

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 17, 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 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	Approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 17, 2020	Agenda Item Number (pull from agenda)	2.0
Topic	Round-table updates from ACET		
Requested By (ACET member)	ACET	Time Allotted	5 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		
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on the Letters of Recognition that have been submitted. This process temporarily replaces the President's Star Award nomination and presentation process.</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>The Executive Team discussed and further refined the process for the Letters of Recognition.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 17, 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	25 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 – June 03, 2020 (M. Wilson)</i>	
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 approved the consent agenda item. Due to time constraints, the Executive Team did not review the upcoming ACET Planner or calendar. The Executive Team will review the upcoming ACET Planner offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 17, 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	<p>THAT the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.</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	There was no business arising.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 17, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	Athletics and Recreation Centre 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	J. Tattersall, Executive Director Facilities Management A. Waked, Associate Director, Facilities Development J. Doyle, General Manager, Students' Association L. Smith, Principle & Senior Project Manager, Colliers Project Leaders		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other:	<i>05.0 ACET Transmittal – 2020-06-17 – Athletics Recreation Centre Update</i> <i>05.1 ACET Appendix A - 2020-06-17 - Athletics and Recreation Centre (ARC) Update</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the aesthetic design of the Pedestrian Link.		
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 approved the aesthetic design of the Pedestrian Link. An update will be posted on MyAC showcasing the progress of the building of the Athletics Recreation Complex.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 17, 2020	Agenda Item Number (pull from agenda)	6.0
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 W. Poirier, Special Advisor		
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>06.0 BoG Agenda July 13, 2020 V4</i> <i>06.0 ACET Transmittal – Transforming Indigenization Initiatives Update 6.16.2020</i> <i>06.1 BoG Transmittal – Transforming Indigenization Initiatives Update 06.16.2020</i> <i>06.2 – Transforming Indigenization Initiatives Presentation 06.16.2020</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) to review and comment on the presentation in preparation for delivery at the July 13, 2020 Board of Governors meeting.		
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 received the Board presentation for the July 13, 2020 Board of Governors meeting. Further refinements and adjustments will be made offline in advance to this presentation.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 17, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	Fourth Quarter 2019-20 Financial Report and Contingency		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	E. Woods, Director, Financial Planning		
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 ACET Transmittal – 2020-06-17 – 2019-20 Fourth Quarter Financial Results</i> <i>07.1.1. Appendix A – 2020-06-17 – Fourth Quarter 2019-20 Financial Report</i> <i>07.1.2. Appendix B – 2020-06-17 – Fourth Quarter 2019-2020 Compliance Schedule</i> <i>07.1.3 Appendix C – 2020-06-17 – Fourth Quarter 2019-20 Contingency Funds Report</i> <i>07.1.4 Appendix D – 2020-06-17 – DRAFT Transmittal – BoG Fourth Quarter 2019-2020 Financial Report</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) accepts the Fourth Quarter 2019-20 Financial Report, the Fourth Quarter 2019-20 Compliance Schedule, the Fourth Quarter 2019-20 Contingency Report and the BoG Transmittal for the Fourth Quarter 2019-20 Financial Report as presented.		
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 received the Board presentation for the July 13, 2020 Board of Governors meeting. Further adjustments and refinements will be made offline in advance to this presentation.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 17, 2020	Agenda Item Number (pull from agenda)	8.0
Topic	First Quarter 2020-21 Financial Projection and Contingency Report		
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	E. Woods, Director, Financial Planning		
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>08.1 ACET Transmittal – 2020-06-17 – First Quarter 2020-21 Financial Projection and Contingency</i> <i>08.2 Appendix A – 2020-06-17 First Quarter 2020-21 Financial Projection</i> <i>08.3 Appendix B – 2020-06-17 – First Quarter 2020-21 Compliance Schedule</i> <i>08.4 Appendix C – 2020-06-17 – Contingency Funds Report – May 31 2020</i> <i>08.5 Appendix D – 2020-06-17 – Internal Management Report – Summary by Area</i> <i>08.6 Appendix E – 2020—6-17 – BoG Transmittal 2020-07-13 First Quarter 2020-21 Financial Projection Report</i> <i>08.7 Appendix F – 2020-06-17 – Draft Presentation First Quarter 2020-21 Financial Projection</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) accepts the First Quarter 2020-21 Financial Projection, the First Quarter 2020-21 Compliance Schedule, the First Quarter 2020-21 Contingency Report and the Transmittal for the Board of Governors for the First Quarter 2020-21 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 as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team received the Board presentation for the July 13, 2020 Board of Governors meeting. Further adjustments and refinements will be made offline in advance to this presentation.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 17, 2020	Agenda Item Number (pull from agenda)	9.0
Topic	Restatement of 2020-22 Business Plan		
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	L. Stanbra, Vice President, Student 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>09.1 ACET – 2020-06-17 – Restatement of 2020-22 Business Plan</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review and finalize the 2020-22 Business Plan in preparation for presentation at the July 13, 2020 Board of Governors meeting.</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 received the Board presentation for the July 13, 2020 Board of Governors meeting. Further adjustments will be made to the 2020-22 Business Plan offline, by members of the Executive Team and with support from Marketing, in advance to this presentation.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 17, 2020	Agenda Item Number (pull from agenda)	10.0
Topic	Confidential Presentation: HR Benefit Audit Findings		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	30 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	M. Castella, Manager, Total Compensation		
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>10.0 ACET Transmittal – CONFIDENTIAL – ACET Transmittal HR Benefit Audit Update 2020-06.17 10.1 Confidential Presentation_Benefit Audit Status_2020.06.17</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) obtain an update on the findings of the College Employer Council benefit audit and the subsequent activities that have occurred to address issues.		
ACET Decision	<input checked="" 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 type="checkbox"/> Other (Specify) _____		
Target	An update was provided on the findings of the College Employer Council benefit audit and the subsequent activities that have occurred to address issues. The update was accepted as presented.		