

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 30, 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>	<p style="color: blue;">THAT 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 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>BO: Dec 06 ACET</u> (Date) <input type="checkbox"/> Report Back By _____(ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>Additions to the agenda included:</p> <p><u>Data Breach</u>: The Executive Team was updated on a situation that recently took place. All appropriate communications have been drafted and forwarded. Video training modules are available for staff to review; ACET will participate.</p> <p><u>Strike Relief</u>: The Executive Team discussed a recent request that came forward regarding the residence in Pembroke. L. Stanbra will contact the family and provide an update.</p> <p><u>Holiday Week</u>: The Executive Team discussed holiday coverage for the week of December 18 – 22, 2017. The President will be visiting Perth and Pembroke campuses. C. Brennan will assist in organizing “Coffee Break” events at each campus.</p> <p><u>Business Opportunities</u>: This item will be added to the December 06 ACET agenda for further discussion.</p> <p><u>Ottawa Hospital Research Institute Meeting</u>: C. Jensen will discuss the proposed workspace in the Applied Research area with C. Holguin-Pando.</p> <p><u>SIP</u>: The Executive Team discussed the framework for the December 01 meeting that will take place with the Leadership Team.</p> <p><u>Green House Gas Reduction Program</u>: D. McNair will circulate documents over the weekend for review and comment; submission deadline for proposals are Tuesday, December 05.</p> <p><u>Admin Adjustments</u>: C. Frederick briefed the Executive Team on proposed salary adjustments for the Admin Group that did not proceed as planned in April 2017 due to bargaining with the Academic group. A note will be forwarded to affected employees prior to the December holiday closure.</p> <p><u>Executive Compensation</u>: The Executive Team was provided with a status update regarding Executive Compensation submissions and next steps.</p>		

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<b>Date of Meeting</b>	November 16, 2017	Agenda Item Number (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 (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 checked="" type="checkbox"/> Other: Information to be posted	2.1 Algonquin College Foundation 2018 Events (L. Stanbra) 2.2 <del>DRAFT November 16 ACET Minutes (T. McDougall)</del> deferred to December 06 2.3 Approval 2 Co-Op I/O positions related to Career Ready Funding Grant (D. Wotherspoon) 2.4 President's Award submissions for BB (FA) , EF (ITS) and PG (Finance) (S. Tait)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<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 <u>2.3 ACET Date TBD</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. Wotherspoon</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<u>2.1 Algonquin College Foundation 2018 Events</u> : Clarification was provided, in addition, this item was for information purposes and accepted with comments on SharePoint to be reviewed. <u>2.3 Approval 2 Co-Op I/O positions related to Career Ready Funding Grant</u> : This item was approved, however, further discussion regarding the reporting structure for the Marketing Office position is required; this item will be brought recalled at a future ACET meeting to discuss. <u>2.4 President's Award submissions</u> : Approved as submitted.		

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<b>Date of Meeting</b>	November 16, 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 October Report (C. Frederick) 3.4 Complement & Vacancies October Report (C. Frederick) <del>3.5 Indigenous Entrepreneurship Conference (R. McLester)</del> 3.6 Enrolment Update (K. Pearson, M. Leduc) 3.7 Bill 148 Risk Assessment Update (D. McNair) 3.8 2018-19 Business Plan Check-in (D. Wotherspoon) <del>3.9 Innovation Centre and Entrepreneurship Development Plan Update (D. Wotherspoon)</del> 3.10 Student One Stop Space (L. Stanbra, D. McNair) 3.11 50 <sup>th</sup> Anniversary Update (S. Anderson)	
<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 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>	<p><u>3.1 Innovation Centre Update:</u> Starting in January, this will become a standing item on the ACET agenda. D. McNair will confirm if the current C Building hoarding will extend into the New Year.</p> <p><u>3.2 Workday:</u> The Executive Team was provided with a status update. This item will be brought forward to the Board of Governors in February.</p> <p><u>3.3 Initiatives &amp; Opportunities October Report:</u> Accepted as submitted.</p> <p><u>3.4 Complement &amp; Vacancies October Report:</u> Accepted as submitted.</p> <p><u>3.6 Enrolment Update:</u> Accepted as submitted.</p> <p><u>3.7 Bill 148:</u> The Executive Team was provided with an update on discussions that took place at the Committee of Presidents Executive meeting. Impacts will need to be reviewed in further detail in order to bring forward an accurate budget to the Board of Governors in February. Assumptions and principles will be created to help inform those working on the budget. Additionally, low/medium/high impact scenarios will be created. D. McNair will draft an agenda for review</p> <p><u>3.8 2018-19 Business Plan Check-in:</u> Accepted as submitted.</p> <p><u>3.10 Student One Stop Space:</u> Accepted with notes added to the SharePoint site.</p> <p><u>3.11 50<sup>th</sup> Anniversary Update:</u> Accepted as submitted.</p>		

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<b>Date of Meeting</b>	November 16, 2017	<b>Agenda Item Number (For office use only)</b>	4
<b>Topic</b>	Business Arising:		
<b>Requested By (ACET member)</b>		<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) bring forward previous agenda items for further review and/or discussion.</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 checked="" type="checkbox"/> Report Back By __ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>No "Business Arising" items were brought forward at this time.</p>		

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<b>Date of Meeting</b>	November 16, 2017	<b>Agenda Item Number (For office use only)</b>	5
<b>Topic</b>	2018-2019 Budget Assumptions and Three Year Pro Forma		
<b>Requested By (ACET member)</b>	D. McNair, VP, Finance and Administration	<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>	G. Perry, Acting Director, Finance and Administration		
<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 Transmittal-2018-2019 Budget Assumptions and 3 Year Pro Forma GPerry 16nov2017 05.1.1 Appendix A 2018-2019 Budget Assumptions and Three Year Pro Forma GPerry 16nov2017 05.1.2 Transmittal - 2017-11-16 - 2018-2019 Budget Assumptions and Three Year Pro Forma 05.2.0 ACET Transmittal Second Quarter 2017-2018 Major Capital Projects Report GPerry 16nov2017 05.2.1 ACET Appendix A - BOG Transmittal Second Quarter 2017-2018 Major Capital Projects Report GPerry 05.3.0 ACET Transmittal Five Year Capital Investment Plan - GPerry 16Nov2017 05.3.1 Appendix B BOG Transmittal_Five Year Capital Investment Plan GPerry DRAFT	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) accepts the report as presented and approve the submission of the Board of Governors (BoG) Transmittal and Appendix for presentation to the Board on December 11, 2017.		
<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 a preliminary three-year pro forma budget forecast for the period 2018-2019 to 2020-2021 that will be presented at the December 11, 2017 Board of Governors meeting. Comments and suggestions were provided. Amendments will be incorporated as discussed.		

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<b>Date of Meeting</b>	November 30, 2017	<b>Agenda Item Number (For office use only)</b>	6
<b>Topic</b>	Approval of Licensing Algonquin College Health Program Admissions Test (AC-HPAT) for Use by Other Postsecondary Institutions		
<b>Requested By (ACET member)</b>	L. Stanbra, VP Student Services	<b>Time Allotted</b>	30 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>	D. Deveau, Manager, Test Centre J. Agate, Associate Director, Student Support Services . Styles, Director, Student Support Services		
<b>Attachments</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	6.0 ACET Transmittal - AC-HPAT - Finalv2 6.1 Appendix A - AC-HPAT Access Agreement v.2017-11-13 6.2 Appendix B - Martek Analysis of AC-HPAT 6.3 Appendix C - Memorandum - AC-HPAT Accuplacer Risk Analysis - Final 2107-11-17	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approves the licensing of the Algonquin College Health Program Admissions Test for use by other Post-Secondary Institutions on a fee-for-use basis.		
<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 checked="" type="checkbox"/> Referred to <u>Cash Flow: S. Styles, D. Deveau, J. Agate</u> (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</b>	The Algonquin College Executive Team approved the licensing of the Algonquin College Health Program Admissions Test for use by other Post-Secondary Institutions on a fee-for-use basis, pending a detailed cash flow analysis. D. McNair requested a separate cost centre be created for this initiative.		