

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 30, 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	Agenda accepted, as presented, with the addition of "Cyber Security Incident". Cyber Security Incident (D. Wotherspoon). ACET members reviewed a draft communique to all staff regarding the incident and provided comments to D. Wotherspoon for release. <u>Voluntary Retirement Incentive</u> : Clarification on next steps was discussed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 30, 2019	<small>Agenda Item Number (For office use only)</small>	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 2019 Fall Convocation Planning - Schedule and Venue (L. Stanbra)	
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	The consent item to move the Fall Convocation ceremonies from the AC Theatre to the Shaw Centre was endorsed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 30, 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	3.1 Enrolment Update (M. Leduc, K. Pearson) 3.3 Net Tuition Project – Smart Money Plan and Marketing Initiatives Report (L. Stanbra) (moved to March 6) 3.4 I/O, Complement and Vacancies, PT/Fixed Term Admin Position Reports (D. McCutcheon) 3.5 Capital Projects Update - DARE District, Student Central Project Updates, ARC (G. Perry) 3.6 Workday Project Update (L. Pollock) 3.7 14-week term implementation Update (C. Brulé) 3.8 ACET transmittal Third Quarter 2018-2019 Business Plan	
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	All information items were received, as submitted.		

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Date of Meeting	January 30, 2019	Agenda Item Number (For office use only)	4
Topic	Business Arising		
Requested By (ACET member)		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)			
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	4.1 CIGan May 5-7 2019 Conference participation 4.2 CIGan June 22-27 2019 Training - process to confirm participants	
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 <u>T. McDougall</u> (as info item) & <u>D. McCutcheon</u> (as consent or discussion item) <input type="checkbox"/> Other (Specify) _____		
Target	<p><u>4.1 CIGan May 5-7 Conference participation</u>: ACET requested that T. McDougall work with the Executive Assistants and provide ACET with a list of attendees.</p> <p><u>4.2 CIGan June 22-27 2019 Training – process to confirm participants</u>: D. McCutcheon offered to coordinate the suggested list of attendees for review by ACET at the Feb 6 meeting</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 30, 2019	Agenda Item Number (For office use only)	5.0
Topic	2019-2021 Business Plan & 2019-2020 Budget BOG Presentation		
Requested By (ACET member)	C. Jensen	Time Allotted	40 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)	G. Perry, Acting Vice President, Finance & Administration L. Stanbra, Vice President, Student Services D. Wotherspoon, Vice President Innovation and Strategy		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: BoG Transmittal	PowerPoint to be provided at dry-run	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) review, provide input and approve the 2019-21 Business Plan & Annual Budget Board of Governors presentation and supporting material.		
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	ACET approved, with suggested changes/additions, the 2019-2021 Business Plan section of the February 25 BOG presentation, as presented by L. Stanbra. ACET members to provide any additional input directly to L. Stanbra after the meeting. The 2019-2020 Budget section of the presentation will be circulated to ACET by G. Perry once Finance has updated the presentation. L. Stanbra advised that a "Revised Schedule of Fees" document was available on the SharePoint site and that this topic will be added to the February 11 agenda of the Executive Committee of the Board of Governors. L. Stanbra and B. Eburne to attend the Executive Committee meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 30, 2019	Agenda Item Number (For office use only)	06.0
Topic	2019 Spring Board of Governors Retreat March 23, 2019 Agenda Preparation		
Requested By (ACET member)	C. Jensen, President & CEO	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, Board of Governors		
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		
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) prepare the 2019 Spring Board of Governors Retreat Agenda for March 23, 2019.		
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 _V. Tiqui-Sanford & K. Conlon (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	C. Jensen provided an overview of her discussion with William Zemp, Senior Vice President for Strategy and Chief of Staff - Southern New Hampshire University, guest speaker for the March 23, 2019 BOG Retreat. As Mr. Zemp (and an associate) will be on campus all day on March 22, ACET were asked to hold the full day (V. Tiqui-Sanford to update the calendar) and ACET will determine the targeted audience for Mr. Zemp's presentation on "The class of 2030". K. Conlon to check on the availability of the theatre.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 30, 2019	Agenda Item Number (For office use only)	7.0
Topic	Final Draft of 3 Year Advancement 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: Draft presentation to be available at January 30 meeting		
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) review and endorse the draft of the February 25, 2019 Board of Governors presentation for the 3 Year Advancement Plan.		
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	ACET endorsed the draft presentation, as presented, with minor suggested updates. The next step is review 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 30, 2019	Agenda Item Number (For office use only)	8.0
Topic	Update on the Innovation and Entrepreneurship Mindset		
Requested By (ACET member)	D. Wotherspoon, VP Innovation and Strategy	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)	Cristina Holguin-Pando, Director, Applied Research, Innovation and Entrepreneurship Andre O’Bonsawin, Manager, Indigenous Initiatives and Chair, Innovation and Entrepreneurship Committee		
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	08.1 Final ACET presentation 190130 DARE Mindset	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) provides feedback and recommendations on the presented initiative.		
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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	ACET accepted the presentation and proposed timelines, with some suggested changes, specifically that the competencies proposed in this framework to be aligned/harmonized with the Essential Employability Skills (EES) framework. Agreement reached on the definition for the benchmark to be called “Innovation & Entrepreneurship Mindset” and to be added to the Business Plan Scorecard as a scale from 1 to 100 as benchmark.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 30, 2019	Agenda Item Number (For office use only)	09.0
Topic	Student Information System Investment Case		
Requested By (ACET member)	Laura Stanbra, VP, Student Services Doug 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)	Doug Wotherspoon, VP. Innovation and Strategy Krista Pearson, Registrar		
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	09.1 BOG transmittal Student Information System Investment case V9 09.2 Investment Case Draft – SIS Project DW (CJ to review) VTS update	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) support the Student Information System Investment Case AND the investment to complete the Strategize and Plan, Architect and Select (Request for Proposal) phases in 2019-2020.</p>		
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	ACET endorsed a draft presentation, presented by D. Wotherspoon, with some suggested changes noted by P.Gardner and with the addition of a Governance slide.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 30, 2019	Agenda Item Number (For office use only)	10.0
Topic	Workday Update		
Requested By (ACET member)	Doug Wotherspoon, VP. Innovation and Strategy	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)	Doug Wotherspoon, VP. Innovation and Strategy Lois 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 checked="" type="checkbox"/> Other: Information to be posted	10.1 BOG transmittal 190207 Workday Update V7 (003) 10.2 Presentation 190225 Workday Update	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approve the Workday presentation to the Board of Governors.		
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	Based on D. Wotherspoon's update noting that there were no changes to this presentation from a previous version that ACET has reviewed, ACET endorsed the presentation as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 30, 2019	Agenda Item Number (For office use only)	11.0
Topic	International Education Strategic Plan Refresh Update		
Requested By (ACET member)	D. Wotherspoon, VP Innovation and Strategy	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)	Ernest Mulvey, Director, International Education Centre		
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	11.1 Presentation 190130 International Strategic Plan Update – Additional Data	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) accept the International Strategic Refresh (additional data) as presented.		
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	Additional data, supplementing the December 12, 2018 presentation to ACET for the International Strategic Refresh, was accepted by ACET, with some suggested changes. Next steps include stakeholder meetings and a further review with ACET in March.		