

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	February 12, 2020	<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 min.
<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		
<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 checked="" type="checkbox"/> Approved as above recommendation <input 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>	The agenda was approved as presented.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 12, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	PwC Report Presentation: Workday Payroll Challenges and Opportunities		
Requested By (ACET member)	D. McNair, VP, Finance and Administration and D. McCutcheon, VP, Human Resources	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	G. Perry, Chief Financial Officer D. Ritchie, Director, Workday Practice, PwC Canada D. Davison, Project Manager, Workday Practice PwC Canada		
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>05.0.1 Appendix A - Algonquin College Payroll Technical Operational Review</i> <i>05.0.2 Appendix B - AC Payroll Issues - Summary for PwC Updates 2020-02-06</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) receives this report for information to inform future decisions related to the improvements and resolutions for the Workday Payroll Module and related Human Resource Module components.		
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 the report that would inform future decisions related to the improvements and resolutions from the Workday Payroll Module and related Human Resource Module components. These improvements and resolutions are to align with current Workday/Business Workflow targets.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 12, 2020	Agenda Item Number (pull from agenda)	6.0
Topic	Employee Engagement Survey Results - Town Hall Planning		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	45 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	P. Dockrill, Manager, HR Programs		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	<i>06.1 PowerPoint Draft Townhall Presentation            06.1.1 Metrics@Work Description of Analyses and Reporting</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) receive the draft plan for the Employee Engagement Survey Results Town Hall, along with information regarding methodology delivery.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input 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	<p>The Executive Team received the draft plan for the Employee Engagement Survey Results Town Hall, along with information regarding methodology delivery. The Executive Team made recommendations on the reporting options and timeline. The February 26 Town Hall framework and agenda will be discussed further at the February 19 ACET meeting.</p> <p>P. Dockrill also provided the Executive Team with an update on the process for seeking employee volunteers for a College-wide working committee.</p>		

<b>Date of Meeting</b>	February 12, 2020	<b>Agenda Item Number (pull from agenda)</b>	7.0
<b>Topic</b>	CiCan Leadership Development Training		
<b>Requested By (ACET member)</b>	D. McCutcheon, Vice President, Human Resources	<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>	D. McCutcheon, Vice President, Human Resources		
<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>Handout</i> <i>07.1 CiCAN Professional Development Submissions dated February 2020</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve employees to attend the following 2020 CiCan leadership institute programs.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input 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) _____		
<b>Target</b>	The Executive Team was asked to provide their submissions for the 2020 CiCan Leadership Institute by 12 noon on February 18. A stand-alone ACET meeting has been scheduled for February 19 in order for the Executive Team to approve the employees to attend the 2020 CiCan Leadership Institute programs.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	February 12, 2020	<b>Agenda Item Number (For office use only)</b>	9.0
<b>Topic</b>	Consent agenda Items		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	0 min.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" 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	<i>9.1 DRAFT ACET Minutes January 22, 2020 (M. Wilson)</i> <i>9.2 DRAFT ACET Minutes January 29, 2020 (M. Wilson)</i> <i>9.3 AC05 Use of Authorized Animals on Campus Policy (P. Dockrill)</i> <i>9.4 AC03 Integrated Accessibility Standards Policy (P. Dockrill)</i> <i>9.5 Survey, Guarding Minds at Work, on behalf of Psychological Health in the Workplace Taskforce (C. Powers)</i> <i>9.6 Employee Awards Policy (S. Gauert)</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) 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>	The Executive Team reviewed the upcoming Consent Items. The following items were removed for discussion: <ul style="list-style-type: none"> <li>• 9.3 AC05 Use of Authorized Animals on Campus Policy – Not approved.</li> <li>• 9.4 AC03 Integrated Accessibility Standards Policy – Not approved.</li> </ul>		