

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 16, 2019	<b>Agenda Item Number (For office use only)</b>	1
<b>Topic</b>	Approval of Agenda		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	C. Brulé, President & CEO		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team approved the agenda.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 16, 2019	<b>Agenda Item Number (For office use only)</b>	2
<b>Topic</b>	President's Star Awards		
<b>Requested By (ACET member)</b>	D. McCutcheon, VP Human Resources	<b>Time Allotted</b>	15 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	ACET		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted		
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) discuss and approve submitted President's Star Awards.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _(ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	No Awards were submitted.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 16, 2019	<b>Agenda Item Number (For office use only)</b>	3
<b>Topic</b>	Upcoming ACET Agendas, Calendar Review & Consent Items		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	20 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	ACET		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	3.1 ACET Transmittal 2019-10-16- Accessibility Update and Committee Recommendations 3.2 August 21 2019 DRAFT ACET Minutes	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) Review upcoming ACET Agendas, Calendars and approve Consent Items.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team reviewed the upcoming ACET Agendas, Calendars and Consent Items: 3.1 Accessibility Update and Committee Recommendations – Approved as submitted. 3.2 August 21 2019 DRAFT ACET Minutes – Approved as submitted.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 16, 2019	<b>Agenda Item Number (For office use only)</b>	4
<b>Topic</b>	Business Arising		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	ACET		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	No Read Ahead Material Submitted	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back _____ (as info item) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<p>The Executive Team reviewed and discussed the following business arising items:</p> <p>4.1 Norms and Guidelines – Next Steps: Roundtable discussion, no action items.</p> <p>4.2 All Admin meeting vs Managers Meeting: Roundtable discussion, no next steps provided.</p> <p>4.3 Halloween – Executive Members will check-in with their areas for interest in Halloween activities.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 16, 2019	<b>Agenda Item Number (pull from agenda)</b>	5
<b>Topic</b>	Update: Learner-driven Plan Implementation		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO	<b>Time Allotted</b>	30 min
<b>ACET Action Requested (Please check one)</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	L. Stanbra, Vice President, Student Services C. Janzen, Acting Vice President Academic P. Devey, Acting Vice President Innovation & Strategy		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	5.1 Flexible Scheduling and Timetable BoG Report Draft Oct 11 v2 5.2.1 MCDC Working Group BoG Report Draft Oct 11 2019 5.2.2 MCDC Budget Oct 11 2019 5.3.1 UDL Working Group BoG Report DRAFT Oct 11 2019 5.3.2 UDL Budget Oct 11 2019	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receive a general update on the status of the Implementation of Learner Driven Strategy.		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team received the update and provided commentary on the Learner-driven Plan raw rough draft. The Executive Team will provide comments on the draft document that will be provided as read-ahead material for the October 25 Algonquin College Leadership Team Retreat.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 16, 2019	<b>Agenda Item Number (pull from agenda)</b>	6.1
<b>Topic</b>	College Budget Committee		
<b>Requested By (ACET member)</b>	D. McNair, VP Finance and Administration	<b>Time Allotted</b>	5 min
<b>ACET Action Requested (Please check one)</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	A. McDonell, Acting Chair, College Budget Committee C. Holguin-Pando, Director, Applied Research, Innovation and Entrepreneurship E. Woods, Associate Director, Finance and Administrative Services		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	6.1.1 Appendix A: Applied Research 2021-2023 Pro Forma	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) endorse the Applied Research three-year pro forma budget.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team did not endorse the recommendation as presented. Rather, the Executive Team revised the 3-year pro forma to 1-year and endorsed the 1-year pro forma for \$650,000.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 16, 2019	<b>Agenda Item Number (pull from agenda)</b>	6.2
<b>Topic</b>	2020-2021 Draft Domestic and International Enrolments (deferred from September 18)		
<b>Requested By (ACET member)</b>	D. McNair, VP Finance and Administration	<b>Time Allotted</b>	5 min
<b>ACET Action Requested (Please check one)</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	E. Mulvey, Director, International Education Centre A. McDonell, Acting Chair, College Budget Committee E. Woods, Associate Director, Finance and Administrative Services		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>No additional materials.</i>	
<b>Recommendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the recommendation of the Strategic Enrolment Steering Committee of a 10% increase in international student enrolment for 2020-2021.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team received the 2020-2021 Draft Domestic and International enrolments and endorsed a 10% increase as recommended.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 16, 2019	<b>Agenda Item Number (pull from agenda)</b>	6.3
<b>Topic</b>	2020-2021 Schedule of Rates for Internal/External Services		
<b>Requested By (ACET member)</b>	D. McNair, VP Finance and Administration	<b>Time Allotted</b>	5 min
<b>ACET Action Requested (Please check one)</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	A. McDonell, Acting Chair, College Budget Committee G. Perry, Director, Finance and Administrative Services		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	6.3.1 Appendix A: Schedule of Rates for Internal-External Services 2020-2021	
<b>commendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the 2020-2021 Schedule of Rates for Internal/External Services.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team approved the 2020-2021 Schedule of Rates for Internal/External Services as presented.		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 16, 2019	<b>Agenda Item Number (pull from agenda)</b>	7
<b>Topic</b>	Employee Engagement Model		
<b>Requested By (ACET member)</b>	D. McCutcheon, VP Human Resources	<b>Time Allotted</b>	30 min
<b>ACET Action Requested (Please check one)</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	P. Dockrill, Manager, Human Resources		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	7.1 Employee Engagement Presentation 7.2 Algonquin College Demographics Departments Areas 7.3 Algonquin College 2019 Engagement Survey – Draft Questions	
<b>Recommendation (please provide ACET your recommendation)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) approve by October 22 the following:</p> <p>1- AC demographics (attached).</p> <p>2- AC area/departmental list (attached), the list has been updated with new area/departmental names.</p> <p>3- Comparison of previous results. Metrics@Work is able to complete a comparison/benchmarking of results from AON Hewitt to their survey results. We recommend the comparison be completed for overall AC results and area results.</p> <p>4- Draft survey questions – (attached).</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input checked="" type="checkbox"/> Report Back By <u> D. McCutcheon</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) <u> _ _</u>		
<b>Target</b>	<p>The Executive Team received the Employee Engagement Program presentation; recommended action is as follows:</p> <ol style="list-style-type: none"> <li>1. AC demographics – The Executive Team will add comments to the document to ensure the correct information is displayed.</li> <li>2. AC area/departmental list – The Executive Team will review this information offline and provide feedback to D. McCutcheon to share with P. Dockrill ahead of the October 22 deadline.</li> <li>3. Comparison of previous results – Human resources will communicate to The Leadership Team the comparison between AON Hewitt and Metrics@Work once results are received.</li> <li>4. Draft Survey Questions – The Executive Team provided feedback and commentary. P. Dockrill will update the questions based on feedback and bring</li> </ol>		

	back this item as a consent agenda item to the October 21 Executive Team Meeting.
--	---

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 16, 2019	<b>Agenda Item Number (pull from agenda)</b>	8
<b>Topic</b>	Discussion: ACET Retreat Agenda		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	25 min
<b>ACET Action Requested (Please check one)</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	ACET		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Discussion Only – no materials submitted	
<b>commendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) discuss the November Executive Team Retreat Agenda		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team discussed the Agenda for the November Executive Team Retreat. The Agenda will be finalized by November 18.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 16, 2019	<b>Agenda Item Number (pull from agenda)</b>	9
<b>Topic</b>	Discussion: Town Hall framework/agenda		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	25 min
<b>ACET Action Requested (Please check one)</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	ACET		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Discussion Only – no materials submitted	
<b>commendation (please provide ACET your recommendation)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) discuss the October 30th Town Hall framework and Agenda		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team had a round table discussion regarding the October 30th Town Hall. Decisions were made in that L. Stanbra will attend at Pembroke Campus, C. Janzen will attend at Perth Campus, the Layout will stay in “Circle” format, and employees will be able to submit Questions in advance. In the absence of R. McLester, A. O’Bonsawin will MC the event.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 16, 2019	<b>Agenda Item Number (pull from agenda)</b>	10
<b>Topic</b>	Discussion: ACET Effectiveness Check-In/NPS Score		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	25 min
<b>ACET Action Requested (Please check one)</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (Name and title)</b>	ACET		
<b>Attachments (as read-ahead material) (Please check one)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Discussion Only – no materials submitted	
<b>commendation (please provide ACET your recommendation)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) discuss ACET effectiveness and NPS Score.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team had a round table discussion regarding effectiveness and NPS Score. There were no action items.		