

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 5, 2019	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 checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input 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 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 following items were added to the agenda:</p> <ol style="list-style-type: none"> 1. <u>Townhall Discussion</u>: The Executive Team reviewed the formatting of the townhall, which ACET members will be attending at the Perth and Pembroke campuses, the inclusion of closed captioning and layout for improved accessibility. 2. <u>Hiring</u>: The Executive Team provided a roundtable status update on new position requests for respective departmental hiring. ACET approved the development of eight new positions 3. <u>Calian Proposal Update</u>: An update for the Calian Proposal was not available at meeting time, but will be brought forward as a formal item to the June 12 ACET meeting. 4. <u>ACLT Meeting Observers</u>: The Executive Team will each invite one to two non-ACLT members from their respective areas to each ACLT meeting as non-voting observers to aid in development, leadership training and succession planning. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 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 type="checkbox"/> Other: Information to be posted	2.1 AD04 — Ordering Course Materials (B. Brownlee)	
Recommendation (please provide ACET your recommendation requiring approval)	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"/> Report Back By _(ACET Responsible) <input checked="" type="checkbox"/> Other (Specify) <u>No Consent Agenda Items were reviewed</u>		
Target	Item 2.1 was removed from the agenda. No Consent Agenda Items were reviewed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 5, 2019	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 checked="" 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 Enrolment Update (M. Leduc, K. Pearson) 3.2 Athletics and Recreation Centre Project Update (J. Tattersall) This will be covered in item #3.3 3.3 Capital Projects Status Update – (J. Tattersall, Physical Resources) 3.4 Workday Project Update (L. Pollock) 3.5 Project Review of Employee Professional Learning (D. McCutcheon)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive the information items as submitted.		
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	Approved as submitted with item 3.2 removed and merged as part of item 3.3. Item 3.4 will return as a regularly updated information item as of the June 12 Executive Team meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 5, 2019	Agenda Item Number (For office use only)	4
Topic	Business Arising		
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"/> Report Back _____ (as info item) <input type="checkbox"/> Other (Specify) _____		
Target	No items added to the agenda		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 5, 2019	Agenda Item Number (pull from agenda)	5
Topic	Finalize June 27 ACLT Agenda		
Requested By (ACET member)	L. Stanbra, V.P. Student Services	Time Allotted	15 min
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)	Not Applicable		
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	05.0 ACLT June 27 2019 Meeting DRAFT Agenda V2 05.1 ACLT June 27 2019 Meeting DRAFT Agenda V3	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) review and finalize the June 27 ACLT Agenda		
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 checked="" type="checkbox"/> Report Back By <u>Diane McCutcheon</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team had a roundtable discussion about the ACLT Agenda. Diane McCutcheon will report to ACET with the official titles for items in her area.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 5, 2019	Agenda Item Number (pull from agenda)	6
Topic	College Budget Committee (CBC) Update		
Requested By (ACET member)	D. McNair, Vice President 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)	G. Perry, Director Finance and Administrative Services C. Janzen, Dean, School of Advanced Technology, Academic 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	6.1 2020-2021 Three-year Budget Assumptions and 2020-2021 Budget Directions (20 minutes) 6.2 2018-2019 Strategic Investment Priorities Carry-forward Requests (10 minutes)	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) receive the presentation and endorse: 1. The three-year Budget Assumptions and 2020-2021 Budget Directions 2. 2018-2019 Strategic Investment Priorities Carry Forward Requests		
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	This Agenda item was postponed to a future Executive Team meeting and was not presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 5, 2019	Agenda Item Number (pull from agenda)	7
Topic	Construction Unions' Strike Update		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	30 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)	J. Tattersall, Director Physical Resources		
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	7.0 ACET Transmittal Construction Unions Strike Update June 5 2019	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) note this brief on the status of construction unions' strike and probable impact on the College.</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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	<p>J. Tattersall provided a verbal update regarding the Construction Unions' Strike. The Executive Team confirmed that the construction will be completed by union sub-contractors, as the demolition was done by union sub-contractors. A contingency plan is also being developed for relocating classrooms if construction is not completed on time.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 05 2019	Agenda Item Number (For office use only)	8.1
Topic	Discussion: Possible ACET meeting during Convocation		
Requested By (ACET member)	C. Jensen, President and Chief Executive Officer	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 checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted		
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) discuss and approve holding an Executive Team Meeting during Convocation.</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"/> Other (Specify) _____		
Target	The Executive Team will assess if a meeting during convocation is deemed necessary during Convocation and will come to a decision by Friday, June 14.		