

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	February 28, 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 checked="" type="checkbox"/> Deferred to <u>ACET Mar 02</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>C. Frederick</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	Additions to the agenda included: <ul style="list-style-type: none"> <li>• <u>Workday File Debrief</u>: The Executive Team debriefed the Board of Governors meeting and specifically Board members' responses to the Workday presentation. Suggestions and comments were shared for consideration. Status updates will be a standing item at each ACET meeting. C. Brule and D. Wotherspoon will schedule a follow-up meeting to discuss the exchange that occurred with the Board of Governors regarding the new LMS.</li> <li>• <u>Project Implementation</u>: The Executive Team debriefed the Board of Governors meeting and shared suggestions on steps to be taken to ensure success and buy-in for future project implementations (i.e. LMS and Workday).</li> <li>• <u>Administrative Positions</u>: The Executive Team reviewed the status of Administrative positions that will be impacted due to ESA/Bill 148 legislation. This item will return for further review and final approval with the Executive Team on March 02.</li> <li>• <u>Calendar Roundtable</u>: Going forward, this item will be reinstated on the agenda planner as a standing item.</li> </ul>		

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<b>Date of Meeting</b>	February 28, 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 President's Star Nomination – Diane McCutcheon (S. Tait) 2.2 President's Star Nomination – Carolyn Cote (S. Tait) 2.3 College-Wide Electrical Shutdown Update (T. Schonewille) 2.4 February 14 ACET Minutes DRAFT (T. McDougall) 2.5 Program Title Modification: Carpentry & Joinery – Heritage, OCD	
<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 checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input checked="" type="checkbox"/> Referred to <u>2.3 T. Schonewille</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 (completed during ACET meeting)</b>	Consent agenda items 2.1, 2.2, 2.4 and 2.5 were approved as submitted. Item 2.3 was approved pending minor edits.		

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<b>Date of Meeting</b>	February 28, 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 Update on the Development of AC's DARE District and Entrepreneurship Plan (D. Wotherspoon) 3.2 Enrolment Update (K. Pearson, M. Leduc) 3.3 Student One Stop Space (L. Stanbra, D. McNair) 3.4 50 <sup>th</sup> Anniversary Update (S. Anderson) 3.5 Honorary Degree and Diploma Nominations 2018 (M. Cusson) 3.6 I/O and Complement/Vacancies Reports (C. Frederick) deferred to March 07 3.7 Key Message Opportunity Calendar (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. An additional update was provided for item 3.7 (Key Message Opportunity Calendar) – an announcement regarding the Greenhouse Gas Emissions Grant will be scheduled for March 09. A calendar invite will follow. It was noted that outreach for Honorary Degree and Diploma Nominations will start with a phone call from the President, followed by a formal letter; contact details, coordinated by the Chair of the Honorary Degree Committee, will be forwarded shortly.		

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<b>Date of Meeting</b>	February 28, 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 28, 2018	<b>Agenda Item Number (For office use only)</b>	5
<b>Topic</b>	Standing Item: Requests to Fill		
<b>Requested By (ACET member)</b>	C. Frederick, VP Human Resources	<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>	Various ACET members		
<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 any “Request to Fill” positions for approval.</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 type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>No positions were brought forward for discussion, however, clarification for the process and what is expected in terms of paperwork and reporting was discussed. HR will forward a communication outlining proposed information that should be included in forthcoming requests.</p>		

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<b>Date of Meeting</b>	February 28, 2018	<b>Agenda Item Number (For office use only)</b>	6
<b>Topic</b>	DARE District Project Update		
<b>Requested By (ACET member)</b>	D. McNair, V.P. Finance and Administration	<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>	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	06. ACET Transmittal 2018-02-28 DARE District Project Update DM-FINAL	
<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 DARE District project.</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 checked="" type="checkbox"/> Deferred to <u>ACET Mar 07 (standing item)</u> (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 DARE District project. Discussion highlights included: a review of future disruptions, improved signage, evening work, budget, expectations for May 03 (what will and will not be available in the space), communiqués, and the shutdown delay of Stairwell 5 (this will be postponed to May/June). It was noted that this is the only delay; all other items are on target for the grand opening.</p>		

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<b>Date of Meeting</b>	February 28, 2018	<b>Agenda Item Number (For office use only)</b>	7
<b>Topic</b>	Workday Update: February 15-28, 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 and A. Fobert, Senior Transformation Manager		
<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	07.0 ACET Transmittal Workday Update 180228 v3 07.1 Project Workday Dashboard_2018-02-23	
<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 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>ACET Mar 07</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 informed of current and upcoming project activities, progress on key deliverables and milestones, project risks, issues and decisions related to the Workday ERP implementation. Highlights included a status update on contract discussions, new partner engagement, resources, payment framework, managing contingency (D. McNair will share the methodology Colliers has used for our most recent construction project), future introductory meetings, user experience, and governance. Project managers were advised to inform ACET members if steering committee meeting attendees are absent so that appropriate follow-up can take place. This item will return to the March 07 ACET meeting.</p>		

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<b>Date of Meeting</b>	February 28, 2018	<b>Agenda Item Number (For office use only)</b>	8
<b>Topic</b>	Approval of Premier's Awards nominees, Alumnus of the Year and Alumni of Distinction Nominees		
<b>Requested By (ACET member)</b>	L. Stanbra, VP, Student Services	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	P. Austen, Acting Director, Algonquin College Foundation		
<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	08.0 Alumni of Distinction Awards Nominees Transmittalv.3 08.1 Appendix A - Portfolio_Nominees	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> The Algonquin College Executive Team (ACET) review and approve the proposed nominations, to be submitted as Algonquin College Alumni of Distinction Award Recipients and Premier's Awards Nominees for 2018.</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 checked="" type="checkbox"/> Referred to <u>P. Austen</u> (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>The Executive Team accepted the proposed nominations as presented. Next steps were discussed. Candidates will be contacted by the President and advised they have been selected as nominees. Contact information will be forwarded to the President's Office for appropriate follow-up.</p>		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 25, 2017	<b>Agenda Item Number (For office use only)</b>	10
<b>Topic</b>	Program Proposal: Film and Media Production, Ontario College Diploma		
<b>Requested By (ACET member)</b>	C. Brulé, SVP, Academic	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	R. Heaton, Dean, Faculty of Arts, Media and Design A. Coxhead, Chair, Media Studies M. Leduc, Executive Director, Academic Operations & Planning		
<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	10.0 ACET Transmittal - Film and Media Production OCD - Feb 28, 2018 10.1 ASAC Transmittal - Film and Media Production OCD - Feb 28 2018 10.2 Appendix A - Program of Study, Film and Media Production 10.3 Appendix B - Film Media Production NSDP Cash Flow, Feb 28, 2018 10.4 Appendix C - PAC Membership, Film and Media Production	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) approve the program proposal to go to ASAC for the following action:</p> <p><b>That</b> the Academic and Student Affairs Committee (ASAC) recommends to the Board of Governors the approval of the Film and Media Production, Ontario College Diploma effective Fall 2019.</p>		
<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>	<p>The Executive Team approved the Film and Media Production, Ontario College Diploma program proposal with suggestions for consideration (international co-op), as well as minor edits to the Board transmittal and cash flow information. This information will be presented at the March 22, 2018 Academic and Student Affairs Committee (ASAC) for recommendation and approval at the April 16, 2018 Board of Governors meeting.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	February 28, 2018	<b>Agenda Item Number (For office use only)</b>	12
<b>Topic</b>	April 25-26 ACLT Retreat Agenda Review		
<b>Requested By (ACET member)</b>	ACET	<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. McDougall, Director Office of the President		
<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	12.0 April 25-26 ACLT Retreat Agenda Transmittal 12.1 DRAFT ACLT Retreat Agenda April 25-26, 2018	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) reviews and approves the April 25-26, 2018 Leadership Team Retreat draft agenda.</p>		
<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>	<p>The Executive Team reviewed the draft ACLT Retreat Agenda and provided comments for consideration. Revisions will be incorporated as discussed.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	February 28, 2018	<b>Agenda Item Number (For office use only)</b>	13
<b>Topic</b>	April 05-06 ACET Retreat Agenda Review		
<b>Requested By (ACET member)</b>	ACET	<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. McDougall, Director Office of the President		
<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	13.0 April 05-06 ACET Retreat Agenda Transmittal 13.1 DRAFT ACET Retreat Agenda April 05-06, 2018	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review and approve the April 05-06, 2018 Executive Team Retreat draft agenda.</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 type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>The Executive Team reviewed the draft ACET Retreat Agenda and provided comments for consideration. Revisions will be incorporated as discussed.</p>		