

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 30, 2020	Agenda Item Number (For office use only)	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>	September 30, 2020	<b>Agenda Item Number (For office use only)</b>	3.0
<b>Topic</b>	Upcoming ACET Agendas, Calendar Review & Consent Items		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	20 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 Policy AA03 Program Council (M. Cusson) 3.3.2 Revisions to College Space Committee Terms of Reference (M. Cusson, J. Beauchamp) 3.3.3 Draft ACET Minutes – September 23, 2020 (M. Wilson) 3.3.4 Draft ACET Minutes – September 24, 2020 (M. Wilson)	
<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 upcoming ACET planner with updates made live at the meeting and additional updates to take place offline. The following items were removed for discussion:</p> <ul style="list-style-type: none"> <li>• Item 3.3.1 Policy AA03 Program Council (M. Cusson) – Additional changes will be made to the policy offline. The revised policy will be presented at a future ACET meeting.</li> <li>• Item 3.3.2. Revisions to College Space Committee Terms of Reference (M. Cusson, J. Beauchamp) – Additional review to ensure Vice President endorsement of the recommended committee representation will take place offline. The revised College Space Committee Terms of Reference will be presented to ACET at a future meeting.</li> </ul> <p>All other consent agenda items were approved as presented.</p> <p>The Executive Team did not review calendar.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 30, 2020	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising - Vacancies		
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	<i>Verbal discussion only.</i>	
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 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 discussed next steps as follow up from the September 24, 2020 ACET meeting. D. McNair is developing a process to review all employee groups and next steps offline. D. McCutcheon will also share additional information offline as a part of this follow up.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 30, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	College Budget Committee Update - 2021-22 Draft Budget Timelines and 2021-22 Strategic Investment Priorities		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	15 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	A. McDonell, Acting Chair, College Budget Committee G. Perry, Chief Financial Officer		
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>05.0 ACET Transmittal – CBC Update – 2021-22 Draft Budget Timelines and 2021-22 Strategic Investment Priorities</i> <i>05.1 Appendix A – 2020-09-30 - Draft 2021-22 Annual Budget Timelines</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the Draft 2021-22 Annual Budget Timelines and approve a hold on an open call for new 2021-22 Strategic Investment Priorities Projects.		
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 2020-22 Annual Budget Timelines with additional revisions to take place offline. C. Janzen, L. Stanbra, G. Perry and M. Leduc will work together offline to further refine the timelines to ensure proper alignment with the enrolment projections and Business Plan timelines. The revised 2020-22 Annual Budget and Business Plan Timelines will be presented at a future ACET meeting as available.</p> <p>The Executive Team approved not proceeding with an open call for new 2021-22 Strategic Investment Priorities (SIP) Projects.</p> <p>Discussion also included the 2020-21 call to reduce SIP by an additional 5%. Additional context will be provided to the Leadership Team and an upcoming ALCT Huddle.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 30, 2020	Agenda Item Number (pull from agenda)	6.0
Topic	ICDP Steering Committee Quarterly Update		
Requested By (ACET member)	C. Janzen, Senior Vice President Academic	Time Allotted	20 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	R. Southwood, Executive Director, Facilities Management J. Beauchamp, Dean School of Business		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Word Document	<i>06.0 ACET Transmittal – ICDP Space Planning Governance RS vf</i> <i>06.1 ICDP SC Terms of Reference_RS vf</i> <i>06.2 CSC Mandate Recommendation_ACET Transmittal_Sept 2020</i> <i>06.3 CSC Terms of Reference</i> <i>06.4 ACET Space Scoring Rubric Pilot</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) receive the ICDP Steering Committee quarterly update and endorse the Space Scoring Rubric Pilot, the updated CSC Terms of Reference and the ICDP SC Terms of Reference.		
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 received the ICDP Steering Committee quarterly update for information and endorsed the Space Scoring Rubric.</p> <p>Updates will be made to the CSC Terms of Reference offline for presentation at a future ACET meeting. The ICDP Terms of Reference was approved as presented.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 30, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	ACLT Retreat Agenda – October 22, 2020		
Requested By (ACET member)	R. McLester, Vice President, Truth, Reconciliation & Indigenization	Time Allotted	20 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>07.0 ACET Transmittal – ACLT Retreat Agenda – October 22, 2020</i> <i>07.1 ACLT Retreat Agenda – October 22, 2020</i> <i>07.2 ACLT Retreat Agenda – October 25, 2019 (for reference)</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the ACLT Retreat Agenda for October 22, 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	Updates were made to the ACLT Retreat agenda for October 22, 2020. Additional updates will be made to the agenda offline for presentation at a future ACET meeting. This will be followed by presentation at an upcoming ACLT Huddle.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 23, 2020	Agenda Item Number (pull from agenda)	9.0
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>9.0 ACET Transmittal – ACET Effectiveness Check-in</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) discuss the ACET effectiveness survey results from the September 23, 2020 ACET meeting.</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 discussed the results from the September 23, 2020 ACET meeting.</p> <p>Confirmation was provided that future ACET Effectiveness Check-ins will be for a live discussion at the meeting and not via completion of an online survey.</p>		