

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 05, 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>Submission of supporting documentation for ACET meetings:</u> ACET endorsed a new guideline to have submission of ACET materials moved from 12:00 pm on Monday to 4:30 pm on Monday.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 05, 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 College Response to Ombudsman's Annual Report for 2017-18 (L. Stanbra, C. Brulé) 2.2 President's Star Award – Jane Trakolo, Chair Community Studies 2.3 eCollege Policy PM02 Parking Update (D. McNair)	
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 checked="" 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)	Item 2.3 was approved pending minor edits noted on SharePoint. All other consent agenda items were approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 05, 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	3.01 ERP (SIS) Project Update (L. Stanbra) 3.02 Continuous Improvement Project Plan Update (D. McCutcheon) 3.03 Enrolment Update (M. Leduc, K. Pearson) 3.05 Capital Projects Update (T. Schonewille) 3.06 Workday Project Update (L. Pollock) 3.07 Key Message Opportunity Calendar – December (S. Anderson) 3.08 Live, Laugh, Learn Retreat (D. McCutcheon) 3.09 BIT-PLT (M. Cusson) Deferred. 3.10 AC Roadmap-- Print Strategy (N. Samson) 3.11 14-week term implementation Update (C. Brulé) 3.12 Proposed Budget Tool (BUS Replacement) (G. Perry)	
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)	Item 3.06 as removed for further discussion, specifically in reference to the PowerPoint slide deck; amendments will be made as discussed for the December 10 Board of Governors meeting and the December 11 Algonquin College Town Hall update. Item #3.12 will be brought back to ACET in January for presentation and further discussion. All other items were received as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 05, 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 11, 2018	Agenda Item Number (For office use only)	5
Topic	Changemaker Award; Students from the Building Construction Technician, Ontario College Diploma program, Mechanical Techniques – Plumbing, Ontario College Certificate program, Electrician (Construction & Maintenance), Apprenticeship program, and General Carpenter, Apprenticeship program		
Requested By (ACET member)	Claude Brule, Senior Vice President, Academic	Time Allotted	## 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)	Daryl Burnie, Building Construction Technician (2018) Marwan Ahmed, Building Construction Technician (2018)		
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	05.0 Changemaker Award - Camp Smitty, Dec 05, 2018 05.1 Changemaker -Camp Smitty,v2	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) receives the presentation as a practice run for the December 10, 2018 Board of Governors presentation.		
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	This item will be presented as discussed to the December 10, 2018 Board of Governors meeting. The SVP Academic will follow up with S. Barr and provide feedback and suggestions for consideration.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 5, 2018	Agenda Item Number (For office use only)	6
Topic	2019-21 Business Planning Development		
Requested By (ACET member)	L. Stanbra VP, Student Services	Time Allotted	1.5 hours
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)	L. Stanbra, VP Student Services D. Wotherspoon, VP Strategy & Innovation E. Tyrie, Strategy & Innovation		
Attachments (as read-ahead material) (Please check one)	<input type="checkbox"/> PowerPoints <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	06.1 Latest version of the Board level Business Plan 06.2 Latest version of Scorecard – METRICS 06.3 Latest version of Scorecard - DEFINITIONS	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) review and refine the Board Level Business Plan and Business Plan Scorecards for presentation to ACLT on December 7.		
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	The Executive Team reviewed the Business Plan Scorecard Definition and Metrics documents; amendments will be incorporated as discussed and uploaded to next week's ACET SharePoint folder (by December 10 at 4:30 pm). A revised 2019-2021 Business Plan will be brought to the December 13 Leadership Team meeting for review, with updates uploaded by December 06.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 5, 2018	Agenda Item Number (For office use only)	08.0
Topic	BOG Presentation: Transforming Indigenization Initiatives		
Requested By (ACET member)	R. McLester ED – Truth, Reconciliation & Indigenization	Time Allotted	20 minutes
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)	R. McLester ED – Truth, Reconciliation & Indigenization		
Attachments (as read-ahead material) (Please check one)	<input type="checkbox"/> PowerPoints <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	08.1 BOG Transmittal – Transforming Indigenization Initiatives 08.1.2 Appendix A – The Indigenization of Post-Secondary Education 08.1.3 Appendix B – Indigenization Activities at Algonquin College 08.2 PowerPoint – Pathfinding Indigenization at Algonquin College	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) review and approve the Pathfinding Indigenization at Algonquin College presentation to be delivered to the Board of Governors on December 10.		
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	This item will be presented at the December 10, 2018 Board of Governors meeting as discussed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 5, 2018	Agenda Item Number (For office use only)	9
Topic	Finalization of Fixed Term Administrative Position Conversion to Full-time Positions		
Requested By (ACET member)	D. McCutcheon VP, Human Resources	Time Allotted	Xx 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, VP Human Resources		
Attachments (as read-ahead material) (Please check one)	<input type="checkbox"/> PowerPoints <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	See SharePoint folder for supporting documents.	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) review and approve proposed conversion requests of Fixed Term Administrative Positions to Full-time positions.		
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	This item was removed from the original agenda due to missing supporting material; a concern was brought forward about timelines should this item not be discussed. Material for this item was uploaded, reviewed and approved as discussed; follow up discussion will take place at the December 07 ACLT Budget and New Position Review meeting.		