

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 19, 2022	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 as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 19, 2022	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 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 – January 12, 2022 (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.</p> <p>Item 3.2.1 Draft ACET Minutes – January 12, 2022 (M. Wilson) was approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 19, 2022	Agenda Item Number (pull from agenda)	4.0
Topic	Third Quarter 2021-22 Enterprise Risk Management Report		
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	M. Laviolette, Director, Risk Management S. Mainse, Risk Manager		
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 2022-01-12 Third Quarter 2021-22 Enterprise Risk Management Report</i> <i>Appendix A - ARM Transmittal Third Quarter 2021-22 Enterprise Risk Management Report</i> <i>Appendix B - Third Quarter 2021-22 Legal and Insurance Summary</i> <i>Appendix C - Second and Third Quarter 2021-22 High-Risk Dashboard</i> <i>Appendix D - Third Quarter 2021-22 Violence-Related Security Incidents</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the draft Third Quarter 2021-2022 Enterprise Risk Management Report and supporting Audit and Risk Management Committee transmittal.		
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 approved the Third Quarter 2021-22 Enterprise Risk Management Report Audit and Risk Management (ARM) Committee transmittal and supporting appendices with minor edits.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 19, 2022	Agenda Item Number (pull from agenda)	5.0
Topic	Full-time Position Approval Process and Form		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources 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 D. Soltis, Director, People and Culture		
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 Full-time Position Approval Process and Form Appendix A Request for Full-time position Information Form_January 19, 2022</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review and approve the Request process and form for new Full-time positions.		
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 Request process and form for new full-time positions and provided feedback. D. Soltis and G. Perry will make further updates to the Request for Full-time Position Information Form offline. They will also determine where members of the Leadership Team may access the form once it has been digitized. Finance and Human Resources will continue to pilot the form to ensure it's a clear process that also captures all funding requirements.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 19, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	Quarterly Update – Vacation Status		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	15 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	M. Castella, Senior Manager, Total Compensation E. Langevin, Director, Employee and Labour Relations		
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 – Quarterly Update – Vacation Status Vacation Liability Report as of December 2021 (Information will be shared via PDF file zoom share screen)</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) is provided with an update regarding the current outstanding vacation for the College.		
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	<p>The Executive Team received an update regarding the current outstanding vacation for the College. The report will be updated based on Executive Team feedback (e.g. the addition of a year-over-year comparison).</p> <p>The Executive Team will continue to work with their teams to formulate plans so that outstanding vacation dates have been submitted and approved in Workday.</p> <p>President Brulé will also be requesting the Executive Team’s summer vacation plans in order to ensure appropriate coverage.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 19, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	New Position Request – Employee and Labour Relations Specialist		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	15 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	E. Langevin, Director, Employee and Labour Relations B. Sutton, Manager, Employee and Labour Relations		
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	ACET Transmittal – New Position Request – Employee and Labour Relations Specialist Request for Full-time Position Employee and Labour Relations Specialist Information Form	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the creation of an additional headcount for the Employee and Labour Relations team. Funding for this position will be via the Contingency Provision for New Full-time Positions in 2022/23.		
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 request for an Employee and Labour Relations Specialist. The full-time position approval form has been completed. This is a new position that will be added to the administrative complement.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 19, 2022	Agenda Item Number (pull from agenda)	9.0
Topic	Third Quarter 2021-22 Financial Projection		
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, Corporate 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 – 2022-01-19 – Third Quarter 2021-22 Financial Projection</i> <i>PRESENTATION ACET Third Quarter 2021-22 Financial Projection-Dist Versions 01 18 2021</i> <i>Appendix A – Third Quarter 2021-22 Financial Projection</i> <i>Appendix B – Third Quarter 2021-22 Compliance Schedule</i> <i>Appendix C – Third Quarter 2021-22 Contingency Funds Report (December 31, 2021)</i> <i>Appendix D – Third Quarter 2021-22 Internal Management Report – Summary by Area</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the: <ol style="list-style-type: none"> 1- Third Quarter 2021-22 Financial Projection, the 2- Third Quarter 2021-22 Compliance Schedule, the 3- Third Quarter 2021-22 Contingency Report, and the 4- Third 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 as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team endorsed the Third Quarter 2021-22 Financial Projection, the Third Quarter 2021-22 Compliance Schedule, the Third Quarter 2021-22 Contingency Report and the Third Quarter 2021-22 Internal Management Report as presented.</p> <p>President Brulé asked Finance to explore potential funding opportunities further offline (e.g. Ministry Equipment funding).</p> <p>T. Kinnunen, Manager, Corporate Planning also provided the Executive Team with an update on the Third Quarter Internal Management Report by area and spoke to all variances.</p>		