

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 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 agenda was approved with the following amendments: <u>ACET Retreat</u> : The Executive Team reviewed the proposed agenda and outline for the August ACET Retreat. Revisions will be made as discussed. <u>AI Symposium (October 22 (Ottawa U))</u> : The Executive Team discussed dates for the Education City Summit and the potential conflict with another conference. <u>Siemens Visit (Sept. 14)</u> : The Executive Team discussed the agenda for the September 14 Siemens visit.		

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Date of Meeting	August 21, 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 July 11, 2018 ACET Minutes (T. McDougall) 2.2 ARIE Annual Report (D. Wotherspoon)	
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 checked="" type="checkbox"/> Deferred to <u>2.2 ARIE Annual Report</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)	Item 2.1 was approved as submitted. Item 2.2 was only meant as an update and will be coming back to ACET for approval at a later date (tbd).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 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 CBC Terms of Reference (recall from June 22/18 ACET) (G. Perry) 3.2 Key Message Opportunity Calendar – September (S. Anderson) 3.3 Final Report: Diversity and Inclusion in the AC Workforce 2017 (C. Frederick) 3.4 RE/ACTION, Applied Research Day, August 24	
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)	The Information Items were received as submitted. Clarification was provided for item 3.2.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 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 update 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 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><u>Hack-a-thon (Stats Can) Update:</u> The Executive was advised that this event will no longer be held on campus.</p> <p><u>President's Breakfast:</u> The Executive Team were provided with an overview / event scenario for their information.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 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	5.0 Executive Assistant, Communications, Marketing, and External Relations (S. Anderson) 5.1 Community Settlement Services Manager, Pembroke 5.2 Online Field Placement Officer, CCOL 5.3 Online Student Success Pathway Advisor (4 positions) 5.4 Food Service Worker, Ottawa	
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)	All request to fill positions that were brought forward were approved as submitted. Paperwork was stamped and will be forwarded to HR for appropriate follow-up action.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 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		
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) bring forward any “Travel Authorization Requests 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 discussed the Travel Authorization Requests that were brought forward for review. All requests (except 6.5.4 and 6.5.5) were approved and will move forward as intended.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 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 2018-08-21 DARE District Project Update TSchonewille	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive a general update on the status of the DARE District project.		
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 Sep 06</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. McNair, S. Anderson</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team was provided with an update on the progress of the DARE District construction project and the Indigenous Courtyard. Discussion highlights included areas that required minor finishing touches, and the Indigenous Courtyard (its readiness for pedestrians, the structure and an official opening date – to be determined but aiming for the end of November).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2018	Agenda Item Number (For office use only)	8
Topic	Workday Update: June 25 – July 06, 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. Pollack, 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 180711 Workday-V3 (004)	
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 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 was updated on the status of the Workday Enterprise Resource Planning (ERP) implementation. ACET approved a request (in principle) to implement a temporary freeze on any system re-structuring activities until Workday is in production and stabilized (effective October 01 to December 31). Changes/updates can still be initiated via paper, but not implemented electronically until the testing is complete. Should there be a shift in government priorities that affect the day to day business of the College, this request may need to be reviewed and revised. Should there be any concern with the go-live timeline, contingency options will be reviewed and implemented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2018	Agenda Item Number (For office use only)	10
Topic	LMS Update		
Requested By (ACET member)	C. Brulé, Senior Vice President Academic	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)	P. Devey, Dean, Centre for Continued and Online Learning		
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		
Recommendation (please provide ACET your recommendation)			
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>Sept. 06, 2018</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>C. Brulé</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team was provided with a status update on the progress of the LMS implementation. Discussion highlights included migration (complete), accessibility to original systems (BlackBoard and Canvas), training, and the wider usages of BrightSpace (departmental meetings, Class Representative electoral campaigns, etc...).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2018	<small>Agenda Item Number (For office use only)</small>	11
Topic	Education City/Hub and Spoke (Standing Item)		
Requested By (ACET member)	C. Jensen, President	Time Allotted	5 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	11.0 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 type="checkbox"/> Report Back By _____ (ACET Responsible) <input checked="" type="checkbox"/> Other (Specify) <u>D. Wotherspoon will follow up with E. Mulvey; S. Anderson will follow up with his Education City peers regarding XXXXXX</u>		
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 staffing, funding, the possibility of a Fall Summit, PSE participation on the collection of room tax (through Ottawa Tourism) and how International might play a role in this endeavour. A status update was also provided for the Hub and Spoke initiative, and an upcoming AI Conference that may impact the Fall summit.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2018	Agenda Item Number (For office use only)	12
Topic	Third Quarter 2017-2018 Strategic Investment Priorities (SIP) 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)	E. Woods, Associate Director, Finance and Administrative Services		
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 Transmittal - First Quarter 2018-2019 Strategic Investment Priorities Review 12.1 Appendix A - 2018-2019 SIP Report June 2018 12.2 Appendix B - First Quarter 2018-2019 Strategic Investment Priority Review Summary	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team approves the</p> <ul style="list-style-type: none"> • First Quarter 2018-2019 Strategic Investment Priorities report; • and is aware of the recommendations the College Budget Committee will be proposing for Strategic Investment Priorities project reviews to increase in-year, Strategic Investment Priorities capacity. 		
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 checked="" type="checkbox"/> Other (Specify) <u>C. Janzen will provide a report summary for each ACET member to assist with review discussions that are to take place.</u>		
Amended Recommendation (completed during ACET meeting)	The Executive Teams was provided with a financial report for the First Quarter 2018-2019 Strategic Investment Priorities projects. The proposed recommendations were approved as discussed. The only additional overspend that was approved was the Human Resources Program Envelope for the increased Faculty Learning Program (FLP) attendance that was underestimated.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2018	Agenda Item Number (For office use only)	13
Topic	DARE Visioning Plan		
Requested By (ACET member)	D. Wotherspoon, Vice President, Innovation and Strategy	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. Wotherspoon, Vice President Innovation and Strategy & C. Holguin-Pando, Director Applied Research, Innovation and Entrepreneurship		
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	13.0 ACET Transmittal 180821 DARE Visioning Exercise 13.1 Presentation to ACET 180821 DARE Visioning Findings Report v2	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team;</p> <ul style="list-style-type: none"> • Approve the goals of the effort • Review of the membership of College Innovation and Entrepreneurship Steering Committee and ultimately encouragement to attend our August 29 meeting. • In reviewing ARIE's current state, and within the context of the College's mission, strategic plan, and guiding aspiration of embedding an innovation and entrepreneurial mindset in all our learners, founded on indigenous knowledge, provide guidance through an exercise on what ACET believes is the College's innovation and entrepreneurial strategic problem we are trying to solve. 		
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 update on the development of the DARE Visioning Plan currently underway, and to provide suggestions on progress to date, as well as provided generative questions to be discussed at future stakeholder sessions. This item will return to ACET on September 06 for an update and presentation.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2018	Agenda Item Number (For office use only)	14
Topic	Student Central Project Update		
Requested By (ACET member)	L. Stanbra, V.P. Student Services	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. Stanbra, V.P. Student Services D. McNair, V.P. Finance and Administration		
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	14.0 Transmittal - 2018-08-21 - Student Central Project Update to ACET 14.1 Appendix A - 2018-08-21- Student Central_FacilitiesPlanning_Employees not relocating	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team receive a general update on the status of Student Central Project as of August 17, 2018.</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)	The Executive Team received a general update on the status of the Student Central Project. Discussion items included movement of furniture, IT closet, security, those “staying behind”, queueing, core hours of operation, wayfinding/naming, and budget.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2018	Agenda Item Number (For office use only)	15
Topic	SA Priorities for 2018-2019		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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)	D. Simon, President, Students' Association K. Kaur, Vice President, Students' Association		
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	15.1 ACET Transmittal SA Priorities 2018-19 15.2 SA Priorities 18-19	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) be informed of the SA Priorities for 2018-19 and to continue the tradition of presenting the Students' Association Board of Directors yearly priorities to the Executive Team.		
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)	The Executive Team was provided with an overview of the Students' Association list of priorities for the 2018/2019 Academic year. Executive sponsors were assigned to each of the priorities.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2018	Agenda Item Number (For office use only)	16
Topic	New Governor Orientation Part 2 - Sept. 16 Agenda review and DRAFT presentations		
Requested By (ACET member)	C. Jensen, President & CEO	Time Allotted	10 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)	V. Tiqui-Sanford, Board Assistant		
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 posted	16.0 ACET Transmittal New Board Orientation Part 2 Sept. 16, 2018 16.1.1 New Governor Orientation Part 2 Agenda Sep 16, 2018 with timing (final) 16.1.2. 2018 Orientation Part 2 - Welcome (P. Nadeau + C. Jensen) 16.1.3 2018 Orientation Part 2 - ASAC Overview (J. McLaren)v1 16.1.4 2018 Orientation Part 2 - ARM Overview (K. Sample)v1 16.1.5 2018 Orientation Part 2 - Governance Overview (J. Robblee)v1 16.1.6 2018 Orientation Part 2 - Board Evaluation + PD (J. Robblee)v1 16.1.7 2018 Orientation Part 2 - Board Monitoring and Oversight (D. Wotherspoon, D. McNair) VTS fine tuning 16.2 ACET Transmittal 2018 Fall Board of Governors Retreat (Sep. 16-17) 16.2.1 Fall 2018 Board Retreat Agenda - Day 1 and 2 DRAFT v3	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) reviews and approves the New Governors Orientation Part 2 agenda and DRAFT presentations in preparation for the September 16, 2018 New Governor Orientation Part 2 at the Strathmere Lodge.		
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 and commented on the New Governors Orientation Part 2 agenda (September 16). Comments and feedback were provided for consideration. This item was approved as discussed. A revised and finalized document will be uploaded/circulated.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2018	Agenda Item Number (For office use only)	17
Topic	Rogers Hometown Hockey event update		
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)	S. Anderson, Executive Director, Communications, Marketing, and External Relations B. Brownlee, Director, Campus 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	17.0 ACET Transmittal - Rogers Hometown Hockey event update 17.1 Rogers Hometown Hockey - St. Thomas Schedule (Saturday) 17.2 Rogers Hometown Hockey - St. Thomas Schedule (Sunday)	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) receives the information and provides approval.		
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 provided with information about the Rogers Hometown Hockey event occurring in Ottawa the weekend of November 3-4, 2018. Approval was provided to move forward with the plan as outlined.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2018	Agenda Item Number (For office use only)	18
Topic	Labour Relations Update		
Requested By (ACET member)	Cathy Frederick, VP Human Resources	Time Allotted	45 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)	Diane McCutcheon, Director, Labour Relations		
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 posted	18.0 ACET Transmittal Arbitration Update - August 2018 18.1 LR Update August 2018 18.2 Arbitration Update - August - December 2018 Final	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) receive the Labour Relations update for information.		
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 provided with an overview of all Labour Relations activities in 2018. The update provided an overview of: Grievance trends 2018; College system Arbitration Awards 2018; Upcoming Algonquin Fall 2018 arbitrations; Workload Monitoring Group issues; Problem-solving Program with Local 416; CESC Support Staff and Academic; and Active litigation files. Comments and feedback were provided. A revised slide deck including suggested mitigations will be uploaded to the SharePoint site.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2018	Agenda Item Number (For office use only)	19
Topic	Current I/O Report – July 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	19.1 ACET Transmittal - IO Report - July 2018 19.1.1 Active IO Report - July 2018 19.2 ACET Transmittal - Complement and Vacancy Report as at July 31 2018 19.2.1 Summary of Complement - Period Ending July 31 2018 19.2.2 Summary Of Vacancies - Period Ending July 31 2018 (MASTER) 19.2.3 Summary Of Vacancies - Period Ending July 31 2018 (MASTER) 19.3 ACET Transmittal - Fixed Term Admin Report - August 17 2018 – final 19.3.1 Fixed Term Admin - August 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 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 received the reports as submitted. In reference to the Fixed Term Admin Report, Human Resources has requested that changes/revisions need to be updated in HRIS by each ACET member.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2018	<small>Agenda Item Number (For office use only)</small>	21
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	21.0 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.		