

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 03, 2018	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 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 included:</p> <ul style="list-style-type: none"> • <u>Dec 14 Consent Agenda items</u>: 2.2 Spring 2018 (including valedictorians) – approved as submitted; 2.1 Fall 2018 Convocation items- approved option 1 as submitted. • <u>Shopify</u>: The Executive Team was briefed on a discussion regarding an upcoming meeting with Shopify. • <u>Greenhouse Gas Retrofits</u>: The Executive was updated on a proposed funding proposal. • <u>BlackBoard Capability to add a professor to a program</u>: The Executive Team had a brief discussion regarding the proposed new LMS programs and their capabilities. • <u>Carleton U Collaborative Programming (Arts)</u>: This item was removed and will be discussed off-line. • <u>Sexual Assault/Violence employee training</u>: This item has been addressed; the further enhancements to employee training will be implemented in 2018-19. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 03, 2018	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		
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 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)	No consent agenda items were brought forward.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 03, 2018	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 Bill 148 Risk Assessment Update (D. McNair) 3.2 Student One Stop Space (L. Stanbra, D. McNair) 3.3 50 th Anniversary Update (S. Anderson) 3.4 Key Message Opportunity Calendar (S. Anderson) 3.5 IELC Update (D. McNair) 3.6 Enrolment Report (M. Leduc)	
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 type="checkbox"/> Approved as amended (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) _____		
Amended Recommendation (completed during ACET meeting)	<u>3.1 Bill 148 Risk Assessment Update:</u> This item was removed for further discussion; information was received as submitted. <u>3.2 Student One Stop Space:</u> This item was received as submitted. <u>3.3 50th Anniversary Update:</u> This item was received as submitted. <u>3.4 Key Message Opportunity Calendar:</u> This item was received as submitted. <u>3.5 IELC Update:</u> This item was received as clarified. <u>3.6 Enrolment Report:</u> This item was received as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 03, 2018	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 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>See Additions to the Agenda (i.e. Dec 14 Consent Agenda items).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 3, 2018	Agenda Item Number (For office use only)	5.0
Topic	2018-19 Business Planning Development Process Check-In		
Requested By (ACET member)	C. Jensen, President	Time Allotted	
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)	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	05.0 ACET Transmittal 2018-19 Business Plan and Check in 18-01-03 05.01 ACET 2018-19 Business Planning Timeline Check-In 18-01-03	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) review and provide feedback on the following 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 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 made to date in developing the 2018-19 Business Plan. Key milestones and next steps were confirmed. A line-by-line review of the Draft 2018-2019 Business Plan took place. Comments will be incorporated and timelines will be determined. An updated template will be provided by end of day on January 04.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 3, 2018	Agenda Item Number (For office use only)	6
Topic	2018-2019 Budget Discussions		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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)	G. Perry, Acting Director, Finance and Administrative Services		
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	06.0.0 ACET Transmittal 2018-2019 Budget Discussions 03jan2017 06.1.0 Appendix A - 2018-01-03 - 2018-2019 ACLT Endorsed Full-Time Position Requests 06.2.0 Appendix B - 2018-01-03 - 2018-2019 ACLT Endorsed IO Position Requests 06.3.0 Appendix C - 2018-01-03 - 2018-2019 ACLT Endorsed SIP Projects	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) accepts the update as presented.</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 was provided with an update on the progression of the 2018-2019 Annual Budget process.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 03, 2018	Agenda Item Number (For office use only)	7
Topic	Workday Update		
Requested By (ACET member)	C. Jensen, President	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)	D. McNair, VP Finance and Administration D. Wotherspoon, VP Innovation and Strategy D. McCutcheon, Acting VP Human Resources		
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	06.0.0 ACET Transmittal 2018-2019 Budget Discussions 03jan2017 06.1.0 Appendix A - 2018-01-03 - 2018-2019 ACLT Endorsed Full-Time Position Requests 06.2.0 Appendix B - 2018-01-03 - 2018-2019 ACLT Endorsed IO Position Requests 06.3.0 Appendix C - 2018-01-03 - 2018-2019 ACLT Endorsed SIP Projects	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) accepts the update as presented.		
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 type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>Jan 05 BoG Exec</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 provided with an update on the progression of the Workday Project Initiative as well as next steps. Implementation dates and the projected launch of the College's new LMS was discussed. This item will be discussed at the January 05 Board of Governors Executive meeting.		