

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 19, 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>	5 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>	<b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
<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>	Approved as presented.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 19, 2020	<b>Agenda Item Number</b> (For office use only)	3.0
<b>Topic</b>	Upcoming ACET Agendas, Calendar Review & Consent Items		
<b>Requested By (ACET member)</b>	ACET	<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 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	<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 24 2020 (M. Wilson)</i> <i>3.3.2 Draft ACET Minutes June 30 2020 (S. Walker)</i>	
<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>	The Executive Team reviewed the upcoming ACET Planner and calendar. Adjustments were made to the ACET Planner based on the Executive Team discussion. Item 3.3.1 Draft ACET Minutes June 24, 2020 was approved with minor edits and Item 3.3.2 Draft ACET Minutes June 30, 2020 was approved as presented.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19, 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	<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"/> 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

<b>Date of Meeting</b>	August 19, 2020	<b>Agenda Item Number (For office use only)</b>	5.0
<b>Topic</b>	AC Vision Update/Checkpoint		
<b>Requested By (ACET member)</b>	Claude Brulé, President & CEO	<b>Time Allotted</b>	30 mins.
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting</b>	S. Bouris, Events Manager		
<b>Attachments</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget Other: Information to be posted	<i>05.0 ACET Transmittal and Exec Summary Template            2020-AC Vision_v2            05.1 ACET Vision PPT</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team receive the update on the new AC Vision format.		
<b>ACET Decision</b>	<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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b>	The Executive Team received the update on the new AC Vision format, with additional information to be shared with the Executive Team offline.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 19, 2020	Agenda Item Number (For office use only)	6.0
<b>Topic</b>	CICan Awards of Excellence		
<b>Requested By (ACET member)</b>	Claude Brulé, President & CEO	<b>Time Allotted</b>	15 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>	T. McDougall, Director, President's Office and Communications		
<b>Attachments</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>06.0 CICan Comms transmittal – August 19, 2020</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team consider the suggested individuals, programs and initiatives as possible nominations for this year's CICan Awards of Excellence.		
<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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b>	The Executive Team received the suggested individuals, program and initiatives as possible nominations for the 2020-21 CICan Awards of Excellence. The Leadership Team will be invited to submit additional nominations to Communications. A final draft of the merged nominations will be presented at a future ACET meeting.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 19, 2020	Agenda Item Number (For office use only)	7.0
<b>Topic</b>	Enrolment Update		
<b>Requested By (ACET member)</b>	Chris Janzen, Senior Vice President, Academic	<b>Time Allotted</b>	15 mins.
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting</b>	Chris Janzen, Senior Vice President, Academic		
<b>Attachments</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>07.0 ACET Transmittal – Enrolment Update, Aug 19, 2020</i> <i>07.1 Enrolment Update (as at Aug 14, 2020)</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team receive this update on enrolment for Fall 2020.		
<b>ACET Decision</b>	<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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b>	The Executive Team received an update on enrolment for the 2020 Fall Term. Further updates will be provided to ACET on a regular basis.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 19, 2020	<b>Agenda Item Number (For office use only)</b>	8.0
<b>Topic</b>	Start of Term Update		
<b>Requested By (ACET member)</b>	Chris Janzen, Senior Vice President, Academic	<b>Time Allotted</b>	30 mins.
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting</b>	Chris Janzen, Senior Vice President, Academic		
<b>Attachments</b>	<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 – Start of Term Update, Aug 19, 2020</i>	
<b>Recommendation</b>	<p><b>THAT</b> the Algonquin College Executive Team received an update on the Academic preparations for Start of Term, Fall 2020.</p>		
<b>ACET Decision</b>	<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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b>	<p>The Executive Team discussed the ongoing Academic preparations for the start-of-term, Fall 2020. Further update will be provided at the August 26, 2020 ACET meeting.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19, 2020	Agenda Item Number (For office use only)	9.0
Topic	Town Hall – August 27, 2020		
Requested By (ACET member)	Claude Brulé, President & CEO	Time Allotted	25 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	S. Bouris, Events Manager		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>09.0 Final-ACET Transmittal and Exec Summary          Template 2020-Town Hall          09.1 July 14 Town Hall Summary_Results          09.2 July 14 Town Hall Data_Q12_200723          09.3 July 14 Town Hall Data_Q13_200723          09.4 July 14 Town Hall Data_Q15_200723</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team review feedback and decide on the format for the upcoming Town Hall on August 27, 2020.		
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 reviewed and discussed the Town Hall scenario in preparation for the August 27, 2020 Town Hall.		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19, 2020	Agenda Item Number (pull from agenda)	10.0
Topic	Review and Finalize Standing College Committee/Major Project Executive Sponsor List		
Requested By (ACET member)	Claude 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	Claude Brulé, President & CEO		
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>10.0 ACET Transmittal and Exec Summary – Standing College Committee &amp; Major Project Listing</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) review and finalize the Standing College Committee / Major Project Executive Sponsor list.		
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 reviewed and updated the Standing College Committee / Major Project Executive Sponsor list. Further updates will be completed offline.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 19, 2020	Agenda Item Number (pull from agenda)	11.0
Topic	ACET Effectiveness Check-in		
Requested By (ACET member)	Claude Brulé, President & CEO	Time Allotted	5 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	Claude Brulé, President & CEO		
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>11.0 ACET Transmittal – ACET Effectiveness Check-in</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) discuss ACET meeting effectiveness.</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 Executive Team was asked to complete a short survey offline. The responses will be compiled for potential improvements in the future and shared at the August 26, 2020 ACET meeting.</p>		