

AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 10, 2024	Agenda Item Number (pull from agenda)	1.0
Topic	Approval of Agenda		
Requested By (ACET member)	C. Brulé, President & CEO, Algonquin College	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 (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>Verbal discussion only.</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.</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 agenda was approved with the addition of an In Camera discussion with respect to the CIGan Leadership Institute. Following Executive Team discussion, the preferred attendee(s) within each of the Leadership program categories were selected.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 10, 2024	Agenda Item Number (pull from agenda)	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 (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	<u>Planner Review & Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – December 19, 2023 (K. Simmonds) 3.2.2 Creation of Private College Public Partnership positions in IEC (Academic Manager and Operations Officer) (P. Devey, E. Mulvey) 3.2.3 Operating Plan (Step 2): Food Services Renewal Projects – 35th Street Market Café (B. Brownlee) 3.2.4 Operating Plan (Step 2): Food Services Renewal Project- Portable Feast (B. Brownlee) 3.2.5 Full-time Position Requests for CAL Testing Services for Resolution of Union Grievance (B. Bridgstock)	
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"/> Referred to _____ (Group or Person) <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 ACET Draft Minutes – December 19, 2023 (K. Simmonds) – approved with minor amendments. <p>Items 3.2.3 Operating Plan (Step 2): Food Services Renewal Project- Portable Feast (B. Brownlee) and 3.2.4 Operating Plan (Step 2): Food Services Renewal Project- Portable Feast (B. Brownlee) were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 10, 2024	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising		
Requested By (ACET member)	C. Brulé, President & CEO, Algonquin College	Time Allotted	10 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	ACET		
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>Verbal discussion</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Other (Specify) <u> n/a </u>		
Target	There was no business arising.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 10, 2024	Agenda Item Number (pull from agenda)	5.0
Topic	Third Quarter 2023-24 Strategic Investment Priorities Requests		
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 type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2024-01-10 – Third Quarter 2023-24 Strategic Investment Priorities Requests</i> <i>Appendix A – Third Quarter 2023-24 Strategic Investment Priorities Project Increase, Decrease and Deferral Requests</i> <i>Appendix B – 2023-24 Strategic Investment Priorities November 2023 Report</i> <i>Appendix C – PRESENTATION - Third Quarter 2023-24 Strategic Investment Priorities Requests</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the Third Quarter 2023-24 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 2023-24 Strategic Investment Priorities in-year project adjustments.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 10, 2024	Agenda Item Number (pull from agenda)	7.0
Topic	2024 DRAFT Risk Appetite Statements – Final Risk Appetite Category (Reputation)		
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	P. Gardner, Director, Risk Management S. Mainse, Manager, Risk Management C. Trollope, Partner, National Leader of Business Resilience Services, MNP C. Dimitrova, Manager, Enterprise Risk Services, MNP		
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	ACET Transmittal 2024-01-10 – 2024 DRAFT Risk Appetite Statements – Final Risk Appetite Category Review (Reputation) Appendix A – DRAFT Risk Appetite Statements	
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss, amend and endorse revisions to the Reputation category of the DRAFT Risk Appetite Statements.		
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 Reputation category of the draft Risk Appetite Statements was endorsed, with further updates to take place offline based on Executive Team feedback.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 10, 2024	Agenda Item Number (pull from agenda)	8.0
Topic	College Risk Management Committee Terms of Reference		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	P. Gardner, Director, Risk Management S. Mainse, Manager, Risk Management		
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 – 2024-01-10 – College Risk Management Committee Terms of Reference Appendix A – College Risk Management Committee Terms of Reference (Clean Version) Appendix B – College Risk Management Committee Terms of Reference (Track Changes Version) Appendix C – College Risk Management Committee Terms of Reference (Presentation)</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approves the revised College Risk Management Committee (CRMC) Terms of Reference.		
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 reviewed and provided feedback on the revised College Risk Management Committee (CRCM) Terms of Reference. The latest version of the CRMC Terms of Reference will be presented as a consent agenda item for final approval at an upcoming ACET meeting (date tbc).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 10, 2024	Agenda Item Number (pull from agenda)	11.0
Topic	ACET Effectiveness Check-in		
Requested By (ACET member)	C. Brulé, President & CEO, Algonquin College	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, Algonquin College		
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> Link: Appendix A – 2023-24 ACET Effectiveness Survey Results / Recommendations / Countermeasures	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live following the January 10, 2024 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>The Executive Team provided verbal feedback at the meeting. Feedback included the following:</p> <ul style="list-style-type: none"> • An acknowledgement that the Executive Team was prepared, asked appropriate questions and made effective decisions. • An appreciation for the extra time that was available on the agenda to discuss an In Camera item. • A recommendation that the quarterly Strategic Investment Priorities updates be presented to the Executive Team as a consent agenda item rather than a presentation. <ul style="list-style-type: none"> ○ D. McNair, Vice President, Finance and Administration agreed to take this recommendation under advisement and assess if this is low impact and low-level requirement for discussion, with the understanding that this may not always be the case. 		