

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	February 14, 2018	<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 to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input checked="" type="checkbox"/> Other (Specify) <u>The next Town Hall is scheduled for February 27, replacing the All Admin meeting. Notification to the broader Algonquin community has been provided.</u>		
<b>Amended Recommendation (completed during ACET meeting)</b>	Additions to the agenda included: <ul style="list-style-type: none"> <li>• <b>Ministry of Applied Education and Skill Development:</b> The Executive Team was apprised of a strike process evaluation that will occur with the Ministry. An ACET huddle will be scheduled to discuss and gather relevant information.</li> <li>• <b>Town Hall Debrief:</b> The Executive Team discussed the February 13 Town Hall and shared comments and perspectives.</li> </ul>		

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<b>Date of Meeting</b>	February 14, 2018	<b>Agenda Item Number (For office use only)</b>	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 February 07, 2018 DRAFT ACET Minutes (T. McDougall)	
<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 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 to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	The consent agenda item was approved as submitted.		

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<b>Date of Meeting</b>	February 14, 2018	<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 Enrolment Update (K. Pearson, M. Leduc) 3.2. Student One Stop Space (L. Stanbra, D. McNair) 3.3 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 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 information items were received as submitted.		

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<b>Date of Meeting</b>	February 14, 2018	<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 type="checkbox"/> Report Back By _____ (ACET Responsible) <input checked="" type="checkbox"/> Other (Specify) <u>Not applicable</u>		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>No Business Arising items were brought forward for discussion.</p>		

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<b>Date of Meeting</b>	February 14, 2018	<b>Agenda Item Number (For office use only)</b>	5
<b>Topic</b>	Innovation Centre Update		
<b>Requested By (ACET member)</b>	D. McNair, V.P. Finance and Administration	<b>Time Allotted</b>	15 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>	T. Schonewille, Director, Physical Resources		
<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 2018-02-14 Innovation Centre Update	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) receive a general update on the status of the Innovation Centre (also known as IELCIIE) project.</p>		
<b>ACET Decision</b>	<input checked="" 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 type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>The Executive Team was provided with an update on the status of the Innovation Centre project. Discussion highlights included: a temporary closure of the corridor in front of the Registrar's Office, stairwell and domestic water shutdowns and the status of the design proposal for the north wall of the courtyard. It was noted that future updates will use the new name of the building – The DARE District.</p>		

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<b>Date of Meeting</b>	February 14, 2018	<b>Agenda Item Number (For office use only)</b>	6
<b>Topic</b>	Workday Update: February 8-14, 2018		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP Innovation and Strategy	<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>	L. Pollock, Chief Digital Officer		
<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	06.0 ACET Transmittal Workday Update 180214 v6	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) receive an update on the status of the Workday (Enterprise Resource Planning) implementation.</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 type="checkbox"/> Deferred to <u>ACET Feb. 28</u> (Date) <input type="checkbox"/> Report Back By <u>D Wotherspoon</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>The Executive Team was provided with an update on current and upcoming project activities, progress on key deliverables and milestones, project risks, issues and decisions related to the Workday ERP implementation. Discussion also included proposed training methodologies, user testing (including who is, and who should be included) and communications. The Board of Governors transmittal will be revised as appropriate and included in the February 26, 2018 Board of Governors meeting package. This is a standing item on the ACET agenda and will be brought forward to the February 28 meeting.</p>		

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<b>Date of Meeting</b>	February 14, 2018	<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	2018-19 AC Business Plan v21 180214 2018-19 AC Business Plan v22 180214	
<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 2018-2019 Business Plan 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>ACLT Feb. 16</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>	The Executive Team reviewed the latest version of the 2018-2019 Business Plan. Minor edits were discussed. ACET members are to forward revisions to E. Tyrie by February 15. A revised document will be distributed to the Leadership Team at the February 16 meeting. A high-level overview of the 2018-2019 Business Plan will be presented at the February 26 Board of Governors meeting.		