

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 1, 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	September 1, 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><i>Planner Review & Consent Items</i></u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – August 25, 2021 (M. Wilson) 3.2.2 Management Response to Auditor Recommendations (Bi-annual Report) (G. Perry) 3.2.3 Policy HR17 - Partial Tuition Fee Reimbursement for dependents of Full-time Employees (M. Castella) 3.2.4 Cooperative Education Option: Business Management & Entrepreneurship, OCGC (C. Janzen)	
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>The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline.</p> <p>The following consent agenda items were removed for discussion:</p> <ul style="list-style-type: none"> • Item 3.2.1 – Draft ACET Minutes – August 25, 2021 (M. Wilson) – approved with one minor amendment. • Item 3.2.2 – Management Response to Auditor Recommendations (Bi-annual Report) (G. Perry) – approved with minor additions to future reports. • Item 3.2.4 - Cooperative Education Option: Business Management & Entrepreneurship, OCGC (C. Janzen) – was approved with one minor amendment. <p>Item 3.2.3. Policy HR17 - Partial Tuition Fee Reimbursement for dependents of Full-time Employees was approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 1, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	First Quarter 2021-22 Financial Projection and Contingency 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 T. Kinnunen, Acting 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 2021-09-01 – First Quarter 2021-22 Financial Projection</i> <i>Appendix A – First Quarter 2021-22 Financial Projection</i> <i>Appendix B – First Quarter 2021-22 Compliance Schedule</i> <i>Appendix C – First Quarter 2021-22 Contingency Funds Report (June 30, 2021)</i> <i>Appendix D – First Quarter 2021-22 Internal Management Report – Summary by Area</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the First Quarter 2021-22 Financial Projection, the First Quarter 2021-22 Compliance Schedule, the First Quarter 2021-22 Contingency Report, and the First Quarter 2021-22 Internal Management Report as presented.		
ACET Decision	<input type="checkbox"/> Received for Information <input 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 approved the First Quarter 2021-22 Financial Projection, the First Quarter 2021-22 Compliance Schedule, the First Quarter 2021-22 Contingency Report and the First Quarter Internal Management Report as presented.</p> <p>G. Perry, Chief Financial Officer also provided the Executive Team with an update on the First Quarter variances.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 1, 2021	Agenda Item Number	5.0
Topic	Program Proposal: Financial Services – Canadian Context Ontario College Graduate Certificate		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	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	J. Beauchamp, Dean, School of Business M. Grammatikakis, Chair, Finance, Office & Legal Studies M. Cusson, Dean, Academic Development M. Leduc, Executive Director, Academic Operations & 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 – Financial Services – Canadian Context, OCGC</i> <i>ASAC Transmittal-FS-CC, OCGC</i> <i>Appendix A – Program of Study – FS-CC, OCGC</i> <i>Appendix B – Cash Flow Analysis – FS-CC, OCGE – ACET (Sep. 1, 2021)</i> <i>Appendix C – PAC Membership – FS-CC, OCGC</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve the program proposal to go to the Academic and Student Affairs Committee for the following action:</p> <p>THAT Academic and Student Affairs Committee recommends to the Board of Governors the approval of the Financial Services – Canadian Context, Ontario College Graduate Certificate, effective Fall 2022.</p>		
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 program proposal as per the presented recommendation.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 1, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	ACLT Meeting Agenda – September 30, 2021		
Requested By (ACET member)	R. McLester, Vice President, Truth, Reconciliation & Indigenization	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	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 – September 30, 2021</i> <i>ACLT Meeting Agenda– September 30, 2021</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the ACLT Meeting Agenda for September 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 reviewed the September 30, 2021 ACLT meeting agenda, with additional updates to be made offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 1, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	Operating Plan Update		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	20 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 – 2021-09-01 Operating Plan Update Appendix A – Initiatives Deferred to Future Years Appendix B – Initiatives Approved by ACET (To Date) Appendix C – Initiatives Pending Confirmation Appendix D – Initiatives Ready for Execution Appendix E – Operating Plan Update Presentation</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve the Operating Plan initiative reported in Appendix D, receive an update on the development of the draft 2021-22 College Operating Plan, receive further information on efforts to establish a future state process and endorse the preparation of a SIP Project Charter/Application to contract professional services support to our future state objectives.</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 approved the Operating Plan initiative that was reported in Appendix D (AA-09 – Enhance the Program Quality Review (PQR) process to improve timely completions, and follow-up action plans) and received an update on the development of the draft 2021-22 College Operating Plan. The Executive Team endorsed FIN-20 – PCID-DSS – a Remote Payment (e-Commerce) project to proceed with the intake process.</p> <p>The Executive Team received further information on efforts to establish a future state process and the preparation of a SIP Project Charter/Application to contract professional services to support the College’s future state objectives. Further discussion will take place at the October 7-8, 2021 ACET Retreat.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 1, 2020	Agenda Item Number (pull from agenda)	8.0
Topic	Algonquin College Students' Association Branding Risk - Report Back to Audit and Risk Management Committee		
Requested By (ACET member)	C. Brulé, President and CEO	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	D. McNair, Vice President, Finance and Administration E. Ferguson, President, Students' Association J. Doyle, General Manager, Students' Association		
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 – 2021-09-01 SA Branding Risk – Report Back to ARM</i> <i>Appendix A - AC SA Branding Risk - Report Back 22Sept2021</i> <i>Appendix B - ARM Transmittal – 2021-09-22 – AC SA Branding Risk - Report Back</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the draft Algonquin College Students' Association Branding Risk Audit and Risk Management Committee Transmittal and supporting appendix for presentation to ARM on September 22, 2021.		
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 approved the draft Algonquin College Students' Association Branding Risk Audit and Risk Management Committee (ARM) transmittal and supporting appendix for presentation to ARM on September 22, 2021.</p> <p>The recommendation is that the College will work with the Students' Association to review policies and to consider when the Board of Governors should be made aware of upcoming changes or new names to College buildings and significant programs and services by either the College or the Students' Association.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 1, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	First Quarter 2021-22 Enterprise Risk Management Report		
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 – 2021-09-01 – First Quarter 2021-22 Enterprise Risk Management Report</i> <i>Appendix A - First Quarter 2021-22 Legal and Insurance Summary</i> <i>Appendix B - First Quarter 2021-22 High-Risk Dashboard</i> <i>Appendix C - First Quarter 2021-22 Violence-Related Security Incidents</i> <i>Appendix D – ARM Transmittal - First Quarter 2021-2022 Enterprise Risk Management Report</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the draft First Quarter 2021-22 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 approved the First Quarter 2021-22 Enterprise Risk Management Report Audit and Risk Management (ARM) Committee transmittal and supporting appendices with minor edits.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 1, 2021	Agenda Item Number (pull from agenda)	10.0
Topic	First Quarter 2021-22 Advancement Report		
Requested By (ACET member)	M. Savenkoff, Vice President, Advancement	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	M. Savenkoff, Vice President, 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 – First Quarter 21-22 Advancement Report</i> <i>ASAC Transmittal – First Quarter 221-22 Advancement Report</i> <i>Appendix A – First Quarter 2021-22 Advancement Report</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the draft First Quarter 2021-22 Advancement Report Audit and Risk Management Committee transmittal and supporting appendix.		
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 First Quarter 2021-22 Advancement Report Audit and Risk Management Committee (ARM) transmittal and support documents.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 1, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	ACET Retreat Meeting Agenda – October 7-8, 2021		
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 – October 7-8, 2021 ACET Retreat Agenda Finalization Draft ACET Retreat Agenda – October 7-8, 2021 – cb edits</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the draft October 7-8, 2021, 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 October 7-8, 2021 ACET Retreat meeting agenda. The latest version of the agenda will be circulated to the Executive Team in order for additional updates to be made offline.		