

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 19, 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)	The following items were added to the October 18 ACET agenda: <ul style="list-style-type: none"> • C520 Security Incident: The Executive Team was provided with an update regarding a security incident that took place outside of the President’s Office. • PPSI Security Incident: The Executive Team was provided with an update regarding an incident that took place within the Police and Public Safety Institute (PPSI). • Relocation of ED, Indigenous Initiatives: The Executive Team was briefed on a request from the Executive Director, Indigenous Initiatives for suitable office space. Suggestions are welcome. L. Stanbra will return in the near future with a proposed plan that is in alignment with other ACET members. • Business Plan Update: This item was not discussed due to lack of time. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 19, 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 19, 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)	L. Stanbra, VP Student Services D. Wotherspoon, VP International and Strategic Priorities 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 Gender Expression Change to SIS – Gender Identity Service Enhancement (L. Stanbra) 3.2 AD11 – Students’ Association Fees (L. Stanbra) 3.3 Corporate Social Responsibility (D. Wotherspoon) 3.4 President’s Star Award Nomination - C. Dowell (J. DelDuca) 3.5 Draft Oct 05 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 3.2: ACET Nov 11 (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	3.1 Gender Expression Change to SIS – Gender Identity Service Enhancement : A question regarding how changes will be communicated to program faculty and staff was raised; L. Stanbra will follow-up and report back on November 01 via “Business Arising”. 3.2 AD11 – Students’ Association Fees : This item was not approved as submitted. Edits will be made and a revised policy will be brought back to ACET (before the end of November). 3.3 Corporate Social Responsibility : This item was removed from “Consent Agenda” into “Information Items” as there was no “approval” required. 3.4 President’s Star Award Nomination - C. Dowell : This item was approved as submitted. 3.5 Draft Oct 05 ACET Minutes : This item was approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 19, 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 Talent Dashboard as @ Sept. 30, 2016 (C. Frederick) 4.2 Language Institute Visioning Exercise (D. Wotherspoon) 4.3 50th Anniversary Update-standing item (S. Anderson) 4.4 Vacancy and Complement Report (C. Frederick) 4.5 I/O Positions Review (C. Frederick) 4.6 Freedom of Information (FOI) – 2016/2017- Q2 Update to ACET (D. McNair) (deferred from Oct. 12)	
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)	These items were received as submitted, however, there was some discussion regarding item #2.1 (Talent Dashboard). Any feedback regarding this item should be directed to the Vice President, HR. Business Intelligence (BI) and the need for support as the strategic plan progresses was highlighted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 19, 2016	Agenda Item Number (For office use only)	5
Topic	Business Arising		
Requested By (ACET member)	S. Anderson, ED Comms, Mktg, & Ex. Relations	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>	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 checked="" type="checkbox"/> Other: Information to be posted	5.1 Status of IECL Project Vision & Principles Document	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	THAT the Algonquin College Executive Team (ACET) provide approval for the amended IELC/IIE Project Vision and Guiding Principles document.		
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 <i>(completed during ACET meeting)</i>	The Algonquin College Innovative and Entrepreneurship Learning Centre/Indigenous Innovation Centre Project Vision and Guiding principles document was approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 19, 2016	Agenda Item Number (For office use only)	6
Topic	SMA Report Back		
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 and 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		
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) approves this report for submission.</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 Nov 01</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>This item was deferred to ACET November 01.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 19, 2016	Agenda Item Number (For office use only)	7
Topic	Enrolment Update (standing item)		
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)	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	07.0 ACET 17 Oct 2016 Enrolment Update 07.1 ACET 17 October 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 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 accepted the report as discussed (note, subsequent reports will include additional data for comparison purposes). Discussion highlights included Winter enrolment, and concern about reaching our target numbers. Suggestions and feedback were shared, including international students placements, introducing more program sections, drafting a program strategy (per term), increasing the development of programs, offering a pre-sciences program, and preparing a predictive analysis for the spring co-hort. This information will be reviewed with Deans at the weekly SEM meeting; feedback and any calls to action will be shared with ACET.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 19, 2016	Agenda Item Number (For office use only)	8
Topic	Phase 1 – EPE Project		
Requested By (ACET member)	D. McNair, VP, Finance & Admin.	Time Allotted	60 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. Finnigan, Project Manager C. Bonang, Director, Risk Management C. Holguin-Pando, Director, Applied Research R. Clayton, KPMG A. Newman, KPMG		
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 EPE Applied Research Project - Oct 19-16 08.1 DRAFT Algonquin College - Phase I Report V3 08.2 Algonquin College EPE Phase 2 Plan ACET Oct 19	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receive the revised Phase 1 report and recommend the “section 3 quick wins section” for implementation in the current year.</p> <p>THAT the Algonquin College Executive Team (ACET) approve the detailed project plan for Phase 2 with the following scope of review including committing the resources to complete the various projects noted below:</p> <ul style="list-style-type: none"> - Review of Academic Learning Enterprises - Review of Academic Operations - Review of Faculty Utilization (including PT) - Program Life Cycle Review - Define services that are Core to the College (including developing criteria) 		
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><u>Phase 1:</u> Comments and feedback were provided; ACET members requested more time to review this report before providing final approval; this item will return to ACET at a later date (to be determined).</p> <p><u>Phase 2:</u> The Executive Team agreed to approve this item, learn from the content and bring this item into lean implementation discussions.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 19, 2016	Agenda Item Number (For office use only)	9
Topic	College Budget Committee Update (CBC)		
Requested By (ACET member)	D. McNair VP, Finance & Admin.	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. Janzen, Dean, Faculty of Technology and Trades E. Woods, Manager, Business Systems Team, Physical Resources		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input checked="" type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	09.0 ACET Transmittal CBC Update - Oct 19-16 09.1 APPENDIX A - 2017_18 Pro Forma Budget	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) review and provide feedback on the updated 2017/18 Pro Forma Budget.</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>ACET reviewed the 2017/18 pro forma for Funded Activity which projects a net contribution shortfall from the target of \$6.6 million. The proposed approach to address the shortfall and distribute 2017/18 net contribution targets was approved in principle with the exception of the \$1 million “adjustment to Area 5 based on proportional share of expenses”.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 19, 2016	Agenda Item Number (For office use only)	10
Topic	Q2 Strategic Investment Priority (SIP) Overview to Implement OSAP Transformation and Net Tuition (Billing) at Algonquin College		
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)	K. Stanton, Manager of Financial Aid and Student Awards B. Eburne, Manager of Fees, Curriculum and Reporting K. Pearson, Registrar S. Preiss, Project Manager A. McDonell, Acting Director, Marketing		
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	10.0 Transmittal - OSAP Transformation and Net Tuition Plan 10.1 2016-17 Q2 SIP PROJECT CHARTER OSAP Transformation and Net Tuition Plan 10.3 Project Update - OSAP Transformation and Net Tuition Project	
Recommendation (please provide PC your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) approve the Strategic Investment Priority request for funding to implement the Ministry of Advanced Education and Skills Development's OSAP Transformation and Net Tuition requirements including updates on the implementation plan for Algonquin College.		
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 PC meeting)	The Executive Team agreed in principle to endorse the Strategic Investment Priority (SIP) request for 2016/2017, however, funding for the additional two years (2017/2018 and 2018/2019) will need to be recalled to ACET for further review as a refined budget has been requested.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 19, 2016	Agenda Item Number (For office use only)	11
Topic	Technology Fees Update		
Requested By (ACET member)	M. Fares, VP Digital Technologies & 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 <i>(name and title)</i>	M. Gawargy, Director Information Technology Services (ITS) R. Martin, Senior Manager Information Technology Services (ITS)		
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	11.0 ACET Oct 19 Technology Fee Proposal Update Transmittal v2 11.1 Technology Fee - Presentation - Options Reco (2016-10-19) v2	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	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 as well as the proposed service offering and associated fee.		
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 checked="" type="checkbox"/> Referred to _Students' Association_____ (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>	The Executive Team reviewed three proposed fee structures for the purpose of creating a new "merged" Technology Fee; option 3 was supported as a cost/fee for students. It was noted that all other associated fees will continue to be reviewed to ensure costs are in line. The endorsed proposal will also be presented to the Students' Association Board of Directors on October 28.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 19, 2016	Agenda Item Number (For office use only)	12
Topic	Algonquin College Innovation, Entrepreneurship and Learning Centre (IELC), and Institute of Indigenous Entrepreneurship (IIE) Update		
Requested By (ACET member)	D. McNair, V.P. Finance & Admin.	Time Allotted	90 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. Schonewille, Director, Physical Resources P. Rouble, Physical Resources L. Smith, Colliers Project Leaders S. Low, Diamond Schmitt Architects Z. Jurewicz, Edward J. Cuhaci and Associates Architects Inc.		
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	12.0 ACET Transmittal and Exec Summary IELCIIE Schematic Design Review 12.1 Algonquin IELC -161017 ACET Pres Final	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) review and provide feedback on a set of drawings and renderings illustrating the current schematic design of the IELC/IIE project.		
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 type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team members reviewed proposed IELC/IEE schematics and provided feedback and comments for consideration. Updated designs will be provided at a later date. Specifically, Colliers noted the following: <ol style="list-style-type: none"> 1. Reconsideration of the new elevator location and size/capacity with reference to both new and existing spaces, and the ACCE atrium elevator. 2. Addition to the project scope of floor finishes in remaining areas of the main stairway including other upgrades then potentially required for code compliance. 3. Replacement of the existing block walls with glazing around the main stair at the third floor as additional to the project scope. 4. Review of the implications, including structure and cost, to remove the internal “platform” on the third floor close to the entrance as an additional scope item. 5. Review the implications of adding doors onto the courtyard at the new west wall. 6. Review design of the “podium” at the bottom of the new stairs from the safety /security point of view. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 19, 2016	Agenda Item Number (For office use only)	13
Topic	Employee Engagement Survey 2017		
Requested By (ACET member)	C. Frederick, VP, Human Resources	Time Allotted	45 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	P. Dockrill, Human Resources Officer C. Powers, Acting Manager, Organizational Effectiveness		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	13.0 2016 ACET Template Transmittal and Exec Summary Template Engagement Surveyv2 13.1 ACET Presentation_2017 EE survey_161019_final	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) approve the presented recommendations and endorse the 2017 Employee Engagement Survey approach and work plan.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team reviewed the recommendations for the 2017 Employee Engagement Survey (to be released February 2017). ACET accepted the project plan recommendations as discussed:</p> <ul style="list-style-type: none"> Survey population – all AC employees on payroll (full-time and part-time staff, including students) Survey designed so that results are available at the department level (minimum response rate of 10 required) Release ongoing response rates to College Community to spur participation Develop customized questions (up to three) Review compensation related questions, especially those asked to all, but only available to a limited percentage of employees. Provide clarity about how employee comments will be used <p>Planning discussions will be shared with Union Leader partners, and a communication roll out plan will be prepared and implemented. The survey provider (AON) has offered to present their findings to the Leadership Team when results become available (Spring 2017).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 19, 2016	Agenda Item Number (For office use only)	14
Topic	Sponsorships and Partnerships Update		
Requested By (ACET member)	C. Jensen, President	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 (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:	Verbal discussion only.	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) be provided with an update and provide comments/feedback on College 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 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>Updates were provided to Executive members, including:</p> <ul style="list-style-type: none"> • Confirmation of ACET attendance for We Day. • L. Stanbra will coordinate a Q2 SIP request for We Day funding and forward to Finance. • An Ottawa Sports Entertainment Group (OSEG) contract will be coming forward to ACET for review/approval from Area 7. • A draft "Sponsorship Request Criteria Checklist" has been provided to the meeting group for consideration and possible implementation • Sens Hockey Suites tickets will be strategically distributed (list to follow) • Agreement that a CRM program would be helpful to track Sponsorships and Partnerships (i.e. Salesforce); T. McDougall will follow up with M. Fares regarding business requirements. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 19, 2016	Agenda Item Number (For office use only)	15
Topic	Flag Policy		
Requested By (ACET member)	S. Anderson, ED, Comms, Mktg and Ext. Relations	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)	S. Anderson, ED 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	15. ACET Transmittal - Flag Discussion 15.1 Draft Flag Policy	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) review the Flag policy and the discussion raised at the September 15 AC Leadership Team meeting.		
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)	ACET members discussed feedback received at the September 15 ACLT meeting regarding the flag policy. Concerns were noted and will be addressed separately; the policy will go forward as originally submitted. Perth will be contacted to discuss policy compliance.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 19, 2016	Agenda Item Number (For office use only)	16
Topic	All Admin Meeting Survey Summary		
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	16.0 All Admin Meeting Survey Results Transmittal 16.1 All Admin Oct 12 Survey Summary	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) review the October 12 All Admin Meeting Survey Results and discuss the approach for the December 13 All Admin meeting.		
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 reviewed the All Admin Survey summary and suggested actions to consider for the following (and subsequent) All Admin meeting(s). T. McDougall will action as appropriate.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 19 , 2016	Agenda Item Number (For office use only)	17
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)	Executive Team members shared calendar updates and events as appropriate.		