

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 04, 2017	Agenda Item Number (For office use only)	1
Topic	Approval of Agenda		
Requested By (ACET member)	C. Jensen, President	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)	C. Jensen, President		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) review 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 checked="" type="checkbox"/> Report Back By <u>C. Brulé</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p><u>Additions to the ACET agenda included:</u> <u>SMA Commitment Statements:</u> The Executive Team was advised that a “pause” will be applied to signing SMA agreements in order to get more information on how the province expects activities to be carried out with Bill 148 pending. <u>Employment Ontario/Contingency:</u> The Executive Team agreed that any activity on campus will be cancelled, while any off-campus activity will go forward. C. Brulé will reach out to the EO offices and provide an update. <u>Collective Bargaining Update:</u> The Executive Team started to discuss contingency planning. Daily updates will be scheduled in calendars for ACLT members as well as any other key stakeholder (eg. SA President). <u>Perth and Pembroke ACET dates:</u> Proposed dates for upcoming ACET meetings were discussed and approved. <u>Grey Cup:</u> Proposed considerations for the recognition of Grey Cup were discussed; the Academic Office will make inquiries and report back to the President’s Office before November 17.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 04, 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 <i>(name and title)</i>	Various ACET members		
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	2.1 AA06 Prior Learning Assessment and Recognition (C. Brulé, M. Cusson) 2.2 AA24 Disruption to College Activities (C. Brulé) deferred 2.3 DRAFT September 19 ACET Minutes (T. McDougall) 2.4 DRAFT September 13 ACET Minutes (T. McDougall) 2.5 Call to ACET for 2018-2019 New Positions and Strategic Investment Priorities (D. McNair) 2.6 Cyber Security Audit (D. Wotherspoon) 2.7 IT Automation and Process Improvement Assessment (D. Wotherspoon) 2.8 Coat of Arms Visual Identity Standards (S. Anderson)	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	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 checked="" type="checkbox"/> Deferred to <u>ACET TBD</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during ACET meeting)</i>	2.1 AA06 Prior Learning Assessment and Recognition: Approved as submitted. 2.2 AA24 Disruption to College Activities: This item was deferred to a later time (Date TBD). 2.3 DRAFT September 19 ACET Minutes: Approved as submitted. 2.4 DRAFT September 13 ACET Minutes: Approved as submitted. 2.5 Call to ACET for 2018-2019 New Positions and Strategic Investment Priorities: This item was removed for discussion and approved with amendments. 2.6 Cyber Security Audit: Approved as submitted. 2.7 IT Automation and Process Improvement Assessment: Approved as submitted. 2.8 Coat of Arms Visual Identity Standards: This item was approved as discussed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 04, 2017	Agenda Item Number (For office use only)	3
Topic	Information Only Agenda Items		
Requested By (ACET member)	Not applicable	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)	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) 3.2 Workday Project Update (C. Frederick) 3.3 Initiatives & Opportunities August Report (C. Frederick) 3.4 Complement & Vacancies August Report (C. Frederick) 3.5 50 th Anniversary Update (S. Anderson) 3.6 Key Message Opportunity Calendar (S. Anderson) 3.7 Storm Water Management Pond (D. McNair) 3.8 Update on the Development of AC's Innovation Centre and Entrepreneurship Plan (D. Wotherspoon) 3.9 Enrolment Update (K. Pearson, M. Leduc) 3.10 MAESD Announcement (D. McNair)	
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 _____ (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 Workday Project Update: This item was removed for discussion. Information going to the Board will be presented as discussed. 3.3 Initiatives & Opportunities August Report: This item was received as submitted. 3.4 Complement & Vacancies August Report: This item was removed for discussion. 3.5 50 th Anniversary Update: This item was received as submitted. 3.6 Key Message Opportunity Calendar: This item was received as submitted. 3.7 Storm Water Management Pond: This item was removed for discussion. 3.8 Update on the Development of AC's Innovation Centre and Entrepreneurship Plan: This item was received as submitted. 3.9 Enrolment Update: This item was received as submitted. 3.10 MAESD Announcement: This item was removed for minor clarification/discussion.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 04, 2017	Agenda Item Number (For office use only)	4
Topic	Ontario Human Rights Commission – Retroactive Accommodations		
Requested By (ACET member)	C. Brulé, SVP Academic C. Frederick, VP Human Resources L. Stanbra, VP Student Services	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)	C. Brulé, Senior Vice President, Academic C. Frederick, Vice President, Human Resources L. Stanbra, Vice President, Student Services		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	04.1 ACET Transmittal for Ontario Human Rights Commission Retroactive Accommodation October 4, 2017	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) discuss next steps.		
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 checked="" type="checkbox"/> Referred to <u>College Academic Council</u> (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET Dec 14</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team reviewed next steps to address an anonymous letter received in the President’s Office. A working group of the College Academic Council will be struck to review data and report back by the end of the calendar year. Resourcing is also to be considered.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 04 , 2017	Agenda Item Number (For office use only)	5
Topic	College Budget Committee Update: Second Draft 2018-2019 Pro Forma Area Level Targets		
Requested By (ACET member)	D. McNair, Vice President Finance and Administration	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)	G. Perry, Acting Director, Finance and Administrative Services C. Janzen, Chair, College Budget Committee		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	05.0 ACET Transmittal - 2017-10-04 2nd Draft 2018-2019 ProForma 05.1.2 Appendix A - Second Draft 2018-2019 Pro Forma Area Targets Funded and Contract 05.2 ACET Transmittal - 2017-10-04_ 2018-2019 Schedule of Rates 05.2.1 Appendix A - Schedule of Rates for Internal Services 2018-2019	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) accept the second draft 2018-2019 Pro Forma and second draft 2018-2019 area targets for information, and approves the March 31, 2017 balances for the Internally Restricted Net Assets, Specific Reserves – Other Projects and Initiatives.</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 was presented with the second draft 2018-2019 Pro Forma and draft area targets to be utilized in the development of the annual budget (for information). L. Stanbra and C. Brulé will meet offline to discuss flow through contract revenue. The Internally Restricted Net Assets Schedule was approved as submitted.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 04, 2017	Agenda Item Number (For office use only)	6
Topic	Learner-driven Plan Status		
Requested By (ACET member)	L. Stanbra VP SS C. Brule, SVP Academic	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)	L. Stanbra, VP, Student Services C. Brule, SVP Academic		
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	06.0 ACET Transmittal - Learner-driven Plan Oct 4 Update 06.1 Appendix A LDP Working Group Membership 06.2 Appendix B LDP Detailed Timeline	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) discuss the progress to-date, feedback from ACLT, a communication plan, and the best way to engage faculty members during the current environment of collective bargaining.</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 was provided with an update on the development of the learner-driven plan. Comments and feedback were provided. Discussion highlights included faculty engagement, faculty forum sessions, communications, and timelines. This item will be brought forward to the Leadership Team for their input.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 04, 2017	Agenda Item Number (For office use only)	7
Topic	Bill 148 – Assessment Approach		
Requested By (ACET member)	D. McNair VP Finance & Administration	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, VP Finance and Administration, C. Frederick, Vice President Human Resources JD Sharp, Emond Harden C. Bonang, Director Risk Management P. Leland, Risk Manager E. Langevin, Labour and Relations Specialist		
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 Transmittal 2017-10-04 Bill 148 Final 07.1 Appendix A - Bill 148 Risk Assessment Tool 07.2 Appendix B_ bill 148 preliminary estimate 07.3 Appendix C_ EmondHarnden overview Bill 148	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive and approve the proposed approach to the assessment of Bill 148.		
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 presented with a comprehensive assessment of Bill 148 impacts on the College. This information will need to be considered when holding upcoming departmental budget meeting discussions. The Province may be providing direction on next steps in the coming weeks; if there is no direction provided, further discussions and decision-making may be required.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 4, 2017	Agenda Item Number (For office use only)	8
Topic	Draft 2017 Risk Profile		
Requested By (ACET member)	D. McNair VP Finance and Administration	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, VP Finance and Administration, C. Bonang, Director Risk Management, P. Leland, Risk Manager		
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 2017-10-04 2017 Corporate Risk Profile 08.1 2017 Corporate Risk Profile	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receive and approve the Draft 2017 Risk Profile for presentation to the Audit and Risk Management Committee.</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 checked="" type="checkbox"/> Deferred to <u>ARM Oct 24</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 reviewed the Draft 2017 Risk Profile. Discussion highlights included Labour Relations / Talent Management, Strategy to Execution, Talent Management, and the validation of new risks. Minor amendments will be incorporated into the report. This item will be presented to the Audit and Risk Management Committee on October 24, 2017.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 04, 2017	Agenda Item Number (For office use only)	9
Topic	Fraud Risk Assessment Recommendations		
Requested By (ACET member)	D. McNair VP Finance and Administration	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, C. Bonang, Director Risk Management, P. Leland, Risk Manager		
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	09.0 ACET Transmittal 2017-10-04 Fraud Risk Assessment Recommendations 09.1 APPENDIX A - Fraud Risk Assessment Recommendations	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) review and approve the suggested approach to the Fraud Risk Assessment Recommendations for presentation to the Audit and Risk Management Committee.</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 checked="" type="checkbox"/> Deferred to <u>ARM Oct 24</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 reviewed the suggested approach to the Fraud Risk Assessment Recommendations. The proposed approach was approved as discussed with minor revisions. This item will be presented at the October 26, 2017 Audit and Risk Management Committee meeting.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 04, 2017	Agenda Item Number (For office use only)	10
Topic	2018-19 Business Plan Processes and Timelines		
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)	D. Wotherspoon, VP, Innovation and Strategy		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	10.0 ACET Transmittal 171004 Business Plan and Budget Processes and Timelines	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) review and provide feedback on the proposed 2018-19 Business Plan processes and timelines, including the ACLT Retreat.</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>ACET Oct 11, ACET Oct 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 on the overview of the proposed processes and timelines to help in the planning and development of the 2018-2019 Business plan. Comments and feedback were provided. An updated version of this item will return to the October 11 ACET meeting. A preliminary review of 2018-2019 requests for full-time complement and SIP project funding will take place at the October 25 ACET meeting with the Leadership Team (ACLT) in attendance.</p>		