

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 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>Payroll Communique</u> : The Executive Team drafted a communique updating the College community on the upcoming payroll and steps required should someone not receive payment.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 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 Program Modification (Co-op): 0210X01FWO Office Administration – Executive, OCD (C. Brule) 2.2 Program Modification (Co-op): 0214E01FWO Business – Marketing, OCD (C. Brule) 2.3 IT08 – Managed Print Services Policy (B. Brownlee) 2.4 New Budget Principle 1.10 Major Capital Projects (G. Perry) 2.5 Revisions to Budget Principle 1.07 Initiatives and Opportunities (G. Perry) 2.6 Draft January 23, 2019 ACET Minutes (T. McDougall) 2.7 ACLT Meeting Schedule and Work plan (R. McLester)	
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 not approved during the meeting due to time constraints. The Executive Team will provide their review/approvals via email by Friday, February 08, 2019. Item 2.7 was removed for discussion and will be amended as discussed. For tracking/minute purposes, items 2.1 and 2.2 were approved post-ACET meeting.		

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AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 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 (L. Stanbra) 3.2 Enrolment Update (M. Leduc, K. Pearson) 3.3 Capital Projects Update - DARE District, Student Central Project Updates, ARC (L. Stanbra) 3.4 Workday Project Update (L. Pollock) 3.5 Key Message Opportunities Calendar – Feb 2019 (R. Dunley)	
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	The Information Only items were received as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 06, 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 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	February 06, 2019	Agenda Item Number (For office use only)	5
Topic	Voluntary Retirement Incentive Summary Review		
Requested By (ACET member)	D. McCutcheon, VP HR	Time Allotted	45 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, VP HR		
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	05.0 2019 February 06 VRI Program ACET Transmittal	
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 checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team reviewed the proposed candidates and approved with amendments. ACET members will advise their managers/directors of the decisions made. Information will be cascaded verbally with paperwork to follow. Final Signatures will be required by February 28.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 06, 2019	Agenda Item Number (For office use only)	7
Topic	Ancillary Fees Briefing		
Requested By (ACET member)	L. Stanbra, VP Student Services	Time Allotted	45 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)	K. Pearson, Registrar		
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	07.0 ACET 2019 02 06 MTCU Ancillary Fees Update	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) be briefed on recent Ministry technical discussions regarding changes to the structure of Ancillary fees.</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	<p>The Executive Team received the report as presented. Next steps were discussed. ACET will be updated as information becomes available.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 06, 2019	Agenda Item Number (For office use only)	8
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 <i>(name and title)</i>	C. Holguin-Pando, Director Applied Research, Innovation and Entrepreneurship		
Attachments <i>(as read-ahead material)</i>	<input checked="" type="checkbox"/> PowerPoint <input checked="" type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	08.0 ACET Transmittal 190206 DARE_ARIE Visioning Plan 08.0 REVISED Presentation 190206 ACLT DARE Visioning	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	A report with preliminary results will be brought back to ACET by March 06.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 06, 2019	Agenda Item Number (For office use only)	9
Topic	Date of Equal Consideration (Admissions) Update		
Requested By (ACET member)	L. Stanbra, VP, Student Services C. Brule, SVP, Academic	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)	K. Pearson, Registrar M. Leduc, Executive Director, Academic Operations and Planning		
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. 2019 02 06 ACET Date of Equal Consideration-Admissions Update 09.01 ACET 6 February 2019 Date of Equal Consideration	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) receive this February 01, 2019 Date of Equal Consideration report.		
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	The Date of Equal Consideration Report was received as submitted/presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 06, 2019	Agenda Item Number (For office use only)	10
Topic	Strategic Investment Priorities Request Endorsed by the College Budget Committee		
Requested By (ACET member)	G. Perry, Acting Vice President, Finance and Administration	Time Allotted	5 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 D. Jans, Acting Manager, College Budgeting		
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 Transmittal ACET 2019-02-06 Strategic Investment Priorities (SIP) Request Endorse by CBC 10.1 Appendix A - ESA SIP A130c Biology Lab – Convert to a Mobile Classroom Project-Charter	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approves the additional 2018-2019 Employment Standards Act related Strategic Investment Priorities project as endorsed by the College Budget Committee (CBC) and 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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	This item was approved as discussed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 06, 2019	Agenda Item Number (For office use only)	11
Topic	ARC Additional Gymnasium – Draft White Paper		
Requested By (ACET member)	G. Perry, Acting Vice President, Finance and Administration	Time Allotted	25 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)	P. Rouble, Associate Director, Facilities Planning and Sustainability L. Smith, ARC Senior Project Manager (Colliers)		
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	11.0 ACET Transmittal 2019-02-06 ARC Additional Gymnasium - Draft White Paper 11.1 White Paper, Additional Gymnasium Opportunity 11.2 SA ARC - Displaced College ActivityG	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) consider inclusion of College space in the new Athletics Recreation Complex (ARC) facility and direct staff to pursue this opportunity with the Students' Association to conclusion, within the limited timeframe available (2-3 weeks), or decline the opportunity.		
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 Executive Team agreed not to pursue this recommended option. This opportunity will be declined.		