

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 16, 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	The agenda was approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 16, 2021	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	Time Allotted	15 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input 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 9, 2021 (M. Wilson) 3.2.2 AA48 Academic Integrity (S. Larwill, J. Huckle) 3.2.3 R3 Project: Identity and Access Management (IAM) Multifactor Authentication Roll-out Plan (L. Pollock) 3.2.4 Expansion of Ministry Exemption Exams (B. Bridgstock)	
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 approved as presented:</p> <ul style="list-style-type: none"> • 3.2.1 Draft ACET Minutes – June 9, 2021. • 3.2.3 R3 Project: Identity and Access Management (IAM) Multifactor Authentication Roll-out Plan. • 3.2.4 Expansion of Ministry Exemption Exams. <p>The following consent agenda item was removed for discussion:</p> <ul style="list-style-type: none"> • 3.2.2 AA48 Academic Integrity – Additional review will take place offline and the policy will return to ACET for approval at a later date. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 16, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	R3 Project Status Update		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	K. Pearson, Registrar and R3 Business Co-Lead L. Pollock, R3 Project Executive Technical Lead and Business Co-Lead S. Wong, R3 Senior Project Manager		
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 – 2021-06-16 – R3 Project Status Update</i> <i>ACET PowerPoint – 2021-06-16 – R3 Project Status Update and Unit4 Quality Assurance Report</i>	
Recommendation	THAT 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 as amended (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 update on the overall R3 Project Status, Gartner’s Quality Assurance Report Progress, Unit4’s Quality Assessment Report, Familiarize Phase Workshops as well as the R3 Project Stream Activity Status.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 16, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	2021-22 Operating Plan Update		
Requested By (ACET member)	C. Brule, President & CEO	Time Allotted	25 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 – 2021-06-16 – 2021 22 Operating Plan Update (Final)</i> <i>Appendix A – Initiatives Deferred to Future Years</i> <i>Appendix B – Initiatives Approved by ACET (To Date)</i> <i>Appendix C – Initiatives Pending Confirmation</i> <i>Appendix D – Initiatives Ready for Execution</i> <i>Appendix E - 2021- 22 Operating Plan Update Presentation.</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive an update on the development of the draft 2021-22 College Operating Plan and approve the initiatives in Appendix D for execution.		
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	<p>The Executive Team approved the initiatives identified in Appendix D for execution.</p> <p>The Executive Team received an update on the development of the future state process for the College Operating Plan. Revisions to the Draft Problem Statement will be done offline by the Executive Team and the Problem Statement will return to ACET at a later date for approval (date TBD).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 16, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	Human Resources – Business Case - Position Resource Request Business Case		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	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	D. McCutcheon, Vice President, Human Resources D. Soltis, Director, People and Culture E. Langevin, Director, Employee and Labour Relations		
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 Human Resources Business Case Position Resource</i> <i>ACET Appendix A_Human Resources Business Case Position Resource.pptx</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the creation of seven new full-time administrative positions and one 2 year Fixed Term Administrative position to rebuild and stabilize the capacity within Human Resources to meet our clients’ current needs. Specifically, within these seven new full time positions, three are FTA conversions funded by SIP monies and four positions are net new unbudgeted positions.		
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 recommended request for additional resources in the Human Resources department (7 Full Time Administrative positions). The reallocation of Strategic Investment Priority (SIP) funding and two year SIP funded Fixed Term Administrative position for other Human Resource requirements will be submitted separately through the SIP funding process. Human Resources is required to follow the quarterly Finance process pertaining to Strategic Investment Priorities funding.</p> <p>Additional review and data validation is required offline by Human Resources pertaining to position related benchmarks in comparison to other Ontario Colleges; Human Resources will bring reports to ACET at a later date for information.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 16, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	Human Resources Monthly Reports Fixed-Term Admin Options/Recommendation for Full-Time		
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 checked="" type="checkbox"/> Information		
Staff Presenting	D. Soltis, Director, People and Culture D. McCutcheon, Vice President, Human Resources		
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>HR Transmittal HR Monthly Reports period ending May 31, 2021</i> <i>HR Report Summary ACET Confidential Period ending May 31, 2021</i> <i>Summary of Complement Period ending May 31, 2021</i> <i>Summary of Vacancies Period ending May 31, 2021</i> <i>Active IO Report Period ending May 31, 2021</i> <i>Fixed-Term Admin Report Period ending May 31, 2021</i> <i>Project of Non-Recurring Kind Report</i> <i>Fixed Term Admin - Options and Recommendation for Conversion to Full-Time</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review and provide feedback on the HR reports ending May 31, specifically in relation to position management:</p> <ul style="list-style-type: none"> - That are true vacancies (can be filled). - That may be on hold for operational reasons. - Active IO positions and those coming up for renewal/termination/conversion. - Fixed-term Administration positions – specifically those in place over six years and summary presentation for conversion to FT. 		
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 reviewed and provided feedback on the Human Resources reports ending May 31, 2021.</p> <p>The Executive Team discussed the proposed options and recommendations pertaining to the conversion of Fixed Term Administrator to full time complement. The Executive Team approved the options and recommendation with minor modifications and the understanding that additional investigating and consultations are required by Human Resources prior to implementation.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 16, 2021	Agenda Item Number (pull from agenda)	7.1
Topic	Quarterly Update – Vacation Status		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	25 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 of Total Compensation		
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_Vacation_June 16, 2021</i> <i>Vacation Liability_June 2021</i> <i>Additional information shared via PDF file on screen</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) is provided with an update regarding the current outstanding vacation for the College.		
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 received an update and provided feedback on the College vacation liability report projected as of June 30, 2021.		

AC LEADERSHIP TEAM AGENDA ITEM REQUEST

Date of Meeting	June 16, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	2022-24 Business Plan		
Requested By (ACLT member)	M. Savenkoff, Vice President, Advancement	Time Allotted	15 mins.
ACLT Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	M. Savenkoff, Vice President, Advancement S. Walker, Executive Assistant to the Director of the President’s Office and Communications		
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 – 2021-06-16 – 2022-24 Business Plan</i> <i>Appendix 1 ACLT Retreat Group Report Out</i> <i>Appendix 2 2022-24 Business Plan Framework Draft</i> <i>Appendix 3 2021-22 Draft Business Plan</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET): 1. Discuss the development of the 2022-24 Business Plan to inform the approach, targets and timeline. 2. Provide guidance regarding 2020-21 Business Plan initiatives that were unable to be completed within the fiscal year.		
ACLT 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 discussed the progress and development of the 2022-24 Business Plan Framework and provided feedback to improve the business plan process and framework. Further revisions and consultations are required offline to develop the Framework, which will need to return to ACET for endorsement. Following a request from President Brulé, M. Savenkoff is to consider the scheduling of a half day stand-alone Executive Team meeting to discuss the 2022-24 Business Plan framework. M. Savenkoff, Vice President, Advancement will develop a timeline for key deliverables and targets for the development of the 2022-24 Business Plan (date TBD).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 16, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	ACET Effectiveness Check-in		
Requested By (ACET member)	C. 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	C. Brulé, President & CEO		
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 – ACET Effectiveness Check-in ACET Effectiveness – Short Survey - 16 June 2021</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness.		
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 did not provide feedback on ACET meetings due to time constraints. The Executive Team will provide their feedback offline with the survey results to be discussed at the next ACET meeting.		