

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 14, 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>Fixed Term Admin Template:</u> See Item #10. HR will forward a revised template. <u>Freedom of Speech Update:</u> This item will be discussed at the Committee of Presidents meeting; more details will follow as they become available. <u>Debrief Perth Consultation:</u> C. Hahn will follow up regarding the possibility of meeting with the Perth Advisory Council. Data collected from the meeting will be reviewed so that next steps can be determined. <u>ACLT SIP review:</u> Criteria is posted on SharePoint. An explanatory note will follow. <u>Student Central Cell Phone Coverage:</u> D. Wotherspoon will follow up and advise next steps.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 14, 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 <i>(name and title)</i>	Various ACET members		
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	2.1 Continuous Improvement Project Plan Update (formerly ESA) (D. McCutcheon) 2.2 Bylaw 3 – Election of College Constituent Groups to the Board of Governors (D. McNair)	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	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)	It was noted that item 2.1 was approved with a minor change to the transmittal that will be forwarded to ACLT for their information. Item 2.2 was approved with comments from L. Stanbra.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 14, 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 Student Central – First Month Report (L. Stanbra, D. McNair) 3.2 Algonquin College Foundation 2019 Events (L. Stanbra) 3.3 Enrolment Update (M. Leduc, K. Pearson) 3.4 DARE District/Student Central Project Update (T. Schonewille) 3.5 Workday Project Update (L. Pollock) 3.6 Sale of March Road Property (D. McNair) 3.7 Revised Second Quarter High Risk Dashboard – ARM (D. McNair) 3.8 NEW – Position Management Policy (D. McCutcheon) deferred 3.9 2018-2019 BOG Q-2 Report (E. Tyrie) 3.11 IT Modernization Plan (D. Wotherspoon)	
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	November 14, 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	November 14, 2018	Agenda Item Number (For office use only)	05.0
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 checked="" type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	C. Holguin-Pando, Director Applied Research, Innovation and Entrepreneurship		
Attachments <i>(as read-ahead material)</i>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	05.0 ACET Transmittal 181114 DARE_ARIE Visioning Plan 05.1 Revised Presentation 181114 ACET DARE Visioning	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	THAT the Algonquin College Executive Team (ACET) review and provide feedback on the item as presented.		
ACET Decision	<input checked="" 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"/> Other (Specify) _____		
Target	This item will be brought forward to the November 15 ACLT meeting for their review and feedback.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 14, 2018	Agenda Item Number (For office use only)	6
Topic	College Budget Committee Update		
Requested By (ACET member)	D. McNair, Vice-President, 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)	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	Appendix A Residence and Meal Plan Rate Increase Appendix B Meal Plan Stats Comparison Appendix C 2019-2020 Student Rate Comparison Appendix D List of Strategic Investment Priorities for Operationalization beginning in 2019-2020	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approve the College Budget Committee recommendations to : 1) Increase the 2019-2020 residence rates and meal plan rates; 2) Accept rolling (ad hoc) in-year Strategic Investment Priorities requests; and, 3) Operationalize select Strategic Investment Priorities projects beginning in the 2019-2020 fiscal year Annual Budget.		
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	1) Increase the 2019-2020 residence rates and meal plan rates; APPROVED AS SUBMITTED 2) Accept rolling (ad hoc) in-year Strategic Investment Priorities requests; ACET SUPPORTS 3) Operationalize select Strategic Investment Priorities projects beginning in the 2019-2020 fiscal year Annual Budget. THE FINAL TRANSMITTAL WILL BE INCLUDE MINOR AMENDMENTS. THIS ITEM IS APPROVED PENDING ACLT CONSULTATION.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 14, 2019	Agenda Item Number (For office use only)	7
Topic	Ombudsman's Annual Report for 2017-2018		
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)	G. Cole, Ombudsman B. Bridgstock, Director, Student 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: Ombudsman Annual Report 2017-2018	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) accept the Ombudsman annual report for 2017-2018 as presented.		
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	Recommendations: 1. Ensures the consistent application of the Academic Appeal, Review of Final Grade, Academic Dishonesty, and Plagiarism policies across Algonquin College. Accepted as presented. The office of the senior vice president academic will meet with the ombudsman and his deans to further discuss. 2. Reviews existing strategies or initiatives for supporting students during a work stoppage to minimize the potential impact on students, in the event of a future work stoppage. Accepted as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 14, 2018	Agenda Item Number (For office use only)	8
Topic	Guidance regarding Workload Assignments and Stacking of Authorizations		
Requested By (ACET member)	C. Brulé, SVP Academic	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)	C. Brulé, Senior Vice President, Academic M. Leduc, Executive Director, Academic Operations and Planning E. Langevin, Director, Labour Relations		
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	08.0 ACET - Guidance on Workload Assignments and Stacking of Authorizations 08.1 DRAFT - Guidance to Mgmt on Workload Assignments and Stacking Authorizations	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approves this Guidance regarding Workload Assignments and Stacking of Authorizations.		
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 is supportive of the concept of this new directive; a suggested implementation date is still to be considered and will be determined after the certification of the part-time support group. HR will provide ACET with a listing of Administrators who are also teaching.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 14, 2018	Agenda Item Number (For office use only)	9
Topic	14-Week Term Project Update		
Requested By (ACET member)	C. Brulé Senior Vice President, Academic	Time Allotted	15 min
ACET Action Requested (Please check one)	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (Name and title)	C. Brulé, Senior Vice President Academic		
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		
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team receives a general update on the status of the 14 Week Term project.</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"/> Other (Specify) _____		
Target	Information was received as submitted. Comments and feedback regarding the transmittal should be forwarded to C. Brulé.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 14, 2018	Agenda Item Number (For office use only)	10
Topic	HR Reports (Complement/Vacancy, Fixed Term Admin, IO)		
Requested By (ACET member)	D. McCutcheon, Acting Vice President, Human Resources	Time Allotted	20 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 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	Summary of Complement/Vacancies, IO and Fixed Term Admin positions.	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) review the attached reports and provide input on:</p> <ul style="list-style-type: none"> • positions that are true vacancies (can be filled) and those that may be on hold for operational reasons. • Awareness of active IO positions and those coming up for renewal / termination / conversion, as well as all Fixed Term Admin. positions across the College. 		
ACET Decision	<input checked="" 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	Human Resources will forward a revised template outlining detailed criteria to convert “Fixed Term Admin” positions to full time. This item will return to the November 20-21 ACET Retreat for further review and discussion.		