

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 8, 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>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.</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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<p>The agenda was approved with the addition of Bill 27.</p> <p>President Brulé received of a Letter of Acknowledgement that would be sent this week (week of June 6) and 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>	June 8, 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 – June 1, 2022 (M. Wilson) 3.2.2 AA47 Scholarly Activities Policy (M. Cusson, J. Devries) 3.2.3 AA05 Advanced Standing Policy (M. Cusson) 3.2.4 AA13 Evaluation of Student Learning Policy (M. Cusson) 3.2.5 AA42 Learning Management System Policy (F. Karimi, M. Cusson) 3.2.6 HR10 New Employee Orientation Policy (R. Volk) 3.2.7 AD09 College Corporate Image Policy (A. McDonell) 3.2.8 HS03 Workplace Violence Prevention (M. Laviolette) 3.2.9 HS01 Occupational Health and Safety (M. Laviolette) 3.2.10 Key Messages Review (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 items were removed for discussion:</p> <ul style="list-style-type: none"> <li>• 3.2.1 Draft ACET Minutes – June 1, 2022 (M. Wilson) – Approved with minor edits and the following clarification of a decision that was made at the June 1, 2022 ACET meeting:             <ul style="list-style-type: none"> <li>○ The Executive Team agreed that they would proceed with filling the already approved 2022-23 position requests, positions that are currently in the midst of the hiring process, they would carry-on with Fixed Term Administration (FTA) conversions, re-filling existing positions that have naturally come forward (assuming the activity would continue) and that all other 2022-23 position requests would not be considered by ACET during this time, (until after November 9, 2022) in order to</li> </ul> </li> </ul>		

allow time for an assessment of the College's ability to meet the current year Annual Budget net contribution.

- D. McNair, Vice President, Finance and Administration and D. McCutcheon, Vice President, Human Resources will prepare a memo to ACLT sharing these instructions. In addition, Finance and HR will review the Regular Part-time Employee (RPT) processes and associated internal controls, consider the budget risks of closing RPT positions and offsetting with new FT positions and report back to the Executive Team at a future ACET meeting for review (date tbc).
- D. McNair and D. McCutcheon will also discuss ownership and the development of a scoreboard in order to track 2022-23 position requests that have been approved by the Executive Team and therefore may be coming forward to a future ACET meeting seeking endorsement to fill the position.
- 3.2.2 AA47 Scholarly Activities Policy (M. Cusson, J. Devries) - Approved with minor edits.
- 3.2.3 AA05 Advanced Standing Policy (M. Cusson) – Approved with minor edits.
- 3.2.4 AA13 Evaluation of Student Learning Policy (M. Cusson) – Approved with a minor edit.
- 3.2.5 AA42 Learning Management System Policy (F. Karimi, M. Cusson) – Approved with minor edits.
- 3.2.6 HR10 New Employee Orientation Policy (R. Volk) – Approved with minor edits.
- 3.2.8 HS03 Workplace Violence Prevention (M. Laviolette) – Approved with a minor edit.
- 3.2.9 HS01 Occupational Health and Safety (M. Laviolette) –Approved with minor edits.

Items 3.2.7 AD09 College Corporate Image Policy (A. McDonell) and 3.2.10 Key Messages Review were approved as presented.

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 8, 2022	Agenda Item Number (pull from agenda)	4.0
Topic	Fourth Quarter 2021-22 Financial Report – Summary by Area Variance Analysis		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	50 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	G. Perry, Chief Financial Officer T. Kinnunen, Manager, Corporate Planning J. Trakalo, Dean, Faculty of Health, Public Safety & Comm. Studies E. Marois, Dean, School of Advanced Technology J. Beauchamp, Dean, School of Business Qadim Katawazi, Business Officer, School of Hospitality and Tourism F. Karimi, A/Dean, AC Online P. Safi, Director, Business Development D. Dunne, A/Director, International Education Centre <del>M. Leduc, Executive Director, Academic Operations and Planning</del> R. Southwood, Executive Director, Facilities Management B. Brownlee, Director, Campus Services Y. Do, A/Chief Digital 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 – 2022-06-08 – Fourth Quarter Financial Report – Summary Report by Area Appendix A – Fourth Quarter 2021-22 Internal Management Report – Summary by Area Appendix B – 2022-06-08 – Fourth Quarter Area Variances Presentation</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) be provided with a variance analysis presentation from departments with significant variances between the Fourth Quarter 2021-22 Financial year-end results and the 2021-22 Approved Annual Budget. For this exercise, a variance is considered significant when the net contribution variance to the Approved Annual Budget is greater than \$500,000.		
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 received a variance analysis presentation from departments with significant variances (net contribution variance greater than \$500, 000) between the Fourth Quarter 2021-22 Financial year-end results and the 2021-22 Approved Annual Budget. A recommendation was made that future presentations reflect a percentage of the departmental budget rather than a dollar amount.</p> <p>Consideration will be made offline if this presentation format to ACET should continue in the future or if there is another group that would be more appropriate to receive this information (e.g. College Budget Committee, sub ACET Group, etc.).</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 8, 2022	<b>Agenda Item Number (pull from agenda)</b>	6.0
<b>Topic</b>	2023-24 Annual Budget: Draft Three-Year Budget Assumptions		
<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 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 – 2022-06-8 – 2023-25 Annual Budget – Three Year Budget Assumptions            Appendix A – Draft 2023-24 Three-Year Budget Assumptions            Appendix B – 2023-24 Annual Budget High-level Timelines</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approves the initial 2023-24 Three-Year Budget Assumptions and the 2023-24 Annual Budget High-Level Timelines.		
<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 approved the initial 2023-24 Three-Year Budget Assumptions with additional considerations to be made offline (e.g. potential adjustments to the tuition fees, inflation, language, etc.). Finance will consider providing a Five-Year Budget Assumption in the future.</p> <p>The Executive Team also approved the 2023-24 Annual Budget High-level Timelines. The 2023-24 Annual Budget First Draft Pro Forma is scheduled to be presented to ACET on June 29, 2022, these draft assumptions will be used to build this draft Pro Forma.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 8, 2022	<b>Agenda Item Number (pull from agenda)</b>	7.0
<b>Topic</b>	Full-time Position Request(s) – Partnership Operations Officer and International Student Advisor		
<b>Requested By (ACET member)</b>	C. Janzen, Senior Vice President, Academic	<b>Time Allotted</b>	20 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>	E. Mulvey, (Acting) Associate Vice President, Global, Online and Corporate Learning D. Dunne, (Acting) Director, International Education Centre		
<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 – 2022-06-08 – Full-time Position Request(s) Partnership Operations Office and International Student Advisor</i> <i>ACET PowerPoint – 2022-06-08 – Full-time Position Request</i> <i>Request for Full-Time Position Information Form – International Student Advisor</i> <i>Request for Full-time Position Information Form – Partnership Operations Officer</i> <i>Position Description Form – Partnership Operations Officer</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the creation of two full-time support staff positions in the International Education Centre (IEC) (Partnership Operations Officer and International Student Advisor).		
<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 creation of two full-time support staff positions in the International Education Centre (IEC) as follows: <ul style="list-style-type: none"> <li>• Partnership Operations Officer</li> <li>• International Student Advisor with the caveat that this position cannot be filled until the Manager, International Student Integration position is filled.</li> </ul>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 8, 2022	Agenda Item Number (pull from agenda)	8.0
Topic	Bill 27		
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	ACET		
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>Verbal discussion only.</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) discuss Bill 127.		
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 discussed Bill 27. D. Soltis, Director, People and Culture will discuss further with D. McCutcheon, Vice President, Human Resources offline and provide the Executive Team with a status update once available.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 8, 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	ACET		
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	<p><b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on ACET meeting and ACET stand-alone meeting effectiveness live at the June 8, 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>Due to time constraints, the Executive Team did not provide feedback.</p>		