

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 12, 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	The agenda was approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 12, 2021	<i>Agenda Item Number (For office use only)</i>	3.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	Time Allotted	10 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><i>Planner and Consent Items</i></u> 3.1 <i>ACET planner review</i> 3.2 <i>Consent agenda items</i> 3.2.1 <i>Draft ACET Minutes – April 28, 2021 (M. Wilson)</i> 3.2.2 <i>2021 Spring Convocation Ceremonies – Briefing (K. Pearson)</i> 3.2.3 <i>R3 Project Implementation Committee Membership (K. Pearson/L. Pollock)</i>	
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 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>Due to time constraints, the Executive Team did not review the upcoming ACET planner. D. McCutcheon advised that she would share additional updates with the Executive Team offline in preparation for an In Camera item that is scheduled for the June 9, 2021 ACET meeting.</p> <p>Consent agenda items 3.2.1 Draft ACET Minutes – April 28, 2021 and 3.3.3 R3 Project Implementation Committee Membership were approved as presented. Item 3.2.2 2021 Spring Convocation Ceremonies – Briefing was accepted for information with further details to be presented to the Executive Team on May 20, 2021 for consideration.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 12, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	ARM Dry-run: Fourth Quarter 2020-21 Financial Report		
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	G. Perry, Chief Financial Officer E. Woods, Director, Financial Planning V. Tiqui-Sanford, Executive Assistant to the Board		
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 – 2021-05-12 – Fourth Quarter 2020-21 Financial Report</i> <i>Appendix A – Fourth Quarter 2020-21 Financial Report</i> <i>Appendix B – Fourth Quarter 2020-21 Compliance Schedule</i> <i>Appendix C – Fourth Quarter 2020-21 Contingency Funds Report</i> <i>Appendix D – Fourth Quarter 2020-21 Internal Management Report – Summary by Area</i> <i>Appendix E – BOG Transmittal – 2021-06-07 – Fourth Quarter 2020-21 Financial Report</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the Fourth Quarter 2020-21 Financial Report, the Fourth Quarter 2020-21 Compliance Schedule, the Fourth Quarter 2020-21 Contingency Report, the Fourth Quarter 2020-21 Internal Management Report and the Audit and Risk Committee (ARM) Transmittal, as presented.		
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 approved the Fourth Quarter 2020-21 Financial Report, Compliance Schedule, Contingency Report, Internal Management Report and the Audit and Risk Management (ARM) Committee transmittal, with minor amendments to be made offline to the Fourth Quarter 2020-21 Financial Report. The reports are scheduled to be presented to ARM on May 25, 2021.</p> <p>The Executive Team also discussed the Fourth Quarter Area reports, with further updates and discussions to take place offline as required.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 12, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	2020-21 Strategic Investment Priorities Carry Forward Requests		
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	G. Perry, Chief Financial Officer E. Woods, Director, Financial Planning T. Kinnunen, Manager, Corporate Budgeting		
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 – 2021-05-12 – 2020-21 Strategic Investment Priorities Carryforward Requests Appendix A: 2021-22 Strategic Investment Priorities Carry forward Request Details</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approves the 2020-21 Strategic Investment Priorities carry forward requests to complete project deliverables in fiscal year 2021-22.		
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 Team approved the 2020-21 Strategic Investment Priorities carry forward requests to complete project deliverables in 2021-22 as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 12, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	Fourth Quarter 2020-21 Enterprise Risk Management Report		
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	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 – 2021-05-21 – Fourth Quarter Enterprise Risk Management Report</i> <i>Appendix A – DRAFT ARM Transmittal -2021-06-14 - Fourth Quarter 2020-2021 Enterprise Risk Management Report</i> <i>Appendix B – Fourth Quarter 2020-21 Incidents of Fraud</i> <i>Appendix C – Internal Control Business Plan</i> <i>Appendix D – Fourth Quarter 2020-21 Legal and Insurance Summary</i> <i>Appendix E – Fourth Quarter 2020-21 High-Risk Dashboard</i> <i>Appendix F – Fourth Quarter 2020-21 Violence Related Security Incidents</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the draft Fourth Quarter 2020-21 Enterprise Risk Management Report Audit and Risk Management Committee transmittal and supporting appendices.		
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 Fourth Quarter 2020-21 Enterprise Risk Management Report Audit and Risk Management Committee (ARM) transmittal and supporting appendices, with further updates to take place offline based on Executive Team discussion.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 12, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	Business Arising – Sustainability Plan Next Steps (follow up from April 21, 2021 ACET meeting)		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	30 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 type="checkbox"/> Other: Information to be posted	<i>2021-04-21 ACET Transmittal – Students’ Association Year-End Update and Sustainability Plan</i> <i>2021-04-21 – Sustainability Presentation to ACET final</i> <i>2021-04-21 – Students’ Association Sustainability Plan Summary</i> <i>Ends policy Presentation to ACET transcript for review</i> <i>SA Sustainability Ends Policy April 21 2021</i> <i>Colleges and institutes supporting the transition to a new zero economy</i> <i>Email from K Holmes re SDG Accord & SDG Goals LINK</i> <i>FINANCE AND ADMINISTRATION – Sustainability Initiatives 12May2021</i>	
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 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 Sustainability Plan as follow up from an April 21, 2021 Students’ Association presentation to ACET. Additional discussions will take place offline as part of next steps. Further updates and discussion will take place at an upcoming Executive Team meeting as applicable.</p> <p>Chris Janzen, Senior Vice President, Academic shared that Chris Hahn, Dean Algonquin College Heritage Institute and Algonquin College Centre for Construction Excellence (ACCE) has agreed to assume the lead on sustainability.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 12, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	Public College Private Partnership (PCPP) Update		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	E. Mulvey, Director, International Education Centre C. Miller, 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 – 2021-05-12 – Public College – Private Partnership Update Appendix A – PCPP Update ACET Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) accept the update on the Public College Private Partnership (PCPP) for information.		
ACET Decision	<input checked="" 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 accepted an update to the Public College Private Partnership (PCPP) for information, with minor adjustments to next steps within the timeline.</p> <p>C. Miller, Manager, Private College Partnerships is seeking more information offline to determine next steps in seeking Board of Governor approval.</p> <p>Additional reviews will also take place offline in order to develop a risk dashboard (e.g. start-up and steady state). C. Janzen, Senior Vice President, Academic will also discuss required adjustments to the partner’s institutional name offline with E. Mulvey, Director, International Education Centre.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 12, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	The 2022-23 Viewbook – ACET Focus Group		
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	Alanna C. McDonell, Director, Marketing and Recruitment N. Larocque, Creative Team Lead, Marketing and Recruitment C. Beach, Marketing Officer Team Lead, Marketing and Recruitment		
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 – 2021-05-12 – The 2022-23 Viewbook – ACET Focus Group 2020-6844_2021_2022_Viewbook_FULL_FINAL.pdf 2022 Viewbook_NEW cncptdev mar962.pdf</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) provides input into the revision process for the Viewbook.		
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 provided input into the revision process for the 2022-23 Viewbook. President Brulé and T. McDougall, Director, President’s Office and Communications will discuss the Algonquin College Twitter handle offline to see what adjustments could be made, if any.		