

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	March 10, 2021	<b>Agenda Item Number (For office use only)</b>	1.0
<b>Topic</b>	Approval of Agenda		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO	<b>Time Allotted</b>	5 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	C. Brulé, President & CEO, Algonquin College		
<b>Attachments</b>	<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>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
<b>ACET Decision</b>	<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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	Approved as presented.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	March 10, 2021	<b>Agenda Item Number (For office use only)</b>	3.0
<b>Topic</b>	Upcoming ACET Agendas, Calendar Review & Consent Items		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	15 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting</b>	ACET		
<b>Attachments</b>	<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> 3.1 ACET planner review 3.2 Calendar review 3.3 Consent agenda items 3.3.1 Academic Calendar – 2022-2023 Key Dates (K. Pearson) 3.3.2 Draft ACET Minutes – March 03, 2021 (M. Wilson) 3.3.3 Policy HR04 Tuition Assistance - Degree Completion (D. Soltis) <del>3.3.4 Policy HR10 New Employee Orientation (D. Soltis)</del> 3.3.5 Policy AA27 General Education and Breadth Courses (M. Cusson) 3.3.6 Policy AA45 Articulation Agreements (M. Cusson) 3.3.7 College Response to Ombudsman Report 2019-2020 (C. Janzen)	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review upcoming ACET Agendas, Calendars and approve Consent Items.		
<b>ACET Decision</b>	<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) _____		
<b>Target</b>	<p>The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline. The Executive Team also reviewed calendar.</p> <p>The following consent agenda items were removed for discussion:</p> <ul style="list-style-type: none"> <li>• 3.3.1 Academic Calendar – 2022-23 Key Dates – Approved with minor edits.</li> <li>• 3.3.3 Policy HR04 Tuition Assistance – Degree Completion – Approved with minor edits.</li> <li>• 3.3.5 Policy AA27 General Education and Breadth Courses – Approved with minor edits.</li> <li>• 3.3.6 Policy AA45 Articulation Agreements – Approved with minor edits.</li> <li>• 3.3.7 College Response to Ombudsman Report 2019-2020 – Approved with minor edits.</li> </ul> <p>Item 3.3.2 Draft ACET Minutes – March 3, 2021 was approved as presented.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 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	<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	No business arising.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 10, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	BOG February 22, 2021 Agenda Review		
Requested By (ACET member)	C. Brulé, President & CEO	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	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 Apr. 19, 2021 Agenda Review            BOG Agenda April 19, 2021 V5            IN CAMERA BOG Apr. 19, 2021 Agenda Review            2020-21 Board of Governors Work Plan V32</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) review the Draft April 19, 2021 Board meeting agenda.		
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>Updates were made to the April 19, 2021 Board of Governors meeting agenda based on the Executive Team discussion. Additional updates will be made offline.</p> <p><span style="border: 1px solid black; padding: 2px;">E. Stanbra</span> will send the Executive Team additional instructions in order for them to prepare for the 2021-23 Business Plan portion of the presentation.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 10, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	2020-21 Preliminary Sexual Assault/Sexual Violence Annual Report		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	B. Bridgstock, Director, Student Support Services L. Stanbra, Vice President, Student Services S. Crawford, Sexual Violence Prevention and Harm Reduction Coordinator		
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 – 2021-03-10 – 2021-21 Preliminary Sexual Assault – Sexual Violence Annual Report 2020-2021 Sexual Violence Prevention Annual Report draft V5</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) accepts this annual report for feedback and furtherance to the Academic & Student Affairs Committee of the Board of Governors.		
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 accepted the annual report for presentation to the Academic and Student Affairs Committee of the Board of Governors on March 24, 2021.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 10, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	Strategic Exercise to Restore Financial Sustainability 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 – 2021-03-10 - SERFS Project Update            Appendix A - SERFS Project Update Presentation            Appendix B - BOG Generative Discussion – Discussion Points and Responses</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) receive the March 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 <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team received the March 2021 update on the Strategic Exercise to Restore Financial Sustainability (SERFS) project for information.</p> <p>A. Feather, Project Manager, SERFS Project will take the recommended revisions offline for consideration within the next iteration.</p> <p>D. McNair asked the Executive Team to provide feedback on what has been included in the draft response to the Board of Governors.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 10, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	2021-22 Operational Planning Process		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	45 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	D. McNair, Vice President, Finance and Administration L. Stanbra, Vice President, Student Services R. McLester, Vice President, Truth, Reconciliation & Indigenization		
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 – 2021-03-10 – ACET Feedback – Operating Plan Criterion            Appendix A - ACET Feedback - Operating Plan Criterion            Appendix B - Proposed REVISED Operating Plan Criterion</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) review and endorse revised criteria to prioritize Operating Plan Initiatives and begin Step 3 of the Operating Plan Development Process.		
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 the revised criteria to prioritize Operating Plan Initiatives. D. McNair will update the criteria based on Executive Team feedback offline.</p> <p>The Executive Team was asked to review and score each of the proposed 2021-22 Operating Plan initiatives that have not been assessed by Information Technology Services (ITS). The list will be sent to the Executive Team via email on March 11, 2021 with responses due by March 15, 2021.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 10, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	2021-23 Business Plan Booklet – First Review		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	25 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 21-23 Business Plan Booklet – First Review – March 10 2021</i> <i>Business Plan 2021-23V10F</i> <i>Business-Plan-2020_Approved</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review the current draft of the Business Plan booklet to be submitted to the Board of Governors for the April 19, 2021 meeting.</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 reviewed the current draft of the Business Plan booklet and discussed their recommended changes. L. Stanbra captured all recommended changes for updates to take place offline.</p> <p>L. Stanbra will send the Executive Team an email with further instructions. The Executive Team has been asked to provide additional feedback by end-of-day March 11, 2021.</p> <p>The latest draft of the Business Plan booklet will be reviewed at the March 17, 2021 ACET meeting to allow for one final review in advance of submission to the Board of Governors for the April 19, 2021 meeting. The financial component of the booklet is also scheduled to be reviewed at the March 17, 2021 ACET meeting.</p>		



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<b>Date of Meeting</b>	March 10, 2021	<b>Agenda Item Number (pull from agenda)</b>	10.0
<b>Topic</b>	2021-22 and beyond – ACET Retreat Meeting Dates		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO	<b>Time Allotted</b>	15 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	C. Brulé, President & CEO		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – ACET Retreat Meeting Dates</i>	
<b>Recommendation</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) discuss and confirm the ACET Retreat meeting dates on a go forward basis.</p>		
<b>ACET Decision</b>	<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) _____		
<b>Target</b>	<p>The Executive discussed the ACET Retreat meeting dates for 2021-22 and beyond. The ACET Retreats are currently scheduled yearly in August, November and April. The Executive Team confirmed that starting in 2021-22 the ACET Retreats would be scheduled in early October and May.</p> <p>It was asked when The Executive Team would review the results from the recent ACET Meeting Schedule survey. T. McDougall provided the Executive Team with an update on next steps.</p>		