

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	Agenda Item Number (For office use only)	1
Topic	Approval of Agenda		
Requested By (ACET member)	C. Jensen, President	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)	C. Jensen, President		
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	Verbal discussion only.	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
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)	The following items were added to the agenda: ACLT Retreat Debrief: The Executive Team discussed the April 25-26, 2018 Leadership Retreat. ALEI Program: The Executive Team reaffirmed their commitment to this program. Cannabis in Food: The Executive Team concluded that cannabis is illegal in food, and that the academic area will come forward to advise what is being done in this area.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	Agenda Item Number (For office use only)	2
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 DRAFT April 24, 2018 ACET Minutes (T. McDougall) 2.2 DRAFT April 18, 2018 ACET Minutes 2.3 Funding Submission – Low Carbon Economy Challenge (D. McNair, P. Gardner)	
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)	The Consent Agenda items were approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	Agenda Item Number (For office use only)	3
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 Freedom of Information – Annual Report (D. McNair) 3.2 Update on the Development of AC’s DARE District and Entrepreneurship Plan (D. Wotherspoon) 3.3 Student One Stop Space (L. Stanbra, D. McNair) 3.4 Enrolment Update (K. Pearson, M. Leduc) 3.5 Identify Card Brand Alignment (D. McNair, B. Brownlee) 3.6 New Policy – Permitted Time Periods for Formal Meetings (D. McNair) 3.7 Talent Dashboard as at March 31, 2018 (C. Frederick) 3.8 ACLT Retreat Survey Summary (T. McDougall) 3.9 Residence Monetization Update (D. McNair)	
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 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) _____		
Amended Recommendation (completed during ACET meeting)	All information items were received as submitted. Item 3.6 and 3.8 were removed for further discussion and clarification. Item 3.6 will be available on SharePoint for people to provide feedback. The Executive Team is considering bringing forward proposed 2018-2019 Business Plan amendments to the Board of Governors as a result of the impact of Bill 148 and the Employment Standards Act.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	Agenda Item Number (For office use only)	4
Topic	Business Arising: Clarity on attendance expectations/limits for Indigenizing Entrepreneurship Conference June 3-5		
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	Verbal discussion only.	
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 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 reviewed attendance expectations for the June 03-05 Indigenizing Entrepreneurship Conference. Discussion included reception/conference attendees and a desire to expand the outreach to include faculty at both events. Both the Executive and Leadership Teams will be asked to attend the Sunday evening reception; delegates from each area of the College will also be asked to attend. A notice/invitation will be shared with ACET for their comments and feedback prior to wider distribution.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	Agenda Item Number (For office use only)	5
Topic	Standing Item: Requests to Fill		
Requested By (ACET member)	C. Frederick, VP Human Resources	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)	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	5.1 Risk Management – Temp. Admin. (D. McNair) 5.2 Assistant Manager, International Student Recruitment and Marketing (D. Wotherspoon) 5.3 Manager, Business Process Review (D. Wotherspoon) 5.4 Manager, Procurement (Sick Leave)	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) bring forward any “Request to Fill” positions for approval.</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>The Executive Team approved the “Request to Fill” positions that were brought forward. The posting for item 5.2 will be extended to 5 days. Paperwork was stamped and will be forwarded to Human Resources for appropriate action and next steps.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	Agenda Item Number (For office use only)	6
Topic	Standing Item: Travel Authorization Request Review		
Requested By (ACET member)	D. McNair, VP Finance and Administration	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)	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	Too numerous to list.	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) bring forward any “ Travel Authorization Requests for approval.</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>The Executive Team discussed the Travel Authorization Requests that were brought forward for review. Request 6.04 was removed for further investigation into liability risk and 6.06 was removed from circulation and returned to the originator. All other requests will move forward as intended.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	Agenda Item Number (For office use only)	7
Topic	DARE District Update		
Requested By (ACET member)	D. McNair, V.P. Finance and Administration	Time Allotted	15 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)	D. McNair, V.P. Finance and Administration S. Anderson, E.D. Communications, Marketing and Ext. Relations		
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 2018-04-24 DARE District Project Update	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receive a general update on the status of the DARE District project.</p>		
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 type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET May 17</u> (Date) <input type="checkbox"/> Report Back By <u>D. McNair, S. Anderson</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team was provided with an update on the progress of the DARE District construction project. Discussion highlights included the move-in schedule and timelines, the Indigenous Commons roof, stairwell 5, the Indigenous courtyard (R. McLester to reach out to the supplier), communication (S. Anderson to assist), a possible Indigenous Courtyard Open House (September?), and thank you notes/acknowledgements. Going forward, the transmittal will be adjusted to included ongoing timelines. This item will return to the May 17 ACET meeting as a standing agenda item.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	Agenda Item Number (For office use only)	8
Topic	Workday Update: April 16-20, 2018		
Requested By (ACET member)	D. Wotherspoon, VP Innovation and Strategy	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)	L. Pollock, Chief Digital Officer		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other	08.0 ACET Transmittal 180424 Workday	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receive an update on the status of the Workday Enterprise Resource Planning (ERP) implementation.</p>		
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 type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET May 17</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. Wotherspoon, L. Pollock</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team was informed of current and upcoming project activities, progress on key deliverables and milestones, project risks, as well as issues and decisions related to the Workday ERP implementation. Discussion highlights included a status on design sessions, a budget/concessions update, some risk analysis information, the support model/risk register and when further information can be expected.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	Agenda Item Number (For office use only)	9
Topic	Learning Management System (LMS) Update		
Requested By (ACET member)	C. Brulé, SVP Academic	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)	P. Devey, Dean Centre for Continuing and Online Learning		
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	9.0 ACET Transmittal LMS Implementation Update, May 09, 2018	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receive a general update on the status of the LMS Implementation Project on a weekly basis.</p>		
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 type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET May 17</u> (Date) <input type="checkbox"/> Report Back By <u>C. Brulé, P. Devey</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team was provided with an update on the progress of the new LMS implementation (Brightspace). Discussion highlights included migration of data, faculty training, student training, budget, 24/7 support and associated messaging. Some feedback was also provided for future transmittals. A suggestion was provided that implementers be in attendance at the June 11 Board of Governors meeting. This item will return for further discussion and follow-up at the May 17 ACET meeting.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	<small>Agenda Item Number (For office use only)</small>	10
Topic	Education City (Standing Item)		
Requested By (ACET member)	C. Jensen, President	Time Allotted	15 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting <small>(name and title)</small>	Various ACET Members		
Attachments <small>(as read-ahead material)</small>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	10.0 Education City Update Transmittal	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p>THAT the Algonquin College Executive Team (ACET) be updated on the status of the Education City initiative.</p>		
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>Leadership Team</u> (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>S. Anderson</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during ACET meeting)</small>	<p>The Executive Team was provided with a status update on the Education City initiative that is shared with the three other local post-secondary institutions. The Leadership Team will be updated at an upcoming Leadership meeting . S. Anderson will coordinate a meeting with L. MacLeod’s office (date to be determined).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	Agenda Item Number (For office use only)	11
Topic	Program Proposal: Business Fundamentals Ontario College Certificate		
Requested By (ACET member)	C. Brulé, Senior Vice President Academic	Time Allotted	30 min
ACET Action Requested (Please check one)	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (Name and title)	C. Hahn, Dean, Perth Campus R. Heaton, Dean, Faculty of Arts, Media and Design S. Munroe, Chair, Perth Campus S. Fraser, Chair, Design Studies/General Arts and Science MaggM.ie Cusson, Dean, Academic Development M. Leduc, Executive Director, Academic Operations and Planning		
Attachments (as read-ahead material) (Please check one)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	11.0 ACET Transmittal - Business Fundamental, OCC – May 09, 2018 11.1 ASAC Transmittal - Business Fundamentals, OCC – May 09, 2018 11.2 Appendix A - POS - Business Fundamentals, OCC 11.3 Appendix B - Cash Flow Analysis Business Fundamentals - Perth Only 11.4 Appendix C - PAC Membership - Business Fundamentals, OCC	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) recommends the program proposal go to the Academic and Student Affairs Committee for the following action:</p> <p style="padding-left: 40px;">THAT the Academic and Student Affairs Committee (ASAC) recommends to the Board of Governors the approval of the Business Fundamentals, Ontario College Certificate program, effective Fall 2019.</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 checked="" type="checkbox"/> Referred to <u>ASAC</u> (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 Business Fundamentals Ontario College Certificate program proposal as presented. This information will be presented at the May 28, 2018 Academic and Student Affairs Committee (ASAC) for recommendation and approval at the June 11, 2018 Board of Governors meeting.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	Agenda Item Number (For office use only)	12
Topic	Program Proposal: Business – Agriculture Ontario College Diploma		
Requested By (ACET member)	C. Brulé, Senior Vice President Academic	Time Allotted	30 min
ACET Action Requested (Please check one)	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (Name and title)	C. Hahn, Dean, Perth Campus S. Munroe, Chair, Perth Campus M. Cusson, Dean, Academic Development M. Leduc, Executive Director, Academic Operations and Planning		
Attachments (as read-ahead material) (Please check one)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	12.0 ACET Transmittal - Business-Agriculture, OCD – May 09, 2018 12.1 ASAC Transmittal - Business-Agriculture, OCD, May 09, 2018 12.2 Appendix A - Program of Study - Business-Agriculture, OCD 12.3 Appendix B - Cash Flow Analysis - Business-Agriculture, OCD 12.4 Appendix C - PAC Membership - Business-Agriculture, OCD 12.5 Appendix D - Letter of Support for Coop Ed – Business-Agriculture, OCD	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) recommends the program proposal go to the Academic and Student Affairs Committee for the following action:</p> <p style="padding-left: 40px;">THAT the Academic and Student Affairs Committee (ASAC) recommends to the Board of Governors the approval of the Business – Agriculture, Ontario College Diploma program, effective Fall 2019.</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 checked="" type="checkbox"/> Referred to <u>ASAC</u> (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 approved the Business – Agriculture Ontario College Diploma program proposal pending amendments to cash flow information. This information will be presented at the May 28, 2018 Academic and Student Affairs Committee (ASAC) for recommendation and approval at the June 11, 2018 Board of Governors meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	Agenda Item Number (For office use only)	13
Topic	Program Proposal: Interdisciplinary Studies in Human-Centred Design Ontario College Graduate Certificate		
Requested By (ACET member)	C. Brulé, Senior Vice President Academic	Time Allotted	30 min
ACET Action Requested (Please check one)	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (Name and title)	R. Heaton, Dean, Faculty of Arts, Media and Design S. Fraser, Chair, Design Students/General Arts and Science M. Cusson, Dean, Academic Development M. Leduc, Executive Director, Academic Operations and Planning		
Attachments (as read-ahead material) (Please check one)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	13.0 ACET Transmittal - Interdisc Studies in Human-Centred Design, OCGC - May 09, 2018 13.1 ASAC Transmittal - Interdisciplinary Studies in Human-Centred Design, OCGC - May 09, 2018 13.2 Appendix A - POS - Interdisc Study in Human-Centred Design, OCGC 13.3 Appendix B - Cash Flow Analysis - Interdisc Study in Human-Centred Design OCGC 13.4 Appendix C - PAC Membership - Interdisc Study in Human-Centred Design, OCGC 13.5 Appendix D - CoopLetterofSupport - Interdisc Study for HCD, OCGC	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) recommends the program proposal go to the Academic and Student Affairs Committee for the following action:</p> <p style="padding-left: 40px;">THAT the Academic and Student Affairs Committee (ASAC) recommends to the Board of Governors the approval of the Interdisciplinary Studies in Human-Centre Design, Ontario College Graduate Certificate program, effective Fall 2019.</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 checked="" type="checkbox"/> Referred to <u>ASAC</u> (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 Interdisciplinary Studies in Human-Centred Design Ontario College Graduate Certificate program proposal as presented. This information will be presented at the May 28, 2018 Academic and Student Affairs Committee (ASAC) for recommendation and approval at the June 11, 2018 Board of Governors meeting.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	Agenda Item Number (For office use only)	14
Topic	Cyber Security Audit Presentation		
Requested By (ACET member)	D. Wotherspoon, VP Innovation and Strategy	Time Allotted	60 min
ACET Action Requested (Please check one)	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (Name and title)	<u>EY Cyber Security Assessment Presentation</u> Thomas Davies, Associate Partner, Cyber Security, Ernst and Young (EY Toronto) Seyed Hejazi, Manager, Cyber Risk Services, Ernst and Young (EY Toronto) Followed By: <u>Algonquin College Cyber Security Assessment Management Response Discussion</u> L. Pollock, Chief Digital Officer, ITS C. Delmage, Manager, Cyber Security Unit, ITS		
Attachments (as read-ahead material) (Please check one)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	14.0 ACET Transmittal_Cyber Security Audit Presentation_May 9, 2018 14.1 FINAL Report - Algonquin College Cyber Security Assessment-20180504 14.2 EY Cyber Security Risks in Higher Education 14.3 Algonquin Cybersecurity Assessment Exec Summary v8	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) approve the EY Algonquin College Cyber Security Assessment, May 4, 2018.</p> <p>THAT the Algonquin College Executive Team (ACET) approve the Algonquin College Cyber Security Assessment Management Response, May 4, 2018.</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 checked="" type="checkbox"/> Referred to <u>ARM May 23</u> (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET Date TBD</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. Wotherspoon</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team were provided an overview of the Ernst and Young Cyber Security Assessment findings and recommendations, as well as the proposed management response. ACET endorsed bringing forward the Assessment to the May 24, 2018 Audit and Risk Management Committee for approval. It was decided that the College will hold off on a financial call at this time so that further investigation can take place. C. Delmage will provide a series of options, and will come back to ACET for presentation.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	Agenda Item Number (For office use only)	15
Topic	Smoking Around Early Learning Centre / Campus		
Requested By (ACET member)	D. McNair, Vice President Finance & Administration	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)	D. McNair, Vice President Finance & Administration		
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	15.0 ACET Transmittal 2018-05-09 Smoking around ELC-Campus 15.1 Smoking Around ELC	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receive information and engage in discussion surrounding smoking around ELC and on campus.</p>		
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>Students' Association</u> (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 engaged in discussion surrounding smoking on campus. Proposed actions were reviewed and discussed, however no solution was brought forward. President Jensen will engage with the D. Simon (Students' Association President) and ask that this item be considered with their 2018-2019 priorities.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	Agenda Item Number (For office use only)	16
Topic	Recruitment Status Director, Foundation		
Requested By (ACET member)	D. McNair, Vice President Finance & Administration	Time Allotted	15 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)	D. McNair, Vice President Finance & Administration		
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	Verbal discussion only.	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) be provided an update and have a discussion regarding the recruitment status of the Director, Foundation.		
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 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 engaged in discussion surrounding the recruitment status of the Director, Foundation.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	Agenda Item Number (For office use only)	17
Topic	MOU with Students' Association & Student Celebration		
Requested By (ACET member)	R. McLester, Executive Director: Truth, Reconciliation & Indigenization	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)	R. McLester, Executive Director Truth, Reconciliation & Indigenization		
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	17.0 ACET Transmittal MOU with Students' Association & Student Celebration 17.1 Draft Event Scenario 17.2 April 25 th 2018 Indigenous Culture Initiatives	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receive information and engage in discussion surrounding the MOU regarding the Indigenous Gathering Circle and student celebration on September 6, 2018.</p>		
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 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 was provided with a status update on the Memorandum Of Understanding for the Indigenous Gathering Circle and scheduling an appropriate student celebration. Construction delays were discussed and celebration options were reviewed.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 9, 2018	Agenda Item Number (For office use only)	18
Topic	Civic Holiday and part-time employees		
Requested By (ACET member)	C. Frederick, Vice President, Human Resources	Time Allotted	20 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)	C. Frederick, VP Human Resources		
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) support the recommendation regarding the non-payment of part-time employees for the Civic Holiday.</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 checked="" type="checkbox"/> Deferred to <u>ACET May 17</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>Due to time restraints, this item was deferred to the May 17 ACET meeting.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 09, 2018	<small>Agenda Item Number (For office use only)</small>	19
Topic	Calendar Roundtable		
Requested By (ACET member)	C. Jensen, President	Time Allotted	15 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting <small>(name and title)</small>	Various ACET Members		
Attachments <small>(as read-ahead material)</small>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	19.0 Calendar Roundtable Transmittal	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p style="color: blue;">THAT the Algonquin College Executive Team (ACET) review calendars and inform ACET members as to the events in which they are participating.</p>		
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 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 <small>(completed during ACET meeting)</small>	The Executive Team shared calendar events as appropriate.		