

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 10, 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	<b>THAT</b> 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 <b>as amended</b> (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

<b>Date of Meeting</b>	November 10, 2021	<b>Agenda Item Number (For office use only)</b>	3.0
<b>Topic</b>	Upcoming ACET Agendas & Consent Items		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	15 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting</b>	ACET		
<b>Attachments</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<u>Planner Review &amp; Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – October 27, 2021 (M. Wilson) 3.2.2 Draft ACET Minutes – October 27, 2021 Stand-alone Budget Meeting (G. Perry) 3.2.3 Five-Year Capital Investment Plan (G. Perry, E. Woods) 3.2.4 ACET Effectiveness Survey Results – October 27, 2021 (C. Brulé) 3.2.5 IN CAMERA: 3.2.6 Orient Education Services (Kuwait) - Current Partnership Update (C. Janzen, P. Devey, E. Mulvey)	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review upcoming ACET Agendas and approve Consent Items.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline.  The following agenda items were removed for discussion: <ul style="list-style-type: none"> <li>• Item 3.2.1 Draft ACET Minutes – October 27, 2021 (M. Wilson) – Approved with a minor edit.</li> <li>• Item 3.2.2 Draft ACET Minutes – October 27, 2021 Stand-alone Budget Meeting (G. Perry) – Approved with clarity provided on the approval and posting process.</li> </ul>		

- Item 3.2.4 ACET Effectiveness Survey Results – October 27, 2021 (C. Brulé) – An update was provided by President Brulé that the Executive Team would be discussing the ACET Effectiveness Survey results at the November 17, 2021 ACET meeting.
- Item 3.2.6 Orient Education Services (Kuwait) - Current Partnership Update (C. Janzen, P. Devey, E. Mulvey) – L. Stanbra, Vice President, Student Services and C. Janzen, Seniors Vice President Academic will discuss branding further offline and provide President Brulé with an update.

Item 3.2.3 Five-Year Capital Investment Plan (G. Perry, E. Woods) was approved as presented.

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 10, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	BOG December 6, 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 December 6, 2021            IN CAMERA BOG Agenda December 6, 2021            2021-22 Board of Governors Workplan V22            2021-22 BOG &amp; Committee Meetings Schedule &amp;            Submission Deadlines V24</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) review the Draft December 6, 2021 Board meeting agenda.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	Updates were made to the December 6, 2021 Board of Governors agenda based on the Executive Team discussion. Additional updates will be made offline, including clarification of event delivery (in-person, virtual, hybrid), as required.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 10, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	Human Resources Monthly Reports		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	40 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 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 October 31, 2021</i> <i>HR Reports Summary ACET Confidential Presentation (Period ending October 31, 2021)</i> <i>Summary of Complement (October 31, 2021)</i> <i>Summary of Vacancies (October 31, 2021)</i> <i>Active I/O Report (October 31, 2021)</i> <i>Fixed-Term Administrator Report (October 31, 2021)</i> <i>Rollover Monitoring Report (Effective October 27, 2021)</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review and provide feedback on the HR Reports ending September 30, specifically in relation to position management:</p> <ul style="list-style-type: none"> <li>- That are true vacancies (can be filled).</li> <li>- That may be on hold for operational reasons.</li> <li>- Active I/O positions and those coming up for renewal/termination/conversion.</li> <li>- Fixed-term Administration positions – specifically those in place over three (3) years.</li> <li>- That are at risk of rollover from Part-time to Full-time.</li> </ul>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (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 Human Resources reports ending October 31, 2021.</p> <p>The setting of alerts to Managers, within Workday, in order to avoid Part-Time Support Staff roll-overs was discussed. D. McCutcheon, Vice President, Human Resources provided confirmation that this was discussed at a recent Workday Operational Steering Committee meeting and that they are scoping this project. D. McNair, Vice President, Finance and Administration reminded the Executive Team to follow the Operating Plan initiatives process to ensure resources and capacity.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 10, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	Overview Inclusion & Diversity Mural Project		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	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	D. Soltis, Director, People & Culture S. Gauen, Inclusion & Diversity Specialist		
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 – Inclusion &amp; Diversity Mural Project            Mural Placemaking Belonging Project Oct 21 v3 ppt</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) accept the project risks and endorse the selected locations for the three murals.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team endorsed the process for the “Placemaking and Belong through Art Three Campus Mural” project that is being led by the Inclusion and Diversity Circle.</p> <p>The Executive Team endorsed the project moving forward with next steps, but with an options analysis on locations to come back to ACET at the November 24, 2021 meeting.</p> <p>D. McCutcheon, Vice President, Human Resources will also add this initiative to the 2021-22 Operating Plan.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 10, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	Second 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 E. Woods, Director, Financial Planning T. Kinnunen, Manager, Corporate 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 – 2021-11-10 – Second Quarter 2021-22 Financial Projection and Contingency Report</i> <i>Appendix A – Second Quarter 2021-22 Financial Projection</i> <i>Appendix B – Second Quarter 2021-22 Compliance Schedule</i> <i>Appendix C – Second Quarter 2021-22 Contingency Funds Report (September 30, 2021)</i> <i>Appendix D – Second Quarter 2021-22 Internal Management Report – Summary by Area</i> <i>Appendix E - PRESENTATION Second Quarter 2021-22 Financial Projection</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) endorse the Second Quarter 2021-22 Financial Projection, the Second Quarter 2021-22 Compliance Schedule, the Second Quarter 2021-22 Contingency Report, and the Second Quarter 2021-22 Internal Management Report as presented.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team endorsed the Second Quarter 2021-22 Financial Project, the Second Quarter 2021-22 Compliance Schedule, the Second Quarter 2021-22 Contingency Report and the Second Quarter 2021-22 Internal Management Report as presented.</p> <p>G. Perry, Chief Financial Officer also provided the Executive Team with an update on the Second Quarter Internal Management Report by area and spoke to all variances.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 10, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	Budget Officers Workload Working Group Presentation		
Requested By (ACET member)	C. Brulé, President & CEO	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	Christine Kelsey, Support Staff Union President (OPSEU 416) Jessica Trask, Budget Officer Emily Westbrook, Budget Officer Karen Acton, Acting Budget Officer Caroline Gaines, Budget Officer Kelly Primeau, Budget Officer Observers: James Pede, Emily Woods, Gordon Warner, Tara Vicckies, David Soltis		
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 and Executive Summary – Budget Officers Workload Working Group November 10            Budget Officer Support Staff Working Group for ACET</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) help come up with a plan to solve the serious workload issues that are being faced by budget officers at the College.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team received a presentation from the Budget Officers Workload Working Group. The Working Group presented short-term recommendations for proposed implementation within six months. They also presented long-term recommendations for proposed implementation within one year.</p> <p>The Working Group will share some additional information with the Executive Team offline. In addition, with approval from the Working Group the presentation will be shared with the Leadership Team.</p> <p>The Executive Team will meet on November 17, 2021 for a stand-alone meeting in order to formalize a response and plan to solve the workload issues that are being faced by Budget Officers.</p>		