

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 30, 2018	<b>Agenda Item Number (For office use only)</b>	1
<b>Topic</b>	Approval of Agenda		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	C. Jensen, President		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input 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><u>DARE Radio Ad</u>: The Executive Team listened to a new radio ad that thanked the community for their support with the DARE District.</p> <p><u>AI Conference</u>: The Executive Team debriefed the Artificial Intelligence Conference, co-hosted by Eli Fathi and Cheryl Jensen.</p> <p><u>Precision Agriculture</u>: The Executive Team was briefed on a meeting that took place with stakeholders involved in the NCC agricultural research centre. There is interest in having Algonquin College involved with research and programming.</p> <p><u>HLE Perley</u>: The Executive Team discussed an upcoming meeting that will be scheduled with Akos Hoffer and Stephane Giguere, as well as debriefed a May 25, 2018 Digital Health North meeting.</p> <p><u>All Admin/Town Hall</u>: The June 12 meeting will be organized as a Town Hall (not All Admin). The set up will be similar to the last Town Hall (i.e. ACET representation at each campus/video conferencing). Discussion topics were suggested.</p> <p><u>Canada Revenue Agency</u>: The Executive Team discussed a request from CRA and their interest in a Memorandum of Understanding/desire for a partnership.</p> <p><u>Mandate Letters</u>: The Executive Team discussed deadlines for submission of mandate 2018/2019 letters.</p>		

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<b>Date of Meeting</b>	May 30, 2018	<b>Agenda Item Number (For office use only)</b>	2
<b>Topic</b>	Consent Agenda Items		
<b>Requested By (ACET member)</b>	Various ACET members	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Various ACET members		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	2.01 Update on the Development of AC's DARE District and Entrepreneurship Plan (D. Wotherspoon) 2.02 DRAFT May 17, 2018 ACET Minutes (T. McDougall) 2.03 President's Star Nomination for Colin Mills 2.04 President's Star Nomination for Elias Giannakopoulou 2.05 President's Star Nomination for Gordon Wilcox 2.06 President's Star Nomination for Jason Verboomem 2.07 President's Star Nomination for Margrit Werner 2.08 President's Star Nomination for Michele Hall 2.09 President's Star Nomination for Rebecca Wakelin 2.10 May 09, 2018 ACET Minutes (T. McDougall) <i>Deferred to June 06</i> 2.11 May 17, 2018 ACET Minutes (T. McDougall) <i>see item 2.02</i> 2.12 President's Star Nomination for Alexandra Macklam	
<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 30, 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	Too numerous to list.	
<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>	The information items were received as submitted. Clarification was provided regarding travel authorizations and when/where to post them.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 30, 2018	<b>Agenda Item Number (For office use only)</b>	4
<b>Topic</b>	Business Arising		
<b>Requested By (ACET member)</b>		<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input 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	4.1 No smoking policy (brought forward from May 09, 2018) 4.2 Fourth Quarter Business Plan Report	
<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 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>	4.1 <u>No smoking Policy</u> : The Executive Team agreed to implement a new cross campus no-smoking policy. A small team will be immobilized to execute this initiative. 4.2 <u>Fourth Quarter Business Plan Report</u> : The Executive Team was asked to review and update the document as appropriate by end of day.		

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<b>Date of Meeting</b>	May 30, 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	<del>5.1 Business Administrator – Physical Resources (#TA1330)</del> 5.2 Course Material Services – Ancillary Services 5.3 Lean-AC Way –ESA Mitigation Implementation Support 5.4 Online Facilitator Training Specialist – Centre for Continuing and Online Learning 5.5 Chair, Media Design – Faculty of Arts, Media and Design 5.6 Food Service Coordinator – Algonquin College in the Ottawa Valley 5.7 Food Service Worker – Algonquin College in the Ottawa Valley	
<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. Minor amendments were made to items 5.1 (position number added), and 5.2 (posting deadlines).		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 30, 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	6.0 Area 0-Comms 6.0.1 Abhay Sharma, The Kurogo conference (Chicago, IL) 6.0.2 Alanna McDonell, Guild Summit 2018 (Toronto, ON) 6.0.3 Alanna McDonell, OCASA Executive Committee Meeting, Conference and AGM (King City, ON) 6.0.4 Tracy White – OCAS Conference (Guelph, ON) 6.0.5 Anelise Babcock – Valour High School (Petawawa, ON) 6.1 Area 1-HR 6.1.1 HR Team, CAAT/HRCC Annual Meeting (Alliston, ON) 6.1.2 COL Team, Focus on Learning Part 2 (Kingston, ON) 6.2 Area 2-Finance 6.2.1 G. Perry – COFO Meeting - TORONTO 6.3 Area 3-Student Services 6.3.1 Nadia Ramseler, International Business College Recruitment & Marketing Presentation (Copenhagen, Denmark) 6.3.2 Tammy Thornton, Library Leader’s Summit (Toronto, ON) 6.4 Area 4-Innovation & Strategy 6.4.1 Elizabeth Tyrie, Playing to Win Workshop, Toronto, ON 6.4.2 Max Figueredo, Salesforce HE Data Architecture Meeting, Denver, Colorado. 6.5 Area 5-Academic 6.5.1 Tamara Phillips, Annual ARIDO Interior Design Educators (Toronto, ON) 6.5.2 Lauren Cornell, Institutional Research Ontario Colleges Conference (Toronto, ON) 6.5.3 Mark Leduc, Institutional Research Ontario Colleges Conference (Toronto, ON) 6.5.4 Stephen Murray, Institutional Research Ontario Colleges Conference (Toronto, ON) 6.5.5 Cristy Montgomery, Institutional Research Ontario Colleges Conference (Toronto, ON) 6.6 Area 6-President’s Office	
<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) _____
<p><b>Amended Recommendation</b> <b>(completed during ACET meeting)</b></p>	<p>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.</p>

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 30, 2018	<b>Agenda Item Number (For office use only)</b>	7
<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 type="checkbox"/> Other: Information to be posted	07.0 ACET Transmittal 2018-05-30 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 June 06</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 progress of the DARE District construction project. Discussion highlights included deficiencies, furniture deliveries, installment of library collections, ladies washroom site line, timelines, AV delivery, touring of the Student One Stop Space, delivery delays, the courtyard construction, costing, landscaping options, and principles on how to use the space. Regular updates will continue to return to ACET on a weekly basis.</p>		



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<b>Date of Meeting</b>	May 30, 2018	<b>Agenda Item Number (For office use only)</b>	8
<b>Topic</b>	Workday Update: May 14 - May 25, 2018		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP Innovation and Strategy	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	L. Pollock, Chief Digital Officer		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	08.0 ACET Transmittal 180530 Workday_v4	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) receive an update on the status of the Workday Enterprise Resource Planning (ERP) implementation.</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 Jun -06</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 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 milestones, communication regarding the “go live” date, scope creep, resources, and communication. This item will return to the June 06 ACET meeting.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

**HIGHLY CONFIDENTIAL**

<b>Date of Meeting</b>	May 30, 2018	<b>Agenda Item Number (For office use only)</b>	9
<b>Topic</b>	ESA Implementation Update		
<b>Requested By (ACET member)</b>	D. McNair, Vice President Finance & Administration	<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. McNair, Vice President Finance & Administration C. Frederick, Vice President Human Resources		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	09.0 Draft ACET Transmittal 2018-05-30 ESA (Bill148) Implementation Update	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receive the update regarding the implementation of initiatives related to the Employment Standards Act changes.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET June 06</u> (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 items and upcoming events related to the Employment Standards Act (ESA) changes. Discussion highlights included assessment of part-time support work and full-time comparator work, health services, SIP processes, on-going communication, retirement incentives, value stream/process improvement, international fee increases, and employee mitigation feedback. This item will return to the June 06 ACET meeting.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 30, 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	<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		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	10.0 20180530 ACET Transmittal LMS Implementation Update_final	
<b>Recommendation (please provide ACET your recommendation)</b>	<p><b>THAT</b> the Algonquin College Executive Team receive 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 type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>The Executive Team was provided with an update on the progress of the new LMS implementation (Brightspace). Discussion highlights included training, migrations, student ambassador class visits, network connectivity, and BlackBoard stability.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 30, 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>	<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	11.0 Education City Update Transmittal	
<b>Recommendation</b> <small>(please provide ACET your recommendation requiring approval)</small>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) be provided with a status update on the Education City initiative.</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 June 06</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b> <small>(completed during ACET meeting)</small>	<p>The Executive Team was provided with an update on the progress and status of the proposed Hub and Spoke model for the college system. Discussion highlights included funding, a possible fall symposium (C. Brulé to work with T. McDougall for possible dates), and collaboration interest from Northern College and Sault College. This item will return for further discussion at the June 06 ACET meeting.</p>		

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<b>Date of Meeting</b>	May 30, 2018	<b>Agenda Item Number (For office use only)</b>	12
<b>Topic</b>	Major Physical Resources Projects 2018		
<b>Requested By (ACET member)</b>	D. McNair, V.P. Finance and Administration	<b>Time Allotted</b>	45 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>	S. McDermott, Manager, Facilities Development M. Levesque, Manager, Facilities Operations & Maintenance P. Rouble, Associate Director, Facilities Planning & Sustainability		
<b>Attachments (as read-ahead material)</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	12.0 ACET Transmittal 2018-05-30 Major Physical Resources Projects 2018 12.1 ACET Presentation 2018-05-30 Physical Resources Major Projects v2	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) receives for information, an update on the major Physical Resources projects that will be carried out in 2018 -2019.</p>		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	The Executive Team was informed of the current and upcoming activities, potential disruptions and associated mitigation strategies associated with major Physical Resources projects that are either underway or planned for the remainder of 2018 and early 2019. Discussion highlights included disruptions, storm water pond, roofing, solar panels, and battery storage.		

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<b>Date of Meeting</b>	May 30, 2018	<b>Agenda Item Number (For office use only)</b>	13
<b>Topic</b>	IT Modernization Plan Update		
<b>Requested By (ACET member)</b>	President Cheryl Jensen	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	D. Wotherspoon, Vice President, Innovation and Strategy L. Pollock, Chief Digital Officer		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	13.0 ACET Transmittal IT Modernization Planv2	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team review and provide feedback on the item as presented.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input 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 an update on the development of the IT Modernization Plan and provided suggestions of generative questions to be discussed at future stakeholder sessions. Discussion highlights included advisory committee representation, key dates, outcomes, and proposed discussion questions.		

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<b>Date of Meeting</b>	May 30, 2018	<b>Agenda Item Number (For office use only)</b>	14
<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>	20 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>	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	14.0 ACET Transmittal - Draft Annual Report 14.1 2017-2018 Annual Report_DRAFT as of May 29	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) accepts this report for information.		
<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 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.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 30, 2018	<b>Agenda Item Number (For office use only)</b>	15
<b>Topic</b>	Partnership Framework		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	15 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 D. Wotherspoon, Vice President, Innovation & Strategy Ron McLester, Executive Director, TRC & Indigenization Scott Anderson, Executive Director, Communication, Marketing & External Relations		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint (attached) <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other – A3	15.0 ACET - Transmittal May 30 2018 Partnership Framework 15.1 Partnership Framework - initial A3	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team receive an update regarding the proposed methodology of developing a Partnership Framework and participate in a Lean “huddle” regarding the Partnership Framework.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET Date TBD</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	This item was deferred to another ACET meeting (date to be confirmed).		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 30, 2018	<b>Agenda Item Number (For office use only)</b>	16
<b>Topic</b>	Changemaker Award: Skills Ontario Competition 2018		
<b>Requested By (ACET member)</b>	C. Brulé, Senior Vice President, Academic	<b>Time Allotted</b>	15 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. Janzen, Dean, Faculty of Technology and Trades Christina Khenmanisoht, Restaurant Service Nick Denny, Auto Collision Repair Thomas Hawley, Horticulture Blaise Mombourquette, Horticulture		
<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	16.0 ACET Transmittal - Changemaker Award for June 11, 2018 Board 16.1 Changemaker - Skills Ontario	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receives the presentation as a practice run for the February 26, 2018 Board of Governors presentation.		
<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 provided with an overview of the Changemaker Award presentation for the June 11 Board of Governors meeting. Feedback was provided for consideration.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 30, 2018	<b>Agenda Item Number (For office use only)</b>	17
<b>Topic</b>	Fourth Quarter 2017-2018 Financial Results		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration	<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>	G. Perry, Acting Director, Finance and Administration		
<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	17.0 - ACET Transmittal 2018-05-30 - 2017-2018 Fourth Quarter Financial Report - BOG Presentation 17.1 - Appendix A BOG Transmittal - Fourth Quarter 2017-2018 Financial Report 17.2 - Appendix B - Fourth Quarter 2017-2018 Financial Report 17.3 - Appendix C - Fourth Quarter 2017-2018 Compliance Schedule 17.4 - Appendix D - Fourth Quarter 2017-2018 Contingency Funds Report 17.5 - Appendix E Fourth Quarter 2017-2018 Financial Results Presentation 17.6- Appendix F - Fourth Quarter 2017-18 Financial Summary Report by Area	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team accepts the report as presented.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input 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 presented with the Fourth Quarter 2017-2018 financial results, including a summary of funded positions, and to provide an updated compliance status of policy BG11-02 Board Financial Management.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 30, 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><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.		