

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 11, 2019	Agenda Item Number (For office use only)	1
Topic	Approval of Agenda		
Requested By (ACET member)	C. Brulé, President & CEO	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. Brulé, President & CEO		
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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team approved the agenda.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 11, 2019	Agenda Item Number (For office use only)	3
Topic	Upcoming ACET Agendas, Calendar Review & Consent Items		
Requested By (ACET member)	ACET	Time Allotted	20 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)	ACET		
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 Upcoming ACET Agenda(s) (All) 3.2 Spring Convocation – 2019 Survey and Debrief Feedback (L. Stanbra) 3.3 Calendar round table (All) 3.4 ACLT Meeting Agenda September 25, 2019	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) Review upcoming ACET Agendas, Calendars and approve Consent Items.		
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	The Executive Team reviewed the upcoming ACET Agendas, Calendars and Consent Items: 3.1 Upcoming ACET Agendas – Reviewed 4 weeks ahead. 3.2 Spring Convocation – Approved as presented. 3.3 Calendar Roundtable – The Executive Team discussed upcoming meetings and events. 3.4 ACLT Meeting Agenda September 25 – Approved with minor changes.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 11, 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 (name and title)	ACET		
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 checked="" 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 submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 11, 2019	Agenda Item Number (pull from agenda)	5
Topic	BOG October 28, 2019 Agenda Review and Final Board Retreat Agenda Review		
Requested By (ACET member)	C. Brulé, President & CEO	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)	V. Tiqui-Sanford, Executive Assistant, Board of Governors		
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 Fall 2019 Board Retreat Agenda - Day 1 and 2 DRAFT 8 05.2 BOG Agenda October 28, 2019 DRAFT V2	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) review the 2019 Fall Board Retreat Agenda, and review & approve the Draft October 28, 2019 Board meeting 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 type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team reviewed the Fall Board Retreat Agenda and the October 28 Board Meeting Agenda: 05.1 Fall 2019 Board Retreat Agenda – Approved as Presented. 05.2 BOG Agenda October 28, 2019 – Approved with minor changes.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 11, 2019	Agenda Item Number (pull from agenda)	6
Topic	Learner-driven Implementation Plan - Status		
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. Stanbra, Vice President, Student Services C. Janzen, Acting Senior Vice President Academic P. Devey, Acting Vice President, Innovation and Strategy		
Attachments (as read-ahead material) (Please check one)	<input type="checkbox"/> PowerPoint <input checked="" type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	06.0 LDP Visual Management Calendar Key Milestones as of Sept 9 06.2 LDP Implementation Detailed Timeline as of Sept 9 2019	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) receive an update regarding the status of the Learner-driven Plan Implementation.		
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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team received and approved the update with action items provided for the next update.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 11, 2019	Agenda Item Number (pull from agenda)	7
Topic	First Quarter 2019-2020 Financial Projection and Contingency Report		
Requested By (ACET member)	D. McNair, VP 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		
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	7.0.1 Appendix A: First Quarter 2019-2020 Financial Projection 7.0.2 Appendix B: First Quarter 2019-2020 Compliance Schedule 7.0.3 Appendix C: Contingency Funds Report 7.0.4 Appendix D: First Quarter 2019-2020 Projection Summary by Area 7.0.5 PRESENTATION First Quarter 2019-2020 Financial Projections	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) accepts the First Quarter 2019-2020 Financial Projection, the First Quarter 2019-2020 Compliance Schedule, the Contingency Funds Report, and the First Quarter 2019-2020 Project Summary by Area reports 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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team received and approved the Presentation with minor clarifications from G. Perry. Action Items: <ol style="list-style-type: none"> 1. Each member of the Executive will meet with their teams to review SIPs to ensure SIPs are on track. 2. Each member of the Executive to provide analysis of SIPs to Finance for 2nd Quarter Report. 3. Finance to send a schedule of SIP Reporting Timelines to the Executive Team via email by end of day. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 11, 2019	Agenda Item Number (pull from agenda)	8.1
Topic	College Budget Committee Update: Terms of Reference		
Requested By (ACET member)	D. McNair, VP Finance & Administration	Time Allotted	10 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)	A. McDonell, Acting Chair, College Budget Committee G. Perry, Director, Finance and Administrative 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	8.1.1 Appendix A: College Budget Committee Terms of Reference (clean copy) 8.1.2 Appendix B: College Budget Committee Terms of Reference (track changes)	
commendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approve the amended College Budget Committee Terms of Reference.		
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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team approved the Terms of Reference as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 11, 2019	Agenda Item Number (pull from agenda)	8.2
Topic	2019-2019 RCM Final Area Report and Internally Restricted Net Assets		
Requested By (ACET member)	L. Stanbra, VP Student Support Services D. Wotherspoon, VP, Innovation and Strategy	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)	A. McDonell, Acting Chair, College Budget Committee G. Perry, Director, Finance and Administrative 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	8.2.1 Appendix A: Responsibility Centre Management Net Contribution Surplus Carry-over 8.2.2 Appendix B: Internally Restricted Net Assets Continuity Schedule	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approve the Responsibility Centre Management Carry-Forward Balances for 2018-2019 and approve the March 31, 2019 balances for Internally Restricted Net Assets.		
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	The Executive Team approved the 2018-2019 RCM Final Area Reports with the following Action Items: <ol style="list-style-type: none"> 1. P. Devey will provide an Applied Research Financial plan at a future Executive Meeting. Date to be determined. 2. G. Perry will review SIPs, RCM and Service Level Agreements and will circulate a draft of recommendations to the Executive Team by email. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 11, 2019	Agenda Item Number (pull from agenda)	9
Topic	Discussion: President's Listening Tour		
Requested By (ACET member)	C. Brulé, President & CEO	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)	C. Brulé, President & CEO		
Attachments (as read-ahead material) (Please check one)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Discussion Only.	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) discuss the President's Listening Tour and provide planning feedback.		
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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team discussed the President's Listening Tour and provided feedback as requested.		