

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 13, 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	<b>THAT</b> 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 <b>as amended</b> (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 asked the Executive Team to consider additional potential Letters of Acknowledgement, while acknowledging the letters that have been sent to date.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 13, 2022	<b>Agenda Item Number (For office use only)</b>	3.0
<b>Topic</b>	Upcoming ACET Agendas & Consent Items		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	15 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	ACET		
<b>Attachments</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input checked="" type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<u>Planner Review &amp; Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – April 6, 2022 (M. Wilson) 3.2.2 AD27 – Cell Phone Policy (G. Perry) 3.2.3 Article 2 Settlement – MoS (C. Janzen)	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review upcoming ACET Agendas and approve Consent Items.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<p>The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline.</p> <p>The following agenda items were removed for discussion:</p> <ul style="list-style-type: none"> <li>• 3.2.1 Draft ACET Minutes – April 6, 2022 (M. Wilson) – Approved with minor edits.</li> <li>• 3.2.2 AD27 – Cell Phone Policy (G. Perry) – Approved with minor edits.</li> <li>• 3.2.3 Article 2 Settlement – MoS (C. Janzen) – Approved with additional details confirmed live at the meeting.</li> </ul>		

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<b>Date of Meeting</b>	April 13, 2022	<b>Agenda Item Number (pull from agenda)</b>	4.0
<b>Topic</b>	Standing Up the Tree Roadmap		
<b>Requested By (ACET member)</b>	R. McLester, Vice President, Truth, Reconciliation & Indigenization	<b>Time Allotted</b>	30 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	R. McLester, Vice President, Truth, Reconciliation & Indigenization		
<b>Attachments (as read-ahead material)</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – Standing Up the Tree Roadmap            Appendix A – Standing Up the Tree Roadmap</i>	
<b>Recommendation</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review and advise on this approach. If there are amendments or enhancements to make, it will greatly enhance the work.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<p>The Executive Team reviewed and discussed the Standing Up the Tree Roadmap. The Executive Team provided feedback on the thinking and approach that was shared. Amendments will be made to the timing based on this feedback.</p> <p>President Brulé also asked for additional considerations to be made, which will be addressed offline.</p>		

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<b>Date of Meeting</b>	April 13, 2022	<b>Agenda Item Number (pull from agenda)</b>	5.0
<b>Topic</b>	Operating Plan Initiative- FIN-31 Workday Security Role Internal Audit		
<b>Requested By (ACET member)</b>	D. McNair, Vice President Finance and Administration	<b>Time Allotted</b>	15 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	Y. Do, Acting Chief Digital Officer C. Ramsay, Manager, Workday Support		
<b>Attachments (as read-ahead material)</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal 2022-04-13 Operating Plan Initiative – FIN-31 Workday Security Role Internal Audit Appendix A – Operating Plan Initiative- FIN-31 Workday Security Role Internal Audit</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve operating plan initiative FIN-31 Workday Security Role Internal Audit for execution with a launch date of May 16, 2022.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team approved the execution for Operating Plan Initiative FIN-31 Workday Security Role Internal Audit. This is in order for required preparations and communications to occur to meet the planned launch date of May 16, 2022.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 13, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	Financial Sustainability Roadmap (FSR) – Approval of People, Space and Technology Metrics		
Requested By (ACET member)	C. Brulé, President and Chief Executive Officer	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	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 – 2022-04-13 – Financial Sustainability Roadmap – Approval of People, Space and Technology Metrics            Appendix A – Financial Sustainability Roadmap Presentation</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team endorse the People, Technology and Space metrics for reporting progress toward restoring Financial Sustainability.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team endorsed the space, people and technology metrics for reporting progress of the Financial Sustainability Roadmap. The Executive Team agreed to proceed on this basis for one-year to monitor decision making and assess how these metrics should to be adjusted over time. Additional considerations are also being reviewed offline for future adjustments (e.g. adding a multi-modal metric to the space metric, capturing all student registrations including apprenticeships and AC Online).</p> <p>D. McNair, Vice President, Finance and Administration will seek confirmation from Y. Do, Acting Chief Digital Officer that the NPS score listed against Information Technology Services (ITS) Satisfaction is accurate.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 13, 2022	<b>Agenda Item Number (pull from agenda)</b>	7.0
<b>Topic</b>	Request for Full-time Position – Web Developer, Business Development		
<b>Requested By (ACET member)</b>	C. Janzen, Senior Vice President, Academic	<b>Time Allotted</b>	15 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	P. Devey, Associate Vice-President, GOACL S. Connell, Marketing Manager, Business Development W. Krahn, Finance Manager, Business Development		
<b>Attachments (as read-ahead material)</b>	<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 –Request for FT Position – Web Developer Business Developer            Appendix A – Request for Full-time Position Information Form, v.9.1, BD Web Developer            Appendix B – Business Development &amp; Corporate Training Financial Overview</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the request for a new full-time permanent position of Website Developer in Business Development.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team approved the request for a new full-time permanent position of Website Developer. C. Janzen, Senior Vice President Academic, L. Stanbra, Vice President, Student Services, A. McDonell, Director, Marketing and Recruitment and S. Connell, Marketing Manager, Business Development will discuss and make a decision as to where this position should reside offline.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 13, 2022	Agenda Item Number (pull from agenda)	8.0
Topic	2022-23 College Budget Committee Terms of Reference		
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	A. McDonell, Chair, College Budget Committee 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 -2022-04-13 – 20222023 College Budget Committee Terms of Reference            Appendix A – College Budget Committee Terms of Reference Draft (Clean Copy)            Appendix B – College Budget Committee Terms of Reference Draft (Track Changes Copy)</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) approves the 2022-23 College Budget Committee Terms of Reference.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team approved the 2022-23 College Budget Committee Terms of Reference with additional potential modifications to be made offline (e.g. budget preparation).		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 13, 2022	Agenda Item Number (pull from agenda)	9.0
Topic	ACET Effectiveness Check-in		
Requested By (ACET member)	C. Brulé, President & CEO	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	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</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on ACET meeting and ACET stand-alone meeting effectiveness, verbally, live at the April 13, 2022 ACET meeting.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team provided verbal feedback live at the ACET meeting. Feedback included speaking to the productivity of the meeting and that presentations and decisions were not rushed. People estimated time well on the agenda.</p> <p>The following additional feedback was also received:</p> <ul style="list-style-type: none"> <li>• As a follow up from the last ACET meeting (April 6, 2022), the responsible area Vice President agreed to work more closely with their teams to ensure the presenter(s) speak to the key highlights of the position(s) request and then open the floor for questions.</li> <li>• G. Perry, Chief Financial Officer and D. Soltis, will be asked to add instructions for completing the Position Request Form. For example, if there are multiple position requests coming forward then additional details may be required via additional appendices.</li> <li>• Presenter(s) will be advised in advance that when presenting a position request they will be asked to adjourn the meeting in advance to a decision being made.</li> <li>• Following a request, Finance and Administration will be presenting the number of new full-time positions that have been approved to date (April 19, 2022 ACET COVID-19 meeting).</li> </ul>		