

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 18, 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</b>	The Executive Team approved the agenda.		



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<b>Date of Meeting</b>	December 18, 2019	<b>Agenda Item Number (For office use only)</b>	3
<b>Topic</b>	Upcoming ACET Agendas, Calendar Review & Consent Items		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	20 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>	ACET		
<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	3.4 ACET Transmittal 2019 12 18 President Star Submission Lisa Lamb 3.5 ACET Transmittal 2019 12 18 President Star Submission Angela Lyrette	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) Review upcoming ACET Agendas, Calendars and approve Consent Items.		
<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</b>	The Executive Team reviewed the upcoming ACET Agendas, Calendars and Consent Items:  3.1 Upcoming ACET Agendas – Reviewed for updates. No Action Items. 3.2 Calendar Review – Reviewed as a round table discussion. 3.3 Consent Agenda Items (items 3.4, 3.5 and 3.6 below) 3.4 President Star Submission Lisa Lamb – Approved. 3.5 President Star Submission Angela Lyrette – Approved. 3.6 Draft ACET Minutes December 11, 2019 (M. Wilson) – Approved.		

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<b>Date of Meeting</b>	December 18, 2019	<b>Agenda Item Number (For office use only)</b>	4
<b>Topic</b>	Business Arising		
<b>Requested By (ACET member)</b>	ACET	<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>	ACET		
<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	No Read Ahead Material Submitted	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.</p>		
<b>ACET Decision</b>	<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 _____ (as info item) <input checked="" type="checkbox"/> Other (Specify) _____		
<b>Target</b>	No Business Arising items submitted.		

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<b>Date of Meeting</b>	December 18, 2019	<b>Agenda Item Number (pull from agenda)</b>	5
<b>Topic</b>	Learner-driven Implementation Plan		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance & Administration	<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, VP Student Services C. Janzen, Acting SVP Academic P. Devey Acting VP Innovation & Strategy		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	No read-ahead materials submitted.	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT the Algonquin College Executive Team (ACET) receive the weekly Learner-driven Implementation Plan update.</b>		
<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</b>	No update provided. Item removed from Agenda.		

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<b>Date of Meeting</b>	December 18, 2019	<b>Agenda Item Number (pull from agenda)</b>	6
<b>Topic</b>	Ethics Hotline – Algonquin College Integrity Counts		
<b>Requested By (ACET member)</b>	C. Brulé, President & 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>	C. Bonang, Director Risk Management		
<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	06.1.1 Appendix A – AD19 Fraud Prevention (Track Changes) 06.2 Appendix B – AD21 Safe to Speak Up (Track Changes) 06.3 Appendix C – Integrity Counts Orientation 06.4 Appendix D – WhistleBlower Security Poster 06.5 Appendix E – Draft Standard Operating Procedures	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the launch of the ethics hotline solution.		
<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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team approved as presented.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 18, 2019	<b>Agenda Item Number (pull from agenda)</b>	7 & 9
<b>Topic</b>	Item 7. Revised Vacancy List and Item 9. Position Requests from ACET		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO	<b>Time Allotted</b>	60 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 checked="" type="checkbox"/> Other: Information to be posted	07.0 Summary of Vacancies – Period Ending November 30 2019 Master 07.1 Summary of Complement – Period Ending November 30 2019 07.3 Active IO Report – November 2019 09.0 Appendix A – New Position Request Process for 2020-2021 09.1 Appendix A – New Position Request Process Government Relations 09.2 Appendix A – New Position Request Process Labour Relations 09.3 New Position Request 2020-2021 for Marketing 09.4 New Position Request Associate Director – Campus Services 09.5 New Position Request VP Academic	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review proposed position requests for approval.		
<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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team reviewed and approved requests to transfer four Administrative and one vacant Support position. In addition, the creation of one Fixed Term Administrative position was approved.		

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<b>Date of Meeting</b>	December 18, 2019	<b>Agenda Item Number (pull from agenda)</b>	8
<b>Topic</b>	Public Private Partnership Update		
<b>Requested By (ACET member)</b>	P. Devey, Acting VP Innovation and Strategy	<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 checked="" type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	D. Wotherspoon, Executive Director, Business Development		
<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	No read ahead materials provided.	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) accept the report for information and provide guidance on next steps.		
<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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team discussed the Public Privacy Partnership update and provided feedback and guidance on next steps. P. Devey and M. Savenkoff will discuss offline how Advancement will be involved. ACET to provide list of possible candidates to lead PPP Project to D. Wotherspoon by end of day.		



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<b>Date of Meeting</b>	December 18, 2019	<b>Agenda Item Number (pull from agenda)</b>	10
<b>Topic</b>	Reorganization		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO	<b>Time Allotted</b>	60 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 checked="" type="checkbox"/> Other: Information to be posted	No read ahead materials	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) discuss the reorganization of ACET portfolios.		
<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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	Item moved to a stand-alone meeting on January 9, 2020.		