

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 24, 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	Approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 24, 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	15 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 (5 min) 3.2 Calendar review (5 min) 3.3 Consent agenda items (5 min) 3.3.1 Workday Security Role Audit Timeline (D. McNair) 3.3.2 User Adoption and User Satisfaction Metrics for Workday (D. McNair) 3.3.3 DRAFT ACET Minutes – June 17, 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	<p>The Executive Team reviewed the upcoming ACET Planner and calendar. The following items were removed for discussion:</p> <ul style="list-style-type: none"> • Item 3.3.1 Workday Security Role Audit Timeline – The Executive Team endorsed launching the first Workday Security Role Audit as indicated, with additional review to take place offline. D. McNair will explore potential opportunities to automate the process to assign security roles based on position. • Item 3.3.2 – Following clarification, this item was approved as presented. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 24, 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	June 24, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	New BOG Orientation Part 1		
Requested By (ACET member)	C. Brulé, President & CEO	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	V. Tiqui-Sanford, Executive Assistant, Board of Governors		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>05.0 ACET Transmittal New BoG Orientation Part 1</i> <i>05.1 New Governor Orientation Part 1 (Option 1 virtual 9am-2pm) V3</i> <i>05.2 New Governor Orientation Part 1 (Option 2 virtual 9 am and 1 p.m. 2 sessions) V3</i> <i>05.3 New Governor Orientation Part 1 (Option 3 In person 9am-12m) V3</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review/approve the Draft presentation for the NEW BOG Orientation Part 1 – presented by L. Stanbra & D. McNair:</p> <p>Board Monitoring & Oversight:</p> <ul style="list-style-type: none"> • Annual Business Plan and Budget Process • Key Performance Indicators & Strategic Mandate Agreement • Enterprise Risk Management 		
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	The Executive Team reviewed and approved the presentation for the new Board Orientation Part 1, with additional updates to take place offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 24, 2020	Agenda Item Number (pull from agenda)	6.0
Topic	Accessible Classroom Furniture for CAL Accommodations: Current State and Future State Recommendations		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	J. Agate, Associate Director, Student Support Services B. Bridgstock, Director, Student Support Services		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other:	<i>06.0 ACET Transmittal – Recommendations for Classroom Equipment for CAL Accommodations – 2020-06-24</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) endorse the following recommendations as a means of addressing shortcomings in the provision of accessible classroom furniture to identified students with disabilities through:</p> <ol style="list-style-type: none"> 1) the creation of effective process for providing accessible classroom furniture in a timely manner to identified students, 2) an increase in the inventory of Height Adjustable Desks and Ergonomic Chairs to Outfit each classroom on all campuses and 3) improved client service standards for students requiring accessible classroom furniture. 		
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 endorsed the recommendations that were presented, with the inclusion of an awareness campaign regarding accessible classroom furniture for students with a disability. Options to utilize the academic funding envelope for a phased-in approach, in order to accommodate the costs associated with implementing this initiative, will also be explored offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 24, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	IN CAMERA: Reorg discussion continued from 10 June 2020		
Requested By (ACET member)	C. Brulé, President & CEO	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	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) continue the discussion on the reorg from the June 10, 2020 ACET Retreat.</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 continued the reorg discussion from the June 10, 2020 ACET Retreat. Members of the Executive Team will make additional updates to the timeline offline in advance of a final review that has been scheduled for the June 30, 2020 ACET meeting.</p>		