

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 27, 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	The agenda was approved with the addition of discussing the mid-year Performance Management Plan (PMP) deadline. Following Executive Team discussion, the deadline for all administrators to submit their PMP to Human Resources has been extended to November 15, 2021.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 27, 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><i>Planner Review & Consent Items</i></u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – October 20, 2021 (M. Wilson) 3.2.2 IN CAMERA: Full-time Support Staff position (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 consent agenda items were approved as presented, with comments that have been reflected in the transmittal for item 3.2.2 IN CAMERA: Full-time Support Staff position addressed offline in advance to posting.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 27, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	Financial Sustainability Roadmap – Initiative Prioritization		
Requested By (ACET member)	C. Brule, President and CEO	Time Allotted	30 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 – 2021-10-27 – Financial Sustainability Roadmap – Initiative Prioritization Appendix A – Prioritization Summary Appendix B – Financial Sustainability Roadmap Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse the prioritization of Financial Sustainability Roadmap (FSR) Initiatives for presentation to ACET.		
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 checked="" type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team endorsed the top six prioritization of the Financial Sustainability Roadmap (FSR) initiatives with one amendment to the order of priority as well as for one additional addition to the listing (column added to reflect which plan the initiative resides – business plan or operating plan). This is to proceed to “Step 1” of the 2022-23 Operating Plan in preparation for the November 1, 2021 ACET stand-alone meeting.</p> <p>It was acknowledged that prioritization can be adjusted in the future as appropriate; for example, in terms of the Partnership Framework being captured in the Business Plan. Resourcing and capacity requirements will also need to be addressed.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 27, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	2022-23 Budget Assumptions and Three-Year Pro Forma		
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		
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 – 2021-10-27 – 2022-23 Budget Assumptions, Three-Year Pro Forma</i> <i>Appendix A – Draft Three-Year Pro Forma Budget</i> <i>Appendix B – 2022-23 Pro Forma Scenarios</i> <i>Appendix C – Draft PRESENTATION Budget Assumptions and Three-Year Pro Forma</i> <i>Appendix D – Draft ARM Transmittal 2022-23 Budget Assumptions and Three-Year Pro Forma</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse the Draft Three-Year Pro Forma Budget, the 2022-23 Pro Forma Scenarios, and the Draft ARM Transmittal 2022-23 Budget Assumptions and Three-Year Pro Forma.		
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 endorsed the draft Three-Year Pro Forma Budget and the 2022-23 Pro Forma Scenarios. The Draft ARM Transmittal 2022-23 Budget Assumptions and the Three-Year Pro Forma were approved with a minor addition. It was also asked that future presentations include net asset projections.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 27, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	ACLT Meeting Agenda – November 25, 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 – November 25, 2021</i> <i>ACLT Meeting Agenda– November 25, 2021.</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the ACLT Meeting Agenda for November 25, 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 November 25, 2021 ACLT meeting agenda, with additional updates to be made offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 27, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	Draft 2022-2023 Schedule of Tuition and Ancillary Fees		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	K. Pearson, Registrar		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	<i>ACET Transmittal 2021-10-27 – Draft 2022-2023 Schedule of Tuition and Ancillary Fees</i> <i>Appendix 1: Executive Summary of Fee Information for the Draft 2022-2023 Tuition and Fee Schedules</i> <i>Appendix 2: Draft 2022-2023 Schedule of Fees</i> <i>Appendix 3: Draft 2022-2023 High Demand Program Calculation</i> <i>Appendix 4: Students' Association Approval of Compulsory Ancillary Fees – signed Protocol Agreement</i> <i>Appendix 5: Draft 2022-2023 Compulsory Ancillary Fees</i> <i>Appendix 6: Sample 2022-2023 Fee Comparison of Four Programs</i> <i>Appendix 7: Sample 2022-2023 Student Funding and Expenses</i> <i>Appendix 8: Schedule of Fees Preparation Timeline</i> <i>Appendix 9: For ACET reference only – Fees Exemption Information</i> <i>ACET PowerPoint 2021-10-27 Draft 2022-2023 Schedule of Fees</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the Draft 2022-2023 Schedule of Tuition and Ancillary Fees.		
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 draft 2022-2023 Schedule of Tuition and Ancillary Fees as presented.</p> <p>Confirmation was provided that Finance is waiting for an updated Pro Forma from the International Education Centre with revised students fees and will update the College's 2022-2023 pro forma.</p> <p>L. Stanbra, Vice President, Student Services will provide President Brulé with additional information (e.g. high demand and debt details) offline for information.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 27, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	IN CAMERA: Fixed Term Administrative (FTA) to Full-time Administrative Conversion Proposal		
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		
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 – 2020-10-27 – Fixed Term Administrative (FTA) to Full-time Administrative Conversion Proposal</i> <i>Appendix A – Fixed-term Admin Conversion Proposal – Sr Category Manager</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve the conversion of the Senior Category Manager position in Procurement, from a Fixed-Term Administrative position to a Full-Time Administrative position.</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 conversation of the Senior Category Manager position in Procurement, from a Fixed Term Administrator position to a Full-time Administrative position with completion of the conversion form.</p> <p>G. Perry, Chief Financial Officer will provide President Brulé with additional information offline. With this information President Brulé will make a decision as to whether or not this position should be posted for competition or if they may proceed with an appointment.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 27, 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	20 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 C. Sawyer, Quality Assurance Manager, R3 Project Nicolas Lal,		
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 – 2021-10-27 – R3 Project Status Update</i> <i>Confidential ACET PowerPoint – 2021-10-27 – R3 Project Status Update Configurations</i> <i>Email to P. McConville on Oct 26 2021 re Configuration Responsibility</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) the Algonquin College Executive Team receive an update on the R3 Project, including FY21-22 Quarter 2 actuals.		
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 received an update on the R3 Project, including the fiscal year 2021-22 Second Quarter actuals. Further updates will be provided as available.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 27, 2021	Agenda Item Number (pull from agenda)	11.0
Topic	ACET Effectiveness Check-in		
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 Check-in</i> <i>ACET Effectiveness Survey Template - Final</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting and all stand-alone ACET meeting effectiveness for the period representing September 30, 2021 to October 27, 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 received the revised ACET Effectiveness Survey template as presented. The Executive Team was asked to complete a short survey offline. The responses will be compiled for potential improvements and shared at the November 10, 2021 ACET meeting.</p>		