

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2019	Agenda Item Number (For office use only)	1
Topic	Approval of Agenda		
Requested By (ACET member)	C. Brulé, 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. Brulé, 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 (completed during ACET meeting)	No new items were added to the Agenda.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2019	<small>Agenda Item Number (For office use only)</small>	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 Draft ACET Minutes June 12 (S. Walker) 2.2 Draft ACET Minutes June 18 (S. Walker) 2.3 Draft ACET Minutes June 26 (S. Walker)	
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 (completed during ACET meeting)	2.3 moved to September 05 meeting due to issues opening the file.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 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 Enrolment Update (M. Leduc, K. Pearson) 3.2 Capital Projects Status Update (J. Tattersall) 3.3 Workday Project Update (L. Pollock) 3.4 Joint Occupational Health & Safety Committee (JOHSC) Review Summary (C. Bonang) 3.5 Youthbuild Update (D. Wotherspoon) 3.6 700 Sussex Update (D. Wotherspoon) 3.7 Hiring Update (D. McCutcheon) 3.8 Aug – Oct Key Message Opportunity Calendar (S. Walker) 3.9 ACET Retreat Agenda	
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 (completed during ACET meeting)	<p>All items were approved as submitted with the exception of the following:</p> <p>3.4 – This item was redirected back to responsible group to provide updates for the 2nd week of September.</p> <p>3.5 – This item was moved to the Consent Agenda due to a request for approval. Item was reviewed by the Executive Team and approved.</p> <p>3.6 – This item was moved to Consent Agenda due to a request for approval. Item was not approved as presented; the Executive Team requested clarifications to be presented at the August 28/29 ACET Retreat.</p> <p>3.9 – The Executive Team will have a final review of the Retreat Agenda. Agenda will be finalized and circulated to the Executive Team via email by end of Day August 23rd.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2019	Agenda Item Number (For office use only)	4
Topic	Business Arising		
Requested By (ACET member)	ACET	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)	ACET		
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	4.1 Discussion: Position Request by D. Wotherspoon (L. Stanbra) 4.2 Discussion: President's Star presentation timing (T. McDougall) 4.3 Cellphone Coverage (P. Devey)	
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 checked="" type="checkbox"/> Report Back <u>Executive Team</u> (as info item) <input type="checkbox"/> Other (Specify) _____		
Target (completed during ACET meeting)	<p>The Executive Team approved Business Arising items with the following amendments:</p> <p>4.1 – The Executive Team approved a Systems Administrator Support Position for the Workday Team. ACET to review their respective areas for an existing vacant position for possible utilization prior to opening a new position. The Executive Team to circulate a list of available vacant positions via email by 9:30 am August 23rd.</p> <p>4.3 – Cellphone Coverage - further research is necessary to identify problem areas and potential solutions for Cellphone coverage. A presentation of findings will be scheduled at a future ACET meeting (date to be determined).</p>		

The Following items were added to Business Arising for discussion:

1. Staffing needs for the Truth, Reconciliation and Indigenization Team. A business case will be presented to the Executive Team mid-September.
2. AC Online status update This item will be further discussed at the August Executive Team Retreat
3. Email standardization rollout – a presentation has been scheduled on the September 5 Executive Team Meeting agenda.

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2019	Agenda Item Number (pull from agenda)	5
Topic	New BOG Orientation Part 2 & 2019 FALL RETREAT		
Requested By (ACET member)	C. Brulé, President & CEO	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)	V. Tiqui-Sanford, Executive Assistant, Board of Governors		
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 New Governor Orientation Part 2 - Sept. 15 Agenda review and presentations 5.2 2019 Fall BOG Retreat Sept. 15 & 16 Agenda Prep/review 5.3 Algonquin College & the Emerging Cannabis Market/Business (M. Cusson)	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) reviews and approves the New Governors Orientation Part 2 agenda and DRAFT presentations, and the 2019 Fall BOG Retreat agenda in preparation for the September 15-16, 2019 New Governor Orientation Part 2, and 2019 Fall Board Retreat in Perth.		
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"/> Other (Specify) _____		
Target (completed during ACET meeting)	<ol style="list-style-type: none"> 1. The Executive Team reviewed the New Governors Orientation Part 2 agenda and DRAFT presentations, and approved with minor edits. 2. The Executive Team reviewed the 2019 Fall BOG Retreat agenda and approved with minor edits. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2019	Agenda Item Number (pull from agenda)	6
Topic	Student Information System (SIS) Project Update		
Requested By (ACET member)	P. Devey, Acting VP 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)	K. Pearson, Registrar L. Pollock, Chief Digital Officer D. Melone, Senior Project Manager		
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	<i>6.1 2019 08 21 ACET SIS Project Update v3</i>	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) receive an update on the status of the Student Information System (SIS) project.		
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 (completed during ACET meeting)	The Executive Team received an update; regular updates to be provided at the Executive Team meetings.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2019	Agenda Item Number (pull from agenda)	7
Topic	Program Proposal: Cyber Security Analysis, Ontario College Graduate Certificate (Title of presentation)		
Requested By (ACET member)	C. Janzen, (A)Senior Vice President, Academic	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. Janzen, (A)Senior Vice President, Academic C. McCarthy, Chair, ICT – Security, Systems and Networking M. Cusson, Dean, Academic Development 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	7.1 ASAC Transmittal – Cyber Security Analysis, OCGC, v2 7.2 Appendix A – POS – Cyber Security Analysis, OCGC 7.3 Appendix B – Cyber Security OCGC 19_20 FINAL TO DDC 06-24-19 7.4 Appendix C – PAC Membership – Cyber Security Analysis OCGC 7.5 Appendix D – Co-op Letter of Support – Cyber Security Analysis	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) recommends that this program proposal go to the Academic and Student Affairs Committee for the following action:</p> <p style="text-align: center;">THAT the Academic and Student Affairs Committee recommends to the Board of Governors the approval of the Cyber-Security Analysis, Ontario College Graduate Certificate program, effective Fall 2020.</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"/> Other (Specify) _____		
Target (completed during ACET meeting)	<p>The Executive Team approved the program proposal with the following amendments:</p> <ol style="list-style-type: none"> 1. Approval to proceed with a submission to MTCU for their approval. 2. Approval to advertise will be pending external donation of \$500,000. If unable to receive full funding from external sources, remainder will be provided from RCM carry forward funds. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2019	Agenda Item Number (pull from agenda)	8
Topic	Program Proposal: Bachelor of Commerce (Marketing) (Honours)		
Requested By (ACET member)	C. Janzen, (A)Senior Vice President, Academic	Time Allotted	30 min
ACET Action Requested <i>(Please check one)</i>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <i>(Name and title)</i>	D. Donaldson, Dean, School of Business K. Root, Chair, Marketing, Entrepreneurship, and Office Studies M. Cusson, Dean, Academic Development M. Leduc, Executive Director, Academic Operations and Planning		
Attachments (as read-ahead material) <i>(Please check one)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	8.1 ASAC – BCommerce – Marketing 8.2 Appendix A – POS – Bcommerce – Marketing 8.3 Appendix B – BCommerce – Marketing Cash Flow FINAL ACET 8.4 Appendix C – BCommerce – Marketing – PAC Membership 8.5 Appendix D – BCommerce – Marketing – CoopLetterofSupport	
Recommendation <i>(please provide ACET your recommendation)</i>	<p>THAT the Algonquin College Executive Team (ACET) recommends that this program proposal go to the Academic and Student Affairs Committee for the following action:</p> <p style="text-align: center;">THAT the Academic and Student Affairs Committee recommends to the Board of Governors the approval of the Bachelor of Commerce (Marketing) (Honours) program, effective Fall 2021.</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 <i>(completed during ACET meeting)</i>	The program proposal was approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2019	Agenda Item Number (pull from agenda)	9
Topic	2020-2021 Strategic Investment Priorities		
Requested By (ACET member)	D. McNair, Vice-President, Finance and Administration	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)	M. Leduc, Executive Director, Academic Operations and Planning, and E. Woods, Associate Director, Financial 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	9.1 Appendix A – Overview 2020-2021 SIP CAPACITY SHORTFALL 9.2 Appendix B – 2020-2021 SIP Capacity_Draft_16Aug2019 9.3 Appendix C – Summary of 2020-2021 SIP Prospectuses	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) accept the 2020-2021 Strategic Investment Priorities Project Status update as information, and that the Algonquin College Executive Team provide guidance on the prioritization of the project proposals.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" 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 type="checkbox"/> Other (Specify) _____		
Target (completed during ACET meeting)	<ol style="list-style-type: none"> 1. The Executive Team approved receipt of information; ACET will make a decision regarding project priorities by October 4th. 2. An Algonquin College Leadership Team (ACLT) meeting is scheduled in mid-September for a 3 hour session to provide a gap analysis. Final ACET approval will be made after an ACLT review and before the October 4th decision deadline. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 26, 2019	Agenda Item Number (pull from agenda)	10
Topic	2018-2019 Strategic Investment Priorities Carry-forward Requests		
Requested By (ACET member)	D. McNair, 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 G. Perry, Director, Finance & 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		
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approve adjustments to the Strategic Investment Priorities projects allocations as a result of the 2018-2019 Strategic Investment Priorities Carry-forward requests resulting in a \$0 net change to projected SIP expenditures.		
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 (completed during ACET meeting)	The Executive Team approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2019	Agenda Item Number (pull from agenda)	11
Topic	SA Board of Directors Annual Priorities 2019-2020		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	Time Allotted	30 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)	D Simon, President, Students' Association M. Ghadban, 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 type="checkbox"/> Other: Information to be posted	11.1 Students Association Annual Priorities Presentation 2019-20	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) be informed of the SA Priorities for 2019-2020 and to continue the tradition of presenting the Students' Association's Board of Directors' annual priorities to the Executive Team.		
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)	The Executive Team received the Students' Association 2019-2020 priorities as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 21, 2019	Agenda Item Number (pull from agenda)	12
Topic	Alumni of Distinction		
Requested By (ACET member)	C. Brulé, President	Time Allotted	10 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)	L. Stanbra, Vice President, Student 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	12.2 AoD Proposed Presenters 12.3 AoD 2019 - Invitation Strategy V2 12.4 Copy of AoD 2019 - Invitation List (as of August 20) 12.5 AoD 2019 - Registration Tickets (as of August 20) V2 12.6 AoD 2019 - Important Deadlines and Dates V2	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) discusses the Alumni of Distinction Awards Gala that has been scheduled for September 26, 2019.</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"/> Other (Specify) _____		
Target (completed during ACET meeting)	The Executive Team was provided a status update and overview of the Alumni of Distinction Awards Gala as requested, no approvals required.		