

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 9, 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	December 09, 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	20 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	<u>Calendar Review & Consent Items</u> 3.1 ACET planner review 3.2 Calendar review 3.3 Consent agenda items 3.3.1 Policy IT01: IT Security (L. Pollock) 3.3.2 Policy IT02: Technology Evergreening (L. Pollock) 3.3.3 Policy IT03: Audio-Visual Equipment Loans (L. Pollock) 3.3.4 Policy HS01: College Occupational Health & Safety System (C. Bonang) 3.3.5 Policy HS08: Fatal or Critical Injuries (C. Bonang) 3.3.6 Policy HS09: First Aid (C. Bonang) 3.3.7 Policy AD16: Payment Card Industry Data Security Standards (L. Pollock) 3.3.8 Policy PM07: Naming of College Features (M. Savenkoff) 3.3.9 Draft ACET Minutes – December 02, 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 with additional updates to take place offline. Due to time constraints, calendar was not reviewed.</p> <p>The consent agenda items were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 9, 2020	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	10 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 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	<p>L. Stanbra requested a debrief discussion of the December 08, 2020 Algonquin College Leadership Team Meeting.</p> <p>The Executive Team discussed the feedback that was received from the Leadership Team at the December 08, 2020 ACLT meeting.</p> <p>Strategies for more effective communication and directional leadership during meetings were discussed. A summary of the discussion and action items to be circulated by L. Stanbra offline to the Executive Team.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 9, 2020	Agenda Item Number (pull from agenda)	5.0
Topic	Employee Learning Governance		
Requested By (ACET member)	Diane 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	Diane McCutcheon, Vice President, Human Resources Rebecca Volk, Manager, Centre for Organizational Learning		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>Appendix A Employee Learning Development Strategy Final Report Employee Learning and Development Standing Committee</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the creation of a cross-College Employee Learning and Development Steering Committee, as per the 2020-2021 College Business Plan, and provide names for the Committee membership.		
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 that the creation of another standing committee would have negative ramifications on staff capacity. It was noted that terms of reference, scope and time commitments would need to be provided before names of potential committee members could be brought forward.</p> <p>The Executive Team expressed their preference to proceed with a governance structure and opting instead for departmental consultations.</p> <p>The Executive Team did not approve the creation of an Employee Learning Governance Committee, but alternatively endorsed Employee Learning consultations.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 9, 2020	Agenda Item Number (pull from agenda)	7.0
Topic	Draft Flexible Workplace Policy		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	50 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	E. Langevin, Director, Employee & Labour Relations J. Myers, Acting Manager, Wellness & Abilities M. Castella, Manager, Total Compensation P. Dockrill, Manager, HR Programs		
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>HR26 Flexible Work Arrangement Policy (proposed naming convention perspective)</i> <i>Appendix 1 HR26 Flexible Work Arrangements Request Form – Telework,</i> <i>Appendix 2 H26 - Flexible Work Arrangement Request Form - Flexible Work Week</i> <i>Framework for Flexible Work Arrangement Policy Power point presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review and provide their endorsement and approval of the proposed framework that highlights the criteria and parameters identified within the draft Flexible Work Arrangements Policy and Application forms.		
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	<p>The Executive Team reviewed the proposed draft framework of the policy applications for employees to request Flexible Work Arrangements both at time of hire and as a request from an existing employee.</p> <p>The Executive Team endorsed the proposed framework.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 9, 2020	Agenda Item Number (pull from agenda)	8.0
Topic	Deferred Maintenance Audit Results 2019		
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, Acting Executive Director Facilities Management		
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>Appendix A: Deferred Maintenance Presentation</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) accepts this update on the College’s deferred maintenance liability and that this knowledge provide context for future decisions related to COVID-19 recovery.</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	The Executive Team accepted the information as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 9, 2020	Agenda Item Number (pull from agenda)	9.0
Topic	Student Information System Project – Human Resource Plan		
Requested By (ACET member)	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 checked="" type="checkbox"/> Information		
Staff Presenting	K. Pearson, Registrar L. Pollock, Chief Digital Officer		
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>Appendix A: SIS Project Human Resource Plan – Additional Details</i> <i>ACET SIS Project Human Resource Plan 2021-2022</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the proposed 2021-2022 human resourcing plan for the Student Information System (SIS) Project.		
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) _____		
Target	The Executive Team deferred providing approval for the proposed 2021-22 HR plan for the SIS project. ACET will review offline and provide final decisions ahead of the December 16, 2020 Executive Team meeting.		