

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 22, 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	<p>Approved as amended with one In Camera addition.</p> <p>President Brulé asked the Executive Team to consider additional potential Letters of Acknowledgement.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 22, 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 Review & Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – September 16, 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 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. The Executive Assistant’s will be reminded to compare cyclical items and to update the ACET Agenda and Planner accordingly.</p> <p>The following consent agenda item was removed for discussion:</p> <ul style="list-style-type: none"> Item 3.2.1. Draft Minutes of September 16, 2021 (M. Wilson) – approved with one minor amendment. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 22, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	BOG October 25, 2021 Agenda Review		
Requested By (ACET member)	C. Brulé, President & CEO	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	V. Tiqui-Sanford, Executive Assistant, Board of Governors		
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>Transmittal BoG Agenda Review BOG Agenda October 25, 2021 v4 IN CAMERA BOG Agenda October 25, 2021 v2 2021-22 Board of Governors Workplan v19 2021-22 BOG & Committee Meetings Schedule & Submission Deadlines</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the Draft October 25, 2021 Board 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	Updates were made to the October 25, 2021 Board of Governors agenda and in camera agenda based on the Executive Team discussion. Additional updates will be made offline as required.		

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Date of Meeting	September 22, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	R3 Project: Identity and Access Management (IAM) Multi-Factor Authentication Guided Set-Up for the Algonquin College Executive Team (ACET) members		
Requested By (ACET member)	L. Stanbra, Vice-President, Student Affairs and R3 Executive Sponsor	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	L. Pollock, Executive Technical Lead and Co-Business Lead, R3 Project T. Golding, Project Manager, Identity and Access Management (IAM), R3 Project M. Whalley, Senior ITS Case Resolution Specialist, Client Care Service Desk		
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 – 2021-09-22 R3 Project – MFA guided set-up for ACET members</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) members receive training on the installation and registration of Microsoft Authenticator App in support of the Identity and Access Management (IAM), R3 project initiative.		
ACET Decision	<input checked="" 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	The Executive Team members received training on the installation and registration of the Microsoft Authenticator App in support of the Identity and Access Management (IAM), R3 project initiative.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 22, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	Conversion of one I/O position to full-time support in AC Online		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	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	L. Nowosielski, Dean, AC Online P. Devey, Associate Vice President, GOACL		
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 – ACO IO Conversion September 22, 2021</i> <i>Appendix A Enrollment Patterns</i> <i>Appendix B Planned Spending Per FY</i> <i>Appendix C Online Facilitator Numbers</i> <i>Appendix D Types of Support Provided</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the request to convert the Online Facilitator Community Specialist I/O position to a permanent, full-time, support position in in AC Online.		
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 request to convert the Online Facilitator Community Specialist I/O position to a permanent, full-time support position in AC Online. This is with the caveat that further review would take place offline to assess usage of a current vacancy rather than increasing the position complement.</p> <p>Feedback included a recommendation for consideration to establish an I/O framework (budgetary and I/O request submission process and timeline) for cross-College standardization.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 22, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	2022-23 Business Plan Fluid Initiatives		
Requested By (ACET member)	M. Savenkoff, Vice President, Advancement	Time Allotted	25 min.
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 S. Walker, EA to the Director, President’s Office and Communications		
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 – 2022-23 Business Plan Flexible Initiatives</i> <i>Appendix 1 – Memo to ACLT September 7 2021</i> <i>Appendix 2 – 2022-24 Business Plan Workbook</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review and provide feedback and on the fluid initiatives for 2022-23.		
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 and provided feedback on the fluid initiatives for the 2022-23 Business Plan. The Executive Team has been asked to review the initiatives for their area and to advise M. Savenkoff, Vice President, Advancement whether or not they endorse the initiatives for their area. The Executive Team was also reminded to consider resources and capacity.</p> <p>C. Janzen, Senior Vice President, Academic highlighted the importance of alignment with the Integrated College Development Planning (ICDP) committee and the Business Plan process. M. Savenkoff will be invited to present at the next ICDP meeting.</p>		