

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 2, 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 02, 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> 3.1 ACET planner review 3.2 Calendar review 3.3 Consent agenda items 3.3.1 Assumptions for 2021-22 Schedule of Fees Preparation (K. Pearson) 3.3.2 2020 Virtual Convocation Ceremonies: Feedback & Recommendations (K. Pearson) 3.3.3 Draft ACET Minutes – November 12, 2020 (M. Wilson) 3.3.4 2021-22 Schedule of Rates for Internal Services – Revised (G. Perry) 3.3.5 Submission to MCU: COVID-19 Impacts on Institutional Finances (G. Perry) 3.3.6 Policy HR24: Inclusion and Diversity (D. McCutcheon) 3.3.7 Policy HR25: Psychological Health & Safety (D. McCutcheon)	
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. Due to time constraints, calendar was not reviewed.</p> <p>The consent agenda items were approved as presented pending offline review of items 3.3.6 Policy HR24: Inclusion and Diversity and 3.3.7 Policy HR25: Psychological Health & Safety.</p> <p>Policy AD01 Administration of College Policies will be reviewed and updated to include guidelines with respect to the administrative process for new policies that are within their first year.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 2, 2020	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising		
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	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	There was no business arising.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 2, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	Online Cyber Security Awareness Training (SAT) Program		
Requested By (ACET member)	Duane 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	Lois Pollock, Chief Digital Officer, ITS Craig Delmage, Manager, Information Security and Privacy, ITS		
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 – 2020-12-02 – Online Cyber Security Awareness Training Program</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the rollout of the mandatory online cyber security awareness training (SAT) program to all College employees		
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 rollout of the mandatory online cyber security awareness training (SAT) program to all College employees. This is with the understanding that it is dependent on the success of the data capture within the employee learning management platform.</p> <p>C. Janzen will mention cyber security at an upcoming Students' Association / College Collaborative Committee (SA/CCC) meeting to raise awareness and to discuss potential opportunities.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 2, 2020	Agenda Item Number (pull from agenda)	7.0
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 checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	<i>ACET Transmittal – 2021-23 Business Planning Dec 2 2020 Breakout group notes on Business Plan items – ACLT Nov 26</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) discuss the feedback from ACLT members at the meeting of November 26 and review the status of the work underway to develop the 2021-22 Business Plan to meet the December 17 deadline.</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 discussed the feedback that was received from the Leadership Team at the November 26, 2020 ACLT meeting.</p> <p>Criteria for ranking the priorities was discussed and adjusted. Further updates will be made offline in preparation for the December 8, 2020 and December 17, 2020 ACLT meetings. L. Stanbra emphasized the importance of the Executive Team working with their teams in preparation for the upcoming ACLT meetings.</p> <p>The absence of the Board-level initiative associated with Goal 4 Connected was highlighted.</p> <p>Discussion included the need to align the Business Plan initiatives with the Students' Association priorities. Further discussions will continue offline. L. Stanbra will share the 2021-23 Business Plan with the Students' Association following presentation to the Board of Governors at their February 22, 2021 meeting.</p> <p>An additional stand-alone ACET meeting has been scheduled for January 8, 2021.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 2, 2020	Agenda Item Number (pull from agenda)	8.0
Topic	ACLT Meeting Agenda – December 17, 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	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 – December 17, 2020</i> <i>ACLT Meeting Agenda – December 17, 2020</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve the ACLT Meeting Agenda for December 17, 2020.</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>Further updates will be made to the ACLT meeting agenda offline based on Executive Team discussion.</p>		