

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 27, 2020	Agenda Item Number (For office use only)	1.0
Topic	Approval of Agenda		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	5 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 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 agenda was approved as amended with deferment of item 7.0 Transforming Indigenization Initiatives Update to the June 17, 2020 ACET meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 27, 2020	Agenda Item Number (pull from agenda)	2.0
Topic	Nomination Form for Letter of Recognition template		
Requested By (ACET member)	ACET	Time Allotted	10 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" 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: Information to be posted	<i>2.0 Nomination Form for Letter of Recognition Transmittal</i> <i>2.1 Nomination Form for Letter of Recognition Template</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) provide feedback and suggestions for a proposed Nomination Form for Letter of Recognition that will temporarily replace the President's Star Award nomination and presentation process.		
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 Executive Team discussed the proposed nomination form for the Letters of Recognition that will temporarily replace the President's Star Award nomination and presentation process. A memorandum will be sent to the Leadership Team with details on the revised interim process with support from the Communications Team.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 27, 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	3.1 ACET planner review 3.2 Calendar review 3.3 Consent agenda items 3.3.1 ACET Draft Minutes – May 06, 2020 (M. Wilson) 3.3.2 ACET Draft Minutes – May 13, 2020 (M. Wilson)	
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 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 Executive Team reviewed the upcoming ACET Planner and Consent items. Adjustments were made to the ACET Planner based on the Executive Team discussion, with further updates to be made offline as required. Item 3.3.1 ACET Draft Minutes – May 06, 2020 was approved as presented and item 3.3.2 ACET Draft Minutes – May 13, 2020 was approved with minor edits.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 27, 2020	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising		
Requested By (ACET member)	C. Brulé, President & CEO	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 (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		
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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	There was no business arising.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 27, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	Email Signature Blocks		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	A. McDonell, Director of Marketing		
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>05.0 ACET Transmittal – Email Signature Blocks – May 27, 2020</i> <i>05.1 Appendix A – Email Signature Blocks – ACET Recommendation</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) receive the recommendation from the Marketing Department on email signatures. The recommendation is outlined within the presentation and is denoted as Option B on slide 18.</p>		
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	<p>The Executive Team supported the recommendations from the Marketing Department on email signatures. A. McDonell will add this item to the June 25, 2020 Leadership Team meeting seeking their endorsement and recommendation from the options that were presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 27, 2020	Agenda Item Number (pull from agenda)	6.0
Topic	BOG July 13, 2020 Agenda Review		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	25 min.
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>06.0 ACET Transmittal BOG July 13, 2020 Agenda Review</i> <i>06.1 BOG Agenda July 13, 2020 DRAFT</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the Draft July 13, 2020 Board meeting agenda.		
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	Updates were made to the July 13, 2020 Board of Governors agenda based on the Executive Team discussion. Options will be explored offline to ensure sufficient time for an ACET Board dry-run in order to present any outstanding items.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 27, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	Transforming Indigenization Initiatives Update		
Requested By (ACET member)	R. McLester, Vice President – Truth, Reconciliation & Indigenization	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	R. McLester, Vice President – Truth, Reconciliation & Indigenization		
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>07.0 ACET Transmittal – Burnt Water Business Case – DRAFT</i> <i>07.1 4.2 Transforming Indigenization Initiatives Update</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) to review and comment on the presentation in preparation for delivery at July 13, 2020 Board of Governors meeting.		
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 checked="" type="checkbox"/> Other (Specify) <u>Deferred to June 17, 2020 ACET Meeting and Board dry-run</u>		
Target	The presentation has been deferred to a future ACET meeting (June 17).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 27, 2020	Agenda Item Number (pull from agenda)	8.0
Topic	June 10, 2020 ACET Retreat Agenda Review		
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	M. Wilson, Executive Assistant, Office of the President/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>08.0 ACET Transmittal – Draft ACET Retreat Agenda – June 10, 2020</i> <i>08.1 Draft ACET Retreat Agenda – June 10, 2020</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the draft June 10, 2020 ACET Retreat.		
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	Adjustments were made to the June 10, 2020 ACET Retreat agenda based on the Executive Team discussion, with further updates to be made offline as required. The draft agenda has been posted should further updates be required.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 27, 2020	Agenda Item Number (pull from agenda)	9.0
Topic	ACET Effectiveness Check-in		
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	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: Information to be posted		
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss ACET meeting effectiveness.		
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 checked="" type="checkbox"/> Other (Specify) <u>Deferred to June 10, 2020 ACET Retreat</u>		
Target	This discussion has been deferred to a future meeting date (June 10, 2020 ACET Retreat).		