

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 8, 2020	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	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 agenda was revised with the addition of Blue Monday – added for ACET discussion.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 8, 2020	Agenda Item Number (For office use only)	2.0
Topic	ACLT Meeting Agenda January 24, 2019		
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	Algonquin College Executive Team		
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	THAT the Algonquin College Executive Team (ACET) review and revise the Algonquin College Leadership Team 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 ACLT meeting agenda was approved as amended pending further input and updates from ACLT member's offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 8, 2020	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas, Calendar Review & Consent Items		
Requested By (ACET member)	ACET	Time Allotted	15 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	<i>3.1 ACET planner review</i> <i>3.2 Calendar review</i> <i>3.3 Consent agenda items</i> 3.3.1 HS 13 Key Control (C. Bonang) 3.3.2 AA 44 International Travel and Safety (C. Bonang) 3.3.3 HS 04 Student and Employee Identification (C. Bonang) 3.3.4 HS 07 Emergency Campus Closures and Class Cancellations (C. Bonang)	
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	<p>The Executive Team reviewed the upcoming ACET Planner, Calendar and Consent Items with the following items removed for discussion:</p> <p>03.2. Calendar review – The Board of Governors Dry-Run that is scheduled for February 10, 2020 has been moved to February 12, 2020.</p> <p>03.3.1 HS 13 Key Control – HS 13 has been approved with minor changes.</p> <p>03.3.2 AA 44 International Travel and Safety - AA 44 has been approved in principle with further updates offline and final review by C. Janzen.</p> <p>03.3.3 HS 04 Student Employee Identification – HS 04 has been approved with minor changes.</p> <p>03.3.4 HS 07 Emergency Campus Closures and Class Cancellations – HS 07 has been approved in principle with further refinement and consultation.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 8, 2020	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 type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Report Back _____ (as info item) <input type="checkbox"/> Other (Specify) _____		
Target	There were no business arising items brought forward.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 8, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	BOG December 16, 2019 Agenda Review		
Requested By (ACET member)	C. Brulé, President & CEO	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	V. Tiqui-Sanford, Executive Assistant, Board of Governors		
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	<i>BOG Agenda February 24, 2020</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the Draft February 24, 2020 Board meeting 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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The December 16, 2019 Board of Governors agenda was approved as amended.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 8, 2020	Agenda Item Number (pull from agenda)	6.0
Topic	Food Services Transformation Plan		
Requested By (ACET member)	D. McNair, Vice-President, Finance and Administration	Time Allotted	30 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	B. Brownlee, Director, Campus Services M. Baxter, General Manager, Food Services M. Lowrey, Marketing and Communications Manager, Campus Services		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Investment Case	<i>Appendix A – Transforming Food Services PowerPoint</i> <i>Appendix B – Investment Case</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse the completion of the Analysis Phase of the overall development of an Algonquin College food services transformation plan investment case by December 2020.		
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 Executive Team endorsed the recommendation that was brought forward, with additional items brought forward for consideration, including completion of the Analysis Phase of the overall development of an Algonquin College food services transformation plan investment case by December 2020.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 8, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	Succession Planning Program – Critical Position Planning - IN CAMERA		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	2 hours
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	P. Dockrill, Manager, HR Programs		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	<i>07.1 PowerPoint</i> <i>07.2 Succession Planning Workbook (excel)</i> <i>07.3 Succession Planning Framework and Critical skills document (Word)</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) receive information related to the Critical Planning Process and the broader Succession Planning 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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>ACET received information related to the Succession Planning Program for further action offline and completion by February 14, 2020. P. Dockrill will provide ACET with an updated Workbook and instructions for completion.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 8, 2020	Agenda Item Number (pull from agenda)	8.0
Topic	2020-22 Business Plan		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	2 hours
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 (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	<i>08.1.0 Business Plan SCORECARD - METRICS -2019-Feb-14 (as per reported to Bog)</i> <i>08.1.1 Business Plan METRICS - as of Jan 6 2020</i> <i>08.1.2 Business Plan Scorecard Metrics - DEFINITIONS 2019-JAN-12</i> <i>08.3 2020-2021 Budget Book_Business Plan BoG prep timeline</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the 2020-22 Business Plan for update.		
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	The 2020-22 Business Plan was updated as discussed with additional review and update required offline. ACET will complete further updates by end of business day on January 15, 2020.		