

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 26, 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 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>	Approved with minor updates.		

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<b>Date of Meeting</b>	August 26, 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	3.1 ACET planner review 3.2 Calendar review 3.3 Consent agenda items 3.3.1 DRAFT New Board Governor Orientation Part 2 session (Agenda Review, Review of updated presentations and timing) – (V. Tiqui-Sanford) (Not a dry-run – enter comments directly on slide deck) 3.3.2 2020 BOG Retreat Preparation with ACET (V. Tiqui-Sanford) 3.3.3 Enrolment Update (C. Janzen) 3.3.4 Draft ACET Minutes – August 19, 2020 (M. Wilson) 3.3.5 ACET Effectiveness Check-in – August 19, 2020 Results (C. Brulé)	
<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 consent agenda items. Updates will be made to item 3.3.1 Draft New Board of Governors Orientation presentations offline as required. The remaining consent agenda items were approved as presented.</p> <p>Due to time constraints, the Executive Team will review calendar and the ACET Planner offline.</p> <p>The ACET effectiveness check-ins will be rescheduled to bi-weekly in September 2020 and then once a month starting in October 2020.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 26, 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 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

Date of Meeting	August 26, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	Public College-Private Partnerships (PCPP) Update		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	30 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	E. Mulvey, Director, International Education Centre C. Miller, Manager, Private College Partnerships		
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>5.0 ACET Transmittal 2020-08-26 – Public College Private Partnership (PCPP)</i> <i>5.1 Appendix A – PCPP Finalist Snapshot</i> <i>5.2 Appendix B – Public College-Private Partnerships (PCPP) Presentation</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) receives a status update on Partnership Development and Business Model.		
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 status update on the Partnership Development and Business Model as presented with additional review and discussions to take place offline.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 26, 2020	Agenda Item Number (pull from agenda)	6.0
Topic	First Quarter 2020-21 Enterprise Risk Management Report		
Requested By (ACET member)	D. McNair, Vice President, Finance & 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	C. Bonang, Director, Risk Management		
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>06.0 ACET Transmittal – 2020-08-26 – First Quarter 2020-21 Enterprise Risk Management Report</i> <i>06.1 DRAFT ARM Transmittal First Quarter 2020-2021 Enterprise Risk Management Report</i> <i>06.2 SOURCE Appendix A - First Quarter 2020-21 Legal and Insurance Summary</i> <i>06.3 Appendix A - First Quarter 2020-21 Legal and Insurance Summary</i> <i>06.4 Appendix B - Proposed Quarterly High-Risk Dashboard Report Format</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) review and the draft First Quarter 2020-2021 Enterprise Risk Management Report and draft Audit and Risk Management Committee transmittal.		
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 approved the draft First Quarter 2020-2021 Enterprise Risk Management Report and draft Audit and Risk Management Committee transmittal.</p> <p>IN CAMERA: Due to time constraints, the Executive Team was asked to review item 6.3 Appendix A – First Quarter 2020-21 Legal and Insurance Summary offline. If they require clarity on any of the cases, they have been asked to reach out directly to Duane McNair, Vice President, Finance and Administration.</p>		

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<b>Date of Meeting</b>	August 26, 2020	<b>Agenda Item Number (pull from agenda)</b>	7.0
<b>Topic</b>	Students' Association Board of Directors Annual Priorities 2020-2021		
<b>Requested By (ACET member)</b>	L. Stanbra, Vice President, Student Services	<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>	Emily Ferguson, President, Students' Association Robert Richter, Vice President, Students' Association		
<b>Attachments (as read-ahead material)</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 2020-08-26 – ACET Transmittal and Exec Summary – 2020-21 SA Annual Priorities</i> <i>07.1 Appendix A – Students' Association Annual Priorities</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) be informed of the SA Priorities for 2020-2021 and to continue the tradition of presenting the Students' Association's Board of Directors' annual priorities to the Executive Team.		
<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>Target</b>	The Executive Team received the 2020-21 SA Priorities for information. Laura Stanbra, Vice President, Student Services also shared the Executive Team Lead roles for each of the Students' Association priorities.		

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<b>Date of Meeting</b>	August 26, 2020	<b>Agenda Item Number (pull from agenda)</b>	8.0
<b>Topic</b>	Lighting the Fire Update		
<b>Requested By (ACET member)</b>	R. McLester, Vice President, Truth, Reconciliation & Indigenization	<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>	R. McLester, Vice President, Truth, Reconciliation & Indigenization R. Skinkle, President, Academica Group A. Sawatzky, Academica Group		
<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>08.0 ACET Transmittal – Lighting the Fire Update</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) to review and comment on the presentation of the Lighting the Fire draft report.		
<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>	The Executive Team received and commented on the presentation of the Lighting the Fire draft report. Ron McLester, Vice President, Truth, Reconciliation and Indigenization will share additional material with the Executive Team offline. The Executive Team may also discuss this topic further at the October 8-9, 2020 ACET Retreat.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 26, 2020	Agenda Item Number (For office use only)	9.0
<b>Topic</b>	Start of Term Update		
<b>Requested By (ACET member)</b>	C. Janzen, Senior Vice President, Academic	<b>Time Allotted</b>	25 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>	C. 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>09.0 ACET Transmittal – Start of Term Update, Aug 26, 2020</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team receive an update on the Academic preparations for Start of Term, Fall 2020.		
<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>	The Executive Team discussed the ongoing Academic preparations for the start-of-term, Fall 2020.		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 26, 2020	Agenda Item Number (pull from agenda)	10.0
Topic	ACLT Meeting Agenda – September 25, 2020		
Requested By (ACET member)	R. McLester, Vice President, Truth, Reconciliation & Indigenization	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	F. Matar, Executive Assistant, 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>10.0 ACET Transmittal – ACLT Meeting Agenda – September 25, 2020</i> <i>10.1 ACLT Meeting Agenda – Sept 25, 2020</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the ACLT Meeting Agenda for September 25, 2020.		
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	Due to time constraints, review of the September 25, 2020 ACLT meeting agenda has been deferred to the September 16, 2020 ACET meeting. The deadline for the closing of the ACLT agenda will be extended to allow for additional updates to be made by the Leadership Team.		

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<b>Date of Meeting</b>	August 26, 2020	<b>Agenda Item Number (pull from agenda)</b>	11.0
<b>Topic</b>	2022-27 Strategic Plan		
<b>Requested By (ACET member)</b>	C. 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>	C. Brulé, President & CEO		
<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>11.0 ACET Transmittal and Exec Summary – 2020-27 Strategic Plan development</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) discuss the development of the 2022-27 Strategic Plan.		
<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>	The Executive Team discussed the development of the 2022-27 Strategic Plan and will consider additional opportunities offline. This item will be discussed further at the September 16, 2020 ACET meeting.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 26, 2020	Agenda Item Number (pull from agenda)	12.0
Topic	ACET Effectiveness Check-in		
Requested By (ACET member)	C. 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	C. 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>12.0 ACET Transmittal and Exec Summary – ACET Effectiveness</i> <i>12.1 ACET Effectiveness – SurveyMonkey link to Survey – August 26 2020</i>	
Recommendation	<b>THAT</b> 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 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 was asked to complete a short survey offline. The responses will be compiled for potential improvements in the future and shared at the September 13, 2020 ACET meeting.		