

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 14, 2017	<b>Agenda Item Number (For office use only)</b>	1
<b>Topic</b>	Approval of Agenda		
<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 checked="" 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 type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
<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 _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	Additions to the agenda included: <ol style="list-style-type: none"> <li>1. <u>Budget Pressures Follow up</u>: The Executive Team reviewed Budget Pressures and proposed recommendations. Updates to the Business Utility System (BUS) will be required; revised area targets will be re-distributed.</li> <li>2. <u>Support Framework</u>: The Executive Team was advised of a proposed model for supporting Indigenous Initiatives within the President's Office.</li> <li>3. <u>Carleton U Collaboration (Arts)</u>: Due to time constraints, this item was not discussed and will be brought forward at another time (date TBD).</li> <li>4. <u>Sexual Assault/Violence employee training</u>: Due to time constraints, this item was not discussed and will be brought forward at another time (date TBD).</li> <li>5. <u>ACs Staffing Model for Research and Development</u>: Due to time constraints, this item was not discussed and will be brought forward at another time (date TBD).</li> <li>6. <u>SA Collaborative (Study Space in Salon D)</u>: Due to time constraints, this item was not discussed and will be brought forward at another time (date TBD).</li> </ol>		

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<b>Date of Meeting</b>	December 14, 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 2018 Convocation Dates, Venue and Schedule (L. Stanbra) 2.2 Spring 2018 Convocation Ceremony Adjustments - Ottawa (L. Stanbra) 2.3 DRAFT December 06, 2017 ACET Meeting Minutes (T. McDougall) 2.4 Net Tuition Investment Case (L. Stanbra, D. McNair)	
<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 type="checkbox"/> Deferred <u>2.1, 2.2 ACET TBD</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b> <i>(completed during ACET meeting)</i>	<u>2.1 Fall 2018 Convocation Dates, Venue and Schedule</u> : Due to time constraints, this item was not reviewed/approved. This item will be recalled at a later date. <u>2.2 Spring 2018 Convocation Ceremony Adjustments – Ottawa</u> : Due to time constraints, this item was not reviewed/approved. This item will be recalled at a later date. <u>2.3 DRAFT December 06, 2017 ACET Meeting Minutes</u> : This item was approved as submitted. <u>2.4 Net Tuition Investment Case</u> : This item was approved with minor clarification.		

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<b>Date of Meeting</b>	December 14, 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 Initiatives & Opportunities November Report (C. Frederick) 3.4 Complement & Vacancies November Report (C. Frederick) 3.5 Enrolment Update (K. Pearson, M. Leduc) 3.6 Bill 148 Risk Assessment Update (D. McNair) 3.7 Student One Stop Space (L. Stanbra, D. McNair) 3.8 Net Tuition Investment Case (L. Stanbra, 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 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>	All items, except for item 3.2 were accepted as submitted. Item 3.2 (Workday Project Update) was removed for further review and discussion.		

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<b>Date of Meeting</b>	December 14, 2017	<b>Agenda Item Number (For office use only)</b>	4
<b>Topic</b>	Business Arising : Ontario Human Rights Commission-Retroactive accommodations (discussion on previous position) <i>(b/f from Sep 19 and Oct 04)</i>		
<b>Requested By (ACET member)</b>	ACET	<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>	C. Frederick, VP Human Resources		
<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 update only	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.</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 checked="" type="checkbox"/> Referred to <u>C. Frederick, C. Brulé, W. Allan</u> (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>	<p>A working group has submitted a SIP request to ensure AODA compliance by 2021. A briefing will be prepared for the President so that she may respond to the faculty member.</p>		

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<b>Date of Meeting</b>	December 14, 2017	<b>Agenda Item Number (For office use only)</b>	5
<b>Topic</b>	Innovation Centre Tour		
<b>Requested By (ACET member)</b>	Not applicable	<b>Time Allotted</b>	45 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		
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) tour the Innovation Centre to see the progress being made.		
<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 <u>  Date TBD  </u> (Date) <input type="checkbox"/> Report Back By _____(ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	Due to unforeseen circumstances, the tour was postponed and will be rescheduled to a later date.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 14, 2017	Agenda Item Number (For office use only)	6
Topic	LMS Steering Committee – Stage Gate 1 - Risk Appetite Test		
Requested By (ACET member)	C. Brulé, SVP, Academic D. Wotherspoon, VP Innovation & Strategy	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 <i>(name and title)</i>	P. Devey, Dean, Centre for Continuing and Online Learning M. Cusson, Dean, Academic Development P. Gardner, Senior Finance Manager – Special Projects		
Attachments <i>(as read-ahead material)</i>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	06.0 ACET Transmittal 171214 LMS Stage 1.edited.v2 06.1 LMS - ACET Presentation.December 14 2017.v21 - edited.v2	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	<b>THAT</b> the Algonquin College Executive Team (ACET) review the Risk Appetite summary (Stage Gate 1) for the Learning Management System and provide approval to complete an Investment Case for potential consideration by the Board of Governors in February of 2018.		
ACET Decision	<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 <u>Jan 22 BoG Exec., Jan 31 ACET</u> (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 provided approval to proceed with drafting a business case for the new Learning Management System. Information will be refined and brought back to ACET (January 31) before being presented to the Board. This information will be brought to the January 22 Board Executive for socialization.		

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<b>Date of Meeting</b>	December 14, 2017	<b>Agenda Item Number (For office use only)</b>	7
<b>Topic</b>	2018-19 Business Planning Development Process Check-In		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	30 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>	D. Wotherspoon, Vice President, Innovation and Strategy		
<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 14Dec2016 ACET Transmittal and Exec Summary Third Quarter SIP Review 07.1 Appendix A Strategic Investment Priorities Capacity 07.2 Appendix B Details of Third Quarter Strategic Investment Priorities Requests	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review and provide feedback on the following as presented.		
<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 checked="" type="checkbox"/> Deferred to <u>ACET January 03</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	Executive Members were provided with an update on the progress made to date in developing the 2018-19 Business Plan as well as confirmed key milestones and next steps moving forward. In the new year, a draft will go to the president for review, and then to ACET. This item will be reviewed at the December 15 afternoon Budget meeting.		