

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 09, 2019	Agenda Item Number (For office use only)	0
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>Art Gallery</u> : This item will be discussed at a future 1:1 with S. Anderson. <u>Pet Therapy</u> : S. Anderson will bring forward a recommendation for a future "lead".		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 09, 2019	Agenda Item Number (For office use only)	1
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	Not applicable.	
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)	No Consent Agenda items were brought forward for approval.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 09, 2019	Agenda Item Number (For office use only)	2
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) 3.2 ERP (SIS) Project Update (L. Stanbra) 3.3 Enrolment Update (M. Leduc, K. Pearson) 3.4 Workday Update (L. Pollock) 3.5 Capital Projects – DARE, Student Central, ARC, (T. Schonewille) 3.6 14-week Term Implementation Update (C. Brulé) 3.7 Key Message Opportunity Calendar – January (S. Anderson) 3.9 Employee Engagement Plan next steps (D. McCutcheon)	
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 information items were received as submitted. Item #3.9 was removed for further discussion and clarification.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 09, 2019	Agenda Item Number (For office use only)	3
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	January 09, 2019	Agenda Item Number (For office use only)	4
Topic	Finalizing the 2019-21 Board Level Business Plan		
Requested By (ACET member)	L. Stanbra	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)	L. Stanbra, VP 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	<i>4.1 – Scorecard Metrics</i> <i>4.2 – Scorecard Definitions</i> <i>4.3 – 2019-21 Business Plan</i>	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) review the updates to the Business Plan Scorecard Metrics and Definitions as well as discusses changes to the Business Plan based upon follow-up from the December budget meetings and final discussions with their respective teams.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" 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	Scorecard and Definition updates will be finalized by January 11, 2019. Any information that does not meet Friday’s deadline will be revised by ACET as appropriate. All Business Plan updates are to be provided to E. Tyrie by January 11, 2019.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 09, 2019	Agenda Item Number (For office use only)	5
Topic	Third Quarter 2018-2019 Rolling Strategic Investment Priorities Requests and Changes to Existing SIP Project Budgets		
Requested By (ACET member)	G. Perry, Acting 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)	C. Janzen, Chair, College Budget Committee E. Woods, 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	05.0 ACET Transmittal - 2019-01-09 - Third Quarter 2018-2019 Strategic Investment Priorities Project Approvals 05.1 Appendix A - Third Quarter 2018-2019 Rolling SIP Request Summary	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approves the Third Quarter Strategic Investment Priorities project adjustments as endorsed by the College Budget Committee presented in this report.		
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 three requests for changes to existing Strategic Investment Priorities projects were approved as submitted, with an increased amendment to the Space Adaptation envelope, should it be necessary. Pending C. Brulé's approval, a separate technology request from the School of Advanced Technology has also been approved. A proposal for wireless capability in Student Central is expected to come forward for approval in the very near future.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 19, 2018	Agenda Item Number (For office use only)	6
Topic	2018-19 Convocation Honorary Degree/Diploma Recommendations		
Requested By (ACET member)	C. Brulé, Senior Vice President Academic	Time Allotted	15 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	M. Cusson - Dean, Academic Development		
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	06.0 18-19 Convocation Honorary Degree Diploma Recommendations – ACET 06.1 Honorary Degree and Diploma and Fellowship Portfolio of Nominees 2018-19 06.2 Honorary Degree and Diploma Nomination Summary	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	THAT the Algonquin College Executive Committee (ACET) consider the Selection Committee’s revised recommendations for Honorary Degree and Diploma recipients, as well as the Fellowship Award recipient, and note that annually the College may award up to 7 Honorary Degrees, 4 Honorary Diplomas and one Fellowship Award.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The nominees were approved as discussed/amended. The 2019 Fall nominees are under consideration and will be finalized closer to the Spring Convocation.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 09, 2019	Agenda Item Number (For office use only)	7
Topic	KCI Update		
Requested By (ACET member)	L. Stanbra	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)	L. Stanbra, VP 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 has been circulated to ACET via email on January 6.	07.0 ACET Transmittal - KCI Update	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) discuss key findings in first draft of the Advancement Plan and discuss timeline of next steps.</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	<p>Further discussions will take place with the consulting firm regarding the scalability of the proposed Advancement Plan model and potentially how to roll it out within the College. KCI will present a final draft of the Advancement Plan to the Executive Team on January 23, 2019.</p>		

AC Executive TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 09, 2019	Agenda Item Number (For office use only)	8
Topic	IT Modernization Plan Update		
Requested By (ACET member)	President Cheryl Jensen	Time Allotted	30 min
ACLT Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	D. Wotherspoon, Vice President, Innovation and Strategy L. Pollock, Chief Digital Officer		
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	08.0 IT Modernization plan update Jan 9v2	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Leadership Team (ACET) review the IT Modernization Plan materials and provide feedback regarding the options outlined in the findings report.</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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	A Findings Report will be brought forward to the February 13 ACET meeting, and the February 28 ACLT meeting for feedback. Another IT Modernization Plan update will be brought forward to the March 13 ACET meeting. A finalized IT Modernization Plan will be brought forward to the April 15 Board of Governors meeting for information.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 09, 2019	Agenda Item Number (For office use only)	9
Topic	DRAFT February 25, 2019 BOG Meeting - Agenda Review		
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)	V. Tiqui-Sanford, Board Assistant		
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	09.0 ACET Transmittal - DRAFT Feb. 25, 2019 BOG Meeting – Agenda 09.1 BOG Agenda February 25, 2019 BOG Meeting DRAFT 2019-01-09	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) review and approve the DRAFT February 25, 2019 BOG Meeting agenda.		
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	The draft Board of Governors February 25, 2019 meeting agenda was revised as discussed. Due to the potential length of the meeting, revisions will be circulated to ACET for a final review.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 09, 2019	Agenda Item Number (For office use only)	10
Topic	HS 10 Smoke-Free Campus Policy Enforcement		
Requested By (ACET member)	C. Jensen, President	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. Bonang, Director Risk Management		
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	10.0 ACET Transmittal 01-09-18 Smoke-Free Policy Enforcement CBonang 10.1 Appendix A - Non-Compliance Notice CBonang	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) discuss and make decisions surrounding appropriate enforcement of the Smoke-Free Campus Policy as it relates to students and staff.		
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 checked="" type="checkbox"/> Other (Specify) Provide ACET an update report approximately 4 months after implementation of enforcement.		
Target	C. Bonang will provide minor edits to the Smoke-Free policy regarding disciplinary measures that will be implemented for staff (i.e. implemented through the employee code of conduct) and students (i.e. using an educational lens versus a financial fine system). Edits to the non-compliance form (two additions) will also be implemented.		

AC Executive TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 09, 2019	Agenda Item Number (For office use only)	11
Topic	CICan Conference		
Requested By (ACET member)	C. Jensen, President	Time Allotted	5 min
ACLT 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 checked="" type="checkbox"/> Other: Information to be posted	11.0 CICan Conference Transmittal 11.1 Early bird registration is open for CICan19	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) discuss the May 05-07, 2019 CICan Conference in Niagara Falls, ON in reference to College attendance.</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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team will advise the President Office their interest in attending this conference.		