

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 28 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 checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input 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	<p>The following items were added to the agenda:</p> <ol style="list-style-type: none"> 1. <u>EPI Allocations</u>: D. McCutcheon confirmed that all names and salaries have been submitted and final EPI meetings will be completed by June 26 with a target to come into effect for the July 12 pay date. 2. <u>Hiring</u>: The Executive Team provided a roundtable status update on progress of respective departmental hiring. 3. <u>Performance Contracts</u>: The goal is for performance contracts to be completed by August 31st. 4. <u>Board of Governors September Retreat</u>: The Executive Team was advised of the suggested framework for the Board of Governors September Retreat as well as proposed guest speakers. 5. <u>Presidential Search</u>: The Executive Team was advised that the Presidential search is on track for a candidate to be selected by mid-July. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 28 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 <i>(name and title)</i>	Various ACET members		
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	2.1 2019 Spring Convocation Ceremonies Briefing (all campuses) (L. Stanbra) 2.2 SA15 Spiritual Centre (L. Stanbra) 2.3 President's Star Submission for Grant Perry, Director, Finance and Brent Brownlee, Director, Campus Services 2.4 President's Star Submission for Amanda Wahab, Coordinator, Fees and Sponsorship, Registrar's Office 2.5 President's Star Submission for Helen Ens, HR Generalist, Human Resources 2.6 President's Star Submission for HR Generalists, Compensation & Pension Officers, Benefits & Leave Officers and others 2.7 President's Star Submission for Sara Jordan, Acting Manager, Centre for Accessible Learning formerly Acting Manager, Health Services	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	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 checked="" type="checkbox"/> Report Back By <u>D. McCutcheon (2.06)</u> , (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	Approved as presented with item 2.6 changed from a Star Award to a Certificate of appreciation due to the size of the group nominated.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 28 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 checked="" 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 Freedom of Information Annual Report to ACET (D. McNair) 3.2 ERP (SIS) Project Update (D. Wotherspoon) 3.3 Enrolment Update (M. Leduc, K. Pearson) 3.4 14-week term implementation update (C. Brulé) 3.5 Capital Projects Status Update – (J. Tattersall, Physical Resources) 3.6 Workday Project Update (L. Pollock) 3.7 DRAFT Minutes ACET May 01 2019 (S. Walker) 3.8 Interim Measures for Procurement (D. McNair) 3.9 CTC Q-4 report (K. Pearson, D. Wotherspoon)	
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 type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	The information items were received as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 28 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 Business Arising items were discussed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 28, 2019	Agenda Item Number (pull from agenda)	5
Topic	Athletics and Recreation Centre (ARC) Update		
Requested By (ACET member)	D. McNair, 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, 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 type="checkbox"/> Other:	05.0 ACET Transmittal ARC Update May 29 2019 0.5.1 ARC ACET Meeting 29-May-2019 Presentation	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) receive this periodic update on the ARC Project. Additionally, approval for a revised schedule of briefs to ACET is being sought.		
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 Athletics and Recreation Centre (ARC) Project update was received as presented. <ol style="list-style-type: none"> <u>Link Location</u>: Debate between North or East options. J. Tattersall will come back to ACET with more information. <u>Parking Impact</u>: various options were presented, J. Tattersall will return to ACET with more information. <u>Approval for frequency of Steering Committee meetings</u>: ACET approved 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 28, 2019	Agenda Item Number (pull from agenda)	6
Topic	President's Star Awards		
Requested By (ACET member)	D. McCutcheon, Vice President Human Resources	Time Allotted	30 min
ACET Action Requested (Please check one)	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (Name and title)	Not applicable		
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	<i>Documents not available</i>	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) present the President's Star Award to Chris Lackner and Victoria Tiqui-Sanford		
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	The Executive Team presented the President's Star Award to Chris Lackner (Communications Officer) and Victoria Tiqui-Sanford (Board of Governors Assistant).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 28, 2019	Agenda Item Number (pull from agenda)	9
Topic	AODA Current State and Consideration of Next Steps		
Requested By (ACET member)	Diane McCutcheon, Vice President Human Resources	Time Allotted	5 min
ACET Action Requested (Please check one)	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (Name and title)	Not Applicable		
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:	09. 2019 May 28 AODA Current State and Next Steps ACET Final	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) discuss AODA Current State and Consideration of Next Steps		
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 checked="" type="checkbox"/> Other (Specify) <u>_D. McNair/J. Tattersall_____</u>		
Target	The Executive Team discussed re-establishing the AODA Committee, as well as appropriate representation. Committee meetings will recommence in June 2019, with Andre O’Bonsawin and Sarah Gauen co-chairing D. McNair will assign the AODA file to John Tattersall.		