



AGENDA REPORT TO BOARD OF DIRECTORS

MEETING DATE: December 1st, 2017

Item:	CEO Report
Presenters:	Tobi Solebo, President & CEO
Purpose of Report:	For Information

Recommendation:

The Board of Directors receives this report for information on the Projects underway for the CEO and the Executive

Background:

As part of the role of the CEO position this report will provide a high level overview of the work that the organization is doing through an executive lens. As well as comment on any organizational changes that the board should be updated on.

Executive Retreat - The executive went on a retreat to discuss job descriptions, portfolios and start getting ready for budget and transition. We had a large conversation surrounding our current positions and how they can best be setup to get through the rest of our year. Further to that, we setup next steps and necessary meetings to continue to move these things forward.

Minimum Wage - With Minimum wage effects coming in the new year we have had quite a bit of discussion surrounding our direction. General budget narratives have been given to senior managers which will give direction as to how we would like operations to deal with this hike. Budget templates are currently being prepared, under the guise that the student fee will not be increased, from there we can work to ensure our pricing and quality is still the best on campus. We also had PWC come in and talk about other options that can be used to ensure we are being responsible with pricing and the student dollar. As the process continues we will keep the board in the loop of all decisions made.

Gap Analysis - The executive and COO PAs are being finished at the moment which will give us all job descriptions of the senior leadership team by January. We will continue to work on a strategy for the salary contingency.

USC/PVP Meeting - Hosted our annual USC/PVP meeting where we discussed undergraduate research funding, Deferred Maintenance and an Open Educational Resources Grant. This

meeting is a requirement of our MOU with Western and although it is quite advocacy oriented, it largely speaks to the health of our relationship with Western Administration.

Attachments:

President & CEO	Tobi Solebo	
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