ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 6, 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	✔ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	C. Brulé, President & CEO, Algonquin College		
Attachments	☐ PowerPoint ☐ Timeline ☐ Budget ☐ Other: Information to be posted	*Verbal discussion only.*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ✔ Approved as amended (see below) ☐ Report Back By _____(ACET Responsible) ☐ Other (Specify) _____		
Target	The agenda was approved as amended with the addition of discussing the Performance Management Plan (PMP) and Mandate letter submission deadlines. Additional details will be finalized via email.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 6, 2021	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	**Time Allotted**	20 mins.
ACET Action Requested	✓ Approval (Discussion) ☐ Approval (Consent Agenda Item) ✓ Information		
Staff Presenting	ACET		
Attachments	☐ PowerPoint ☐ Timeline ☐ Budget ✓ Other: Information to be posted	***Planner and Consent Items*** *3.1 ACET planner review* *3.2 Consent agenda items* *3.2.1 Draft ACET Minutes – April 28, 2021 (M. Wilson)*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) review upcoming ACET Agendas and approve Consent Items.		
ACET Decision	☐ Received for Information ✓ Approved as above recommendation ☐ Approved as amended (see below) ☐ Report Back By _____ (ACET Responsible) ☐ Other (Specify) _____		
Target	The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline. The consent agenda item was approved with minor edits.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 6, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	ACLT Meeting Agenda – May 27, 2021		
Requested By (ACET member)	R. McLester, Vice President, Truth, Reconciliation & Indigenization	Time Allotted	20 mins.
ACET Action Requested	✓ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	R. McLester, Vice President, Truth, Reconciliation & Indigenization		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ✓ Other: Information to be posted	*ACET Transmittal – ACLT Meeting Agenda – May 27, 2021* *ACLT Meeting Agenda– May 27, 2021*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) approve the ACLT Meeting Agenda for May 27, 2021.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ✓ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	Updates will be made to the ACLT meeting agenda based on Executive Team discussion. The need for interactive presentations was reiterated. President Brulé will update the ACLT Terms of Reference for discussion at the May 27, 2021 ACLT meeting based on the notes from the discussion at the April 28, 2021 ACLT meeting.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 6, 2021	**Agenda Item Number** (pull from agenda)	5.0
Topic	June 7, 2021 BOG & AGM Meeting Agenda Review		
Requested By (ACET member)	C. Brulé, President & CEO	**Time Allotted**	20 mins.
ACET Action Requested	✓ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	V. Tiqui-Sanford, Executive Assistant, Board of Governors		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ✓ Other: Information to be posted	*Transmittal BoG-AGM Agenda review* *DRAFT BOG Agenda June 7, 2021* *DRAFT BOG AGM Agenda June 7, 2021* *DRAFT BOG IN CAMERA Agenda June 7, 2021* *2020-21 Board of Governors Work Plan V35*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) review the Draft June 7, 2021 Board & AGM meeting agendas.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ✓ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	Updates were made to the June 7, 2021 Board of Governors and AGM meeting agendas based on the Executive Team discussion. Additional updates will be made offline. R. McLester and C. Janzen will discuss and finalize the next Changemaker Award offline. The Public College Private Partnership (PCPP) update has been deferred to the June 25, 2021 Board Executive Committee Retreat.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 6, 2021	**Agenda Item Number** (pull from agenda)	6.0
Topic	Salesforce Stabilization Project		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	**Time Allotted**	30 mins.
ACET Action Requested	✔ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	L. Pollock, Chief Digital Officer Y. Do, Acting Chief Digital Officer		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ✔ Other: Information to be posted	*ACET Transmittal – 2021-05-06 – Salesforce Stabilization Project* *Attachment A – Salesforce Stabilization Project - Investment Case* *Attachment B – ARM Transmittal – Salesforce Stabilization Project* *Attachment C – Salesforce Stabilization Project ARM Presentation*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) endorse the recommended option identified in the Investment Case and submit a recommendation that the Board of Governors approves an expenditure of up to $5.5 million to address the Upgrade of the College's Customer Relationship Management Solution (Salesforce) from the Classic version to the Lightning version.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ✔ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team approved the following recommendation with further updates to be made to the Audit and Risk Management (ARM) Transmittal, Investment Case and presentation offline based on Executive Team feedback: • THAT the Board of Governors approve an expenditure of up to $5.5M over the fiscal year's 2021-22 and 2023-24, to upgrade the College's Salesforce Customer Relationship Management system from the "Classic" version to the current "Lightning" version with 50% of the funds drawn from the College reserves and 50% from the in year Strategic Investment Priorities (SIP) budgets.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 6, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	College Quality Assurance Audit Process (CQAAP): Site Visit Briefing		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	Time Allotted	30 mins.
ACET Action Requested	☐ Approval (Discussion) ☐ Approval (Consent Agenda Item) ✓ Information		
Staff Presenting	M. Cusson, Dean, Academic Development L. Draper, Project Manager, Quality Assurance Audit Process		
Attachments (as read-ahead material)	✓ PowerPoint ☐ Timeline ☐ Budget ✓ Other: Information to be posted	*ACET Transmittal – CQAAP May6* *CQAAP ACET presentation* *Executive Team anticipated questions* *CQAAP Executive Summary* *Draft Site Visit Agenda – AC CQAAP – June 2-4 2021_V2* *AC CQAAP Self-Study March* *AC CQAAP Affirmations* *Current State of Quality Assurance March 2021 FINAL* *CQAAP Background slide deck*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) receives the information presented as a briefing in advance of the CQAAP site visit occurring June 2nd-4th, 2021.		
ACET Decision	☐ Received for Information ✓ Approved as above recommendation ☐ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team received the information that was presented as a briefing in advance of the College Quality Assurance Audit Process (CQAAP) site visit occurring June 2-4, 2021. Executive Team participation was also confirmed for the opening (June 2, 2021) and closing (June 4, 2021) remarks.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 6, 2021	**Agenda Item Number** (pull from agenda)	8.0
Topic	IN CAMERA: Labour Relations Annual Report – April 2021		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	**Time Allotted**	25 mins.
ACET Action Requested	☐ Approval (Discussion) ☐ Approval (Consent Agenda Item) ✔ Information		
Staff Presenting	E. Langevin, Director, Employee & Labour Relations B. Sutton, Manager, Employee & Labour Relations Observers: C. Symonds, Labour Relations Specialist H. Ens, Labour Relations Specialist P. Andreas, Administrative Assistant to the Director, Labour Relations		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ✔ Other: Information to be posted	*ACET Transmittal 2021-05-06 – Labour Relations Annual Update* *Labour Relations Annual Report (PDF)*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) receive an update on Labour Relations activity between April 2020 and March 2021.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ✔ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team received an update on the Labour Relations activity between April 2020 and March 2021. Due to the confidentiality of the report, D. McCutcheon and E. Langevin will prepare a more restricted document for appropriate circulation.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 6, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	Accessibility Steering Committee Membership (Approval)		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	15 min.
ACET Action Requested	✓ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	R. Southwood, Acting Executive Director Facilities Management		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ✓ Other:	*ACET Transmittal 2021-05-06 – Labour Relations Annual Update* *Appendix A – Accessibility Major Capital Project Terms of Reference*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) approve the terms of reference and proposed list of members for the Campus Accessibility major capital project Steering Committee.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ✓ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team approved the Terms of Reference as presented for additional review by the Steering Committee. R. Southwood will consider a name change offline rather than the "Campus Accessibility Major Capital Project Steering Committee" to more accurately reflect its purpose. The proposed list of members was updated based on discussion, with additional updates to take place offline.		