

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 28, 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 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	The agenda was approved as amended with the addition of discussing an In Camera information item that was circulated via email to the Executive Team on April 27, 2021. Additional review will take place offline in order to determine next steps.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 28, 2021	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas & 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>Planner and Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – April 21, 2021 (M. Wilson)	
Recommendation	THAT the Algonquin College Executive Team (ACET) review upcoming ACET Agendas 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.</p> <p>The consent agenda item was approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 28, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	ARM Presentation: Advancement		
Requested By (ACET member)	M. Savenkoff, Vice President, Advancement	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	I. Lewer, Director, Philanthropy J. Souaid, Associate Director, Advancement Services M. Savenkoff, VP Advancement		
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 and Exec Summary – ARM Advancement Report</i> <i>ARM Transmittal – Advancement Report</i> <i>Appendix A – Advancement Report</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receives the presentation as a practice run for the May 25, 2021 Audit and Risk Management (ARM) Committee meeting.		
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 the Advancement report for the May 25, 2021 Audit and Risk Management (ARM) Committee meeting with minor edits. M. Savenkoff, Vice President, Advancement will also prepare a PowerPoint presentation for the May 25, 2021 ARM meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 28, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	ACET Podcast Overview		
Requested By (ACET member)	T. McDougall, Director, President's Office and Communications	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	T. McDougall, Director, President's Office and Communications C. Lackner, Manager, Communications		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other:	<i>ACET Transmittal – 2021-04-28 Podcast series with ACET AC Podcast presentation to ACET Apr 28</i>	
Recommendation	THAT the Algonquin College Executive Team discuss and endorse a Communications proposal to spotlight ACET members and potential key Algonquin initiatives, through a community podcast program.		
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 discussed the proposal from Communications to spotlight Executive Team members and key initiatives, through a community podcast program. The Executive Team approved proceeding with the podcasts while ensuring they have the right stakeholders at the table, clear objectives and metrics to measure success. C. Lackner, Manager, Communications and T. McDougall, Director, President's Office and Communications will refine the proposal based on Executive Team input and then share the timelines and updated proposed topics with the Executive Team.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 28, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	2021-22 Operating Initiatives Update		
Requested By (ACET member)	C. Brule, President & CEO	Time Allotted	30 mins.
ACET Action Requested (Please check one)	<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 I. Buglar, Executive Assistant		
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 – 2021-04-28 – 2021-22 Operating Plan Update</i> <i>Appendix A: Initiatives Deferred to Future Years</i> <i>Appendix B: Initiatives Ready for Execution</i> <i>Appendix C: Initiatives Pending Confirmation</i> <i>Appendix D: Sheridan College – Planning Framework</i> <i>Appendix E: 2021-22 Operating Plan Update Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the draft 2021-22 College Operating Plan and approve the initiatives in Appendix B for execution.		
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 draft 2021-22 College Operating Plan, with additional review to take place offline. The Executive Team approved executing the 26 initiatives that have been identified as ready for execution through the four-step hybrid process.</p> <p>Further updates will be provided as available.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 28, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	Strategic Exercise to Restore Financial Sustainability (SERFS) Financial Sustainability Roadmap		
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	D. McNair, Vice President, Finance and Administration A. Feather, Project Manager, SERFS Project		
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 – 2021-04-28 – Financial Sustainability Roadmap</i> <i>Appendix A: Financial Sustainability Roadmap – Responses to ACET Comments</i> <i>Appendix B: Financial Sustainability Roadmap – Clean Version</i> <i>Appendix C: SERFS Project Update Presentation.pptx</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse the Financial Sustainability Roadmap developed from the Strategic Exercise to Restore Financial Sustainability.		
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 Financial Sustainability Roadmap pending President Brulé’s final review on May 5, 2021. Next steps for the Financial Strategy Roadmap was also shared for information.		