

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 16, 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	Approved with the following additions: <ul style="list-style-type: none"> • On-Campus Student Experience Request by the SA for September: Item deferred to September 17, 2020 ACET Huddle. • Request from Michael McCullen for use of the F building: Item deferred to September 17, 2020 ACET Huddle. • Request from the Minister of Finance: Item deferred to September 17, 2020 ACET Huddle. • Request for pilot – Service offerings for Indigenous Students via the Mamidosewin Centre this Fall: Item deferred to September 17, 2020 ACET Huddle. • Letters of Acknowledgement: President Brulé asked the Executive Team to consider additional potential opportunities. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 16, 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	15 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 2021 Convocation Draft Schedule and Venue (for all campuses) (K. Pearson) 3.3.2 ACET Effectiveness Check-in – August 26, 2020 Results (C. Brulé) 3.3.3 Draft ACET Minutes – August 26, 2020 (M. Wilson) 3.3.4 Draft ACET Minutes – September 2, 2020 (M. Wilson) 3.3.5 Draft ACET Minutes – September 10, 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 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	Due to time constraints, the consent agenda items, ACET planner and calendar review have been deferred to the September 23, 2020 ACET meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 16, 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	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	September 16, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	BOG April 20, 2020 Agenda Review		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	30 mins
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
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>5.1 BoG Agenda October 26, 2020 V1 5.2 2020-21 Board of Governors Work Plan V20 5.3 2020-21 Board of Governors and Committee Meetings V9</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the Draft October 26, 2020 Board meeting agenda.		
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	Updates were made to the October 26, 2020 Board of Governors agenda based on the Executive Team discussion.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 16, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	2022-27 Strategic Plan		
Requested By (ACET member)	C. Brulé, President & CEO	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	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>07.0 ACET Transmittal and Exec Summary – 2022-27 Strategic Plan development</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss the development of the 2022-27 Strategic Plan.		
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	President Brulé will share a document with the Executive Team offline. The 2022-27 Strategic Plan will be discussed further at the September 23, 2020 ACET meeting and also at the October 8-9, 2020 ACET Retreat.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 16, 2020	Agenda Item Number (pull from agenda)	8.0
Topic	Top 40 Business Processes for Improvement		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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. House, Manager, Continuous Improvement G. Stewart, Business Improvement Coach S. (DiMarco) Roy, Business Improvement Coach E. Tyrie, Business Improvement Coach J. Wong, Improvement Coach		
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 and Exec Summary – Sept 16 2020 Top 40 Business Processes for Improvement</i> <i>08.1 Forty Process Improvement Options</i> <i>08.2 Final – Process Improvement Collection – Weighted – Filtered Sept 16 2020</i> <i>08.3 One Process Improvement for Each ACLT</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) select one of the options 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 discussed options to meet the 2020-2021 Business Plan target to improve 40 top-priority business processes by March 31, 2021. The Executive Team reached a decision to identify the top five business process improvements and proceed with next steps. The Leadership Team will be asked to select their own business process improvement that would not require external support. Additional work will be completed offline in preparation for the September 28, 2020 ACLT meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 16, 2020	Agenda Item Number (pull from agenda)	9.0
Topic	2020-21 Performance Contracts		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	15 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	D. McCutcheon, Vice President, Human Resources		
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>09.0 ACET Transmittal and Exec Summary – 2020-21 Performance Contracts</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss and review the status of submission of the 2020-21 Performance Contracts.		
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 was provided with a status update on the submission of the 2019-20 and 2020-21 Performance Contracts. Human Resources will be sending a reminder to those who have not yet submitted their Performance Contract.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 16, 2020	Agenda Item Number (pull from agenda)	10.0
Topic	ACLT Meeting Agenda – September 28, 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 to the 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>10.0 ACET Transmittal – ACLT Meeting Agenda – September 28, 2020</i> <i>10.1 ACLT Meeting Agenda – September 28, 2020</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the ACLT Meeting Agenda for September 28, 2020.		
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 approved the ACLT meeting agenda for September 28, 2020 with additional follow up and updates to take place offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 16, 2020	Agenda Item Number (pull from agenda)	11.0
Topic	ACET Retreat Agenda Finalization – October 8-9, 2020		
Requested By (ACET member)	C. Brulé, President & CEO	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	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>11.0 ACET Transmittal and Exec Summary – October 8-9, 2020 ACET Retreat Agenda Finalization</i> <i>11.1 APPROVED August 28-29 ACET Retreat Agenda – FYI only</i> <i>11.2 DRAFT ACET Retreat Agenda – October 8-9 2020 – cb edits</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the draft October 8-9, 2020 ACET Retreat 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	Due to time constraints, review of the draft October 8-9, 2020 ACET Retreat meeting agenda was deferred to a special ACET meeting on September 18, 2020.		