

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 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 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)	The following items were added to the agenda: President's BBQ: The Executive Team were provided with an overview of the event.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 2018	Agenda Item Number <small>(For office use only)</small>	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 <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	2.1 DRAFT May 30, 2018 ACET Minutes (T. McDougall) deferred to June 13 2.2 Alumni of Distinction Awards Recipient and Premier's Awards Nominee – 2018 Outstanding Apprentice (L. Stanbra) 2.3 DRAFT May June 06, 2018 ACET Minutes (T. McDougall)	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	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 <small>(completed during ACET meeting)</small>	The Consent Agenda items were approved as submitted. In reference to item 2.2, a recommendation to consider S. Barkhouse will come forward for next year.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 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 2017-18 Student Experience Fee Annual Report (L. Stanbra) 3.2 Enrolment Update (K. Pearson, M. Leduc) 3.3 Student One Stop Space Update (L. Stanbra, D. McNair) 3.4 Anthony Scavarelli, FOL, Part 2 – Kingston 3.5 Cath Laberge-Kenney – FOL, Part 2 – Kingston 3.6 Katie Tremblay, FOL, Part 2 – Kinston 3.7 Eric Fruhauf – PD, Ont Assc of Architects Annual Conference – Toronto	
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.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 2018	Agenda Item Number (For office use only)	4
Topic	Business Arising		
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)	No "Business Arising" items were brought for discussion		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 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 – Co-op Consultant (Appendix D) 5.2 Manager, Project Management Office	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) bring forward any “Request to Fill” positions for approval.		
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 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.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 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	6.2.1 Ingrid Argyle One-Step Conference (Toronto) 6.3.1 David Deveau HOIS/OCLCC/OCLASC mini-Conference (Haliburton) 6.5.1 Shaun Barr – LCBS Symposium - Kingston 6.5.2 Michael Nauth – CAFC – Montreal 6.5.3 Jim Kyte – AODA Employment Standards Committee - Toronto	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) bring forward any “Travel Authorization Requests for approval.		
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 Executive Team discussed the Travel Authorization Requests that were brought forward for review. All other requests will move forward as intended.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 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 2018-06-06 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 June 13</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 work being completed on the deficiency list, the courtyard project and associated student involvement, budget, implementation of the mural project, as well as change requests and how to respond to them. This item will return to the June 13 ACET meeting as a standing agenda item. More information about the Courtyard project will follow at the June 13 ACET meeting.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 2018	Agenda Item Number (For office use only)	8
Topic	Student One Stop Space Project Update: Final Design with Service Blueprint and Change Management		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services D. McNair, Vice President, Finance and Administration	Time Allotted	20 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)	K. Pearson, Registrar T. Schonewille, Director, Physical Resources M. Cosh, Director, Talent Management and Organizational Development		
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 uploaded to SharePoint	08.0 ACET Transmittal 2018-06-06 Student One Stop Space Design and Change Management Update 08.1 ACET 6 June 2018 Student One Stop Space Project Update - Design and Change Management v2 08.2 SOSS Newsletter - May 28, 2018 - FINAL	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approve the Student One Stop Space Project Update including the final design with service blueprint and the change management approach.		
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 Executive Team was updated on the Student One Stop Space Project with a specific focus on the final floorplan design including a review of the service blueprint and change management approach. Discussion highlights included international student consideration in the design of the space, general principles for window glazing/obstructions (similar to the DARE district), union representation on the steering committee, change management and the use /incorporation of the ADKAR tool, as well as the upcoming SOSS tour with the Board of Governors. The next time this item comes forward will include clarity about who will not be moving to the new space and who will not.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

HIGHLY CONFIDENTIAL

Date of Meeting	June 06, 2018	Agenda Item Number (For office use only)	9
Topic	9.0 ESA Implementation Update 9.1 Registrar's Office – Course Overload Fee SIP Application (Separate Transmittal)		
Requested By (ACET member)	D. McNair, VP 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, VP Finance & Administration C. Frederick, VP Human Resources		
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	June 06.0 Draft ACET Transmittal 2018-06-06 ESA (Bill148) Implementation Update June 06.1 ACET 6 June 2018 ESA SIP Request - Course Overload Fee Assessment Project v3 June 06.2 Appendix A - 20180518 RO Course Overload Fee Project_SIP-Simplified Project-Charter for ESA Mitigation Support June 06.3 Appendix B - 20180430 RO Course Overload Fee Project Simplified SIP-Project-Charter_2018-2019-Budget-and-Milestones	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive the update regarding the implementation of initiatives related to the Employment Standards Act changes.		
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 June 13</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. McNair, C. Frederick</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team reviewed items and upcoming events related to the Employment Standards Act (ESA) changes. ACET members approved the funding request for Strategic Investment Priorities (SIP) Funding related to the Course Overload Fee Assessment Project. This is a project that has been reviewed and endorsed by the ESA Task Force as a 2017-2018 mitigation strategy. The flow of SIP requests was discussed and finalized (ACET→Steering Committee→ACLT Huddle). C. Frederick provided an update on the work being done with the part-time group. L. Stanbra provided a status update on Health Services and discussions that have taken place to date.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 2018	Agenda Item Number (For office use only)	10
Topic	Student Information System Project – Status Update		
Requested By (ACET member)	L. Stanbra, Vice President Student Services D. Wotherspoon, Vice President, Innovation and Strategy	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	K. Pearson, Registrar S. Burke, Sr. Project Manager – Student Information System L. Schumann – Sr. Manager, Student Information System – Registrar’s Office Subject Matter Expert		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	10.1 ACET 6 June 2018 Student Information System Project Report 2017-2018 10.2 ACET 6 June 2018 Student Information System Project Update 2017-2018 v4	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive this 2017-2018 Student Information System Project Update data analysis and documentation completed to date in preparation for a future Student Information System.		
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 checked="" type="checkbox"/> Deferred to <u>ACET (Date tbd)</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation	The Executive Team received a status update on the Student Information System data analysis and documentation completed in 2017-2018 in preparation for a future Student Information System. Discussion highlights included a summary of lessons learned, the cost of maintaining the current system, next steps and 2018-2019 deliverables, resourcing/funding, and potential risks. This item will come back to ACET at a future date for further updates (tbd).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 2018	Agenda Item Number (For office use only)	11
Topic	Update: May 28 – June 1, 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 type="checkbox"/> Other: Information to be posted	11.0 ACET Transmittal 180606 Workday.v3	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receive an update on the status of the 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 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 informed of current and upcoming project activities, progress on key deliverables and milestones, project risks, as well as issues and decisions related to the ERP implementation. Discussion highlights included a review of the (yellow) “minor issues” outlined on the status report, as well as who will be in attendance at the June 11 Board meeting.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 2018	Agenda Item Number (For office use only)	12
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)	C. Brulé, SVP Academic 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	12.0 ACET Transmittal LMS Implementation Update, June 06, 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 the availability of shells for faculty, migration of canvas, representation at the June 11 Board of Governors meeting, and training. This item will return for further discussion and follow-up at the June 13 ACET meeting.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 2018	<small>Agenda Item Number (For office use only)</small>	13
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	13.0 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 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. Discussion highlights included project management, other post-secondary partnerships, and upcoming meetings. R. Common from Sault College will be visiting Algonquin on June 13 to discuss the Hub and Spoke model.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 2018	Agenda Item Number (For office use only)	14
Topic	2019-2020 Three-Year Budget Assumptions and 2019-2020 Budget Directions		
Requested By (ACET member)	D. McNair, Vice President Finance and Administration	Time Allotted	30 min
ACET Action Requested (Please check one)	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (Name and title)	G. Perry, Acting Director, Finance and Administrative Services		
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	14.0 ACET Transmittal 2018-06-6 2019-2020 Budget 14.1 Appendix A - 3 Year Budget Assumptions - 2019-2020 - 6-June-2018 14.2 Appendix B - 2019-2020 Budget Directions May 24 V2-	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) review and approve the 2019-2020 Three Year Budget Assumptions and the 2019-2020 Budget Directions.		
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 Executive Team was presented two documents relating to the 2019-2020 budget preparation which have been endorsed by the College Budget Committee (CBC): <ol style="list-style-type: none"> 1. 2019-2020 Three Year Budget Assumptions 2. 2019-2020 Budget Directions These items were approved pending suggested amendments from the Executive Team. A track changes document will be circulated to the team for their information/review.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 2018	Agenda Item Number (For office use only)	15
Topic	Formal Naming of “Student One Stop Space” and “Employee Innovation Hub”		
Requested By (ACET member)	S. Anderson, Executive Director, Communications, Marketing, and External Relations	Time Allotted	15 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)	A. Beshara, Senior Marketing and College Brand Specialist		
Attachments (as read-ahead material) (Please check one)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	15.0 ACET Transmittal - Formal Naming of “Student One Stop Space” and “Employee Innovation Hub” 15.1 ACET 6 June 2018 Formal Naming Student One Stop Space 15.2 ACET 6 June 2018 Formal Naming Employee Innovation Hub	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) review and approve: <ul style="list-style-type: none"> ○ the recommendation that the space currently referred to as “Student One Stop Space” be formally named “Student Central” ○ the recommendation that the space currently referred to as “Employee Innovation Hub” be formally named “Employee Learning Exchange” 		
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 Executive Team reviewed and approved the renaming recommendations for both the space currently referred to as the “Student One Stop Space” as well as the space currently referred to as the “Employee Innovation Hub”.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 2018	Agenda Item Number (For office use only)	16
Topic	Ontario International Postsecondary Education Strategy		
Requested By (ACET member)	D. Wotherspoon, Vice President, Innovation and Strategy	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)	E. Mulvey, Director, International Education Centre		
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	16.0 ACET Transmittal 180606 Ontario International Postsecondary Education Strategy 16.1 maesd-international-pse-strategy-en-13f-spring2018	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) provides feedback on Ontario's International Postsecondary International Education Strategy 2018 and guidance on its impact on the development of Algonquin's International Education Strategy Refresh.		
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 Executive Team provided feedback and guidance on Ontario's International Education Strategy and its potential impact on Algonquin's International Education Strategy.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06 2018	Agenda Item Number (For office use only)	17
Topic	June 28 ACLT Meeting Agenda Review		
Requested By (ACET member)	L. Stanbra, Vice President Student Services	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)	T. McDougall, Director Office of the President		
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 June 28, 2018 ACLT Meeting Agenda Transmittal 17.1 DRAFT June 28, 2018 ACLT Meeting Agenda	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) reviews and approves the June 28, 2018 Leadership Team Meeting draft agenda.</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)	The Executive Team reviewed the June 28 Leadership Team meeting agenda. Amendments will be incorporated as discussed. A finalized agenda will be made available to the Leadership Team.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 2018	Agenda Item Number (For office use only)	18
Topic	EDC Visit – Follow up Discussion		
Requested By (ACET member)	D. Wotherspoon, Vice President, Innovation and Strategy	Time Allotted	20 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)	D. Wotherspoon, Vice President, Innovation and Strategy		
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	18.0 ACET Transmittal 180606 EDC Visit - Follow up Discussion	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) provides feedback on the Export Development Canada (EDC) visit.</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 provided feedback on lessons learned from our visit to Export Development Canada and offered feedback for potential next steps.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 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.		