

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 12, 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 items were added to the agenda: 1. <u>MPP Fullerton Meeting</u> : D. McNair provided the Executive Team with a verbal summary of a recent meeting with MPP Fullerton.		

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Date of Meeting	June 12, 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 type="checkbox"/> Other: Information to be posted	2.1 DRAFT New Board Governor Orientation Part 1 session (Agenda Review, Review of updated presentations and timing) – V. Tiqui-Sanford (Not a dry-run) 2.2 I/O position request for ITS (D. Wotherspoon) 2.3 Applied Research , Innovation and Entrepreneurship Annual Report 2018-19 2.4 DRAFT Minutes ACET May 28 2019 2.5 DRAFT Minutes ACET June 05 2019	
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	All items were approved as submitted with the exception of the following: 2.2 – This was removed as the item was meant to be put on the CBC agenda and not ACET 2.5 – The list of positions approved at the June 05 meeting were shared with the Executive Team		

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Date of Meeting	June 12, 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 ERP (SIS) Project Update (D. Wotherspoon) 3.2 Enrolment Update (M. Leduc, K. Pearson) 3.3 14-week term implementation Update (C. Brulé) 3.4 Athletics and Recreation Centre Project – Update (J. Tattersall) 3.5 Capital Projects Status Update – (Director, Physical Resources) 3.6 Workday Project Update (L. Pollock) 3.7 Preliminary reading Staffing model for IT & RO Service Delivery in Student Central (L. Pollock & K. Pearson) 3.8 Budget Tool (BUS Replacement) Project Update (G. Perry) 3.9 Update on 700 Sussex Project (D. Wotherspoon) 3.10 Cell Phone Tower – Update (B. Brownlee) 3.11 EA Retreat Agenda (T. McDougall) 3.12 BBQ Survey Summary (T. McDougall)	
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 were approved as submitted with one action item: 3.9 D. Wotherspoon to forward the proposal for 700 Sussex to R. McLester for his review and design input.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 12, 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 type="checkbox"/> Other: Information to be posted	4.1 ACLT Meeting: a) member representation from their area at the June 27 ACLT meeting b) Decide on capacity discussion (based upon Diane's proposed exercise) and finalize discussion. 4.2 International Student Transfers/Withdrawals Discussion (moved to June 26th meeting) 4.3 Calian Update (as per June 05, ACET Meeting (D. Wotherspoon))	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.		
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 _____ (as info item) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team Discussed the business arising items: <u>4.1 ACLT Meeting:</u> The Executive Team will each provide 1-2 individuals from their teams to attend ACLT meetings as non-voting observers. <u>4.3 Calian Update:</u> Calian update presentation deferred to June 26 th Executive Team meeting		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 12, 2019	Agenda Item Number (pull from agenda)	8
Topic	ACET to attend Nursing Program Huddle		
Requested By (ACET member)	C. Jensen, President	Time Allotted	15 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)	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: Information to be posted		
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) attend Karen Ball's Nursing Program Huddle		
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 attended the Nursing Program Huddle to observe how they are incorporating LEAN Principles into their team huddles.		

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Date of Meeting	June 12, 2019	Agenda Item Number (pull from agenda)	10
Topic	Discussion: HR Benefit Audit Update – In Camera		
Requested By (ACET member)	D. McCutcheon, VP Human Resources	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)	Not Applicable		
Attachments (as read-ahead material) (Please check one)	<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)	THAT the Algonquin College Executive Team (ACET) discuss the HR Benefit Audit Update		
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) _____		
Target	D. McCutcheon provided verbal background regarding the HR Benefit Audit Update. Human Resources will be responsible for contacting any employees affected by the audit directly.		