

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2017	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)	<p>THAT the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.</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>Additions to the Agenda include:</p> <p><u>Strategic Distribution of Senators Tickets:</u> The Executive Team discussed proposed options for the distribution of Senator game tickets.</p> <p><u>Kanata Lands:</u> The Executive Team was briefed on conversations held to date with community stakeholders regarding suggested uses for Kanata land currently owned by the College.</p> <p><u>Campus visit from Ontario Premier:</u> The Executive Team was advised that the Ontario Premier will be visiting the Ottawa campus to announce 50th Anniversary Funding.</p> <p><u>Lean A3 Training:</u> The Executive Team discussed proposed dates for the upcoming Lean Training. Schedules are not aligning as requested, therefore accommodations to have owners and sponsors train together will be brought forward and reviewed.</p> <p><u>Employee Engagement Survey:</u> The Executive Team was briefed on the College's Employee Engagement Survey results. A more in-depth discussion will be held at the April 24-25 Leadership Team Retreat in advance of a general Algonquin College Community Town Hall.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2017	Agenda Item Number (For office use only)	2
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)	Various ACET 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	2.1 AA08 Course Load (C. Brulé, K. Pearson) 2.2 AA14 Grading System (C. Brulé, K. Pearson) 2.3 AA39 Program Progression and Graduation Requirements (C. Brulé, K. Pearson) 2.4 Annual Schedule of Fees Preparation Timeline – Proposed Adjustment (L. Stanbra) 2.5 March 16, 2017 Draft ACET Minutes (T. McDougall) 2.6 March 29, 2017 Draft ACET Minutes (T. McDougall)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) approve the Consent Agenda items.		
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)	2.1 AA08 Course Load: Approved as submitted. 2.2 AA14 Grading System: Approved as submitted. 2.3 AA39 Program Progression and Graduation Requirements: Approved as submitted. 2.4 Annual Schedule of Fees Preparation Timeline – Proposed Adjustment: This item was removed and will be recalled at a later date. 2.5 March 16, 2017 Draft ACET Minutes: Approved as submitted. 2.6 March 29, 2017 Draft ACET Minutes: Approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2017	Agenda Item Number (For office use only)	3
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	3.1 Innovation Centre Update (D. McNair, S. Anderson) 3.2 2016-17 Health Services Year End Report (L. Stanbra) 3.3 ACET Update on Cisco Collaboration Opportunities (D. McNair) 3.4 50 th Anniversary Update (standing item) (S. Anderson) 3.5 Key Message Opportunity Calendar – April 2017 (S. Anderson) 3.6 Project Fusion Update (C. Frederick)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive the information items as submitted.		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input checked="" type="checkbox"/> Referred to <u>Item 3.3 D. McNair</u> (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)	3.1 Innovation Centre Update: This item was received as submitted. 3.2 2016-17 Health Services Year End Report: This item was received as submitted. 3.3 ACET Update on Cisco Collaboration Opportunities: This item was removed for discussion, however due to time constraints, a discussion did not occur. Comments and questions regarding this item will be addressed via email. 3.4 50 th Anniversary Update (standing item): Comments on SharePoint were provided for consideration. 3.5 Key Message Opportunity Calendar – April 2017: This item was received as submitted 3.6 Project Fusion Update: This item was received as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2017	Agenda Item Number (For office use only)	4
Topic	Business Arising: Alumni of Distinction Awards Nominations (from March 29, 2017)		
Requested By (ACET member)	L. Stanbra, VP Student Services	Time Allotted	15 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	A. Desjardins, Executive Director Algonquin College Foundation		
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	04.0 FinalTransmittal3-Alumni of Distinction Awards Recipients 4.0.docx 04.1 Appendix A – Alumni of Distinction Recipients 2017 – V5.0.docx	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	THAT the Algonquin College Executive Team (ACET) be updated on items recalled to the agenda.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during ACET meeting)</i>	The Executive Team reviewed the proposed nominations for the Alumni of Distinction Award Recipients and Premier’s Awards as discussed. Approved names have been identified on the SharePoint Transmittal.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2017	Agenda Item Number (For office use only)	5
Topic	President's Star Award Presentations – David Kenny and Janet Scharfe		
Requested By (ACET member)	The Executive Team	Time Allotted	30 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)	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	05.0 Star award Transmittal for David Kenny and Janet Scharfe 05.1 Star award Presentation Form- David Kenny 05.2 President's Star Award Nomination Form –Janet Scharfe	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) present star awards to the nominees put forth.</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>The Executive Team presented two Star Awards to David Kenney (Registrar's Office) and Janet Scharfe (Professor, School of Health and Community Studies).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12 th , 2017	Agenda Item Number (For office use only)	6.0
Topic	Draft ACLT Retreat Agenda April 24 th - 25 th , 2017		
Requested By (ACET member)	Doug Wotherspoon	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)	D. Wotherspoon, Vice President – Innovation and Strategy		
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	6.0 Transmittal ACLT April 24-25,2017 Retreat agenda 6.1 Draft ACLT Retreat agenda April 24-25, 2017	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) review and discuss the draft Algonquin College Leadership Team retreat agenda.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team reviewed the Leadership Team Retreat Draft Agenda (April 24-25, 2017). Discussion regarding proposed outcomes followed. Feedback and suggestions were provided. A revised agenda will be available to ACET on SharePoint.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2017	Agenda Item Number (For office use only)	7
Topic	Enrolment Update – Spring 2017 and Fall 2017		
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 checked="" type="checkbox"/> PowerPoint (attached) <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other	07.0 ACET 12 April 2017 Enrolment Update (April 10 2017) 07.1 ACET 12 April 2017 Enrolment Update (April 10 2017)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) accept this Enrolment Report as information.		
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 was provided with an update on the status of enrolment for Spring 2017 and Fall 2017.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2017	Agenda Item Number (For office use only)	8
Topic	Canadian Nuclear Laboratories Visit		
Requested By (ACET member)	C. Holguin Pando, Director Applied Research	Time Allotted	30 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	C. Holguin Pando, Director, Applied Research C. Janzen, Dean, Faculty of Technology and Trades S. Bracatelli, Professor, Mechanical Engineering Technology D. Thibodeau, Chair, Mechanical Transportation Technology		
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)	THAT the Algonquin College Executive Team (ACET) be provided with an opportunity to meet guests from the Canadian Nuclear Laboratories.		
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 met with guests from the Canadian Nuclear Laboratories who were on campus for Applied Research Day, in support of their student team.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2017	Agenda Item Number (For office use only)	9.0
Topic	Brand Refresh		
Requested By (ACET member)	S. Anderson, Executive Director, Communications, Marketing and External Relations	Time Allotted	30 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	A. Beshara, Brand Manager A. McDonell, Marketing Director		
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		
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receives this information and provides feedback on the refreshed brand identity as presented.</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 checked="" type="checkbox"/> Deferred to <u>ACLT May 25</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team was provided with an update regarding Algonquin College brand development with an emphasis on visual identity (i.e. graphical standards). This item will be brought to the Leadership Team for their information and review in May.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2017	Agenda Item Number (For office use only)	10
Topic	ACET Retreat Debrief		
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)	Various ACET 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	10.0 Transmittal ACET Retreat Debrief 10.1 ACET Retreat agenda April 4-5 2017	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) debrief the April 04-05 ACET Retreat debrief.		
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 Apr 26</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	Due to time constraints, this item was not discussed and will be deferred.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12, 2017	Agenda Item Number (For office use only)	11
Topic	Sponsorship / Partnership Update		
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)	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	19.0 Transmittal Partnerships and Sponsorships	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) review and discuss upcoming and ongoing sponsorship requests and partnership opportunities.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	Due to time constraints, this item was not discussed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 12 , 2017	Agenda Item Number (For office use only)	12
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 checked="" type="checkbox"/> Other: Information to be posted	20.0 Calendar Roundtable Transmittal	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team review calendars and inform ACET members as to the events in which they are participating.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>Due to time constraints, this item was not discussed.</p>		