

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 4, 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 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 agenda was approved with minor additions.</p> <p>The Leadership Team will be provided with additional clarity for the report back on capacity analysis following a request from Human Resources, at today's (November 4, 2020) ACLT Huddle. A decision has also been reached on the dates for the holiday closure. This decision will be communicated to the College community on November 6, 2020.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 4, 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 – October 21, 2020 (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 with additional updates to take place offline. Due to time constraints, calendar was not reviewed.</p> <p>The consent agenda item was approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 4, 2020	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising – Update on Development of Algonquin College’s next Strategic Plan		
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	D. McNair provided the Executive Team with an update on the development and timelines for Algonquin College’s next Strategic Plan.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 4, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	BOG December 7, 2020 Agenda Review		
Requested By (ACET member)	C. Brulé, President & CEO	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	V. Tiqui-Sanford, Executive Assistant, Board of Governors		
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 BOG Dec. 7, 2020 Agenda Review 2 BoG Agenda December 7, 2020 V2 IN CAMERA BoG Agenda December 7, 2020 (Governors only) 2020-21 Board of Governors Work Plan V25</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the Draft December 7, 2020 Board meeting agendas.		
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	Updates were made to the December 7, 2020 Board of Governors agenda and work plan based on the Executive Team discussion. Additional updates will be made offline as required.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 4, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	Second Quarter 2020-21 Enterprise Risk Management Report		
Requested By (ACET member)	D. McNair, Vice President, Finance & 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	C. Bonang, Director Risk Management		
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 – 2020-11-04 – Second Quarter 2020-21 Enterprise Risk Management Report</i> <i>DRAFT ARM Transmittal - Second Quarter 2020-2021 Enterprise Risk Management Report</i> <i>ARM Appendix A Second Quarter 2020-21 High-Risk Dashboard</i> <i>ARM Appendix B Second Quarter 2020-21 Legal and Insurance Summary</i> <i>ARM Appendix C Second Quarter 2020-21 Incidents of Fraud</i> <i>ARM Appendix D SOURCE Integrated Internal Control Framework</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the draft Second Quarter 2020-2021 Enterprise Risk Management Report and supporting Audit and Risk Management Committee transmittal.		
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 accepted the draft Second Quarter 2020-2021 Enterprise Risk Management Report for presentation to the Audit and Risk Management Committee at their November 17, 2020 meeting.</p> <p>The Executive Team also approved the revised Audit and Risk Management Committee (ARM) transmittal template to be presented to ARM for approval.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 4, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	Second Quarter 2020-21 Financial Projection		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	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 2020-11-04 – Second Quarter 2020-21 Financial Projections</i> <i>Appendix A – 2020-11-04 – Second Quarter 2020-21 Financial Projection</i> <i>Appendix B – 2020-11-04 – Second Quarter 2020-21 Compliance Schedule</i> <i>Appendix C – 2020-11-04 – Second Quarter 2020-21 Contingency Funds Report</i> <i>Appendix D – 2020-11-04 – Second Quarter 2020-21 Internal Management Report – Summary by Area</i> <i>Appendix E – 2020-11-04 – ARM Committee Transmittal – November 17, 2020</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) accepts the Second Quarter 2020-21 Financial Projection, the Second Quarter 2020-21 Compliance Schedule, the Second Quarter 2020-21 Contingency Report, the Second Quarter 2020-21 Internal Management Report and the ARM Committee Transmittal, as presented.		
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 accepted the Second Quarter 2020-21 Financial Projection, the Second Quarter 2020-21 Compliance Schedule, the Second Quarter 2020-21 Contingency Report, the Second Quarter 2020-21 Internal Management Report and the ARM Committee transmittal with minor additions and updates to take place offline.</p> <p>Following a request, future presentations will also include a review of the “Internal Management Reports Summary by Area”.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 4, 2020	Agenda Item Number (pull from agenda)	8.0
Topic	Student Information System Project Update		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	A. McDonell, Director, Marketing and Recruitment K. Pearson, Registrar, Registrar's Office		
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 & Executive Summary – Student Information System Project</i> <i>Student Information System Project Update – Presentation.pptx</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the recommendation on the branding of the Student Information System (SIS) 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	The branding recommendation for the Student Information System (SIS) Project was approved with further adjustments and review to take place offline via a Faculty Focus Group. A. McDonell and K. Pearson will pressure test the wording offline with input from faculty. An open invitation to participate in the focus group will be posted on myAC.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 4, 2020	Agenda Item Number (pull from agenda)	9.0
Topic	Private College Public Partnership Information Technology Resource Request		
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	E. Mulvey, Director, International Education Centre Y. Do, Director, IT Service Delivery		
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 – 2020-11-04 – Private College Public Partnership Information Technology Resource Request</i>	
Recommendation	THAT the Algonquin College Executive Team approve an investment of up to \$240,000 over fiscal years 2020/21 to 2021/22 from SIP (reserves) to fund foundational software development work associated with PCPP student admissions and assess options for a long term solution.		
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 an investment of \$240,000 over fiscal years 2020-2021 and 2021-2022 from Strategic Investment Priorities (SIP) reserves to fund foundational software development work associated with Private College Public Partnership (PCPP) student admissions and assess options for a long-term solution. This request includes the hiring of two additional resources. D. McNair will communicate the decision to E. Mulvey and Y. Do.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 4, 2020	Agenda Item Number (pull from agenda)	10.0
Topic	ACLT Meeting Agenda – November 26, 2020 & ACLT Retreat Debrief – 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>ACET Transmittal – ACLT Meeting Agenda – November 26, 2020</i> <i>ACET Transmittal – ACLT Retreat Debrief – October 22, 2020</i> <i>ACLT Meeting Agenda – November 26, 2020</i> <i>ACLT Retreat Survey – October 22, 2020 – Results</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve the ACLT Meeting Agenda for November 26, 2020 and review and discuss the ACLT Retreat survey results.</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>Updates were made to the November 26, 2020 ACLT agenda. Additional updates will be made to the agenda offline.</p> <p>The ACLT meeting agenda template will also be adjusted to reduce the number of presentations per meeting. The Leadership Team will also be provided with an update as follow up from the last ACLT meeting. The Executive Team agreed that for future presentations that the presenter will be asked to verbalise the desired outcome at the start of their presentation.</p> <p>R. McLester will work with his team to summarize the survey results from the October 22, 2020 ACLT Retreat. The detailed survey results and summarized results will also be shared with the Leadership Team.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 4, 2020	Agenda Item Number (pull from agenda)	11.0
Topic	ACET Retreat Agenda Finalization – November 19-20, 2020		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	20 mins.
ACET Action Requested	<input 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>ACET Transmittal – November 19-20, 2020 ACET Retreat Agenda Finalization</i> <i>ACET Retreat Agenda – November 19-20, 2020 (draft)</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the draft November 19-20, 2020 ACET Retreat meeting agenda.		
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 were made to the November 19-20, 2020 ACET Retreat meeting agenda. Additional updates will be made to the agenda offline. D. McCutcheon will work with D. McNair offline to link the Human Resources related component with the financial component for one of the ACET Retreat presentations.		