

## 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>	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><b>THAT</b> 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 type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>C. Brulé</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p><u>Additions to the ACET agenda included:</u></p> <p><u>Work Stoppage:</u> The Executive Team discussed a variety of strike-related issues, including messaging to Part Time Academic Employees, contract renewal, work assignments and whether or not to proceed or cancel upcoming College events. An investigation regarding a Pembroke Campus incident will be opened.</p> <p><u>Policies:</u> In response to a recent email received in the President's Office, outdated policies will be reviewed at a future ACET meeting.</p>		

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<b>Date of Meeting</b>	October 25, 2017	<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 ACET Draft October 04 Minutes (T. McDougall) 2.2 ACET Draft October 11 Minutes (T. McDougall) 2.3 Learner Driven Space – Steering Committee (L. Stanbra) 2.4 Co-op Option – 1523X Regulatory Affairs – Sciences, OCGC (C. Brulé)	
<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 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>	2.1 ACET Draft October 04 Minutes: Approved as submitted. 2.2 ACET Draft October 11 Minutes: Approved as submitted. 2.3 Learner Driven Space – Steering Committee: Approved as discussed; proposed feedback added to the transmittal will be considered and actioned as appropriate. 2.4 Co-op Option – 1523X Regulatory Affairs – Sciences, OCGC: Approved as discussed. Minor formatting amendments to the transmittal will be required before final submission to the Board.		

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<b>Date of Meeting</b>	October 25, 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 September Report (C. Frederick) 3.4 Complement & Vacancies September Report (C. Frederick) 3.5 Tuition Fee Set Aside – the new AC Aid – Entrance Bursary Report Back (L. Stanbra) 3.6 Enrolment Update (K. Pearson, M. Leduc) 3.7 Update on the Development of AC's Innovation Centre and Entrepreneurship Plan (D. Wotherspoon) 3.8 Bill 148 Risk Assessment Update (D. McNair) <del>3.9 Update on the Development of AC's Innovation Centre and Entrepreneurship Plan (D. Wotherspoon)</del> 3.10 50 <sup>th</sup> Anniversary Update (S. Anderson) 3.11 October 17, 2017 All Admin Meeting Survey Summary (T. McDougall) 3.12 2018-19 Business Plan Development Process Timeline (D. Wotherspoon)	
<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 type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input checked="" type="checkbox"/> Referred to <u>email to ACET</u> (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>	Due to time constraints, information items were not reviewed. An email will be forwarded to ACET members requesting that Executive Team members review documents on SharePoint for feedback and provide any clarification required.		

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<b>Date of Meeting</b>	October 25, 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 type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>A follow-up question was raised regarding the proposed non-smoking campus initiative. The President will reach out and engage the Students' Association President. This item is scheduled to return to ACET November 16.</p>		

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<b>Date of Meeting</b>	October 25, 2017	<b>Agenda Item Number (For office use only)</b>	5
<b>Topic</b>	Program Proposal: Bachelor of Science (Culinary Arts and Food Science) (Honours)		
<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>	J. Kyte, Dean, School of Hospitality and Tourism M. Bakogeorge, Chair, Culinary Arts C. Janzen, Dean, Faculty of Technology and Trades R. Trueman, Chair, Applied Science and Environmental Technology M. Cusson, Dean, Academic Development 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	05.0 ACET Transmittal - BSc (Cul Arts and Food Sci) - Oct 25, 2017 05.1 ACET - BSc - Culinary Arts and Food Science - October 24 2017 05.2 ACET - App B - Cash Flow - BSc (CAFS) - Oct 25, 2017 05.3 App C - PAC - BSc(CAFS) - Oct 25, 2017	
<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 recommends to the Board of Governors the approval of the Bachelor of Science (Culinary Arts and Food Science) (Honours) effective Fall 2019.</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>	The Executive Team approved the Bachelor of Science (Culinary Arts and Food Science) (Honours) program proposal as submitted. This information will be presented at the November 20, 2017 Academic and Student Affairs Committee (ASAC) meeting for recommendation to the December 11, 2017 Board of Governors meeting.		

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<b>Date of Meeting</b>	October 25, 2017	<b>Agenda Item Number (For office use only)</b>	6
<b>Topic</b>	Second Quarter 2017-2018 Strategic Investment Priorities (SIP) Review		
<b>Requested By (ACET member)</b>	D. McNair, VP, Finance and Administration	<b>Time Allotted</b>	20 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>	C. Janzen, Chair, College Budget Committee G. Perry, Acting Director, Finance		
<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	06.0 ACET Transmittal - 2017-10-25 - Second Quarter 2017-2018 Strategic Investment Priorities Review 06.1 Appendix A - 2017-2018 Q2 SIP Summary 06.1.1 Appendix A - 2017-2018 Q2 SIP Summary 06.1.2 Appendix B - 2017-2018 Q2 SIP Details 06.2 ACET Transmittal - 2017-10-25 - Initiatives and Opportunities-Funded Student Navigator Project 06.2.1 Appendix A 2017-2018 Q1 SIP New Project Charter-Student Navigator Project 06.2.2 Appendix B 2017-2018 Q1 SIP New Project Charter-Student Navigator Project – Financial Details	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) approves the Second Quarter Strategic Investment Priorities project adjustments and new projects valued at \$1,544,888 pending confirmation of available SIP capacity at the conclusion of the Q2 Projection exercise.</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 checked="" type="checkbox"/> Referred to <u>ACLT</u> (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>Oct 25 w/ACLT</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 2017-2018 Strategic Investment Priorities capacity, as well as the College Budget Committee recommendation for approval for the 2017-2018 Second Quarter Adjustments to Strategic Investment Priority projects (project increases, decreases and new project requests). Given the amount of multi-year requests, ACET will revisit other projects as part of the 2018-2019 Budget discussion. Approval was given for the Student Navigator I/O request.</p>		

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<b>Date of Meeting</b>	October 25, 2017	<b>Agenda Item Number (For office use only)</b>	7
<b>Topic</b>	President's Star Award: Pauline Sawyer		
<b>Requested By (ACET member)</b>	C. Jensen, president	<b>Time Allotted</b>	20 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>	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	07.0 President's Star Presentation for Pauline Sawyer October 25, 2017 Confirmed	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) present the President's Star Award to the proposed nominee.		
<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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	The Algonquin College Executive Team presented a President's Star Award to Pauline Sawyer in the Registrar's Office.		

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<b>Date of Meeting</b>	October 25, 2017	<b>Agenda Item Number (For office use only)</b>	8
<b>Topic</b>	Learner-driven Plan Status		
<b>Requested By (ACET member)</b>	L. Stanbra, VP Student Services C. Brule, 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>	L. Stanbra, Vice President, Student Services C. Brule, Senior Vice President Academic		
<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 Transmittal - Learner-driven Plan Oct 25 2017	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) discuss the progress to-date on the Learner Driven Plan		
<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>1:1 meeting on Oct 26</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	Due to time constraints, this item was not discussed. L. Stanbra will bring this item forward at her October 26 one-on-one meeting the President to discuss how the Board of Governors should be kept informed.		



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<b>Date of Meeting</b>	October 25, 2017	<b>Agenda Item Number (For office use only)</b>	9
<b>Topic</b>	2018 2019 Budget Development Requests for SIP and New Positions		
<b>Requested By (ACET member)</b>	D. McNair, VP Finance and Administration	<b>Time Allotted</b>	3 hours
<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>	Various Algonquin College Leadership Team (ACLT) 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	Documents uploaded to SharePoint site.	
<b>Recommendation (please provide PC your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) receive the Finance and Administration requests for new positions and new SIP project funding and decide whether or not full Business Cases and Project Charters are required.</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 _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>The Executive Team discussed requests for New Full-Time Complement Positions and new Strategic Innovation Project Requests from each area of the College. ACLT members were asked to review submissions and prioritize their requests for ACET to review. A follow up email outlining 2018-19 Business Plan Development Process Timelines will be distributed to ACLT members in the coming days.</p>		