

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 04, 2016	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 type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	Various PC members		
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	Verbal discussion only.	
Recommendation (please provide PC your recommendation requiring approval)	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 (completed during PC meeting)	Items added to the Agenda: <ul style="list-style-type: none"> • <u>CICan Awards Nominations</u>: S. Anderson will request a summary of nominations from P. Gaudreau and forward to PC for their input. Deadline for nomination submissions is January 8, 2016. • <u>Saudi Update</u>: PC discussed recent activity in Saudi Arabia. C. Jensen and D. Wotherspoon will connect with other Ontario College contacts to discuss. Upcoming meeting/travel dates were shared. D. Wotherspoon will forward a list of potential contacts with whom C. Jensen/D. Wotherspoon may wish to meet. • <u>Employee Relations Session Vision Statement</u>: This item was deferred to the January 06 PC meeting with G. Smith and D. Oldfield. 		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 04, 2016	Agenda Item Number (For office use only)	2
Topic	Upcoming Agenda Items		
Requested By (PC member)	Various PC members	Time Allotted	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)	Various 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	Verbal discussion only.	
Recommendation (please provide PC your recommendation requiring approval)	THAT President's Council review and revise the PC Agenda Planner.		
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 members revised the PC Agenda Planner as discussed.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 04, 2016	Agenda Item Number (For office use only)	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 (name and title)	Various PC Members		
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	3.1 Draft December 16, 2015 PC Meeting Minutes (T. McDougall) deferred to Jan 20 3.2 January 28 CLC Agenda Review (T. McDougall) 3.3 Budget Principles (C. Dempsey) 3.3.1 RCM Policy 3.3.2 RCM Journal Entries 3.3.3 International Premium Sharing 3.3.4 SLA Management Policy 3.3.5 RCM Budget Allocations 3.3.6 Non-Academic Expense Limitations 3.4 Policy AD17- International Travel & Safety for Employees (D. McNair) 3.5 Policy AD44 - International Travel & Safety for Students (D. McNair)	
Recommendation (please provide PC your recommendation requiring approval)	THAT President's Council approve the Consent Agenda item(s).		
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>3.1: PC Jan 18</u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	<p><u>3.1 Draft December 16, 2015 PC meeting minutes</u>: this item was deferred to the January 18, 2016 PC meeting.</p> <p><u>3.2 January 28 CLC agenda</u>: revisions were made to the draft January 28, 2016 CLC agenda. Edits will be included and the agenda will be forwarded to CLC.</p> <p><u>3.3 Budget Principles</u>: Clarification was provided regarding the policy framework.</p> <p> 3.3.1 This item will be edited and recalled to PC for final review.</p> <p> 3.3.2 This item is approved pending minor revisions</p> <p> 3.3.3 This item is approved pending minor revisions</p> <p> 3.3.4 This item is approved pending minor revisions</p> <p> 3.3.5 This item will be edited and recalled to PC for final review.</p> <p> 3.3.6 This item will be edited and recalled to PC for final review.</p> <p><u>3.4 and 3.5 Policy AD17 and AD44 – International Travel</u>: These policies will be forwarded to IEC for a review, and then recalled to PC for approval.</p>		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 04, 2016	Agenda Item Number (For office use only)	4
Topic	Information Only Agenda Items		
Requested By (PC member)	Various PC members	Time Allotted	15 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		
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 Q3 Update to PC	
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 checked="" type="checkbox"/> Deferred to <u>PC 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)	C. Brulé will forward minor edits to D. McNair. This item will return to PC after revisions have been made.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 04, 2016	Agenda Item Number (For office use only)	5
Topic	Business Arising		
Requested By (PC member)		Time Allotted	15 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>			
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>	THAT President’s Council discuss any “Business Arising” items.		
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.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 04, 2016	Agenda Item Number (For office use only)	6
Topic	2016-17 Fee Schedules		
Requested By (PC member)	L. Stanbra, VP SS	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 (name and title)	K. Pearson, Registrar M. 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	06.0 Proposed 2016 17 Tuition and Ancillary Fees Transmittal to PC Dec 18 2015v2 06.1 Fee Schedules A to F Dec 18 2015	
Recommendation (please provide PC your recommendation requiring approval)	THAT President's Council approve the draft Fees Schedules for presentation to the Board of Governors on February 8, 2016.		
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>ASAC Jan 21</u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	PC discussed the compulsory program ancillary fees, materials procured from US suppliers, and the US exchange rate; D. McNair and M. Leduc will discuss to determine a possible College-wide review. PC approved the 2016 Fee Schedule as presented, pending minor edits. Suggestions were provided for the February 08 Board of Governors presentation. This item will be brought forward to the January 21, 2016 Academic and Student Affairs (ASAC) Committee meeting.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 04, 2016	Agenda Item Number (For office use only)	7
Topic	Version 8, Draft 2016/2017 Business Plan		
Requested By (PC member)	C. Jensen	Time Allotted	1 hr
PC Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> For Information		
Staff Presenting (name and title)	S. DiMarco Exec. Admin. 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 checked="" type="checkbox"/> Other: Information to be posted	07.0 January 4, 2016 PC Transmittal draft 2016-17 Business Plan 07.1 08 version STRIKETHRU (Dec. 21) 2016-17 Draft Business Plan	
Recommendation (please provide PC your recommendation requiring approval)	THAT President's Council review and discuss the draft 2016/2017 Business Plan in preparation for Board approval on February 8, 2016.		
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>PC Jan 18</u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	PC members reviewed the draft 2016/2017 Business Plan (version 8) and provided revisions for the final submission at the February 8 Board of Governors meeting. This item will return to PC January 18 for a final review.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 04, 2014	Agenda Item Number (For office use only)	8
Topic	2016-17 Proposed Budget Solutions		
Requested By (PC member)	D. McNair	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 (name and title)	D. McNair, Vice-President, Finance and Administration C. Dempsey, Director, Finance and Administrative Services		
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	08.0 2016-17 Proposed Budget Solutions PC Transmittal (002) 08.1 Appendix A PROPOSED BUDGET SOLUTIONS CONFIDENTIAL Jan 4PC 08.2 Appendix B 2016-17 Budget Solutions Area Worksheet - Summary formatted 08.3 2016-17 Budget Solutions Area Worksheet V2 Dec 21- Area 3 Student Services – EH 08.4 2015_12_22_15_35_47	
Recommendation (please provide PC your recommendation requiring approval)	THAT President’s Council approves the summary of Budget Solutions as presented or alternatively provide amendments that will be incorporated into the 2016/17 budget.		
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)	This item was approved as submitted and discussed. PC approved two new positions in the International Department (this will affect head count, but not overall budget as the positions are non-funded). PC suggested that “new positions in a time of fiscal restraint” be considered as a discussion item at an upcoming PC Strategy Session.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 04, 2014	Agenda Item Number (For office use only)	9
Topic	Vacation Liability		
Requested By (PC member)	C. Frederick	Time Allotted	Deferred
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. Frederick, VP Human Resources		
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	NA	
Recommendation (please provide PC your recommendation requiring approval)	THAT President's Council review and discuss the vacation liability report.		
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 Feb 03</u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	This item was deferred to February 03, 2016.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 04, 2014	Agenda Item Number (For office use only)	10
Topic	2016 United Way Campaign Strategy/Debrief Discussion		
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 type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT President's Council discuss a strategy for the 2016/17 United Way Campaign.</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>CLC</u> (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>CLC Jan 28 (tbc)</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 members debriefed the College's 2015 United Way Campaign and discussed how to revise the strategy for 2016. United Way has volunteered to review our past methods and provide some suggestions for consideration. This item will be brought forward to CLC (and perhaps to the All Admin and faculty groups) for further discussion regarding themes, programs, Plant Some Roots Bursary, personal stories, etc....</p>		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 04, 2016	Agenda Item Number (For office use only)	11
Topic	National Capital Region Top 25 Employer Award Announcement		
Requested By (PC member)	C. Frederick	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)	S. Anderson, Director, Communications		
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	11.0 Top 25 transmittal	
Recommendation (please provide PC your recommendation requiring approval)	THAT PC approves the proposed plan to announce the National Capital Region Top 25 Employers Award in February.		
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)	S. Anderson reviewed the communications plan for the National Capital Region Top 25 Employers Award. The Ottawa Citizen announcement is planned for February 4 th at which time Algonquin will plan our own announcement event (C. Jensen will be unable to participate as she will be out of the country). Options were discussed for the reveal; PC also discussed possible speakers (to be confirmed).		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 04, 2016	Agenda Item Number (For office use only)	12
Topic	Sexual Violence and Harassment Action Plan – Regulation Summary		
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)	PC members		
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	12.1 Introduction of the Sexual Violence and Harassment Action Plan Act 2015 12.2 SVAP Action Plan English 12.3 Regulation LGIC English	
Recommendation (please provide PC your recommendation requiring approval)	THAT President’s Council be provided with a status update and determine next steps.		
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)	PC was reminded that Action Plan feedback is due to MTCU by January 15. C. Jensen requested a review of the draft action plan prior to final submission. C. Frederick and L. Stanbra will connect regarding the “occupational health” portion of the submission.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 04, 2016	Agenda Item Number (For office use only)	13
Topic	Re-org Discussion <i>(recall from December 18, 2015)</i>		
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)	PC members		
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	13.0 org_comm_to_staff_dec_30	
Recommendation (please provide PC your recommendation requiring approval)	THAT PC review and finalize the re-organization document and memo drafted by the President.		
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 reviewed the proposed reorganization memo and high level overview intended for the broader Algonquin community. PC discussed the communications roll out and confirmed that this change will become effective March 31, 2016. This outline will be finalized by end of week and brought forward for pre-release to CLC on January 08, 2016, followed by a release to the broader Algonquin community.		

PRESIDENT'S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 04, 2016	Agenda Item Number (For office use only)	14
Topic	Calendar Roundtable		
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)	PC members		
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	Verbal discussion only.	
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 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.		