

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 16, 2017	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 type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" 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 checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	No additions to the agenda were brought forward.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 16, 2017	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 <i>(name and title)</i>	Various ACET members		
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	2.1 2017 Corporate Risk Profile (C. Bonang, D. McNair) 2.2 Non-Smoking Campus <i>(recall from October 11)</i> (L. Stanbra, C. Frederick) 2.3 DRAFT November 08 Minutes (T. McDougall)	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	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 type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during ACET meeting)</i>	All consent agenda items were approved as submitted. Item 2.2 was removed for a brief discussion/clarification.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 16, 2017	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 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 Innovation Centre Update (D. McNair) 3.2 Workday Project Update (C. Frederick) 3.3 Update on the Development of AC's Innovation Centre and Entrepreneurship Plan (D. Wotherspoon) 3.4 Enrolment Update (K. Pearson, M. Leduc) 3.5 Bill 148 Risk Assessment Update (D. McNair) 3.6 Second Quarter 2017/2018 Business Plan Update (D. Wotherspoon) 3.7 50 th Anniversary Update (S. Anderson) 3.8 Key Message Opportunity Calendar – November – Revised (S. Anderson) 3.9 One Stop Student Space Project (L. Stanbra & D. McNair) 3.10 BoG Report – Compliance with Debt Covenants (D. McNair) 3.11 Indigenizing Entrepreneurship Conference (R. McLester) 3.12 Credit Facility Covenants (D. McNair)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive the information items as submitted.		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	All information items were received as submitted. Items 3.10 and 3.11 were removed for discussion and clarification. Item 3.10 will be included on the December 11 Board of Governors meeting agenda as information only. Referencing item 3.7, the Executive Team agreed that there should be a strong focus on the May 3 "Birthday Bash", and that any other smaller events (such as Trivia Night) can be removed from the schedule.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 16, 2017	Agenda Item Number (For office use only)	4
Topic	Business Arising: November 13 High Tech Dinner		
Requested By (ACET member)		Time Allotted	10 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)			
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		
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT 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 as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>R. McLester, D. Wotherspoon, C. Brulé, S. Anderson</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team discussed the November 13 High Tech Dinner that took place with external community stakeholders. Next steps will be determined at the next Innovation Centre prospect meeting. Appropriate action will follow.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 16, 2017	Agenda Item Number (For office use only)	5
Topic	2018-2019 Budget Assumptions and Three Year Pro Forma		
Requested By (ACET member)	D. McNair, VP, Finance and Administration	Time Allotted	30 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	G. Perry, Acting Director, Finance and Administration		
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	05.0 ACET Transmittal-2018-2019 Budget Assumptions and 3 Year Pro Forma GPerry 16nov2017 05.1.1 Appendix A 2018-2019 Budget Assumptions and Three Year Pro Forma GPerry 16nov2017 05.1.2 Transmittal - 2017-11-16 - 2018-2019 Budget Assumptions and Three Year Pro Forma 05.2.0 ACET Transmittal Second Quarter 2017-2018 Major Capital Projects Report GPerry 16nov2017 05.2.1 ACET Appendix A - BOG Transmittal Second Quarter 2017-2018 Major Capital Projects Report GPerry 05.3.0 ACET Transmittal Five Year Capital Investment Plan - GPerry 16Nov2017 05.3.1 Appendix B BOG Transmittal_Five Year Capital Investment Plan GPerry DRAFT	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) accepts the report 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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team was provided with financial reports outlining: a preliminary three-year pro forma budget forecast for the period 2018-2019 to 2020-2021, Second Quarter 2017-2018 Major Capital Projects Report, and; a “Five-year Capital Investment Plan” report. This information will be revised as discussed and provided to the Board of Governors at the December 11, 2017 meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 15, 2017	Agenda Item Number (For office use only)	6
Topic	2018-2019 Draft Schedule of Fees: Board of Governors Presentation		
Requested By (ACET member)	L. Stanbra, VP, Student Services	Time Allotted	20 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)	K. Pearson, Registrar		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	06.0 ACET 15 November 2017 - Draft Board of Governors Presentation of the 2018-2019 Schedule of Fees 06.1 2017 12 11 Board of Governors - Draft 2018-2019 Schedule of Fees 06.2 2017 12 11 BoG Transmittal 2018-2019 Tuition and Fees Schedules 06.3 Executive Summary Fee Information for the Draft 2018-2019 Tuition and Fee Schedules for BoG 06.4 Draft 2018-2019 Schedule of Fees, Schedules A to E 06.5 Draft 2018-2019 Schedule of Fees, Appendices A to G	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) approve the Board of Governors' Presentation for the Draft 2018-2019 Schedule of Fees on December 11, 2017.		
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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team was provided with a draft 2018-2019 Schedule of Fees for presentation to the Board of Governors on December 11, 2017. Feedback and comments were provided for consideration. Amendments will be incorporated as discussed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 16, 2017	Agenda Item Number (For office use only)	7.0
Topic	2018-19 Business Planning Development Process Check-In		
Requested By (ACET member)	C. Jensen, President	Time Allotted	30 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	D. Wotherspoon, VP, Innovation and Strategy		
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	07.0 ACET Transmittal 171116 2018-19 Business Planning Check in v2 07.01 ACET Transmittal 2018-19 Business Planning Timeline Check-Inv2	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) review and accept the following as presented.</p>		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team was provided with an update on the progress made to date in developing the 2018-19 Business Plan. Key milestones and next steps were discussed. Anticipating that Academic union members will be returning to work, the November 20 budget/SIP meeting will be rescheduled and the ACET Retreat may be adjusted/condensed to one day.</p>		