

## PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 18, 2015	<b>Agenda Item Number (For office use only)</b>	1
<b>Topic</b>	Approval of Agenda		
<b>Requested By (PC member)</b>	Various PC members	<b>Time Allotted</b>	10 min
<b>PC Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Various PC members		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
<b>Recommendation (please provide PC your recommendation requiring approval)</b>	<b>THAT President's Council</b> review and revise the agenda as discussed.		
<b>PC Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during PC meeting)</b>	Items added to the Agenda: <ul style="list-style-type: none"> <li>• <u>HES Conference debrief</u>: C. Jensen provided PC with an overview of the HES COP meeting. Discussion included comments regarding accreditation, and cyber security. Interest in acquiring D. Frum's HES presentation/speech was noted; T. McDougall will action.</li> <li>• <u>Refugee Support</u>: PC discussed D. Wotherspoon's upcoming meeting with C. Westeinde and Algonquin's expectation regarding our level of support for Syrian refugees. S. Anderson will request a status update from the City of Ottawa in terms of the "Refugee 613" initiative.</li> <li>• <u>Imagination Sessions</u>: D. Wotherspoon provided session dates and invited all PC members to participate in a session (as their availability permits).</li> <li>• <u>United Way Update</u>: D. Wotherspoon provided a United Way status update. The campaign "reveal" may be rescheduled (D. Wotherspoon to advise).</li> <li>• <u>New Position approval</u>: D. McNair asked PC for approval of a new position within the Finance and Admin portfolio. This item was discussed and approved as submitted.</li> </ul>		

## PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 18, 2015	Agenda Item Number (For office use only)	2
<b>Topic</b>	Upcoming Agenda Items		
<b>Requested By (PC member)</b>	Various PC members	<b>Time Allotted</b>	10 min
<b>PC Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting</b> <i>(name and title)</i>	Various PC members		
<b>Attachments</b> <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.	
<b>Recommendation</b> <i>(please provide PC your recommendation requiring approval)</i>	<b>THAT President’s Council</b> review and revise the PC Agenda Planner.		
<b>PC Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation</b> <i>(completed during PC meeting)</i>	PC members revised the PC Agenda Planner as discussed.		

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<b>Date of Meeting</b>	November 18, 2015	<b>Agenda Item Number (For office use only)</b>	3
<b>Topic</b>	Consent Agenda Items		
<b>Requested By (PC member)</b>	Various PC members	<b>Time Allotted</b>	10 min
<b>PC Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Various PC Members		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	3.1 <a href="#">Draft PC Minutes – October 21, 2015</a> (T. McDougall) 3.2 <a href="#">Draft PC Minutes – October 07, 2015</a> (T. McDougall) 3.3 <a href="#">President's Star Award Nomination TP</a> (D. Wotherspoon) 3.4 <a href="#">President's Star Award Nomination HM</a> (D. Wotherspoon) 3.5 <a href="#">President's Star Award Nomination CB</a> (D. Wotherspoon) 3.6 <a href="#">President's Star Award Nomination AA</a> (D. Wotherspoon) 3.7 <a href="#">BoG Agenda December 14, 2015</a> (S. DiMarco) 3.8 <a href="#">NCHA (National Health College Assessment) Survey</a> (L. Stanbra) 3.9 <a href="#">Spring 2107 Convocation Dates &amp; Venue</a> (L. Stanbra) 3.10 <a href="#">Non-Smoking in the C Building Courtyard</a> (L. Stanbra) 3.11 <a href="#">Spring 2017 Convocation Honorary Diploma for Tobias Lütke</a> (L. Stanbra) 3.12 <a href="#">Coat of Arms Design Theme Statement</a> (S. Anderson) 3.13 <a href="#">President's Star Award Nomination JR</a> (D. Wotherspoon)	
<b>Recommendation (please provide PC your recommendation requiring approval)</b>	<b>THAT President's Council</b> approve the Consent Agenda item(s).		
<b>PC Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <a href="#">Item 3.13 – PC Dec 02</a> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during PC meeting)</b>	<a href="#">Items 3.1-3.6, 3.11, and 3.12</a> were approved as submitted. <a href="#">Item 3.7</a> was removed for discussion. Approved as discussed. <a href="#">Item 3.8</a> was approved with minor edits.		

**Amended Recommendation  
(continued)**

**(completed during PC  
meeting)**

Item 3.9 was approved as discussed. Algonquin's triple gym may be considered as a future convocation site. President Jensen advised her preference for consistency across all campuses regarding the convocation ceremonies; C. Brulé will follow up with Pembroke.

Item 3.10 approved as discussed. A detailed communications plan will be implemented to inform the Algonquin community of this new policy (effective 01/01/16). S. Anderson will work in conjunction with the HLE committee regarding messaging and communications.

Item 3.13 was deferred and will be recalled to the December 02 PC meeting. S. Anderson will discuss in more details with the nominator.

## PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 18, 2015	<b>Agenda Item Number (For office use only)</b>	4
<b>Topic</b>	Information Only Agenda Items		
<b>Requested By (PC member)</b>	Various PC members	<b>Requested By (PC member)</b>	15 min
<b>PC Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	D. McCutcheon, Acting VP HR D. McNair, VP Finance and Admin		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	4.1 <a href="#">Vacancy List</a> (C. Frederick) 4.2 <a href="#">I/O Positions Review</a> (C. Frederick) 4.3 <a href="#">Kidnap &amp; Ransom Insurance Coverage</a> (D. McNair)	
<b>Recommendation (please provide PC your recommendation requiring approval)</b>	<b>THAT President's Council</b> receive the information as submitted.		
<b>PC Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input checked="" type="checkbox"/> Referred to <a href="#">D. McNair, C. Bonang</a> (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during PC meeting)</b>	Items 4.1 and 4.2 were received as submitted. Item 4.3 was received as clarified. D. McNair will follow up with C. Bonang.		

## PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 18, 2015	Agenda Item Number (For office use only)	5
<b>Topic</b>	Business Arising		
<b>Requested By (PC member)</b>		<b>Requested By (PC member)</b>	15 min
<b>PC Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b> <i>(name and title)</i>			
<b>Attachments</b> <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.	
<b>Recommendation</b> <i>(please provide PC your recommendation requiring approval)</i>	<b>THAT President's Council</b> discuss any "Business Arising" items.		
<b>PC Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation</b> <i>(completed during PC meeting)</i>	No items were brought forward.		

## PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 18, 2015	<small>Agenda Item Number (For office use only)</small>	6
<b>Topic</b>	Update: Sustainable Algonquin Steering Committee		
<b>Requested By (PC member)</b>	C. Brulé, Senior VP Academic	<b>Time Allotted</b>	30 min
<b>PC Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting</b> <small>(name and title)</small>	M. Hoddenbagh, Executive Director, Partnerships and Applied Research J. Aubut, Dean, Academic Development P. Rouble, Associate Director, Facilities Planning and Sustainability S. Dehler, Sustainability Coordinator		
<b>Attachments</b> <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	SASC-Update_to_PC_2015-11-18d-ReadAhead.pdf	
<b>Recommendation</b> <small>(please provide PC your recommendation requiring approval)</small>	<p><b>That President's Council</b> review and comment on the attached update of SASC activity since June 2015 relate to:</p> <ul style="list-style-type: none"> <li>• Renewed SASC Membership</li> <li>• Online Sustainability Education Initiative</li> <li>• Draft of Key Messaging for the Strategic Planning Advisory Group</li> </ul>		
<b>PC Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation</b> <small>(completed during PC meeting)</small>	PC members were provided with a status update regarding the Sustainable Algonquin Steering Committee. Feedback was provided regarding the proposed module as well as intended goals, and measurement of goals/learning outcomes. PC suggested that this topic be added to an all Admin meeting agenda (date to be determined) after this item has been brought forward to the November 26 CLC meeting. Additionally, reference was made to include this topic in the next Strat Plan (i.e. "One Planet"). Discussion followed regarding the implementation of ESCO graphics at Algonquin's Woodroffe campus.		

## PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	2015-11-18	<b>Agenda Item Number (For office use only)</b>	7
<b>Topic</b>	Entrepreneurship Working Group Update		
<b>Requested By (PC member)</b>	Cheryl Jensen	<b>Time Allotted</b>	30 min
<b>PC Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	M. Hoddenbagh, Executive Director, PAR A. Foti, Executive-in-Residence L. Verrucci, Entrepreneurship Manager		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	1. Report on UK Gazelles Trip 2. Follow-up on Gazelles trip and recommendations for moving forward	
<b>Recommendation (please provide PC your recommendation requiring approval)</b>	<b>That President's Council</b> receive this report as presented.		
<b>PC Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during PC meeting)</b>	PC received the report as discussed. M. Hoddenbagh, A. Foti and L. Verrucci provided a status update. The Centre's official name, branding, sub-branding, community involvement, Bayview Yards, student and faculty engagement, SEM and the creation of a two-page information sheet were also discussed. Launch of the new centre is tentatively scheduled for January 29 <sup>th</sup> . S. Anderson will be the Executive sponsor for this committee.		



## PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 18, 2015	<b>Agenda Item Number (For office use only)</b>	8
<b>Topic</b>	2 <sup>nd</sup> Quarter 2015/16 Financial Report and Contingency Funds Report		
<b>Requested By (PC member)</b>	D. McNair	<b>Time Allotted</b>	30 min
<b>PC Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	C. Dempsey, Director, Finance & Administrative Services		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	08.0 PC AGENDA ITEM REQUEST_ 2nd Quarter 2015-16 Financial Report and Contingency Funds Report 08.1 2nd Quarter 2015-16 Financial Report_BOG Transmittal for PC 08.2 APPENDIX A - 2nd Quarter 2015-16 Financial Report 08.3 APPENDIX B - Annual Budget and Quarterly Financial Projections Compliance Scorecard 08.4 APPENDIX C - 2nd Quarter 2015-16 Contingency Funds Report	
<b>Recommendation (please provide PC your recommendation requiring approval)</b>	<b>That President's Council</b> recommends that the Board of Governors approves the 2 <sup>nd</sup> Quarter 2015/16 Financial Report.		
<b>PC Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>PC DEC 02</u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during PC meeting)</b>	President's Council were presented a report feedback and suggestions. Edits and revisions will be incorporated into the next version; this item will return to the December 02 PC meeting for a final review before presentation at the December 14 Board of Governors meeting.		

## PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 18, 2015	Agenda Item Number (For office use only)	9
<b>Topic</b>	Lockdown Training – Supplemental to Information Package of Oct. 21, 2015		
<b>Requested By (PC member)</b>	C. Jensen, President	<b>Time Allotted</b>	30 min
<b>PC Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b> <i>(name and title)</i>	C. Bonang, Associate Director, Risk Management P. Eng, Acting Coordinator Emergency Management		
<b>Attachments</b> <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	9.0 - 2015-11-18 PC Transmittal Lockdown Training Supplemental Update	
<b>Recommendation</b> <i>(please provide PC your recommendation requiring approval)</i>	<b>THAT President's Council</b> receives the supplemental update to the PC discussion on Oct. 21, 2015 intended to answer questions and provide additional information.		
<b>PC Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>D. McNair</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b> <i>(completed during PC meeting)</i>	PC members were provided with an update on the proposed lockdown training that has been requested by the President; C. Bonang will provide proposed training dates for Perth, Pembroke and Woodroffe campuses. S. Anderson will develop a communications plan for the Algonquin community to accompany the lockdown exercise. This information will also be incorporated into the President's upcoming video message.		

## PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 18, 2015	Agenda Item Number (For office use only)	10
<b>Topic</b>	DRAFT 2015-16 Jazan Business Plan and Budget		
<b>Requested By (PC member)</b>	C. Jensen, President	<b>Time Allotted</b>	45 min
<b>PC Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b> <i>(name and title)</i>	D. Wotherspoon, VP International & Strategic Priorities		
<b>Attachments</b> <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	2015-16 Jazan Business Plan and Budget v151116	
<b>Recommendation</b> <i>(please provide PC your recommendation requiring approval)</i>	<p><b>THAT President's Council</b> accepts the 2015-16 Jazan Business Plan and Budget v151116 for information and provides guidance in advance of a final draft being re-presented to PC on December 2, 2015.</p>		
<b>PC Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to <u>PC Dec 02</u> (Date) <input checked="" type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b> <i>(completed during PC meeting)</i>	<p>D. Wotherspoon reviewed the proposed 2015/2016 Jazan Business Plan. PC provided feedback and suggestions for consideration. This item will return to the December 02 PC meeting for a final review before being presented at the December 14 Board of Governors meeting. The December 08 Board Executive meeting date will be reviewed for possible rescheduling.</p>		

## PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 18, 2015	<b>Agenda Item Number (For office use only)</b>	11
<b>Topic</b>	Strategic Enrolment Management Committee Update		
<b>Requested By (PC member)</b>	C. Jensen	<b>Time Allotted</b>	30 min
<b>PC Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	L. Stanbra, Vice President, Student Services C. Brulé, Senior Vice President, Academic		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	11.0 PC Transmittal SEM Update - November 18 2015 v2 11.1 Appendix 1 - Listening Tour Report Recommendations - status report to PC - Nov 18 2015 v2 11.2 Appendix 2a - Spring 2015 Enrolment Report – FINAL 11.3 Appendix 2b - Enrolment Report at Nov 1 2015 11.4 Appendix 2c - Winter 2016 Enrolment Report as at Nov 4 2015 11.5 Appendix 3 - EPRI Projects	
<b>Recommendation (please provide PC your recommendation requiring approval)</b>	<b>THAT President's Council</b> receive this report as presented and provide feedback.		
<b>PC Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input checked="" type="checkbox"/> Referred to <u>S. Anderson</u> (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during PC meeting)</b>	PC members were provided a status update regarding the Strategic Enrolment Management Committee (SEMC). General feedback suggested that a collective review of all AC Committees be completed. PC discussed messaging on progress made to date for two items: the three task forces created from the President's Listening Tour (S. Anderson will assist to meet an end of December deadline), and employee engagement.		

## PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 18, 2015	<b>Agenda Item Number (For office use only)</b>	12
<b>Topic</b>	Roundtable Calendar Review		
<b>Requested By (PC member)</b>	C. Jensen	<b>Time Allotted</b>	5 min
<b>PC Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	All PC members		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	No documentation available.	
<b>Recommendation (please provide PC your recommendation requiring approval)</b>	<b>THAT PRESIDENT’S COUNCIL</b> review calendars and inform PC members as to the events in which they are participating.		
<b>PC Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during PC meeting)</b>	President’s Council shared calendar information as appropriate.		