

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

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| Date of Meeting | September 21, 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 checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u> D. McNair (risk assessment) </u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | <ul style="list-style-type: none"> • <u>IELC Update</u>: M. Fares provided ACET members with a status update on the IELC project. Decanting, Print Shop relocation, F Building renovation, Project Schedules, and the suggestion of drafting a risk management assessment was discussed. | | |

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| Date of Meeting | September 21, 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 member reviewed and revised the upcoming agenda planner as discussed.</p> | | |

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| Date of Meeting | September 21, 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 L. Stanbra, VP 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 | 3.1 August 31 ACET Minutes (T. McDougall) deferred to October 05 3.2 Policy Review – AA19– Academic Appeal (C. Brulé) 3.3 Star Award Nomination – S. Heron (J. DeDuca) 3.4 BOG REPORT: Management Summary (S. DiMarco) 3.5 BOG REPORT: 1st Quarter Business Plan Update (S. DiMarco) 3.6 BOG REPORT: 1st Quarter 2016-17 Financial Report and contingency report (D. McNair) 3.7 Revised BOG Agenda (S. DiMarco) | |
| 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 type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | 3.1 August 31 ACET Minutes (T. McDougall) This item was deferred to October 05. 3.2 Policy Review – AA19– Academic Appeal : Approved as amended. 3.3 Star Award Nomination – S. Heron : Approved as submitted 3.4 BOG REPORT: Management Summary : S. DiMarco clarified the active timeframe for this report (May 8 to September 11). 3.5 BOG REPORT: 1st Quarter Business Plan Update : Approved as amended with a minor edit. 3.6 BOG REPORT: 1st Quarter 2016-17 Financial Report and contingency report : D. McNair provided a verbal overview of the report and provided highlights on key areas of interest. 3.7 Revised BOG Agenda : Approved as amended. | | |

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| Date of Meeting | September 21, 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 United Way Update (D. Wotherspoon) 4.2 AC IE Committees (M. Fares) | |
| Recommendation (please provide ACET your recommendation requiring approval) | THAT the Algonquin College Executive Team (ACET) receive the information as submitted. | | |
| 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 checked="" type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred <u>4.2: Oct 12 Strategy Mtg.</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. Wotherspoon, M. Fares</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | 4.1 United Way Update : D. Wotherspoon provided a status update on United Way (UW) and the proposed options for this year's Ottawa campus campaign (Perth and Pembroke will remain status quo). Team members agreed to a one-week long campaign in November. A suggestion was put forward to enlist an active member from each Area to sit on the Steering Committee; D. Wotherspoon will provide information to ACET regarding roles, as well as a list of past canvassers and volunteers. 4.2 AC IE Committees : M. Fares provided ACET members with an update on the Innovation and Entrepreneurship panel (note, this group will replace the Entrepreneurship Working Group). Ex-officio members and representation were discussed and approved. This committee will report to ACET and provide updates on an ongoing basis. Suggestions were offered for consideration. This item will be recalled to the next ACET Strategy meeting for further discussion (ACET Oct 12). | | |

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| Date of Meeting | September 21, 2016 | Agenda Item Number (For office use only) | 5 |
| Topic | Business Arising | | |
| Requested By (ACET member) | Not Applicable | 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> | Not Applicable | | |
| 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 | Not Applicable | |
| Recommendation <i>(please provide ACET your recommendation requiring approval)</i> | Not Applicable. | | |
| 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> | This item was not discussed as there were no "Business Arising" items brought forward. | | |

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| Date of Meeting | September 21, 2016 | Agenda Item Number (For office use only) | 6 |
| Topic | Celebrating Student Success: Forum for International Trade Training Educational Award Winners | | |
| Requested By (PC member) | C. Brulé, SVP, Academic | Time Allotted | 30 min |
| PC Action Requested | <input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information | | |
| Staff Presenting <i>(name and title)</i> | Norman Lomow, Coordinator, Marketing and Management Studies Ryan Thornton, 2015 graduate, 0216G Business Administration, International – International Business Plan Award José Recinos, 2016 graduate, 1306X International Business Management, Ontario College Graduate Certificate – Forum for International Trade Training Achievement Award | | |
| 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 | 06.0 ACET - Celebrating Student Success, Sept 21, 2016 | |
| Recommendation <i>(please provide PC your recommendation requiring approval)</i> | THAT the Algonquin College Executive Team (ACET) receives the presentation as a practice run for the 11 October 2016 Board of Governors presentation. | | |
| PC 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 <i>(completed during PC meeting)</i> | Executive Team members provided comments and feedback to the staff and students who will be presenting at the October 11, 2016 Board of Governors meetings. C. Brulé will provide some assistance in creating a PowerPoint slide deck. | | |

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|---|--|---|--------|
| Date of Meeting | September 21, 2016 | Agenda Item Number (For office use only) | 7 |
| Topic | BOG Presentation: International Update | | |
| Requested By (PC member) | D. Wotherspoon, VP International and Strategic Priorities | Time Allotted | 30 min |
| PC Action Requested | <input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information | | |
| Staff Presenting <small>(name and title)</small> | D. Wotherspoon, VP International and Strategic Priorities | | |
| Attachments <small>(as read-ahead material)</small> | <input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted | Verbal discussion only. | |
| Recommendation <small>(please provide PC your recommendation requiring approval)</small> | <p>THAT the Algonquin College Executive Team (ACET) provide feedback on the International presentation that will be provided to the Board of Governors (BoG) at the October 11, 2016 meeting.</p> | | |
| PC 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 <small>(completed during PC meeting)</small> | <p>No formal presentation was provided at ACET, as a presentation was given at the September 18-19 Board Retreat. The Board meeting agenda will be amended to better reflect the purpose of the presentation.</p> | | |

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|--|---|--|--------|
| Date of Meeting | September 21, 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 21 September 2016 Enrolment Update Final 10.1 Fall 2016 Enrolment Update Sept 19, 2016 Day 10 | |
| Recommendation (please provide ACET your recommendation requiring approval) | THAT the Algonquin College Executive Team accepts this report as information. | | |
| ACET Decision | <input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | Executive Team members received the report as discussed. Trends and highlights were reviewed. Feedback was provided, including a suggestion to include an enrolment update dashboard that separates Aboriginal enrolment. This information was presented to the Academic and Student Affairs Committee (ASAC) and will be presented to the Board at the October 11 Board of Governors meeting. | | |

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|--|--|---|----|
| Date of Meeting | September 21, 2016 | Agenda Item Number (For office use only) | 11 |
| Topic | Fees Review Working Group Follow-Up Report and Recommendations | | |
| Requested By (ACET member) | D. McNair VP, Finance & Admin. L. Stanbra, VP Student Services | Time Allotted | |
| 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. Pearson, Registrar C. Dempsey, Director of Finance J. Pede, Manager, Accounting, Purchasing and Logistics J. File, Associate Registrar, Systems and Reporting Services L. Schumann, Associate Registrar, Client Services | | |
| 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 21 September 2016 Fees Review Working Group Report 2 FINAL 11.1 ACET 21 September 2016 Fees Review Working Group Report FINAL 11.2 Appendix A Ontario College Fee Practice Review 201516 11.3 Appendix B Current Accounts Receivable Practice 11.4 Appendix C Current A-R Collections Timeline 11.5 Appendix D Unofficial CRALO Ancillary Fee Survey 2015-16 | |
| Recommendation (please provide ACET your recommendation requiring approval) | THAT the Algonquin College Executive Team accepts this report and approves the recommendations. | | |
| 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 type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | 1. <u>Earlier* and more precise cost determination for eText Fees: Set by November 1st for the following academic year to ensure accurate communication to students with regard to study costs:</u> This recommendation was endorsed in principle, but viability needs to be reviewed. This needs more consultation with the academic area. 2. <u>To develop an Accounts Receivable Policy:</u> This recommendation was endorsed as submitted. 3. <u>Go Cashless:</u> This recommendation was endorsed in principle, but requires further review. 4. <u>Change the Balance of Fees Due Date from the 28th day of the semester to Day 15 (approximately 1 week earlier than current practice):</u> This recommendation was endorsed. | | |

5. NEW RECOMMENDATION: ACET suggested the College define how the price of education drives as a competitive advantage and identify strategies for lowering the overall costs to students.

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|---|--|---|--------|
| Date of Meeting | September 21, 2016 | Agenda Item Number (For office use only) | 12 |
| Topic | Summary of <i>National College Health Assessment</i> Results for Algonquin College and discussion regarding next steps and release of results | | |
| 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 <i>(name and title)</i> | S. Styles, Director, Student Support Services J. Agate, Associate Director, Student Support Services B. Bridgstock, Manager, Counselling Services, First Generation, and Spiritual Centre | | |
| 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 | Verbal discussion. | |
| Recommendation <i>(please provide ACET your recommendation requiring approval)</i> | THAT the Algonquin College Executive Team reviews the results of Algonquin College's 2016 National College Health Assessment and provide guidance on 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 checked="" type="checkbox"/> Referred to <u>Key stakeholders</u> (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET Oct 05</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>L. Stanbra, S. Anderson</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation <i>(completed during ACET meeting)</i> | ACET received the report as submitted. Discussion followed including benchmarking against other institutions, communication, recommendations, and possible engagement with CiCan. A follow-up meeting with key stakeholders will be scheduled for further discussion. This item will be brought back to the October 05 ACET meeting. | | |

ALGONQUIN COLLEGE EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

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|--|---|---|--------|
| Date of Meeting | September 21, 2016 | Agenda Item Number (For office use only) | 14 |
| Topic | Sponsorships/Partnerships Update | | |
| Requested By (PC member) | C. Jensen, President | Time Allotted | 10 min |
| PC 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 checked="" type="checkbox"/> Other: Information to be posted | Verbal discussion only. | |
| Recommendation (please provide PC your recommendation requiring approval) | THAT the Algonquin College Executive Team (ACET) review and discuss the Sponsorships/Partnerships file. | | |
| PC 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 05</u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during PC meeting) | This item was deferred. | | |

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

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|--|--|--|--------|
| Date of Meeting | September 21, 2016 | Agenda Item Number (For office use only) | 15 |
| Topic | 2017/18 New Positions Requests - Memorandum | | |
| Requested By (ACET member) | D. McNair, VP Finance & Admin. | Time Allotted | 30 min |
| ACET Action Requested | <input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information | | |
| Staff Presenting (name and title) | 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 checked="" type="checkbox"/> Other: Information to be posted | 15.0 ACET Transmittal21 Sep 2016_New Position Requests 15.1 Appendix A_Draft Memo 2017-18 New Position and Initiatives and Opportunities Requests | |
| Recommendation (please provide ACET your recommendation requiring approval) | <p>THAT the Algonquin College Executive Team accept and approve the Memorandum on 2017-18 New Full-time and Initiatives and Opportunities Positions.</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 members reviewed the proposed memo addressing Requests for 2017-18 New Full-Time and Initiatives /Opportunities (I/O) Positions, and provided comments and feedback. After further discussion, the memo was revised in terms of student-teacher contact hours, repurposing of vacant positions (support/admin and faculty) and reclassification. Note, in terms of repurposing vacant positions, ACET agreed to a grace period for this year (to January, 2017).</p> | | |