

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 7, 2021	Agenda Item Number (For office use only)	1.0
Topic	Approval of Agenda		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	5 mins.
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, Algonquin College		
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	April 7, 2021	Agenda Item Number (pull from agenda)	3.0
Topic	Campus Accessibility Major Capital Project		
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 checked="" type="checkbox"/> Other: Information to be posted	<i>BoG Transmittal – 2021-04-19 – Campus Accessibility Major Capital Project</i> <i>BoG Appendix A: BOG Transmittal – 2021-04-19 – Campus Accessibility Major Capital Project</i> <i>BoG Appendix A: Investment Case Campus Accessibility Project</i> <i>BoG PRESENTATION – Campus Accessibility Major Capital Project</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve, and provide guidance on, the Board of Governors’ presentation, investment case and transmittal for the Campus Accessibility Major Capital Project.</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 approved the Board of Governors’ presentation and investment case for the Campus the Accessibility Major Capital Project. The transmittal was accepted with minor edits.</p> <p>The following recommendation was approved as presented:</p> <ul style="list-style-type: none"> That the Board of Governors approves an expenditure of up to \$1.2M, funded 50% from internally restricted assets and 50% from in-year Strategic Investment Priorities budget, for fiscal year 2021-22 to address non-mandatory liabilities to improve campus accessibility for learners and employees with disabilities. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 7, 2021	Agenda Item Number (For office use only)	4.0
Topic	Upcoming ACET Agendas, Calendar Review & Consent Items		
Requested By (ACET member)	ACET	Time Allotted	20 mins.
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> 4.1 ACET planner review 4.2 Calendar review 4.3 Consent agenda items 4.3.1 Draft ACET Minutes – March 24, 2021 (M. Wilson) 4.3.2 Draft ACET Minutes – March 30, 2021 (M. Wilson) 4.3.3 AA02 College Academic Council (R. Heaton) 4.3.4 AA09 Transfer of Academic Credit (Internal) (K. Pearson) 4.3.5 AA10 Transfer of Academic Credit (External) (K. Pearson) 4.3.6 AA41 Cancellation of Classes (M. Cusson) 4.3.7 RE02 Integrity in Research and Scholarly Activities (C. Holguin-Pando) 4.3.8 RE03 Research Involving Human Subjects (C. Holguin-Pando) 4.3.9 IT04 Voice Communications (L. Pollock) 4.3.10 IT07 Information & Communication Technology Systems Maintenance (L. Pollock) 4.3.11 2021-22 Operating Plan Development Update (D. McNair)	
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) _____		

<p>Target</p>	<p>The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline.</p> <p>President Brulé reiterated the comments from the Executive Team survey who did not see value in continuing with the calendar review at the ACET meeting. The Executive Assistants (EA) will be asked to review Executive Team calendars at their weekly EA Huddle.</p> <p>The following consent agenda items were approved as presented:</p> <ul style="list-style-type: none"> • 4.3.2 Draft ACET Minutes – March 30, 2021. • 4.3.4 AA09 Transfer of Academic Credit (Internal). • 4.3.5 AA10 Transfer of Academic Credit (External). • 4.3.7 RE02 Integrity in Research and Scholarly Activities. • 4.3.10 IT07 Information & Communication Technology Systems Maintenance <p>The following consent agenda items were removed for discussion:</p> <ul style="list-style-type: none"> • 4.3.1 Draft ACET Minutes – March 24, 2021 – Approved with one minor edit. • 4.3.3 AA02 College Academic Council – Approved with minor edits. • 4.3.6 AA41 Cancellation of Classes – Additional review to take place offline and the policy will come back to ACET for approval at a later date. • 4.3.8 RE03 Research Involving Human Subjects – Approved with minor edits. • 4.3.9 IT04 Voice Communication – Approved with minor updates. • 4.3.11 2021-22 Operating Plan Development Update – The Executive Team was asked to continue to work with their teams and to support them through the process.
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AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 7, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	Strategic Exercise to Restore Financial Sustainability (SERFS) Update: Draft Final Report Structure		
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	A. Feather, Project Manager, SERFS Project		
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 – 2021-04-07 – SERFS Project Update – Draft Final Report Structure</i> <i>Appendix A – Draft Financial Strategy Roadmap</i> <i>Appendix B – SERFS Project Update Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive the April 2021 update on the SERFS Project for information.		
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 received the April 2021 update on the SERFS Project for information. Updates will be made to the draft Report Structure based on Executive Team feedback.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 7, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	Payroll Project Benefit Realization Summary		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	20 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	G. Perry, Chief Financial Officer J. Pede, Manager, Accounting Purchasing and Logistics 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 type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal 2021-04-07 – Payroll Project Benefit Realization Summary</i> <i>Appendix A – 2021-04-07 – Payroll Project Value Realization Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) accept this report for information.		
ACET Decision	<input checked="" 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 Executive Team accepted the report for information.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 7, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	Discussion on sharing of Pulse Survey Results		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	30 mins.
ACET Action Requested	<input 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 type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – Pulse Survey Update 2021.04.07 Algonquin College Pulse Survey Update.ACET.April.7.2021 PowerPoint Summary Engagement Working Team Final Report.Mar.19.2021 – ACET 2021.04.07</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review and approve approach to sharing of Pulse Survey Results.		
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 reviewed the approach to the sharing of the Pulse Survey results. Updates will be made to the presentation offline based on Executive Team feedback. D. Soltis will also work with T. McDougall offline as to when would be the best opportunity to showcase the Employee Engagement Working Team Final Report.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 7, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	ACLT Retreat Agenda – April 29-30, 2021		
Requested By (ACET member)	R. McLester, Vice President, Truth, Reconciliation & Indigenization	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. 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 Retreat Agenda – April 29-30, 2021</i> <i>ACLT Retreat Agenda – April 29-30, 2021</i> <i>ACLT Retreat Agenda- April 24-25, 2019</i> <i>(for reference)</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) to plan the ACLT Retreat Agenda for April 29-30, 2021.		
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	Due to scheduling conflicts with several members of the Executive Team, this item has been deferred to April 8, 2021.		