

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 13, 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 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 checked="" type="checkbox"/> Deferred to <u>see below</u> _____ (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"> • <u>Data Breach</u>: The Executive Team was updated on a data breach that resulted from the theft of information from a vehicle. Protocols have been put in place; next steps were discussed. A follow-up discussion around part-time staff, equipment, and sensitive information will be scheduled (<i>date to be determined</i>). • <u>OPSEU PT Certification</u>: C. Frederick provided the Executive Team with a status update regarding the part-time certification drive application. Members supported an offer from S. Thomas to visit the campus and address the Algonquin community (<i>date to be determined</i>). • <u>Governor General</u>: The Executive Team was briefed on the schedule of events for the April 13 visit Governor General visit. • <u>PSISIF Submission</u>: The Executive Team was provide with an update on the status of the PSI SIF proposal submission. • <u>CICan</u>: The Executive Team discussed who will be attending the CICan Conference (May 29-31 in Quebec City). 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 13, 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 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)	ACET members revised the ACET Agenda Planner as discussed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 13, 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. Asst. to the President J. DelDuca, Asst. to the VP International and Strategic Planning M. Fares, VP Digital Technologies and Innovation C. Brulé, SVP Academic D. McNair, VP Finance and Administration L. Stanbra, Vice President Student 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	3.1 Draft March 30 ACET Meeting Minutes (T. McDougall) 3.2 President's Star Award Nomination- Felix Silundika (J. DelDuca) 3.3 President's Star Award Nomination- Mario D'Angelo (J. DelDuca) 3.4 President's Star Award Nomination- Sean Bawden (J. DelDuca) 3.5 Directive Review: AD-16 – ACETI DSS (Payment Card Industry - Data Security Standards) (M. Fares) <i>deferred from Sept 16, Oct 21, Jan 18, Feb 24</i> 3.6 Policy AA05 Advanced Standing (C. Brulé) 3.7 Policy AA38 Program Quality Assurance (C. Brulé) 3.8 Enterprise Risk Management Policy Review AD20 (D. McNair) 3.9 Summer Hours (C. Frederick) <i>deferred to April 27</i> 3.10 Xmas Closure (C. Frederick) <i>deferred to April 27</i> 3.11 AA06 Prior Learning and Assessment Recognition (C. Brulé) 3.12 AA16 Honorary Degree and Diploma and Fellowship Award (C. Brulé) 3.13 "College Community HLE" draft terms of reference (L. Stanbra) 3.14 Proposed 2016-2017 ACET/ACLT/BoG Retreat Dates (T. McDougall)	
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 checked="" type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input checked="" type="checkbox"/> Referred to <u>M. Fares/C. Delmage</u> (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)	3.1 to 3.4, 3.6 to 3.11, and 3.13 approved as submitted. 3.5 Directive Review: AD-16 – ACETI DSS (Payment Card Industry-Data Security Standards) was removed for discussion. The Executive Team discussed possible confusion over having two responsible joint authorities. Minor amendments will be made (M. Fares to advise C. Delmage). 3.12 AA16 Honorary Degree and Diploma and Fellowship Award : This item was presented to and endorsed by Deans Council. Another version of this policy with a more defined distinction between "honorary diploma/degree award" and "fellow" will be circulated to ACET for their approval. Second version approved via email. 3.14 Proposed 2016-2017 ACET/ACLT/BoG Retreat Dates : C. Brulé inquired about the dates for the Board of Governors September Retreat and the September 16 Perth Campus Golf Tournament. C. Hahn will be contacted to see if the two events can be aligned.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 13, 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)	T. McDougall, Exec. Asst. to the President C. Frederick, VP Human Resources 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 March 24 ACLT Survey Summary (T. McDougall) 4.2 Vacancy List (C. Frederick) 4.3 I/O Positions (C. Frederick) 4.4 Freedom of Information (FOI) Activity – 2015/15 – Q4 Report to ACET (deferred from March 02) (D. McNair) 4.5 Broader Public Sector (BPS) Business Documents Directive (D. McNair) 4.6 Green Energy Cap Initiative (D. McNair)	
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 checked="" type="checkbox"/> Approved as amended (see below) (item #4.2) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>Item #4.2: Apr 26/16</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	4.1 March 24 ACLT Survey Summary : received as submitted 4.2 Vacancy List : Comments and suggested edits were provided for consideration. C. Frederick will create some principles around the use of vacancies and review with D. McNair. This item will be revised and brought forward to the April 26 CBC/ACET Retreat for further discussion. 4.3 I/O Positions : received as submitted 4.4 Freedom of Information (FOI) Activity – 2015/15 – Q4 Report to ACET : received as submitted 4.5 Broader Public Sector (BPS) Business Documents Directive : received as submitted 4.6 Green Energy Cap Initiative : This item was removed for minor clarification.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 13, 2016	Agenda Item Number (For office use only)	5
Topic	Business Arising		
Requested By (ACET member)	Not Applicable	Time Allotted	5 min
ACET 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>	Not Applicable		
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	Not Applicable	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	Not Applicable.		
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>	This item was not discussed as there were no "Business Arising" items brought forward.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 13, 2016	Agenda Item Number (For office use only)	6
Topic	AC Leadership Team Retreat Draft Agenda		
Requested By (PC member)	C. Jensen, President	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. 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	06.0 Transmittal ACLT May Retreat draft agenda 06.1 Draft ACLT Retreat agenda May 26 and 27, 2016	
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team reviews the draft agenda for the AC Leadership Team Retreat and provide feedback on the agenda items and read-ahead materials.</p>		
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 checked="" type="checkbox"/> Referred to <u>ACLT</u> (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)	<p>The agenda will be amended as discussed and added to the April 21 ACLT meeting agenda for discussion. S. DiMarco will schedule a conference call with lean discussion presenters to review and discuss this portion of the session (T. Schonberg, R. Hamilton, C. Doyle, M. Fares). A call out to the Leadership Team will be arranged for anyone interested in assisting in the organization/preparation of this portion of the ACLT Retreat. Logistics and the use of a facilitator was also reviewed.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 13, 2016	Agenda Item Number (For office use only)	7
Topic	Physical Wayfinding Deployment Plan for the Woodroffe Campus		
Requested By (ACET member)	D. McNair, VP Finance & Admin.	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)	T. Schonewille, Director, Physical Resources E. Hollebhone, Director, Marketing P. Rouble, Associate Director – Facilities Planning and Sustainability J. Dalziel, Associate Director – Facilities Development		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	07.0 ACET Transmittal - PhysicalWayfindingDeployment-WoodroffeCampus-2016-04-13	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team approve the repurposing of \$200K of SIP funds at Q1 2016-17. (It is suggested that these funds could come from the deferred 2016-17 Storm Water Management Implementation Project.)		
ACET 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 checked="" type="checkbox"/> Deferred to <u> Date to be determined the Wayfinding Committee </u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team approved the repurposing of SIP funds within the College Space and Infrastructure Committee (CSIC) envelope from “Storm Water Management” to “Wayfinding” as discussed. As long as we can accommodate a more aggressive schedule, funds will be dispersed at \$400K for 2016/17, and then \$600K for 2017/18. Proposed signage will be brought back to ACET for review and approval (date to be determined).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 13, 2016	Agenda Item Number (For office use only)	8
Topic	DRAFT 2017-18 Business Plan and Budget Timelines		
Requested By (ACET member)	D. McNair, VP Finance & Administration	Time Allotted	30 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)	C. Dempsey, Director, Finance and Administrative Services M. Hoddenbagh, Chair, College Budget Committee		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input checked="" type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	08.0 ACET Transmittal - DRAFT 2017-18 Business Plan and Budget Timelines 08.1 DRAFT 2017-18 Business Plan and Budget Timelines	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team review and provide feedback on the DRAFT 2017-18 Business and Budget Timelines Schedule in order to develop the 2017-18 Annual Business Plan and Budget.		
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 <u>ACET TBD</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team reviewed the timeline document and provided comments and suggestions for consideration. Going forward, amendments and revisions will continue to be made as this is a fluid document. C. Dempsey will review College Budget Committee (CBC) membership to ensure that Local 416 President (J. Hanson) has been included on the roster. This item will be recalled on an on-going basis as needed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 13, 2016	Agenda Item Number (For office use only)	9
Topic	Student Information System (SIS) Project Update		
Requested By (PC member)	L. Stanbra, VP Student Services	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)	K. Pearson, Registrar		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input checked="" type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	09.0 ACET April 13 2016 SIS RFI Project Status Update	
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receive an initial informational update regarding the Strategic Investment Priority project for the development of a Student Information System (SIS) Request for Information (RFI).</p>		
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> Date to be determined </u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	<p>The Executive Team were provided with a brief status update on the Student Information System Project and the development of the Request for Information (RFI). Questions and clarification followed. D. McNair requested a Finance and Administration representative be included on the steering committee. It was noted that the Learning Management System (LMS) will be formalized in a similar fashion to that of Project Fusion and that these projects will be implemented in parallel. This item will be brought back to the Executive team for regular updates (timing to be determined).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 13, 2016	Agenda Item Number (For office use only)	10
Topic	Calendar Roundtable		
Requested By (ACET member)	C. Jensen, President	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)	Algonquin College Executive Team		
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 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 (completed during ACET meeting)	Due to time constraints, this item was not discussed.		