

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	January 15, 2020	<b>Agenda Item Number (For office use only)</b>	1.0
<b>Topic</b>	Approval of Agenda		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO	<b>Time Allotted</b>	15 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</b>	C. Brulé, President & CEO		
<b>Attachments</b>	<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>	
<b>Recommendation</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.</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>	<p>The agenda was revised with the following additions:</p> <ul style="list-style-type: none"> <li>CICan Proposals – ACET is to let the Communications office know if they have submitted any CICan proposals within their area and if they have been accepted. Deadline for response is April 15<sup>th</sup>.</li> <li>Spirituality Panel – D. McCutcheon spoke to the events starting in January 2020 until March 2021. The listing of events was posted to ACET SharePoint for information.</li> <li>ACET Debriefs following Board meeting – ACET agreed that the Board debrief meetings would remain status quo.</li> </ul>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 15, 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	30 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> <i>3.3.1 Draft ACET Minutes October 16 2019 (S. Walker)</i> <i>3.3.2 Draft ACET Minutes October 23 2019 (S. Walker)</i> <i>3.3.3. 2020 Internal Election to BOG – Schedule (D. McNair/V. Tiqui-Sanford)</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) Review upcoming ACET Agendas, Calendars and approve Consent Items.		
ACET Decision	<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) _____		
Target	The Executive Team reviewed the upcoming ACET Planner, Calendar and Consent Items. No items were removed for discussion.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	January 15, 2020	<b>Agenda Item Number (For office use only)</b>	4.0
<b>Topic</b>	Business Arising		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	0 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</b>	ACET		
<b>Attachments</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted		
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.		
<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>	There were no business arising items brought forward.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 15, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	College Budget Committee Update		
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	A. McDonell, Acting 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 checked="" type="checkbox"/> Other: Information to be posted	<i>Appendix A: 2019-2020 Third Quarter Strategic Investment Priorities Update</i> <i>Appendix B: 2020-2021 Draft Strategic Investment Priorities Capacity</i> <i>Appendix C: 2020-2021 Draft Strategic Investment Priorities Projects</i> <i>Appendix D: 2020-2021 Draft Annual Budget</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the 2019-2020 Third Quarter Strategic Investment Priorities Update and endorse the 2020-2021 Draft Strategic Investment Priorities Capacity and the 2020-2021 Draft Annual Budget.		
ACET Decision	<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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	ACET endorsed the 2019-2020 Third Quarter SIP update, the 2020-21 draft SIP Priorities capacity (with minor updates to the report) and the 2020-21 Draft Annual Budget.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 15, 2020	Agenda Item Number (pull from agenda)	6.0
Topic	High-Risk Monitoring & Reporting		
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	C. Bonang, Director, Risk Management		
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>Appendix A - Strategy Business Planning and Risk</i> <i>Appendix B - ARM Transmittal DRAFT with RISK</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) review and approve the proposed changes with respect to high-risk reporting processes for the Audit & Risk Management Committee (ARM).		
ACET Decision	<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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team endorsed the proposed changes to the high-risk reporting processes for the Audit and Risk Management Committee (ARM); this includes the establishment of “high-risk owner’s” meetings as well as approval of the proposed ARM transmittal template, for use by ARM only, with minor changes.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 15, 2020	Agenda Item Number (For office use only)	7.0
Topic	Student Mental Health and Wellness Program		
Requested By (ACET member)	Laura Stanbra, Vice President, Student Services	Time Allotted	20 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	B. Bridgstock, Director, Student Support Services J. Agate, Associate Director, Student Support Services		
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>Appendix A</i> <i>Appendix B</i> <i>Appendix C</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) approves moving forward with a Request For Proposal process for a 24/7, multi-language, student mental health and wellness program.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team endorsed a pilot program with International students within the pre-budgeted amount for 2020-21. ACET also endorsed proceeding with the procurement process with next steps identified through this process.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 15, 2020	Agenda Item Number (pull from agenda)	8.0
Topic	A3 Progress Update - Proposed <i>Career/Employment/Co-op</i> Hub: Improving Employment Outcomes for Algonquin Students and Graduates through Changes to Career and Employment Services Structure.		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	Time Allotted	20 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	J. Agate, Associate Director, Student Support Services B. Bridgstock, Director, Student Support Services		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: A3	<i>A3 - Improving Employment Outcomes for Algonquin Graduates Through Changes to Career and Employment Structure</i> <i>A3 - Improving Employment Outcomes for Algonquin Graduates Through Changes to Career and Employment Structure - V.6</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) endorse the following recommendations as a means of increasing the rate of graduates employed in their field of study by 1% (@70 graduates) per year through 2024-25:</p> <ol style="list-style-type: none"> <li>1. Implement a proactive model of career/employment education delivery to reflect current best practices.</li> <li>2. Create a physical and virtual one-stop centre for career, employment and cooperative education services to coordinate delivery and meet client needs.</li> <li>3. Formalize the institutional commitment to career development and employment education to prioritize graduate employment.</li> </ol>		
ACET Decision	<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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	ACET agreed with the concept for a one-stop shop for learners and employers. ACET to discuss and L. Stanbra will get back to J. Agate with next steps.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 15, 2020	Agenda Item Number (pull from agenda)	9.0
Topic	January 29, 2020 All Admin framework/agenda and TE		
Requested By (ACET member)	C. Brulé, President & CEO	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	T. McDougall, Director, President's Office and Communications		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: A3		
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) discuss the All Admin framework and agenda.		
ACET Decision	<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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>ACET reviewed the January 29 All Admin meeting framework. T. McDougall will prepare an agenda based on ACET's recommendation and send a calendar invitation.</p> <p>Another upcoming corporate event, led by HR was also discussed; further work will be completed offline.</p> <p>Additionally, the February 26 Town Hall framework will be discussed further offline.</p>		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 15, 2020	Agenda Item Number (pull from agenda)	10.0
Topic	ACET Effectiveness Check-In		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	10 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	T. McDougall, Director, President's Office and Communications		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: A3		
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) discuss ACET meeting effectiveness.		
ACET Decision	<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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	C. Brulé will send out a short survey to ACET seeking their feedback.		