

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 9, 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 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 with one minor addition. (Discussed the latest Message from the President.)</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	February 9, 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>Planner Review & Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – January 26, 2022 (M. Wilson) 3.2.2 SA14 Unreturned College Property and Unpaid Debt (K. Pearson) 3.2.3 RE06 Use of Biohazardous and Radioactive Materials in Research and Education (K. Dawson)	
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 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	<p>The Executive Team reviewed the upcoming ACET planner with one additional update to take place offline.</p> <p>Items 3.2.1 Draft ACET Minutes – January 26, 2022 (M. Wilson), 3.2.2 SA14 Unreturned College Property and Unpaid Debt (K. Pearson), RE06 Use of Biohazardous and Radioactive Materials in Research and Education (K. Dawson) were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 9, 2022	Agenda Item Number (pull from agenda)	4.1
Topic	Centre for Advanced Research and Training in Aviation, Mobility and Space (CARTAMS)		
Requested By (ACET member)	C. 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	E. Marois, Dean, School of Advanced Technology		
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 – CARTAMS, Request for Support – E. Marios Presentation ACET – CARTAMS -Request Support – v2.pptx</i> <i>CARTAMS White Paper V2 MR21.pdf</i>	
Recommendation	<p>THAT the Algonquin College Executive Team approve a contribution (donation) of \$25,000 to support the Centre for Advanced Research and Training in Aviation, Mobility and Space.</p> <p>THAT the Algonquin College Executive Team (ACET) identify somebody that could represent Algonquin College on the Board of Directors for CARTAMS (if the College is invited).</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 a \$10,000 donation to support the creation of a funding proposal for the Centre for Advanced Research and Training in Aviation, Mobility and Space (CARTAMS).</p> <p>A decision with regard to who should represent Algonquin College, if CARTAMS invites the College to participate on the Board of Directors, will be reached following review of the membership criteria.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 9, 2022	Agenda Item Number (pull from agenda)	4.2
Topic	Challenger Center Opportunity		
Requested By (ACET member)	C. 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	E. Marois, Dean, School of Advanced Technology		
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 – Challenger Centre Opportunity Presentation ACET – Challenger Center.pptx What is A Challenger Learning Center – Story.wmv (Please view prior to meeting – open video and press play)</i>	
Recommendation	THAT the Algonquin College Executive Team endorse further exploration of the opportunity to create a Challenge Learning Center at the College by developing a business case to evaluate this opportunity's viability, advantages, and constraints.		
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>Following discussion, the Executive Team did not endorse further exploration of the opportunity to create a Challenge Learning Center at the College.</p> <p>E. Marois, Dean, School of Advanced Technology will officially inform the College's contact that Algonquin College would not be pursuing this opportunity.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 9, 2022	Agenda Item Number (pull from agenda)	5.0
Topic	Operating Plan Update (2021-22 and 2022-23)		
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 checked="" type="checkbox"/> Information		
Staff Presenting	D. McNair, Vice President, Finance and Administration I. Buglar, Executive Assistant		
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 – 2022-02-09 – Operating Plan Update (2021-22 and 2022-23)</i> <i>Appendix A – MASTER Operating Plan (as of February 8, 2022)</i> <i>Appendix B - Operating Plan Process Steps Summary</i> <i>Appendix C – Operating Plan Update Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive an update on the development of the Operating Plan and endorse the (i) Revised Steps of the Operating Plan Process and (ii) Master Operating Plan for discussion at the February 25, 2022 ACLT meeting.		
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 development of the Operating Plan.</p> <p>The revised “Steps of the Operating Plan process” were endorsed with additional amendments to be made offline. The revised steps and the Master Operating Plan will be discussed at the February 25, 2022 Algonquin College Leadership Team (ACLT) meeting.</p> <p>It was acknowledged that the Operating Plan (2021-22 and 2022-23) would be a standing item on the ACLT meeting agenda over the next few months. In addition, this process will eventually transition over under the new role of Director, Strategy and Planning.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 9, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	R3 Project: Status Update, Readiness Health Check and Thesis Remediation Plan		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	Time Allotted	60 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 Curtis Sawyer, Senior Director, Gartner Nicholas Lal, Senior Managing Partner, Gartner		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	<i>2022-02-09 ACET Transmittal R3 Project Update and Readiness Health Check Decisions</i> <i>ACET PowerPoint – 2021-02-09 – R3 Project Status Update</i> <i>Additional background if required:</i> <i>A) Joint QA Report – R3 SIS Readiness Health Check</i> <i>B) Revised Thesis Remediation Plan (Jan 28/22)</i> <i>C) AC SIS Thesis Options Analysis (Jan 31/22)</i> <i>D) Appendix B High-Level Timeline of Deliverables Leading to Completion of Critical Activities</i> <i>E) Appendix C Detailed Timeline of Deliverables Leading to Completion of Critical Activities</i> <i>Feb 10: Audit and Risk Management Material</i> <i>F) ARM Transmittal R3 Project Update February 22 (final) (prepared on Jan 31)</i> <i>G) ARM Presentation R3 Project Status Update 2022-02-10 –Final.ppt (prepared on Feb 7)</i>	
Recommendation	<p>THAT the Algonquin College Executive Team receive an update on the status of the R3 Project, including the critical actions from the R3 Project Readiness Health Check and an overview of the Thesis Remediation Plan.</p> <p>THAT the Algonquin College Executive Team endorse the PowerPoint presentation to the Audit and Risk Management Committee on February 10, 2022.</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 an update on the status of the R3 project. This update included discussing the critical actions from the R3 Project Readiness Health Check as well as an overview of the Thesis Remediation Plan.</p> <p>The Executive Team endorsed the PowerPoint presentation for presentation to the Audit and Risk Management (ARM) Committee on February 10, 2022, with additional updates to be made offline as required.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 9, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	Land Acknowledgement		
Requested By (ACET member)	R. McLester, Vice President, Truth, Reconciliation & Indigenization	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	R. McLester, Vice President, Truth, Reconciliation & Indigenization A. O'Bonsawin, Director, Indigenous Initiatives		
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 – Land Acknowledgement Appendix A – Land Acknowledgement – February 9, 2022</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) accept for information and provide any feedback needed to enhance the Land Acknowledgement document.		
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 accepted the Land Acknowledgement options as presented. Additional considerations will be made offline to ensure this an accessible document.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 9, 2022	Agenda Item Number (pull from agenda)	8.0
Topic	Final review of the 2022-24 Business Plan and Proposed 2022-23 Annual Budget Booklet		
Requested By (ACET member)	C. Brule, President and CEO	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	M. Savenkoff, Vice President, Advancement and Strategy G. Perry, Chief Financial Officer, Finance and Administration E. Woods, Director, 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 – 2022-24 Business Plan and Proposed 2022-23 Annual Budget Booklet Appendix A 2022-24 Business Plan and Scorecard Appendix B 2022-23 Annual Budget</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) provide final feedback on the 2022-24 Business Plan and Proposed 2022-23 Annual Budget Booklet.		
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 provided final feedback on the 2022-24 Business Plan and proposed 2022-23 Annual Budget Booklet.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 9, 2022	Agenda Item Number (pull from agenda)	9.0
Topic	Request for Full-Time Position: Aspire AC Transition Success Coach		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	B. Bridgstock, Director, Student Support Services M. Marr, Manager, AC Hub, Aspire AC & Welcome Centre		
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 – 2022-02-09 – Request for Full-time Position Aspire AC Transition Success Coach Request for a Full Time Position Information Form for Aspire AC Feb 2022 P16483 – Aspire AC Transition Coach – October 2019_final</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the current Aspire AC I/O. position, P16483 Aspire AC Transition Success Coach, be converted to a Full Time permanent, and posted for recruitment.		
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 conversion of the Aspire AC Transition Success Coach from an Initiative/Opportunity (I/O) position to a full-time permanent position.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 9, 2022	Agenda Item Number (pull from agenda)	9.0
Topic	ACET Effectiveness Check-in		
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		
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 – ACET Effectiveness Check-in ACET Effectiveness Survey using Qualitrics (survey conducted & results shared live at the meeting)</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting and ACET stand-alone meeting effectiveness, using Qualitrics, live at the February 9, 2022 ACET meeting.		
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 provided feedback live at the ACET meeting using Qualitrics. Due to technical issues, the link to the survey results was circulated via email following the meeting.</p> <p>The Executive Team instead also provided verbal feedback regarding today's (February 9, 2022) ACET meeting.</p> <p>The Executive Team will continue to Plan-Do-Study-Adjust (PDSA) this process as needed.</p>		