

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 05, 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 checked="" type="checkbox"/> Deferred to <u>HLE: 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 following items were added to the agenda: <ul style="list-style-type: none"> • HLE Next Steps: An updated two-page overview summary will be drafted for use as supporting information to external stakeholders. Further updates will be provided to ACET (date to be provided). • Mindfulness Training: C. Frederick briefed ACET members on proposed training of a pilot program with the Executive and Leadership groups. An invitation will be forwarded for October 28. Suggested participant names were provided for consideration. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 05, 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

Date of Meeting	October 05, 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)	T. McDougall, EA to the President S. DiMarco, Admin. to the President and Board of Governors		
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 AA31 - Library Resource Centre (L. Stanbra) 3.2 AA34 - Copyright (L. Stanbra) 3.3 2017-18 Schedule of Fees – Assumptions for Fees Preparation (L. Stanbra) 3.4 Delegation of Authority – Finance (D. McNair) 3.5 Responsibility Center Management (RCM) – Case Study (D. McNair and C. Brulé) 3.6 DRAFT August 31, 2016 ACET Minutes (T. McDougall) 3.7 DRAFT September 21, 2016 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 type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	All items were approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 05, 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 Fall 2016 Convocation Ceremonies – briefing document (L. Stanbra) 4.2 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 type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	All items were received as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 05, 2016	Agenda Item Number (For office use only)	5
Topic	Business Arising		
Requested By (ACET member)	C. Jensen, President C. Brulé, SVP Academic	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 S. Anderson, ED Communications, Marketing and External Relations		
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	Verbal discussion only: 5.1 United Way (D. Wotherspoon) 5.2 National Health Assessment Results <i>(recall from September 21)</i> (L. Stanbra)	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	<p>THAT the Algonquin College Executive Team (ACET) be provided with:</p> <ul style="list-style-type: none"> • an update on the United Way Campaign, • an update on the results from the National Health Assessment Results and Algonquin's next steps. 		
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 <i>(completed during ACET meeting)</i>	<p>5.1 <u>United Way</u>: Algonquin's United Way (UW) campaign will be scheduled from November 24 to December 02. Discussion included a request for area reps (to serve a one-year term on the Steering Committee). D. Wotherspoon will forward Steering Committee job descriptions for review and consideration.</p> <p>5.2 <u>National Health Assessment Results</u>: ACET received a status update as to steps taken and progress made to date. L. Stanbra received ACET approval for a SIP Q2 position request that will be forwarded to D. McNair for planning purposes.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 05 , 2016	Agenda Item Number (For office use only)	6
Topic	Chartwell's/Compass Partnerships		
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 updated on the recent sponsorship/partnership discussions regarding Chartwell's/Compass Group.</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 was informed of a variety of meetings taking place with Chartwell's Food Services Company (all with a different purpose). ACET agreed that we currently have good services resulting in favorable KPI results; S. Anderson and J. Ranieri will meet to discuss Algonquin's partnership agreement.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST

Date of Meeting	October 5, 2016	Agenda Item Number (For office use only)	7
Topic	IELC Project Update and Parking Impact / Vision Principles (draft for approval)		
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 <i>(name and title)</i>	T. Schonewille, Director Physical Resources B. Brownlee, Director Ancillary Services		
Attachments <i>(as read-ahead material)</i>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	07.0 ACETParkingtransmittal 07.1 - Appendix - Lot 2 Closure 07.2 IELCIE PVP - Draft Summary v9 (2016-10-04) 07.3 Communications Plan	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	<p>THAT the Algonquin College Executive Team (ACET) accept the recommendations to close Lot 2 and the relocation plan for clients.</p> <p>THAT the Algonquin College Executive Team (ACET) review the Project Vision and Guiding Principles and provide feedback.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>S. Anderson, D. McNair</u> (ACLT Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during ACET meeting)</i>	<p>Executive Team members agreed to a parking relocation recommendation for the duration of the IELC construction (effective January 2017). ACET will be relocated first, followed by other Lot 2 parking pass holders, should the need arise. Discussion followed regarding the possibility of a new parking strategy, aligned with the College's strategic objectives, once the new Innovation, Entrepreneurship and Learning Centre, and the Institute for Indigenous Entrepreneurship (IELCIE) is open. ACET reviewed the Project Vision and Guiding Principles (PVP) document; comments and feedback were provided. S. Anderson will review/revise the document and finalize with ACET via email. D. McNair will request preliminary schematics for ACET to review.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 5, 2016	Agenda Item Number (For office use only)	8
Topic	College Budget Committee Update		
Requested By (ACET member)	D. McNair, VP Finance & Admin.	Time Allotted	15 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	C. Dempsey, Director, Finance and Administrative Services C. Janzen, Chair, College Budget Committee		
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 and Exec Summary - Oct 5-16 08.1 Appendix A - 2017-18 Business Plan and Budget Timelines_V12_28 Sept 2016 08.2 Appendix B - 2017-18 Schedule of Rates for Internal Services	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) be provided with an updated 2017/18 Business Plan and Budget Timelines, as well as approve the 2017/18 Schedule of Rates for Internal Services.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>D. McNair/C. Dempsey</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team reviewed the Business Plan and Budget Timelines report, and provided comments and suggestions for consideration. C. Dempsey will make amendments to the report, update the SharePoint site and circulate the revised document for information. ACET provided feedback on the Schedule of Rates Report and suggested that only those items outside of a cost of living increase be reported and reviewed for approval. This report required some adjustments and will therefore, be recalled to a future ACET meeting for approval (date TBD).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 05, 2016	Agenda Item Number (For office use only)	9
Topic	Bachelor of Public Safety (Honours) Site Visit		
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. Cusson, Dean, Academic Development B. Foulds, Dean – Health, Public Safety and Community Studies S. Murphy, Curriculum Consultant – Academic Development L. Cohen, Chair – Police and Public Safety		
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	09.0 ACET Transmittal_BPS Site Visit 09.1 BPS ACET presentation_October 2016 09.2 BPS Site Visit Briefing Pckg for ACET	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receive this information to inform their participation in a site visit for the review of the Bachelor of Public Safety (Honours) degree program on October 25, 2016.</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)	The Executive Team was briefed on the upcoming Bachelor of Public Safety (Honours) program site visit and the process that is involved. Clarification regarding meeting attendees, currency of information, and the library/new learning space was provided.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 05, 2016	Agenda Item Number (For office use only)	10
Topic	Fall 2016 Enrolment Update		
Requested By (ACET member)	C. Brulé, SVP, Academic L. Stanbra, VP Student Services	Time Allotted	30 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	M. Leduc, Executive Director, Academic Operations and Planning K. Pearson, Registrar		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	10.0 ACET 5 Oct 2016 Enrolment Update	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) accepts this report as 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 checked="" type="checkbox"/> Deferred to <u>ACET Oct 19</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team were provided with a status update on the Fall 2017 Enrolment targets. Discussion included projections/financial impacts at audit date, recruitment activity, targeted campaigns (Marketo) and a suggestion to review applications by program. This item will return to ACET October 19.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 5, 2016	Agenda Item Number (For office use only)	11
Topic	Technology Fee Proposal		
Requested By (ACET member)	M. Fares, VP Digital Technologies and Innovation	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)	M. Gawargy, Director Information Technology Services (ITS) R. Martin, Manager IT Strategy and Enterprise Architecture		
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	11.0 ACET Transmittal Technology Fee 11.1 ACET Technology Fee Presentaton v4 11.2 MOU IT fee SA-AC Jan 17 2014 11.3 Protocol Agreement SA-AC January 2014 11.4 Compulsory Ancillary 2010 to 2017 Draft	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) accept this report, and endorse the proposed merger of Information Technology (IT) and BYOD (Bring Your Own Device) fees as of the 2017/18 Fall Term.		
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 Oct 19</u> (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)	After comments and suggestions were provided, ACET agreed that this item should be amended and then returned to ACET for further review and final approval on October 19.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 05, 2016	Agenda Item Number (For office use only)	12
Topic	Project Plan to Implement OSAP Transformation and Net Billing at Algonquin College		
Requested By (ACET member)	L. Stanbra, VP, Student Services	Time Allotted	30 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	K. Pearson, Registrar K. Stanton, Manager of Financial Aid and Student Awards B. Eburne, Manager of Fees, Curriculum and Reporting		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Project Status Report	12.0 ACET 5 October 2016 OSAP Transformation and Net Billing Proposed Plan 12.1 ACET 5 October 2016 Proposed Plan to Implement OSAP Transformation and Net Billing	
Recommendation (please provide PC your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive an informational update regarding the implementation of the Ministry of Advanced Education and Skills Development's OSAP Transformation and Net Billing requirements including the proposed Project Plan for implementation at Algonquin College.		
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 Oct 19</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>L. Stanbra</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	After an overview of the current status and a review of next steps, ACET agreed that this item should return to ACET for further review regarding resources required for implementation on October 19. L. Stanbra will review resourcing and offer recommendations. This item will be added to SIP priorities, and may become a standing item on future ACET agendas (TBD).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 5, 2016	Agenda Item Number (For office use only)	13
Topic	President's Star Award Presentation		
Requested By (ACET member)	The Executive Team	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)	Various Executive Team Members		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	13.0 ACET Transmittal and Exec Summary Template for Star award presentation 13.0.1 President's Star Presentations-Bethany Wiseman, Sara Jordan and Kent McDonell 13.1 Star award Nomination Sara Jordan 13.2 Star award Nomination - Bethany Wiseman 13.3 President's Star Award Nomination Form Kent McDonnell	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) present a star award to approved nominees.</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 (completed during ACET meeting)	The Executive Team presented Star Awards to B. Wiseman, S. Jordan and K. McDonell.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 05, 2016	Agenda Item Number (For office use only)	14
Topic	All Admin Meeting Agenda		
Requested By (ACET member)	ACET	Time Allotted	15 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	T. McDougall, EA to the President		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	15.0 All Admin Meeting Transmittal 15.1 All Admin Slide Deck June 14, 2016 15.2 June 14 2016 All Admin Survey Summary	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) discuss and draft the October 12 All Admin Meeting Agenda.		
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 and discussed suggested topics for the October 12 All Admin meeting agenda. An agenda will be drafted and distributed to ACET for planning purposes.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 05, 2016	Agenda Item Number (For office use only)	15
Topic	November 17-18 ACET Retreat Agenda		
Requested By (ACET member)	T. McDougall	Time Allotted	15 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	T. McDougall, EA to the President		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	16.0 November ACET Retreat Agenda Transmittal	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) discuss the November 17-18 ACET Retreat to determine and finalize agenda items.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>C. Jensen</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team discussed suggested topics for the November 17-18 ACET Retreat agenda. An agenda will be drafted and reviewed so that a determination can be made as to whether or not a facilitator would be helpful.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 05, 2016	Agenda Item Number (For office use only)	16
Topic	Administrative Staff Association (ASA) Request: Silo Busting		
Requested By (ACET member)	Administrative Staff Assoc.	Time Allotted	15 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	T. McDougall, EA to the President		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	17.0 ASA Request Transmittal	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) discuss the request for a February “Silo-Busting” event with the ASA and advise how to proceed.</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 (completed during ACET meeting)	<p>ACET reviewed and approved a request from the Administrative Staff Association (ASA). D. Wotherspoon and M. Fares will meet with K. Stanton and A. Pridham to discuss the proposed meeting structure.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 05 , 2016	Agenda Item Number (For office use only)	17
Topic	Review of regular office hours		
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) review office coverage during regular business hours.</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 Date TBD</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>C. Frederick</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team discussed office hours and if there is/should be a standard across the College. Discussion also included a suggestion to provide time to staff for continuous improvement huddles. Lunch hour closure and client demand require further consideration. C. Frederick will initiate a review and return to ACET with an update prior to summer 2017 (date TBD).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 5, 2016	Agenda Item Number (For office use only)	18
Topic	50 th Anniversary Update		
Requested By (ACET member)	S. Anderson, Exec. Dir., Communications, Marketing and External Relations	Time Allotted	15 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	S. Anderson, Exec. Dir., Communications, Marketing and External Relations		
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	18.0 ACET Transmittal - 50th Anniversary Update	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receives this information as provided.</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>Executive Team members were provided with an update on the Coat of Arms and expected timelines for release/usage. Design suggestions were provided. A calendar of 50th Anniversary events will be provided; key events will begin next academic year (September 2017), with celebrations scheduled through to Convocation 2018.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 05 , 2016	Agenda Item Number (For office use only)	19
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>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 05 , 2016	Agenda Item Number (For office use only)	20
Topic	Listening Tour 2.0		
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) discuss and strategize a follow-up “President’s Listening Tour” (i.e. Listening Tour 2.0).</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 checked="" type="checkbox"/> Report Back By <u>C. Jensen</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team discussed the possibility of a second “President’s Listening Tour” including suggested desired outcomes. S. Anderson, D. Wotherspoon and C. Jensen will meet to discuss further. This item will be recalled to ACET at a further date where an overview of next steps will be provided.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 05, 2016	Agenda Item Number (For office use only)	21
Topic	Draft ACLT Retreat Agenda October 17, 2016		
Requested By (ACET member)	C. Jensen, President	Time Allotted	15 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	S. DiMarco, Exec. Admin. to the Board and 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	21.0 Transmittal ACLT Fall 2017 Retreat agenda 21.1 Draft ACLT Retreat agenda October 17, 2016 (v1)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) review and discuss the Algonquin College Leadership Team (ACLT) retreat agenda, for the October 17 th meeting.		
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)	Executive Team members reviewed the draft ACLT retreat agenda; amendments will be made as discussed. A revised document will be circulated to ACLT members.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 05 , 2016	Agenda Item Number (For office use only)	22
Topic	Mayor's Breakfast Contract		
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) discuss and strategize the renewal of the 2016-2017 Mayor's Breakfast sponsorship.</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)	This item was not discussed and will be deferred to a later date.		