

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	March 24, 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 24, 2021	<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 – March 17, 2021 (M. Wilson) 3.3.2 Policy SA02: Ombudsman (B. Bridgstock) 3.3.3 Policy HR10 New Employee Orientation (D. Soltis)	
<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. President Brulé reiterated the comments from the Executive Team survey who did not see value in continuing with the calendar review. The Executive Assistants will be asked to explore potential alternative options to share this information that would be more time effective.</p> <p>Item 3.3.1 Draft ACET Minutes – March 17, 2021 was approved as presented.</p> <p>The following consent agenda item was removed for discussion:</p> <ul style="list-style-type: none"> <li>• 3.3.2 Policy SA02 Ombudsman – Approved with minor edits and with heightened communication on the reason for not adjusting the name.</li> </ul>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 24, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	2021 Pulse Survey Results		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	60 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 Zakary Rochon, Metrics@work		
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 Pulse Survey Results            2021.03.24            Algonquin College 2021 Pulse Survey Results_Final            2021.03.24-ppt</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) receive a walk-through of the 2021 Pulse Survey Results and proposed communication plan.		
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 received an update on the 2021 Pulse Survey Results and proposed communication plan. Additional review and updates will take place offline in order to capture the data by employee group, job category as well as to validate the naming of one of the clusters.</p> <p>It was acknowledged that as part of next steps a timeline would need to be established for distribution of the departmental reports to the Leadership Team as key stakeholders. The sharing of the high-level results with the College-wide community will take place via a Town Hall.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 24, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	Employee Learning and Development Strategy Update		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	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	D. Soltis, Director, People and Culture R. Volk, Manager, Centre for Organizational Learning (COL)		
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_Employee and Learning Development Framework 2021.03.24</i> <i>Employee Learning Proposal 2021.03.24</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the Employee Learning and Development Strategy proposal as per the 2021-2023 College Business Plan.		
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	The Executive Team approved the Employee Learning and Development Strategy and the following next steps: <ul style="list-style-type: none"> <li>• Finalize members of the Working Team and engage key stakeholders for their participation.</li> <li>• Develop draft material including Terms of Reference.</li> <li>• Hold a kick-off session with Working Team members.</li> </ul>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 24, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	Overview of Benefits Management Process Tools		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	15 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	M. Castella, Manager, Total Compensation / M. Morrison, Senior Benefits and Pension Specialist		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other:	<i>ACET Transmittal_Benefit Management Update_2021.03.24</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) is provided with a demonstration of the Power BI management tool being used by Human Resources to ensure improved administration and compliance of the benefits contract with SunLife/College Employer Council.		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input 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	The Executive Team received a demonstration for the Power Business Intelligence tool that is being used by Human Resources to ensure improved administration and compliance of the benefits contract with SunLife/College Employer Council.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 24, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	2022-25 Strategic Planning Process Update		
Requested By (ACET member)	Claude Brulé, President & CEO	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	K. Jones, Dean, Pembroke Campus (Project Lead, Strategic Planning process) J. Traynor, Executive Assistant to the Vice President, Advancement		
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 -2021-03-24 – Strategic Plan Update            2021-03-24 -Strategic Plan Project Timeline</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team receive an update on the Strategic Plan project timeline.		
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 received an update on the 2022-25 Strategic Plan project timeline and the engagements that have taken place to date. This included step 3 – defining the future state and step 4 – finalization of an actionable three-year Strategic Plan. President Brulé is considering one additional touch point with the Board of Governors as part of step 4 and will advise K. Jones once he has made a decision.		