

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 06, 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>March 13 Ministerial visit</u> : A request to hold an event on campus was accepted. M. Qaqish will follow up with the Minister's event regarding next steps. The College will host the event with assistance from either our internal events or conference services contact.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 06, 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 AD23: Internal Control Policy (D. McNair) 2.2 Academic Calendar 2020-2021 (L. Stanbra) 2.3 Spring 2019 Convocation – Proposed Ceremony Schedule Changes (L. Stanbra) 2.4 ACET February 06, 2019 Minutes (T. McDougall)	
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 agenda items were approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 06, 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 ERP (SIS) Project Update (D. Wotherspoon) 3.2 Enrolment Update (M. Leduc, K. Pearson) 3.4 Capital Projects Update - DARE District, Student Central Project Updates, ARC (B. Brownlee) 3.5 Workday Project Update (L. Pollock) 3.6 14-week term implementation Update (C. Brulé) 3.7 Net Tuition Project – Smart Money Plan and Marketing Initiatives Report (L. Stanbra) 3.8 Health Services Front Lobby Renderings (G. Perry) 3.9 February Overview for Space Planning (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	<p>Items 3.4 and 3.9 were removed for further clarification and discussion.</p> <p>Item 3.4: In future, capital projects will come forward as a presentation item with J. Doyle and J. Tattersall invited for presentation.</p> <p>Item 3.9: The requested approval for Dog Therapy space was not approved and Security Services space is pending approval and will be brought forward for future discussion at the March 13 ACET meeting. A further review of the space planning process, especially with regard to priority setting with the Executive and Leadership team will also be discussed further.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 06, 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 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	Not applicable.	
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	No items were brought forward at this time.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 06, 2019	Agenda Item Number (For office use only)	5.0
Topic	A3 Net Contribution		
Requested By (ACET member)	Duane McNair, Vice- President Finance and Administration	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)	Brent Brownlee, Director, Campus Services Paul Gardner, Manager, Special Projects		
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 ACET Transmittal 2019-03-06 A3 Net Contribution 05.1 Appendix A - A3 Net Contribution.ACET Presentation 6 March 2019	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) accept for information the findings of the Net Contribution A3 process.		
ACET Decision	<input checked="" 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	Information was received as presented. G. Perry will follow up with P. Gardner regarding next steps.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 06, 2019	Agenda Item Number (For office use only)	6.0
Topic	DARE Visioning Plan		
Requested By (ACET member)	D. Wotherspoon, Vice President, Innovation and Strategy	Time Allotted	30 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. Holguin-Pando, Director Applied Research, Innovation and Entrepreneurship		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	06.0 ACET Transmittal 190306 DARE_ARIE Visioning Plan 06.1 Presentation 190306 ACET DARE Visioning	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team review and provide feedback on the item as presented.		
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"/> Other (Specify) _____		
Target (completed during ACET meeting)	The Executive team received the information as presented. Next steps will include a meeting with Dale Morris from Ascribe to produce version two of the draft DARE/ARIE Visioning report. A draft report or presentation to ACET will be presented to the Executive Team at the March 28 meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 06, 2019	Agenda Item Number (For office use only)	7.0
Topic	CiCan Leadership Development Training		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	15 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)	D. McCutcheon, Vice President, Human Resources		
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	07. 2019 March 06 CiCan Leadership Development for ACET Discussion and Approval 07.1 2019 March 06 CiCan Professional Development Potential Participants for Discussion	
Recommendation (please provide ACET your recommendation requiring approval)	<p style="color: blue; margin: 0;">THAT the Algonquin College Executive Team (ACET) approve employees to attend the following 2019 CiCan leadership institute programs.</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) _____		
Amended Recommendation (completed during ACET meeting)	<p style="color: blue; margin: 0;">A list of employees was approved for the various CiCan Leadership Institute programs; ACET is to verbally advise ACLT members of those who were approved so that the message can cascade to appropriate team members. Conference attendees are to register themselves for their respective programs.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 06, 2019	Agenda Item Number (For office use only)	08.0
Topic	2018-2019 Strategic Investment Priority Request		
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)	G. Perry, Acting Vice President, Finance and Administration		
Attachments (as read-ahead material) (Please check one)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Appendix A attached.	08.0 ACET Transmittal 2019-03-06 - 2018-2019 Strategic Investment Priority Request	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approves the additional 2018-2019 Strategic Investment Priorities project adjustment as 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 (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team approved a request for a monetary increase to the Residence Monetization project, to be spent before March 31, 2019.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 06, 2019	Agenda Item Number (For office use only)	9.0
Topic	DRAFT April 15, 2019 BOG Meeting - Agenda Review		
Requested By (ACET member)	C. Jensen, President	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)	V. Tiqui-Sanford, Board Executive 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 April 15, 2019 BOG Meeting – Agenda 09.M1 BOG Agenda April 15, 2019 BOG Meeting DRAFT	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) review and approve the DRAFT April 15, 2019 BOG Meeting agenda.		
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 April 15, 2019 Board of Governors meeting agenda was approved as discussed and amended. Revisions will be made; a final version will be distributed.		