

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 22, 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	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 as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 22, 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	3.1 ACET planner review (10 min) 3.2 Calendar review (10 min) 3.3 Consent agenda items: (10 min) 3.3.1 Draft ACET Minutes April 16, 2020 (M. Wilson)	
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 deferred review of the upcoming ACET Planner, calendar review and the consent agenda item due to time constraints.		

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Date of Meeting	April 22, 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>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 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	There was no business arising.		

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Date of Meeting	April 22, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	Employee Implications Associated with Draft 2020-21 SIP Directions		
Requested By (ACET member)	D. McNair, Vice President, Finance & Administration	Time Allotted	45 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	G. Perry, Chief Financial Officer E. Woods, Associate Director, Finance T. Kinnunen, Manager, Corporate Budgeting		
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>APPENDIX A: Employee Listing - SIP Projects - April 21-20</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the Full-Time and Part-Time employees currently funded through the 2020-21 Strategic Investment Priorities projects.		
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 was provided with a detailed listing of both the full-time and part-time positions that are currently being funded through the 2020-21 Strategic Investment Priority (SIP) projects envelope as well as the current grouping of the 2020-21 SIP projects. The Leadership Team will complete an initial review of the projects, with targeted reductions, for final review by the Executive Team on April 28, 2020. L. Stanbra will also work with G. Perry offline to adjust the 2020-21 Business Plan timeline in keeping with the proposed revised 2020-21 SIP timelines. The revised 2020-21 SIP timelines will be presented to the Executive Team on April 24, 2020.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 22, 2020	Agenda Item Number (pull from agenda)	6.0
Topic	Workforce Pandemic Mitigation Plan		
Requested By (ACET member)	E. Langevin, Director, Labour Relations	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	<i>6.1 Competitions in Progress – updated April 20</i> <i>6.2 Summary of Complement – period ending March 31 2020</i> <i>6.3 Summary of Vacancies – Period Ending March 31 2020 MASTER</i> <i>6.4 Active IO Report – March 2020</i> <i>6.5 FTA – Fixed Term Admin Report March 1, 2020</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review and provide feedback on the attached reports, specifically in relation to position management:</p> <ul style="list-style-type: none"> - That are true vacancies (can be filled) - That may be on hold for operational reasons - Active IO positions and those coming up for renewal/termination/conversion. 		
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 was provided with the vacancy, competitions in progress, active I/O and Fixed Term Administration reports for information. The summary of vacancies listing will be adjusted based on feedback that was provided by the Executive Team for review at a future ACET meeting. The Executive Team also discussed and finalized a communication the will be sent to the College community with regard to the use of vacation.</p>		

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Date of Meeting	April 22, 2020	Agenda item (pull from agenda)	7.0
Topic	Premier's Awards Selection Process		
Requested By (ACET member)	M. Savenkoff, Vice President, Advancement	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	M. Savenkoff, Vice President, Advancement		
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	<p>THAT the Algonquin College Executive Team (ACET) consider the 2020 Premier's Award nominations and 2020 Alumni of Distinction Award recipients as separate decision points.</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 approved proceeding with the recommendation to consider Premier's Award nominations and Alumni of Distinction Award recipients as separate decision points and to continue to research the shortlisted 2020 Premier's Award nominees for the business, community services, and health services categories. The final list of the 2020 Premier's Awards nomination listing will be presented to the Executive Team at a future ACET meeting. Additional opportunities will also be explored in the future to consider the use of all Alumni of Distinction categories from an alumni perspective.</p>		