

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	March 3, 2021	<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 mins.
<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, Algonquin College		
<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 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>	Approved as presented.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	March 3, 201	<b>Agenda Item Number (For office use only)</b>	3.0
<b>Topic</b>	Upcoming ACET Agendas, Calendar Review & Consent Items		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	15 mins.
<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	<u><b>Calendar Review &amp; Consent Items</b></u> 3.1 ACET planner review 3.2 Calendar review 3.3 Consent agenda items 3.3.1 Draft ACET Minutes – February 24, 2021 (M. Wilson) 3.3.2 AC Merchandise Identity Standards and AC Written Identity Standards (A. McDonell) 3.3.3 Policy AD18 Social Media Account Management (S. Walker)	
<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 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 Executive Team reviewed the upcoming ACET planner with additional updates to take place offline. Calendar was not reviewed.</p> <p>The following consent agenda items were removed for discussion:</p> <ul style="list-style-type: none"> <li>• 3.3.3 Policy AD18 Social Media Account Management – Approved as presented with minor updates.</li> <li>• 3.3.2 – AC Merchandise Identity Standards and AC Written Identity Standards – Approved with one amendment.</li> </ul> <p>Item 3.3.1 Draft ACET Minutes – February 24, 2021 was approved as presented.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	March 3, 2021	<b>Agenda Item Number (pull from agenda)</b>	4.0
<b>Topic</b>	Business Arising		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO	<b>Time Allotted</b>	10 mins.
<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>	ACET		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted		
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.		
<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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	No business arising.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 3, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	2021-23 Business Plan - Focus: Operational Items		
Requested By (ACET member)	C. Brule, President & CEO	Time Allotted	45 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	D. McNair, Vice President, Finance and Administration L. Stanbra, Vice President, Student Services R. McLester, Vice President, Truth, Reconciliation & Indigenization		
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>ACET Transmittal – 2021-03-03 – 2021-23 Business Plan – Focus Operational Initiatives</i> <i>Appendix A – Board Level Business Plan Criterion Feedback</i> <i>Appendix B – Operating Plan Criterion Feedback</i> <i>Appendix C – Board Level and Operating Plan Presentation</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) review, provide feedback and suggestions to improve operating plan and Board-Level business plan criteria.		
ACET Decision	<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) _____		
Target	<p>The Executive Team reviewed and provided feedback to improve the operating plan and Board-level business plan criteria. Updates were made live at the meeting with D. McNair to make further updates offline.</p> <p>D. McNair will work with L. Stanbra and R. McLester offline to discuss Step 3 of the 2021-22 Operating Development process. An update will be provided at the March 10, 2021 ACET meeting.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 3, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	Salesforce Stabilization Project Review and Approval		
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	L. Pollock, Chief Financial Officer		
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	<i>ACET Transmittal – 2021-03-03 – Salesforce Lighting Upgrade – Investment Case            Appendix A – Partial Investment Case – Salesforce Stabilization            Appendix B – Salesforce Stabilization Project Presentation</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) approve the completion of a full Investment Case for the Salesforce Stabilization Project that will be presented to the Board of Governors for approval in June 2021.</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	<p>The Executive Team approved the completion of a full Investment Case for the Salesforce Stabilization Project for presentation to the Board Governors on June 7, 2021.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 3, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	Plan for Year-End Performance Evaluation and 2021-22 Performance Contracts		
Requested By (ACET member)	Diane McCutcheon, Vice President, Human Resources	Time Allotted	40 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	D. Soltis, Director, People and Culture		
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>ACET Transmittal – Performance Management Process 2021.03.03</i> <i>Performance Management Process Mar.3.2021.pptx</i> <i>Performance Process 2021-2022.V.1.0.New</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) review and approve the workplan for the 2020-21 year-end performance review and 2021-22 performance contracts process for Full-Time Administrators and Fixed-Term Administrators (greater than 1 year).		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input checked="" type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team discussed the workplan for the 2020-21 year-end performance review and 2021-22 performance contract processes for Full-Time Administrators and Fixed-Term Administrators. D. Soltis will update the performance review and contract workplan, template and submission process offline based on Executive Team feedback.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 3, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	ACLT Meeting Agenda – March 25, 2021		
Requested By (ACET member)	R. McLester, Vice President, Truth, Reconciliation & Indigenization	Time Allotted	10 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input 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>ACET Transmittal – ACLT Meeting Agenda – March 25, 2021</i> <i>ACLT Meeting Agenda– March 25, 2021.</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the ACLT Meeting Agenda for March 25, 2021.		
ACET Decision	<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) _____		
Target	The Executive Team reviewed the March 25, 2021 ACLT meeting agenda, with additional updates to be made offline.		