

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 31, 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>President Brulé reminded the Executive Team when the ACET agenda closes and the need to ensure all updates have been made to the agenda in advance to it closing.</p> <p>The agenda was approved with the addition of the following business arising from the last meeting: 2022-23 SA Priorities, ACLT October Retreat – Draft Agenda from last ACET meeting & one in camera item.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 31, 2022	Agenda Item Number <small>(For office use only)</small>	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 – August 24, 2022 (M. Wilson) 3.2.2 IN CAMERA: 2022 Fall Board Retreat Presentation Review (V. Tiqui-Sanford) 3.2.3 IN CAMERA 3.2.4 IN CAMERA 3.2.5 IN CAMERA 3.2.6 IN CAMERA	
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 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 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"> • 3.2.1 Draft ACET Minutes – August 24, 2022 (M. Wilson) – Approved with minor edits. • 3.2.2. 2022 Fall Board Retreat/Orientation Presentation Review (V. Tiqui-Sanford) – The Executive Team will receive further updates via email. • IN CAMERA: Items 3.2.3., 3.2.4, 3.2.5 and 3.2.6 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 31, 2022	Agenda Item Number (pull from agenda)	5.0
Topic	First Quarter 2022-23 Financial Projection and Contingency Report		
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 T. Kinnunen, Acting 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 – 2022-08-31 2022-23 First Quarter Financial Projection</i> <i>Appendix A – First Quarter 2022-23 Financial Projection</i> <i>Appendix B – First Quarter 2022-23 Compliance Schedule</i> <i>Appendix C – First Quarter 2022-23 Contingency Report</i> <i>Appendix D – First Quarter 2022-23 Internal Management Report – Summary by Area</i> <i>Appendix E – First Quarter 2022-23 Low Enrolment Scenario</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the First Quarter 2022-23 Financial Projection, the First Quarter 2022-23 Compliance Schedule, the First Quarter 2022-23 Contingency Report, the First Quarter 2022-23 Internal Management Report, and the First Quarter 2022-23 Low Enrolment Scenario as presented.		
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 did not endorse the First Quarter 2022-23 Financial Projection pending further updates based on their suggested considerations. They will seek endorsement the week of September 6, 2022 via email or a stand-alone ACET Meeting.</p> <p>The Executive Teams approved the First Quarter 2022-23 Compliance Schedule, the First Quarter 2022-23 Contingency Report, the First Quarter 2022-23 Internal Management Report, and the First Quarter 2022-23 Low Enrolment Scenario as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 31, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	First Quarter 2022-23 Strategic Investment Priorities Request		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	G. Perry, Chief Financial Officer 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 2022-08-31 – First Quarter 2022-23 SIP Project Update Requests Appendix A – First Quarter 2022-23 SIP Project Increase Decrease and Deferral Requests</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the First Quarter 2022-23 Strategic Investment Priorities in-year project adjustments.		
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 First Quarter 2022-23 Strategic Investment Priorities in-year adjustments.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 31, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	2021-22 Academic / Non-Academic Expenses Split- Analysis of Trend		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	15 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		
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 – 2022-08-31 – 2021-22 Academic Non-Academic Expenses Split-Analysis of Trend Appendix A – 2021-22 Academic/Non-Academic Expenses Split Report</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receives for information the 2021-22 Academic/Non-Academic Expenses Split report.		
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 receive the 2021-22 Academic/Non-Academic Expenses Split report for information.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 31, 2022	Agenda Item Number (pull from agenda)	9.0
Topic	Operating Plan Initiative (Step 4) – FIN 52 AC Card and U-Pass Approval		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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. Brownlee, Director, Campus Services Yen Do, Acting Chief Digital Officer, Information Technology Services R. Lafond, Manager, Parking Services		
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 – 2022-08-31 – Operating Plan Initiative (Step 4) – FIN 52 AC Card and U-Pass Approval</i> <i>Appendix A - FIN-52 Initiative Intake Form (Unified U-Pass AC Card)</i> <i>Appendix B – Operating Plan Process Summary</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the Unified U-Pass Card project (Step 4 of the Intake process).		
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 approved to proceed with the Unified U-Pass Card project (Step 4 of the Intake process). B. Brownlee, Director, Campus Services will also explore options for cost sharing with the Students’ Association.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 31, 2022	Agenda Item Number (pull from agenda)	10.0
Topic	ACET Retreat Agenda – October 5-6, 2022		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	25 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 Retreat Agenda – October 5-6, 2022</i> <i>ACET Retreat Agenda – October-6, 2022</i> <i>Net Steps and Action Items – Day 1 ACET Planning Retreat 21 April 2022</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review the draft October 5-6, 2022 ACET Retreat meeting agenda.</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 reviewed and provided feedback on the October 5-6, 2022 ACET Retreat agenda. Updates will be made to the agenda based on Executive Team feedback. The latest version of the agenda will then be sent to the Executive Team via email in order for additional updates to be made offline (deadline tbc). The latest draft of the ACET Retreat agenda will then be finalized by President Brulé.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 31, 2022	Agenda Item Number (pull from agenda)	11.0
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 – 2022-23 ACET Effectiveness Survey Results / Recommendations / Countermeasures</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the August 31, 2022 ACET meeting.</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>President Brulé reminded the Executive Team that the purpose of this agenda item is to offer an opportunity for open discussion. This relates to, but is not limited to, how they are functioning as a group relative to the agenda, the items that they need to discuss, the time they spend, if they are discussing the appropriate items, if they are being decisive, and if they are working in a manner that creates a conducive environment.</p> <p>The Executive Team provided verbal feedback at the meeting. Feedback included speaking to the productivity of the meeting and presentations, such as:</p> <ul style="list-style-type: none"> • An appreciation to discuss the agenda planner and assess what items could be removed as well as assessing if the time allotted for any of the presentations should be adjusted. • An appreciation for the thoughtful presentations that were made at today’s meeting (August 31, 2022). 		

- An appreciation for the extra time that was available at the end of today's meeting in order to add some business arising. SECRETARY'S NOTE: Business Arising is a placeholder on the agenda, but removed if nothing is brought forward prior to the agenda closing.
- A suggestion to consider blocking off some extra, open-ended time on the agenda for last minute items. President Brulé will take this into consideration offline.
- An acknowledgement that five-minute buffers have been built into the agenda in between presentations; however, this time is also being used in order for in person guests to transition in and out of the boardroom.
- An acknowledgement that 15 minutes has been blocked off on each meeting agenda for President' Star Awards, which can be used if no longer needed.
- A suggestion that when seeking endorsement, options need to be provided, including options that may be discarded.
- The Executive Team will challenge their teams to reduce their presentation time by only providing a summary of their presentation. This is with exception to dry-runs. The Executive Team confirmed that supporting material would be reviewed as read-ahead.

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 13, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising – 2022-23 SA Priorities, ACLT October Retreat – Draft Agenda from last ACET meeting & one in camera item		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	35 min.
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>Students' Association Board of Directors Annual Priorities Presentation 2022-23 Draft ACLT Agenda for October 20, 2022</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.		
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 discussed the 2022-23 SA Priorities. B. Olutunda will be asked to provide the Executive Team with an update late November 2022.</p> <p>The ACLT Retreat agenda for October 20, 2022 was also discussed. Additional updates will be made offline based on Executive Team feedback.</p> <p>The Executive Team discussed one in camera item.</p>		