

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 16, 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	Approved as amended with one In Camera addition.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 16, 2021	Agenda Item Number (For office use only)	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>Planner Review & Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – September 1, 2021 (M. Wilson) 3.2.2 2022-23 Schedule of Fees Preparation and Assumptions (K. Pearson) 3.2.3 Draft Minutes of September 9, 2021 Stand-alone Budget meeting (G. Perry)	
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 item was removed for discussion:</p> <ul style="list-style-type: none"> • Item 3.2.3. Draft Minutes of September 9, 2021 Stand-alone Budget meeting (G. Perry) – approved with one minor amendment to the recommendation. <p>Items 3.2.1. Draft ACET Minutes – September 1, 2021 (M. Wilson) and 2022-23 Schedule of Fees Preparation and Assumptions (K. Pearson) were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 16, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	Financial Sustainability Roadmap – Roll Out Update		
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	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 – 2021-09-16 – Financial Sustainability Roadmap – Roll Out Update Appendix A – Changes to Theme Details Appendix B – Financial Sustainability Roadmap Update Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive an update on the Financial Sustainability Roadmap, endorse changes identified by initiative leads (Appendix A) to theme details approved on April 28, 2021 and defer prioritization of Continuous Improvement Theme Initiatives to a future date.		
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 received an update on the Financial Sustainability Roadmap, and endorsed changes identified by initiative leads (Appendix A) to theme details approved on April 28, 2021.</p> <p>The Executive Team also approved deferring the prioritization of the Continuous Improvement Theme initiatives to a future date. Membership will be reviewed at the October 15, 2021 ACET meeting when reviewing the Financial Sustainability Roadmap governance model.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 16, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	SA Fireworks Feedback		
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 checked="" 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 checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittals – SA Fireworks Feedback Fwd Fireworks Fireworks Feedback Report, 08-08-21 FW Information Required Algonquin College fireworks Message from Pembroke fireworks</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss feedback that has been received following the Students’ Association fireworks.		
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 recent Students’ Association firework shows. L. Stanbra, Vice President, Student Services will reach out to Emily Ferguson, President, Students’ Association in order to communicate the Executive Team’s decision to not hold Firework events in the future (on any campus) given the number and severity of the complaints that have been received from neighbours surrounding the campus. L. Stanbra will provide President Brulé with an update following this discussion.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 16, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	Human Resources Monthly Reports		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	
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 D. O’Grady, Manager, Talent & HR Programs		
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 August 31, 2021)</i> <i>HR Report Summary Presentation (Period ending August 31, 2021)</i> <i>Summary of Complement (August 31, 2021)</i> <i>Summary of Vacancies (August 31, 2021)</i> <i>Active IO Report (August 31, 2021)</i> <i>Fixed Term Admin Report (August 31, 2021)</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review and provide feedback on the HR reports ending August 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 IO positions and those coming up for renewal/ termination/conversion - Fixed Term Administration positions – specifically those in place over 3 years 		
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 and provided feedback on the Human Resources reports ending August 31, 2021. This includes reporting I/O positions that are closing with longer duration and reviewing the Job Evaluation Fact Sheet process for the pointing of positions, including the duration of this process.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 16, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	2022-23 Schedule of Rates for Internal/External Services		
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 A. McDonell, Chair, College Budget Committee B. Brownlee, Director, Campus Services S. Law, Associate Director, IT Operations		
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 2021-09-06 – 2022-23 Schedule of Rates for Internal-External Services Appendix A – 2022-23 Schedule of Rates for Internal/External Services</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the 2022-23 Schedule of Rates for Internal/External Services.		
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 2022-23 Schedule of Rates for internal/external services as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 16, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	R3 Project Status Update		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	Time Allotted	30 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	K. Pearson, Registrar and R3 Business Co-Lead L. Pollock, R3 Project Executive Technical Lead and Business Co-Lead S. Wong, R3 Senior Project Manager		
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 – 2021-09-16 – R3 Project Status Update</i> <i>ACET PowerPoint – 2021-09-16 – R3 Project Status Update</i> <i>Appendix A – 2021-09-16 – R3 Project Implementation Committee Terms of Reference</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive an update on the R3 Project and approve the proposed decision-making matrix for R3 Project implementation decisions.		
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 received an update on the R3 project with minor amendments to future presentations.</p> <p>The Executive Team approved the R3 Project Implementation Committee Terms of Reference decision-making matrix. The decision-making matrix will come back to a future ACET meeting to assess usage and determine if any adjustments are required.</p> <p>Due to time constraints, the Executive Team was asked to review the remaining slides offline.</p>		