

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 20, 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 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	<b>THAT</b> 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 type="checkbox"/> Approved <b>as amended</b> (see below) <input checked="" type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	Approved as presented.  President Brulé asked the Executive Team to consider additional potential opportunities for letters of acknowledgement.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 20, 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 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><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> <i>3.3.1 Draft ACET Minutes – January 13, 2021 (M. Wilson)</i>	
Recommendation	<b>THAT</b> 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 <b>as amended</b> (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. The Executive Team also reviewed calendar.</p> <p>Item 3.3.1 Draft ACET Minutes – January 13, 2021 was approved with minor edits.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 20, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising – ACLT Meeting Agenda – January 28, 2021		
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 checked="" type="checkbox"/> Other: Information to be posted	<i>ACLT Meeting Agenda – January 28, 2021</i>	
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	The January 28, 2021 ACLT Meeting agenda was approved as presented.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 20, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	College Quality Assurance Audit Process: Status Update to Executive Team regarding Outcomes of Self-Study		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	Time Allotted	20 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	M. Cusson, Dean, Academic Development L. Draper, CQAAP Project Manager		
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 – CQAAP Jan20 2021</i> <i>CQAAP-ACET Presentation Jan 20 2021</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) receive the status update, including and support the outcomes of the self-study.		
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	The Executive Team received the status update on the College Quality Assurance Audit Process (CQAAP), including and in support of the outcomes of the self-study.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 20, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	IN CAMERA: Public College-Private Partnerships (PCPP) 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	E. Mulvey, Director, International Education Centre C. Miller, Project Manager, PCPP		
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 – 2021-01-20 – IN CAMERA Public College Private Partnership</i> <i>Appendix A: Collaborative Education Agreement – Public College Private Partnership</i> <i>Appendix B: Business Case – Public College Private Partnership</i> <i>Appendix C: Section 28 - Contingent Liabilities Table</i> <i>Appendix D: Section 28 - Cash Flow Projections</i> <i>Appendix E: BDO Summary Report – Excerpt (Confidential)</i> <i>Appendix F: ARM Presentation - Public College Private Partnerships</i> <i>Appendix G: ARM Transmittal – 2021-02-09 – Private College Partnership</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) receives these documents for approval in advance of the Audit and Risk Management Committee meeting scheduled on February 9, 2021 on the Public College – Private Partnership (PCPP).		
ACET Decision	<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) _____		
Target	The Executive Team approved the Public College – Private College (PCPP) documents for presentation at the February 9, 2021 Audit and Risk Management Committee meeting. Minor adjustments will be made to the presentation offline.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 20, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	Draft Internal Audit Results – Management of Major Capital Projects (KPMG)		
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	G. Perry, Chief Financial Officer, Finance and Administration		
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 – 2021-01-20 – Draft Internal Audit Results – Management of Major Capital Projects Appendix A – 2021-01-20 – KPMG Audit of Management of Major Capital Projects</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) accepts the final report and recommendations from the Internal Audit - Management of Major Capital Projects as presented.		
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	The Algonquin College Executive Team (ACET) accepted the final report and recommendations from the Internal Audit – Management of Major Capital Projects as requested.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 20, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	Third Quarter 2020-21 Financial Projection		
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	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 2021-01-20 – Third Quarter 2020-21 Financial Projection</i> <i>Appendix A – 2021-10-20 – Third Quarter 2020-21 Financial Projection</i> <i>Appendix B – 2021-10-20 – Third Quarter 2020-21 Compliance Schedule</i> <i>Appendix C – 2021-10-20 – Third Quarter 2020-21 Contingency Funds Report</i> <i>Appendix D – 2021-10-20 – Third Quarter 2020-21 Internal Management Report – Summary by Area</i> <i>Appendix E – 2021-10-20 – ARM Transmittal – 2021-02-09 – Third Quarter 2020-21 Financial Projection</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) accepts the Third Quarter 2020-21 Financial Projection, the Third Quarter 2020-21 Compliance Schedule, the Third Quarter 2020-21 Contingency Report, the Third Quarter 2020-21 Internal Management Report and the ARM Committee Transmittal, as presented.		
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 accepted the Third Quarter 2020-21 Financial Project, the Third Quarter 2020-21 Compliance Schedule, the Third Quarter 2021-21 Contingency Report, the Third Quarter 2020-21 Internal Management Report and the ARM Committee Transmittal, as presented.</p> <p>G. Perry advised that the budget review process is being adjusted and that that the revised budget review process would be presented to ACET at a future date (to be determined).</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 20, 2021	Agenda Item Number (pull from agenda)	10.0
Topic	CTC Structure/Governance		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	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	B. Brownlee, Director, Campus Services L. Pollock, Chief Digital Officer		
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 – CTC Structure – Governance            2020.01.20            2021-01-20 CTC Refresh Consolidations of Sub-Committees</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) review and approve the proposed Algonquin College Technology Committee direction for restructuring CTC-C and CTC-A.		
ACET Decision	<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) _____		
Target	<p>The Executive Team reviewed and approved the proposed Algonquin College Technology Committee direction for restructuring CTC-C and CTC-A, with the addition of a representative from the Students’ Association added to the committee membership.</p> <p>The approved recommendation included approval of the consolidation of CTC-A, CTC-C, the LMS Stakeholder Committee and the Learning Development Platform Committee into the fulsome CTC Stakeholder Group.</p>		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 20, 2021	Agenda Item Number (pull from agenda)	11.0
Topic	2021-23 Business Plan Status Check-in		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	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: Information to be posted	<i>ACET Transmittal – 2021-01-20 – 2021-23 Business Plan Update</i> <i>Appendix 1 – 2021-01-20 – Jan 14 email to ACLT – Status and Action Items for Business Plan Development</i>  <b>Please note: Live working copy of Business Plan &amp; Timeline, etc. is on the ACLT Business Planning Teams site</b>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) continue discussions and decisions regarding the development of the 2021-22 Business Plan, decide next steps and agree on when and how we work with ACLT on the next iteration of the plan.</p>		
ACET Decision	<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) _____		
Target	<p>The Executive Team continued the discussion regarding the development of the 2021-22 Business Plan. A decision was reached on some of the required focus of the January 28, 2021 ACLT meeting and to seek offline support from some members of the Leadership Team to define a process for addressing capacity.</p> <p>L. Stanbra and R. McLester will meet offline to further discuss next steps and incorporation of Becoming Again in the development of the 2021-22 Business Plan.</p>		