

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 11, 2017	<b>Agenda Item Number (For office use only)</b>	1
<b>Topic</b>	Approval of Agenda		
<b>Requested By (ACET member)</b>	Various ACET members	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Various ACET members		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p><u>Additions to the ACET agenda included:</u></p> <p><u>The Ottawa Hospital Meeting:</u> It was suggested that the October 13 meeting be reschedule and changed from a conference call, to a face-to-face meeting. This option will be explored and confirmed.</p> <p><u>Learner Driven Plan Question:</u> The Executive Team was asked for feedback regarding the use of a goal statement. Feedback was provided.</p> <p><u>Flag Policy:</u> The Executive Team was advised that the Flag Policy is due for review; the former small sub group of ACLT members will be approached to review.</p> <p><u>Work Stoppage:</u> The Executive Team discussed contingency planning, communications, parking, and safety for the potential academic work stoppage.</p>		

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<b>Date of Meeting</b>	October 11, 2017	<b>Agenda Item Number</b> (For office use only)	2
<b>Topic</b>	Consent Agenda Items		
<b>Requested By (ACET member)</b>	Various ACET members	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b> <i>(name and title)</i>	Various ACET members		
<b>Attachments</b> <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	2.1 Fall 2017 Convocation Ceremonies Briefing (L. Stanbra) 2.2 Area 5 IO Positions (C. Brulé)	
<b>Recommendation</b> <i>(please provide ACET your recommendation requiring approval)</i>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the Consent Agenda items.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b> <i>(completed during ACET meeting)</i>	2.1 Fall 2017 Convocation Ceremonies Briefing: This item was approved as submitted. 2.2 Area 5 IO Positions: This item was approved as submitted.		

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<b>Date of Meeting</b>	October 11, 2017	<b>Agenda Item Number (For office use only)</b>	3
<b>Topic</b>	Information Only Agenda Items		
<b>Requested By (ACET member)</b>	Not applicable	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Not applicable		
<b>Attachments (as read-ahead material)</b>	<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) 3.2 Workday Project Update (C. Frederick) 3.3 Freedom of Information Q2 Update (D. McNair) 3.4 Gathering Space/Courtyard – IELC (R. McLester) 3.5 Enrolment Update (K. Pearson, M. Leduc) 3.6 Bill 148 – Risk Assessment (D. McNair)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receive the information items as submitted.		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	3.1 Innovation Centre Update: This item was received as submitted. 3.2 Workday Project Update: This item was removed for further discussion regarding retention of key personnel. 3.3 Freedom of Information Q2 Update: This item was removed for review. Received as discussed. 3.4 Gathering Space/Courtyard – IELC: This item was received as submitted. 3.5 Enrolment Update: This item was received as submitted. 3.6 Bill 148 – Risk Assessment: This item was received as discussed. This item will be brought forward to ACLT for review/discussion (date to be confirmed).		

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<b>Date of Meeting</b>	October 11, 2017	<b>Agenda Item Number (For office use only)</b>	4
<b>Topic</b>	Business Arising		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>			
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted		
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) be briefed on any “Business Arising” items that are brought forward.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>No items were brought forward for discussion.</p>		

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<b>Date of Meeting</b>	October 11, 2017	<b>Agenda Item Number (For office use only)</b>	5
<b>Topic</b>	Change Maker Award: Developmental Services Worker Cooperative		
<b>Requested By (ACET member)</b>	C. Brulé, Senior Vice President, Academic	<b>Time Allotted</b>	5 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Laura Rogal-Black, Coordinator, Developmental Services Worker Claire Maxwell, '17 Dawn Tait '16 Lisa Murray '10 Elisabeth van Kooy '09		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	05.0 ACET Changemaker Award - DSW Cooperative - October 11, 2017	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team receives the presentation as a practice run for the October 16, 2017 Board of Governors presentation.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	Graduates from the Developmental Service Worker program practiced their Change Maker Award presentation for the October 16, 2017 Board of Governors meeting. Feedback was provided for consideration.		

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<b>Date of Meeting</b>	October 11, 2017	<b>Agenda Item Number (For office use only)</b>	6
<b>Topic</b>	Program Proposal: Bachelor of Commerce (Strategic Human Resources Management)		
<b>Requested By (ACET member)</b>	C. Brulé SVP, Academic	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	D. Donaldson, Dean, School of Business K. Seymour, Chair, Management Studies, School of Business M. Cusson, Dean, Academic Development M. Leduc, Executive Director, Academic Operations & Planning		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	06.0 ACET Transmittal - BComm (SHRM) - October 11, 2017 06.1 ACET - ASAC Transmittal - BComm-SHRM - October 11, 2017 06.2 ACET App B - BComm-SHRM - Cash Flow - Oct 11, 2017 06.3 ACET - App C - BComm-SHRM - Membership - October 11, 2017	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) approve the program proposal to go to ASAC for the following action:</p> <p><b>THAT</b> the Academic and Student Affairs Committee (ASAC) recommends to the Board of Governors the approval of the Bachelor of Commerce (Strategic Human Resources Management) (Honours) effective Fall 2018.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	The Executive Team approved the Bachelor of Commerce (Strategic Human Resources Management) program proposal with minor amendments. This information will be presented at the November 20, 2017 Academic and Student Affairs Committee (ASAC) meeting for recommendation at the December 11 Board of Governors meeting.		

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<b>Date of Meeting</b>	October 11, 2017	<b>Agenda Item Number (For office use only)</b>	7
<b>Topic</b>	Non-smoking Campus (policy development)		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	C. Bonang, Director, Risk Management		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	07.0 ACET Transmittal 2017-10-11 Non Smoking Campus (policy development) 07.1 Non-smoking campus policy development 07.2 Appendix A - 2017-10-11 HS10 Smoking On Campus	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team engage in a discussion surrounding contemplation of non-smoking campuses.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET November (Date TBD)</u> (Date) <input checked="" type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>The Executive Team participated in a discussion to introduce a proposed non-smoking policy for Algonquin College and all three campuses. Discussion topics included historical, legislative and enforcement perspectives. Next steps were discussed. C. Jensen will speak with the President of the Students' Association to gauge support. C. Frederick will discuss a strategy with HR team. C. Frederick and L. Stanbra will pursue a roll out of a June 2018 smoke free campus date with the subcommittee of the Healthy Living Education project. ACLT to be informed of plans. This item will return to ACET in November (date to be determined).</p>		

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<b>Date of Meeting</b>	October 11, 2017	<b>Agenda Item Number (For office use only)</b>	8
<b>Topic</b>	2018-2019 Draft Schedule of Fees		
<b>Requested By (ACET member)</b>	L. Stanbra, VP Student Services	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	K. Pearson, Registrar B. Eburne, Manager, Enrolment Reporting and Fees Administration		
<b>Attachments (as read-ahead material)</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Draft 2018-2019 Schedule of Fees and related Appendices	08.1 ACET 11 October 2017 - Draft 2018-2019 Schedule of Fees 08.2 ACET Draft 2018-2019 Schedule of Fees 08.3 Draft 2018-2019 Schedule of Fees, Schedules A to E 08.4 Draft 2018-2019 Schedule of Fees, Appendices A to G	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the Draft 2018-2019 Schedule of Fees for presentation to the Board of Governors on December 11, 2017.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>BOG Dec 11</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	The Draft 2018-2019 Schedule of Fees was approved as submitted. This item will be brought forward to the November 20 Academic and Student Affairs Committee, and the December 11, 2017 Board of Governors meeting for final approval.		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 11, 2017	<b>Agenda Item Number (For office use only)</b>	9
<b>Topic</b>	DRAFT Budget Principle: Strategic Investment Priorities Allocations		
<b>Requested By (ACET member)</b>	D. McNair, VP, Finance and Administration	<b>Time Allotted</b>	60 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	G. Perry, Acting Director, Finance and Administration E. Woods, Acting Management, Financial Services		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	09.0 - ACET Transmittal 2017-10-11 New Proposal - SIP Allocations 09.1 - Appendix A New Proposal - SIP Allocations	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review the draft budget principle and endorse the application of this principle as part of the 2018-2019 SIP Budget development.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>The Executive Team was presented with a draft budget principle which sets forth an envelope approach to the allocation of specific Strategic Investment Priorities funding for each fiscal year. This information was approved as discussed pending S. Anderson's review of his area. Some minor corrections will be incorporated and the report will be redistributed.</p>		

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<b>Date of Meeting</b>	October 11, 2017	<b>Agenda Item Number (For office use only)</b>	11
<b>Topic</b>	October 17 All Admin Agenda Review		
<b>Requested By (ACET member)</b>	T. McDougall, Director Office of the President	<b>Time Allotted</b>	15 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	T. McDougall, Director Office of the President		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	11.0 Oct 17 All Admin Meeting Transmittal 11.1 All Admin Slide Deck Oct17 11.2 June 2017 All Admin Survey Summary 11.3 AC Data Residency_ 17 October 2017	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review and approve the October 17 All Admin meeting agenda.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	The Executive Team reviewed and finalized the October 17 All Admin meeting discussion items. Presenters were asked to forward slide deck information to the President's Office by noon on October 16.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 11, 2017	<b>Agenda Item Number (For office use only)</b>	12
<b>Topic</b>	October 23 ACLT Retreat Agenda		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	15 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	T. McDougall, Director Office of the President		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	12.0 Oct 23 ACLT Retreat Transmittal 12.1 DRAFT ACLT Agenda October 23 2017	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team review and approve the October 23 ACLT Retreat agenda.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	The Executive Team reviewed and finalized the October 23 Leadership Team Retreat agenda.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 11, 2017	<b>Agenda Item Number (For office use only)</b>	13
<b>Topic</b>	Innovation Centre Grand Opening Save The Date		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	C. Jensen, President		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	13.0 Innovation Centre Grand Opening Transmittal	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) discuss a grand opening concept and review possible event dates.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>The Executive Team discussed a possible date for the Innovation Centre grand opening. This College-wide event will precede the May 03, 2018 50<sup>th</sup> Anniversary fundraising gala. A “Save-The-Date” invitation will be forwarded to our community stakeholders.</p>		