

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 18, 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	C. Brulé, President & CEO		
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	<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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The agenda was revised with the addition of discussion on the adjustment of deadlines for Board documents, the 2019-20 Performance Appraisals, Employee Performance Incentive (EPI), 2020-21 Performance Contracts and the 2020-22 Business Plan.</p> <p>L. Stanbra and S. Walker agreed to work offline to adjust the submission deadline for the 2019-20 Q4 Business Plan Report, which will allow for the report to still be presented to the Board of Governors on June 8, 2020. However, following some review no adjustments were made to the submission deadline. Confirmation was provided that V. Tiqui-Sanford has already sent an email communicating the adjusted submission deadline for the Management Summary Report.</p> <p>ACET discussed the timelines for submission of the 2019-20 Performance Appraisals, Employee Performance Incentive and 2020-21 Performance Contracts. D. McCutcheon will discuss the proposed recommendation with C. Brulé offline. If approved, further discussion will take place with the Leadership Team. The Executive Team also identified the need to revisit the 2020-22 Business Plan, which would also have an impact on the 2020-21 Performance Contract. It was noted that recasting of the 2020-21 Budget and 2020-21 SIP will also need to take place.</p> <p>The Corporate Training Business Case was deferred given the impact of COVID-19 on the business case. A new date has not yet been identified. D. McNair will work with D. Wotherspoon to update the business case.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 18, 2020	Agenda Item Number (For office use only)	2.0
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	<i>2.1 ACET planner review</i> <i>2.2 Calendar review</i> <i>2.3 Consent agenda items</i> <i>2.3.1 Revisions to Finance Policy FP-002 – Asset Management Policy (G. Perry)</i> <i>2.3.2 President Star Submission, Trudy Price, Administrative Assistant, Academic Development (D. Thomson)</i> <i>2.3.3 President Star Submission, Nicole Priatel, Full-time Professor, School of Business, Academic (D. Thomson)</i> <i>2.3.4 Learner Driven Implementation Plan (C. Janzen)</i>	
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 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 Executive Team reviewed the upcoming ACET Planner and Consent Items. M. Wilson will work with the Executive Assistants to ensure that all required updates to the ACET Planner are completed offline. The Executive Team did not review calendar's due to the current situation resulting from COVID-19 and the cancellation of events until April 30, 2020. The consent agenda items were approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 18, 2020	Agenda Item Number (pull from agenda)	3.0
Topic	Business Arising: Corporate Policy Executive Sponsor Review		
Requested By (ACET member)	C. Brulé, President & CEO	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	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>03.1 Policies and Executive Sponsors</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review the College Policy Sponsorships to advise of any changes and/or amendments.</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 the College Policy Sponsorship listing. The Executive Team will complete further updates to the spreadsheet offline, by reviewing current state, determining future state as well as identifying any updates to the final column. A stand-alone meeting is being scheduled to discuss potential changes offline. Updates are due by April 1st to the Corporate Policy Executive Sponsor spreadsheet that has been posted to the ACET SharePoint site in the April 16th meeting material folder.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 18, 2020	Agenda Item Number (pull from agenda)	4.0
Topic	COVID-19 Discussion		
Requested By (ACET member)	C. Brulé, President & CEO	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	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		
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss the impact of COVID-19.		
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 impact of COVID-19. This Executive discussion included an update on the March 17th Committee of President's conference call, status of online delivery preparation, increased data coverage via Telus and Rogers, out-of-contry travel listing, ability for faculty to work remotely, cancellation of students' awards nights, daily COVID-19 updates on myAC, status of new hires, grade assignments for courses that potentially cannot be completed, as well as the purchase of rocket sticks for students to allow for internet access.</p> <p>The following action items also emanated from this Executive Team discussion:</p> <ul style="list-style-type: none"> • D. McNair will work with Cyber Security and T. McDougall to prepare a communication reminding employees to be vigilant with with respect to potential phising and ransomware attacks. • The potential closure of all campuses. A communication was sent to all employees and students confirming the temporary closure of all campuses on March 18, 2020. • The Executive Team agreed to the use of planning tools on the ACET and ACLT SharePoint sites. • An update on Employee Ontario Services will be added to the FAQs. T. McDougall will work with C. Hahn and D. Wotherspoon to coordinate this update. • C. Brulé will seek daily updates from the Ministry of Training, Colleges and Universities on the status of OSAP. • With respect to the status of refunds for students and employees, D. McNair will establish a Working Group to review and develp interim policies, processes, communications and FAQs. <p>The Executive Team approved Corporate Training working to transition to delivering open enrollment courses in an online format and to offer courses free of charge until the middle/end of April. The estimated cost to develop, train and deliver these courses is \$50K. D. McNair will communicate this decision to D. Wotherspoon.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 18, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	March 24, 2020 ACLT Agenda		
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 (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		
Recommendation	<p style="text-align: center;">THAT the Algonquin College Executive Team (ACET) discuss the March 24, 2020 ACLT 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 discussed the March 24, 2020 ACLT meeting agenda. Updates will be made to the ACLT meeting agenda offline based on Executive Team discussion.</p> <p>The Executive Team agreed to cancel the April 23-24, 2020 ACLT Retreat. These dates will be reserved for a potential two-day ACET Retreat (rescheduled from April 05-06).</p>		