

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 23, 2019	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 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	Additional agenda items: <u>2019/2020 Budget</u> (G. Perry). Preliminary impacts from the Fee Decrease announcement were shared and feedback provided by ACET. <u>Voluntary Retirement Incentive</u> (D. McCutcheon). The 6-step process for the VRI applications was shared. This process, with amendments discussed, will be emailed to ACET. <u>Six of One, Half Dozen of the Other Event</u> (D. McCutcheon). Event scenario for this event was shared and endorsed by ACET. <u>Dog Squad Governance</u> (L. Stanbra) - Added under item 4 Business Arising. <u>CICan participation</u> (L. Stanbra) – Added under item 4 Business Arising.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 23, 2019	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 December 12, 2018 ACET Minutes (T. McDougall) 2.2 January 09, 2019 ACET Minutes (T. McDougall) 2.3 18-19 Honorary Degree, Diploma and Fellowship Nominees – M. Cusson 2.4 President Star Nomination for Chris Carroll, Social Media Community Officer, Communications (S. Tait) 2.5 President’s Star Nomination for Jenny Buckingham and Gordon Adam, Systems Support Coordinator; Systems Support Officer, Registrar’s Office (S. Tait)	
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	All Consent Agenda Items were approved as submitted.		

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Date of Meeting	January 23, 2019	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 Freedom of Information Q3 Update (D. McNair) 3.02 ERP (SIS) Project Update (L. Stanbra) 3.03 Enrolment Update – Winter Day 10 (M. Leduc, K. Pearson) 3.05 Capital Projects Update - DARE District, Student Central Project Updates, ARC (G. Perry) 3.06 Workday Project Update (L. Pollock) 3.07 14-week term implementation Update (C. Brulé) 3.08 Dare Visioning Update 3.09 Third Quarter 2018-2019 Major Capital Projects Report (G. Perry) 3.10 Enterprise Risk Management Report (G. Perry) 3.11 2019 Board of Governors Election – Internal Student Elections (V. Tiqui-Stanford & F. Matar) 3.12 New Employee Orientation – Revised Process (D. McCutcheon) 3.13 Smoke-Free Policy Enforcement Follow-Up (C. Bonang)	
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 checked="" type="checkbox"/> Other (Specify) <u>Item 3.06 removed for discussion</u>		
Target	All items, with the exception of 3.06, were received as submitted. <u>3.06 Workday Project Update</u> : Update received, as submitted. The reporting of the budget figures, as presented by D. Wotherspoon, was endorsed by ACET.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 23, 2019	Agenda Item Number (For office use only)	4
Topic	Business Arising		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	Time Allotted	10 min
ACET Action Requested	<input 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 checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input checked="" type="checkbox"/> Report Back (as info item) (S. Anderson – Dog Squad Governance) and CIGan participation – deferred to January 30 agenda <input type="checkbox"/> Other (Specify) _____		
Target	<p><u>Dog Squad Governance</u>: An overview of the guidelines for the Dog Squad was shared by S. Anderson. A documented overview will be prepared by Communications and shared with ACET.</p> <p><u>CIGan participation</u>: Time did not allow for this item. Deferred to January 30 agenda.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 23, 2019	Agenda Item Number (For office use only)	5.0
Topic	Final Draft of 3 Year Advancement Plan		
Requested By (ACET member)	L. Stanbra	Time Allotted	60 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 21.		
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) review and endorse final draft of the Advancement Plan.		
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 endorsed the draft plan as presented, with minor suggested updates. The next step is providing awareness with the Executive of the Board of Governors, the Board Liaison to the Foundation and the Chair of the Foundation Board.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 23, 2019	Agenda Item Number (For office use only)	06.0
Topic	DAS and Cell Tower Coverage Update		
Requested By (ACET member)	G. Perry, Acting Vice President, Finance and Administration	Time Allotted	25 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)	B. Brownlee, Director, Campus Services L. Pollock, Chief Digital Officer		
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>06.1 Appendix A - Cell Antenna Roof Top Installation (Rogers).pdf</i>	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) receive an update on the status of the cell phone tower project for DARE District.		
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 checked="" type="checkbox"/> Report Back By ___ see Target box _____ (B. Brownlee) <input type="checkbox"/> Other (Specify) _____		
Target	Presentation received with suggestions including socializing the plan with the Joint Occupational Health & Safety Committee. Additionally, B. Brownlee will ask Rogers to provide visuals of the proposed towers for ACET's review.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 23, 2019	Agenda Item Number (For office use only)	07.0
Topic	2018-2019 Strategic Investment Priorities Requests Endorsed by the College Budget Committee		
Requested By (ACET member)	G. Perry, Acting Vice President, Finance and Administration	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)	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	<i>07.1 Appendix A - Student Central Call Centre Project Charter</i> <i>07.2 Appendix B - Student Central Call Centre Project Charter Budget</i> <i>07.3 Appendix C - Indigenous Deficiencies Project Charter</i> <i>07.4 Appendix D - Indigenous Deficiencies Project Charter Budget</i> <i>07.5 Appendix E – ESA Communications/Marketing Support Project Charter</i> <i>07.6 Appendix F - DARE Academic Equipment Project Charter</i> <i>07.7 Appendix G - DARE Academic Equipment Project Charter Budget</i>	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team approves the additional 2018-2019 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 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	Endorsed, as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 23, 2019	Agenda Item Number (For office use only)	09.0
Topic	Follow-up Space Discussion (Response to feedback from ACET Retreat)		
Requested By (ACET member)	G. Perry, Acting VP, Finance and Administration	Time Allotted	25 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)	D. Donaldson, Dean, School of Business P. Rouble, Associate Director, Facilities Planning		
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)	THAT the Algonquin College Executive Team (ACET) receives this briefing from the College Facilities and Infrastructure Committee (CFIC) and the College Space Committee (CSC) as a response to the space discussion feedback from ACET's November 19 th retreat.		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended <input checked="" type="checkbox"/> Referred to G. Perry & D. Donaldson (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	Update received by ACET with a request that a list of the furniture ordered and the timing of receipt be provided to ACET (G. Perry to action) and that the timeline for the Preliminary Plan to Improve the Space Management and Space Planning Processes on page 3 of the transmittal be shared with ACLT (D. Donaldson to action)		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 23, 2019	Agenda Item Number (For office use only)	10.0
Topic	Third Quarter 2018-2019 Financial Projection		
Requested By (ACET member)	G. Perry, Acting 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)	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	<i>10.1 Appendix A: Third Quarter 2018-2019 Financial Projection</i> <i>10.2 Appendix B: Third Quarter 2018-2019 Compliance Schedule</i> <i>10.3 Appendix C: Contingency Funds Report – December 31, 2018</i> <i>10.4 Appendix D: Third Quarter 2018-2019 All Activity by Area</i> <i>10.5 Appendix E: Transmittal for Audit and Risk Management Committee - Third Quarter 2018-2019 Financial Projection</i> <i>10.6 Appendix F: Presentation for Audit and Risk Management Committee Third Quarter 2018-2019 Financial Projection</i>	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) approve the following items:</p> <ol style="list-style-type: none"> 1. Third Quarter 2018-2019 Financial Projection 2. Third Quarter 2018-2019 Compliance Schedule 3. Contingency Funds Report for December 31, 2018 4. Third Quarter 2018-2019 All Activity by Area Report 5. Transmittal for the Audit and Risk Management Committee Third Quarter 2018-2019 Financial Projection 6. Presentation for the Audit and Risk Management Committee - Third Quarter 2018-2019 Financial Projection 		
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	Accepted as presented with changes requested to the presentation to include details on the specific enrolment increases for domestic and international. Additionally G. Perry should be prepared to speak to the changes that have been recorded since the Q2 Report.		