

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 29, 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	<b>THAT</b> 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 <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	The agenda was approved as presented.		

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<b>Date of Meeting</b>	January 29, 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 SA06 Fees Policy Update Approval (K. Pearson) 3.3.2 SA08 Fee Deferral Policy Update Approval (K. Pearson) 3.3.3 Request for new I/O position – Aspire AC (B. Bridgstock) 3.3.4 College Budget Committee Update: New Position Request – Registrar’s Office (K. Pearson) 3.3.5 DRAFT ACET Minutes January 22, 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>○ 3.3.1 SA 06 Fees Policy – approved.</li> <li>○ 3.3.2 SA08 Fee Deferral Policy – approved.</li> <li>○ 3.3.3 Request for new I/O position – Aspire AC - will be presented to the College Budget Committee for approval, in advance of presentation to ACET.</li> <li>○ 3.3.4 College Budget Committee Update: New Position Request – Registrar’s Office – this item was removed; further discussion will take place offline.</li> <li>○ 3.3.5 DRAFT ACET Minutes January 22, 2020 – this item will be deferred to the next meeting.</li> </ul>		

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<b>Date of Meeting</b>	January 29, 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

<b>Date of Meeting</b>	January 29, 2020	<b>Agenda Item Number (pull from agenda)</b>	5.0
<b>Topic</b>	2020-22 Draft Business Plan and 2020-21 Draft Annual Budget		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration	<b>Time Allotted</b>	40 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>	G. Perry, Chief Financial Officer D. McNair, Vice President, Finance and Administration and L. Stanbra, Vice President, Student Services		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>05.0 - ACET Transmittal - 2020-2022 Draft Business Plan and 2020-2021 Annual Budget</i> <i>05.4 BOG BOOKLET 2020-22 Draft 1</i> <i>05.5 Business Plan METRICS - AS OF JAN 27 2020</i> <i>05.6 First rough draft of cover to page 6 of 2020-22 Business Plan Book to BoG</i> <i>05.7 BoG Business Plan and Budget TIMELINE as of Jan 27 2020</i> <i>05.8 BOG Presentation 2020-2022 Draft Business Plan and 2020-2021 Draft Annual Budget v2</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) endorse the 2020-22 Draft Business Plan for presentation to the Board of Governors and endorse the 2020-21 Draft Annual Budget for presentation to the Audit and Risk Management Committee.		
<b>ACET Decision</b>	<input 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) _____		
<b>Target</b>	The Executive Team endorsed the 2020-22 Draft Business Plan for presentation to the Board of Governors and the 2020-21 Draft Annual Budget for presentation to the Audit and Risk Management Committee with minor amendments.		