

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 13, 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)	<p>THAT the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The following items were added to the agenda:</p> <p><u>Change in Provincial Election:</u> The Executive Team debriefed a Committee of Presidents discussion regarding the provincial election results. Possible impacts to the College were discussed; a meeting with Lisa MacLeod has been scheduled for June 21, 2018. Meetings with Randy Hillier, John Yakabuski, Mike Coates, Goldy Hyder, and John Baird will be explored/scheduled. C. Brulé will follow-up with S. Anderson in terms of the Perley Rideau Veterans Heath Centre.</p> <p><u>President’s Breakfast:</u> The Executive Team discussed a proposed date change to the August College-wide event.</p> <p><u>Executive in Residence:</u> The Executive Team discussed the “Executive in Residence” position and its affect on the July NACCE conference. D. Wotherspoon will review and possibly present the session on behalf of the College. NACCE will be informed of the change in structure.</p> <p><u>Town Hall / BBQ Debrief:</u> The Executive Team debriefed the College–wide Town Hall event and brought forward suggestions for future events. A link of the live stream will be forwarded to the Board of Governors. The BBQ was also reviewed and debriefed.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 13, 2018	Agenda Item Number (For office use only)	2
Topic	Consent Agenda Items		
Requested By (ACET member)	Various ACET members	Time Allotted	10 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	Various ACET members		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	2.1 DRAFT June 06, 2018 ACET Minutes (T. McDougall) 2.2 DRAFT May 30, 2018 ACET Minutes (T. McDougall) 2.3 President Star for Michele Hall, Professor, School of Media & Design	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) approve the Consent Agenda items.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Consent Agenda item was approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 13, 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 Update on the Development of AC's DARE District and Entrepreneurship Plan (D. Wotherspoon) 3.2 Student One Stop Space (L. Stanbra, D. McNair) 3.3 Enrolment Update (K. Pearson, M. Leduc) 3.4 Infosilem Update (L. Stanbra) 3.5 T.A – Jessica DeVries, College Degree Graduate Update – Toronto, Ontario	
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 13, 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 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 13, 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 Acting – Financial Services Manager	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) bring forward any “Request to Fill” positions for approval.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input 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 approved the “Request to Fill” position that was brought forward, however item 5.1 was a back-fill position, and therefore approval was not required. Paperwork will be forwarded to Human Resources for appropriate action and next steps.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 13, 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 David Hall; Tri-College Site Visits (Toronto Area) 6.2.2 Joe Ranieri; Tri-College Site Visits (Toronto Area) 6.3.1 Martha White; Training of agent partners (India) 6.5.1 Patrick Devey, D2L Fusion Conference (Houston, Texas) 6.5.2 Farbod Karimi, D2L Fusion Conference (Houston, Texas) 6.5.3 John Dallas, D2L Fusion Conference (Houston, Texas)	
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 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 discussed the Travel Authorization Requests that were brought forward for review. All requests were approved and will move forward as intended. An additional request for two more people to attend the D2L Fusion Conference was brought forward and approved (Mary Baxter and an Application Support Specialist in ITS).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 13, 2018	Agenda Item Number (For office use only)	7
Topic	College Budget Committee 2018-2019 Q1 Strategic Investment Priorities Capacity and 2017-2018 Carry Forward Requests		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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)	G. Perry, Acting Director, Finance and Administrative Services C. Janzen, Dean, Faculty of Technology and Trades		
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	07.0 ACET Transmittal 2018-6-8- College Budget Committee.pdf 07.1 2018-2019 Q1 SIP Capacity_ 07.2 2017-2018 SIP Carry Forward Requests	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team review and approve the College Budget Committee's (CBC) June 8th recommendations for 2017-2018 Strategic Investment Priorities projects to be carried forward into 2018-2019 and its decision to not consider First Quarter 2018-2019 new Strategic Investment Priorities projects or increases to existing Strategic Investment Priorities Projects.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team approved the following CBC recommendations:</p> <ul style="list-style-type: none"> • That the carry forward list of 2017-2018 Strategic Investment Priorities projects be approved based on these projects already being committed to as both strategic and priority projects, and are currently in progress. • That new projects or increases to existing projects in the First Quarter 2018-2019 review process not be considered, as sufficient funding capacity does not currently exist. • The Inclusion of the Indigenous Mural project as a Q1 SIP Adjustment. • That Finance facilitate a detailed review of Strategic Investment Priorities project expenditures to determine if we can anticipate capacity to consider new Strategic Investment Priorities projects, or increases to existing projects for the Second Quarter 2018-2019 review process. Strategic Investment Priorities project owners will be asked to confirm existing project budgets and project completion timelines. This process will be managed by the Finance Department. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 06, 2018	Agenda Item Number (For office use only)	8
Topic	Workday Update: June 04 – June 08, 2018		
Requested By (ACET member)	D. Wotherspoon, VP Innovation and Strategy	Time Allotted	30 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	L. Pollock, Chief Digital Officer		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	08.0 ACET Transmittal 180613 Workday_v4 08.1 Workday Critical Path Milestone Plan 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 checked="" type="checkbox"/> Deferred to <u>ACET Jun 27</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. Wotherspoon</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team 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 milestones, resources/changes to the team, risk factors associated with team changes and mitigation plans. A project-management resource decision will be made by end of day on June 14 with an announcement made on June 15.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

HIGHLY CONFIDENTIAL

Date of Meeting	June 13, 2018	Agenda Item Number (For office use only)	9
Topic	ESA Implementation Update		
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	09.0 Draft ACET Transmittal 2018-06-13 ESA (Bill148) Implementation Update	
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 27</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. McNair, C. Frederick</u> (ACET Responsible) <input checked="" type="checkbox"/> Other (Specify) <u>June 22 ESA Steering Committee</u>		
Amended Recommendation (completed during ACET meeting)	The Executive Team reviewed items and upcoming events related to the Employment Standards Act (ESA) changes. Discussion included, ESA updates, level of attention/effort, as well as confidence level in reaching targets. D. McNair will lead a review of the retirement incentive program with C. Frederick and bring back timelines to the June 22 ACET Steering committee.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 13, 2018	Agenda Item Number (For office use only)	10
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	10.0 Transmittal LMS Implementation Update, June 13, 2018	
Recommendation (please provide ACET your recommendation requiring approval)	<p style="color: blue;">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)	No update was provided/required this week.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 13, 2018	Agenda Item Number (For office use only)	11
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	11.0 ACET Transmittal 2018-06-13 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 27</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 furniture deliveries, outstanding deficiencies, the mural project, the Student One Stop Space (costing measures and adjustments made), courtyard updates, and move-in dates. D. Wotherspoon and L. Stanbra will lead the governance, success metrics and operationalization on the usage of the DARE District, in collaboration with R. McLester.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 13, 2018	<small>Agenda Item Number (For office use only)</small>	12
Topic	Education City/Hub and Spoke (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	12.0 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 type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>C. Jensen</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 Hub and Spoke Initiative and discussions that took place with Dr. Ron Common from Sault College. A follow-up meeting with Northern and Sault College will take place towards the end of the summer (date TBD).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 13, 2018	Agenda Item Number (For office use only)	13
Topic	Dry run of ACLT June 28 - 2019-21 Business Plan Development Exercise		
Requested By (ACET member)	L. Stanbra, VP Student Services	Time Allotted	30 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	L. Stanbra, VP Student Services D. Wotherspoon, VP Innovation and Strategy E. Tyrie, Innovation and Strategy		
Attachments <i>(as read-ahead material)</i>	<input checked="" type="checkbox"/> PowerPoint <input checked="" type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	13.0 ACET Transmittal 2019-21 BP Exercise with ACLT 13.1 2019-21 Business Plan Template – June 6 2018 13.2 2019-20 Business Plan Development Process Timeline v6 13.3 Presentation 180610 DRAFT ACLT 2019-2021 Business Plan Development Exercise v5	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	<p>THAT the Algonquin College Executive Team (ACET) receives the draft presentation for the June 28, 2018 ACLT exercise regarding 2019-21 and endorses proposed content and/or makes suggested changes.</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 <i>(completed during ACET meeting)</i>	<p>The Executive Team was provided with an opportunity to review, comment and refine the 2019-2021 Business Planning process in advance of the ACLT group exercise at the June 28, 2018 meeting. Discussion highlights included an overview of the Dashboard Scorecard for the Strategic Plan and suggested changes, the Business Plan Template, timelines and the overall ACLT exercise. ACET members were asked to look deeper into the template and the leveraged actions and provide feedback by June 22 in time to make adjustments/revisions for the June 28 ACLT meeting.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 13, 2018	Agenda Item Number (For office use only)	14
Topic	360 Feedback Presentation		
Requested By (ACET member)	C. Frederick, Vice President, Human Resources	Time Allotted	60 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)	M. Cosh, Director, Talent Management & Organization Development D. (David) Roy, Senior Consultant Leadership Assessment and Development with Optimum Talent		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	14.0 2018 June 13 ACET Transmittal 360 Feedback Presentation	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team receive as presented.		
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 provided with an overview of the 360 Feedback Process that will be administered to the team. Discussion highlights included an overview and introduction to the tool that will be used, an overview of each of the steps of the 360 degree process (generating the report, interpreting and communicating feedback results, turning insight into action), as well as next steps.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 13, 2018	Agenda Item Number (pull from agenda)	15
Topic	LINC Activity (Contract)		
Requested By (ACET member)	D. Wotherspoon, VP Innovation and Strategy C. Brulé, SVP Academic	Time Allotted	30 min
ACET Action Requested (Please check one)	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (Name and title)	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	15.0 Transmittal - LINC activity - June 13, 2018	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approve the exiting of the LINC contract effective July 2018.		
ACET Decision	<input 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>Finance (G. Perry)</u> (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET Date TBD</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. Wotherspoon</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team discussed the recommendation to exit the LINC contract; after further discussion, this item will be reviewed with Finance and re-calculated in comparison to other contract proposals. E. Mulvey will meet with G. Perry and revise. This item will return to ACET for future approval (date to be determined).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 13, 2018	Agenda Item Number (For office use only)	16
Topic	ITS Support Phase 1 - Employment Standards Act Mitigation SIP Request		
Requested By (ACET member)	D. Wotherspoon, VP 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)	L. Pollock, Chief Digital Officer		
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 180613 ITS Support Phase 1 ESA SIP Request 16.1 SIP request 180613 - ESA ITS Support Phase 1 v3	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) review and approve the ESA Mitigation SIP request.		
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 checked="" type="checkbox"/> Report Back By <u>D. Wotherspoon</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team approved an amended and reduced ITS Support ESA Mitigation SIP request, spanning over a one fiscal year period beginning in June 2018 and concluding June, 2019. This item will come back for information. Discussion included having a professional financial/budget resource in the ITS staffing complement.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 13, 2018	Agenda Item Number (For office use only)	17
Topic	Current I/O Report – April 2018		
Requested By (ACET member)	C. Frederick, Vice President, Human Resources	Time Allotted	20 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)	C. Frederick Vice President, 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	17.1 2018 June 13 ACET Transmittal - IO Report - June 2018 17.1.2 ACET - Active IO Report - June 2018 17.2 2018 June 13 ACET Transmittal Complement and Vacancy Report as at May 31, 2018 17.2.1 2018 June 13 _Summary of Complement - Period Ending May 31 2018 17.2.2 2018 June 13 Summary Of Vacancies - Period Ending May 31 2018 (MASTER) 17.2.3 Summary Of Vacancies - Period Ending May 31 2018 (MASTER) 17.3 2018 June 13 ACET Transmittal Fixed Term Admin Report as at June 1, 2018_final 17.3.1 Fixed Term Admin (FTA) Report as at June 1 2018	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) is informed of active IO positions and those coming up for renewal/termination/conversion.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET Date TBD</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	Due to time constraints, this item was not reviewed. The Executive Team is encouraged to review the information and action as appropriate.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 13, 2018	<small>Agenda Item Number (For office use only)</small>	18
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	18.0 Calendar Roundtable Transmittal	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p>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.		