

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 29, 2016	<b>Agenda Item Number (For office use only)</b>	1
<b>Topic</b>	Approval of Agenda		
<b>Requested By (ACET member)</b>	Various ACET members	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Various ACET members		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team review and revise the agenda as discussed.		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	The agenda was revised as discussed. <ul style="list-style-type: none"> <li>• <u>One Young World</u> - S. Anderson provided a verbal update on the One Young World Summit, hosted in Ottawa, September 28 – October 1. The event will bring leaders to Algonquin College to tour the Energy Centre.</li> <li>• <u>Executive Director and Special Advisor to the President on Aboriginal Initiatives</u> - L. Stanbra spoke to the new Executive Director and Special Advisor to the President on Aboriginal Initiatives. Ron McLester from Mohawk College will be joining the Algonquin College Executive Team effective Aug 8, 2016.</li> </ul>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 29, 2016	<b>Agenda Item Number (For office use only)</b>	2
<b>Topic</b>	Upcoming ACET Agenda Items		
<b>Requested By (ACET member)</b>	Various ACET members	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Various ACET members		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team review and revise the ACET Agenda Planner.</p>		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>ACET members reviewed and revised the upcoming agenda planner as discussed.</p>		

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<b>Date of Meeting</b>	June 29, 2016	<b>Agenda Item Number (For office use only)</b>	3
<b>Topic</b>	Consent Agenda Items		
<b>Requested By (ACET member)</b>	Various ACET members	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>			
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	3.1 <a href="#">June 08 ACET Minutes</a> (T. McDougall) 3.2 <a href="#">Draft AODA Multiyear Plan 2016–2021 (Final)</a> ( <i>deferred to Aug. 17</i> ) 3.3 <a href="#">Postsecondary Institutions Strategic Investment Fund Proposal</a> (D. McNair) 3.4 <a href="#">2017/2018 Academic Calendar</a> (L. Stanbra) 3.5 <a href="#">Policy SA09 Project Hero Award</a> (L. Stanbra) 3.6 <a href="#">Policy AA11 Registration</a> (L. Stanbra) 3.7 <a href="#">Policy AA12 Changes to Original Registration (add/drop)</a> (L. Stanbra) 3.8 <a href="#">Policy AA15 College Credentials</a> (L. Stanbra) 3.9 <a href="#">Policy AA07 Admission of International Students</a> (C. Brulé) 3.10 <a href="#">Policy RE06 Use of Biohazards</a> (C. Brulé) 3.11 <a href="#">Policy SA04 Death of a Student</a> (L. Stanbra)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team approve the Consent Agenda item(s).		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <a href="#">3.2 ACET</a> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	3.1 <a href="#">June 08 ACET Minutes</a> (T. McDougall) – Approved as submitted. 3.2 <a href="#">Draft AODA Multiyear Plan 2016–2021 (Final)</a> - Deferred to August 24, 2016 3.3 <a href="#">Postsecondary Institutions Strategic Investment Fund Proposal</a> (D. McNair) – Deferred to August 17, 2016 3.4 <a href="#">2017/2018 Academic Calendar</a> (L. Stanbra) – Approved with a minor editorial correction to the transmittal. 3.5 <a href="#">Policy SA09 Project Hero Award</a> (L. Stanbra) – Approved as submitted. 3.6 <a href="#">Policy AA11 Registration</a> (L. Stanbra) – Approved as submitted. 3.7 <a href="#">Policy AA12 Changes to Original Registration (add/drop)</a> (L. Stanbra) – Approved with edits to include definition of Academic Advisor. C. Brulé to provide wording to K. Pearson for inclusion in policy. 3.8 <a href="#">Policy AA15 College Credentials</a> (L. Stanbra) – Approved with minor edits to p. 3 item 7.7 defining approval process. 3.9 <a href="#">Policy AA07 Admission of International Students</a> (C. Brulé) – Approved as submitted. 3.10 <a href="#">Policy RE06 Use of Biohazards</a> (C. Brulé) – Approved as submitted. 3.11 <a href="#">Policy SA04 Death of a Student</a> (L. Stanbra) – Approved as submitted.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 29, 2016	<b>Agenda Item Number (For office use only)</b>	4
<b>Topic</b>	Information Only Agenda Items		
<b>Requested By (ACET member)</b>	Not applicable	<b>Time Allotted</b>	15 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Not applicable		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	4.1 <a href="#">Part-Time Pay Rate Progress Report (C. Frederick)</a>	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team receive the information as submitted.		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	C. Frederick spoke to the Part-Time Pay Rate Progress Report, outlining the progress made to date, recommended changes and upcoming deliverables. The College will be moving to utilizing Activity Pay beginning January 2017 to compensate part-time teaching faculty. Progression methodology for all part-time employees is equitable and fair, based on service. Testing/Costing to be completed by Monday August 15th, 2016.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 29, 2016	Agenda Item Number (For office use only)	5
<b>Topic</b>	Business Arising		
<b>Requested By (ACET member)</b>	Not Applicable	<b>Time Allotted</b>	5 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting</b> <i>(name and title)</i>	Not Applicable		
<b>Attachments</b> <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	
<b>Recommendation</b> <i>(please provide ACET your recommendation requiring approval)</i>	Not Applicable.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation</b> <i>(completed during ACET meeting)</i>	This item was not discussed as there were no "Business Arising" items brought forward.		

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<b>Date of Meeting</b>	June 29, 2016	<b>Agenda Item Number (For office use only)</b>	6
<b>Topic</b>	Employee Relations Plan Q1 Update and trends in LR		
<b>Requested By (ACET member)</b>	C. Frederick, VP, Human Resources	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	D. McCutcheon, Director Labour Relations K. Root, Labour Relations Specialist		
<b>Attachments (as read-ahead material)</b>	<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 and Exec Summary Employee Relations Plan and Grievance Activity Report presented June 29 2016 06.1 Grievance Activity Report 16-17 Q1 (4) 06.2 Grievance Activity Report 16-17 Q1 (4)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the ACET receive the update on the Employee Relations Plan progress as information. (Item 1)</p> <p><b>THAT</b> the ACET will review the information provided within the grievance activity report and provide feedback on report. (Item 2)</p>		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACLT (date TBD)</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	D. McCutcheon and K. Root provided the Algonquin College Executive Team with an overview of the Employee Relation Update Report, Q1 Update, and Grievance Report. Discussion highlights included establishing a “Train the Trainer” approach for an in house LR training program, strive to lower average number of grievances per year to less than 0.15, and review comparator metrics from other provincial colleges. Amendments will be incorporated as discussed and revisited with ACET. A presentation to ACLT will follow thereafter.		

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<b>Date of Meeting</b>	June 29, 2016	<b>Agenda Item Number (For office use only)</b>	7
<b>Topic</b>	Marketing Communications Plan		
<b>Requested By (ACET member)</b>	S. Anderson, ED, Communications	<b>Time Allotted</b>	60 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	R. Dunley, Communications Officer A. Beshara, Social Media Community Officer E. Hollebone, Director, Marketing		
<b>Attachments (as read-ahead material)</b>	<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 - June 29- Marketing Communications Plan 07.1 Marketing Communications Presentation (v2) 07.2 Marketing Plan 2016-17 – Final	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team receives the information as presented.		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	E. Hollebone, R. Dunley and A. Beshara spoke to the 2016/2017 Marketing Plan, highlighting Communications and Integrated Communications. Discussion included establishing a strategic communications plan around each program leveraging the Faculty Marketing Officers, exploring marketing strategies in other geographic areas (Kingston, Toronto, East Coast), and highlighting Graduate Certificate programs.		

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<b>Date of Meeting</b>	June 29 , 2016	<b>Agenda Item Number (For office use only)</b>	8
<b>Topic</b>	Education Program Effectiveness Project – Phase 1 Report		
<b>Requested By (PC member)</b>	D. McNair, VP Finance & Admin.	<b>Time Allotted</b>	60 min
<b>PC Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	S. Finnigan, Project Manager M. Hoddenbagh, Executive Director, PAR R. Clayton, KPMG A. Newman, KPMG		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	08.0 ACET Transmittal - EPE Applied Research Project June 29 2016 08.1 DRAFT Algonquin College - Phase I Report June 29 2016	
<b>Recommendation (please provide PC your recommendation requiring approval)</b>	<p><b>THAT</b> ACET receive the Phase 1 report and identify those opportunities and recommendations to be pursued and executed to improve the effectiveness of College programs and services.</p> <p><b>THAT</b> ACET approve the initiation of Phase 2 with the following scope of review:</p> <ul style="list-style-type: none"> <li>- Review of Academic Learning Enterprises</li> <li>- Review of Academic Operations</li> <li>- Review of Faculty Utilization (including PT)</li> <li>- Program Life Cycle Review</li> <li>- Define services that are Core to the College (including developing criteria)</li> <li>- Review of Part Time Faculty and Staff (non-pay related)</li> </ul>		
<b>PC Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during PC meeting)</b>	KPMG representatives R. Clayton and A. Newman and Algonquin Project Manager S. Finnigan presented the Algonquin College Executive Team with the Education Program Effectiveness Project – Phase 1 Report. ACET feedback included modifying the executive summary to highlight the student journey concept as outlined during the presentation, prioritizing the process to execute the data management and the Algonquin First Strategy recommendations, as		



well as streamlining and aligning WIL/Employment Support Centre/Co-op recommendations. It was noted it would be beneficial to tie in the recommendations to existing College initiatives where appropriate (eg. Marketing, Lean). ACET agrees that the “Algonquin first strategy” points presented as Quick Wins should be addressed this year – with some re-wording of this initiative as requested by ACET members. The Project Team is also requested to return to ACET with the revised final report in August or September and provide thoughts on how to execute these priority recommendations. The Algonquin College Executive Team discussed undertaking a case study for international objectives, spearheading an Applied Research project utilizing Algonquin College students, and ensure alignment with the strategic direction. The Phase 2 recommendations were endorsed with adjustments noted by ACET members.

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<b>Date of Meeting</b>	June 29, 2016	<b>Agenda Item Number (For office use only)</b>	9
<b>Topic</b>	Fall 2016 Enrolment Update		
<b>Requested By (ACET member)</b>	C. Brulé, Senior VP, Academic L. Stanbra, VP Student Services	<b>Time Allotted</b>	25 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	M. Leduc, Executive Director, Academic Operations and Planning K. Pearson, Registrar		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	09.0 ACET 29 June 2016 Enrolment Update 09.1 ACET 29 June 2016 Appendix B OCAS Application Analysis for Ottawa as of June 8, 2016 09.2 ACET 29 June 2016 Appendix A OCAS Application Analysis for Ottawa as of June 8 2016 09.3 ACET June 2016 Enrolment Update attachment	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team accepts this report as information.		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	K. Pearson and M. Leduc provided the Algonquin College Executive Team with Admissions & Recruitment, and Enrolment information for Fall 2016. Discussion highlights included international targets, strategies to accommodate high demand programs referencing additional lab space and equipment investment and the possibility of 3 semester delivery.		



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<b>Date of Meeting</b>	June 29, 2016	<b>Agenda Item Number (For office use only)</b>	10
<b>Topic</b>	First Quarter 2016/17 Strategic Investment Priority Review		
<b>Requested By (ACET member)</b>	D. McNair, VP Finance and Admin.	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	C. Dempsey, Director, Finance and Administrative Services C. Janzen, Chair Elect, College Budget Committee		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	10.0 First Quarter 2016-17 SIP Review_v2 10.1 Appendix A Summary of Strategic Investment Priorities Capacity 10.2 Appendix B Summary of Strategic Investment Priorities Increases Decrease 10.3 Appendix C Responsibility Centre Management Surplus Carry Forward 10.4 Appendix D Strategic Investment Carry Forward from 2015_16 10.5 Appendix E Internally Restricted Net Assets Schedule	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team accept and approve: <ul style="list-style-type: none"> <li>2015/16 SIP Carryforward Requests to 2016/17,</li> <li>Strategic Investment Priorities Increases, Decreases and New Projects,</li> <li>Responsibility Centre Management Surplus Carry Forward Amounts,</li> <li>Internally Restricted Net Assets Schedule.</li> </ul>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	The Algonquin College Executive Team was provided with a status update on the SIP funding projects. High level review of the SIS ERP Preparation Funding, Summary of SIP Increases/Decreases, RCM Surplus Carry forward, Strategic Investment Carry Forward from 2015-16 and review and approval of the Internally Restricted Net Assets Schedule. Projects that are not currently underway will be reviewed to determine if they can be put on hold. An overall 15% decrease is required to the 2016-17 SIP funding envelope to support the Post-Secondary Institution Strategic Innovation Fund project (pending the \$22M+ funding confirmation of funding from the government). D. McNair will coordinate these efforts with CBC.		

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<b>Date of Meeting</b>	June 29, 2016	<b>Agenda Item Number (For office use only)</b>	11
<b>Topic</b>	Approach to Develop the People Plan (2017-22)		
<b>Requested By (ACET member)</b>	Cathy Frederick, Vice-President Human Resources	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>			
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	11.0 ACET Transmittal and Exec Summary People Plan v2 presented June 29, 2016	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team endorse the proposed approach to developing the college-wide People Plan (2017-2022).		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	C. Frederick provided the Algonquin College Executive Team with the proposed approach to developing a college-wide People Plan (2017-2022). The four stage process includes an environmental scan and risk / gap assessment, validating themes and emerging priorities, development of a preliminary draft and presentation to ACET in December 2016, followed by a presentation to the Board of Governors in April 2017. Highlights of discussion included inclusion of the Performance Development Program, HLE Wellness, Employee Engagement, Branding, part-time/contract employees, and inclusion of International campuses.		



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<b>Date of Meeting</b>	June 29, 2016	<b>Agenda Item Number (For office use only)</b>	12
<b>Topic</b>	Five Year Capital Investment Plan		
<b>Requested By (ACET member)</b>	Duane McNair, Vice President Finance and Administration	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Duane McNair, Vice President Finance and Administration		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	12.0 ACET Transmittal - Five Year Capital Investment Plan_v2 29june2016 12.1 Appendix A Summary of Five Year Capital Investments Requirements 12.2 Appendix B Preliminary Forecast Five Year Capital Investment Potential Source of Funds	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team accept the following reports:</p> <ul style="list-style-type: none"> <li>• Summary of Five Year Capital Investment Requirements</li> <li>• Preliminary Forecast: Five Year Capital Investment Potential Source of Funds</li> </ul>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>D. McNair provided the Algonquin College Executive Team with the capital investment plan that identified required development and maintenance projects over the next five years, and the potential sources of funding for those investments, establishing priority for the following projects:</p> <ol style="list-style-type: none"> <li>1. Innovation, Entrepreneurship Learning Centre and the Institute for Indigenous Entrepreneurship (IELC/IIE)</li> <li>2. Student Information System (SIS)</li> <li>3. Healthy Living Education</li> </ol>		

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<b>Date of Meeting</b>	June 29, 2016	<b>Agenda Item Number (For office use only)</b>	13
<b>Topic</b>	2017/18 Budget / Responsibility Centre Management Process Overview		
<b>Requested By (ACET member)</b>	D. McNair, VP Finance & Admin.	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	D. McNair, VP Finance and Administration		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	13.0 RCM Process Overview	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team accept the budget framework as presented.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>C. Dempsey and E. Woods provided the Algonquin College Executive Team with an overview of the 2017/18 budget process. ACET accepted the budget framework as presented. Discussion highlights included staying within the academic operating expenditures 70/30, SIP Budget Process, strategic procurement and the recommendation of a hosting a forum with the Algonquin College Leadership Team posing the question “How has RCM changed your outlook to be entrepreneurial?”.</p>		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting:</b>	June 29, 2016	Agenda Item Number (For office use only)	14
<b>Topic</b>	Strategic Plan Lag Measures		
<b>Requested By (PC member)</b>	D. Wotherspoon, VP International and Strategic Planning	<b>Time Allotted</b>	30 min
<b>PC Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b> <i>(name and title)</i>	D. Wotherspoon Vice-President, International and Strategic Planning		
<b>Attachments</b> <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	14.0 ACET Transmittal 160629 Strategic Plan Scorecard 14.1 Draft Strategic Plan Scorecard 2017-2022 with metrics for ACET	
<b>Recommendation</b> <i>(please provide ACET your recommendation requiring approval)</i>	<b>THAT</b> ACET accept for information a draft 2017-2022 Strategic Plan Scorecard for further discussion.		
<b>PC Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b> <i>(completed during PC meeting)</i>	The Algonquin College Executive Team provided constructive feedback on revisions to the Scorecard Metrics Review. Highlights included in-depth review of the Great Jobs, Great Lives (Gallup-Purdue Index Report), how to measure personalization, and the need to build in lag measures for lifelong success. ACET will provide further feedback to D. Wotherspoon electronically.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 29, 2016	<b>Agenda Item Number (For office use only)</b>	15
<b>Topic</b>	Review Final Draft 17/18 Business Plan		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP International and Strategic Priorities	<b>Time Allotted</b>	15 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	D. Wotherspoon, VP International and Strategic Priorities		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Verbal discussion only?	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>			
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET Aug 17</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	This item was deferred to August 17, 2016.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 29, 2016	<b>Agenda Item Number (For office use only)</b>	16
<b>Topic</b>	SIF Update		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	5 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	C. Jensen, President		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Verbal discussion only	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team be updated on the status of the Post-Secondary Institution Strategic Innovation Fund project.</p>		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>The Algonquin College Executive Team was provided with a status update on the SIF funding project. Discussion focused primarily on proposing frequency and framework for decision-making.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 29, 2016	<b>Agenda Item Number (For office use only)</b>	17
<b>Topic</b>	2015/16 Strategic Investment Priority Projects Underspend Review		
<b>Requested By (ACET member)</b>	D. McNair, VP Finance and Admin.	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	D. McNair, Vice President Finance and Administration		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	17.0 2015_16 SIP Year End Figures	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team be provided with an opportunity to address any significant underspends within the 2015/2016 Strategic Investment Priority projects.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET Aug 17</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	This item was deferred to August 17, 2016.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 29, 2016	<b>Agenda Item Number (For office use only)</b>	18
<b>Topic</b>	Value Capture Conference		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	C. Jensen, President		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	18.0 Value Capture 18.1 RE Value Capture Conference	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team discuss the upcoming opportunity with Value Capture and determine if they would like to attend the October Conference.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>The Algonquin College Executive Team discussed possible participation in the Value Capture Conference, scheduled October 19-20, 2016 in Pittsburgh. ACET came to a consensus to not move forward due to the high registration fee of the conference and associated travel costs.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 29, 2016	<b>Agenda Item Number (For office use only)</b>	19
<b>Topic</b>	HLE		
<b>Requested By (ACET member)</b>	Not Applicable	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Not Applicable		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Not Applicable	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team discuss HLE structure/moving forward over the summer months.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>The Algonquin College Executive Team discussed the HLE structure and established an action plan for moving forward in the summer month. C. Brulé provided an update on recent positive discussions with OPSEU. ACET provided a recommendation to ensure student involvement in the plans, and continue collaboration in July and August.</p>		