</p>
Topic	<p>Annual Update: Sustainable Algonquin Steering Committee</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>M. Hoddenbagh, Executive Director, Applied Research and Community Partnerships J. Aubut, Dean, Academic Development J. Tattersall, Director, Physical 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"> • SASC-Update_to_PC_2015-06-03_v3.ppt 	
Recommendation (please provide PC your recommendation requiring approval)	<p>That President’s Council review and comment on the attached update of the SASC activity for 2014-15 and proposed direction for 2015-16.</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 type="checkbox"/> Deferred to <u>PC Oct 07</u> (Date) <input type="checkbox"/> Report Back By <u>D. Wotherspoon</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	<p>PC received the report as presented. Discussion followed regarding cross-college representation, metrics and sustainability education. A suggestion for a Strategic Planning session focusing on sustainability will be forwarded to the Steering Committee for consideration. This item will return to PC in the Fall to discuss the work plan and roll out of Sustainability Education as a module within the Management Academy initiative.</p>		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p>June 3, 2015</p>	Agenda Item Number (For office use only)	<p>6</p>
Topic	<p>50th Anniversary Review and Update</p>		
Requested By (PC member)	<p>D. Wotherspoon</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>D. Wotherspoon, VP, International, Communications, and Strategic Priorities</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	<ul style="list-style-type: none"> • 50th anniversary plans for Ontario’s colleges • Proposed role for Colleges in Canada’s 150th Anniversary celebrations 	
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT PC approves the allocation of \$21,480 in preliminary funding support and re-identified 50th Anniversary next steps.</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 checked="" type="checkbox"/> Deferred to <u>CLC Sept 24</u> (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>PC received the update as presented. T. McDougall uploaded the slide deck used in the presentation to the PC SharePoint site for future reference. PC discussed resourcing, Foundation’s involvement in the initiative (including a fundraising component), metrics, a request for a “calendar of events”/timeline, use of the proposed Algonquin Armorial Bearing, and linkages back to the Mayor and CIGan 2017. PC approved a \$25K funding request. T. McDougall will add this item to the September 24 CLC meeting agenda.</p>		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p>June 10, 2015</p>		Agenda Item Number (For office use only)	<p>7</p>
Topic	<p>Office of Lean Initiatives – Strategic Plan 2015-2020</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>D. McNair, Vice-President, Finance and Administration C. Doyle, Manager, Office of Lean Initiatives</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"> • DRAFT Lean Strategic Plan and • Balanced Scorecard Metrics 		
Recommendation (please provide PC your recommendation requiring approval)	<p>That President’s Council review and provide input on the Draft Strategic Plan for the Office of Lean Initiatives.</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 Date TBD</u> (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>PC reviewed the draft Strategic Plan for the Office of Lean Initiatives and provided feedback and suggestions for consideration in the next strategy. Discussion included Lean models (current vs future), strategy, related projects (KPMG and the Automation and Process Improvement Task Force), execution and the use of KPI data. Additional consultation will be completed; this item will return to PC at a later date (D. McNair to advise).</p>			

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p>June 10, 2015</p>	Agenda Item Number (For office use only)	<p>8</p>
Topic	<p>College Staff Email System</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>M. Gawargy, Director ITS R. Martin, Senior Manager, Service Delivery and Infrastructure Services</p>		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<ul style="list-style-type: none"> • PC Transmittal College Staff Mail Presentation • PC Presentation Algonquin College Staff Email Environment Upgrade 	
Recommendation (please provide PC your recommendation requiring approval)	<p>The College’s current staff email system is at risk of degraded performance and requires either replacement or renewal. Based on the available options it is recommended that the College transition its current in-house staff mail platform to the cloud based Microsoft Office 365 solution.</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>CTC</u> (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>PC Date TBD</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>C. Brulé</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	<p>PC approved a funding request of \$115K for the acquisition and deployment effort of Microsoft Office 365. The College Technology Committee will be asked to come back to PC with an understanding of the complete 365 environment and some thoughts regarding its use (date to be determined)</p>		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p style="text-align: center;">June 10, 2015</p>		Agenda Item Number (For office use only)	<p style="text-align: center;">9</p>
Topic	<p style="text-align: center;">Listening Tour Task Force Final Reports</p>			
Requested By (PC member)	<p style="text-align: center;">PC</p>		Time Allotted	
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information			
Staff Presenting (name and title)				
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	<ul style="list-style-type: none"> • President's Listening Tour Task Force Final_part time pay TM format • President's Listening Tour Task Force Final_part time pay TM format • PC Transmittal - Draft - Final Listening Tour Report - Enrolment and Retention - June 10 2015 • President's Listening Tour Task Force Final Report - Enrolment Retention - DRAFT 3 - cb and ls edits 		
Recommendation (please provide PC your recommendation requiring approval)	<p style="text-align: center;">THAT PC review the final Task Force Reports and discuss next steps.</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 Jun 17</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>PC members</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____			
Amended Recommendation (completed during PC meeting)	<p>PC reviewed the three draft Task Force Reports prior to their release to the College community; feedback and suggestions followed. This item will return to PC on June 17 for finalization.</p>			

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	<p style="text-align: center;">June 10, 2015</p>		Agenda Item Number (For office use only)	<p style="text-align: center;">10</p>
Topic	<p style="text-align: center;">Strategic Direction for Leadership programs (ALEI)</p>			
Requested By (PC member)	<p style="text-align: center;">PC</p>		Time Allotted	
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information			
Staff Presenting (name and title)	<p style="text-align: center;">D. McCutcheon, Director Labour Relations R. Volk, Manager, Centre for Organizational Learning</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	<ul style="list-style-type: none"> • June 10th Strategic Direction for Leadership Programs (ALEI) PC Transmittal and Exec Summary (2) • ALEI_I_2014 • ALEI_II_2014 • ALEI_III_2014 • Leadership Development Program(ALEI I) Grads_as of June 4_2015 • Advanced Leadership Development (ALEI II) Grads as of _June 4_2015 • Advanced Leadership Development (ALEI II) Grads as of _June 4_2015 		
Recommendation (please provide PC your recommendation requiring approval)	<p>Operational funding for ALEI III, the Management Academy and Leadership Mentoring. All 3 of these programs are currently using SIP funds. Required funding is \$25,000.</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 checked="" type="checkbox"/> Referred to <u> "new" VPHR </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>PC discussed the ALEI program, skills development versus leadership training, and the alignment of various professional development opportunities such as: Kaleidoscope, Live Laugh Learn, SEM and the Management Academy. This will be an area of focus for the new VP HR. PC agreed that the program will be left “as is” for the 2015/2016 academic year; changes to the 2016/2017 programs are pending input from the incoming VPHR.</p>			

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 10, 2015	Agenda Item Number (For office use only)	11
Topic	Regulatory Bodies		
Requested By (PC member)	PC	Time Allotted	
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. McCutcheon, Director Labour Relations		
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"> • June 10 Submission Regulatory Bodies PC Transmittal and Exec Summary • June 10 Submission Regulatory Bodies PC Transmittal and Exec Summary 	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	That PC receive the list of regulatory bodies for Healthcare and other professions for their information/discussion.		
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>HR</u> (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>PC Oct 07</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. McCutcheon</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during PC meeting)</i>	PC received the information as discussed. It was suggested that any complaints going to a regulatory body should come to PC first for review, consideration and feedback. HR will seek a legal opinion as well as review the existence of a “Complaint Submission to a Regulatory Body” policy in the PSE system and return to PC in October for review and discussion.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 10, 2015	Agenda Item Number (For office use only)	12
Topic	Foundation Report		
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, President		
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"> Algonquin College Foundation Audit May 2015 	
Recommendation (please provide PC your recommendation requiring approval)	THAT PC discuss next steps in terms of the Foundation Audit Report provided by W. Hussey.		
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 (completed during PC meeting)	PC received this information as submitted. The report will be forwarded to the new Executive Director Foundation upon her arrival for her review and follow-up.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 10, 2015	Agenda Item Number (For office use only)	13
Topic	Additional items to the June 10 PC Agenda		
Requested By (PC member)	PC	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>			
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	Verbal discussion only.	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	<p>THAT PC members review and discuss new items brought forward to the PC agenda.</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 <i>(completed during PC meeting)</i>	<ul style="list-style-type: none"> • PC approved a President’s Star Award Nomination for W. Frieslaar as presented. • A short discussion followed regarding feedback from the Strat Plan Advisory Team Retreat and suggestions going forward. Direction was given regarding the use of external consultants and the RFP process. 		