

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 12, 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 type="checkbox"/> Approved as above recommendation <input checked="" 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>	Additional agenda items included: <u>ITS Personnel matter</u> : Change in hiring request supported as presented.		

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<b>Date of Meeting</b>	December 12, 2018	<b>Agenda Item Number (For office use only)</b>	2
<b>Topic</b>	Consent Agenda Items		
<b>Requested By (ACET member)</b>	Various ACET members	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input checked="" 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	2.01 Proposed Tuition Fee Set-Aside Budget 2019-2020 (L. Stanbra) 2.02 DRAFT November 14 ACET Meeting Minutes (T. McDougall) 2.03 DRAFT November 07 ACET Meeting Minutes (T. McDougall) 2.04 DRAFT October 31 ACET Meeting Minutes (T. McDougall) 2.05 DRAFT October 24 ACET Meeting Minutes (T. McDougall) 2.06 DRAFT October 11 ACET Meeting Minutes (T. McDougall) 2.07 DRAFT October 03 ACET Meeting Minutes (T. McDougall) 2.08 DRAFT September 06 ACET Meeting Minutes (T. McDougall) 2.09 DRAFT August 21 ACET Meeting Minutes (T. McDougall) 2.10 DRAFT December 05 ACET Meeting Minutes (T. McDougall) 2.11 Third Quarter Rolling SIP Requests (D. McNair)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the Consent Agenda items.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input checked="" 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 consent agenda items were approved as submitted/amended.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 12, 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 Continuing Improvement (formerly ESA Project Plan) Update (D. McCutcheon) 3.2 Enrolment Update (M. Leduc, K. Pearson) 3.3 14-week term implementation Update (C. Brulé) 3.4 Workday Project Update 3.5 Capital Projects Update – DARE, Student Central, ARC, Indigenous Courtyard (T. Schonewille) 3.6 HR Reports (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>	Information items were received as submitted.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 12, 2018	<b>Agenda Item Number (For office use only)</b>	4
<b>Topic</b>	Business Arising: 2019-21 Business Plan & Scorecards		
<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	04.0 Transmittal for Business Arising - BP Follow-up work 04.1 Business Arising - DRAFT Business Plan SCORECARD - METRICS -2018-12-07 04.2 Business Arising - DRAFT Business Plan Scorecard Metrics - DEFINITIONS 2018-12-07 04.3 Business Arising - Lastest DRAFT 2019-2021 Board of Governors Business Plan 2018-12-06	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.		
<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>	Time did not permit this discussion, however, this item was rescheduled as part of a December 19, ACET meeting, where it was discussed, and follow-up was provided to members.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 12, 2018	<b>Agenda Item Number (For office use only)</b>	5
<b>Topic</b>	2019-2020 Budget Pressures and Area Targets		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration	<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>	G. Perry, Director, Finance and Administrative Services C. Janzen, Chair, College Budget Committee		
<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	05.0 ACET Transmittal 2018-12-12 - 2019-2020 Budget Pressures and Area Targets 05.1.1 Appendix A Recommended 2019-2020 Budget Pressure Amounts 05.1.2 Appendix B Revised 2019-2020 Area Targets 05.2 ACET Transmittal 2018-12-12 2019-2020 New Positions 05.2.1 Appendix A 2019-2020 Summary New Position with Dec. 6 2018 Results	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the recommended 2019-2020 Budget Pressure Amounts and the Revised 2019-2020 Area Targets.		
<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>	The Executive Team reviewed the budget pressures to be funded as identified in Appendix A: Recommended 2019-2020 Budget Pressure Amounts. P. Devey, M. Leduc and G. Perry will meet to discuss Brightspace budget discrepancy. Finance will work to get targets resolved by the end of the week. ACET approved a final total of 29 new full-time positions (12 Academic, 15 Support Staff and 2 Admin).		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 12, 2018	Agenda Item Number (pull from agenda)	6
Topic	Voluntary Retirement Program		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	5 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)	G. Perry, 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 type="checkbox"/> Other: Information to be posted	06.0 Transmittal 2018-12-12 - Voluntary Retirement Program	
Recommendation (please provide ACET your recommendation)	<p><b>THAT</b> the Algonquin College Executive Team (ACET) approve the expenditure of up to \$3,000,000 from the College's 2018-2019 Operating Budget to fund the obligations assumed under the Voluntary Program.</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	This item was approved as recommended in the revised transmittal; G. Perry will upload a revised transmittal to the ACET SharePoint site.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 12, 2018	Agenda Item Number (For office use only)	7
Topic	Wireless Connectivity (Cellular Services) – DARE District		
Requested By (ACET member)	D. Wotherspoon, VP Innovation and Strategy	Time Allotted	30 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 181212 Cellular Coverage v2 07.1 Presentation 181212 Cellular Coverage v2	
Recommendation (please provide ACET your recommendation)	<p><b>THAT</b> the Algonquin College Executive Team (ACET) accepts the report regarding cell coverage for information and consideration.</p>		
ACET Decision	<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) _____		
Target	<p>L. Pollack and her team will continue their investigation and return to ACET in January 2019 with a more detailed review of options, including costing and timeframe. The Executive Team endorsed option 2 (spot coverage) in Student Central for the immediate future. The College will also look at approaching carriers to determine their interest in installing towers. For future construction projects, the Physical Resources team will take under consideration proposed building materials to ensure cellular usage will not be prohibited.</p>		

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<b>Date of Meeting</b>	December 12, 2018	<b>Agenda Item Number (For office use only)</b>	8
<b>Topic</b>	Employee Engagement Strategy		
<b>Requested By (ACET member)</b>	D. McCutcheon, Vice President Human Resources	<b>Time Allotted</b>	30 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>	J. Leblanc, President of Janet Leblanc & Associates		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	08.0 2018 December 12 ACET Transmittal Employee Engagement Strategy 08.1 2018 December 12 Employee Engagement Strategy Final	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve and support the development and implementation of the 2019 Employee Engagement Strategy and plan		
<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 checked="" type="checkbox"/> Referred to <u>D. McCutcheon and S. Anderson</u> (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	Communications will collaborate with Human Resources to work on messaging of this initiative, and specifically to tie language associated to the AC Way and indigenization, rather than a 200 day plan.		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 12, 2018	Agenda Item Number (For office use only)	9
Topic	Algonquin College Innovative and Entrepreneurial Mindset		
Requested By (ACET member)	D. Wotherspoon, VP Innovation and Strategy	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. Holguin-Pando, Director, Applied Research, Innovation and Entrepreneurship A. O'Bonsawin, Manager, Indigenous Initiatives and Chair, Innovation and Entrepreneurship Committee M. Cusson, Dean, Academic Development, Academic Development		
Attachments (as read-ahead material) (Please check one)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	09.0 ACET Transmittal 181212 DARE Innovative and Entrepreneurial Mindset 09.01 2018-19 Board of Governors Work Plan V9-2018-12-06	
Recommendation (please provide ACET your recommendation)	<b>THAT</b> the Algonquin College Executive Team (ACET) provides feedback and recommendations on the presented initiative.		
ACET Decision	<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) _____		
Target	The Executive Team provided feedback for consideration on the current state, research made and timelines towards completion of the Innovation and Entrepreneurship Mindset benchmark. Feedback provided will be considered. This item will return for information/updates.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 12, 2018	<b>Agenda Item Number (For office use only)</b>	10
<b>Topic</b>	REVIEW 2018-2019 Board of Governors Workplan		
<b>Requested By (ACET member)</b>	V. Tiqui-Sanford, Board Assistant	<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>	V. Tiqui-Sanford, Board Assistant		
<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	10.0 ACET Transmittal - 2018-2019 BOG Workplan 10.1 2018-19 Board of Governors Work Plan V9- 2018-12-06	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review the 2018-2019 Board of Governors Workplan.		
<b>ACET Decision</b>	<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) _____		
<b>Target</b>	The Executive Team was asked to review the Board of Governors Workplan document for accuracy. Any additional updates should be completed on SharePoint by the end of the week (December 14).		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 12, 2018	<b>Agenda Item Number (For office use only)</b>	11
<b>Topic</b>	International Education Strategic Plan Refresh		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP Innovation and Strategy	<b>Time Allotted</b>	30 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 checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	11.0 ACET Transmittal 181212 International Education Strategic Plan Refresh 11.1 Appendix A - Draft Algonquin College International Strategic Plan v12	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) accept the International Strategic Refresh as presented.		
<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>	Through the next four months, the Advisory Committee will gather feedback at town halls in Perth, Pembroke and Ottawa (Jan-Feb), run tests to confirm if barriers can be bridged (Jan-Mar), and present to the Board of Governors a final draft (Apr).		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 12, 2018	<b>Agenda Item Number (For office use only)</b>	12
<b>Topic</b>	SMA Pilot Project		
<b>Requested By (ACET member)</b>	C. Jensen, President	<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>	D. McNair, Vice President, Finance and Administration		
<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	12.0 ACET Transmittal 2018-12-12 - SMA Pilot Project	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review preliminary proposed administrative projects to collaborate with the participating colleges of the SMA Pilot Project (Hub and Spoke).		
<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>	The Executive Team's top two areas of interest were identified and will be shared with the other participating colleges (Cyber Security and Call Centre Support).		