

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 03, 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 agenda items were brought forward.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 03, 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 Proposed Agenda for ACLT Workshop on College Space Management (P. Rouble)	
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)	This item was removed for discussion. Approved as submitted. Going forward, time will be scheduled for discussion with ACLT in May for the next cycle of space review.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 03, 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 ESA Project Plan Update (D. McCutcheon) 3.2 Key Message Opportunity Calendar – October (S. Anderson) 3.3 Executive Compensation Update (D. McCutcheon) 3.4 <del>HR18 Employee Code of Conduct (D. McCutcheon) b/f September 27</del> 3.5 DARE District/Student Central Project, Indigenous Gathering Circle, Athletics Recreation 3.6 Complex and Greenhouse Gas Reduction Program Projects Update	
<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. Further discussion followed for item 3.1; future updates will include both target and actual numbers.		

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<b>Date of Meeting</b>	October 03, 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 03, 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	<i>05.1 RTF— Accessibility Learning Specialist, Learning and Teaching Services Deferred</i>	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) bring forward “Request To Fill” forms 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>	<p>This item was removed from the meeting agenda and deferred to another meeting date (TBD).</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 3, 2018	<b>Agenda Item Number (For office use only)</b>	06.0
<b>Topic</b>	Student Central Project Update (Post Move-In)		
<b>Requested By (ACET member)</b>	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>	K. Pearson, Registrar T. Schonewille, Director, Physical Resources		
<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		
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receive this Student Central Project Update, post move.		
<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 type="checkbox"/> Other (Specify) _____		
<b>Target</b>	Student Central Post move-in: <ul style="list-style-type: none"> <li>Audio Visual equipment for the Employee Learning Exchange space will be completely installed by the end of the third week of November.</li> <li>A feedback opportunity for UCC will be built into Phase II of the Student Central Project.</li> <li>An update will be brought to SA College Collaborative Committee</li> <li>Indigeneity will be included in the narrative</li> <li>Laura and Lois will follow up with operational governance for the DARE District</li> <li>Todd will update budget information</li> </ul>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 03, 2018	Agenda Item Number (pull from agenda)	7
Topic	Workday Update: September 24 – 28, 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	07.0 ACET Transmittal_181003_Workday Update.v4 07.1 Workday Focus Group Feedbackv2	
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	Extra time will be added to the October 11 ACET meeting agenda to discuss the cut-over plan. Lois and Ron will connect to discuss reflecting on Workday and its inclusion on the Indigenization Strategy.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 3, 2018	<b>Agenda Item Number (For office use only)</b>	8
<b>Topic</b>	ESA Implementation Update		
<b>Requested By (ACET member)</b>	D. McNair	<b>Time Allotted</b>	20 min
<b>ACET Action Requested (Please check one)</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	D. McNair, Vice President Finance & Administration D. McCutcheon, Acting Vice President Human Resources		
<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	8.1 Appendix A ESA Mitigations Dashboard 09-21-18 08.2 Mitigation Monitoring CAPTURE 09-16-18 Update for International 09-25-18	
<b>Recommendation (please provide ACET your recommendation)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) receive the update regarding the implementation of initiatives related to the Employment Standards Act changes AND</p> <p><b>THAT</b> the Algonquin College Executive Team (ACET) approves:</p> <ol style="list-style-type: none"> <li>1. THAT the Fair Workplaces Better Jobs Act Task Force be suspended</li> <li>2. THAT the Fair Workplaces Better Jobs Act Steering Committee be suspended</li> <li>3. THAT the following on-going reporting mechanisms be adopted related to initiatives that have been brought forward through this process:               <ol style="list-style-type: none"> <li>a) ESA mitigation measures, which had been budgeted for the 18/19 fiscal year, will continue to be monitored through usual budget reporting processes.</li> <li>b) Ongoing 18/19 savings generated through ESA measures and any identified ESA initiatives commencing in 19/20 will be incorporated into the budget preparation for next fiscal year.</li> <li>c) Progress related to ongoing initiatives such as the BCG Exercise and the Core vs. Context review will continue to be reported through the Vice President Finance &amp; Administration.</li> </ol> </li> </ol>		
<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 type="checkbox"/> Other (Specify) _____		
<b>Target</b>	All recommendations are approved and will be communicated after the Board meeting.		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 3, 2018	<b>Agenda Item Number (For office use only)</b>	9
<b>Topic</b>	Policy SA07 – Student Conduct Revisions / Cannabis Policy Implications		
<b>Requested By (ACET member)</b>	D. McNair	<b>Time Allotted</b>	20 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>	C. Bonang Director, Risk Management		
<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	09.1 Appendix A - SA07 PRE-Bill 36 TRACK CHANGES 09.2 – Appendix B - SA07 POST-Bill 36 TRACK CHANGES 09.3 – Appendix C - SA07 POST-Bill 36 CLEAN 09.4 Appendix D - HS10 Smoking On Campus - TRACK CHANGES 09.5 Appendix E - HS10 Smoking On Campus CLEAN 09.6 Appendix F - HM Opinion Letter Medical Marijuana	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receive a briefing on the proposed approach to policy changes and; <b>THAT</b> the Algonquin College Executive Team (ACET) reviews the proposed revised language for policy SA 07 Student Conduct and HS 10 Smoking on Campus and provides feedback.		
<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 type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team did not approve recommended changes to Policy SA07; this item will be revised to reflect the smoke-free initiative and return to ACET for approval in January 2019.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 03, 2018 <i>(B/F from September 27, 2018)</i>	<b>Agenda Item Number</b> <small>(For office use only)</small>	10
<b>Topic</b>	2018/2019 Holiday Closure		
<b>Requested By (ACET member)</b>	D. McCutcheon, Acting Vice President, Human Resources	<b>Time Allotted</b>	15 min
<b>ACET Action Requested</b> <small>(Please check one)</small>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b> <small>(Name and title)</small>	D. McCutcheon, Acting Vice President, Human Resources		
<b>Attachments (as read-ahead material)</b> <small>(Please check one)</small>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	10.0 2018 October 3 Holiday Closure ACET Transmittal 10.1 2018 October 3 Holiday Closure Appendix A HRCC Responses	
<b>Recommendation</b> <small>(please provide ACET your recommendation)</small>	<b>THAT</b> the Algonquin College Executive Team (ACET) approves the 2018/2019 Holiday closure. The College will be closed for the Christmas holiday from the end of day on Friday, December 21 until January 1, 2019 inclusive. The College will reopen on Wednesday, January 2, 2019.		
<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>	This item was approved as discussed pending confirmation about apprenticeship program dates. HR will distribute a cross-college communique.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 03, 2018	<b>Agenda Item Number (For office use only)</b>	11
<b>Topic</b>	Review Exiting Language Instruction for Newcomers to Canada (LINC) Contract		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP Innovation and Strategy C. Brulé, SVP Academic	<b>Time Allotted</b>	15 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>	E. Mulvey, Director, International Education Centre		
<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 ACET Transmittal and Exec Summary LINC June 2018 Final_Revised September	
<b>Recommendation (please provide ACET your recommendation)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) approve the hiring of one full-time professor into Language Instruction for Newcomers to Canada (LINC).</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> <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<p>Recommendation to remain in LINC and work towards a settlement with OPSEU to hire one full-time professor was not approved by ACET. ACET has provided direction to terminate the LINC contract and exit the program.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 03 2018 <i>(B/F from September 27, 2018)</i>	Agenda Item Number (For office use only)	12
Topic	360 Feedback for Deans and Directors		
Requested By (ACET member)	D. McCutcheon Acting VP, Human Resources	Time Allotted	15 min
ACET Action Requested <i>(Please check one)</i>	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <i>(Name and title)</i>	Diane McCutcheon, Acting Vice President, Human Resources		
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:	12. 2018 October 3 ACET Transmittal 360 Feedback Pilot for Deans and Directors bf from September 27, 2018	
Recommendation <i>(please provide ACET your recommendation)</i>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) receive an overview of the 360 Feedback Process and approve the timelines for the extended pilot.</p>		
ACET Decision	<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) _____		
Target (i.e. completion date)	The Executive Team endorsed the recommendation as submitted with a suggestion to review and extend timelines for the Leadership Team.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 03, 2018 <i>(B/F from August 21, 2018)</i>	<b>Agenda Item Number</b> <i>(For office use only)</i>	14
<b>Topic</b>	Higher Education Summit Attendance		
<b>Requested By (ACET member)</b>	T. McDougall, Director, Office of the President	<b>Time Allotted</b>	15 min
<b>ACET Action Requested</b> <i>(Please check one)</i>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b> <i>(Name and title)</i>	T. McDougall, Director, Office of the President		
<b>Attachments (as read-ahead material)</b> <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	See SharePoint for list (27 names submitted)	
<b>Recommendation</b> <i>(please provide ACET your recommendation)</i>	<b>THAT</b> the Algonquin College Executive Team (ACET) review and approve the list of attendees to the November 25-26, 2018 Higher Education Summit in Toronto.		
<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 _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target (i.e. completion date)</b>	Approved as submitted.		