

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 22, 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	December 22, 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	<u>Calendar Review & Consent Items</u> <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 – December 09, 2020 (S. Walker)</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 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	<p>The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline.</p> <p>The Executive Team reviewed the calendar.</p> <p>All other consent agenda items were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 22, 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	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	No Business Arising.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 22, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	2021-23 Business Plan		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	Time Allotted	60 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	L. Stanbra, Vice President, Student Services		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	<i>Please note: Live working copy of Business Plan & Timeline, etc. is on the ACLT Business Planning Teams site</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss the status of the work underway to develop the 2021-22 Business Plan.		
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 discussed the status of the work that is underway to develop the 2021-22 Business Plan. L. Stanbra will send the Executive Team a summary of the next steps by January 4, 2021.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 22, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	Revised T2200 Recommendation for 2020		
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	G. Perry, Chief Financial Officer, Finance and Administration M. Castella, Manager, Total Compensation, Human Resources J. Pede, Manager, Accounting, Purchasing and Logistics, Finance and Administration		
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 2020-12-22 – Revised T2200 Recommendation for 2020 Appendix A - T2200S Declaration of Conditions of Employment for Working at Home Due to COVID-19</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approves the updated recommendation for treatment of work from home expenses as related to final guidance provided by the Canada Revenue Agency related to the issuance of T2200S forms to employees.		
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 approved the updated recommendation for treatment of work from home expenses as related to the issuance of T2200S forms to employees. This is related to final guidance that has been provided by the Canada Revenue Agency. This includes the recommendation that the Payroll department be authorized to prepare and issue a 2020 T2200S tax form for all eligible employees.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 22, 2020	Agenda Item Number (pull from agenda)	8.0
Topic	Program Proposal: Artificial Intelligence Software Development Ontario College Graduate Certificate		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	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	E. Marois, School of Advanced Technology S. Brancatelli, Chair, Information & Communications Technology – Applications and Programming M. Cusson, Dean, Academic Development M. Leduc, Executive Director, Academic Operations & 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 – Program Proposal, AISD, OCGC – Dec 22, 2020</i> <i>ASAC Transmittal – Artificial Intelligence Software Development OCGC</i> <i>Appendix A: POS – Artificial Intelligence Software Development OCGC</i> <i>Appendix B: Cash Flow – Artificial Intelligence Software Development OCGC</i> <i>Appendix C: PAC Membership – Artificial Intelligence Software, OCGC</i> <i>Appendix D: Co-op Letter of Support – Artificial Intelligence Software Development OCGC</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the program proposal to go to the Academic and Student Affairs Committee for the following action: THAT Academic and Student Affairs Committee recommends to the Board of Governors the approval of the Artificial Intelligence Software Development, Ontario College Graduate Certificate program, effective Fall 2022.		
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 approved the program proposal as per the presented recommendation.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 22, 2020	Agenda Item Number (pull from agenda)	9.0
Topic	ACLT Meeting Agenda – January 28, 2021		
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	R. McLester, 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>ACET Transmittal - ACLT Meeting Agenda - January 28, 2021</i> <i>ACLT Meeting Agenda – January 28, 2021</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the ACLT Meeting Agenda for January 28, 2021.		
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 reviewed the January 28, 2021 ACLT meeting agenda, with additional updates to be made offline. The revised January 28, 2021 ACLT meeting agenda will be presented to ACET for approval at an upcoming meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 22, 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	THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness.		
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 did not provide feedback due to lack of Executive Team attendance.		