

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 06, 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 type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input checked="" type="checkbox"/> Referred to <u>Strike: COP; LMS: S. Anderson, D. Wotherspoon, C. Brulé</u> (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 included:</p> <ol style="list-style-type: none"> 1. <u>Strike-related after effects</u>: The Executive Team discussed recent meetings that have taken place with Deans and Chairs. Discussion included a suggestion for external resourcing support to assist this group when interacting with their staff. This item will be brought forward to the Committee of Presidents for their input. 2. <u>Learning Management System</u>: D. Wotherspoon, C. Brulé and S. Anderson will meet to ensure that all correct communications/protocols are in place. 3. <u>Meeting with Students' Association President</u>: The Executive Team was briefed on a discussion that included feedback about eText, as well as concern regarding lost wages during the Christmas Break. This information was provided for information and appropriate follow-up action. 		

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Date of Meeting	December 06, 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 DRAFT November 16 ACET Minutes (T. McDougall) 2.2 DRAFT November 30 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 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)	These items were approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 06, 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 Enrolment Update (K. Pearson, M. Leduc) 3.4 Bill 148 Risk Assessment Update (D. McNair) 3.5 Project Kick off: Transforming Indigenous Initiatives (R. McLester)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive the information items as submitted.		
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 checked="" type="checkbox"/> Deferred <u>3.5: ACET Dec 14</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p><u>3.1 Innovation Centre Update</u>: This item was removed for discussion. Deadlines/timelines for the “C Building” lobby were confirmed. Clarification on the “C Building” stairwell construction was also provided. R. McLester will provide input for the proposed indigenous mural.</p> <p><u>3.2 Workday Project Update</u>: This item was removed for discussion. A project status update was provided; proposed next steps were reviewed and discussed. A project update will be provided to the Board of Governors in February.</p> <p><u>3.3 Enrolment Update</u>: Student withdrawal numbers (post refund request deadline) were discussed. Final numbers will be circulated to ACET by close of business on Thursday. If available, provincial information will be included.</p> <p><u>3.4 Bill 148 Risk Assessment Update</u>: Discussion items included feasibility of proposed timelines, and steering committee membership. C. Kelsey will be approached for feedback. Weekly day-long meetings on this item will be scheduled in ACET’s calendar starting in the new year, and leading up to the February Board of Governors meeting.</p> <p><u>3.5 Project Kick off: Transforming Indigenous Initiatives</u>: Additional Information will be brought forward to the next ACET meeting.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 06, 2017	Agenda Item Number (For office use only)	4
Topic	Business Arising		
Requested By (ACET member)		Time Allotted	10 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)			
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		
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.</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 checked="" type="checkbox"/> Report Back By __ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>No "Business Arising" items were brought forward at this time.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 06, 2017	Agenda Item Number (For office use only)	5
Topic	Business Opportunity Update		
Requested By (ACET member)	D. McNair, VP, Finance and Administration	Time Allotted	45 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)	G. Perry, Acting Director, 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	05.0 ACET Transmittal Business Opportunity Assessment	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) accepts the verbal update as communicated.</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 progress of a business opportunity assessment. A follow-up meeting between President Jensen and the business contact will be scheduled.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 06, 2017	Agenda Item Number (For office use only)	6
Topic	Student One-Stop Space (SOSS) Project Facilities Planning Update and Proposed Space Blocking Diagram		
Requested By (ACET member)	L. Stanbra, V.P. Student Services D. McNair, V.P. Finance and Administration	Time Allotted	60 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)	T. Schonewille, Director Physical Resources K. Pearson, Registrar L. Smith, Senior Project Manager, Colliers Project Leaders P. Rouble, Associate Director Facilities Planning and Sustainability		
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	06.0 ACET Transmittal 2017-12-06 SOSS Functional Program and Schematic Space Blocking T Schonewille 06.1 ACET Presentation 2017-12-06 SOSS Functional Program and Schematic Space Blocking T Schonewille 06.2 ACET Appendix A 2017-12-06 SOSS Functional Diagram T Schonewille 06.3 ACET Appendix B 2017-12-06 SOSS Milestone Schedule T Schonewille	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive an update on the status of the Student One-Stop Space (also SOSS) project facilities planning process, and approve the initial schematic space blocking of proposed facilities to occupy the space.		
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 type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET January Date TBD</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team was informed of current and upcoming activities, challenges, and key deliverables and decisions with respect to the Student One Stop Shop project. Steering Committee representation was reviewed and discussed; the addition of resources from HR, CCOL and the Support Staff Union Executive will be considered and actioned as appropriate. The current direction of this project was supported by ACET. This item will be recalled to ACET in January.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 06, 2017	Agenda Item Number (For office use only)	7
Topic	December 15 ACLT Meeting Agenda Review		
Requested By (ACET member)	ACET	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)	T. McDougall, Director Office of the 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	07.0 December 15 2017 ACLT Meeting Agenda Transmittal 07.1 DRAFT ACLT Agenda December 15 201 07.2 The National Day of Remembrance on Dec 6	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) reviews and approves the December 15, 2017 Leadership Team meeting draft agenda.</p>		
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)	<p>The Executive Team reviewed the December 15 Algonquin College Leadership Team meeting agenda. Amendments will be incorporated as discussed. A revised document will be circulated to ACLT members.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 06, 2017	Agenda Item Number (For office use only)	8
Topic	HLE with Net Zero Carbon Project Update		
Requested By (ACET member)	C. Brulé, SVP Academic D. McNair, VP Finance and Admin. S. Anderson, ED Comms, Mktg & PR	Time Allotted	30 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	B. Foulds, Dean - Faculty of Health, Public Safety and Community Studies C. Janzen, Dean – Faculty of Technology and Trades P. Gardner, Senior Finance Manager - Special Projects T. Schonewille, Director, Physical Resources		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Appendices	08.0 Transmittal - Net Zero - Healthy Living Education.December 6 2017.v2	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) accept for information, this update on the Net Zero Carbon through Renewable Natural Gas – Home of the Centre for Excellence in Health Education.</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>The Executive Team was provided with an update on the Healthy Living Education initiative process, research and content gathered and collated since the September ACET presentation. It is expected that funding calls for proposals for this initiative will be announced in the next six months. If funding is not available, this project will not proceed.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 06, 2017	Agenda Item Number (For office use only)	9
Topic	President's Star Award Presentations		
Requested By (ACET member)	ACET	Time Allotted	60 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 checked="" type="checkbox"/> Other: Information to be posted	09.1 President's Star Presentation for Sandy Miller December 6 2017 Confirmed Final 09.2 President's Star Presentation for Martine Plouffe December 6 2017 Confirmed Final 09.3 President's Star Presentation for Rich Lauzon December 6 2017 Confirmed Final	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) present President's Star Awards to nominees.		
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 presented President's Star Awards to S. Miller, M. Plouffe and R. Lauzon.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 06, 2017	Agenda Item Number (For office use only)	10
Topic	College Space Committee Presentation: 2015 COFSI Report Review, Space Utilization Reports, Campus Space Committee Process		
Requested By (ACET member)	D. McNair, VP Finance and Administration	Time Allotted	1 ½ hours
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. Donaldson, Dean, School of Business T. Schonewille, Director, Physical Resources P. Rouble, Associate Director, Facilities Planning and Sustainability		
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	10.1 ACET Presentation 2017-12-06 COFSI-15 Vol 1 – MAESD 10.2 ACET Presentation 2017-12-06 Briefing Space Utilization+COFSI 10.3 ACET Transmittal 2017-12-06 College Space Committee Process 10.3.1 ACET Presentation 2017-12-06 CFIC- College Facilities and Infrastructure Committee Mandate 10.3.2 ACET Presentation 2017-12-06 CSC- College Space Committee Mandate	
Recommendation (please provide PC your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receives the summary reports on the 2015 Colleges Ontario Facilities Standards and Inventory (COFSI) Report and the Space Utilization for information, and; approves the proposed mandates for the College Facilities and Infrastructure Committee (CFIC) and the College Space Committee (CSC)		
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> ACLT </u> (Group or Person) <input checked="" type="checkbox"/> Deferred to <u> ACLT meeting TBD </u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team received the 2015 Colleges Ontario Facilities Standards and Inventory (COFSI) Report and the Space Utilization reports for information. Suggested changes were provided to the proposed College Facilities and Infrastructure Committee (CFIC) and the College Space Committee (CSC) mandates. Updated mandates will be provided to the Executive Team for final review and approval. An abbreviated version of this information will be brought forward to a future Leadership Team meeting (date TBD).		