

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

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| Date of Meeting | November 01, 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) | 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: <u>Office Space:</u> The Executive Team approved the repurposing of room C534 (President's Meeting Room – PMR). This area will be decommissioned as a boardroom and recommissioned as office space. A notice will be posted on myAC. | | |

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| Date of Meeting | November 01, 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) | <p>THAT the Algonquin College Executive Team (ACET) review and revise the ACET Agenda Planner.</p> | | |
| ACET Decision | <input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | <p>ACET members reviewed and revised the upcoming agenda planner as discussed.</p> | | |

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

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| Date of Meeting | November 01, 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) | S. Anderson, Exec. Dir. Comm., Marketing and External Relations S. DiMarco, Exec. Admin. to the Board of Governors D. McNair, VP Finance and Administration T. McDougall, EA to the President | | |
| 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 Revised Policy AD09 Corporate Image (S. Anderson) 3.2 Research Ethics Board Annual Update (C. Brulé) 3.3 BOG draft agenda December 12, 2016 (S. DiMarco) 3.4 ALCT draft agenda November 24, 2016 (S. DiMarco) 3.5 PM02 – Parking (D. McNair) 3.6 October 19 ACET Minutes (T. McDougall) | |
| Recommendation (please provide ACET your recommendation requiring approval) | THAT the Algonquin College Executive Team (ACET) 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 type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | 3.1 Revised Policy AD09 Corporate Image : This item was approved as submitted. 3.2 Research Ethics Board Annual Update : This item was deferred to November 09 and then subsequently removed from that ACET planner altogether. 3.3 BOG draft agenda December 12, 2016 : This item was removed from consent for discussion; suggested revisions will be forwarded to S. DiMarco for appropriate action. 3.4 ALCT draft agenda November 24, 2016 : This item was removed from consent for discussion; suggested revisions will be forwarded to S. DiMarco for appropriate action. 3.5 PM02 – Parking : This item was approved, pending edits. 3.6 October 19 ACET Minutes : This item was approved as submitted. | | |

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| Date of Meeting | November 01, 2016 | Agenda Item Number (For office use only) | 4 |
| 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 | 4.1 IELC Update (weekly standing item) (D. McNair/S. Anderson) 4.2 50th Anniversary Update (standing item) (S. Anderson) 4.3 Key Message Opportunity Calendar (S. Anderson) | |
| 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 checked="" type="checkbox"/> Report Back By <u>4.1: S. Anderson</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | 4.1 IELC Update (weekly standing item) : This item was removed for closer review. Discussion followed regarding a ribbon cutting event with Siemens (Centre for Energy Innovation); an update will be provided to ACET by S. Anderson. D. McNair will reinforce messages to the IELC team regarding COL and the space they require. A further discussion regarding IELC office space/new work environments and functional programming will be scheduled with ACET (November 25). 4.2 50th Anniversary Update (standing item) : This item was received as submitted. 4.3 Key Message Opportunity Calendar : This item was received as submitted. | | |

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| Date of Meeting | November 01, 2016 | Agenda Item Number (For office use only) | 5 |
| Topic | Business Arising: Gender Expression Changes | | |
| Requested By (ACET member) | L. Stanbra, VP Student Services | 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> | L. Stanbra, VP Student Services | | |
| 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 | 05.1 Business Arising - Gender Expression Changes | |
| Recommendation <i>(please provide ACET your recommendation requiring approval)</i> | <p>THAT the Algonquin College Executive Team (ACET) be updated on the issue of Gender Expression and notification of change to faculty.</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> | This update was received as submitted. | | |

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| Date of Meeting | November 01, 2016 | Agenda Item Number (For office use only) | 6 |
| Topic | College Budget Committee (CBC) Update | | |
| 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) | C. Janzen, Chair, College Budget Committee C. Dempsey, Director, Finance and Administrative Services B. Brownlee, Director, 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 -2017-18 Schedule of Rates for Internal Services 06.1.0 Appendix A 2017-18 Schedule of Rates for Internal Services Increases over 1.5 percent 06.1.1 Appendix B Draft Full Schedule of Rates for Internal Services 2017-18 06.2.0 ACET Transmittal 2016-17 2nd Quarter Strategic Investment Priorities_v2 06.2.1 Appendix A - Strategic Investment Priorities Summary of Capacity_Sept 30-16 with Q2 Endorsements V2 06.2.2 Appendix B -Summary of 2016-17 Q2 Strategic Investment Priorities Requests 06.3.0 ACET Transmittal 2017-18 New Position Requests 06.3.1 Appendix A - 2017-18 New Full Time Position Recommendations 06.3.2 Appendix B - 2017-18 Initiative and Opportunity Position Recommendations 06.3.3 Appendix C Full Database of 2017-18 Position Requests | |
| Recommendation (please provide ACET your recommendation requiring approval) | THAT the Algonquin College Executive Team (ACET) approve <ol style="list-style-type: none"> 1. 2017/18 Schedule of Rates for Internal Services. 2. 2016/17 2nd Quarter Strategic Investment Priorities Adjustments Requests 3. New Position requests for 2017/2018 | | |
| 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>ACET Nov 11</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | 6.1 <u>Schedule of Rates</u> : This item was approved as submitted. D. McNair will advise Physical Resources to refrain from installing lockers on the first floor of new buildings and remove existing 1 st floor lockers when opportunities present itself during renovations. 6.2 <u>2016/17 Q2 SIP Adjustment Requests</u> : In reference to the Entrepreneurship requests , these items will only be approved with the provision that a Business Plan is provided and accepted for Q3; if there is no Business Plan, the funding will be retracted. The request for the Registrar’s Office will be held until CSIC can review. For in-year at Q2 this fiscal, adjustments to <u>existing</u> 2016/17 project budgets (net increase of \$629K) were approved by the Algonquin College Executive Team as recommended by the College Budget Committee. Additionally, funding for a <u>new</u> project (OSAP Transformation and Net Tuition Project) has been approved for 2016/17 only (\$101,239). | | |

6.3 New Positions for 2017/2017: This item was not approved and will be recalled to a separate ACET meeting for further review and discussion (November 11).

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| Date of Meeting | November 01, 2016 | Agenda Item Number (For office use only) | 7 |
| Topic | Approval of Ombudsman Annual Report | | |
| Requested By (ACET member) | L. Stanbra, VP, Student Services | 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) | G. Cole, Ombudsman | | |
| 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 2016 Ombudsman transmittal - report to ACETv3 07.1 Ombudsman's Annual Report 2015-2016 [October 25, 2016] | |
| Recommendation (please provide ACET your recommendation requiring approval) | THAT the Algonquin College Executive Team (ACET) receive and accept the Ombudsman's 2015-2016 annual report. | | |
| 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 accepted the report as presented.

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| Date of Meeting | November 1, 2016 | Agenda Item Number (For office use only) | 8 |
| Topic | Emergency Exercise Briefing | | |
| 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) | C. Bonang, Director Risk Management L. Furmidge, Emergency Management Coordinator | | |
| Attachments (as read-ahead material) | <input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted | 08.0 ACET Transmittal Emergency Exercise Briefing 2016-11-01 08.1 ACET Refresh Briefing NOV 2016 v1 08.2 ACET Table Top Exercise Briefing 2016-11-01 | |
| Recommendation (please provide ACET your recommendation requiring approval) | <p>THAT the Algonquin College Executive Team (ACET) receive a briefing on the table top exercise to be conducted on November 10th, 2016.</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 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 accepted this briefing as presented.</p> | | |

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|--|---|---|--------|
| Date of Meeting | November 1, 2016 | Agenda Item Number (For office use only) | 9 |
| Topic | Lockdown Drills | | |
| Requested By (ACET member) | D. McNair, VP Finance & Admin. | 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. Bonang, Director Risk Management L. Furnidge, Emergency Management Coordinator | | |
| 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 Lock Drills 2016-11-01 09.1 1516 Lockdown Drills Summary Report DRAFT v2 | |
| Recommendation (please provide ACET your recommendation requiring approval) | THAT the Algonquin College Executive Team (ACET) receive the Draft Lockdown Drills Summary Report for review and discussion. | | |
| 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 accepted this report as submitted/presented. | | |

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

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| Date of Meeting | November 01, 2016 | Agenda Item Number (For office use only) | 10 |
| Topic | Policy Revision HS 07 – Emergency Campus Closure | | |
| Requested By (ACET member) | D. McNair, VP Finance & Admin. | 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. Bonang, Director Risk Management L. Furmidge, Emergency Management Coordinator M. Levesque, Manager Facilities Operations & Maintenance 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 | 10.0 ACET Transmittal HS07 2016-10-06 10.1 HS07 REVISION - CLEAN Emergency Campus Closing NM CB TS 10.2 HS07 REVISION - TRACK CHANGES Emergency Campus Closing NM CB TS 10.3 Power Outage Timeline | |
| Recommendation (please provide ACET your recommendation requiring approval) | <p>THAT the Algonquin College Executive Team (ACET) engage in a discussion surrounding the briefing regarding the recent power outage at Woodroffe campus.</p> <p>THAT the Algonquin College Executive Team (ACET) review and approve the revisions to the HS07-Emergency Campus Closure Policy.</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 type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | The Executive Team reviewed a timeline of events for the September 23 loss of power and subsequent cancellation of classes. Discussion moved to “lessons learned” as well as a review of Policy HS07 (and AA41). Suggested edits to Policy HS07 will be reviewed; this item will be recalled to ACET for final approval. | | |

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

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| Date of Meeting | November 01, 2016 | Agenda Item Number (For office use only) | 11 |
| Topic | Enrolment Update | | |
| Requested By (ACET member) | C Brulé, SVP Academic L. Stanbra, VP Student Services S. Anderson, ED, Comms, Mktg, External Relations | 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 A. McDonell, Acting Director, Marketing | | |
| Attachments (as read-ahead material) | <input checked="" type="checkbox"/> PowerPoint (attached from October 27 th report to Strategic Enrolment Steering Committee) <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted | 11.0 ACET 1 Nov 2016 Enrolment Update 11.1 ACET 1 November 2016 Enrolment Update V2 11.2 ACET 1 Nov 2016 Winter Intake Marketing Campaign | |
| Recommendation (please provide ACET your recommendation requiring approval) | THAT the Algonquin College Executive Team (ACET) accepts this report as information. | | |
| 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) | The Executive Team was provided with a status update on the Fall 2017 enrolment targets. Discussion highlights included applications, withdrawals and results from an "Interception" pilot program. | | |

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

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|--|--|--|--------|
| Date of Meeting | November 01, 2016 | Agenda Item Number (For office use only) | 12 |
| Topic | Program Proposal: Strategic Management, Ontario College Graduate Certificate | | |
| Requested By (ACET member) | C. Brulé, SVP, Academic | 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. Devey, Dean, Centre for Continuing and Online Learning P. Lychak, Academic Manager, Centre for Continuing and Online Learning M. Cusson, Dean, Academic Development M. Leduc, Executive Director, Academic Operations & Planning | | |
| 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 | 12.0 ACET Transmittal - Strategic Management, OCGC - Nov 01, 2016 12.1 Strategic Management OCGC - Nov 01, 2016 12.2 Appendix B - Cash Flow - Strategic Management, OCGC - Nov 01 2016 12.3 Appendix C - PAC Membership - Strategic Mgmt - Nov 01, 2016 | |
| Recommendation (please provide ACET your recommendation requiring approval) | <p>THAT THE Algonquin College Executive Team (ACET) approve the program proposal to go to ASAC for the following action:</p> <p>THAT the Academic and Student Affairs Committee (ASAC) recommends to the Board of Governors the approval of the Strategic Management, Ontario College Graduate Certificate, effective Winter 2018.</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 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 approved the Strategic Management, Ontario College Graduate Certificate program proposal as submitted. This information will be presented at the November 23, 2016 Academic and Student Affairs Committee (ASAC) meeting for recommendation to the Board of Governors. | | |

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| Date of Meeting | November 01, 2016 | Agenda Item Number (For office use only) | 13 |
| Topic | Program Proposal: Bachelor of Digital Media and Marketing Communications (Honours) | | |
| Requested By (ACET member) | C. Brulé, SVP, Academic | 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) | R. Heaton, Dean, Faculty of Arts, Media and Design A. Coxhead, Chair, Media Studies K. Kavanagh, Coordinator, Advertising and Marketing Communications Management M. Cusson, Dean, Academic Development M. Leduc, Executive Director, Academic Operations & Planning | | |
| 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 | 13.0 ACET Transmittal - BA DigitalMedia and MarketingComm - Nov 01, 2016 13.1 BA DigitalMedia and MarketingComm Degree - Nov 01 2016 13.2 Appendix B - Cash Flow - BA Digital Media and Marketing Comm - Nov 01, 2016 13.3 Appendix C - PAC Membership - BA DMandMC - Nov 01, 2016 | |
| Recommendation (please provide ACET your recommendation requiring approval) | <p>THAT the Algonquin College Executive Team (ACET) approve the program proposal to go to ASAC for the following action:</p> <p>THAT the Academic and Student Affairs Committee (ASAC) recommends to the Board of Governors the approval of the Bachelor of Digital Media and Marketing Communications (Honours) effective Fall 2018.</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 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 approved the Bachelor of Digital Media and Marketing Communications (Honours) program proposal as submitted. This information will be presented at the November 23, 2016 Academic and Student Affairs Committee (ASAC) meeting for recommendation to the Board of Governors. | | |

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| Date of Meeting | November 01, 2016 | Agenda Item Number (For office use only) | 14 |
| Topic | Strategic Mandate Agreement (SMA) Report Back 2015/2016 | | |
| Requested By (ACET member) | C. Brulé, SVP, Academic | 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 & Planning | | |
| Attachments (as read-ahead material) | <input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted | 14.0 ACET Transmittal - SMA 2015-16 Report Back, Nov 01, 2016 14.1 SMA Report Back 2015-16 Update Nov 1 2016 | |
| Recommendation (please provide ACET your recommendation requiring approval) | <p>THAT the Algonquin College Executive Team (ACET) accepts this report for information.</p> | | |
| ACET Decision | <input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | <p>The Executive Team was provided with a Strategic Mandate Agreement (SMA) Report Back 2015/2016 briefing. Timelines and next steps were reviewed. The report will be submitted to the Ministry of Advanced Education and Skills Development by November 15.</p> | | |

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

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| Date of Meeting | November 01, 2016 | Agenda Item Number (For office use only) | 15 |
| Topic | Lean Implementation and training | | |
| Requested By (ACET member) | M. Fares, VP Digital Tech. & Innovation | Time Allotted | 30 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) | C. Doyle, Manager, Business Process Review | | |
| Attachments (as read-ahead material) | <input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted | 15.0 ACET Lean and Continuous Improvement - Transmittal (2016-11-01) 15.1 ACET Lean and Continuous Improvement - Presentation (2016-11-01) | |
| Recommendation (please provide ACET your recommendation requiring approval) | <p>THAT the Algonquin College Executive Team (ACET) support the recommended Lean training and continuous improvement strategy by participating with their teams in the Lean training and implementation roll-out.</p> <p>THAT we proceed with the A3 thinking workshop for the executive team and selected guests on Dec 7, 2016 and Jan 6, 2017.</p> <p>THAT we consider fast tracking our training of Lean experts (formerly referred to as black belts) from each area in order to support the roll out of continuous improvement activities currently underway.</p> | | |
| ACET Decision | <input checked="" 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>ACLT Date TBD</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) | <p>The Executive Team received a status update on the progress of this initiative followed by an update on the next phase of the Executive Team training. Dates for the recommended A3 thinking workshop were approved. Discussion on alignment of next steps for developing and implementing a new management system was also reviewed and discussed. Adjustments will be made to this presentation based on comments and feedback received from the Executive Team; once revised, this information will be presented to the Leadership Team (ACLT) – date to be determined. Each Area as asked to nominate at least one person to become trained and become a true Lean expert to support their Area.</p> | | |

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

| | | | |
|--|--|---|--------|
| Date of Meeting | November 01, 2016 | Agenda Item Number (For office use only) | 16 |
| Topic | Black Board Debrief | | |
| Requested By (ACET member) | M. Fares, VP Digital Tech. & Innovation | 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. Gawargy, Director ITS D. Loignon, IT Infrastructure Services | | |
| Attachments (as read-ahead material) | <input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted | 16.0 ACET Blackboard Debrief - Transmittal (2016-11-01) 16.1 ACET Blackboard Debrief - Presentation (2016-11-01) | |
| Recommendation (please provide ACET your recommendation requiring approval) | THAT the Algonquin College Executive Team (ACET) receive the attached material. | | |
| 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 checked="" type="checkbox"/> Report Back By <u>M. Fares</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | The Executive Team received a status update on the BlackBoard situation; discussion highlights included improved communication to users, building confidence among users and proactive planning for the future. A follow-up meeting with BlackBoard Executives will be scheduled (date to be determined). | | |

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

| | | | |
|--|---|---|--------|
| Date of Meeting | November 01 , 2016 | Agenda Item Number (For office use only) | 17 |
| Topic | Sponsorships/Partnerships Update | | |
| 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) | 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 | Verbal discussion only. | |
| Recommendation (please provide ACET your recommendation requiring approval) | <p>THAT the Algonquin College Executive Team (ACET) be provided with an update on Sponsorships and Partnerships.</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>ACET Nov 09</u> (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 proposed future leads for this portfolio; suggestions will be taken under consideration. This item will return to the November 09 ACET meeting where discussions will be focused on budget and framework.</p> | | |

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

| | | | |
|--|---|---|--------|
| Date of Meeting | November 01 , 2016 | Agenda Item Number (For office use only) | 18 |
| 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 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 calendars and inform ACET members as to the events in which they are participating.</p> | | |
| ACET Decision | <input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | <p>The Algonquin College Executive Team (ACET) shared calendar information as appropriate.</p> | | |