

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	January 22, 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>• Escape the Ordinary Classroom Project – The Executive Team fully endorsed proceeding with a School of Business initiative to develop an “Escape Room” type exercise to better engage students in learning about courses through fun, creative and problem-solving concepts.</li> </ul>		

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<b>Date of Meeting</b>	January 22, 2020	<b>Agenda Item Number (For office use only)</b>	3.0
<b>Topic</b>	Upcoming ACET Agendas, Calendar Review & Consent Items		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	30 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</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	3.1 ACET planner review 3.2 Calendar review 3.3 Consent agenda items 3.3.1 DRAFT ACET Minutes November 06, 2019 (S. Walker) 3.3.2 DRAFT ACET Minutes November 13, 2019 (S. Walker) 3.3.3 DRAFT ACET Minutes December 11, 2019 (M. Wilson) 3.3.4 Privacy Policy Framework Review (C. Delmage) 3.3.5 Space Allocation For ITS LDP (R. Southwood) 3.3.6 DRAFT ACET Minutes January 8, 2020 (M. Wilson) 3.3.7 DRAFT ACET Minutes January 15, 2020 (M. Wilson)	
<b>Recommendation</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>	<p>The Executive Team reviewed the upcoming ACET Planner, Calendar and Consent Items. The following items were removed for discussion:</p> <ul style="list-style-type: none"> <li>• 3.1 ACET planner review – The January 29<sup>th</sup> ACET agenda was adjusted to accommodate a time-sensitive discussion.</li> <li>• 3.3.2 DRAFT ACET Minutes November 06, 2019 - approved with update to item 9.0 - recommendation to “Postpone request for Advancement to delay growth in complement to allow for the new Vice President Advancement to build their team” was not approved.</li> <li>• 3.3.4 Privacy Policy Framework Review – approved with advice to consider Canada’s Anti-Spam Legislation (CASL) as a solution.</li> <li>• 3.3.5 Space Allocation for ITS LDP – approved with recommendation for items related to space allocation to be presented to ACET on a go forward basis rather than submitted as a consent agenda item.</li> </ul>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 22, 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	<b>THAT</b> 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 <b>as amended</b> (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 22, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	Third Quarter 2019-20 Financial Projection and Contingency Report		
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	G. Perry, Chief Financial Officer E. Wood, Associate Director, Finance and Administration		
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>05.0.1 Appendix A - Third Quarter 2019-20 Financial Projection</i> <i>05.0.2 Appendix B - Third Quarter 2019-20 Compliance Schedule</i> <i>05.0.3 Appendix C - Contingency Funds Report - December 31 2019</i> <i>05.0.4 Appendix D - Transmittal - ARM - Third Quarter 2019-20 Financial Projection Report</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) accepts the Third Quarter 2019-20 Financial Projection, the Third Quarter 2019-20 Compliance Schedule, the Third Quarter 2019-20 Contingency Report and the Transmittal for the Audit and Risk Management Committee for the Third Quarter 2019-20 Financial Projection Report as presented		
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 accepted the Third Quarter 2019-20 Financial Projection with minor adjustments, the Third Quarter 2019-20 Compliance Schedule as submitted, the Third Quarter 2019-20 Contingency Report as submitted and the transmittal for the Audit and Risk Management Committee for the Third Quarter 2019-20 Financial Projection Report with minor adjustments.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 22, 2020	Agenda Item Number (pull from agenda)	6.0
Topic	Employee Engagement Survey Results		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	80 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	J. Yardley, Executive Consulting Partner and Founder of Metrics@Work and 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: Information to be posted	<i>06.1 Power Point Presentation from Metrics@Work 2020.01.22</i> <i>06.2 Algonquin_College - Overall Results 2020.01.22</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) receive the results of the 2019 Employee Engagement Survey		
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	The Executive Team received the results of the 2019 Employee Engagement Survey with a focus on how to interpret the information. Detailed Area reports were circulated to the Executive Team. The Executive Team will review the results for their Area further offline and priorities will be set based on the results.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 22, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	2019-20 Convocation Honorary Degree/Diploma Recommendations		
Requested By (ACET member)	C. Janzen, Senior Vice-President Academic	Time Allotted	25 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	M. Cusson, Dean, Academic Development		
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>07.1 Final Honorary Degree Diploma Portfolio_2019-20</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) consider the Selection Committee’s recommendations for Honorary Degree and Diploma recipients.</p>		
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	<p>The recommendations for the Honorary Degree and Diploma recipients were approved with further discussion for one potential recipient to take place offline and one other to be deferred to Spring 2021. Following a request, the past recipient list will be included as an Appendix for future presentations.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	January 22, 2020	<b>Agenda Item Number (pull from agenda)</b>	8.0
<b>Topic</b>	Public College-Private Partnerships (PPP) Update		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration	<b>Time Allotted</b>	25 mins.
<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>	D. Wotherspoon, Executive Director, Business Development		
<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		
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) accept the report for information and provide guidance on next steps.		
<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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<p>D. Wotherspoon provided the Executive Team with an update on the Public College-Private Partnerships (PPP). The Executive Team accepted the report for information and provided guidance on next steps, which included an updated timeline for presentation to ACET at a later date, additional internal contacts should further guidance be required outside of regularly scheduled ACET meetings, the potential for ACET to act as the Steering Committee for the PPP, as well as that community outreach should commence immediately. D. McNair will communicate this decision to D. Wotherspoon.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 22, 2020	Agenda Item Number (pull from agenda)	9.0
Topic	2020-22 Business Plan		
Requested By (ACET member)	C. Brulé, President & CEO	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	L. Stanbra, Vice President, Student Services A. McDonell, Director, Marketing and Recruitment		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	<i>09.1 Business Plan Scorecard Metrics - DEFINITIONS AS OF JAN 20 2020</i> <i>09.2 2020-2022 BoG Business Plan v14 AS OF JANUARY 20 2020</i> <i>09.3 BoG Business Plan and Budget TIMELINE</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) accept the Net Promoter Score (NPS) – External Willingness to Recommend presentation for information and provide guidance on next steps as well as review the 2020-22 Business Plan documents for update.		
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 Net Promoter Score – External Willingness to Recommend presentation was accepted for information. The 2020-22 Business Plan and metrics were updated as discussed, with further work to be completed offline by January 27, 2020. The latest version of the 2020-22 Business Plan will be presented to the Executive Team on January 29, 2020.		