

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 17, 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>	<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 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 following items were added to the agenda:</p> <p><b>Mandate letters:</b> The Executive Team were advised about deadlines for releasing their mandate letters to the public. D. Wotherspoon will share some common language that can be used by ACET members. Updates are to be forwarded to the President by June 04 at noon with the expectation that they will be released on June 06.</p> <p><b>Convocation Ceremonies:</b> A request was brought forward for the Pembroke Board of Governors representative to speak at the Convocation ceremony. The President will reach out to the Governor and discuss.</p>		

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<b>Date of Meeting</b>	May 17, 2018	<small>Agenda Item Number (For office use only)</small>	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 Spring 2018 Convocation Ceremonies Briefing (L. Stanbra)	
<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 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>	May 17, 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	<del>1 Workday Project Update (C. Frederick)</del> 3.2 Student One Stop Space (L. Stanbra, D. McNair) 3.3 Enrolment Update (K. Pearson, M. Leduc) <del>3.4 Solar Photovoltaic Plan – Investment Case (D. McNair) see item 7.9</del> 3.5 Timelines for 360 Feedback for Executives (C. Frederick) 3.6 2017-18 Business Plan Q4 update for ACET and Board of Governors 3.7 Travel Authorization – Claude Brulé (Polytechnics Canada Conference/AGM – May 14-16, 2018) Toronto 3.8 Travel Authorization – Irene Casey (Manufacturing Technology Show – May 16) – Montreal, Quebec 3.9 Travel Authorization – James Eaton (Manufacturing Technology Show – May 16) Montreal, Quebec 3.10 Travel Authorization – Ron McLester (Toronto, May 11, 2018) – Toronto 3.11 Travel Authorization – Sylvie Ferguson (Clinical visits – various Ontario cities (May 16-23, 2018) 3.12 Travel for Doug Wotherspoon( Toronto, May 15-16) Polytechnics Canada 3.13 Workday Weekly Update (internal use, not for BoG) (L. Pollock)	
<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 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 _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	Most information items were received as submitted. Item 3.6 was removed for further discussion – C. Brulé will forward some edits/comments. Item #3.13 was removed altogether, as it was repeated as item # 9.		

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<b>Date of Meeting</b>	May 17, 2018	<b>Agenda Item Number (For office use only)</b>	4
<b>Topic</b>	Business Arising: Cyber Security Audit		
<b>Requested By (ACET member)</b>		<b>Time Allotted</b>	10 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>			
<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	04.1 ACET Transmittal 180517 Cyber Security Management Response 04.2 Appendix A Algonquin College Cyber Security Assessment Management Response	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.		
<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 was informed of the proposed management response stemming from the Ernst and Young Algonquin College Cyber Security Assessment Report, and agreed that it was necessary to find balance and to continue looking for other options to fund initiatives.		

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<b>Date of Meeting</b>	May 17, 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 checked="" 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 checked="" type="checkbox"/> Other: Information to be posted	5.1 RTF – Project Manager; Business Development 5.2 RTF – Manager of Product, Marketing and Partnerships; Business Development	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) bring forward any “Request to Fill” positions for approval.		
<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 Executive Team approved the “Request to Fill” positions that were brought forward. Paperwork was stamped and will be forwarded to Human Resources for appropriate action and next steps.		

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<b>Date of Meeting</b>	May 17, 2018	<b>Agenda Item Number (For office use only)</b>	6
<b>Topic</b>	Standing Item: Travel Authorization Request Review		
<b>Requested By (ACET member)</b>	D. McNair, VP Finance and Administration	<b>Time Allotted</b>	10 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>	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	<del>6.0 Area 0-Comms</del> 6.1 Area 1-HR 6.1.1 D. McCutcheon – College Arbitration Review Provincial Cttee (Toronto) 6.2 Area 2-Finance 6.2.1 Manon Levesque – OCFMA 6.2.2 Co-op Group of 8 – Education at Work Ontario Conference (Toronto) 6.2.3 Co-op Group of 9 – Embracing Change – Cooperative Education & Work Integrated Learning Canada (Montreal) 6.2.4 Nicholas Haddad - Toronto <del>6.3 Area 3 Student Services</del> <del>6.4 Area 4 Innovation &amp; Strategy</del> 6.5 Area 5-Academic 6.5.1 Farbod Karimi, STLHE 2018 – Sherbrooke, Quebec 6.5.2 Jonathon Weber, STLHE 2018 – Sherbrooke, Quebec 6.5.3 Patrick Devey, Ontario Learn Board meeting, Toronto, Ontario 6.5.4 Steve Newmann, National Skills Competition, Edmonton, Alberta 6.5.5 Maggie Cusson, CDG update and Institutional Rep meeting, Toronto <del>6.6 Area 6-President's Office</del>	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) bring forward any “Request to Fill” positions for approval.		
<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>	The Executive Team discussed the Travel Authorization Requests that were brought forward for review. Request 6.4.1 and 6.4.2 will be removed from circulation and returned to the originator. All other requests will move forward as intended. Discussion highlights included items 6.2.2 and 6.2.3 and specifically, the need for such a large number of people to attend.		

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<b>Date of Meeting</b>	May 17, 2018	<b>Agenda Item Number (For office use only)</b>	7
<b>Topic</b>	Board of Governors Presentation: Finance Update		
<b>Requested By (ACET member)</b>	D. McNair, VP Finance and Admin	<b>Time Allotted</b>	10 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>	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	7.1 BOG AGM June 11, 2018 Agenda (DRAFT) 7.2 BOG June 11, 2018 Agenda (DRAFT) 7.3 Audited Financial Statements 7.4 Banking Officers Resolutions 7.5 <del>Fourth Quarter Financial Reports</del> 7.6 Major Capital Projects 7.7 Investment Performance Reports 7.8 <del>Five year Capital Investment Report</del> 7.9 Investment Case - Solar Photovoltaic Plan – D. McNair 7.10 Succession Plan – C. Frederick	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review and comment on the Financial Update information that is being presented at the June 11 Board of Governors meeting.</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 received the Financial Update as presented and provided comments and suggestions for consideration. Discussion highlights included item 6.7 (Major Capital Projects), specifically preliminary conversations that took place with Siemens, and approved funding for the Athletic Recreation Centre. The Executive was also presented with a report on Investment Performance (endowment funds and a presentation to the Board on the audited financial statements, including surplus information). The major capital projects presentation will be amended in terms of the Indigenous Courtyard project discussion.</p>		

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<b>Date of Meeting</b>	May 17, 2018	<b>Agenda Item Number (For office use only)</b>	8
<b>Topic</b>	DARE District 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>	D. McNair, V.P. Finance and Administration S. Anderson, E.D. Communications, Marketing and Ext. Relations		
<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 ACET Transmittal 2018-05-17 DARE District Project 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 DARE District 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 checked="" type="checkbox"/> Deferred to <u>ACET May 30</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>R. McLester</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 the progress of the DARE District construction project. Discussion highlights included ongoing work on the deficiency list, work on stairwell #4 and #5, furniture arrival and placement (as well as storage for the Student One Stop Space), work to be completed in the Indigenous Courtyard and associated challenges that have arisen to date. Timelines and budget for the courtyard were further discussed; R. McLester will meet with L. Smith as well as consult with the Students' Association. Co-op will also reach out to L. Smith to explore options for student involvement. A breakdown of the budget for the courtyard project will be provided to the President. This item will return to ACET as a standing item.</p>		



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<b>Date of Meeting</b>	May 17, 2018	<b>Agenda Item Number (For office use only)</b>	9
<b>Topic</b>	Workday Project Update for the Board of Governors		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP Innovation and Strategy	<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>	D. Wotherspoon, Vice-President, innovation and Strategy A. Fobert, Senior Project Manager, Workday		
<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	09.0 ACET Transmittal 180517 Workday Project 09.1 Transmittal Workday Project Update 09.2 Presentation 180611 BOG Workday Update	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review and approve the Workday Project update for the Board of Governors.		
<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 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 Finance and HR sessions, identifying areas of efficiencies and opportunities, training, and the announcement of a go live date.		

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<b>Date of Meeting</b>	May 17, 2018	<b>Agenda Item Number (For office use only)</b>	10
<b>Topic</b>	Learning Management System (LMS) Update		
<b>Requested By (ACET member)</b>	C. Brulé, Senior Vice President Academic	<b>Time Allotted</b>	30 min
<b>ACET Action Requested (Please check one)</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. Brulé, Senior Vice President Academic P. Devey, Dean, Centre for Continuing and Online Learning		
<b>Attachments (as read-ahead material) (Please check one)</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 - LMS Implementation Update, May 17, 2018	
<b>Recommendation (please provide ACET your recommendation)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) receives a general update on the status of the LMS Implementation Project on a weekly basis.</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 checked="" type="checkbox"/> Deferred to <u>ACET May 30</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>P. Devey</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 the progress of the new LMS implementation (Brightspace). Discussion highlights included training, guest network login, testimonials, budget and D2L representation at future Board meetings. This item will return for further discussion and follow-up at the May 30 ACET meeting.</p>		

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<b>Date of Meeting</b>	May 17, 2018	<small>Agenda Item Number (For office use only)</small>	11
<b>Topic</b>	Education City (Standing Item)		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	15 min
<b>ACET Action Requested</b> <small>(Please check one)</small>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting</b> <small>(Name and title)</small>	Various ACET Members		
<b>Attachments (as read-ahead material)</b> <small>(Please check one)</small>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	11.0 Education City Update Transmittal	
<b>Recommendation</b> <small>(please provide ACET your recommendation)</small>	<b>THAT</b> the Algonquin College Executive Team (ACET) be updated on the status of the Education City initiative.		
<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</b> <small>(completed during ACET meeting)</small>	The Executive Team was provided with an update on the progress and status of Education City discussions with the three other local post secondary institutions. Discussion highlights included Invest Ottawa and their strategic direction, inclusion in Kanata space, the possibility of a future conference or summit to engage faculty at each of the four institutions and the suggestion of reconvening the President’s Advisory Panel for Innovation and Entrepreneurship. The Hub and Spoke initiative was also discussed; C. Brule has reached out to M. Donahue as a possible collaborator. The Executive Team was encouraged to share any feedback on preferred areas of exploration.		

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<b>Date of Meeting</b>	May 17, 2018	<b>Agenda Item Number (For office use only)</b>	12
<b>Topic</b>	Draft Annual Report Update		
<b>Requested By (ACET member)</b>	S. Anderson, Executive Director, Communications, Marketing, and External Relations	<b>Time Allotted</b>	30 min
<b>ACET Action Requested (Please check one)</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>	S. Anderson, Executive Director, Communications, Marketing, and External Relations		
<b>Attachments (as read-ahead material) (Please check one)</b>	<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 - Draft Annual Report	
<b>Recommendation (please provide ACET your recommendation)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) accepts this report for information.</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 checked="" type="checkbox"/> Report Back By <u>S. Anderson</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>The Executive Team was provided a draft copy of the Annual Report that will be submitted for approval to the June 11 Board of Governors meeting. This document is still a work in progress but will be completed in time to be included in the Board of Governors meeting package (scheduled to be distributed June 04). Discussion highlights included the availability of Key Performance Indicator (KPI) information and its inclusion in the report.</p>		

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<b>Date of Meeting</b>	May 17, 2018	<b>Agenda Item Number (For office use only)</b>	13
<b>Topic</b>	2019-20 Business Plan Development		
<b>Requested By (ACET member)</b>	L. Stanbra, Vice President Student Services	<b>Time Allotted</b>	30 min
<b>ACET Action Requested (Please check one)</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		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input type="checkbox"/> PowerPoint <input checked="" type="checkbox"/> Timeline (14.2) <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: ACLT meeting notes (14.1)	13.0 ACET Transmittal - 2019-21 Business Plan Development 13.1 ACLT retreat April 2018 Report v2 13.2 2019-20 Business Plan Development Process Timeline v5	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receives this update for feedback and approval of the initial timeline.		
<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>	The Executive Team reviewed the Business Plan development process and associated timelines. It was decided that an additional ACLT meeting will be required and therefore scheduled (before August 29).		

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<b>Date of Meeting</b>	May 17, 2018	<b>Agenda Item Number (For office use only)</b>	14
<b>Topic</b>	May 25th ACLT Presentation: College Space Management – Governance and Processes		
<b>Requested By (ACET member)</b>	D. McNair, VP Finance and Administration	<b>Time Allotted</b>	30 min
<b>ACET Action Requested (Please check one)</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. Donaldson, Dean, School of Business P. Rouble, Associate Director, Facilities Planning and Sustainability		
<b>Attachments (as read-ahead material) (Please check one)</b>	<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 - 2018-05-17 - May 25 ACLT Presentation – Space Management - Governance and Process 14.1 ACLT-Briefing-CollegeSpaceManagement-2018-05-17a-PrelimDraft-ACET 14.2 BuildingC+A-VacatedAreasSummary-2018-05-14a	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receives this overview of the space presentation planned for the May 25 meeting of ACLT for information and feedback.		
<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>Meeting Date TBD</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>Space Meeting: D. McNair</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>The Executive Team was provided with an overview of the space presentation planned for the May 25 meeting of ACLT with a focus on the process for prioritizing space requests for 2019-20 and planning principles for reallocating the space vacated in Buildings A and C by the opening of the DARE District and Student One Stop Space Project. Recommendations were presented; comments and feedback were provided. Discussion highlights included the need to have some shovel-ready projects prepared to apply against possible future funding announcements, space for our union partners, consolidating services, and committee membership. Due to a lack of appropriate time for a fulsome discussion, it was decided that this presentation will be removed from the May 25 Leadership meeting agenda, and a separate, dedicated meeting time will be scheduled.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 17, 2018	<b>Agenda Item Number (For office use only)</b>	15
<b>Topic</b>	May 25 ACLT Meeting Agenda Review		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	15 min
<b>ACET Action Requested (Please check one)</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>	T. McDougall, Director Office of the President		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	15.0 May 25 ACLT Meeting Agenda Review (DRAFT) transmittal 15.1 May 25 ACLT Meeting Agenda (DRAFT)	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) reviews and approves the May 25, 2018 Leadership Team Meeting draft agenda.		
<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>	The Executive Team reviewed the May 25 ACLT meeting agenda and provided feedback and suggestions for consideration. A revised and finalized agenda will be distributed to ACET prior to being circulated to the Leadership Team.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 17, 2018	<b>Agenda Item Number (For office use only)</b>	16
<b>Topic</b>	Review of Current I/O Report, Fixed Term Administrative Contracts and Complement/Vacancies report for April 2018		
<b>Requested By (ACET member)</b>	C. Frederick, Vice President, Human Resources	<b>Time Allotted</b>	30 min
<b>ACET Action Requested (Please check one)</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. Frederick Vice President, Human Resources		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	16.0 2018 May 17 ACET Transmittal IO Report May 2018 16.1 2018 May 17 Active IO Report for May 2018 16.2 ACET Transmitta006C Complement and Vacancy Report_final as at May 15, 2018 16.2.1 Summary Of Vacancies - Period Ending May 15, 2018 (MASTER) 16.2.2 Summary Of Vacancies - Period Ending May 15, 2018 (MASTER) 16.2.3 Summary of Complement - Period Ending May 15, 2018 16.3 2018 May 17 ACET Transmittal Fixed Term Admin Report_final 16.3.1 2018 May 17 FTA Report May 15, 2018 revised	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) is informed of and reviews: <ul style="list-style-type: none"> <li>• active IO positions and those coming up for renewal / termination / conversion,</li> <li>• status updates on Fixed Term Administrative Contracts, as well as</li> <li>• Complement and Vacancies report information</li> </ul>		
<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>	The Executive Team was provided with current statistics and information regarding active Initiative and Opportunity bargaining unit positions, Fixed Term Administrative Contracts, and a Complement/Vacancies Report.		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 17, 2018	<b>Agenda Item Number (For office use only)</b>	17
<b>Topic</b>	Civic Holiday and part-time employees		
<b>Requested By (ACET member)</b>	C. Frederick, Vice President Human Resources	<b>Time Allotted</b>	30 min
<b>ACET Action Requested (Please check one)</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. Frederick, Vice President Human Resources		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	17.0 2018 May 17 ACET transmittal Civic Holiday part time employees_final (deferred from May 9)	
<b>Recommendation (please provide ACET your recommendation)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) support the recommendation regarding the non-payment of part-time employees for the Civic Holiday.</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 discussed the recommendation as it was submitted and presented. The final decision from ACET was to pay part-time employees for the August Civic Holiday.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 17, 2018	<small>Agenda Item Number (For office use only)</small>	18
<b>Topic</b>	Calendar Roundtable		
<b>Requested By (ACET member)</b>	C. Jensen, President	<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</b> <small>(name and title)</small>	Various ACET Members		
<b>Attachments</b> <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	18.0 Calendar Roundtable Transmittal	
<b>Recommendation</b> <small>(please provide ACET your recommendation requiring approval)</small>	<p style="color: blue;"><b>THAT</b> the Algonquin College Executive Team (ACET) review calendars and inform ACET members as to the events in which they are participating.</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</b> <small>(completed during ACET meeting)</small>	The Executive Team shared calendar events as appropriate.		