ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 4, 2020	Agenda Item Number (For office use only)	1.0
Topic	Approval of Agenda		
Requested By (ACET member)	C. Brulé, President & CEO	**Time Allotted**	5 min.
ACET Action Requested	✔ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	L. Stanbra, Vice President, Student Services		
Attachments	☐ PowerPoint ☐ Timeline ☐ Budget ☐ Other: Information to be posted	*Verbal discussion only.*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
ACET Decision	☐ Received for Information ✔ Approved as above recommendation ☐ Approved as amended (see below) ☐ Report Back By _____ (ACET Responsible) ☐ Other (Specify) _____		
Target	The agenda was revised with the addition of an update on the C Building flags for Top Employer Recognition. D. McCutcheon also provided an update on the Human Resources reports that were posted to today's ACET SharePoint site and will subsequently be moved to information items. Going forward, these reports will be scheduled for discussion with the Executive Team.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 4, 2020	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas, Calendar Review & Consent Items		
Requested By (ACET member)	ACET	**Time Allotted**	30 min.
ACET Action Requested	✔ Approval (Discussion) ☐ Approval (Consent Agenda Item) ✔ Information		
Staff Presenting	ACET		
Attachments	☐ PowerPoint ☐ Timeline ☐ Budget ✔ Other: Information to be posted	*3.3.01 President Star Submission **Tara Aquilanti**, Disability Management Coordinator, HRn Resources (D. Smith)* *3.3.02 Revisions to Budget Principle 1.06 – Internally Restricted Funds (G. Perry)* *3.3.03 Revisions to Finance Policy FP-002 – Asset Management Policy (G. Perry)* *3.3.04 Revisions to AD17 – International Travel and Safety – Employees (C. Bonang)* *3.3.05 President Star Submission **Natasha Wood**, Coordinator/Professor CE Esthetics, Tourism and Hospitality (D. Smith)* *3.3.06 President Star Submission **Cory Haskins**, Coordinator Culinary Management, School's Hospitality (D. Smith)* *3.3.07 President Star Submission **Marie Thériault**, Manager of Systems and Scheduling; **Sheri Lynn St. Germain**, Scheduler; **Mike Eldred**, Scheduler; **Wade Stewart**, Scheduler; **Sharon McAuley**, Scheduler; **Damien Dunne**, Scheduler (D. Smith)* *3.3.08 President Star Submission **Chantal Dubé**, Budget Officer, Academic Department (D. Smith)* *3.3.09 DRAFT ACET Minutes – February 19, 2020 (M. Wilson)* *3.3.10 Support Staff Union Office Space Allocation (R. Southwood)*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) Review upcoming ACET Agendas, Calendars and approve Consent Items.		
ACET Decision	☐ Received for Information ✔ Approved as above recommendation ☐ Approved as amended (see below) ☐ Report Back By _____ (ACET Responsible) ☐ Other (Specify) _____		
Target	The Executive Team reviewed the upcoming ACET Planner, Calendar and Consent Items. Updates were made to the ACET Planner with further updates to take place offline. The "Compensation Administration Framework" was removed from an upcoming ACET meeting as a consent agenda item, and instead will be sent to the Executive Team via email, with the opportunity for discussion to take place at a stand-alone meeting as required.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 04, 2020	Agenda Item Number (For office use only)	4.0
Topic	Business Arising		
Requested By (ACET member)	ACET	**Time Allotted**	0 min.
ACET Action Requested	✔ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	ACET		
Attachments	☐ PowerPoint ☐ Timeline ☐ Budget ✔ Other: Information to be posted		
Recommendation	**THAT** the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.		
ACET Decision	☐ Received for Information ✔ Approved as above recommendation ☐ Approved as amended (see below) ☐ Report Back_____ (as info item) ☐ Other (Specify) _____		
Target	M. Wilson provided a verbal status update on the Spring/Fall 2020 Convocation Honorary Degree/Diploma recommendations. This information was also sent via email to the Executive Team, M. Cusson and S. Bouris at the conclusion of the ACET meeting.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 4, 2020	**Agenda Item Number** (pull from agenda)	5.0
Topic	BOG April 20, 2020 Agenda Review		
Requested By (ACET member)	C. Brulé, President & CEO	**Time Allotted**	20 mins.
ACET Action Requested	✔ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	V. Tiqui-Sanford, Executive Assistant, Board of Governors		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ✔ Other: Information to be posted	*05.0 ACET Transmittal BOG April 20, 2020 Agenda Review* *05.1 BOG Agenda April 20, 2020 DRAFT v2* *05.2 2019-20 Board of Governors Work Plan V17*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) review the Draft April 20, 2020 Board meeting agenda.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ✔ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	Updates were made to the April 20, 2020 Board of Governors agenda and work plan with further updates to take place offline. Documents were updated on the BoG SharePoint site; V. Tiqui-Sanford sent the Executive Team the link in order to allow for one final review of all documents.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 4, 2020	Agenda Item Number (pull from agenda)	6.0
Topic	Power Outage Report		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	**Time Allotted**	20 mins.
ACET Action Requested	✓ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	C. Bonang, Director, Risk Management J. Tattersall, Executive Director Facilities Management L. Pollock, Chief Digital Officer T. McDougall, Director, President's Office & Communications		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ✓ Other: Information to be posted	*06.0 - ACET Transmittal - 2020-03-04 - Power Outage Report* *06.1 - ACET Appendix A - 2020-03-04 - A Compiled After Action Review - Power Outages Dec 15-30 2019* *06.2 - ACET Appendix B - 2020-03-04 - Summary of Recommendations*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) receive the attached report for review, discussion and endorsement of recommendations.		
ACET Decision	☐ Received for Information ✓ Approved as above recommendation ☐ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team discussed and endorsed all recommendations relating to the future enhancements of identified systems and the emergency management processes related to power outages that were identified within the report. A more detailed analysis and work plan will be presented to ACET at a later date.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 4, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	Program Proposal: Computer Systems Technician – Networking Ontario College Diploma		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	**Time Allotted**	20 mins.
ACET Action Requested	✓ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	C. Hahn, Acting Dean, School of Advanced Technology J. Dallas, Chair, ICTS - Security, Systems & Networking M. Cusson, Dean, Academic Development M. Leduc, Executive Director, Academic Operations & Planning		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ✓ Other: Information to be posted	*07.0 ACET Transmittal - CST-Networking, OCD - Mar 04, 2020* *07.1 ASAC Transmittal - CST-Networking OCD March 04 2020* *07.2 Appendix A - Program of Study - CST-Networking OCD* *07.3 Appendix B - PAC Membership - CST Networking OCD* *07.4 Appendix C - Letter of Support for Coop Ed - CST-Networking, OCD*	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the program proposal to go to the Academic and Student Affairs Committee for the following action: THAT Academic and Student Affairs Committee recommends to the Board of Governors the approval of the Computer System Technician – Networking, Ontario College Diploma program, effective Fall 2020.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ✓ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team approved the "Computer Systems Technician – Networking Ontario College diploma" program proposal to be presented to the Academic and Student Affairs Committee with minor amendments to the recommended action, as well as additional recommendations to highlight employment stability, student impact and why there is no cash flow analysis.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 4, 2020	Agenda Item Number (pull from agenda)	8.0
Topic	ACET and ACLT Retreat Agendas		
Requested By (ACET member)	ACET	Time Allotted	30 mins.
ACET Action Requested	✔ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	ACET		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ✔ Other: Information to be posted	07.1 ASAC Transmittal 07.2 Appendix A: Program of Study 07.3 Appendix B: PAC Membership 07.4 Appendix C: Coop Letter of Support	
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss the April Executive Team Retreat Agenda as well as the April Leadership Team Retreat Agenda.		
ACET Decision	☐ Received for Information ✔ Approved as above recommendation ☐ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team discussed the agenda for the April Executive Team Retreat and the April Leadership Team Retreat. Potential topics for both two-day Retreats were discussed. F. Matar will update the Leadership Team Retreat agenda based on today's discussion for circulation to the Executive Team. The Executive Team proposed adjusting the April ACET Retreat meeting schedule; this proposed adjustment will be discussed further offline. Time has been set aside in calendars on March 11 for ACET to reconvene and finalize both the ACET and ACLT Retreat agendas.		