

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 13, 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 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 agenda was approved as amended with deferment of the Burnt Water Business Case presentation to a future date.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 13, 2020	Agenda Item Number (pull from agenda)	2.0
Topic	Nomination Form for Letter of Recognition template		
Requested By (ACET member)	ACET	Time Allotted	10 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" 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>2.0 Nomination Form for Letter of Recognition Transmittal</i> <i>2.1 Nomination Form for Letter of Recognition Template</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) provide feedback and suggestions for a proposed Nomination Form for Letter of Recognition that will temporarily replace the President's Star Award nomination and presentation process.</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 a future meeting</u>		
Target	Due to time constraints, this item has been deferred to a future date (May 27).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 13, 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 3.2 Calendar review 3.3 Consent agenda items 3.3.1 ACET Draft Minutes – May 03, 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 reviewed the upcoming ACET Planner. Adjustments were made to the document based on the Executive Team discussion, with further updates to be made offline as required. The consent agenda item has been deferred to the May 27, 2020 ACET meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 13, 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	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 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.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 13, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	Confidential: IN-CAMERA discussion on Administrative Salaries		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	40 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	D. McCutcheon, Vice President, Human Resources and M. Castella, Manager, Total Compensation		
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 – Confidential In-camera discussion on Administrative Salaries 2020-05-13_Final</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approves the recommendation for handling of administrative salary increases and Employee Performance Incentive (EPI) payments for 2020.</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 a recommendation for support staff and administrative salary increases as well as the Employee Performance Incentive (EPI) payments for 2019-20. D. McCutcheon will complete additional research and review offline and present a revised recommendation to the Executive Team at the September 2, 2020 ACET meeting. Additionally, D. McCutcheon will prepare a communication to provide an update on the current status of the salary increases and EPI for distribution to the Administration and Support Staff groups.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 13, 2020	Agenda Item Number (pull from agenda)	6.0
Topic	Burnt Water Business Case		
Requested By (ACET member)	R. McLester, Vice President – Truth, Reconciliation & Indigenization	Time Allotted	30 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	R. McLester, Vice President – Truth, Reconciliation & Indigenization		
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 – Burnt Water Business Case</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) to review and comment on the presentation in preparation for delivery at June 2020 Board of Governors meeting.		
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 presentation has been deferred to a future ACET meeting (May 27).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 13, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	Celebration of Service in honour of our Long Service Employees and Retirees		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	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	D. McCutcheon, Vice President, Human Resources and D. Thomson, Executive Assistant		
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 ACET Transmittal – Celebration of Service Event 2020.05.13</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approves the Celebration of Service in honour of our Long Service Employees and Retirees: How Algonquin College is going to celebrate in the new normal of social distancing and still touch every employee in a special way.</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 potential changes to the Celebration of Service celebration due to the current pandemic. M. Savenkoff and D. McCutcheon will discuss additional potential opportunities, to align this celebration with Advancement events. D. McCutcheon will complete an additional review offline and present a revised recommendation to the Executive Team at a future meeting.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 13, 2020	Agenda Item Number (pull from agenda)	8.0
Topic	ACLT Meeting Agenda - May 28, 2020		
Requested By (ACET member)	R. McLester, Vice President, Truth, Reconciliation & Indigenization	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	F. Matar, Executive Assistant Truth, Reconciliation & Indigenization		
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 ACET Transmittal – ACLT Meeting Agenda – May 28, 2020</i> <i>08.1 ACLT Meeting Agenda - May 28, 2020</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the ACLT Meeting Agenda for May 28, 2020.		
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 type="checkbox"/> Other (Specify) _____		
Target	The ACLT meeting agenda was reviewed amended as discussed.		