

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 26, 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	<p>THAT the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.</p>		
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 agenda was approved as presented.</p> <p>President Brulé recognized that some employees would be receiving a National Institute for Staff and Organizational Development (NISOD) award.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 26, 2022	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 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 19, 2022 (M. Wilson) 3.2.2 FTA Position, School of Advanced Technology (E. Marois)	
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 additional updates to take place offline.</p> <p>Items 3.2.1 Draft ACET Minutes – January 19, 2022 (M. Wilson) and 3.2.2 FTA Position, School of Advanced Technology (E. Marois) were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 26, 2022	Agenda Item Number (pull from agenda)	4.0
Topic	BOG February 28, 2022 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 type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal BOG Agenda Review BOG Agenda February 28, 2022 IN CAMERA BOG Agenda February 28, 2022 2021-22 Board of Governors Workplan V24 2021-22 BOG & Committee Meetings Schedule & Submission Deadlines V25</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the draft February 21, 2022 Board meeting agendas.		
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	Updates were made to the February 21, 2022 Board of Governors agenda based on the Executive Team discussion. President Brulé asked the Executive Team to make any necessary updates to the Board of Governors Workplan as needed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 26, 2022	Agenda Item Number (pull from agenda)	5.0
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 type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – ACET Effectiveness Check-in Appendix A - ACET Effectiveness Survey Template</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 December 16, 2021 to January 26, 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 provided feedback on ACET meeting and all stand-alone ACET meeting effectiveness.</p> <p>President Brulé acknowledged that the Executive Team has been doing a better job in assessing if an item should come forward as an information item, consent agenda item or a presentation.</p> <p>Following a request, the Executive Team will take five minutes at the end of each meeting to discuss ACET effectiveness instead of on a monthly basis.</p> <p>The Executive Team will continue to Plan-Do-Study-Adjust (PDSA) all recommended countermeasures based on the all feedback that has been received.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 26, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	Draft Mural Design		
Requested By (ACET member)	D. McCutcheon, Vice-President Human Resources	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	D. Soltis, Director, People & Culture S. Gauen, Inclusion & Diversity Specialist J. Baptiste, Artist A. André, Artist		
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 – Draft Mural Design Video file and Music file</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review the mural mock-ups and provide input to inform any required revisions for the diversity, inclusion, representation & belonging mural project.</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 mural mock-ups for the Pembroke, Perth and Ottawa Campuses as well as AC Online. The Executive Team provided input on suggested revisions that will be incorporated into the final design that will be shared with the Executive Team on February 2, 2022 as an information item. Installation will begin in February 2022.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 26, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	Proposed 2022-23 Annual Budget		
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 2022-01-26 – Proposed 2022-23 Annual Budget Appendix A – Proposed 2022-23 Annual Budget Appendix B – Draft 2022-23 Treasurer’s Report</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the Proposed 2022-23 Annual Budget for presentation to the Audit and Risk Management Committee on February 10, 2022.		
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 proposed 2022-23 Annual Budget for presentation to the Audit and Risk Management (ARM) Committee on February 10, 2022 with minor edits.</p> <p>President Brulé will meet offline with C. Janzen, Senior Vice President, Academic and M. Leduc, Executive Director, Academic Operations and Planning to discuss enrolment, in advance of the February 10, 2022 ARM meeting.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 26, 2022	Agenda Item Number (pull from agenda)	8.0
Topic	ACLT Meeting Agenda – February 25, 2022		
Requested By (ACET member)	R. McLester, Vice President, Truth, Reconciliation & Indigenization	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	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 – February 22, 2022</i> <i>ACLT Meeting Agenda – February 25, 2022</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) complete and approve the ACLT Meeting Agenda for February 25, 2022.		
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 February 25, 2022 ACLT meeting agenda; additional updates will be made offline.		