

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 20, 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	The agenda was received, as presented, with the following 4 additions: (1) Tools for 2019/2020 Business Plan template for departmental plans (L. Stanbra). L. Stanbra explained her modifications to the template & offered to send ACET members her draft template for their use. (2) Updates from COP meeting (C. Jensen). C. Jensen provided updates on various topics from the COP meeting. (3) Ancillary Fees (D. Wotherspoon). A discussion on possible opt-out and new opportunities for compulsory fees occurred. D. Wotherspoon suggested the College look at the area of Work Study. L. Stanbra to add this topic to a future agenda (possibly ACET Retreat) for further discussion. L. Stanbra to also add an update (info item) on Ancillary Fees to the April 15, 2019 BOG agenda. (4) Communications on On-line Orientation for Policy SA16: Sexual Assault/Sexual Violence (D. McCutcheon). D. McCutcheon provided a draft of the communique to all employees and noted some immediate input from ACET. All other comments to be provided to D. McCutcheon by end of day on March 21.		

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Date of Meeting	March 20, 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 ACLT Agenda (R. McLester) 2.2 Revisions to Budget Principle 1.07 – Initiatives and Opportunities (E. Woods) 2.3 draft March 13, 2019 ACET Minutes (T. McDougall) 2.4 Lease Renewal for Corporate training Centre (D. Wotherspoon) 2.5 LEPC Update (D. Wotherspoon)	
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 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	Item 2.3: Not approved. G. Perry and L. Stanbra to provide updated “Target” wording for item 6 on the March 13, 2019 minutes to T. McDougall. Item 2.4: Approved, with request for 5 year lease in final offer Item 2.5: The contract extension was approved with the notation that the staffing model needs to be further reviewed.		

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Date of Meeting	March 20, 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) 3.3 Capital Projects Update - DARE District, Student Central Project Updates, ARC (B. Brownlee) 3.4 14-week term implementation Update (C. Brulé) 3.5 Employee Engagement Program – 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 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	All information items, with the exception of 3.5, were approved as presented. ACET members to provide comments on item 3.5 to D. McCutcheon by March 22.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 20, 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		
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 type="checkbox"/> Report Back _____ (as info item) <input type="checkbox"/> Other (Specify) _____		
Target	No items added to the agenda		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 20, 2019	Agenda Item Number (For office use only)	5
Topic	International Education Strategic Plan		
Requested By (ACET member)	Doug Wotherspoon, Vice President, 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)	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	5.1 Presentation – International Strategy 5.2 Draft Algonquin College International Strategic Plan	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) accept the International Strategic Refresh as presented.		
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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	Comments were provided to E. Mulvey on the updated International Education Strategic Plan presentation and it was requested that any further input be provided to E. Mulvey at the March 27, 2019 ACET BOG dry-run meeting. In particular, ACET was asked to provide feedback to E. Mulvey on slide 38, titled "Discussion". P. Devey to table the topic of quarter model funding (stemming from the discussion on Slide 25 "Fee Share domestic vs. international") at the March 21 SEM meeting for clarification.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 20, 2019	Agenda Item Number (For office use only)	6
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 <small>(name and title)</small>	C. Holguin-Pando, Director Applied Research, Innovation and Entrepreneurship		
Attachments <small>(as read-ahead material)</small>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Included with this transmittal is the full DARE Incubator presentation (PDF) as the meeting will use a shortened version.	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p>THAT the Algonquin College Executive Team review and provide feedback on the item as presented.</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 type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input checked="" type="checkbox"/> Other (Specify) R. McLester (see below re. ACLT Retreat agenda) & D. Wotherspoon (see below re. President's Advisory Panel & C. Holguin-Pando's action item)		
Amended Recommendation <small>(completed during ACET meeting)</small>	<p>C. Holguin-Pando reviewed the DARE Visioning presentation and comments were provided by ACET. C. Jensen suggested that this topic be added to the upcoming ACLT Retreat agenda. C. Jensen requested that the final package, once available, be sent to the President's Advisory Panel. C. Holguin-Pando to send an email to C. Brule regarding the ties in the DARE Visioning plan to essential employability skills.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 20, 2019	Agenda Item Number (For office use only)	7
Topic	ACET Retreat Agenda		
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)	Various ACET members		
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	7.1 April 4 & 5 ACET agenda	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) discuss and finalize the April 04-05 ACET Retreat Agenda.</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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input checked="" type="checkbox"/> Other (Specify) ____ T. McDougall _____		
Amended Recommendation (completed during ACET meeting)	<p>ACET reviewed the draft agenda for the April 4-5, 2019 ACET Retreat and T. McDougall made changes and noted suggestions. T. McDougall to review the next draft of the agenda with C. Jensen.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 20, 2019	Agenda Item Number (For office use only)	8
Topic	ARC Update – E Building to ARC Link and Enabling Works		
Requested By (ACET member)	G. Perry, Acting Vice President, Finance and Administration	Time Allotted	25 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)	G. Perry, Acting Vice President, Finance and Administration		
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	There are no additional items included with this transmittal.	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team review the transmittal and provide feedback on the item as presented.		
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 checked="" type="checkbox"/> Other (Specify) <u>G. Perry</u> (per below action item)		
Amended Recommendation (completed during ACET meeting)	G. Perry provided an update on the status of the link and enabling work from the E building to the new Athletic & Recreation Complex. ACET provided comments on the budget. It was agreed that this topic would be removed from the April BOG agenda and added to the June BOG agenda as an information item.		