

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 17, 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>The agenda was approved as presented.</p> <p>President Brulé acknowledged receipt of a Letter of Acknowledgement and asked the Executive Team to consider additional potential Letters of Acknowledgement.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 17, 2021	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	Time Allotted	15 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 – November 10, 2021 (M. Wilson) 3.2.2 Draft ACET Minutes – November 11, 2021 Stand-alone Budget Meeting (G. Perry) 3.2.3 Draft ACET Minutes – November 1, 2021 (2022-23 Operating Plan Meeting (D. McNair) 3.2.4 Allocation of T120 from ACCE to SAT (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 agenda item was removed for discussion:</p> <ul style="list-style-type: none"> Item 3.2.3 Draft ACET Minutes – November 1, 2021 (2022-23 Operating Plan Meeting (D. McNair) – Approved with minor edits. <p>Items 3.2.2 Draft ACET Minutes – November 11, 2021 (Operating Plan) (G. Perry) and 3.2.4 Allocation of T120 (C. Janzen) were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 17, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	ACET Effectiveness Survey Results – October 27, 2021		
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	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 Survey Results ACET Effectiveness Survey Results – September to October, 2021</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss the results from the ACET Effectiveness survey for the period representing September 30, 2021 to October 27, 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	<p>The Executive Team reviewed the ACET meeting effectiveness survey results as follow up from the October 27 2021 ACET meeting.</p> <p>President Brulé acknowledged a comment that the Executive Team has been doing a better job in estimating the duration of the discussions. Input on how the Executive Team could do better is to better assess what all presentations all Executive Team members need to be present for. The Executive Team agreed that as applicable an Executive Team member could be added as optional and it would be their decision as to whether or not they attend.</p> <p>The Executive Team has also been asked to consider reduced presentation times to allow for a brief discussion at the conclusion of each presentation. This would be to allow time to assess the appropriateness of the presentation to ACET, the amount of detail provided as well as how the presentation could potentially be approached differently. L. Stanbra, Vice President, Student Services offered to work offline with appropriate Stakeholders and to come back to ACET with a recommendation at a future meeting. There are also potential opportunities for automation (e.g. Human Resources reports) that should be explored.</p> <p>President Brulé requested regular updates from the Standing College Committee's. He also asked that the Executive Team determine the proper cascade for these updates to be provided.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 17, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	Financial Sustainability Roadmap – Draft Delivery Plan		
Requested By (ACET member)	C. Brule, President and CEO	Time Allotted	20 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	D. McNair, Vice President, Finance and Administration I. Buglar, Executive Assistant to the Vice President, Finance and Administration		
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 – 2021-11-17 – Financial Sustainability Roadmap – Draft Delivery Plan Appendix A – 2021-11-17 - Financial Sustainability Roadmap – Proposed Delivery Plan (Draft) Appendix B – 2021-11-17 – Financial Sustainability Roadmap Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse the four Finance Metrics for reporting progress toward restoring Financial Sustainability (Return on Net Assets, Viability Ratio, Primary Reserve Ratio and Net Operating Revenue Ratio) and the presentation format for the current draft delivery plan of the Financial Sustainability Roadmap.		
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 endorsed the four Finance metrics for reporting progress toward restoring Financial Sustainability. The Executive Team also endorsed the presentation format for the current draft delivery plan of the Financial Sustainability Roadmap.</p> <p>Some members of the Executive Team shared their appreciation of the use of the Roadmunk application and that they may also use this tool for their own purpose.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 17, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	2022-23 Operating Plan Update		
Requested By (ACET member)	C. Brule, President & CEO	Time Allotted	10 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 to the Vice President, Finance and Administration		
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 – 2021-11-17 – 2022-23 Operating Plan Update</i> <i>Appendix A – 2022-23 Operating Plan Initiatives Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive an update on the Intake Forms submitted for Step 2 (Intake Process) of the 2022-23 Operating Plan process.		
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 received an update on the Intake Forms that have been submitted as part of the Step 2 (Intake process) of the 2022-23 Operating Plan.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 17, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	ICDP: Office Furniture Return and Allocation of Faculty Offices		
Requested By (ACET member)	Christopher Janzen, Senior Vice President, Academic	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	Ryan Southwood, Executive Director, Facilities Management on behalf of Julie Beauchamp, Dean, School of Business & Dean, School of Hospitality and Tourism / Chair, ICDP Steering Committee		
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 – Office Furniture Return and Faculty Offices – November 17, 2021 ICDP SC – Facilities Management Updates 2021-10-20 T120</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the recommendations from ICDP for a coordinated return of Office Equipment and provide guidance on the allocation of offices to FT faculty members.		
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 recommendations from Integrated College Development Plan (ICDP) for a coordinated return of office equipment with pre-defined timelines. The Executive Team also provided guidance on the allocation of offices to Full-time Faculty members. It was suggested that the Leadership Team also be provided with an update at their next meeting (November 24, 2021).</p> <p>Discussion also included the need for quiet space for students who are required to be on campus for an in-person class, but then may be remote for their next class. R. Southwood will bring this item forward for discussion at today's (November 17, 2021) ICDP meeting to allow for coordination between Facilities Management, Scheduling and ICDP. The Leadership Team will also be kept apprised, at their weekly ACLT COVID-19 meetings, of progress being made in order to address these concerns.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 17, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	Consistent in office hours and hours of operation		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	15 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 checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – Consistent in office hours and hours of operation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss consistent in office hours and hours of operation		
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 discussed consistency in office hours and hours of operation. Based on this discussion it was agreed that the current hours of operation for all departments are evidence-based to support the services that are being offered. It was asked that the office hours be posted so that availability is clear.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 17, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	R3 Project Status Update on Configurations and Technical Environment		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	K. Pearson, Registrar and R3 Business Co-Lead L. Pollock, R3 Project Executive Technical Lead and Business Co-Lead C. Sawyer, Quality Assurance Manager, R3 Project		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other:	<i>ACET Transmittal – 2021-11-17 – R3 Project Status Update</i> <i>ACET PowerPoint – 2021-11-17 – R3 Project Status Update</i>	
Recommendation	THAT the Algonquin College Executive Team receive an update on the R3 Project with a focus on the status of the configuration, the technical environment and the project schedule, and that the Executive Team provide endorse the proposed roll-out of this information.		
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 a focus on the status of the configuration, the technical environment and the project schedule. The Executive Team also provided endorsement of the proposed roll-out of this information.</p> <p>On a go forward basis, the R3 Project update will include additional details in terms of financials, including projections.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 17, 2021	Agenda Item Number (pull from agenda)	10.0
Topic	All Admin Agenda Items – December 1, 2021		
Requested By (ACET member)	T. McDougall, Director, President’s Office and Communications	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	T. McDougall, 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 2021-11-17 – All Admin Agenda items – December 1, 2021</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) discuss and approve the All Admin Meeting Agenda for December 1, 2021.</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 discussed and approved the All Administrators Meeting agenda for December 1, 2021 with the meeting open to Q&A.</p> <p>President Brulé asked for consideration to be make for a stand-alone meeting for People Leaders. Additional guidance will be sought from the Executive Team offline.</p>		