

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 17, 2021	Agenda Item Number (For office use only)	1.0
Topic	Approval of Agenda		
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. Janzen, Acting President & CEO, Algonquin College (Senior Vice President, Academic)		
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	February 17, 2021	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 mins.
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 – February 10, 2021 (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 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	The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline. The Executive Team also reviewed calendar. The consent agenda item was approved with minor edits.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 17, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising		
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	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	February 17, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	AODA, Business case as a Capital Project		
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	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 – AODA, Business case as a Capital Project</i> <i>Appendix A: Investment Case, AODA Compliance Project</i> <i>Appendix B: AODA Compliance Project Presentation</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) endorse the recommended Option identified in the Investment Case and submit recommendation to the Board of Governors to approve an expenditure of up to \$10,000,000 split 50/50 from the College’s Strategic Investment Priorities annual budget and Reserve Funds over the fiscal years 2021-2022, 2022-2023 and 2023-2024 to complete the building renovations to support AODA compliance across the Ottawa, Perth and Pembroke campuses mandated by the Province of Ontario by January 1, 2025.</p>		
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 endorsed the recommended option that was identified in the Investment Case. The recommended option ensures AODA compliance with the Ontario Building Code legislation and adopts the correct level of accessibility standards to demonstrate the College’s commitment to inclusivity for people with disabilities.</p> <p>The Executive Team also approved proceeding with the recommendation to the Board of Governors “that the Board of Governors approves an expenditure of up to \$1.2M from the College’s Strategic Investment Priorities budget for fiscal year 2021-2022 to address campus infrastructure upgrades that support the legislated AODA compliance across the Ottawa, Perth and Pembroke campuses.” This is with the understanding that D. McNair would work with R. Southwood and A. Waked offline to update the PowerPoint presentation based on today’s feedback.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 17, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	Integrated College Development Planning Committee: College Space Recommendations FY 21-22		
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	R. Southwood, Acting Executive Director, Facilities Management, J. Beauchamp, Chair, ICDP SC		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – ICDP Endorsed Space Requests FY21-22</i> <i>Appendix A Prioritization of 2021-22 Space Requests</i> <i>Appendix B Call for Space & Campus Planning Requests for FY 2022-23 & Beyond</i> <i>Appendix C 2021-22 & Beyond Space Requests</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorses the proposed prioritization of space requests for FY 2021-22; the approach to the Call for Space & Campus Planning Requests for FY 22-23; and the temporary space allocation solution for the 2 AVP + Executive Assistant offices.		
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 prioritization of space requests for 2021-22 pending the Leadership Team’s review on February 25, 2021 for information.</p> <p>The Executive Team approved the temporary space allocation solution from Facilities Management for the two Associate Vice President and Executive Assistant offices pending the Leadership Team’s review on February 25, 2021.</p> <p>The Executive Team endorsed the Call for Space requests memorandum with minor edits.</p>		