

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 11, 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 checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target (i.e. completion date)</b>	Additional agenda items: <u>HR – Support/Admin roles:</u> The Executive Team reviewed a chart that is the SVP Academic is drafting about cross-group work. <u>Smoke-free soft launch:</u> The Executive Team was updated on the October 15 launch of the cross-campus smoke-free initiative.		

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<b>Date of Meeting</b>	October 11, 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	2.1 Program Offering Suspensions <ul style="list-style-type: none"> <li>• 0210X01FPT Office Administration – General, OCC</li> <li>• 0210X04FPT Office Administration – Executive, OCD</li> <li>• 0432X01FPT Social Service Worker, OCD</li> </ul> 2.2 Program Suspensions <ul style="list-style-type: none"> <li>2.2.1 0746X04FPT Masonry – Heritage and Traditional, OCD</li> <li>2.2.2 6785X04FPT Carpentry &amp; Renovation Technician – Sustainable Design Build, OCD</li> <li>2.2.3 0557C08FPM Motive Power Technician, OCD</li> </ul>	
<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 checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target (i.e. completion date)</b>	All items were approved with minor revisions to items 2.1 and 2.2.		

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<b>Date of Meeting</b>	October 11, 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	3.1 Freedom of Information Q2 Update (D. McNair) 3.2 ESA Project Plan Update (D. McCutcheon) 3.3 HeforShe Campaign (D. McCutcheon) 3.4 HR Reports Transmittal 3.4.1 Initiatives/Opportunities (I/O) (D. McCutcheon) 3.4.2/3 Complement and Vacancies (D. McCutcheon) 3.4.4 PT/Fixed Term Admin Position (D. McCutcheon) 3.4.5 Talent Dashboard (Q1 & Q2) (D. McCutcheon)	
<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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target (i.e. completion date)</b>	All items were received as submitted. Note that item 3.4.5 will be brought to the next Governance meeting for review, and then brought forward to the Board of Governors on a quarterly basis.		

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<b>Date of Meeting</b>	October 11, 2018	<b>Agenda Item Number (For office use only)</b>	4
<b>Topic</b>	Business Arising		
<b>Requested By (ACET member)</b>	L. Stanbra, VP Student Services	<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 type="checkbox"/> Other: Information to be posted		
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target (i.e. completion date)</b>	No Business Arising items were brought forward for discussion.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 11, 2018	<b>Agenda Item Number (For office use only)</b>	5
<b>Topic</b>	Request To Fill		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Various ACET members		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	5.01 Manager, Course Material Services – Retail Services (D. McNair) 5.02 Classification Officer – Human Resources (D. McCutcheon) 5.03 Professor, Nursing Studies (C. Brulé) 5.04 Professor, Manufacturing Engineering Technician (C. Brulé) 5.05 Professor, Mechanical Engineering Technology (C. Brulé) 5.06 Professor, Police and Public Safety (C. Brulé) 5.07 Professor, Developmental Services Worker (C. Brulé) 5.08 Professor, Legal Studies (C. Brulé) 5.09 Professor, Hotel and Restaurant Operations Management (C. Brulé) 5.10 Professor, Welding (C. Brulé)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) bring forward “Request To Fill” forms 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"/> Report Back By _____(ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target (i.e. completion date)</b>	These items were approved as submitted. Paperwork will be forwarded to Human Resources for processing.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 11, 2018	<b>Agenda Item Number (pull from agenda)</b>	6
<b>Topic</b>	Workday Update: October 1 – 5, 2018		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP Innovation and Strategy	<b>Time Allotted</b>	20 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>	L. Pollock, Chief Digital Officer S. McKinnon, Project Manager		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	06.0 Workday Transmittal for Cutover Plan_ACET_2018-10-11v2 06.1 Workday Cutover Plan_ACET_2018-10-11v2	
<b>Recommendation (please provide ACET your recommendation)</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 type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	Transition Governance model will come forward to ACET on November 07. List of names who have not signed up for training will come forward by noon on October 12.		

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<b>Date of Meeting</b>	October 11, 2018	<b>Agenda Item Number (For office use only)</b>	7
<b>Topic</b>	Student Central, DARE District, Indigenous Gathering Circle, ARC and GGCRP Projects Update		
<b>Requested By (ACET member)</b>	L. Stanbra, V.P. Student Services	<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>	L. Stanbra, V.P. Student Services D. McNair, V.P. Finance and Administration S. Anderson, Exec. Director Communications		
<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:	07.0 Capital Projects Status Update Exec Summary 2018-10-11	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team receive a general update on the status of Student Central, DARE District, Indigenous Commons & Courtyard Projects, Athletics & Recreation Complex Project and the GGCRP Innovation Fund Project as of October 4, 2018.		
<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>Target</b>	An update to ACET on the courtyard structure will be provided to ACET by end of day today. The grand opening will be scheduled for December 10. D. Wotherspoon will coordinate a resolution to the cell phone coverage/availability in the DARE District and any other area of the College, as a result a SIP request will be forwarded – current year SIP funds availability will be reviewed to accelerate the process.		

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<b>Date of Meeting</b>	October 11, 2018	<b>Agenda Item Number (For office use only)</b>	8
<b>Topic</b>	First Draft of the 2019-2020 Pro Forma Budget		
<b>Requested By (ACET member)</b>	D. McNair, Vice President Finance and Administration	<b>Time Allotted</b>	20 min
<b>ACET Action Requested (Please check one)</b>	<input 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 Administrative Services E. Woods, Acting Associate Director, Financial Services		
<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	08.0 ACET Transmittal 2018-10-11 Draft of 2019-2020 Pro Forma Budget and Area Targets 08.1 Summary Pro Forma for Fiscal Year 2019-2020_for ACET_Oct11-2018	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) accept the first draft of the 2019-2020 Pro Forma Budget for information.		
<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> <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	L. Stanbra and C. Brule will review enrolment targets for revised budget projections due to in year enrolment growth. A new pro forma projection will be distributed to ACET for review and approval by October 17 (end of day).		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 11, 2018	Agenda Item Number (For office use only)	9
Topic	Changemaker Award: Veterinary Technician students partner with the Grey Bruce Aboriginal Quimmiq Team		
Requested By (ACET member)	C. Brule, Senior Vice President, Academic	Time Allotted	15 min
ACET Action Requested (Please check one)	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (Name and title)	Jennifer Bozowskyj, Veterinary Technician student (2018) Heather Jackson, Veterinary Technician student (2018) Valerie Fenske, Veterinary Technician graduate (2017) Michelle Anne Olsen, Veterinary Technician graduate (2017)		
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	09. Changemaker Award Dry-Run Presentation for Oct 22, 2018 Board 09.1 GBAQT presentation, ACET Dry Run - Oct 11, 2018	
Recommendation (please provide ACET your recommendation)	<b>THAT</b> the Algonquin College Executive Team (ACET) receives the presentation as a practice run for the October 22, 2018 Board of Governors presentation.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The student presentation for the October 22 Board of Governors meeting was accepted as presented.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 11, 2018	<b>Agenda Item Number (For office use only)</b>	10
<b>Topic</b>	2019-21 Business Planning – Preparation for ACLT Retreat Oct 19		
<b>Requested By (ACET member)</b>	L. Stanbra VP, Student Services	<b>Time Allotted</b>	30 min
<b>ACET Action Requested (Please check one)</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	L. Stanbra, VP Student Services		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input checked="" type="checkbox"/> PowerPoints <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	10.0 ACET Transmittal - 2019-21 BP ACET prep for ACLT Oct Retreat 10.1 Template ACET Priorities 2019-21 BP for ACLT Retreat Oct 19 2018 10.2 VPSS ACET Priorities 2019-21 BP for ACLT Retreat Oct 19 2018 10.3 ACLT 2019 -21 BP Session Notes Sept 13 2018	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review, provide feedback and approval of the proposed process, timeline and content of the 2019-21 Business Planning Exercise to take place at the ACLT retreat on October 19, 2018.		
<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> <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	Going forward, designates will be allowed to attend ACLT meetings <u>and</u> Retreats. C. Brule and D. Wotherspoon will reach out to the respective ACLT members to advise that a designate should attend this meeting. The proposed process was approved as presented (with minor amendments).		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 11, 2018	<b>Agenda Item Number (For office use only)</b>	11
<b>Topic</b>	Town Hall Agenda		
<b>Requested By (ACET member)</b>	C. Jensen, President	<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 type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	Various ACET		
<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	11.0 October 23 Town Hall Agenda Transmittal	
<b>Recommendation (please provide ACET your recommendation)</b>	<p style="color: #0056b3; margin: 0;"><b>THAT</b> the Algonquin College Executive Team (ACET) discuss and draft an agenda for the October 23, 2018 Town Hall</p>		
<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> <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<p style="color: #0056b3; margin: 0;">President Jensen will moderate the Pembroke Campus; Claude Brulé will moderate in Perth. Ron McLester will MC in Ottawa. The rest of ACET will be in Ottawa. Communications will be the lead for the slide deck, which should be finalized by October 19.</p>		