

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 02, 2019	Agenda Item Number (For office use only)	1
Topic	Approval of Agenda		
Requested By (ACET member)	C. Brulé, President & CEO	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 & CEO		
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 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 Executive Team approved the agenda.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 02, 2019	Agenda Item Number (For office use only)	2
Topic	Discussion: ACLT Norms and Creating ACET Norms		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	15 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)	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	02.0 ACLT Norms and Values Pie Chart Nov 2015	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) discuss Algonquin College Leadership Team (ACLT) Norms as a template for ACET Norms and provide input for the creation of ACET Norms.		
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 Executive Team reviewed ACLT Norms as a template for ACET Norms and provided verbal feedback as requested.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 02, 2019	Agenda Item Number (For office use only)	3
Topic	Upcoming ACET Agendas, Calendar Review & Consent Items		
Requested By (ACET member)	ACET	Time Allotted	20 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)	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	3.1 President's Star Submission Erik Von Luczenbacher, Faculty, Urban Forestry/Aboriculture 3.2 President's Star Submission Jamie Rodger, Senior Digital Marketer, College Marketing 3.3 College Quality Assurance Audit Process 2020-2021 – Schedule of Site Visit 3.4 2019/2020 Holiday Closure 3.5 Workday Case Resolution Specialist I/O	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) Review upcoming ACET Agendas, Calendars and approve Consent 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	<p>The Executive Team reviewed the upcoming ACET Agendas, Calendars and Consent Items:</p> <p>3.1 President Star Submission Erik Von Luczenbacher – Not approved, sent back to department for review.</p> <p>3.2 President Star Submission Jamie Rodger – Approved as submitted.</p> <p>3.3 Quality Assurance Audit Process 2020-2021 – Approved as submitted.</p> <p>3.4 2019/2020 Holiday Closure – Not approved, further research and consultation will be conducted, with results circulated to ACET via email. A final decision will be communicated to staff by HR.</p> <p>3.5 Workday Case Resolution I/O – Approved as submitted.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 02, 2019	Agenda Item Number (For office use only)	4
Topic	Business Arising – Discussion: Higher Education Summit Attendees		
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	04.0 HES Attendees 04.1 PA 2019 – Nominees Confirmation_Oct.10_2019	
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 checked="" 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	The Executive Team discussed the proposed attendees for the Higher Education Summit. Each member of the Executive Team will have the discretion to approve the proposed attendees in their respective areas. Approved attendees will receive notification by email.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 2, 2019	Agenda Item Number (pull from agenda)	5
Topic	Workday Adoption Support Model Report		
Requested By (ACET member)	D. McCutcheon, VP Human Resources and D. McNair VP 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. Ramsay, Manager, Workday Support Team L. Pollock, Chief Digital Officer		
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	05.1 Workday Adoption Support Model Slides 2019 10 02 05.2 Workday Adoption Support Model Report 2019 10 02	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET)</p> <ul style="list-style-type: none"> - Approve the updated Workday Adoption Support Model, which includes a new Governance Structure, a Change Control Framework and Client Support Model and the need for further policy development. This will ensure successful adoption of Workday and enable the College to maintain core operating activities and to establish a foundation for future transformation of key business processes aligned with the AC Way. - Approve the Governance Structure as presented today, October 2, 2019. - Endorse a \$2,149,413 provision, with associated position requirements, to the College's Funded Activity/Operations Budget in 2020-2021 to fund the Workday Adoption Support Model and recognize that the College will need to re-allocate existing base budget provisions from non-critical activities to fund this support model (this work will be undertaken through the budget development activities in October to December 2019). - Endorse a \$417,500 SIP allocation for 2020-2021 for continued interim PWC support of Workday. - Approve engaging Workday to undertake the Value Realization study in October/ November so that the College can quantify and report on the value achieved with Workday while recognizing the participation and time commitment required by College employees and the requirement to provide data. 		

	<ul style="list-style-type: none"> - The College to maintain core operating activities and to establish a foundation for future transformation of key business processes aligned with the AC Way. - Approve the Governance Structure as presented today, October 2, 2019. - Endorse a \$2,149,413 provision, with associated position requirements, to the College’s Funded Activity/Operations Budget in 2020-2021 to fund the Workday Adoption Support Model and recognize that the College will need to re-allocate existing base budget provisions from non-critical activities to fund this support model (this work will be undertaken through the budget development activities in October to December 2019). - Endorse a \$417,500 SIP allocation for 2020-2021 for continued interim PWC support of Workday. - Approve engaging Workday to undertake the Value Realization study in October/ November so that the College can quantify and report on the value achieved with Workday while recognizing the participation and time commitment required by College employees and the requirement to provide data. - Approve the updated Workday Adoption Support Model, which includes a new Governance Structure, a Change Control Framework and Client Support Model and the need for further policy development. This will ensure successful adoption of Workday and enable
<p>ACET Decision</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation ✓ Approved as amended (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____
<p>Target</p>	<p>The Executive Team received and endorsed the presentation with amendments, and a suggested name change to enable to expand the Support Model beyond Workday as systems change and grow.</p>

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 2, 2019	Agenda Item Number (pull from agenda)	6
Topic	Update: Learner-Driven Plan Implementation		
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)	L. Stanbra, VP Student Services C. Janzen, Acting Senior VP Academic P. Devey, Acting VP, Innovation and Strategy		
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	Discussion Only.	
Recommendation (please provide ACET your recommendation)	<p style="color: blue;">THAT the Algonquin College Executive Team (ACET) receive an update regarding the status of the Learner-Driven Plan Implementation.</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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	<p style="color: blue;">The Executive Team received and approved the update as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 2, 2019	Agenda Item Number (pull from agenda)	7.1
Topic	2020-2021 Draft Domestic and International Enrolments (deferred from September 18)		
Requested By (ACET member)	D. McNair, VP Finance & 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)	E. Mulvey, Director, International Education Centre A. McDonnell, Acting Chair, College Budget Committee G. Perry, Director, Finance and Administrative Services		
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	Appendix A: Three Year Enrolment Projection 2021-2023 (for CBC/Financial Planning Purposes)	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) provide a recommendation on the 2020-2021 Draft Domestic and International enrolments to inform the development of the 2020-2021 annual budget.		
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	The Executive Team received the 2020-2021 Draft Domestic and International enrolments and provided recommendations. Item was not endorsed by the Executive Team.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 2, 2019	Agenda Item Number (pull from agenda)	7.2
Topic	Presentation of Non-funded Activity Pro-formas for Endorsement (deferred from September 18)		
Requested By (ACET member)	P. Devey, Acting VP Innovation & Strategy	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)	A. McDonell, Acting 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	Appendix A: Campus Services 2021-2025 Five Year Pro Forma Appendix B: IEC 2021-2023 Pro Forma with 5% Comparison Appendix C: Business Development 2021-2023 Pro Forma Appendix D: Applied Research 2021-2023 Pro Forma	
commendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) endorse the non-funded activity pro forma budgets as presented.		
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 checked="" type="checkbox"/> Other (Specify) _____		
Target	The Executive Team received the pro forma budgets: Appendix A: Campus Services – Endorsed as presented. Appendix B: IEC – Not Endorsed, further review required. Appendix C: Business Development – Not Endorsed, further review required. Appendix D: Applied Research – Not Endorsed, further review required.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 2, 2019	Agenda Item Number (pull from agenda)	8
Topic	Learning Environment Team Model		
Requested By (ACET member)	C. Janzen, Acting Senior VP Academic	Time Allotted	20 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)	C. Janzen, Acting Senior VP Academic		
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	08.1 ACET LEMT Update October 2 2019 08.1 ACET LEMT Framework Overview 08.3 ACET LEMT-DSM – Fall Communications Mini Timeline – DR3 08.4 ACET LEMT David Thibodeau final-RDedits 08.5 ACET LEMT Erin Stitt-Cavanagh FINAL	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) receive this update on the Differentiated Staffing Model Project and approve the name change to Learning Environment Team Model.		
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) _Presentation deferred_		
Target	The Executive Team received the update on the Differentiated Staffing Model Project and approved the name change to Learning Environment Team Model.		