

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 9, 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 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	The agenda was approved with the addition of a discussion about the scheduling of an Algonquin College Leadership Team meeting in August 2021 as well as a call for support for an external event. An additional ACLT meeting will be added to the August calendar. The call for support will be further discussed offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 9, 2021	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	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	ACET		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<u>Planner and Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – June 1, 2021 (M. Wilson) 3.2.2 AA11 Registration (K. Pearson) 3.2.3 AA12 Changes to Original Registration: Drop/Add (K. Pearson) 3.2.4 AA15 College Credentials (K. Pearson) 3.2.5 SA09 Project Hero (K. Pearson) 3.2.6 AD03 Conflict of Interest Procurement Protection for Volunteers (D. McNair) 3.2.7 HS06 Fire Safety and Evacuation (C. Bonang) 3.2.8 HS14 Hepatitis B Vaccine (C. Bonang) 3.2.9 AD25 Financial Integrity Policy (C. Bonang) 3.2.10 AA40 Academic Advising (M. Leduc)	
Recommendation	THAT the Algonquin College Executive Team (ACET) review upcoming ACET Agendas 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.</p> <p>The following consent agenda items were removed for discussion and then approved with minor edits:</p> <ul style="list-style-type: none"> • 3.2.2 AA11 Registration (K. Pearson) • 3.2.3 AA12 Changes to Original Registration: Drop/Add (K. Pearson) • 3.2.4 AA15 College Credentials (K. Pearson) • 3.2.5 SA09 Project Hero (K. Pearson) • 3.2.6 AD03 Conflict of Interest Procurement Protection for Volunteers (D. McNair) • 3.2.7 HS06 Fire Safety and Evacuation (C. Bonang) • 3.2.8 HS14 Hepatitis B Vaccine (C. Bonang) • 3.2.9 AD25 Financial Integrity Policy (C. Bonang) • 3.2.10 AA40 Academic Advising (M. Leduc) <p>Discussion will take place with the Executive Assistant's to ensure that review for formatting, grammar and AODA compliance takes place before the policy comes to ACET for approval.</p> <p>Item 3.2.1 Draft ACET Minutes – June 1, 2021 was approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 9, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	Academic Operations and Planning Support Staff Position Request		
Requested By (ACET member)	C. Janzen, Senior Vice President Academic	Time Allotted	10 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	M. Leduc, Executive Director, Academic Operations and Planning		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other:	<i>ACET Transmittal – 2021-06-09 – Request for Support Staff Position</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the request for a new full-time Support Staff position in Academic Operations and Planning		
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 approved a request from Academic Operations and Planning for a new full-time Support Staff position.		