

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	March 25, 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>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.</p>		
<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>	<p>The agenda was approved with the addition of a supplementary unemployment benefit plan, which was discussed at part of HR Long-term planning, as well as the adjustment of the target dates for the AC Way and Employee Life Cycle in light of the current situation with COVID-19. The revised target dates for phase 1 and phase 2 of the Employee Life Cycle will be communicated to ACLT on March 25<sup>th</sup> by C. Brulé, with D. McCutcheon and D. McNair to assist with the further cascading of this adjusted timeline to all applicable teams.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	March 25, 2020	<b>Agenda Item Number (For office use only)</b>	3.0
<b>Topic</b>	Upcoming ACET Agendas, Calendar Review & Consent Items		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	30 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	2.1 ACET planner review 2.2 Calendar review 2.3 Consent agenda items	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) Review upcoming ACET Agendas, Calendars and approve Consent Items.		
<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 Executive Team reviewed the upcoming ACET Planner and calendar. Adjustments were made to the ACET Planner based on the Executive Team discussion, with further updates to be made offline as required.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 25, 2020	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising		
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	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><b>THAT</b> 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 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	There was no business arising.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 25, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	Student Information System Investment Case Recommendation		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	K. Pearson, Registrar L. Pollock, Chief Digital Officer D. Melone, Senior Project Manager		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	<i>05.2 2020 03 25 Appendix A - Addendum to the Student Information System Investment Case v3</i> <i>05.3 2020 03 25 Appendix B - Proponent Profile</i> <i>05.4 2020 03 25 Appendix C - SIS Project Esimated Five Year Financial Projection</i> <i>05.5 2020 03 25 Appendix D - Student Information System Investment Case - February 25 2019</i> <i>05.6 2020 03 25 Appendix E - ACET Student Information System - Vendor Recommendation</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) endorse the Student Information System Investment Case recommendation for presentation to the ARM Committee and Board of Governors.		
ACET Decision	<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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team agreed that the Student Information System Investment Case would be reviewed and adjusted further offline to incorporate feedback from the Executive Team, in advance of a presentation to the ARM Committee and Board of Governors. The Executive Team was also asked to share any additional feedback with L. Stanbra in advance to the March 25 <sup>th</sup> SIS meeting.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 25, 2020	Agenda Item Number (pull from agenda)	6.0
Topic	Space Allocation Student Information System		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration, 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	R. Southwood, Associate Director Facilities Planning		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: floor plan	<i>06.1 - Appendix A - 2020-03-25 - Space Allocation Student Information System</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) approve C154/155 as the temporary location for the Student Information System Project.		
ACET Decision	<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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team approved Rooms C154/C155 as the temporary location for the Student Information System Project, with additional details to be finalized offline.</p> <p>The Executive Team agreed that it will need to be determined how to address short-term space allocation needs against long-term goals.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 25, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	ICDP Framework Renewal		
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	R. Southwood, Associate Director Facilities Planning		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Word Document	<i>07.1 - Appendix A - 2020-03-25 - ICDP Framework Renewal Update</i> <i>07.2 - Appendix B - 2020-03-25 - ICDP Framework Principles Update Report_draft</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) endorse both the ICDP Framework Principles and the next steps to be taken in Imagine 2030.		
ACET Decision	<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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team endorsed the new framework and principles, acknowledged that interviews will continue up to April 1<sup>st</sup> remotely where possible, endorsed the Board of Governors presentation that will focus on: the report, the process, the evolution of the framework, , as well as next steps. This is with the understanding that the timelines will be adjusted as needed, given the current COVID-19 crisis and presentation at the April 1<sup>st</sup> ACET Board dry-run meeting.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	March 25, 2020	<b>Agenda Item Number (pull from agenda)</b>	10.0
<b>Topic</b>	Long-Term Human Resources Planning for COVID-19 Pandemic		
<b>Requested By (ACET member)</b>	Diane McCutcheon, Vice President, Human Resources	<b>Time Allotted</b>	## 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>	Diane McCutcheon, Vice President, Human Resources		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input checked="" type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>10.1 Offboarding Checklist attachment 1</i> <i>10.2 New-Employee-Checklist-Onboarding-2019-2020 attachment 2</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) provide guidance to ACLT on longer term Human Resources planning.		
<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>	<p>The Executive Team discussed five main employee areas. Following extensive discussion, the Executive Team agreed to complete additional work offline in order for a decision to be reached by March 27<sup>th</sup>. D. McCutcheon will also circulate additional employee listings to the Executive Team in order to assist ACET in formulating a response for each of the five areas. With respect to a “Supplemental Unemployment Benefits plan”, D. McCutcheon advised that the preference is for streamlined direction. The Executive Team will provide guidance to ACLT once all of the additional information is compiled and further discussion can take place offline.</p>		