

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

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| Date of Meeting | November 08, 2017 | Agenda Item Number (For office use only) | 1 |
| 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 ACET Draft October 25 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) | 2.1 ACET Draft October 25 Minutes: Approved as submitted. | | |

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| Date of Meeting | November 08, 2017 | Agenda Item Number (For office use only) | 2 |
| 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 2017-2018 Holiday Closure (C. Frederick) See Item #7 3.6 50 th Anniversary Update (S. Anderson) 3.7 Key Message Opportunity Calendar (S. Anderson) 3.8 Oct 23 ACLT Retreat Survey Summary (T. McDougall) 3.9 WeDay Ottawa Update (D. Wotherspoon) 3.10 Student One Stop Space Project (L. Stanbra & D. McNair) 3.11 Update on the Development of AC's Innovation and Entrepreneurship plan (D. Wotherspoon) | |
| 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 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 type="checkbox"/> Deferred _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | With the exception of item #3.8, the information items were received as submitted. Item #3.8 was removed for closer review and discussion. When the work stoppage ends, a debrief will take place with ACLT to determine if regular huddles should continue. | | |

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| Date of Meeting | November 08, 2017 | Agenda Item Number (For office use only) | 3 |
| 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 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 for discussion.</p> | | |

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| Date of Meeting | November 08, 2017 | Agenda Item Number (For office use only) | 4 |
| Topic | Renaming of the Innovation Centre | | |
| Requested By (ACET member) | S. Anderson, Executive Director, Communications, Marketing and External Relations | Time Allotted | 1 hour |
| 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) | S. Anderson, Executive Director Comms, Marketing and External Relations A. Beshara, Manager Graphic Design | | |
| 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 | 06.0 Innovation Centre Naming - ACET Transmittal 06.1 Innovation Centre Naming | |
| Recommendation (please provide ACET your recommendation requiring approval) | THAT the Algonquin College Executive Team (ACET) review and approve the name submission for the building currently referred to as the Innovation Centre (formerly Innovation, Entrepreneurship and Learning Centre and Institute for Indigenous Entrepreneurship) | | |
| 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>BoG Dec 11</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____ | | |
| Amended Recommendation (completed during ACET meeting) | The Executive Team endorsed a proposed new name for the Innovation Centre. Before socializing the new concept, this item will be brought forward to the Board of Governors for their information. | | |

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| Date of Meeting | November 8, 2017 | Agenda Item Number (For office use only) | 5 |
| Topic | 2017/2018 Holiday Closure | | |
| Requested By (ACET member) | C. Frederick, VP Human Resources | 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) | C. Frederick, 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 | 07.0 ACET Transmittal and Exec Summary regarding 2017 2018 Holiday Closure_final | |
| Recommendation (please provide ACET your recommendation requiring approval) | <p>THAT the Algonquin College Executive Team (ACET) approves the 2017/2018 Holiday closure. The College will be closed for the Christmas holiday from the end of day on Friday, December 22, 2017 until January 1, 2018 inclusive. The College will reopen on Tuesday, January 2, 2018.</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 agreed that, due to the work stoppage, there will be no early closure on the day prior to the 2017 Christmas break. December 22 will be a regular, full work day. Annual leave requests will need to be monitored and managed to ensure all operations are fully functional. This information will be sent to staff in the coming days as part of on-going work stoppage information.</p> | | |

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| Date of Meeting | November 9, 2017 | Agenda Item Number (For office use only) | 6 |
| Topic | Indigenization & Implementing TRC - Calls to Action: Setting the Stage | | |
| Requested By (ACET member) | R. Deganadus McLester, ED, Special Advisor to the President Indigenous Initiatives | Time Allotted | 30 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) | R. Deganadus McLester, ED, Special Advisor to the President Indigenous Initiatives | | |
| 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. For further reading the TRC Summary Report – Calls to Action: http://www.trc.ca/websites/trcinstitution/File/2015/Findings/Calls_to_Action_English2.pdf | 08.0 ACET 08 Nov 2017 Transmittal- Indigenization and Implementing TRC – Final 08.1 Appendix A - CiCan_Indigenous_Protocol_Final_Signature_College 08.2 Appendix B - AEC Report Final 08.3 Appendix C - Sheridan-Indigenization-final 08.4 Appendix D - Mohawk-Indigenous Education Plan-Final- February 29, 2016 08.5 Appendix E - The Journey Together 08.6 Transforming Indigenization Setting the Stage PPT 11.08.2017 FV | |
| Recommendation (please provide ACET your recommendation requiring approval) | THAT the Algonquin College Executive Team (ACET) receive this presentation to provide information and background context regarding post-secondary education Indigenization efforts, challenges and recommendations linked to implementing Truth & Reconciliation - Calls to Action as well as provides comments on proposed direction. | | |
| 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 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 received and endorsed the information as presented. ACET was asked to think about who would sit on the steering group for this initiative. Comments and feedback were provided, including a request for additional information regarding timing commitments, what will be involved and a suggestion for a November retreat. | | |

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|--|---|--|--------|
| Date of Meeting | November 08, 2017 | Agenda Item Number (For office use only) | 7 |
| Topic | ACET Retreat Agenda | | |
| Requested By (ACET member) | C. Jensen, President | 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) | 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 | 09.0 Transmittal for Nov 21 and 22 ACET Retreat Agenda 09.1 Draft Nov 21 and 22 ACET Retreat Agenda 09.2 LnL Email Invite text (002) | |
| Recommendation (please provide ACET your recommendation requiring approval) | <p style="color: blue;">THAT the Algonquin College Executive Team (ACET) review and approve the November 21-22 ACET Retreat agenda.</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 style="color: blue;">The Executive Team reviewed the proposed ACET Retreat agenda. Revisions will be incorporated as discussed. NOTE, if the students return from the work stoppage on November 21 or 22, the Retreat will be condensed to one day (i.e. only Day One items will be addressed).</p> | | |

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|--|---|---|--------|
| Date of Meeting | November 08, 2017 | Agenda Item Number (For office use only) | 8 |
| Topic | November 23 ACLT Meeting Agenda Review | | |
| Requested By (ACET member) | ACET | 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) | 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 | 10.0 ACLT Meeting Agenda Transmittal 10.1 DRAFT ACLT Agenda November 23 2017 | |
| Recommendation (please provide ACET your recommendation requiring approval) | <p>THAT the Algonquin College Executive Team (ACET) review and approve the November 23 Leadership Team meeting draft agenda.</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) | The Executive Team reviewed the draft November 23 ACLT meeting agenda. Amendments will be incorporated and a revised agenda will be uploaded to the November ACLT meeting SharePoint site. | | |

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|--|---|---|--------|
| Date of Meeting | November 08, 2017 | Agenda Item Number (For office use only) | 9 |
| Topic | December 01 All Admin Meeting | | |
| Requested By (ACET member) | T. McDougall, Director President's Office | 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) | T. McDougall, Director President's Office | | |
| 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 | 11.0 December 01 All Admin Meeting Transmittal | |
| Recommendation (please provide ACET your recommendation requiring approval) | <p>THAT the Algonquin College Executive Team (ACET) discuss a recommendation to cancel the December 01 All Admin Meeting.</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 approved the request to cancel the December 01 All Admin meeting. The next All Admin meeting has been scheduled for February 27, 2018.</p> | | |