

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19, 2015	<small>Agenda Item Number (For office use only)</small>	02.1
Topic	Project Fusion Update		
Requested By (PC member)		Time Allotted	
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting <small>(name and title)</small>	Duane McNair, Vice President Finance and Administration		
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		
Recommendation <small>(please provide PC your recommendation requiring approval)</small>			
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 <small>(completed during PC meeting)</small>	President’s Council accepted the report on key activities and milestones related to Project Fusion.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	Wednesday, August 19, 2015	Agenda Item Number (For office use only)	02.2
Topic	College Wide Vacancy Report		
Requested By (PC member)		Time Allotted	
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>	Diane 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	Excel Spreadsheet report	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>			
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>	Questions arose regarding the vacancy report. It was suggested President's Council provide D. McCutcheon with feedback on the report and that this item, in addition to succession planning, be revisited at a future PC meeting.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19, 2015	Agenda Item Number (For office use only)	02.3
Topic	International Update: UAE Opportunity		
Requested By (PC member)	Doug Wotherspoon	Time Allotted	
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)	Doug Wotherspoon VP International, Communications and Strategic Priorities		
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		
Recommendation (please provide PC your recommendation requiring approval)	Recommendations: For Information		
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)	President's Council accepted the Report and Update on International opportunities in UAE.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19, 2015	Agenda Item Number (For office use only)	02.4
Topic	International Update: Kuwait		
Requested By (PC member)	Doug Wotherspoon	Time Allotted	
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)	Doug Wotherspoon VP International, Communications and Strategic Priorities		
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		
Recommendation (please provide PC your recommendation requiring approval)	Recommendations: For information		
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)	President's Council accepted the Update Report on the Kuwait campus for information.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19, 2015	Agenda Item Number (For office use only)	02.5
Topic	Employee Engagement Update		
Requested By (PC member)	Doug Wotherspoon	Time Allotted	
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>			
Attachments <i>(as read-ahead material)</i>	<input checked="" type="checkbox"/> PowerPoint <input checked="" 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>			
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>	President's Council accepted the Employee Engagement Update Report as presented.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19, 2015	Agenda Item Number (For office use only)	04.0
Topic	Aligning Operations, Branding, and the Strategic Plan		
Requested By (PC member)	Doug Wotherspoon	Time Allotted	30 minutes
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)	Doug Wotherspoon VP International, Communications and Strategic Priorities		
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		
Recommendation (please provide PC your recommendation requiring approval)	<p>Recommendations:</p> <p>THAT PC approves modifications to the College’s strategic planning process and budget.</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 _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	<p>President’s Council reviewed the proposed revisions/additions to the strategic planning process and discussed the impact to current efforts. Of note, these changes will impact the Board Retreat, allowing Governors to have greater input and engagement in the strategic planning process. PC reviewed the recommended focus group sessions that would occur in early Fall and approved the request for funding.</p>		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19, 2015	Agenda Item Number (For office use only)	05.0
Topic	Health Services RFP		
Requested By (PC member)	Laura Stanbra, Duane McNair	Time Allotted	
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>	Shelley Styles, Director, Student Support Services Paul Gardiner will provide a verbal update		
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>	For President's Council to review and approve an interim strategy for the operation of Health Services.		
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>	President's Council reviewed and discussed the interim strategy for the operation of Health Services. Members accepted the recommendations and drafted a communications strategy.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19, 2015	Agenda Item Number (For office use only)	0.6
Topic	Students' Association 2015-16 Priorities		
Requested By (PC member)		Time Allotted	
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>	Sara Grainger, President, Students' Association Tomas Kolafa, Vice President, Students' Association		
Attachments <i>(as read-ahead material)</i>	<input checked="" 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>	To continue the tradition of presenting the Students' Association Board of Directors yearly priorities to President's Council.		
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>	President's Council accepted the Student's Association's report on their priorities for the upcoming year. L. Stanbra will ensure each priority is paired with an executive sponsor from President's Council.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19, 2015	Agenda Item Number (For office use only)	0.8
Topic	Enrolment update for 2015 Fall		
Requested By (PC member)	Claude Brulé Laura Stanbra	Time Allotted	
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)	Lynn Schumann, Acting Registrar Mark Leduc, Executive Director, Academic Operations and Planning		
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		
Recommendation (please provide PC your recommendation requiring approval)	President's Council accepts this report as presented.		
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)	President's Council accepted the Enrolment Update Report as presented and took the opportunity to welcome M. Leduc to the President's Council table and to thank L. Schumann for her hard work and dedication as she fills the Acting Registrar's position and the Manager, International Registrations position.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19th, 2015	Agenda Item Number (For office use only)	09.0
Topic	Responsibility Center Management – Service Level Agreements and Project Update		
Requested By (PC member)	Duane McNair Claude Brule	Time Allotted	none
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)	Sandra Finnigan, Finance Manager, RCM Project Cathy Dempsey, Director, 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		
Recommendation (please provide PC your recommendation requiring approval)	<p>That President’s Council accept the presented SLA’s for signature and sign appropriately.</p> <p>That President’s council accept the RCM project update for information.</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 _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	<p>S. Finnegan presented the SLAs and answered questions regarding the representatives who have reviewed the drafts as they were being developed. Of note, the SLAs are high level and only describe the services provided, not how the services are provided. The SLA’s will be circulated to all members of President’s Council for sign-off. Of note, RCM is moving from implementation to transition mode and College Leadership Council will be provided with an education session to better understand the budget assumptions and how RCM fits into the budget process. PC accepted the SLAs for signature and the update report for information.</p>		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19, 2015	Agenda Item Number (For office use only)	10.0
Topic	2015/16 SIP Q1 review		
Requested By (PC member)	Duane McNair, Vice-President, Finance and Administration	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>	Cathy Dempsey, Director, Finance & Administrative Services, Mark Hoddenbagh, Executive Director, Partnerships & Applied Research		
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>	<p style="text-align: center;">That President’s Council approve:</p> <p>SIP allocation adjustments as presented in Appendix B for a total of \$133K; and, SIP new budget requests as presented in Appendix C for a total of \$495K</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 _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during PC meeting)</i>	<p>President’s Council accepted the update from College Budget Committee and the Q1 SIP Report. Updated appendices were circulated at the meeting. A correction was made to Appendix B related to Health Services agreement, which reduced the overall total.</p> <p>Appendix C – new project requests were reviewed.</p> <p>A question arose re: IT’s request regarding whether it includes funds for an enhanced employee email system. J. Tattersall briefed members on the SIP request for new transformers. After discussion, recommendations were approved: \$103,000 (reduced by \$30,000). Funding for transformers based on D. McNair’s staging. Approval of \$495,000 pending staging of that amount. Approval of RCM carry-over.</p>		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19, 2015	<small>Agenda Item Number (For office use only)</small>	11.0
Topic	Conversion of Temporary I/O Positions to Full-time Positions for Partnership and Applied Research		
Requested By (PC member)	Claude Brule	Time Allotted	30 minutes
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <small>(name and title)</small>	Mark Hoddenbagh Executive Director, Partnerships and Applied Research		
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	Justifications for 5 positions.	
Recommendation <small>(please provide PC your recommendation requiring approval)</small>	That PC approve the conversion of the following positions from Temporary I/O's to Full-time Support Staff positions: Project Coordinator (Partnerships and Applied Research) Intake and Referral Consultants (2) (Experienced Worker Centre) WSIB Student Success Specialist (Experienced Worker Centre) Administrative Assistant (Workforce and Personal Development)		
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 <small>(completed during PC meeting)</small>	President's Council considered the request for conversion of I/O positions in the Applied Research area and went on to discuss the need to review all I/O positions that are in similar circumstances. Members discussed the risks associated with I/O positions in terms of impact to student services, programming and impact to the budget. President's Council has asked for this item to come back to PC for further discussion when Human Resources is able to provide College-wide information on I/O positions. This will be an item for discussion at a PC meeting in late August or early September.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19, 2015	Agenda Item Number (For office use only)	12.0
Topic	Infrastructure Maintenance Strategy		
Requested By (PC member)	D. McNair	Time Allotted	30 minutes
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>	J. Tattersall, Director Physical Resources In attendance – E. Woods, Business Manager, Physical Resources		
Attachments <i>(as read-ahead material)</i>	<input checked="" 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 approves the draft Infrastructure Maintenance Strategy.		
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>	J. Tattersall provided members with context regarding his report. The Infrastructure Maintenance Strategy was reviewed, but not the cash-flow associated with the strategy. It was suggested that Academic Development be asked to submit a parallel strategy that would address equipment, thus providing a broader perspective related to deferred maintenance. It was also suggested that a fulsome discussion with CLC would be beneficial. President's Council accepted the report for information and to inform the budget process for the next fiscal year and beyond. President's Council went on record that ITS and Academic should adopt this approach.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19, 2015	Agenda Item Number (For office use only)	13.0
Topic	Governor Orientation Session – Part 1 New BOG Transmittal for information Draft BOG Retreat Agenda for information		
Requested By (PC member)	C. Jensen	Time Allotted	
PC Action Requested	X Approval (Discussion) Approval (Consent Agenda Item) X Information		
Staff Presenting (name and title)	Suzannah DiMarco Executive Administrator to the President and Board of Governors		
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		
Recommendation (please provide PC your recommendation requiring approval)	THAT President’s Council discuss and agree to content changes to the Governor Orientation Program Part 1 and agree to the timelines associated with the work. THAT President’s Council receive the new BOG Transmittal template and the Draft BOG Retreat Agenda for information.		
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)	President’s Council reviewed the content changes to the Governor Orientation Session and associated timelines. President’s Council accepted the new BOG Transmittal template and the draft BOG Retreat Agenda.		