

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 12, 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	November 12, 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	20 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 – November 04, 2020</i> <i>(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	<p>The Executive Team reviewed the upcoming ACET planner and calendar with additional updates to take place offline.</p> <p>The consent agenda item was approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 12, 2020	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising – ACLT Meeting Agenda – November 26, 2020		
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	C. Brulé, President & CEO D. McNair, Vice President, Finance and Administration		
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	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 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	Details have been included within item 11.0		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 12, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	HRAC Outdoor Lab Location		
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	C. Hahn, Dean, ACCE R. Southwood, Director, Facilities Management S. Barr, Chair, Construction Trades and Building Systems N. Hughes, A/Associate Director, Facilities Planning		
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>ACET Transmittal – 2020-11-12 – Outdoor Lab Location ACET Appendix A – 2020-11-12 – Outdoor Lab Location Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the proposed location of the outdoor Heating, Refrigeration and Air Conditioning (HRAC) lab		
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 proposed location of the outdoor Heating, Refrigeration and Air Conditioning (HRAC) lab while factoring in aesthetics and ensuring City of Ottawa approval.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 12, 2020	Agenda Item Number (pull from agenda)	6.0
Topic	AODA Capital Project Approval Gateway - Initial Investment Case Compliance Project		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	25 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	R. Southwood, Acting Executive Director, Facilities Management A. Waked, Associate Director, Facilities Development		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	<i>ACET Transmittal – 2020-11-12 – AODA Compliance Project</i> <i>ACET Appendix A – 2020-11-12 – AODA Compliance Project Investment Case</i> <i>ACET Appendix B – 2020-11-12 – AODA Compliance Project Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the development of a full Investment Case for the AODA Project.		
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 approved the development of a full Investment Case for the Accessibility for Ontarians with Disabilities Act (AODA) project. Additional guidance regarding compliance, while maintaining College sustainability were also identified. The Investment Case for the AODA Project will be presented to the Board of Governors in February, 2021.</p> <p>The Executive Team also approved further exploration of options to address the needs of the College community for the A/D link. This review will include additional support from Applied Research.</p>		

Date of Meeting	November 12, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	2021-22 Schedule of Rates for Internal/External Services		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	G. Perry, Chief Financial Officer A. McDonnell, Acting Chair, College Budget Committee		
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>ACET Transmittal 2020-11-12 – 2021-22 Schedule of Rates for Internal Services</i> <i>Appendix A – 2020-11-12 – Schedule of Rates for Services 2021-22</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the 2021-22 Schedule of Rates for Internal/External Services.		
ACET Decision	<input 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 checked="" type="checkbox"/> Other (Specify) <u>return to future ACET Meeting (consent agenda item)</u>		
Target	Discussion took place regarding the proposed schedule of rates for internal/external services. More information and details are requested to support the change in parking fees, therefore this item was removed and will be brought back to a future ACET meeting as a consent agenda item. This revised presentation will include a comparator of rates against other post-secondary institutions and will only include areas requiring Executive Team focus.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 12, 2020	Agenda Item Number (pull from agenda)	8.0
Topic	Revised pro forma based on SESC three-year enrolment projections		
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	G. Perry, Chief Financial Officer 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>ACET Transmittal – 2020-11-12 – 2020-21 Financial Scenario V 2020-11-12 - \$10M Deficit Appendix A 2020-11-12 – 2021-22 Pro Forma v 2020-11-12 - \$10 Million Deficit Assumptions Appendix B 2020-11-12 - 2021-22 Pro Forma v 2020-11-12 - \$10 Million Deficit Pro Forma Schedule</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) accepts the revised 2020-21 five-year pro forma based on the Strategic Enrolment Steering Committee’s approved three-year enrolment projections (Version 2020-11-12 - \$10 Million Deficit) as information.		
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	The Executive Team accepted the revised 2020-21 five-year pro forma based on the Strategic Enrolment Steering Committee’s approved three-year enrolment projections for information.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 12, 2020	Agenda Item Number (pull from agenda)	9.0
Topic	CONFIDENTIAL Exceptional Performance Incentive (EPI) Rollout (Timeline)		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	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	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>CONFIDENTIAL – ACET Transmittal and Exec Summary- EPI Timeline_2020.11.12</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review, discuss and approve the timeline for the Exceptional Performance Incentive (EPI) Rollout.		
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	IN CAMERA: The Executive Team discussed and approved the timeline for the Exceptional Performance Incentive (EPI) rollout with minor adjustments.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 12, 2020	Agenda Item Number (pull from agenda)	11.0
Topic	ACLT Meeting Agenda – November 26, 2020		
Requested By (ACET member)	R. McLester, Vice President, Truth, Reconciliation & Indigenization	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	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>ACET Transmittal – ACLT Meeting Agenda – November 26, 2020</i> <i>ACLT Meeting Agenda – November 26, 2020</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the ACLT Meeting Agenda for November 26, 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	Updates will be made to the ACLT meeting agenda offline based on Executive Team discussion. The Executive Team also discussed the format for the upcoming ACLT meeting, it was agreed that the observers would be invited to attend the November 26, 2020 ACLT meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 12, 2020	Agenda Item Number (pull from agenda)	10.0
Topic	ACET Effectiveness Check-in		
Requested By (ACET member)	C. Brulé, President & CEO	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	C. Brulé, President & CEO		
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>10.0 ACET Transmittal – ACET Effectiveness Check-in</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness.</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 provided feedback at the ACET meeting. Some of the feedback provided included the incorporation of a 15 minute break midway through each ACET meeting, allowing time for “shoulder to shoulder conversations” as well as continuing with really thoughtful thinking of the topics coming forward on the ACET and ACLT meeting agendas.</p> <p>This feedback will be taken into consideration for continued process improvement.</p>		