

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 11, 2020	Agenda Item Number (For office use only)	1.0
Topic	Approval of Agenda		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	5 min.
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	<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 checked="" type="checkbox"/> Approved as above recommendation <input 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 no revisions.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 11, 2020	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas, Calendar Review & Consent Items		
Requested By (ACET member)	ACET	Time Allotted	30 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" 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	<p>3.3.01 Mandatory Review AD 04 – Ordering Course Materials</p> <p>3.3.01.1 Appendix A – 2020-03-11 – AD04 Original from Directives (February 2020)</p> <p>3.3.01.2 Appendix B – 2020-03-11 – Adoption and Ordering of Course Materials – Track Changes</p> <p>3.3.01.3 Appendix C – 2020-03-11 – AD04 – Adoption and Ordering of Course Materials - Clean</p> <p>3.3.02 2020-03-11 – AD17 International Travel and Safety - Employees</p> <p>3.3.02.1 Appendix A – 2020-03-11 – AD17 International Travel and Safety – Employees - Clean</p> <p>3.3.02.2 Appendix B – 2020-03-11 – AD17 International Travel and Safety – Employees – Track Changes</p> <p>3.3.05 President Star Submission Shannon Gagne, AV/e-classroom Technician, ITS) (D. Thomson)</p> <p>3.3.06 Proposed 2020 Spring Convocation Ceremony Schedule - Ottawa</p> <p>3.3.06.1 Appendix A Proposed 2020 Spring Convocation Ceremony Schedule - Ottawa</p> <p>3.3.07 Academic Calendar 2021-2022 (Key Dates)</p> <p>3.3.07.1 Appendix A 2020 03 11 2021-2022 Academic Calendar DRAFT</p> <p>3.3.08 DRAFT ACET Minutes March 04 2020</p> <p>3.3.10 New I-O Position Request - SIS Business Analyst</p> <p>3.3.11 Proposed Changes to the College's Compulsory Ancillary Fees for 2021-2022</p> <p>3.3.11.1 Appendix A - 2020-03-11 - Compulsory Ancillary Fees, 2010-2021</p> <p>3.3.11.2 Appendix B - 2020-03-11 - 2021-2022 Schedule of Fees Preparation Timelin</p> <p>3.3.12 New Employee Award - Inclusion and Diversity</p>	
Recommendation	THAT the Algonquin College Executive Team (ACET) Review upcoming ACET Agendas, Calendars and approve Consent Items.		
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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team reviewed the upcoming ACET Planner and list of Consent Items. The calendar was not reviewed due to time constraints. Updates were made to the ACET Planner with further updates to take place offline. All consent agenda items were approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 11, 2020	Agenda Item Number (For office use only)	4.0
Topic	Business Arising: ACET and ACLT Retreat Agendas Update		
Requested By (ACET member)	ACET	Time Allotted	0 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	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>04.1 DRAFT - ACLT Retreat Agenda April 23-24, 2020</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"/> Report Back _____ (as info item) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team reviewed the draft ACLT Retreat agenda and location logistics. The ACLT Retreat will be held in Nawapon (withdraping over windows to ensure privacy) with some portable television screens possibly added. Version II of the ACLT Retreat agenda will be brought forward once again for final approval, date not provided. Calendar requests for the updated ACET retreat meeting will be sent to all VPs once new dates are chosen. Addendum: due to the Covid-19 pandemic, the ACLT Retreat and ACET retreats have been cancelled and will be rescheduled to another date.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 11, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	IN CAMERA: Succession Planning (Critical and Emergency Position Planning) – Algonquin College Executive and Leadership Teams		
Requested By (ACET member)	D. McCutcheon, Vice President Human Resources	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	P. Dockrill, Manager, HR Programs		
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 ACET Transmittal and Exec Summary_ Succession Planning - March 11 2020 Follow up</i> <i>05.1 Succession Planning Workbook - Critical and Emergency Planning - MASTER COMBINED ACET Discussion</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) discuss the results of Critical and Emergency Planning completed by each member of the Executive Team and come to consensus on positions that require further discussion and input.</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>In Camera</u>		
Target	This Item was discussed In Camera.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 11, 2020	Agenda Item Number (pull from agenda)	6.0
Topic	Unified Core Competency Framework Update		
Requested By (ACET member)	D. McCutcheon, Vice President Human Resources	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. Dockrill, Manager, Talent and HR Programs		
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>06.0 - ACET Transmittal and Exec Summary - Unified Core Competency Framework Findings and Next Steps - March 11 2020</i> <i>06.1 Unified Core Competency Framework - Progress Report and Next Steps_March 11 2020</i> <i>06.2 - Unified Core Competency Framework - ACET Presentation March 11 2020</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse the recommendations and next steps of the Unified Core Competency Framework Project.		
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 discussed and endorsed the proposed recommendations and next steps. Recommendations included a college-wide buy in. Additionally, it was recommended that the AC Way be incorporated into the plan. P. Dockrill will work with L. Stanbra offline to incorporate AC Way.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 11, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	Executive Sponsor Review for Policies and Committees		
Requested By (ACET member)	C. Brulé, President & CEO	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	T. McDougall, Director President's Office and Communications		
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>07.0 2019_2020 Committee List Working Copy 07.1 Policies and Executive Sponsors</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review the College Policy and College Committee Executive Sponsorships to advise of any changes and/or amendments to Executive Sponsor ownership.</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>Deferred to March 18, 2020 Meeting</u>		
Target	<p>The Executive Team briefly reviewed the policy executive sponsors and will continue the discussion on March 18th as "business arising." The Committee list was not discussed. The Executive Team Assistants will review their Committee lists offline and ensure that proper executive sponsors are noted.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 11, 2020	Agenda Item Number (pull from agenda)	8.0
Topic	ACLT Meeting Agenda March 26, 2020		
Requested By (ACET member)	R. McLester, Vice President, Truth, Reconciliation & Indigenization	Time Allotted	35 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>08.0 ACLT Meeting Agenda March 26, 2020</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the ACLT Meeting Agenda for March 26, 2020		
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 discussed the agenda for the ACLT Meeting Agenda. A message to refrain from using technology during the meeting will be shared with ACLT members. A working lunch will be provided. An updated LDP presentation will be added to the meeting agenda. A. O’Bonsawin will review the meeting changes and catering arrangements with F. Matar.		