

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 11, 2022	<b>Agenda Item Number (For office use only)</b>	1.0
<b>Topic</b>	Approval of Agenda		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO	<b>Time Allotted</b>	5 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>	C. Brulé, President & CEO, Algonquin College		
<b>Attachments</b>	<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>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
<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 agenda was approved as presented.</p> <p>President Brulé asked the Executive Team to consider additional potential Letters of Acknowledgement, especially when employees are in the midst of Performance Management Plan (PMP) reviews.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 11, 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>	10 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 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 – May 4, 2022 (M. Wilson) 3.2.2 Spring 2022 Convocation Ceremonies Briefing (K. Pearson) 3.2.3 Revised Request for Approval for Communications and Events Positions (T. McDougall)	
<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 item was removed for discussion:</p> <ul style="list-style-type: none"> <li>• 3.2.3 Revised Request for Approval for Communications and Events Positions (T. McDougall) – Following a brief discussion, this item was approved as presented.</li> </ul> <p>Items 3.2.1 Draft ACET Minutes – May 4, 2022 (M. Wilson) and 3.2.2 Spring 2022 Convocation Ceremonies Briefing (K. Pearson) were approved as presented.</p>		

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<b>Date of Meeting</b>	May 11, 2022	<b>Agenda Item Number (pull from agenda)</b>	4.0
<b>Topic</b>	Fourth Quarter 2021-22 Financial Report		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration	<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>	G. Perry, Chief Financial Officer, E. Woods, Director, Corporate Planning T. Kinnunen, Manager, Corporate Planning		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal Fourth Quarter 2021 22 Financial Report</i> <i>Appendix A – Fourth Quarter 2021-22 Financial Report</i> <i>Appendix B – Fourth Quarter 2021-22 Compliance Schedule</i> <i>Appendix C – Fourth Quarter 2021-22 Contingency Funds Report (March 31, 2022)</i> <i>Appendix D – Fourth Quarter 2021-22 Internal Management Report – Summary by Area</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the following: <ol style="list-style-type: none"> <li>1. Fourth Quarter 2021-22 Financial Report;</li> <li>2. Fourth Quarter 2021-22 Compliance Schedule;</li> <li>3. Fourth Quarter 2021-22 Contingency Report; and</li> <li>4. Fourth Quarter 2021-22 Internal Management Report as presented.</li> </ol>		
<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 Fourth Quarter 2021-22 Financial Report was approved with minor adjustments. The Fourth Quarter 2021-22 Compliance Schedule and Fourth Quarter 2021-22 Contingency Reports were approved as presented. The 2021-22 Internal Management Report – Summary by Area was approved as presented with the Executive Team to discuss in more detail at the June 8, 2022 or June 15, 2022 ACET meeting.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 11, 2022	<b>Agenda Item Number (pull from agenda)</b>	5.0
<b>Topic</b>	2021-22 Draft Audited Financial Statements		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration	<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>	D. McNair, Vice President, Finance and Administration G. Perry, Chief Financial Officer J. Pede, Associate Director, Financial Operations		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2022-05-11 – 2021-22 Draft Audited Financial Statements</i> <i>Appendix A – 2021-22 Draft Audited Financial Statements</i> <i>Appendix B – BOG Transmittal - 2021-22 Draft Audited Financial Statements</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) endorse the 2021-22 Draft Audited Financial Statements for presentation to the Audit and Risk Management Committee on May 26, 2022 and to the Board of Governors on June 6, 2022.		
<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 endorsed the 2021-22 Draft Audited Financial Statements for presentation to the Audit and Risk Management Committee on May 26, 2022 and to the Board of Governors on June 6, 2022.</p> <p>D. McNair, Vice President, Finance and Administration will work with his team offline to re-assess the prioritization of initiatives identified in the Financial Sustainability Roadmap with the goal to identify how we may respond to the College’s fiscal challenges in an accelerated manner. This initiative is being fast tracked for 2022-23 with the Executive Team to be provided with an update at a future ACET meeting (date tbc).</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 11, 2022	<b>Agenda Item Number (pull from agenda)</b>	6.0
<b>Topic</b>	Fourth Quarter 2021-22 Enterprise Risk Management Report		
<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>	M. Laviolette, Director, Risk Management S. Mainse, Manager, Risk Management		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal 2022-05-11 Fourth Quarter 2021-22 Enterprise Risk Management Report</i> <i>Appendix A – ARM Transmittal Fourth Quarter 2021-22 Enterprise Risk Management Report</i> <i>Appendix B – Fourth Quarter 2021-22 High-Risk Dashboard</i> <i>Appendix C – Internal Control Workplan Update</i> <i>Appendix D – Fourth Quarter 2021-22 Legal and Insurance Summary</i> <i>Appendix E – Fourth Quarter 2021-22 Violence-Related Security Incidents</i> <i>Appendix F – Fourth Quarter 2021-22 Incidents of Fraud</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review the draft Fourth Quarter 2021-2022 Enterprise Risk Management Report and supporting Audit and Risk Management Committee transmittal for approval.		
<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 Fourth Quarter 2021-22 Enterprise Risk Management Report Audit and Risk Management (ARM) Committee transmittal and supporting appendices with minor edits. President Brulé will share some comments with D. McNair, Vice President, Finance and Administration offline.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 11, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	R3 Project – Status Update and GeneSIS Soft Cut-off		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	Time Allotted	40 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 and R3 Business Co-Lead L. Pollock, R3 Project Executive Technical Lead and Business Co-Lead J. Taker, Manager, Enterprise Business Platforms		
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>2022-05-11 – ACET Transmittal – R3 Project Update and GeneSIS Soft Cut-Off Approval</i> <i>ACET PowerPoint – 2022-05-11 – R3 Project Status Update</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) receive an update on the activities of the R3 Project since the last update on March 9, 2022, and approve the proposed approach for GeneSIS development work.		
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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team received an update on the activities of the R3 Project since the last update on March 9, 2022. The Executive Team also endorsed the soft cut-off date for any further GeneSIS development/enhancements to take effect on July 1, 2022 except for Ministry mandated and mandatory operational changes throughout the R3 project. The list of activities that would need to be implemented in order to support the recommendation were also accepted.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 11, 2022	Agenda Item Number (pull from agenda)	8.0
Topic	Budget Solutions – 2022-23		
Requested By (ACET member)	C. Brule, President, and CEO	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. G. Perry, Chief Financial Officer E. Woods, Director, Corporate Planning		
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 – 05-11-2022 – Budget Solutions – 2022-23</i> <i>Appendix A – 2022 Spring Enrolment Potential Revenue Impact</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the recommendations for in-year budget solutions that may result from the anticipated Spring 2022 enrolment shortfall.		
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 recommendations for in-year budget solutions that may result from the anticipated Spring 2022 enrolment shortfall. The recommended budget solutions will be monitored throughout the year to ensure no major impacts.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 11, 2022	Agenda Item Number (pull from agenda)	9.0
Topic	ACLT Retreat Goals, Session Design and Logistics		
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 K. Dawson, Associate Vice President, Experiential Learning and Innovation D. Soltis, Director, People and Culture S. Gonsalves, Director, Strategy and Planning		
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 – ACLT Retreat Goals, Session Design and Logistics</i> <i>Appendix A – ACLT Retreat Agenda</i> <i>Appendix B – ACLT Retreat Design Plan</i> <i>Appendix C – ACLT Retreat PowerPoint</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) review and approve the date, goals, objectives, session design, and overall logistics including the communication plan for the upcoming ACLT Retreat.		
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 May 27, 2022 ACLT Retreat and approved the goals, objections, session design, overall logistics and the communication plan.</p> <p>The Executive Team agreed to move the policies requiring endorsement for ACET approval to the May 25, 2022 ACLT COVID-19 meeting. The titles of the May 18, 2022 and May 25, 2022 ACLT COVID-19 meetings will also be updated to reflect the purpose of the discussion.</p>		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 11, 2022	Agenda Item Number (pull from agenda)	10.0
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            Link: Appendix A – 2021-22 ACET Effectiveness Survey            Results / Recommendations / Countermeasures</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on ACET meeting and ACET stand-alone meeting effectiveness, verbally, live at the May 11, 2022 ACET meeting.		
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 provided verbal feedback live at the meeting. Feedback included speaking to the productivity of the meeting and presentations: <ul style="list-style-type: none"> <li>• Today’s ACET meeting ran overtime.</li> <li>• With respect to ACLT, it needs to be clear what ACLT Observers are and are not invited to attend.</li> </ul>		