

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 06, 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 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 as amended with the following additions:</p> <ul style="list-style-type: none"> <li>• Academic Continuity Framework – C. Janzen sought feedback and approval from the Executive Team on the revised Academic Continuity Framework document for circulation to the Algonquin College Leadership Team (ACLT) on May 6, 2020. The framework was updated based on Executive Team feedback and endorsed for circulation to ACLT. C. Janzen advised the Executive Team of the availability of additional “Draft Fall Academic Planning Guidelines” and welcomed further updates offline.</li> <li>• Redeployment Form – Executive Team members shared feedback that has been received on the redeployment form. D. McCutcheon will discuss further with P. Dockrill offline.</li> </ul>		

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<b>Date of Meeting</b>	May 06, 2020	<b>Agenda Item Number</b> (For office use only)	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	3.1 ACET planner review 3.2 Calendar review 3.3 Consent agenda items 3.3.1 ACET Draft Minutes – April 28, 2020 (M. Wilson) 3.3.2 ACET Draft Minutes – April 29, 2020 (M. Wilson)	
<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>	<p>The Executive Team reviewed the upcoming ACET Planner and Consent items. Adjustments were made to the ACET Planner based on the Executive Team discussion, with further updates to be made offline as required.</p> <p>The Executive Team also discussed the postponement of the honouring of President’s Star awards to deserving members due to the current pandemic. Members of the Executive Team recommended acknowledging employees by nominating them for an employee/team award. Outside of the employee/team award nominations, employees may receive a letter of acknowledgment from President Brulé in temporary place of the President’s Star awards. The Communications Team will assist in the development of a template that can be used in drafting the letters. This item will also remain as a standing item on the ACET agenda.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 6, 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	May 06, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	College Workplace Recovery Framework		
Requested By (ACET member)	D. McNair, Vice-President, Finance and Administration	Time Allotted	30 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	C. Bonang, Director, Risk Management		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	<i>07.0 ACET Transmittal – 2020-04-06 – Workplace Recovery Framework</i> <i>07.1 Appendix A – EARLY DRAFT Policy HS 16 COVID-19 Workplace Recovery for discussion</i> <i>07.2 Appendix B – Draft OHS COVID-19 Guidelines</i> <i>07.3 Appendix C – Framework Presentation</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) review and endorse the proposed framework for the workplace recovery efforts.		
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	<p>C. Bonang presented the Workplace Recovery Framework as a focused Occupational Health and Safety (OHS) initiative. This framework is in addition to supporting policy “HS16 – COVID-19 Workplace Recovery”, which purpose is to advance the OHS guidelines for implementation within a workplace specific plan. The Executive Team endorsed proceeding with next steps for the framework. This will include further refinement of the framework into operational plans with the establishment and support from the “COVID-19 Coordination Committee”.</p> <p>C. Bonang also presented the draft “Occupancy Reduction Considerations” for initial review. C. Bonang will continue to work on the considerations further offline and present the proposed recommendation to the Executive Team at a later date. It was recognized that these considerations may continue to evolve throughout the pandemic.</p>		

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<b>Date of Meeting</b>	May 06, 2020	<b>Agenda Item Number (pull from agenda)</b>	8.0
<b>Topic</b>	ACLT Meeting Agenda - May 28, 2020		
<b>Requested By (ACET member)</b>	R. McLester, Vice President, Truth, Reconciliation & Indigenization	<b>Time Allotted</b>	25 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>	A. O'Bonsawin, Director - Indigenization, Indigenous Services and Partnerships		
<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	08.1 ACLT Meeting Agenda - May 28, 2020	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the ACLT Meeting Agenda for May 28, 2020.		
<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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The ACLT meeting agenda was amended pending further input and updates from ACET members offline.		