

ACET AGENDA ITEM REQUEST and MINUTES SHEET

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| Date of Meeting | January 18, 2016 | Agenda Item Number (For office use only) | 1 |
| Topic | Approval of Agenda | | |
| Requested By (ACET member) | Various ACET members | Time Allotted | 10 min |
| ACET 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 ACET 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 ACET your recommendation requiring approval) | <p>THAT The Algonquin College Executive Team review and revise the agenda as discussed.</p> | | |
| ACET 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 _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | <p>Items added to the Agenda:</p> <ul style="list-style-type: none"> • LeBreton Flats: The ACE Team were advised of upcoming community meetings/Town Halls that are being held regarding the future development of LeBreton Flats; the President will not be participating, however, anyone who was interested in attending was invited to do so. • International Update: D. Wotherspoon provided a verbal update on the status of Algonquin's international projects. Discussion included Saudi, Brazil, Colleges of Excellence, as well as dinner with the Royal College and their interest in partnerships. • Employee Relations Update: The Executive Team reviewed the framework for the upcoming Employee Relations meetings and their role in the session. Discussion highlights also included updates with the Union Presidents, a possible video newsletter update to the Algonquin community, and The President's possible participation in an upcoming Local Executive Committee meeting. • Ottawa Hospital Dinner Reminder/Agenda: The ACE Team discussed a high level agenda for the January 26 dinner with guests from The Ottawa Hospital. | | |

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| Date of Meeting | January 18, 2016 | Agenda Item Number (For office use only) | 2 |
| Topic | Upcoming ACET Agenda Items | | |
| Requested By (ACET member) | Various ACET members | Time Allotted | 10 min |
| ACET 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 ACET 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 ACET your recommendation requiring approval) | THAT The Algonquin College Executive Team review and revise the ACET Agenda Planner. | | |
| ACET 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 _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | ACET members revised the ACET Agenda Planner as discussed. | | |

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| Date of Meeting | January 18, 2016 | Agenda Item Number (For office use only) | 3 |
| Topic | Consent Agenda Items | | |
| Requested By (ACET member) | Various ACET members | Time Allotted | 10 min |
| ACET Action Requested | <input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information | | |
| Staff Presenting (name and title) | T. McDougall, Exec. Assistant to the President S. Anderson, Executive 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 | 3.1 Draft December 16, 2015 ACET Meeting Minutes (T. McDougall) <i>deferred from Jan 04</i> 3.2 Draft January 04 2016 ACET Meeting Minutes (T. McDougall) 3.3 President's Star Award Nomination – M. Delgaty (S. Anderson) 3.4 President's Star Award Nomination – B. Wiseman (S. Anderson) | |
| Recommendation (please provide ACET your recommendation requiring approval) | THAT The Algonquin College Executive Team approve the Consent Agenda item(s). | | |
| ACET 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: _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | The Consent Agenda items were approved as submitted. | | |

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| Date of Meeting | January 18, 2016 | Agenda Item Number (For office use only) | 4 |
| Topic | Information Only Agenda Items | | |
| Requested By (ACET member) | Various ACET members | Time Allotted | 15 min |
| ACET Action Requested | <input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information | | |
| Staff Presenting (name and title) | C. Frederick, VP Human Resources C. Brulé, Senior VP Academic 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 Vacancy List (C. Frederick) 4.2 I/O Positions Review (C. Frederick) 4.3 Cashflow Dashboard Prototype (C. Brulé) 4.4 Freedom of Information (FOI) 2015/2016 Q3 Update to ACET (D. McNair) <i>recall from Jan 04</i> | |
| Recommendation (please provide ACET your recommendation requiring approval) | THAT The Algonquin College Executive Team receive the information as submitted. | | |
| ACET 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 _____ (Date) <input checked="" type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | 4.1 This item was removed for discussion. A minor edit was suggested for consideration. An Excel document will be forwarded so that VPS are able to sort data within their area. 4.2 This item was removed for discussion. An Excel document will be forwarded so that VPS are able to sort data within their area. 4.3 Received as submitted. 4.4 Received as submitted. | | |

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| Date of Meeting | January 18, 2016 | Agenda Item Number (For office use only) | 5 |
| Topic | Business Arising | | |
| Requested By (ACET member) | | Time Allotted | 15 min |
| ACET 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 ACET your recommendation requiring approval)</i> | THAT The Algonquin College Executive Team discuss any “Business Arising” items. | | |
| ACET 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 _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation <i>(completed during ACET meeting)</i> | No items were brought forward. | | |

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| Date of Meeting | January 18, 2016 | <small>Agenda Item Number (For office use only)</small> | 6 |
| Topic | Education Program Effectiveness Project – Update | | |
| Requested By (ACET member) | D. McNair, VP Finance & Administration | Time Allotted | 30 min |
| ACET 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> | S. Finnigan, Project Manager R. Clayton, KPMG A. Newman, KPMG | | |
| 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 | 06.0 ACET Transmittal - EPE Applied Research Project 18jan2016 06.1 Algonquin EPE Project Plan ACET 18Jan2016 06.2 EPE Applied Research Proj Timelines as of Jan2016 | |
| Recommendation <small>(please provide ACET your recommendation requiring approval)</small> | THAT THE ALGONQUIN COLLEGE EXECUTIVE TEAM will accept the Project Plan as presented for Phase 1 completion | | |
| ACET 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>ACET Mar 23</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. McNair</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation <small>(completed during ACET meeting)</small> | R. Clayton and A. Newman shared findings on Phase 1 of the Education Program Effectiveness Applied Research Project. Discussion highlights included student involvement/Work Integrated Learning (WIL), a report based out of Australia, the Ross Finney report and potential duplication of efforts (L. Stanbra will forward the report to S. Anderson), the Part-time Pay Rate Task Force (names to be provided to KPMG) and benchmarking. This item will return to the ACET in March. | | |

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|--|--|---|--------|
| Date of Meeting | January 18, 2016 | Agenda Item Number (For office use only) | 7 |
| Topic | Project Fusion Update | | |
| Requested By (ACET member) | ACET | Time Allotted | 30 min |
| ACET Action Requested | <input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information | | |
| Staff Presenting (name and title) | J. Bryan, Project Manager | | |
| 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 ACET your recommendation requiring approval) | THAT THE ALGONQUIN COLLEGE EXECUTIVE TEAM be provided an update as to the status of the Program Fusion initiative. | | |
| ACET 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>ACLT Jan 28 & ACET Feb 03</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | This item was removed from the agenda. An information update will be provided to the Algonquin College Leadership Team (ACLT) on January 28 and a presentation will be brought forward to the February 03 Algonquin College Executive Team (ACET) meeting. | | |

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|--|---|---|---|
| Date of Meeting | January 18, 2016 | Agenda Item Number (For office use only) | 8 |
| Topic | 3rd Quarter 2015/16 Financial Report and Contingency Funds Report | | |
| Requested By (ACET member) | D. McNair, VP Finance and Administration | Time Allotted | |
| ACET Action Requested | <input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information | | |
| Staff Presenting (name and title) | Cathy Dempsey, Director, 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 | 08.0 3rd Quarter 2015-16 Financial Report_BOG Transmittal for PC (3) 08.1 ACET AGENDA ITEM REQUEST 3rd Quarter 2015-16 Financial Report and Contingency Funds Report 08.2 APPENDIX B - Annual Budget and Quarterly Financial Projections Compliance Scorecard 08.3 APPENDIX C - 3rd Quarter 2015-16 Contingency Funds Report | |
| Recommendation (please provide ACET your recommendation requiring approval) | <p>THAT THE AC EXECUTIVE TEAM recommends that the Board of Governors approves the 3rd Quarter 2015/16 Financial Report.</p> | | |
| ACET 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 type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u> D. McNair </u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | D. McNair reviewed the reports as submitted and discussed. VPs were asked to meet with their respective teams and review any areas of “underspend”. It was suggested that quarterly SIP reports be brought forward to the Executive Team for their review and comments. | | |

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|--|--|---|--------|
| Date of Meeting | January 18, 2016 | Agenda Item Number (For office use only) | 9 |
| Topic | Evaluation of Legal Services Sourcing Strategies | | |
| Requested By (ACET member) | D. McNair, VP Finance & Admin C. Frederick, VP Human Resources | Time Allotted | 25 min |
| ACET 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 | | |
| 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 Transmittal - Evaluation Legal Services 18jan2016 09.1 Report - Legal Sourcing Strategies (Final) v2015-12-22 | |
| Recommendation (please provide ACET your recommendation requiring approval) | <p>THAT the Algonquin College Executive Team approve:</p> <ol style="list-style-type: none"> 1. The assignment of cost center responsibility for legal services expenditures to single College administrators (Human Resources and Finance & Administration) and adopt internal procedures that streamline the process for consulting with external lawyers. 2. That further development be undertaken on a business case to support the hiring of an in-house legal counsel in a full-time permanent position. 3. That the College undertake a competitive procurement process to create a list of qualified vendors of legal services. | | |
| ACET 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>ACET Spring date TBD</u> (Date) <input type="checkbox"/> Report Back By <u>D. McNair</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | <ol style="list-style-type: none"> 1. The Executive Team endorsed this recommendation as submitted. 2. The Executive Team endorsed the recommendation of moving forward with a business case; this item will come back for a follow-up presentation in the Spring (date to be determined). 3. The Executive Team endorsed commencing a competitive procurement process contingent on a viable business case approved by ACET. This recommendation will be reviewed in the Spring (date to be determined). | | |

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|--|---|---|-------|
| Date of Meeting | January 18, 2016 | Agenda Item Number (For office use only) | 10 |
| Topic | Board of Governors Documents and Presentations | | |
| Requested By (ACET member) | ACET | Time Allotted | 4 hrs |
| ACET Action Requested | <input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information | | |
| Staff Presenting (name and title) | Algonquin College Executive Team | | |
| 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 | See SharePoint site. | |
| Recommendation (please provide ACET your recommendation requiring approval) | <p style="text-align: center;">THAT THE ALGONQUIN COLLEGE EXECUTIVE TEAM review and provided comments and suggestions for documents being submitted for the February 08, 2016 meeting.</p> | | |
| ACET 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 type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | <p>The Executive Team reviewed documents brought forward for the February 08, 2016 Board of Governors meeting. Suggestions and comments were shared. Edits will be made accordingly.</p> | | |

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|--|--|---|--------|
| Date of Meeting | January 18, 2016 | <small>Agenda Item Number (For office use only)</small> | 11 |
| Topic | Calendar Roundtable | | |
| Requested By (ACET member) | C. Jensen | Time Allotted | 15 min |
| ACET 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> | Algonquin College Executive Team | | |
| 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 | Verbal discussion only. | |
| Recommendation <small>(please provide ACET your recommendation requiring approval)</small> | THAT THE ALGONQUIN COLLEGE EXECUTIVE TEAM review calendars and inform ACET members as to the events in which they are participating. | | |
| ACET 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 _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation <small>(completed during ACET meeting)</small> | The Algonquin College Executive Team shared calendar information as appropriate. | | |