

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 5, 2019	<b>Agenda Item Number (For office use only)</b>	1
<b>Topic</b>	Approval of Agenda		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	C. Brulé, President & CEO		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target (completed during ACET meeting)</b>	No new items were added to the Agenda.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 5, 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	2.1 College Technologies Committee – Chair Role 2.1.1 A CTC Mandate v8 ACET approved 2017_updated_2019829 2.2 Draft ACET Minutes June 26 (S. Walker)	
Recommendation (please provide ACET your recommendation requiring approval)	<b>THAT</b> 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 <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _(ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target (completed during ACET meeting)	2.1.1 Pulled for discussion by the Executive Team and approved after discussion. All other items approved as submitted.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 5, 2019	<b>Agenda Item Number (For office use only)</b>	3
<b>Topic</b>	Information Only Agenda Items		
<b>Requested By (ACET member)</b>	Not applicable	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Not applicable		
<b>Attachments (as read-ahead material)</b>	<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 AC Vision Survey Summary Report (S. Bouris) 3.3 Key message priorities Calendar (S. Walker) 3.4 Capital Projects Update - DARE District, Student Central Project Updates, ARC (J. Tattersall) 3.5 Workday Project Update (L. Pollock) 3.6 14-week term implementation Update (C. Janzen) 3.7 2019-2020 BOG Workplan & Committee Workplans (V. Tiqui-Sanford) 3.8 Student Information System Project Update (L. Pollock, K. Pearson)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receive the information items as submitted.		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target (completed during ACET meeting)</b>	All items were received as information.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 5, 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 <i>(name and title)</i>	ACET		
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		
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	<p><b>THAT</b> 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 type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back <u>Executive Team</u> (as info item) <input checked="" type="checkbox"/> Other (Specify) <u>No action</u>		
Target <i>(completed during ACET meeting)</i>	No items were brought forward for Business Arising.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 5, 2019	Agenda Item Number (pull from agenda)	5.0
Topic	Athletics and Recreation Centre (ARC) Functional Program and Budget		
Requested By (ACET member)	D. McNair, VP Finance & Administration	Time Allotted	30 mins.
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)	J. Tattersall, Executive Director Facilities Management		
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 Appendix A ARC Functional Program and Budget Final cls	
Recommendation (please provide ACET your recommendation)	<p><b>THAT</b> the Algonquin College Executive Team (ACET) approves the Athletics Recreation Centre (ARC) building and enabling works budgets for advancement to the Board of Governors' October 28, 2019 meeting; endorses the ARC facility functional program; and, receives this periodic update on the ARC Project.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target (completed during ACET meeting)	The Executive Team received the Athletics and Recreation Centre (ARC) Functional Program and Budget presentation, and approved as presented.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 5, 2019	Agenda Item Number (pull from agenda)	6
Topic	Prometheus Executive Search for the Senior Vice President Academic Role		
Requested By (ACET member)	C. Brulé, President & CEO	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)	L. Brown, Manager, Talent & System Reporting		
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	Two questions included in the ACET transmittal.	
Recommendation (please provide ACET your recommendation)	<b>THAT</b> the Algonquin College Executive Team (ACET) answer two key questions in order to provide valuable input for the Senior Vice President Academic leadership recruitment search.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Other (Specify) <u>Feedback as requested</u>		
Target (completed during ACET meeting)	The Executive Team received the two questions and provided feedback and responses as requested.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 5, 2019	Agenda Item Number (pull from agenda)	7
Topic	Employee Email Standardization: Changes, Guidelines and Future Considerations		
Requested By (ACET member)	T. McDougall, Director, President's Office & Communications	Time Allotted	15 mins.
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)	C. Lackner, Communications Officer		
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: Two Word Documents (see right)	Algonquin College Employee Email Standardization Plan Employee Email Guidelines	
Recommendation (please provide ACET your recommendation)	<b>THAT</b> the Algonquin College Executive Team (ACET) 1. Approve distribution of New Employee E-mail Guidelines and Outlook Banner Templates (to be shared ONLY with the users of e-mail accounts with employee list privileges) myAC. 2. Review and ask Questions about Changes to Employee Mass E-mails (e.g. Outlook now the default for sending all employee mass e-mails) + Future Considerations etc.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target (completed during ACET meeting)	The Executive Team received the Email Standardization presentation and approved as presented.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 5, 2019	<b>Agenda Item Number (pull from agenda)</b>	8
<b>Topic</b>	Content of Learner-driven Implementation Plan for BoG		
<b>Requested By (ACET member)</b>	L. Stanbra, Vice President, Student Services	<b>Time Allotted</b>	30 min
<b>ACET Action Requested (Please check one)</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	L. Stanbra, Vice President, Student Services C. Janzen, Acting Senior Vice President Academic		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Discussion only.	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) discuss and reach consensus on the main content items to be included in the Learner-driven Implementation Plan that will be presented to the Board of Governors in December 2019.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target (completed during ACET meeting)</b>	<p>The Executive Team discussed the Learner-driven Implementation Plan and reached the requested consensus regarding content for the Board of Governors Presentation in December.</p> <p>Starting September 18, there will be a weekly 30-minute status update for the Learner-driven Implementation Plan added as a standing item to the Executive Team Meeting Agenda.</p>		



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<b>Date of Meeting</b>	September 5, 2019	<b>Agenda Item Number (pull from agenda)</b>	9
<b>Topic</b>	Students' Association Priorities with ACET Leads		
<b>Requested By (ACET member)</b>	L. Stanbra, Vice President, Student Services	<b>Time Allotted</b>	15 min
<b>ACET Action Requested (Please check one)</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	L. Stanbra, Vice President, Student Services		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	09.1 SA Board Priorities with proposed ACET Leads 2019_2020	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) discuss and reach consensus regarding who the Executive Team Leads are for each of the Students' Association Priorities.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target (completed during ACET meeting)</b>	The Executive Team reviewed and approved the proposed Executive Team Lead roles for each of the Students' Association Priorities.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 5, 2019	<b>Agenda Item Number (pull from agenda)</b>	10
<b>Topic</b>	Employee Learning & Development		
<b>Requested By (ACET member)</b>	D. McCutcheon, VP Human Resources	<b>Time Allotted</b>	30 min
<b>ACET Action Requested (Please check one)</b>	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	J. LeBlanc, President, LeBlanc & Associates		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	10.1 2019 Sept 5 Employee Learning and Development	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) is to approve the recommended next steps to support the 2019/20 Business Plan goal of the employee focus of the Learner Driven Plan.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target (completed during ACET meeting)</b>	The Executive Team received the 2019/20 Business Plan goal of the employee focus of the Learner Driven Plan and approved the Next Steps as presented.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 5, 2019	<b>Agenda Item Number (pull from agenda)</b>	11
<b>Topic</b>	ACET Huddle Board Discussion		
<b>Requested By (ACET member)</b>	C. Brulé, President and CEO	<b>Time Allotted</b>	30 min
<b>ACET Action Requested (Please check one)</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	ACET		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Discussion only	
<b>Recommendation (please provide ACET your recommendation)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review and discuss the ACET huddle board for deficiencies and improvements.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target (completed during ACET meeting)</b>	<p>The Executive Team reviewed and discussed the ACET huddle board as requested. The September 18 huddle will be the first update to priorities.</p>		