

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 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)	<u>Additions to the agenda included:</u> Town Hall: Executive Team members were provided with a briefing scenario for the December 01 event.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 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 will revise the agenda planner with revisions/additions as appropriate.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 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)			
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	Approval of Consent Agenda (requires approval but no discussion) 3.1 BOG Report: Management Summary Report to the BOG - Review (S. DiMarco) 3.2 BOG Report: Second Quarter Business Plan Update to the BOG – Review (S. DiMarco) 3.3 BOG Report: BoG Winter Key Messages – Review (S. Anderson) 3.4 SIS-RFI Steering Committee Report #3 (M. Fares, L. Stanbra) 3.5 Spring 2017 Convocation ceremony schedule (L. Stanbra) 3.6 Fall 2017 Convocation ceremony schedule (L. Stanbra) 3.7 Revised HR16 Leave of Absence (C. Frederick) 3.8 Revised HR12 Conflict of Interest (C. Frederick) 3.9 NEW HRXX Sick Leave (C. Frederick) 3.10 Policy AD11 – Student Activity Fees and Bld Levies (L. Stanbra) 3.11 Draft November 01 ACET Minutes (T. McDougall)	
Recommendation (please provide ACET your recommendation requiring approval)	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 checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to 3.9 and 3.10 to return to ACET (Date TBD) (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	3.1 BOG Report: Management Summary Report to the BOG -Review : Approved as submitted. 3.2 BOG Report: Second Quarter Business Plan Update to the BOG – Review : Approved as submitted. 3.3 BOG Report: BoG Winter Key Messages – Review : Approved as submitted. 3.4 SIS-RFI Steering Committee Report #3 : This item was approved. 3.5 Spring 2017 Convocation ceremony schedule : This item was approved as submitted. 3.6 Fall 2017 Convocation ceremony schedule : This item was approved as submitted. 3.7 Revised HR16 Leave of Absence : This item was approved with minor edits. 3.8 Revised HR12 Conflict of Interest : This item was approved. 3.9 NEW HRXX Sick Leave : This item was <u>not</u> approved and will return to ACET at a later date. 3.10 Policy AD11 – Student Activity Fees and Bld Levies : This item was <u>not</u> approved and will return to ACET at a later date. 3.11 Draft November 01 ACET Minutes : This item was approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 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	Information Items (info items that require no approval and no discussion) 4.1 IELC Update (weekly standing item) (D. McNair/S. Anderson) 4.2 Sponsorships/Partnerships (standing item) (C. Jensen) 4.3 <u>50th Anniversary Update</u> (standing item) (S. Anderson) 4.4 <u>Vacancy List</u> (C. Frederick) 4.5 <u>I/O Positions review</u> (C. Frederick)	
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 _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	4.1 IELC Update (weekly standing item) -This item was removed from the agenda. 4.2 Sponsorships/Partnerships (standing item) -This item was removed from the agenda. 4.3 <u>50th Anniversary Update</u> (standing item): This item was received as submitted. Comments were provided online. 4.4 <u>Vacancy List</u> : This item received as submitted. 4.5 <u>I/O Positions review</u> : This item received as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 2016	Agenda Item Number (For office use only)	5
Topic	Business Arising		
Requested By (ACET member)		Time Allotted	
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>			
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted		
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	<p style="color: blue;">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 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 style="color: blue;">No business arising items were brought forward, therefore no discussion took place.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 2016	Agenda Item Number (For office use only)	6
Topic	Second Quarter 2016/17 Financial Report		
Requested By (ACET member)	D. McNair, VP, Finance and Administration	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	06.0 ACET Transmittal - Second Quarter 2016-17 Financial Report 06.1BOG Transmittal - Second Quarter 2016-17 Financial Report 06.2 APPENDIX A - Second Quarter 2017-17 Financial Report 06.3 APPENDIX B - Second Quarter 2016-17 Compliance Schedule 06.4 APPENDIX C - Second Quarter 2016-17 Contingency Funds Report 06.5 ACET Presentation Second Quarter 2016-17 Financial Report	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team recommends that the Second Quarter 2016/17 Financial Report to the Board of Governors for approval.</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 reviewed the “Second Quarter 2016/17 Financial Report” presentation that is scheduled for the December 12 Board of Governors meeting. Comments and feedback were provided for consideration.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 2016	Agenda Item Number (For office use only)	7
Topic	Healthy Living Education Initiative Update		
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)	C. Brulé, SVP, Academic 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	07.0 ACET - HLE Update to the BoG 12 Dec mtg 07.1 Transmittal for BoG mtg 12 Dec 16 - HLE Update	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on the attached draft Healthy Living Education transmittal and verbal presentation for the December 12, 2106 Board of Governors meeting</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 reviewed the “Healthy Living Education Initiative Update” that is scheduled for presentation at the December 12 Board of Governors meeting. Comments and feedback were provided for consideration.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 2016	Agenda Item Number (For office use only)	8
Topic	Five-Year Capital Investment Plan		
Requested By (ACET member)	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)	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	08.0 BOG Transmittal 5 Year Capital Investment Plan v2 08.1 Appendix A_Summary of 5 Year Capital Investments Potential Sources of Funding 08.2 Appendix B_Summary of 5 Year Capital Investments Requirements 08.3 5 Year Capital Plan_BoG 12Dec2016	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on the attached draft Five Year Capital Investment Plan transmittal and verbal presentation for the December 12, 2106 Board of Governors meeting</p>		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <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 reviewed the “Five-Year Capital Investment Plan” that is scheduled for presentation at the December 12 Board of Governors meeting. Comments and feedback were provided for consideration.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 2016	Agenda Item Number (For office use only)	9
Topic	Second Quarter 2016/17 Major Capital Projects Summary Report		
Requested By (ACET member)	D. McNair, VP, Finance and Administration	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 J. Dalziel, Head Of Major Construction, Physical Resources		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	09.0 ACET Transmittal - Second Quarter 2016-17 Major Capital Projects Report 09.1 BOG Transmittal - Second Quarter 2016-17 Major Capital Projects Report 09.2 APPENDIX A - Second Quarter 2016-17 Major Capital Projects Report	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) accepts the Second Quarter 2016/17 Major Capital Projects Summary Report for 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 reviewed the "Second Quarter 2016/17 Major Capital Projects Summary Report" that is scheduled for presentation at the December 12 Board of Governors meeting. Comments and feedback were provided for consideration.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 2016	Agenda Item Number (For office use only)	10
Topic	Post-Secondary Institutions Strategic Investment Fund		
Requested By (ACET member)	D. McNair, VP, Finance and Administration	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 J. Dalziel, Head Of Major Construction, Physical Resources		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	10.0 IELC Project Update - BOG transmittal- 2016-12-12	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) accepts the Post-Secondary Institutions Strategic Investment Fund transmittal for 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 reviewed the “Post-Secondary Institutions Strategic Investment Fund” that is scheduled for presentation at the December 12 Board of Governors meeting. Comments and feedback were provided for consideration.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 2016	Agenda Item Number (For office use only)	11
Topic	Executive Compensation Program for Public Consultation		
Requested By (ACET member)	C Frederick, VP, Human Resources	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. Frederick, VP, Human Resources		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	11.0 ACET Transmittal and Exec Summary Executive Compensation Plan for November 30, 2016 11.1 BOG Transmittal exec compensation_12dec16 11.2 App A_DRAFT AC_Executive Compensation Program for Public Consultation	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) approved as outlined in the BOG Transmittal.		
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)	This item will be moved to an in-camera discussion on the December 12 Board of Governors agenda. Information was reviewed and discussed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 2016	Agenda Item Number (For office use only)	12
Topic	Enterprise Resource Planning (Project Fusion)		
Requested By (ACET member)	C. Frederick, VP, Human Resources	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. Frederick, Vice President, Human Resources M. Fares, Vice President, Digital Technologies & Innovation D. McNair, Vice President, Finance & Administration Andrea Fobert, Senior Project Manager, Project Fusion		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	12. 2016 ACET Transmittal and Exec Summary November 30, 2016 Enterprise Resource Planning (Project Fusion) BOG Presentation 12.0 BOG Transmittal for Dec 12 2016 12.1 Project Fusion Q3 Dashboard Report November 25 2016 12.2 December 12, 2016 Project Fusion Update BOG	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) approve as outlined in the BOG documentation.		
ACET Decision	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 reviewed the “Enterprise Resource Planning (Project Fusion)” report that is scheduled for information at the December 12 Board of Governors meeting. Comments and feedback were provided for consideration.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 2016	Agenda Item Number (For office use only)	13
Topic	2017-18 Budget Assumptions and Three Year Pro Forma		
Requested By (ACET member)	D. McNair, Vice-President, Finance and Administration	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. McNair, Vice-President, Finance and Administration		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	13.0 ACET Transmittal 3 Yr ProForma 13.1 BOG Transmittal 3 Yr ProForma v2 13.2 Appendix A_Three Year Pro Forma Summary 13.3 BOG 3 YR ProForma Presentation 12Dec2016	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team accept this report for 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 reviewed the “2017-18 Budget Assumptions and Three Year Pro Forma” report that is scheduled for information at the December 12 Board of Governors meeting. Comments and feedback were provided for consideration.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 2016	Agenda Item Number (For office use only)	14
Topic	Risk Appetite Statements		
Requested By (ACET member)	D. McNair, Vice-President, Finance and Administration	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. McNair, Vice-President, Finance and Administration		
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	14.0 BOG Transmittal - Dec 12 2016 Risk Appetite Statements 14.1 Appendix A - Algonquin College Risk Appetite Statements	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team approves this information as presented.		
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 reviewed the “Risk Appetite Statements” report that is scheduled for presentation at the December 12 Board of Governors meeting. Comments and feedback were provided for consideration.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 2016	Agenda Item Number (For office use only)	15
Topic	People Plan Progress Report		
Requested By (ACET member)	C. Frederick, VP, Human Resources	Time Allotted	20 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	C. Frederick, Vice President, Human Resources P, MacDonald, Senior Project Manager		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	15.0 ACET Transmittal and Exec Summary People Plan Progress Report for November 30, 2016 15.1 Algonquin College BOG Transmittal_People Plan_v3_281116	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) approve the information as outlined in the BOG Transmittal.		
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 reviewed the “People Plan” report that is scheduled for presentation at the December 12 Board of Governors meeting. Comments and feedback were provided for consideration.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 2016	Agenda Item Number (For office use only)	16
Topic	Policy SA16 Sexual Assault/Sexual Violence Policy Presentation to BoG		
Requested By (ACET member)	L. Stanbra, VP, Student Services	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)	L. Stanbra, Vice President, Student Services		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	16.0 Transmittal to ACET - Policy SA16 Sexual Assault Sexual Violence 16.1 Transmittal to BoG for Sexual Assault Policy Update SA16 16.2 Appendix A – Ontario Regulation 131.16 Sexual Violence at Colleges and Universities 16.3 Appendix B – Sexual Assault Sexual Violence Policy 16.4 SA16 Sexual Assault Policy to BoG v3	
Recommendation (please provide PC your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) provide feedback to the proposed presentation to the Board of Governors requesting approval for policy updates to SA16 – Sexual Assault/Sexual Violence.		
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 _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team reviewed the “Policy SA16 Sexual Assault/Sexual Violence Policy” report that is scheduled for presentation at the December 12 Board of Governors meeting. Comments and feedback were provided for consideration.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 2016	Agenda Item Number (For office use only)	17
Topic	2016-17 Convocation Honorary Degree/Diploma Recommendations		
Requested By (ACET member)	C. Brulé, SVP Academic	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)	M. Cusson - Dean, 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	17.0 16-17 Convocation Honorary Degree/Diploma Recs - Nov 30-16 17.1 Master - Honorary Degree and Diploma Nomination Summary	
Recommendation (please provide PC your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) consider the Selection Committee's recommendations for Honorary Degree and Diploma recipients, as well as the Fellowship Award recipient, and note that annually the College may award up to 5 Honorary Degrees, 4 Honorary Diplomas and one Fellowship Award.		
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 Dec 14</u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	This item will return to the December 14 ACET meeting as "Business Arising" for further review and approval.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 2016	Agenda Item Number (For office use only)	18
Topic	Enrolment Update		
Requested By (ACET member)	C. Brulé, SVP, Academic L. Stanbra, VP Student Services	Time Allotted	
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	M. Leduc, Executive Director, Academic Operations and Planning K. Pearson, Registrar		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	18.0 ACET 30 Nov 2016 Enrolment Update 18.0 ACET 30 Nov 2016 Enrolment Update -V1.1 18.1 ACET 30 Nov 2016 Enrolment Update -V3	
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 checked="" type="checkbox"/> Deferred to <u>ACET Dec 14</u> (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 update on the status of enrolment for Winter 2017. As this is a standing item, another update will be brought forward to the December 14 ACET meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30, 2016	Agenda Item Number (For office use only)	19
Topic	Tuition Fee Set Aside Recommendations		
Requested By (ACET member)	L. Stanbra, Vice President Student Services	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)	K. Stanton, Manager, Financial Aid and Student Awards 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	19.0 ACET 30 Nov 2016 Tuition Fee Set Aside Recommendations 201718 rev 19.1 ACET 30 Nov 2016 TFSA Recommendations 19.2 Appendix A - Tuition Fee Set Aside Budget 19.3 Appendix B - OSBP Recommendations to PEC on May 30 2012 final	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) approves the proposed changes to the Tuition Fee Set Aside fund over a two-year phased approach starting in the 2017-18 year.</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 checked="" type="checkbox"/> Deferred to <u>18/19 recommendations: Date TBD</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The following recommendations were reviewed:</p> <ul style="list-style-type: none"> • Business Process Improvement: Centralize the administration of all Institutional Special Bursary Program (ISBP) processing, applications, and approvals through the Financial Aid and Student Awards Office; effective September 01, 2017, students will apply for and receive ISBP funding during an application cycle aligned with the academic year – APPROVED. • ISBP Funding Distribution: <ul style="list-style-type: none"> ○ The ISBP funding continue to fund the Academic Upgrading by reducing their existing budge for 40% and English with Academic Purposes by reducing their existing budget by 50% to better align with the ministry soft target of \$302,400/year – APPROVED. ○ The Academic Assistance for Adults with Development Disabilities funding will be funded in the same capacity for the 2017/28 year – APPROVED ○ In 2018/19, program funding will be reduced through the Institutional ISBP (specifically that funding be reduced by 50% in 2018/19 providing an opportunity for the program to explore alternative funding sources – TO BE FURTHER REVIEWED ○ The funds reduced from the IBP allocation be redirected into the Student Assistance Bursary to expend in-year bursaries and develop entrance bursaries to align with the launch of 2018/19 Net Tuition – TO BE FURTHER REVIEWED. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30 , 2016	Agenda Item Number (For office use only)	20
Topic	CICan Leadership Institute Nominations		
Requested By (ACET member)	C. Jensen, President	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)	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 nominations for the 2017 CICan Leadership Institute.</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 Dec 14</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>This item will be recalled to the December 14 ACET meeting for further review and approval.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 30 , 2016	Agenda Item Number (For office use only)	21
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>		