

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 16, 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)	THAT the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
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)	Additions to the agenda included: 1.1 <u>Administrative Staffing Association (ASA) Request re: VP Silo-Busting</u> : This item was approved as submitted. T. McDougall will follow up with the ASA Chair to confirm participation of the Executive Team. 1.2 <u>Shopify Announcement</u> : A press release is scheduled for January 19 regarding a partnership agreement. 1.3 <u>CICan/National Association for Community College Entrepreneurship (NACCE)</u> : The Executive Team discussed the 2017 CICan Conference and Dr. Rebecca Corbin (CEO, NACCE) co-presenting a session with Algonquin College. This item will be recalled to the February 02 meeting; J.G. Frechette will provide updates at that time. 1.4 <u>Ontario Centres of Excellence (OCE) Funding</u> : The Executive Team was updated on three upcoming funding opportunities.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 16, 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 <i>(name and title)</i>	Various ACET members		
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	2.1 BOG Report: Management Summary Report to the BOG (will circulate by email Jan 17th) 2.2 BOG Report: Third Quarter Business Plan Update to the BOG – Review (S. DiMarco) 2.3 BOG Report: BoG Winter Key Messages – Review (S. Anderson) 2.4 Endorsement of 2017/2018 New Full Time Position Requests and Initiatives/Opportunities (I/O) Position Requests (D. McNair) recall from Jan 11 2.5 Defer to Feb. 2, 2017	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	THAT the Algonquin College Executive Team (ACET) approve Consent Agenda items.		
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 <i>(completed during ACET meeting)</i>	All consent agenda items were approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 16, 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 Update (Weekly Standing item) (D. McNair, S. Anderson) 3.2 Freedom of Information (FOI) 2016/17 Q3 Update to ACET (D. McNair) 3.3 Enrolment Update (K. Pearson, M. Leduc)	
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 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 _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	All Information items were received as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 16, 2017	Agenda Item Number (For office use only)	4
Topic	Business Arising		
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 type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	K. Pearson, Registrar		
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	04.1 update on Music Industry Arts	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	<p>THAT the Algonquin College Executive Team (ACET) be updated on items recalled to the agenda.</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 type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during ACET meeting)</i>	<p>4.1 <u>Compulsory Program Ancillary Fee (Music Industry Arts)</u>: This item was recalled from the December 14 ACET meeting. The revised fees were approved as discussed.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 16, 2017	Agenda Item Number (For office use only)	5
Topic	Third Quarter 2016-2017 Financial Projection		
Requested By (ACET member)	D. McNair, VP, Finance and Administration	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)	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	05.0 ACET Transmittal - Third Quarter 2016-2017 Financial Projection 05.1 BOG Transmittal - Third Quarter 2016-2017 Financial Projection 05.2 BOG Presentation Third Quarter 2016-17 Financial Update 05.3 APPENDIX A - Third Quarter 2016-2017 Financial Projection 05.4 APPENDIX B - Third Quarter 2016-2017 Compliance Schedule 05.5 APPENDIX C - Third Quarter 2016-2017 Contingency Funds Report	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) recommends the Third Quarter 2016-2017 Financial Report to the Board of Governors for approval.		
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)	D. McNair provided an overview of the “Third Quarter 2016-2017 Financial Projection” material that will be presented at the February 13 Board of Governors meeting. Suggestions and feedback were provided for consideration. Revisions will be incorporated as appropriate.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 16, 2017	Agenda Item Number (For office use only)	6
Topic	HLE Board Dry-Run Presentation for February 13 th Board Meeting		
Requested By (ACET member)	C. Brulé, Senior VP Academic D. McNair, VP, Finance and 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)	B. Foulds, Dean, Faculty of Health, Public Safety and Community Studies P. Gardner, Business Administrator, Ancillary 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	06.0 ACET Transmittal - HLE BoG Dry Run 17-01-16 06.1 HLE Executive Summary 06.2 AC CEHE - Business Case.v3a 06.3 HLE for BoG -January 16.v3a	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) support the Board of Governors’ Healthy Living Education (HLE) presentation and recommendation to approve HLE investment framework in principle.</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 was provided with an overview of the “Healthy Living Education” material that will be presented at the February 13 Board of Governors meeting. Suggestions and feedback were provided for consideration. Revisions will be incorporated as appropriate. Note, a Board of Governors Transmittal is still to be developed and approved for this item.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 16, 2017	Agenda Item Number (For office use only)	7
Topic	2017-2018 Business Plan & Annual Budget (Annual Budget Section)		
Requested By (ACET member)	D. McNair, VP, Finance & Admin.	Time Allotted	45 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, VP, Finance and Administration G. Perry, Acting Director, Finance and Administrative Services		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input checked="" type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	07.0 2017-2108 Business Plan and Budget_ACET Transmittal 07.1 Presentation 170116 to BOG re Business Plan 07.2 Appendix A 2017-2018 Annual Budget 07.3 Appendix B 2017-2018 Treasurer's Report 07.4 Appendix C Board of Governors Transmittal 07.5 Appendix D Proposed Annual Budget 2017-2017 Presentation Jan 13 2017 3 45 pm	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) recommends that the Board of Governors approves the 2017-18 Annual Budget portion of the Business Plan.		
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)	The Executive Team was provided with an overview of the “2017-2018 Business Plan and Budget” material that will be presented at the February 13 Board of Governors meeting. Suggestions and feedback were provided for consideration. Revisions will be incorporated as appropriate.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 16, 2017	Agenda Item Number (For office use only)	8
Topic	Board Presentation: 2017-18 Tuition and Fees Schedule		
Requested By (ACET member)	L. Stanbra, VP Student Services	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)	K. Pearson, Registrar		
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	08.0 1 - ACET Transmittal 16 Jan 2017 for BoG Dry Run 2017-18 Schedule of Fees Presentation 08.1 2 - Draft Transmittal to BoG 2017-18 Schedule of Fees 08.2 3 - Appendix A - Executive Summary of Information for the Proposed 2017-18 Schedule of Fees 08.3 4 - 2017-18 Schedules of Fees and Appendices	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) accepts this report as information.		
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)	The Executive Team was provided with an overview of the “2017-2018 Fees Schedule” material that will be presented at the February 13 Board of Governors meeting. Suggestions and feedback were provided for consideration. Revisions will be incorporated as appropriate. A short slidedeck will be created to highlight key elements of the presentation.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 16, 2017	Agenda Item Number (For office use only)	9
Topic	Major Capital Projects		
Requested By (ACET member)	D. McNair, VP, Finance & Admin.	Time Allotted	10 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, 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	09.0 ACET Transmittal Major Capital Projects 09.1 Transmittal BOG - Major Capital Projects 09.2 APPENDIX A - Major Capital Projects	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) accepts the Major Capital Projects Report for information.</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>S. Anderson</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team was provided with an overview of the Major Capital Projects material that will be presented at the February 13 Board of Governors meeting. Suggestions and feedback were provided for consideration. D. McNair will create a short slide deck highlighting of items that are of particular interest. A recommended new title for the Innovation, Entrepreneurship and Learning Centre, and Institute for Indigenous Entrepreneurship (IELC/IEE) project will be brought forward to the Board for consideration. Community consultation will follow.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 16, 2017	Agenda Item Number (For office use only)	10
Topic	Executive Compensation Program		
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, 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		
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) review and approved the presentation scheduled for the February 13 Board of Governors meeting.		
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)	This item was removed as gathering information and feedback is still on-going. This item will be discussed at the January 18 Committee of Presidents (COP) meeting; updates to follow.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 16, 2017	Agenda Item Number (For office use only)	11
Topic	Bachelor of Hospitality and Tourism Management (Honours) Consent Renewal – Quality Assessment Panel Site Visit – January 31, 2017		
Requested By (ACET member)	C. Brulé, Senior VP Academic	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 (name and title)	M. Cusson, Dean, Academic Development J. DeVries, Chair, Academic Development		
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 BHTM Site Visit - ACET Transmittal, Jan 16, 2017 11.1 Appendix A - BHTM PEQAB Site Visit AGENDA _v.January 11_2017 - cb edits 11.2 Appendix B - PEQAB_theory and applied components of degree programs_2016 - cb edits	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive and review information regarding the planned January 31, 2017 site visit that forms part of the Consent Renewal activities of the Bachelor of Hospitality and Tourism Management (Honours).		
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)	The Executive Team was updated on the forthcoming Bachelor of Hospitality and Tourism Management (Honours) Consent Renewal – Quality Assessment Panel Site Visit. Process and timelines were discussed. The agenda will be revised and redistributed. The team was reminded that final recommendations will be forwarded from the Quality Assessment Panel to the Minister for approval. A formal response will come directly from the Minister. This information was received as submitted and discussed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 16, 2017	Agenda Item Number (For office use only)	12
Topic	2017-2018 Business Plan Review (v14)		
Requested By (ACET member)	D. Wotherspoon, VP International and Strategic Priorities	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)	D. Wotherspoon, VP International and Strategic Priorities		
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	07.6 2017-18 Draft AC Business Plan v14	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) review and modify the most recent updated version of the 2017-2018 Algonquin College Business Plan.</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. Wotherspoon </u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team reviewed the 2017-2018 Business Plan and provided feedback and comments for consideration. D. Wotherspoon will circulate version 15 of the 2017-2018 Business Plan to ACET for final review and comment; S. DiMarco will format the final version of the Business Plan for submission to the Board.</p>		