

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 10, 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. 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	February 10, 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> 3.1 ACET planner review 3.2 Calendar review 3.3 Consent agenda items 3.3.1 Management Response to Auditor Recommendations – Bi-annual Report (G. Perry) 3.3.2 Draft ACET Minutes – January 27, 2021 (M. Wilson)	
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. The Executive Team also reviewed calendar. The consent agenda items were approved as presented.</p> <p>D. McNair advised that an annual progress report is presented to the Audit and Risk Management (ARM) Committee and reminded the Executive Team that they need to continue to make progress on the implementation of recommendations from past internal audits and external audits. The report will be updated next for presentation to ARM in the Fall 2021.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 10, 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 10, 2021	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	30 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 R. McLester, Vice President, Truth, Reconciliation & Indigenization D. McNair, Vice President, Finance and Administration		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint: High-level BP context <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: 2020-22 Business Plan Booklet	<i>ACET Transmittal 2021-23 Business Planning – Feb 10 2021</i> <i>2021-23 Business Plan Development to BoG (Feb 2021)</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) confirm content in the 2021-23 Booklet to the Board and receive an update and make decisions on timelines.		
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 content and made recommendations on adjustments that should be made to a portion of the 2021-23 Business Plan and Budget booklet for presentation to the Board of Governors. L. Stanbra and T. McDougall will work offline to update the booklet.</p> <p>The Executive Team will also validate the 2021-23 Business Plan timelines offline.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 10, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	Integrated College Development Planning (ICDP) Steering Committee Quarterly Update		
Requested By (ACET member)	C. Janzen, Senior Vice President Academic	Time Allotted	15 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	C. Janzen, Senior Vice President, Academic J. Beauchamp, Dean, School of Business (Chair, ICDP Steering Committee)		
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>ICDP Quarterly Update_ACET Transmittal_Feb 2021</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive the ICDP Steering Committee quarterly update.		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input 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 received the Integrated College Development Planning (ICDP) Steering Committee update for information. The Executive Team also discussed the proposed short-term and long-term mandate of the committee.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 10, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	Strategic Exercise to Restore Financial Sustainability (SERFS) Project Update		
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	A. Feather, Project Manager, Strategic Exercise to Restore Financial Sustainability (SERFS) Project		
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 – 2021-02-10 – SERFS Project Update Appendix A: SERFS Project Update Presentation Appendix B: Metrics Definitions and Targets DRAFT</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive the February 2021 update on the SERFS Project for information.		
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 received the Strategic Exercise to Restore Financial Sustainability (SERFS) Project update and suggested some process recommendations when capturing community input.</p> <p>The Executive Team will review the metrics offline and submit their input to A. Feather.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 10, 2021	Agenda Item Number (For office use only)	8.0
Topic	Ombudsman's Annual Report, 2019-2020		
Requested By (ACET member)	Laura Stanbra, Vice President, Student Services	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. Cole, Ombudsman		
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 – 2021-02-10 – Ombudsman's Annual Report 2019-2020 Office of the Ombudsman's Annual Report, 2019-2020 Ombudsman Review Committee (ORC)_Memo Confirming Approval of the Office of the Ombudsman's Annual Report 2019-2020</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) accept the Office of the Ombudsman's Annual Report, 2019-2020 as presented.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team accepted the Office of the Ombudsman's Annual Report, 2019-2020 as presented. The recommendation is for a review of the policies on Academic Appeal, Review of Final Grade, Academic Dishonest, and Plagiarism to ensure their clarity, alignment and consistent application across the College.</p> <p>A College Response, primarily drafted by C. Jaznen, to the Ombudsman's Report will be submitted as a consent agenda item at a future ACET meeting.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 10, 2021	Agenda Item Number (pull from agenda)	10.0
Topic	IN CAMERA: Public College-Private Partnerships (PCPP) Update		
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	Ernest Mulvey, Director, International Education Centre Charlene Miller, Project Manager, Private College Partnerships		
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 – 2021-02-10 – IN CAMERA Public College Private Partnership Update</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: BOG Transmittal Public College Private Partnership</i> <i>Appendix D: BOG Presentation</i>	
Recommendation	That ACET receives this transmittal for a Dry Run for the Board of Governors meeting on the Public College – Private Partnership (PCPP).		
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 Teams received the transmittal for a dry run for the Board of Governors meeting on the Public College – Private Partnership (PCCP). An in camera update will be presented to the Board of Governors at their February 22, 2021 meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 10, 2021	Agenda Item Number (pull from agenda)	11.0
Topic	January 29 Town Hall Survey Results		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	15 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" 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>Jan 29 Town Hall Survey Summary Transmittal</i> <i>January 29 Town Hall Survey Results Summary</i> <i>Data_Q12_210204</i> <i>Data_Q15_210204</i> <i>Data_All_210204</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review the January 29 Town Hall survey summary in preparation for the February 10 Town Hall that is targeted to other than full time employees.</p>		
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 reviewed the survey results from the January 29, 2021 Town Hall. They also discussed the Town Hall scenario in preparation for the February 10, 2021 Town Hall that is targeted for part-time employees.</p>		