

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 23, 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	October 23, 2019	Agenda Item Number (For office use only)	2
Topic	President's Star Awards		
Requested By (ACET member)	D. McCutcheon, VP Human Resources	Time Allotted	15 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)	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		
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) discuss and approve submitted President's Star Awards.		
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	No Awards were submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 23, 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	3.3.1 AC 2019 Engagement Survey – Draft Questions V2 3.3.2 AC Demographics Departments Areas	
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 for updates. No Action Items. 3.2 Calendar Review – Reviewed as round table discussion. 3.3 Employee Engagement Plan Update – not reviewed. Deferred to November 26 Executive Team Meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 23, 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 checked="" type="checkbox"/> Other: Information to be posted	No Read Ahead Material Submitted	
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	<p>The Executive Team reviewed and discussed the following business arising items:</p> <p>4.1 Convocation Debrief – A. O’Bonsawin will debrief R. McLester and discuss a strategy for Spring Convocation to create a new process for students who wish to be identified with indigenous and/or international sashes. An update will be brought to a future Executive Team Meeting, date not specified.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 23, 2019	Agenda Item Number (pull from agenda)	5
Topic	Update: Learner-driven Plan Implementation		
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 Vice President Academic P. Devey, Acting Vice President Innovation & Strategy		
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	No read ahead materials submitted	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) receive a general update on the status of the Implementation of Learner Driven Strategy.		
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 an update and accepted the information as presented. The Learner-driven Plan Implementation will be presented at the October 30 Town Hall.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 23, 2019	Agenda Item Number (pull from agenda)	6
Topic	Space Strategy		
Requested By (ACET member)	D. McNair, VP Finance and 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)	R. Southwood, Associate Director Facility Planning		
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	7.1 Appendix A: Integrated College Development Planning and Space Management 7.2 Appendix B: ICDP Steering Committee Terms of Reference	
Recommendation (please provide ACET your recommendation)	<p>THAT the Algonquin College Executive Team (ACET) approve the proposed Integrated College Development Plan (ICDP) Steering Committee membership and Terms of Reference and endorse the proposed governance, space management and planning processes.</p>		
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 received the Presentation and endorsed the basic premise, however, further guidance is required before providing a full endorsement:</p> <ol style="list-style-type: none"> J. Tattersall and R. Southwood will discuss Steering Committee membership feedback with D. McNair and will bring a finalized plan to a future Executive Team Meeting. Date to be determined. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 23, 2019	Agenda Item Number (pull from agenda)	7
Topic	Draft 2020-2021 Schedule of Tuition and Ancillary Fees		
Requested By (ACET member)	L. Stanbra, VP Student Services	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)	K. Pearson, Registrar B. Eburne, Manager, Fees, Curriculum and Reporting		
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	7.1 Executive Summary Fee Information for the Draft 2020-2021 Tuition and Fee Schedules 7.2 Schedules A – E for 2019 11 07 ASAC 2020-2021 Proposed Schedule of Fees 7.3 Appendices A – F for 2019 11 07 ASAC 2020-2021 Proposed Schedule of Fees 7.4 ACET 2019 10 23 Draft Tuition and Ancillary Fees for 2020-2021	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) approve the Draft 2020-2021 Schedule of Tuition and Ancillary Fees.		
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 Draft 2020-2021 Schedule of Fees as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 23, 2019	Agenda Item Number (pull from agenda)	8
Topic	2019 Corporate Risk Profile		
Requested By (ACET member)	D. McNair, VP Finance and Administration	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)	C. Bonang, Director Risk Management		
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 Appendix A – 2019 Corporate Risk Profile Methodology 8.2 Appendix B – 2019 Corporate Risk Profile Exec Summary	
commendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) review and approve the draft 2019 Corporate Risk Profile Executive Summary for presentation to the Audit & Risk Management Committee of the Board of Governors on November 19, 2019.		
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 Presentation. The information will be brought forward and presented at the November 19 Audit and Risk Management (ARM) Committee meeting in advance of a request for approval at the December 16 Board of Governors meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 23, 2019	Agenda Item Number (pull from agenda)	9
Topic	Discussion: ACET Retreat Agenda		
Requested By (ACET member)	ACET	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)	ACET		
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	No read-ahead material submitted.	
Recommendation (please provide ACET your recommendation)	<p style="color: #0056b3;">THAT the Algonquin College Executive Team (ACET) discuss the proposed November 27-28 Executive Team Retreat Agenda.</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	<p style="color: #0056b3;">The Executive Team discussed the Executive Retreat Agenda. A final copy of the Retreat Agenda will be distributed to the Executive Team via email by end of day.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 23, 2019	Agenda Item Number (pull from agenda)	10
Topic	Discussion: ACLT Business Plan Agenda		
Requested By (ACET member)	L. Stanbra, VP 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 type="checkbox"/> Information		
Staff Presenting (Name and title)	L. Stanbra, VP Student Services		
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	10.0 Number of BP Initiatives Chart 10.1 By Area first draft of 2020-22 BP 10.3 2020-22 Business Plan – 1 st draft – October 25 2019 ACLT Retreat v2	
commendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) discuss the Algonquin College Leadership Team Business Plan Agenda.		
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 discussed the Leadership Team Business Plan Agenda. The Executive Team will provide notes and updates to the copy of the presentation saved to SharePoint.		