

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 11, 2019	Agenda Item Number (For office use only)	1.0
Topic	Approval of Agenda		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	15 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	C. Brulé, President & CEO		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>Verbal discussion only.</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.</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>The agenda was revised with the following additions:</p> <ul style="list-style-type: none"> December 18th Town Hall (T. McDougall) – The agenda for the Town Hall was confirmed. A coffee break will be scheduled at the beginning of the Town Hall for all three campuses. AC Way (L. Stanbra) –the AC Way team is being asked to support several areas within the College, therefore, the team, , will temporarily report to D. McCutcheon throughout the current counter measures process until the team assumes their regular responsibilities. 2020-22 Business Plan –Goals and initiatives were discussed, as well as the key initiatives chart (percentages of time). ACLT will review and further refine. 2020-22 Business Plan initiatives will be reviewed and reduced. An interactive exercise will be included in the December 12th ACLT meeting. ACET will make updates directly to version 11 on the ACET SharePoint site (2020-2022 BoG Business Plan v11 as of Dec 11 2019-ACET UPDATES TO BOARD-LEVEL) in advance to a stand-alone ACET meeting in early January. ITS Internet/DNS Outage – P. Devey provided an update on the recent outage. M. Leduc will reach out to see if this outage had any impact on final assessments with an update provided at the December 18th ACET meeting. Vacancies – the revised vacancy list will be discussed further at the December 18th ACET meeting. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 11, 2019	Agenda Item Number (For office use only)	3.0
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	ACET		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	3.00 Privacy policy Creation (D. McNair) 3.01 Fall Convocation – 2019 Survey Feedback, Proposed 2020 Fall Convocation Ceremonies Dates, Ceremony Schedule and Venue (L. Stanbra) 3.02 Proposed Tuition Fee Set-Aside Budget 2020-2021 (L. Stanbra) 3.03 President Star Submission, Doreen Jans, Acting Manager, Corporate Budgeting, Finance and Administrative Services (D. Smith) 3.04 AD16 Policy Revision Approval (D. McNair) 3.05 Update and Approval on Space Strategy (D. McNair) 3.06 Revised Budget Principle 1.07 Initiatives and Opportunities (G. Perry) 3.07 Excess Vacation Liability College Report (C. Powers/M. Castella) 3.08 2020-2021 Advancement Pro Forma (L. Stanbra) 3.09 Draft ACET Minutes September 05 (S. Walker) 3.10 Draft ACET Minutes September 11 (S. Walker) 3.11 Draft ACET Minutes September 18 (S. Walker) 3.12 Draft ACET Minutes October 02 (S. Walker) 3.13 HS10 Smoke Free Campus Policy Update Approval (S. Walker) 3.14 AD07 Upholding Free Speech Policy Update Approval (S. Walker) 3.15 Refrigeration Apprenticeship Program Outdoor Lab (R. Southwood) Extended Workday Support Model positions (D. McCutcheon)	
Recommendation	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 with the following items pulled for discussion: 3.00 Privacy Policy Creation – ACET approved of the creation of a new policy covering FIPPA, PHIPA, PIPEDA and GDPR, but with the inclusion of a timeline (the time commitments that will be required by Schools and		

Departments to support this process), the creation of new supporting templates and standards, and the provision of support by identifying individuals in all Schools and Departments that can provide detailed information regarding the College's existing collection, use and disclosure of personal information.

3.01 Fall Convocation – 2019 Survey Feedback, Proposed 2020 Fall Convocation Ceremonies Dates, Ceremony Schedule and Venue – Approved as submitted with further cost comparison and potential impact to ancillary revenues taken into consideration on a go forward basis.

3.05 – Update and Approval on Space Strategy – The goal is for greater transparency about process and approval for IDCP and for leveraging resources. ACET approved the addition of a space allocation for the space adaptation envelope. ACET also identified the need for advanced planning or the scheduling of stand-alone meetings, to allow for ACET approval. ACET was asked to identify an ACLT Chair for IDCP for further discussion at the January 22nd ACET Meeting (Discussion: Review Committee Executive Sponsors and Chairs). D. McNair will review the SIP Prospectus and the potential timeline. The Space Strategy was approved with additional review and discussion to take place offline.

3.06 – Revised Budget Principle 1.07 Initiatives and Opportunities – The budget principle was not approved. Updates will be required to the language to ensure consistency on the need for approval throughout the policy.

3.07 – Excess Vacation Liability College Report – Following a request, it was reported that this item was added for information only and not for approval. It was to advise ACET that this information is available.

3.08 – 2020-2021 Advancement Pro Forma – The 2020-2021 Advancement Pro Forma was pulled for discussion. This item was approved as presented.

3.09, 3.10, 3.11, 3.12 Draft Minutes – ACET has until Monday, December 16, 2019 to provide any updates to the draft minutes; otherwise, they will be approved as presented.

3.16 Extended Workday Support Model positions – ACET agreed to move forward in 2019-2020 with the approval of the staffing of nine positions for Workday governance. These positions would be temporarily funded through SIP, until they could be operationalized.

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Date of Meeting	December 11, 2019	Agenda Item Number (For office use only)	4.0
Topic	Business Arising		
Requested By (ACET member)	ACET	Time Allotted	0 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	ACET		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted		
Recommendation	THAT the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.		
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	There was no business arising.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 11, 2019	Agenda Item Number (pull from agenda)	5.0
Topic	Third Quarter Strategic Investment Priorities Request – Program Development Envelope		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	15 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	A. McDonell, Chair, College Budget Committee and G. Perry, Chief Financial Officer		
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	THAT the Algonquin College Executive Team (ACET) approve the one-time request to increase the Program Development Strategic Investment Priorities envelope by \$375,000, to be spent by March 31, 2020.		
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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	ACET approved the one-time request to increase the Program Development Strategic Investment Priorities envelope with the understanding that CBC will present a final recommendation to ACET along with an updated status of existing project.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 11, 2019	Agenda Item Number (pull from agenda)	6.0
Topic	Strategic Mandate Agreement 3 (SMA3) Update		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	20 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	M. Leduc, Executive Director, Academic Operations & Planning		
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	<i>6.1.1 ACET SMA3 Update (Dec. 11, 2019 V2)</i> <i>06.1.2 SMA3 Instrument - Algonquin College DRAFT - Dec. 09, 2019</i> <i>06.1.3 Algonquin College SMA3 Metric and Data Workbook DRAFT Dec. 9, 2019</i> <i>06.1.4 For Reference - SMA3 Background Material</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) accepts this report for information and provides feedback on the draft SMA3 agreement.		
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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The recommendation and next steps were approved by ACET as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 11, 2019	Agenda Item Number (pull from agenda)	7.0
Topic	Corporate Training Plan		
Requested By (ACET member)	P. Devey, Acting Vice President, Innovation and Strategy	Time Allotted	30 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	D. Wotherspoon, Executive Director, Business Development		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>07.01 Presentation 191211 ACCT Business Plan v2</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) accept the report for information and provide guidance on next steps.		
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 agreed with the recommendation to proceed with 2020-2021 with additional information being provided offline and the inclusion of Burnt Water. A Business Case will be presented to ACET for further approval in order to continue past 2021 at a later date.		