

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 16, 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>	December 16, 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	<u><b>Calendar Review &amp; Consent Items</b></u> <i>3.1 ACET planner review</i> <i>3.2 Calendar review</i> <i>3.3 Consent agenda items</i> 3.3.1 <i>Tuition Fee Set-Aside Budget Recommendations 2021-22 (K. Pearson)</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>	<p>The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline. Due to time constraints, calendar was not reviewed.</p> <p>The consent agenda items were approved as presented.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 16, 2020	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	10 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	No Business Arising.		

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<b>Date of Meeting</b>	December 16, 2020	<b>Agenda Item Number (pull from agenda)</b>	5.0
<b>Topic</b>	Draft 2021-22 Schedule of Tuition and Ancillary Fees		
<b>Requested By (ACET member)</b>	Laura Stanbra, Vice President, Student Services	<b>Time Allotted</b>	30 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>	K. Pearson, Registrar B. Eburne, Manager, Fees, Curriculum and Reporting		
<b>Attachments (as read-ahead material)</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>Executive Summary</i> <i>Schedule A: 2020-2021 Schedule of Fees</i> <i>Schedule B: Fees Exemptions Information</i> <i>Schedule C, D and E: students' Association Approval of Compulsory Ancillary Fees</i> <i>Appendix A: Proposed 2020-2021 Compulsory Ancillary Fees</i> <i>Appendix B: 2021-2022 Schedule of Fees Preparation Timeline</i> <i>Appendix C: Algonquin College 2021-2022 High Demand 15% Cap Calculation</i> <i>Appendix D: Sample 2021-2022 Fees Comparison of Four Programs</i> <i>Appendix E: Sample Student Fees and Expenses 2021-2022</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the Draft 2021-2022 Schedule of Tuition and Ancillary Fees.		
<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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<p>B. Eburne noted to the Executive Team that the College is compliant with the current Ministry of Colleges and Universities mandate, and there is not expectation of any new mandates being imposed. The proposed fee increase will come into effect September 1, 2021.</p> <p>The Executive Team endorsed the recommendation.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 16, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	2021-22 Annual Budget Development 2021-22 Strategic Investment Priorities Review – Envelopes, Multi-Year and Deferred Projects		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	45 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 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>Appendix A: 2021-22 Strategic Investment Priorities Requests Summary</i> <i>Appendix B: 2021-22 Strategic Investment Priorities Review Approach</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) reviews the Strategic Investment Priorities Projects for 2021-22 using an approach facilitated by the Planning Team to achieve a reduction target of \$7.2M to SIP Expenditures.		
ACET Decision	<input 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 checked="" type="checkbox"/> Other (Specify) _____		
Target	The Executive Team reviewed the Strategic Investment Priorities Projects for 2021-22. Due to time constraints, the review was not completed and will be scheduled to resume at an Executive Team meeting in January. Meeting date to be confirmed.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 16, 2020	Agenda Item Number (pull from agenda)	8.0
Topic	2020-21 Third Quarter Projection 2020-21 Third Quarter Strategic Investment Priorities Review Update		
Requested By (ACET member)	D. McNair, Vice President, Finance and 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	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>Appendix A: Third Quarter 2020-21 SIP Requests Summary</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) approves the Third Quarter 2020-21 Strategic Investment Priorities in-year project adjustments valued at an additional net investment of \$480,039 and offset by an increase in the FRP Grant.</p>		
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	<p>The Executive Team reviewed the 2020-21 Third Quarter Strategic Investment Priorities Update. It was noted that all SIP holders were mandated to update their finances to November 2020 to included a 5% reduction in spending.</p> <p>The Executive Team approved the Third Quarter Strategic Investment Priorities Review.</p>		

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<b>Date of Meeting</b>	December 16, 2020	<b>Agenda Item Number (pull from agenda)</b>	9.0
<b>Topic</b>	2021-22 Annual Budget Development: Draft Area Targets – Funded Activity		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration	<b>Time Allotted</b>	30 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>	G. Perry, Chief Financial Officer E. Woods, Director, Financial Planning T. Kinnunen, Manager, Corporate Planning		
<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>Appendix A: Draft 2021-22 Area Targets – Funded Activity</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the Draft 2021-22 Area Targets – Funded Activity.		
<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>	<p>The Executive Team discussed proposed targets with minor adjustments. D. McNair noted the necessity for a uniform approach to targets for all areas.</p> <p>The Executive Team approved the Draft 2021-22 Area Targets.</p>		

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<b>Date of Meeting</b>	December 16, 2020	<b>Agenda Item Number (pull from agenda)</b>	10.0
<b>Topic</b>	Strategic Exercise to Restore Financial Sustainability Project Update		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration	<b>Time Allotted</b>	20 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>	A. Feather, Project Manager, Strategic Exercise to Restore Financial Sustainability (SERFS) Project		
<b>Attachments (as read-ahead material)</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>Appendix A: SERFS Project Update Presentation</i>	
<b>Recommendation</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) receive the December 2020 update on the SERFS Project for information.</p>		
<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 accepted the SERFS Update as presented.		