

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 24, 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 checked="" 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)	Additional agenda items: <u>Learner Driven plan – targets for employees:</u> Claude Will share summary of responses with ACET. Information will be distributed from ACET to their own teams rather than a general communique. <u>Cross-walk idea:</u> The Students' Association has come forward to propose painting a crosswalk with the rainbow flag. Two locations were suggested (F building, Woodroffe). The concept was approved in principle, the location will be confirmed by S. Anderson working with the Students' Association. <u>ACLT agenda:</u> The agenda will be amended to include an additional presentation. <u>Town Hall Debrief:</u> Comments were shared for future consideration. A questionnaire will be sent to staff to collect feedback. <u>Premier Announcement:</u> See # 7:		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 24, 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 September 19 ACET Minutes (T. McDougall) 2.2 President Star Award Submission for Sarah Gauen (D. McCutcheon) 2.3 Draft 2019-2020 Schedule of Tuition and Ancillary Fees (L. Stanbra) 2.5 Interim Smoke-Free Policy (T. McDougall)	
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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target (i.e. completion date)	<ul style="list-style-type: none"> • Item 2.3 - Cost of living coverage will be included on the agenda for next year's consultation process. • Item 2.4 - was pulled for discussion; this item will return to the next ACET meeting for approval. • Item 2.5: - Policy is approved pending approved comments from C. Brule All other items were approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 24, 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 ESA Project Plan Update (D. McCutcheon) moved to Discussion 3.2 ERP (Student Information System) Project Update (L. Stanbra) 3.3 Enrolment Update (M. Leduc, K. Pearson) 3.4 Retirement Package Update (D. McCutcheon) 3.5 14 week term implementation (C. Brulé) deferred to next meeting 3.6 Workday Project Update (L. Pollock)	
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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target (i.e. completion date)	All items were received as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 24, 2018	Agenda Item Number (For office use only)	4
Topic	Business Arising		
Requested By (ACET member)	L. Stanbra, VP Student Services	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)			
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		
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target (i.e. completion date)	No Business Arising items were brought forward for discussion.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 24, 2018	Agenda Item Number (For office use only)	5
Topic	Request To Fill		
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)	D. McNair, VP 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	5.1 Horticulturalist – Physical Resources (D. McNair)	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) bring forward “Request To Fill” forms 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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target (i.e. completion date)	<p>This item was approved as submitted. Paperwork will be forwarded to Human Resources for processing.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 24, 2018	Agenda Item Number (For office use only)	6
Topic	DARE District/Student Central Project Updates		
Requested By (ACET member)	L. Stanbra, V.P. Student Services	Time Allotted	0 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 S. Anderson, Exec. Director Communications		
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:	06.0 ACET Transmittal 2018-10-24 DARE District and Student Central Project Updates	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team receive a general update on the status of Student Central, DARE District, Indigenous Commons & Courtyard Projects as of September 6, 2018.		
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) _____		
Target	Duane will follow up with Todd re maintenance of walls on first and second floors near DARE. Doug will follow up with Lois in reference to monitor readiness. A wayfinding follow up discussion will take place with Todd and Scott.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 24, 2018	Agenda Item Number (For office use only)	7
Topic	ESA, Fair Workplace Better Jobs Act – Equal Pay for Equal Work Update		
Requested By (ACET member)	D. McCutcheon, Acting Vice President, Human Resources	Time Allotted	20 min (teleconference)
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. McCutcheon, Acting Vice President, Human Resources		
Attachments (as read-ahead material) (Please check one)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	07. 2018 October 24 ACET Transmittal ESA Project Plan Update period ending October 19, 2018	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) receive an update on the status of the Fair Workplace Better Jobs Act – Equal pay for equal work implementation.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	Follow up with C. Brule will be required to determine the level of effort that is required for both new and existing faculty salary calculations. A general principle will follow that if a response has not been received from Chairs/faculty, then there will be an assumption that the new pay rate is acceptable and no further changes will be required/requested. The general principle will be communicated out to employees within the next week.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 24, 2018	Agenda Item Number (For office use only)	11.1
Topic	Internally Restricted Net Assets Schedule		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	5 min
ACET Action Requested (Please check one)	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (Name and title)	G. Perry, Acting Director, Finance and Administrative Services C. Janzen, Chair, College Budget Committee		
Attachments (as read-ahead material) (Please check one)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	11.1.0 ACET Transmittal - 2018-10-24 - Internally Restricted Net Assets Schedule 11.1.1 Appendix A - Internally Restricted Net Assets Schedule	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approves the March 31, 2018 balances for Internally Restricted Nets Assets, Specific Reserves – Other Projects and Initiatives.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	Approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 24, 2018	Agenda Item Number (For office use only)	11.3
Topic	Second Draft 2019-2020 Pro Forma and Area Level Targets		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	5 min
ACET Action Requested (Please check one)	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (Name and title)	G. Perry, Acting Director, Finance and Administrative Services C. Janzen, Chair, College Budget Committee		
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	11.3.0 ACET Transmittal - 2018-10-24 - Second Draft 2019-2020 Pro Forma and Area Level Targets 11.3.1 Appendix A - Second Draft 2019-2020 Funded and Contract Activity Pro Forma 11.3.2 Appendix B - Draft 2019-2020 Area Targets	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) accept the second draft 2019-2020 Pro Forma and Area targets.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	This information was received as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 24, 2018	Agenda Item Number (For office use only)	11.4
Topic	Second Quarter 2018-2019 Strategic Investment Priorities Review		
Requested By (ACET member)	D. McNair, VP, Finance and Administration	Time Allotted	15 min.
ACET Action Requested (Please check one)	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (Name and title)	C. Janzen, Chair, College Budget Committee G. Perry, Acting Director, Finance and Administrative 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	Appendix A – Second Quarter 2018-2019 SIP Request Summary Appendix B - 2018-2019 Q2 SIP Details Appendix C – September 2018-2019 SIP Monthly Report	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approves the Second Quarter 2018-2019 Strategic Investment Priorities in-year project adjustments and new projects valued at \$2,721,009 \$2,975,781 . These changes will also commit an additional \$494,714 \$699,314 in 2019-2020 and \$35,668 \$48,630 in 2020-2021 from multi-year projects.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	ACET approved the Second Quarter 2018-2019 Strategic Investment Priorities in-year project adjustments and new projects as discussed/revised.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 24, 2018	Agenda Item Number (For office use only)	11.5
Topic	Schedule of Rates for Internal Services and External Services 2019-2020		
Requested By (ACET member)	D. McNair, VP, Finance and Administration	Time Allotted	5 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)	C. Janzen, Chair, College Budget Committee G. Perry, Acting Director, Finance and Administrative 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	11.5.0 ACET Transmittal 2018-10- Schedule of Rates for Internal and External Services 2019-2020 11.5.1 - Appendix A 2019-2020 Schedule of Rates for Internal Services 11.5.2 - Appendix B 2019-2020 Schedule of Rates for External ITS Events	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approve the 2019-2020 Schedule of Rates for Internal Services and External Information Technology Services.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	Approved as discussed; a revised transmittal will be uploaded.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 24, 2018	Agenda Item Number (For office use only)	12
Topic	ACET Retreat Agenda		
Requested By (ACET member)	T. McDougall, Director Office of the President	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)	T. McDougall, Director Office of the President		
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)	THAT the Algonquin College Executive Team (ACET) review and approve the November 20-21 ACET Retreat Agenda.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	Amendments for the November 20-21 ACET Retreat will be incorporated as discussed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 24, 2018	Agenda Item Number (For office use only)	13
Topic	President's Star Award Nomination		
Requested By (ACET member)	D. McCutcheon, Acting VP HR	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)	D. McCutcheon, Acting VP HR		
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)	<p>THAT the Algonquin College Executive Team (ACET) approve the President's Star Award Presentation for G. Wilcox.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	A President's Star award was presented to Gordon Wilcox, Coordinator, Fitness and Health Promotion.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 24, 2018	Agenda Item Number (For office use only)	14
Topic	Kuwait Operations		
Requested By (ACET member)	C. Jensen, President	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)	C. Jensen, President		
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	14.0 Kuwait Update Transmittal 14.1 Letter of Intent OES and AC - 2018-10 DRAFT Ltr 14.2 FW Letter of Intent	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) discuss and review the Letter of Intent (LOI) between Orient Education Services Company and Algonquin College.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team accepted the information as submitted and discussed. Time will be set up for C. Brule and S. Jafar to speak regarding the Letter of Intent.		