

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 18, 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	August 18, 2021	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	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	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 – June 28, 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>Items 3.2.1 Draft ACET Minutes – June 28, 2021 was approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 18, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	e-Commerce Solution – Remote Payment Solution		
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	G Perry, Chief Financial Officer		
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 – 2021-08-18 – eCommerce Solution Appendix A – Remote Payment Assessment and Summary 07 05 2021 (for information) Appendix B – PCI DSS Analysis and Recommendation Options (for information) Appendix C – Preliminary Cost Estimate – Short Term Option 1</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approves the undertaking of a Remote Payment (credit card) Solution Project to ensure Payment Card Industry-Data Security Standard (PCI DSS) compliance, and to support funding the project from a combination of Strategic Investment Priorities Funds (as available) and Contingency Funds to a maximum of \$285,000.		
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 proceeding with the undertaking of Remote Payment (credit card) Solution Project to ensure Payment Card Industry-Data Security Standard (PCI DSS) compliance after proceeding through the process for prioritization and to confirm capacity and resource requirements as part of the 2021-22 Operating Plan.</p> <p>The Executive Team also supported funding the project from a combination of Strategic Investment Priorities Funds (as available) and/or Contingency Funds to a maximum of \$285,000.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 18, 201	Agenda Item Number (pull from agenda)	6.0
Topic	ACET Effectiveness Check-in		
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	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 – ACET Effectiveness Check-in</i> <i>ACET Effectiveness Survey Results – June 16, 2021</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on the ACET meeting effectiveness survey results as follow up from the June 16, 2021 ACET meeting.</p>		
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 reviewed the ACET meeting effectiveness survey results as follow up from the June 16, 2021 ACET meeting.</p> <p>President Brulé acknowledged that the majority of the responses were with respect to time allocation. Input on how the Executive Team could better manage time allocation has been taken into consideration for continued process improvement.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 18, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	R3 Project: Identity and Access Management (IAM) Multi-factor Authentication Roll-out Plan		
Requested By (ACET member)	L. Stanbra, Vice-President, Student Services and R3 Executive Sponsor	Time Allotted	20 minutes
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	L. Pollock, R3 Project Business Lead		
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 – 2021-08-18 – R3 Project Identity and Access Management Multi Factor Authentication Rollout Plan</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the administrative process to support the Multi-factor Authentication implementation.		
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 administrative process to support the Multi-factor Authentication implementation that hardware tokens would only be provided on an exceptional basis. Based on this decision a full-time Information Technology Services (ITS) resource is not required to support this initiative. From a process perspective, final approval on tokens will remain at the managerial level.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 18, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	Enrolment 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	M. Leduc, Executive Director, Academic Operations and 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 and Exec Summary – Enrolment Update, August 18, 2021</i> <i>ACET Enrolment Update Aug. 18, 2021</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive this update on Enrolment for Spring 2021 and Fall 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 received an update on enrolment for the 2021 Spring Term and the 2021 Fall Term. Further adjustments will be made by C. Janzen and M. Leduc to the 2021 Fall Term and the 2022 Winter enrolment targets offline for presentation to the Strategic Enrolment Steering Committee (SESC).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 18, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	Human Resources Monthly Reports		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	45 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	D. Soltis, Director, People and Culture		
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 – HR Monthly Reports Period Ending July 31, 2021</i> <i>HR Reports Summary ACET Confidential Presentation (Period ending July 31, 2021)</i> <i>Summary of Complement (Period ending July 31)</i> <i>Summary of Vacancies (Period ending July 31)</i> <i>I/O Report (Period July 31)</i> <i>Fixed-term Admin (FTA) Report (Period ending July 31)</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review and provide feedback on the HR Reports ending July 31, specifically in relation to position management:</p> <ul style="list-style-type: none"> - That are true vacancies (can be filled). - That may be on hold for operational reasons. - Active I/O positions and those coming up for renewal/termination/conversion. - Fixed-term Administration positions – specifically those in place over 3 years. 		
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	The Executive Team reviewed and provided feedback on the Human Resources reports ending July 31, 2021.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 18, 2021	Agenda Item Number (pull from agenda)	10.0
Topic	ACLT Meeting Agenda – August 31, 2021		
Requested By (ACET member)	R. McLester, Vice President, Truth, Reconciliation & Indigenization	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	A. O’Bonswan (for 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 – ACLT Meeting Agenda – August 31, 2021</i> <i>ACLT Meeting Agenda– August 31, 2021</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the ACLT Meeting Agenda for June 24, 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	Updates will be made to the ACLT meeting agenda based on Executive Team discussion. The need for interactive presentations was reiterated.		