

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 17, 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, Algonquin College		
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	March 17, 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	15 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> <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 – March 10, 2021 (M. Wilson)</i> <i>3.3.2 Policy HR10 New Employee Orientation (D. Soltis)</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 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 did not review the upcoming ACET planner or calendar. President Brulé mentioned the comments from the Executive Team survey who did not see value in continuing with the calendar review. The Executive Team was asked to advise if they feel there is a better way to share this information that would be more time effective.</p> <p>Item 3.3.1 Draft ACET Minutes – March 10, 2021 was approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 17, 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	March 17, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	Final review/approval 2021-23 Business Plan text for initiatives and “booklet”		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	30 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	L. Stanbra, Vice President, Student Services A. McDonell, Director, Marketing and Recruitment N. Laracque, Creative Services Team Lead, Marketing		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	<i>ACET Finalize 2021-23 Business Plan Booklet to BoG March 17 2021 Business Plan 2021-23 Version 10 of Business Plan Board Booklet ACET feedback to Marketing Business Plan 2021-23 Version 16 of Business Plan Board Booklet from Marketing</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the content for the 2021-23 Business Plan Booklet to the Board of Governors.		
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 Executive Team reviewed the content for the 2021-23 Business Plan Booklet to the Board of Governors. Additional updates will be made offline with updates to be sent via email to the Executive Team and N. Larocque, Creative Services Team Lead, Marketing.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 17, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	Approval of Final draft 2021-22 Draft Annual Budget		
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	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 – 2021-03-17 – Approval of final draft 2021-22 Annual Budget</i> <i>Appendix A – 2021-22 Draft Annual Budget revised V2</i> <i>Appendix B – 2021-22 Draft Treasurer’s Report</i> <i>Appendix C – ARM Transmittal – 2021-22 Draft Annual Budget</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse the 2021-22 Draft Annual Budget for presentation to the Audit and Risk Management Committee on March 30, 2021.		
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 Executive Team endorsed the 2021-22 Draft Annual Budget for presentation to the Audit and Risk Management Committee on March 30, 2021 with minor edits.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 17, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	2021-22 Operational Planning Process		
Requested By (ACET member)	C. Brule, 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 type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2021-03-17 – 2021-22 Operational Planning Process Appendix A – ACET Scoring of 2021-22 Operational Plan Initiatives</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) prioritizes the 2021-22 operating plan initiatives that have not yet been assessed by ITS and discuss next steps.		
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 Teams prioritized the 2021-22 operating plan initiatives that were not previously assessed by ITS. The Executive Team reviewed each of the initiatives to determine if they are mandated, mandatory or not mandatory. Additional information is required and will be captured offline for some of the initiatives in order for a decision to be reached. Some members of the Executive Team have also been asked to add their scoring to some of the initiatives that have now been deemed not mandatory. D. McNair will update the document based on feedback and then ask the Leadership Team project owners to review to access resources and capacity. The Executive Team will have one final review following their input.</p> <p>The Executive Team agreed that criteria 1 needs to be more specific based on the interpretation of some of the initiatives.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 17, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	R3 Project Status Update and Unit4 Gateway Process		
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 checked="" type="checkbox"/> Information		
Staff Presenting	K. Pearson, Registrar S. Wong, Senior Project Manager		
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 – 2021-03-17 – R3 Project Status Update and Unit4 Gateway Process</i> <i>ACET PowerPoint – 2021-03-17 – R3 Project Status Update and Unit4 Gateway Process</i> <i>Appendix A – Unit4-R3 Project Gateway sign-off – Phase 1 – Plan & Prepare</i>	
Recommendation	THAT the Algonquin College Executive Team receive a briefing on the Unit4 -R3 Project Gateway process, including the conclusions from Phase 1, and an overall project status update.		
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 Executive Team received a briefing on the Unit4 – R3 Project Gateway process, including the conclusions from Phase 1, as well as the overall project status update for information. The timeline was accepted as presented with one minor addition.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 17, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	ARM Report – Violence Related Incidents		
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	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 – 2012-03-17 – ARM Report – Violence Related Incidents Appendix A - X.X ARM Transmittal Third Quarter 2020-2021 College Violence Related Incidents</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review and approve the attached ARM Committee draft transmittal regarding violence related incidents.		
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 Executive Team approved the Audit and Risk Management (ARM) Committee draft transmittal regarding violence related incidents with minor edits.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 17, 2021	Agenda Item Number (pull from agenda)	10.0
Topic	April 15-16, 2021 ACET Retreat Agenda Finalization		
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 type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal and Exec Summary – ACET Retreat Agenda Finalization</i> <i>ACET Retreat Agenda – April 15-16, 2021 – v1 – cb edits</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the draft April 15-16, 2021 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	The Executive Team reviewed the draft April 15-16, 2021 ACET Retreat meeting agenda with additional edits to take place offline. In order to finalize the ACET Retreat agenda, additional updates are required by the Executive Team to confirm presentation times and presenters.		