

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 01 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	The following item was added to the agenda: <u>Hiring</u> : The Executive Team provided a roundtable status update on progress of respective departmental hiring.		

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Date of Meeting	May 01 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	2.00 PM06 Residence Admissions Policy (B. Brownlee) 2.01 Revisions to Policy AD05-Prerequisites (G. Perry) 2.02 Equity Diversity Inclusion (EDI) Board Directive 2.03 IT08 – Managed Print Services - <i>recall from 2/6/19</i> (B. Brownlee) 2.04 Draft March 20, 2019 ACET Minutes (K. Conlon) 2.05 Draft April 17, 2019 ACET Minutes (S. Walker) 2.06 President’s Star Submission Katrina Cotton, Administrative Assistant - Algonquin Centre for Construction Excellence (S. Tait) 2.07 President’s Star Submission Charles Nixon, Technologist Academic/Part-time Faculty, School of Advanced Technology (S. Tait) 2.08 President’s Star Submission Angela Slonosky, English Coordinator and Communications Professor, Allied Health (S. Tait) 2.09 President’s Star Submission Karine Savranskaia, Administrative Assistant, Student Recruitment (S. Tait) 2.10 President’s Star Submission Brenda Klerks, Gabi Fazekas, Vivien D’Costa, Lisa Limbeek, Finance and Administration (S. Tait) 2.11 President’s Star Submission Valerie Duthie, Professor, Office Administration Program, School of Business (S. Tait) 2.12 700 Sussex Drive Corporate Training – Financial Assessment and Recommendation (D. McNair)	
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 checked="" type="checkbox"/> Report Back By <u>D. McCutcheon (2.02), D. Wotherspoon (2.12)</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	Approved as presented with updates to be reported back by D. McCutcheon for item 2.02 and D. Wotherspoon for item 2.12		

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Date of Meeting	May 01, 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 <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 ERP (SIS) Project Update (D. Wotherspoon) 3.2 Enrolment Update (M. Leduc, K. Pearson) 3.3 Capital Projects Status Update – (Director, Physical Resources) 3.4 Workday Project Update (L. Pollock) 3.5 14-week term implementation Update (C. Brulé) 3.6 Policy Process Review and Analysis – Recommendation (C. Brulé/M. Cusson) 3.7 Partnership Agreement with Shopify (C. Brulé)	
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 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	Approved as submitted with a verbal update regarding item 3.3. D. McNair updated the Executive Team that interviews had been set for the Director of Physical Resources.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 01 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	May 1, 2019	Agenda Item Number (pull from agenda)	5.0
Topic	Athletics and Recreation Centre 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, 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 2019-05-01 Athletics and Recreation Centre Update 05.0 ACET Transmittal 2019-05-01 Athletics and Recreation Centre Update	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) 1. Receive an update on the Athletics and Recreation Centre (ARC) Project; 2. Approve the recommended ARC building designation as Building X; and 3. Approve the recommended building location.		
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	1. The Athletics and Recreation Centre (ARC) Project update was received as presented. J. Tattersall will further review the construction/parking loss impact and will bring back a more thorough review with recommendations, taking into consideration environmental impacts with regards to a net zero parking loss 2. The recommendation to designate the ARC building as Building X was approved. 3. The recommended building location was approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 1, 2019	Agenda Item Number (pull from agenda)	6.0
Topic	Fraud Tip Hotline Implementation Plan		
Requested By (ACET member)	D. McNair, Vice President Finance & Administration	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)	C. Bonang, Director Risk Management (via Zoom teleconference)		
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>06.0 ACET Transmittal - Fraud Tip Hotline Implementation Plan</i> <i>06.1 Appendix A - Ethics Hotline May 1, 2019</i>	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) receive the presentation and endorse the selected ethics hotline solution.</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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team approved the recommended reporting service as presented. A communications roll out plan will be established to ensure a smooth implementation.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 1, 2019	Agenda Item Number (pull from agenda)	7.0
Topic	Request for two full-time Support positions funded by the International Education Centre.		
Requested By (ACET member)	D. McNair, 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 G. Perry, 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	07.0 ACET Transmittal 2019-05-01 - Request for two full-time Support positions 07.1 Appendix A Request for Support - Two New Support Staff Positions	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approve two new full-time Support positions funded by the International Education Centre. The position costs were included in the 2019-2020 Approved Budget.		
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)	The Executive Team approved two new full-time support positions as presented: <ol style="list-style-type: none"> 1. One assigned to Admissions within the Registrar's Office 2. One assigned to the International Education Centre 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 1, 2019	Agenda Item Number (For office use only)	8.1
Topic	Employee Engagement Survey - Provider		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	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)	D. McCutcheon, Vice President, Human Resources		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	08.1 2019 May 1 Employee Engagement Survey Provider for ACET Discussion and Approval 08.1.1 2019 Rapid Engagement Survey Items and Demos 08.1.2 2019 Rapid Survey Design Change Details	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) discuss and approve moving forward with a new employee engagement RFP process.		
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 the recommendation to change providers for the 2019 Employee Engagement survey implementation.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 1, 2019	Agenda Item Number (For office use only)	8.2
Topic	2019 Summer Hours		
Requested By (ACET member)	Diane McCutcheon, Vice President, Human Resources	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)	Diane 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	08.2 2019 May 1 ACET Transmittal regarding 2019 Summer Hours 08.2.1 2019 Summer Hours Memo Final 08.2.2 2018 Summer Hours Memo Final	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Executive Team (ACET) approves the 2019 memorandum to the College community regarding the discontinuation of summer hours due to the implementation of the 14-week fall academic semester.		
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 __C. Jensen _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target (completed during ACET meeting)	The Executive Team reviewed the proposed "Summer Hours" reminder memo; revisions will be incorporated prior to distribution.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 01, 2019	Agenda Item Number (For office use only)	9.0
Topic	DRAFT June 10, 2019 AGM & 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 June 10, 2019 BOG Meeting – Agenda 09.1 BOG AGM Agenda June 10, 2019 09.2 BOG Agenda June.10. 2019 BOG Meeting DRAFT V2 09.3 Link to 2019-2020 Board of Governors Work Plan for review by ACET	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) review and approve the DRAFT June 10, 2019 Annual General Meeting & Board of Governors 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 _Victoria Tiqui-Sanford___ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team approved the Board of Governors Annual General Meeting Agenda as presented. Suggested edits were provided for the Board of Governors meeting agenda. Revisions will be incorporated and a revised document will be distributed to ACET.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 1, 2019	Agenda Item Number (pull from agenda)	10.0
Topic	Summertime Annual Leave for ACET members		
Requested By (ACET member)	C. Jensen, President	Time Allotted	10 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. Jensen, President		
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 for 2019 Summer Annual Leave	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) review and confirm scheduling for the 2019 Summer Annual Leave schedule.</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) _____		
Target	<p>The Executive Team reviewed ACET annual leave requests for the July and August time period. Verbal approval was provided; ACET will upload their preferred vacation dates to Workday for final approval by May 06, 2019.</p>		