

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 17, 2019	Agenda Item Number (For office use only)	1.0
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 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) _____		
Target	The agenda was received, due to presentation volume, Consent Agenda and Information Items were not reviewed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 17, 2019	Agenda Item Number (For office use only)	2.0
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	2.01 AA01 Advisory Committees (C. Brulé) 2.02 AA17 Dean's Honours List (C. Brulé) 2.03 AA32 Use of Electronics Devices in Class (C. Brulé) 2.04 AA42 Learning Management System (C. Brulé) 2.05 Program Modification (Co-op): 0216E01FWO Business Administration, OCAD (C. Brulé) 2.06 Draft March 20, 2019 ACET Minutes (K. Conlon) 2.07 PM06 – Residence Admission Policy (B. Brownlee) 2.08 IT08 – Managed Print Services - <i>recall from 2/6/19</i> (B. Brownlee) 2.09 AA35: Confidentiality of Student Records Policy (L. Stanbra) 2.10 Groningen Declaration Network Conference Host Request - May 2021 (L. Stanbra) 2.11 President's Star Awards - Valerie Hill, Carolyn Cote and Rob Sullivan, Professors, Business and ASET (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 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	Consent Agenda not reviewed. All items will be approved unless otherwise noted by ACET and will be brought forward to the May 1 st meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 17, 2019	Agenda Item Number (For office use only)	3.0
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 <i>(name and title)</i>	Not applicable		
Attachments <i>(as read-ahead material)</i>	<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) 3.2 Strategic Investment Priorities Project Report: Student Central – Six Month Status Report (L. Stanbra) 3.3 Capital Projects Update - DARE District, Student Central Project Updates, ARC (J. Tattersall) 3.4 Workday Project Update (L. Pollock) 3.5 HR Reports 3.6 14-week term implementation Update (C. Brulé) 3.7 Policy Process Review and Analysis - Recommendation (C. Brulé/M. Cusson) 3.8 Communications plan for International Tuition Increase (E. Mulvey) 3.9 ERP (SIS) Project Update (D. Wotherspoon)	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	THAT the Algonquin College Executive Team (ACET) receive the information items as submitted.		
ACET Decision	<input checked="" 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 information items, were approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 17, 2019	Agenda Item Number (For office use only)	4.0
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	<p>Two items were added to the Agenda:</p> <p>(1) Discussion of the potential Hiring Freeze (D. McCutcheon). A discussion regarding implications of Part-Time Support Staff temporary hiring freeze. D. McCutcheon indicated that approximately 173 potential staff would be affected. D. McCutcheon to confer with other college counterparts and look into Workday clean-up and possible payroll issues resulting from a hiring freeze. D. McCutcheon to follow up and present findings at ACET huddle by Tuesday, April 23rd Huddle.</p> <p>(2) Pivot Table regarding letters of offer to Full-Time Faculty. C. Jensen indicated to ACET that all letters of offer must be out by end of June, unless specific exceptions need to be made. However, majority MUST be out by end of June</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 17, 2019	Agenda Item Number (pull from agenda)	5.0
Topic	Athletics and Recreation Centre Project Update		
Requested By (ACET member)	G. Perry, A/VP Finance & Administration L. Stanbra, V.P. Student Services	Time Allotted	30 min
ACET Action Requested (Please check one)	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (Name and title)	J. Tattersall, Interim Director Physical Resources		
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	05.0 ACET Transmittal 2019-04-17 Athletics and Recreation Centre Project Update JTattersall 05.1 ACET Presentation 2019-04-17 Athletics and Recreation Centre Project Update JTattersall	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) receive an update on status of the Athletics and Recreation Centre (ARC) Project including general design intent, budget development, project milestones, significant risks and potential issues for ACET resolution.		
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>J. Tattersall Transportation Study</u>		
Target	J. Tattersall, J. Doyle and L. Smith provided update regarding ARC timeline and budget. Comments were provided by ACET. J. Tattersall discussed the possibility of a net-zero loss of parking spaces by changing parking design. C. Jensen asked what level of confidence there was of a net-zero parking loss at the end of construction. J. Tattersall responded 90% confidence. J. Tattersall indicated that there will be a transportation study commissioned to ensure efficiency and viability of travel around the facility. L. Stanbra asked what the target date will be for the transportation study. J. Tattersall indicated that he aims to have the study completed by late May, but did not have the information immediately available.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 17, 2019	Agenda Item Number (For office use only)	6.0
Topic	Corporate Performance Management System		
Requested By (ACET member)	G. Perry, Acting Vice President Finance and Administration (Acting)	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 D. Jans, Acting Manager, Corporate Budgeting C. Boisvert, Manager, Project Management Office		
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	06.0 ACET Transmittal - 2019-04-17 - Corporate Performance Management System - Project Update 06.1 APPENDIX A - CPMS Potential Users Engaged	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) receives a general update on the status of the Corporate Performance Management System project.		
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 checked="" type="checkbox"/> Other (Specify) <u>G. Perry to provide bi-weekly updates</u>		
Target	E. Woods, D. Jans and C. Boisvert presented Corporate Performance Management System update. ACET provided questions and comments. G. Perry indicated that Adaptive Insights was purchased to replace BUS as a budgeting tool in Workday. C. Boisvert indicated that they trying to replicate BUS functionality as much as possible to limit system change fatigue. Project is 6 weeks into a 22 week delivery. C. Jensen requested that G. Perry add bi-weekly updates on the project to the ACET schedule.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 17, 2019	Agenda Item Number (For office use only)	7.0
Topic	Students' Association Priorities – Results Report		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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)	D. Simon, President, Students' Association K. Kaur, Vice President, Students' Association		
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	07.0.0 ACET Transmittal SA Priorities Results Report for 2018-19-draft 07.0.0 ACET Transmittal SA Priorities Results Report for 2018-19-draft	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) be informed of the Students' Association priorities and progress from 2018-19.		
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 checked="" type="checkbox"/> Other (Specify) _D. Simon and R. McLester testimonial for Education City__		
Target	D. Simon and K. Kaur presented SA priorities and progress. L. Stanbra announced that D. Simon has been elected to stay on as SA President for another year. C. Jensen requested that D. Simon write a testimonial for Education City and Indigenization initiatives. R. McLester offered to help with language in the testimonial.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 17, 2019	Agenda Item Number (pull from agenda)	8.0
Topic	College Budget Committee: 2020-2021 Strategic Investment Priorities Project Budget Approval Process		
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)	C. Janzen, Chair, College Budget Committee E. Woods, Acting Director, Finance and Administrative Services 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	08.0 ACET Transmittal 2019-04-17 - College Budget Committee 2020-2021 SIP Project Budget Approval Process 08.1 Appendix A Review 2020-2021 SIP Project Budget Approval Process 08.2 Appendix B Detailed Process List of Activities 08.3 Appendix C Proposed Process Map 08.4 Appendix D Bank of Canada Stage Gate Process	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approve the College Budget Committee proposed process for the Strategic Investment Priorities Project Approval Process for 2020-2021.		
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 checked="" type="checkbox"/> Other (Specify) __L. Stanbra_____		
Target (completed during ACET meeting)	C. Janzen presented proposed changes to the SIP Project approval process and timelines. The process would call for a 3 stage procedure: Gate 1: Call for proposed prospectus (Early mid April), Gate 2: Completion of Project Charter Lite – full engagement (Late may to early sept), Gate 3: Development of Project Charters and Project Charter Appendix As (Late sept to mid Nov). Comments and questions were provided by ACET regarding the need for better accountability for SIP Projects. L. Stanbra to work with C. Janzen offline to work on accountability plan.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 17, 2019	Agenda Item Number (pull from agenda)	9.0
Topic	2019-2020 Strategic Investment Priorities Project Increase and Initiatives and Opportunities Position Request		
Requested By (ACET member)	G. Perry, Acting Vice President, Finance and Administration	Time Allotted	10 mins.
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	09.0 ACET Transmittal 2019-04-17 - 2019-2020 SIP Increase and IO Requests 09.1 Appendix A 2019 -2020 SIP Project Increase Request 09.2 Appendix B Initiatives and Opportunities College Job Evaluation Letter 09.3 Appendix C Initiatives and Opportunities Human Resources IO Request Letter	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approves two requests endorsed by the College Budget Committee on April 11, 2019: Item 1: A 2019-2020 Strategic Investment Priorities Increase Request of \$200,000, and Item 2: Initiatives and Opportunities Position Request by the School of Advanced Technology.		
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) _____		
Target (completed during ACET meeting)	C.Janzen presented that Workday support group has put forth request for increased funding of \$200,000 existing budget is \$35,000. C. Jensen asked for a decision timeline. G. Perry responded that it is a fairly short timeline because of the support agreement. C. Jensen asked D. McCutcheon if the position would be affected by the proposed hiring freeze. D. McCutcheon said the position would not be affected by the freeze. ACET Approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 17, 2019	Agenda Item Number (pull from agenda)	10.0
Topic	Health Services Operating Budget 2019-2020		
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)	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	10.0 ACET Transmittal 2019-04-17 Health Services Budget 2019-2020 version2 10.1 Appendix A Health Services Budget 2019-2020	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approve the Health Services budget for the 2019-2020 fiscal year.		
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) _____		
Target (completed during ACET meeting)	C. Janzen presented a proposal for the creation of a Health Services Budget. Approved as Presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 17, 2019	Agenda Item Number (For office use only)	11.0
Topic	Disability Management Best Practices		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	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)	J. Myers, Disability Management Coordinator T. Aquilanti, Disability Management Coordinator		
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	11.0 ACET Transmittal Disability Management 11.01 ACET Presentation Disability Management	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) receive the update on Disability Management, Best Practices and to endorse the future direction of disability management at Algonquin College.		
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	J. Myers and T. Aquilanti presented update for Disability Management and plans for updating best practices including usage of Morneau Shepell Services. The Ask is for Support and endorsement of a disability management program with clearly defined processes and expectations. C. Jensen asked if they were asking for this because they feel that they aren't getting support now? D. McCutcheon responded We are aware that any changes come with labour activity and direct reach out to Cheryl, and how disability management is being handled. We wanted you to be aware of all the enhancement that is being done and to show you what is being done with the SIP money that was already received. C. Jensen agreed with the need to be diligent in the work that Disability Management is doing. Approved as presented.		

‘AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 17, 2019	Agenda Item Number (For office use only)	12
Topic	Town Hall Advanced Questions		
Requested By (ACET member)	T. McDougall, Director President’s Office and Communications	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)	T. McDougall, Director President’s Office and Communications		
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	12.0 Town Hall Transmittal 12.1 Town Hall Questions 12.2 Survey Results Report - President Town Hall - Feb 28_2019 - V3	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) review the advanced Town Hall advanced questions, cluster theme-liked questions together and determine who will be assigned individual questions.		
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 checked="" type="checkbox"/> Other (Specify) <u>S. Walker layout changes and provide final version to A/V ahead of Town Hall_____</u>		
Target	Town Hall presentation was reviewed and questions and comments were provided by ACET. C. Jensen assigned questions to the appropriate ACET member to answer. S. Walker provided layout and order of questions as requested by C. Jensen. Presentation approved with minor changes.		