

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 18, 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 18, 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 Proposed 2020 Spring Convocation Ceremonies Dates, Ceremony Schedule and Venue (L. Stanbra) 3.3 Assumptions for 2020-2021 Schedule of Fees Preparation (L. Stanbra) 3.4 Product – Market Growth Opportunities Matrix (D. McNair) 3.5 Calendar Review 3.6 Workday Case Resolution Specialist I/O	
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	<p>The Executive Team reviewed the upcoming ACET Agendas, Calendars and Consent Items:</p> <p>3.1 Upcoming ACET Agendas – Not reviewed, The Executive Team will review offline.</p> <p>3.2 Proposed 2020 Spring Convocation Ceremonies Dates, Ceremony Schedule and Venue – Approved as submitted.</p> <p>3.3 Assumptions for 2020-2021 Schedule of Fees Preparation – Approved as submitted.</p> <p>3.4 Product – Market Growth Opportunities Matrix – Approved as submitted.</p> <p>3.5 Calendar Review – Discussed as requested.</p> <p>3.6 Workday Case Resolution I/O – Item pulled for discussion. Decision is deferred pending clarification. Item not approved at this time.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 18, 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 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 18, 2019	Agenda Item Number (pull from agenda)	5
Topic	Athletics and Recreation Centre (ARC) – Investment Case and Implementing Agreements		
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)	D. Simon, President, Algonquin Students' Association J. Doyle, General Manager, Algonquin Students' Association J. Tattersall, Executive Director, Facilities Management P. Gardner, Senior Finance Manager, Special Projects		
Attachments (as read-ahead material) (Please check one)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	05.1 Appendix A - ARM Transmittal – ARC Investment Case and Implementing Agreements 05.2 Appendix B – ARC Investment Case 05.3 Appendix C – ARC Transaction Structure Overview 05.4 Appendix D-H – Implementing Agreements 05.5 Appendix I - Presentation	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) endorse the ARC Project Investment Case, budget, transaction overview and implementing agreements for presentation to the Audit and Risk Management Committee on October 3, 2019.		
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 endorsed the presentation with minor suggested changes to the presentation layout.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 18, 2019	Agenda Item Number (pull from agenda)	6
Topic	360-Degree Program Evaluation & Discussion		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	20 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)	P. Dockrill, Manager, HR Programs		
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	06.1 PPT 360-Degree Evaluation Presentation_2019 09 18	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) consider the attached data from the program evaluation and accept the recommendations from Human Resources regarding the continuance of the program.</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 By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team received and endorsed the recommendations made by Human Resources.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 18, 2019	Agenda Item Number (pull from agenda)	7
Topic	Inclusion, Diversity & Equity Commitments: The Dimensions Charter		
Requested By (ACET member)	D. McCutcheon, VP Human Resources	Time Allotted	20 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)	P. Dockrill, Manager HR Programs S. Gauen, Inclusion & Diversity Specialist		
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	07.1 ACET Dimensions 2019 09 18 (002) 07.2 ID Blueprint Draft 6 2019 09 18	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) consider the implications of how the College will deliver on the Dimensions Charter 8 Principles and their relationship to the 2019-2022 Inclusion & Diversity Blueprint.		
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 update as presented and provided verbal feedback and suggestions regarding capacity and implementation.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 18, 2019	Agenda Item Number (pull from agenda)	8
Topic	Public College-Private Partnership Update (In Camera)		
Requested By (ACET member)	P. Devey, Acting VP Innovation & Strategy	Time Allotted	20 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)	D. Wotherspoon, Executive Director, Business Development		
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		
commendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) accept the report for information and provide feedback in terms of next steps.</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 By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team received and accepted the report as information and provided the requested feedback.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 18, 2019	Agenda Item Number (pull from agenda)	9
Topic	Marketing Campaign 2020-2021		
Requested By (ACET member)	L. Stanbra, VP Student Support Services	Time Allotted	20 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)	A. Beshara, Senior Marketing and Brand Specialist A. C. McDonell, Director, Marketing and Recruitment		
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		
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) receive the 2019/20 Marketing Campaign with supporting data from the Brand Awareness and Recall Study.		
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>Presentation deferred</u>		
Target	Due to time constraints the Executive Team moved this presentation to the October 02 Executive Team meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 18, 2019	Agenda Item Number (pull from agenda)	10.1
Topic	2020-2021 Draft Domestic and International Enrolments		
Requested By (ACET member)	D. McNair, VP Finance & Administration	Time Allotted	5 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)	E. Mulvey, Director, International Education Centre A. McDonell, Acting Chair, College Budget Committee 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	Appendix A: Three Year Enrolment Projection 2021-2023 (for CBC/Financial Planning Purposes)	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) provide a recommendation on the 2020-2021 Draft Domestic and International enrolments to inform the development of the 2020-2021 annual budget.		
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>Deferred to October 02</u>		
Target	Due to time constraints the Executive Team moved this presentation to the October 02 Executive Team meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 18, 2019	Agenda Item Number (pull from agenda)	10.2
Topic	Non-funded Activity 3-Year Pro Forma Budgets		
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, and 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 checked="" type="checkbox"/> Other: Information to be posted	10.2.1 Appendix A: Campus Services 2021-2025 Five Year Pro Forma 10.2.2 Appendix B: IEC 2021-2023 Pro Forma with 5% Comparison 10.2.3 Appendix C: Business Development 2021-2023 Pro Forma 10.2.4 Appendix D: Applied Research 2021-2023 Pro Forma	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) endorse the non-funded activity pro forma budgets as presented.		
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) _Deferred to October 02__		
Target	Due to time constraints the Executive Team moved this presentation to the October 02 Executive Team meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 18, 2019	Agenda Item Number (pull from agenda)	11
Topic	Learner-driven Implementation Plan - Status		
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)	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 type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	11.1 LDP Implementation Gantt 2019-2020 as of Sept 17 2019 11.2 LDP Visioning Exercise – DRAFT v2	
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 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 received the Learner-driven Plan Implementation update as presented.		