

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 07, 2015	Agenda Item Number (For office use only)	1
Topic	Approval of Agenda		
Requested By (PC member)	Various PC members	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>	Various PC members		
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	No documentation available. Verbal discussion only.	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	THAT President's Council review and revise the agenda as discussed.		
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>	Items added to the Agenda: <ul style="list-style-type: none"> • <u>Registrar Search Update</u>: PC members were provided a status update on the Registrar search. • <u>Prototype key message calendar</u>: PC discussed how to build out a cross-College communications plan. This item is to be brought to CLC for discussion/review (date to be determined). • <u>Adobe Conference</u>: M. Fares shared insight and updates gained from attending the Adobe Conference. • <u>All Admin meeting agenda</u>: PC members discussed and finalized the October 15 All Admin meeting agenda. • <u>General Prep for the Board</u>: PC members briefly discussed Board reports, including the Strategic plan, International, Kivuto and the eText working group, and HLE. Board meeting debriefs will now be scheduled immediately following all BoG meetings. • <u>Xmas closure</u>: The College will close at noon on December 24. A notice will be released to staff after Thanksgiving. 		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 07, 2015	Agenda Item Number <small>(For office use only)</small>	2
Topic	Upcoming Agenda Items		
Requested By (PC member)	Various PC members	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 <small>(name and title)</small>	Various PC members		
Attachments <small>(as read-ahead material)</small>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	No documentation available.	
Recommendation <small>(please provide PC your recommendation requiring approval)</small>	THAT President's Council review and revise the PC Agenda Planner.		
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>	PC members revised the PC Agenda Planner as discussed.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 07, 2015	Agenda Item Number <small>(For office use only)</small>	3
Topic	Consent Agenda Items		
Requested By (PC member)	Various PC members	Time Allotted	10 min
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>	C. Frederick, VP Human Resources D. Wotherspoon, VP International, Communications & Strategic Priorities T. McDougall, EA to the President		
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	3.1 September 16, 2015 PC Minutes (T. McDougall) 3.2 September 23, 2015 PC Minutes (T. McDougall) 3.3 HR Policy 22 Review (Respectful Workplace) (C. Frederick) 3.4 President’s Star Award Nomination R. More (D. Wotherspoon)	
Recommendation <small>(please provide PC your recommendation requiring approval)</small>	THAT President’s Council approve the Consent Agenda item(s).		
PC Decision	<input type="checkbox"/> Received for Information <input checked="" 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 <small>(completed during PC meeting)</small>	Item 3.3 was removed for discussion; minor edits for the policy and the transmittal were suggested for consideration.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 07, 2015	Agenda Item Number (For office use only)	4
Topic	Information Only Agenda Items		
Requested By (PC member)	Various PC members	Requested By (PC member)	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)	D. McNair, VP Finance and Administration C. Frederick, VP 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	4.1 Freedom of Information (FOI) – 2015/2016- Q2 Update to PC (D. McNair) 4.2 Vacancy List (C. Frederick) 4.3 I/O Positions review (C. Frederick) 4.4 Enterprise Risk Management (ERM) Update for the Board (D. McNair) 4.5 Compliance with Memorandums of Agreement (D. McNair)	
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)	4.2: D. McNair will forward his notes for consideration. Discussion regarding a complement-neutral restructure, as well as the need to create a centralized approach to repurposing vacant positions followed. This item will be added to the list of Strategy Session topics. 4.3: Removed for discussion and suggested edits.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 07, 2015	Agenda Item Number (For office use only)	5
Topic	Business Arising		
Requested By (PC member)		Requested By (PC member)	15 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>			
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	No documentation available.	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	THAT President’s Council discuss any “Business Arising” items.		
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>	No items were brought forward for discussion.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 07, 2015	Agenda Item Number (For office use only)	6
Topic	Enrolment update for 2015 Fall		
Requested By (PC member)	C. Brulé L. Stanbra	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>	L. Schumann, Acting Registrar M. Leduc, Executive Director, Academic Operations and Planning		
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	06.1 att 1 For PC - Enrolment Report as at Sep 25 2015 FINAL	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	President's Council accepts this report as presented.		
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>	PC reviewed the enrolment report as submitted. Suggestions followed, including building in Academic recognition and awareness as part of the enrolment strategy. Reporting format was discussed, followed by minor editing suggestions.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 07, 2015	<small>Agenda Item Number (For office use only)</small>	7
Topic	President’s Star Award Presentation		
Requested By (PC member)	D. Wotherspoon	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>	All PC members		
Attachments <small>(as read-ahead material)</small>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> <input type="checkbox"/> Other: Information to be posted		
Recommendation <small>(please provide PC your recommendation requiring approval)</small>	THAT President’s Council present two President’s Star Awards.		
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>	A President’s Star Award was presented to M. Plouffe and L. Roots.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 07, 2015	Agenda Item Number (For office use only)	8
Topic	CLC Retreat Draft Agenda		
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 (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	08.1 DRAFT CLC Retreat Agenda 15-CLC-07 October 22	
Recommendation (please provide PC your recommendation requiring approval)	THAT President’s Council review and approve the October 22 Draft CLC Retreat agenda.		
PC Decision	<input type="checkbox"/> Received for Information <input checked="" 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)	PC discussed including HR’s “strategic approach to employee relations” as a mini information session in a portion of the October 22 CLC Retreat. Discussion also included using a tiered approach, timing for PC, CLC and All Admin meetings, as well as reaching out to the Union Presidents.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 07, 2015	Agenda Item Number (For office use only)	9
Topic	I/O Requests for Community Employment Services, Perth (Youth Worker, Employment Placement Advisor - Youth Job Connection Program)		
Requested By (PC member)	C. Brulé	Time Allotted	15 min
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)	C. Brulé, Senior Vice-President Academic		
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	09.0 PC Minutes and Exec Summary Template - 2015-2016 - IO Request for CES Perth 09.1 IO Request to Fill - YJC - for UCC 09.2 Youth Job Connection 2015-16 Funding 09.3 Request-to-Fill Youth Worker Sept 2015 09.4 Youth Worker YJC 09.5 Youth Worker Posting 09.6 Request-to-Fill Employment Placement Advisor Sept 2015 09.7 Employment Placement Advisor Job Posting 09.8 Employment Placement Advisor September 2015	
Recommendation (please provide PC your recommendation requiring approval)	<p>Role: Youth Worker – New I/O position Role: Employment Placement Advisor – New I/O position Length: October 2015 - March 31, 2017. Payband: TBD</p> <p>Rationale: Community Employment Services has been selected to deliver the new Youth Job Connection (YJC) program which has two new initiatives for young people: Youth Job Connection and Youth Job Link. The funding for these positions will be covered by our newly released YJC operating budget and is scheduled to end March 31, 2017.</p> <p>Approval of these I/O's are required as part of the contract with MTCU to ensure that our agency has the organizational capacity to meet all of our YJC contractual obligations.</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)	PC approved as submitted.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 07, 2015	Agenda Item Number (For office use only)	10
Topic	Roundtable Calendar Review		
Requested By (PC member)	C. Jensen	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)	All PC members		
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	No documentation available.	
Recommendation (please provide PC your recommendation requiring approval)	THAT PRESIDENT'S COUNCIL review calendars and inform PC members as to the events in which they are participating.		
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)	President's Council shared calendar information as appropriate. Convocation, honorary degrees/diplomas and suggested speakers were discussed.		