

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 19, 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>	No additional items were brought forward.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 19, 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 Assumptions for 2019-2020 Schedule of Fees Preparation (L. Stanbra) 2.2 Revised Criteria for Awarding Honourary Diplomas and Degrees (M. Cusson) <del>2.3 Draft September 12, 2018 ACET Minutes (T. McDougall) (Deferred to Sep 27)</del> 2.4 AD-06 Legal Deposit Policy (B. Brownlee)	
Recommendation (please provide ACET your recommendation requiring approval)	<b>THAT</b> 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 <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target (i.e. completion date)	Item 2.1 was approved with comments to be noted on the fee statement from D. McNair, C. Jensen and C. Brulé. Items 2.2 and 2.4 were approved as submitted.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 19, 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 2018/2019 Transit Campaign (S. Anderson) 3.2 HR Reports (D. McCutcheon) 3.3 ESA Update (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>	Item 3.1 was received as submitted. Item 3.2 - D. McCutcheon to advise L. Stanbra if further discussion is required for the Director, Foundation position. Item 3.3 was removed for discussion (see agenda item #11).		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 19, 2018	<b>Agenda Item Number (For office use only)</b>	4
<b>Topic</b>	Business Arising		
<b>Requested By (ACET member)</b>		<b>Time Allotted</b>	
<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 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>	No Business Arising items were brought forward for discussion.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 19, 2018	<b>Agenda Item Number (For office use only)</b>	5
<b>Topic</b>	Standing Item: Requests to Fill		
<b>Requested By (ACET member)</b>	D. McCutcheon, Acting VP Human Resources	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Various ACET members		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) bring forward any “Request to Fill” positions for approval.</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> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target (i.e. completion date)</b>	No “Request to Fill” forms were brought forward for stamped approval.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 19, 2018	<b>Agenda Item Number (For office use only)</b>	6
<b>Topic</b>	President's Star Presentation: Colin Mills		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	15 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Various ACET members		
<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	06.0 2018 September 19 President's Star Presentation for Colin Mills FINAL	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) present a deserving nominee with a President's Star Award.</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> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target (i.e. completion date)</b>	A President's Star Award was presented to Colin Mills, Professor/Program Coordinator - Music Industry Arts, School of Media & Design.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 19, 2018	<b>Agenda Item Number (For office use only)</b>	7
<b>Topic</b>	Enrolment Update –Fall 2018		
<b>Requested By (ACET member)</b>	C. Brulé, Senior Vice President, Academic  L. Stanbra, Vice President Student Services	<b>Time Allotted</b>	15 min
<b>ACET Action Requested (Please check one)</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	M. Leduc, Executive Director, Academic Operations and Planning K. Pearson, Registrar		
<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	07.0 ACET Transmittal Enrolment Report – Fall Day 10 FINAL 07.1 ACET Enrolment Update Fall 2018 Day 10	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) accept this Enrolment Report as information.		
<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> <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target (i.e. completion date)</b>	ACET accepted this report for information. Action items: <ul style="list-style-type: none"> <li>• SESC – results of withdrawal investigation will be included in the updates.</li> <li>• Future ACET discussion on enrolment and space utilization (standing ACET meeting agenda item). The ACLT Retreat will include a discussion and interactive exercise. This item will return to the September 27 ACET meeting.</li> <li>• SESC will begin to include a regular cadence of having facilities and IT lead as appropriate to ensure discussions are aligning.</li> </ul>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 19, 2018	<b>Agenda Item Number (For office use only)</b>	8
<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: Information to be posted	08.0 ACET Transmittal 2018-09-19 DARE District – Student Central Project Updates	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receive a general update on the status of Student Central, DARE District, Indigenous Commons & Courtyard Projects as of September 6, 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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target (i.e. completion date)</b>	<u>DARE District</u> : Complete working through deficiency list; service road to open this fall (date TBD). SIP request coming forward for studio equipment. <u>Student Central</u> : commence move-in the week of September 24-28, 2018 <u>Athletic Recreation Complex (ARC)</u> : request for quotations issued; waiting for responses.		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 19, 2018	Agenda Item Number (pull from agenda)	9
Topic	Workday Update: September 10 – 14, 2018		
Requested By (ACET member)	D. Wotherspoon, VP Innovation and Strategy	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)	L. Pollock, Chief Digital Officer		
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	09.0 ACET Transmittal 180613 Workday_v5 09.1 Training and Communications Overview	
Recommendation (please provide ACET your recommendation)	<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>		
ACET Decision	<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) _____		
Target (i.e. completion date)	Complete cut over plan by October 05. Move forward with training plan as presented.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 19, 2018	<b>Agenda Item Number (For office use only)</b>	10
<b>Topic</b>	OCAS Follow Discussion		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	25 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>	ACET members		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	10.0 OCAS Follow Up Discussion Transmittal FINAL	
<b>Recommendation (please provide ACET your recommendation)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) engage in a discussion about the September 14 OCAS presentation and next steps.</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> <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target (i.e. completion date)</b>	<ul style="list-style-type: none"> <li>• L. Pollock is investigating the data centre (in time for the 2019 budget).</li> <li>• S. Anderson will look at predictive analytics and digital nurturing for the end of October .</li> <li>• C. Brule looking at integrating the Skills passport and the COMMS program (longer term).</li> <li>• L. Stanbra to follow-up with pressures on delivery of service, particularly in the Registrar’s Office.</li> </ul>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 19, 2018	Agenda Item Number (For office use only)	12
Topic	Learning Management System (LMS) Update		
Requested By (ACET member)	C. Brulé Senior Vice President, Academic	Time Allotted	10 min
ACET Action Requested <i>(Please check one)</i>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting <i>(Name and title)</i>	C. Brulé, Senior Vice President Academic P. Devey, Dean, Centre for Continuing and Online Learning		
Attachments (as read-ahead material) <i>(Please check one)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	12.0 20180914 ACET Transmittal LMS Implementation Update_DraftV3	
Recommendation <i>(please provide ACET your recommendation)</i>	<b>THAT</b> the Algonquin College Executive Team (ACET) receive a general update on the status of the LMS Implementation Project on a weekly basis.		
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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target (i.e. completion date)	Received for information. Weekly updates no longer required. Final report to come forward to the October 22, 2018 Board of Governors meeting.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 19, 2018	<b>Agenda Item Number (For office use only)</b>	13
<b>Topic</b>	Employee Engagement Plan Update		
<b>Requested By (ACET member)</b>	D. McCutcheon Acting VP, Human Resources	<b>Time Allotted</b>	25 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>	M. Cosh, Director of Talent Management & Organization Development P. Dockrill, Acting Manager, Organizational Effectiveness		
<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	13. 2018 September 19 ACET Transmittal Employee Engagement Plan Final	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the recommended approach to both the follow-up on the 2017 Employee Engagement Survey as well as the timing of the next Engagement Survey.		
<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> <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Other (Specify) _____		
<b>Target (i.e. completion date)</b>	By September 25, 2018 ACET members are to reach out to their teams and provide D. McCutcheon with an update on how many people within their area rolled out the February/March 2017 employee engagement survey results and started their development plans.		