

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 26, 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 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>	The agenda was approved with the addition of the Executive Team discussing Vice President input on the 2022-2025 Strategic Plan.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 26, 2021	<b>Agenda Item Number</b> (For office use only)	3.0
<b>Topic</b>	Upcoming ACET Agendas & Consent Items		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	20 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>Planner and Consent Items</b></u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – May 12, 2021 (M. Wilson) 3.2.2 Draft Proposed 2022-23 Compulsory Ancillary Fees (K. Pearson) 3.2.3 Private College Public Partnership – International Tuition Fee Approval (K. Pearson, E. Mulvey)	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review upcoming ACET Agendas 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.</p> <p>The following consent agenda items were removed for discussion:</p> <ul style="list-style-type: none"> <li>• 3.2.2 Draft Proposed 2022-23 Compulsory Ancillary Fees – Additional review will take place offline and the proposed fees will come back to ACET for approval at a later date.</li> <li>• 3.2.3 Private College Public Partnership – International Tuition Fee Approval – approved with minor edits.</li> </ul> <p>Item 3.2.1 Draft ACET Minutes – May 12, 2021 was approved as presented.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 26, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	Human Resources Monthly Reports		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	45 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	D. Soltis, Director, People and Culture		
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 – HR Monthly Reports – Period Ending April 30, 2021 – 2021.05.26</i> <i>HR Reports Summary Presentation – Period ending April 30, 2021)</i> <i>Summary of Complement – Period Ending April 30, 2021)</i> <i>Summary of Vacancies – Period Ending April 30, 2021</i> <i>Active IO Report – Period Ending April 30, 2021</i> <i>Fixed Term Admin Report – Period Ending April 30, 2021</i> <i>Project of Non-Recurring Kind report – Period Ending April 30, 2021</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review and provide feedback on the HR reports ending April 30, specifically in relation to position management:</p> <ul style="list-style-type: none"> <li>- That are true vacancies (can be filled).</li> <li>- That may be on hold for operational reasons.</li> <li>- Active IO positions and those coming up for renewal/termination/conversation</li> <li>- Fixed-Term Administration positions specifically those in place over 6 years.</li> </ul>		
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 on the Human Resources reports ending April 30, 2021.</p> <p>Human Resources will explore options offline to centralize the vacancy pool for Support Staff and to create an associated policy. The goal is to allow for forward planning and the ability to assess resource requirements a year in advance and in advance to presentation to the College Budget Committee (CBC).</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 26, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	Salesforce Lightning Upgrade		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	20 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	Lois Pollock, Executive Technical Lead – R3 Project Yen Do, Acting Chief Digital 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 – Salesforce Lightning Upgrade            Appendix A – Appendix A-Salesforce Lightning Upgrade-Investment Case - BOG            Appendix B – BOG PRESENTATION - Salesforce Lightning Upgrade            Appendix C – BOG Transmittal Salesforce Lightning Upgrade</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review the attached documents that will be used as part of the Board of Governors Dry Run for the Salesforce Lightning Upgrade Investment Case.</p>		
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 the Salesforce Lightning Upgrade Investment Case documents that were presented to ARM on May 25, 2021 and will be presented to the Board of Governors on June 7, 2021. The Salesforce Lightning Upgrade Investment Case documents were approved with minor adjustments.</p> <p>The recommendation that will be made to the Board of Governors is to approve an expenditure of up to \$5.5M over the fiscal years 2021-22 to 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 in-year Strategic Investment Priorities budgets.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 26, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	R3 Project Status Update		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	Time Allotted	30 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	K. Pearson, Registrar and R3 Business Co-Lead L. Pollock, R3 Project Executive Technical Lead and Business Co-Lead		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other:	<i>ACET Transmittal – 2021-05-26 – R3 Project Status Update and Gartner Report v2</i> <i>ACET PowerPoint – 2021-05-26 – R3 Project Status Update and Gartner Report</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team receive an update on the R3 Project.		
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 received an update on the R3 Project, specifically, an overall R3 Project Status update, Gartner’s Baseline Program Risk and Readiness Assessment update, Unit4’s Quality Assessment as well as the R3 Project Stream Activity Status update.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 26, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	2021-22 College Budget Committee Terms of Reference		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	15 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	A. McDonell, Acting Chair, College Budget Committee G. Perry, Chief Financial Officer		
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 2021-05-26 – 2021-22 College Budget Committee Terms of Reference            Appendix A – College Budget Committee Terms of Reference (Clean Copy)            Appendix B – College Budget Committee Terms of Reference (Track Changes Copy)</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) approves the 2021-22 College Budget Committee Terms of Reference.		
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 approved the 2021-22 College Budget Committee Terms of Reference with minor edits.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 26, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	2021-22 Operating Initiatives Update		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	30 mins.
ACET Action Requested (Please check one)	<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 I. Buglar, Executive Assistant		
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 – 2021-05-26 – 2021-22 Operating Plan Update (Final)</i> <i>Appendix A – Initiatives Deferred to Future Years</i> <i>Appendix B – Initiatives Approved by ACET (April 28, 2021)</i> <i>Appendix C – Initiatives Pending Confirmation</i> <i>Appendix D – Initiatives Ready for Execution</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) receive an update on the development of the draft 2021-22 College Operating Plan, approve the initiatives in Appendix D for execution and endorse the investigation of external resourcing requirements to map out the future state process.		
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 approved the initiatives in Appendix D for execution.</p> <p>The Executive Team discussed the investigation of external resourcing requirements to map out the future state process. Additional update and clarity will be provided at a future ACET meeting in order to seek Executive Team endorsement on the recommendation of sourcing a short-term resource specialized in mapping out a framework for business planning initiatives.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 26, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	2022-2025 Strategic Plan		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	10 mins.
ACET Action Requested (Please check one)	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	ACET		
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>Verbal discussion only.</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) discuss input on the 2022-2025 Strategic 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	The Executive Team discussed the input that M. Savenkoff, Vice President, Advancement raised with Keltie Jones, Dean, Pembroke Campus and Project Manager on the 2022-2025 Strategic Plan. President Brulé will meet with K. Jones to determine what he would like to see reflected, from those points, in the final document. The 2022-2025 is scheduled to be presented to the Board of Governors on June 7, 2021.		