

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

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| Date of Meeting | December 14, 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 | The agenda was approved with the addition of one In Camera discussion. | | |

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| Date of Meeting | December 14, 2022 | Agenda Item Number (For office use only) | 3.0 |
| Topic | Upcoming ACET Agendas & Consent Items | | |
| Requested By (ACET member) | ACET | 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 | <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 – December 7, 2022 (M. Wilson) 3.2.2 Proposed 2023-24 Tuition Fee Set-Aside Budget (K. Pearson) 3.2.3 Nomination President’s Star (D. Thomson) | |
| 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 items were removed for discussion:</p> <ul style="list-style-type: none"> • 3.2.1 Draft ACET Minutes – December 7, 2022 (M. Wilson) – approved with updates. • 3.2.2 Proposed 2023-24 Tuition Fee Set-Aside Budget – approved as presented. <p>Item 3.2.3 Nomination President’s Star was approved as presented.</p> | | |

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| Date of Meeting | December 14, 2022 | Agenda Item Number (pull from agenda) | 4.0 |
| Topic | Third Quarter 2022-23 Strategic Investment Priorities requests and Third Quarter 2022-23 Strategic Investment Priorities Report | | |
| 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 | G. Perry, Chief Financial Officer E. Woods, Director, Corporate Planning T. Kinnunen, Manager, Corporate 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 2022-12-14 Third Quarter 2022-3 SIP Requests and Third Quarter 2022-23 SIP Report Appendix A – Third Quarter 2022-23 SIP Project Increase, Decrease and Deferral Requests Appendix B – 2022-23 Strategic Investment Priorities October 2022 Report Appendix C – PRESENTATION - Third Quarter 2022-23 Strategic Investment Priorities Requests</i> | |
| Recommendation | THAT the Algonquin College Executive Team (ACET) approve the Third 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 Third Quarter 2022-23 Strategic Investment Priorities in-year project adjustments. | | |

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| Date of Meeting | December 14, 2022 | Agenda Item Number (pull from agenda) | 5.0 |
| Topic | R3 Project Post Go Live Operational Support Model and December 6 Milestone - Viability of Integrations Platform | | |
| Requested By (ACET member) | L. Stanbra, Vice President, Student Services | 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 | L. Pollock, R3 Project Business Co-Lead & Chief Digital Officer K. Pearson, R3 Project Business Co-Lead & Registrar | | |
| 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 2022-12-14 R3 Project Post Go Live Operational Support Model and December 6 Milestone – Viability of Integration Platform</i> <i>ACET 2022-12-14 R3 Project Post Go Live Operational Support Model.ppt</i> | |
| Recommendation | <p>THAT the Algonquin College Executive Team approve the Thesis Student Management – Post Go-Live Operational Support Model plan for the Fiscal Year 2025-26 pending budget approval.</p> <p>This proposal aligns with the R3 Project budget planning and Finance projections for operational support model effective for the 2025-26 Fiscal Year.</p> <p>Resource Request for Post Go-Live Thesis Student Management Operational Support Model THAT Algonquin College Executive Team approve the Thesis Student Management Operational Support Model effective in the 2025-26 Fiscal Year pending Board of Governors approval of FY2025-26 budget:</p> <ol style="list-style-type: none"> 1. Maintain / Keep 11 approved full-time support staff positions: <ul style="list-style-type: none"> • SIS Technical Lead (SIS Architect) • Data Analyst • API Developers (2) • Instructional Designers (2) • Change Management Officers (2) • Business Systems Analysts (2) • Intake Officer (Support Officer) 2. Maintain / Keep 2 approved regular part-time positions: <ul style="list-style-type: none"> • Support Officers 3. Convert 4 fixed-term administrative positions into full-time administrative positions: <ul style="list-style-type: none"> • Manager, Thesis SM Support Team (Manager, SIS Transformation) • Manager, Communications and Change Management • Manager, eLearning and Development • Project Manager (Project Administrator) | | |

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| | <p>4. Convert 2 full-time support positions through conversion of two support staff secondments:</p> <ul style="list-style-type: none"> • Business Systems Analyst (2) |
| <p>ACET Decision</p> | <p> <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) _____ </p> |
| <p>Target</p> | <p>The Executive Team received the draft Thesis Student Management – Post Go-Live Operational Support Model plan for the Fiscal Year 2025-26 pending budget approval for advanced review. The Executive Team will send any additional questions/comments to L. Stanbra, Vice President, Student Services via email by December 22, 2022. This item will be scheduled to come back as business arising in January 2023 (date tbc for a one hour discussion) to address any of the questions and to seek Executive Team approval.</p> |

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| Date of Meeting | December 14, 2022 | Agenda Item Number (pull from agenda) | 6.0 |
| Topic | ACLT Meeting Agenda – January 26, 2023 | | |
| Requested By (ACET member) | L. Stanbra, Vice President, Student Services | 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 | L. Stanbra, Vice President, Student 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>ACLT Transmittal – ACLT Meeting Agenda – January 26, 2023</i> <i>ACLT Meeting Agenda, January 26, 2023</i> | |
| Recommendation | THAT the Algonquin College Executive Team (ACET) discuss and finalize the ACLT Meeting Agenda for January 26, 2023. | | |
| 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 discussed the ACLT Meeting agenda for January 26, 2023. The revised ACLT Meeting agenda will be finalized at the December 20, 2022 ACET meeting as business arising. | | |

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| Date of Meeting | December 14, 2022 | Agenda Item Number (pull from agenda) | 7.0 |
| Topic | 2023 College Corporate Risk Profile - Updated Risk Inventory Approval | | |
| Requested By (ACET member) | D. McNair, Vice President, Finance and Administration. | Time Allotted | 60 mins. |
| ACET Action Requested | <input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information | | |
| Staff Presenting | M. Laviolette, Director, Risk Management S. Mainse, Manager, Risk Management | | |
| Attachments (as read-ahead material) | <input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Risk Analysis Report | <i>ACET Transmittal – 2022-12-14 – 2032 Corporate Risk Profile – Updated Risk Inventory Approval Appendix A – CRP - Risk Analysis Report Email from M. Laviolette Appendix B – MNP's Risk Analysis Report - December 12, 2022</i> | |
| Recommendation | THAT the Algonquin College Executive Team (ACET) receive the Corporate Risk Analysis Report | | |
| 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 approved the Corporate Risk Analysis Report with adjustments based on Executive Team feedback. The revised version will be sent to the Executive Team for final review and feedback via email.</p> <p>Following the final review and approval of the risk ratings by the Executive Team, mitigation strategies for each of the top risks will be drafted to create the Corporate Risk Profile for 2023. The Profile will be reviewed by the Audit and Risk Management (ARM) Committee in March 2023 and the Board of Governors in April 2023.</p> | | |

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| Date of Meeting | December 14, 2022 | Agenda Item Number (pull from agenda) | 8.0 |
| Topic | Indigenous Youth Development Canada (IYDC) | | |
| Requested By (ACET member) | M. Savenkoff, Vice President, Advancement and Strategy | 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 | J. Turner, Senior Manager, Indigenous Partnership and Special Projects R. Hudgin, Business Administrator T. Wilson, Budget Officer | | |
| 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 - Indigenous Youth Development Canada</i> <i>IYDC Presentation ACET_December 14, 2022</i> | |
| Recommendation | THAT the Algonquin College Executive Team (ACET) continue to provide support for the ongoing operation and growth of Indigenous Youth Development Canada (IYDC). | | |
| 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 received an update on the Indigenous Youth Development Canada (IYDC) model. The Executive Team will discuss this model further at an ACET stand-alone meeting that has been scheduled for January 5, 2023. IYDC will be tabled for further discussion as Business Rising at the Jan. 11 meeting | | |

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| Date of Meeting | December 14, 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 Link: Appendix A – 2022-23 ACET Effectiveness Survey Results / Recommendations / Countermeasures</i> | |
| Recommendation | THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness via email following the December 14, 2022 ACET meeting. | | |
| 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 | Due to time constraints, President Brulé asked the Executive Team to send him feedback on the December 14, 2022 ACET meeting effectiveness via email. | | |