

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15, 2017	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 (ACET) review and revise the agenda as discussed.</p>		
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 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>Additions to the agenda were as follows:</p> <p><u>Academica</u>: The Executive Team discussed recent articles posted in Academica's "Top Ten in Higher Ed".</p> <p><u>IELC/IEE project (Lower level) Update</u>: The Executive Team discussed financing, resources, the creation of a business case and messaging.</p> <p><u>Coat of Arms</u>: The Executive Team was provided with a preview of the Coat of Arms in its current state. This item will return to ACET on March 16 with a formal request for approval, proposed guidelines for usage as well as a suggested communications plan. Additionally, this item will be added to the April Board of Governors Meeting agenda.</p> <p><u>Board of Governors Meeting debrief</u>: The Executive Team reviewed the Board of Governors meeting. Consistency in Board reports and the importance of presentation rehearsals were also discussed. Information regarding risk for Project Fusion software was requested.</p> <p><u>Town Hall Debrief</u>: The Executive Team reviewed the Town Hall event and discussed future consideration.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15, 2017	Agenda Item Number (For office use only)	2
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)	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	2.1 Policy AA44 – International Travel and Safety – Students 2.2 Policy AD17 – International Travel and Safety – Employees 2.3 Policy SA14 - Unreturned College Property and Unpaid Debt 2.4 Draft Feb 02, 2017 ACET Minutes (T. McDougall)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) approve the Consent Agenda items.		
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)	All Consent Agenda items were approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15, 2017	Agenda Item Number (For office use only)	3
Topic	Information Only Agenda Items		
Requested By (ACET member)	Not applicable	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)	Not applicable		
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 IELC/IE Update (D. McNair, S. Anderson) 3.2 I/O Position Report 3.3 Vacancy & Complement Reports 3.4 BOG Election 2017 3.5 Week of Giving AGM Update 3.6 Development of AC's Innovation and Entrepreneurship Plan	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive the information items as submitted.		
ACET Decision	<input checked="" 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 checked="" type="checkbox"/> Deferred <u>ACET Date TBD</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. Wotherspoon</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	All information items were received as submitted. Item #3.6 initiated further discussion, specifically regarding expectations and the steering committee (i.e. a request to have some brand recognition at the table, and possibly subdividing the committee into smaller groups). This item will be recalled to ACET at a later date (to be determined).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15, 2017	Agenda Item Number (For office use only)	4.1
Topic	CICan Conference, Ottawa 2017		
Requested By (ACET member)	S. Anderson, ED of Communications, Marketing and External Relations	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	J.G. Fréchette, Associate Director of Government and Stakeholder Relations		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	04.1 ACET Transmittal and Exec Summary CICan Conference 2017	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) be informed of the status of the 2017 Colleges and Institutes Canada (CICan) Conference and that ACET provide guidance on requests from CICan regarding:</p> <ul style="list-style-type: none"> ▪ Volunteers ▪ Session Facilitators ▪ Networking Session Host Institution Contacts ▪ Entertainment ▪ Budget for transportation and hospitality for the Campus Tour 		
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 Date TBD</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>S. Anderson/J.G. Frechette</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p style="color: blue;">Due to scheduling restrictions, this item was not discussed and will be recalled to ACET for review (date to be determined).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15, 2017	Agenda Item Number (For office use only)	5
Topic	Enrolment Update – Winter 2017, Spring 2017, Fall 2017		
Requested By (ACET member)	C. Brulé, SVP, Academic L. Stanbra, VP Student Services	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)	M. Leduc, Executive Director, Academic Operations and Planning K. Pearson, Registrar		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint (to be presented live) <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	05.0 ACET 15 February 2017 Enrolment Update 05.1 ACET 15 February 2017 Enrolment Report	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team accept this Enrolment Report as information.		
ACET Decision	<input checked="" 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)	<p>The Executive Team was provided with an Enrolment Update Report outlining the status of enrolment for Winter 2017, Spring 2017, and Fall 2017. Information will be forthcoming on how much of Algonquin’s summer activity is due to repeat courses. A review of Fall enrolment (2016 vs 2017) and George Brown’s success will take place. The Communications office will review the College’s Letter of Offer to prospective students and offer suggested revisions. Discussion followed regarding processes and the recruitment cycle. A report will be forthcoming on the reason behind increased enrolment this spring term (2017) versus last spring term (2016).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15, 2017	Agenda Item Number (For office use only)	6
Topic	Student Information System – Initial Investment Framework		
Requested By (ACET member)	D. McNair, VP, Finance & Admin. L. Stanbra, VP Student Services D. Wotherspoon, VP, Innovation and Strategy	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)	P. Gardner, Senior Finance Manager – Special Projects K. Pearson, Registrar		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint (to be presented live) <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Draft Investment Framework	06.0 ACET 15 February 2017 SIS Investment Framework - Stage Gate 1 06.2 Investment Case - SIS Project.v7 06.3 ACET SIS Investment Framework 2017 02 15 v3	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) accept this initial Investment Framework for the Student Information System and approve the continuation of the Investment Framework with the development of the Business Case.</p>		
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 Date TBD</u> (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)	<p>Approval to move forward with a full business case for a new Student Information System (SIS) is pending comments and feedback from the Vice President Finance and Administration. Discussion included resourcing, an overarching strategic perspective, and risk management.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15, 2017	Agenda Item Number (For office use only)	7
Topic	Review of Proposed A3 Training Plan		
Requested By (ACET member)	D. Wotherspoon, VP Innovation and Strategy	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. Doyle Manager Business Process Review		
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 ACET Transmittal 170215 A3 Thinking v2	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) approve the A3 presentation and training plan to be presented to ACLT.		
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)	The Executive Team provided feedback on the draft training plan that supports the College's completion of A3's for each of the priorities outlined in the 2017-18 Business Plan. Additionally, the Executive Team approved the interactive A3 training session expected to be delivered to the Algonquin College Leadership Team (ACLT) at its February 23, 2017 meeting. Discussion included messaging, and a review of the individuals who require training (names to be provided to E. Tyrie by the end of the month).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15, 2017	Agenda Item Number (For office use only)	11
Topic	Administrative Governance		
Requested By (ACET member)	C. Jensen, President	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 (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	11.0 Governance Transmittal 11.1 Algonquin ACET Retreat Nov 17-18'16 Discussion Summary	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) review and discuss the Administrative Governance summary document provided by StrategyCorp to determine next steps.</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>C. Jensen</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team was advised that the President will review the governance document drafted by I. Smith, and identify any necessary committees, however, it was suggested that perhaps there be a change in committee structure if we are moving to A3 thinking. A revised list will be circulated to ACET.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15, 2017	Agenda Item Number (For office use only)	12
Topic	Algonquin Projects review/discussion		
Requested By (ACET member)	C. Jensen, President	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 (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	12.0 Project Review Discussion Transmittal	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) review and discuss the College's priority level projects, and the associated funding.		
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 the absence of ACET members, this item was not discussed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15, 2017	Agenda Item Number (For office use only)	13
Topic	Sponsorship / Partnership Update		
Requested By (ACET member)	C. Jensen, President	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 (name and title)	T. McDougall, EA to the 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	13.0 Transmittal Partnerships and Sponsorships	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) review and discuss upcoming and ongoing sponsorship requests and partnership opportunities.</p>		
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 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 discussed the future of the Sponsorship/Partnership group and its governance/framework. An A3 review was suggested and will be brought forward to the Sponsorship group for input; K. Keyhan will lead the A3 project.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15, 2017	Agenda Item Number (For office use only)	14
Topic	CiCan Leadership Development Training		
Requested By (ACET member)	C. Frederick, VP, Human Resources	Time Allotted	20 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. Frederick, Vice President, Human Resources		
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	14.0 2017 CiCan Leadership Development for discussion at ACET on February 2 2017_v2	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) come back on February 15, with their recommendations on who they propose should/could attend the upcoming 2017 CiCan Leadership Development Institute sessions in June/July.</p>		
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 checked="" type="checkbox"/> Report Back By <u>D. McNair</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team proposed potential candidates to attend the 2017 CiCan leadership institute programs for (i) Deans, Directors and Campus Principals (formerly VP NELI) and (ii) Managers (Formerly LDI – Leadership Development Institute for potential Deans and Directors). Suggested names were provided; D. McNair will be consulted for his input. The Executive Team will follow-up with their respective candidates as appropriate.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15 , 2017	Agenda Item Number (For office use only)	15
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)	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	15.0 Calendar Roundtable Transmittal	
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)	The Executive Team shared calendar updates as appropriate.		