

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 29, 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	June 29, 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 16, 2021 (I. Buglar) 3.2.2 Proposed 2022-2023 Compulsory Ancillary Fees – Convocation Fee (K. Pearson) 3.2.3 AA48 Academic Integrity (M. Leduc, S. Larwill, J. Huckle) 3.2.4 Inclusion Climate Survey (S. Gauen, D. Soltis) 3.2.5 HS02 Emergency Response (C. Bonang) – TBC	
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"> • 3.2.1 Draft ACET minutes – June 16, 2021 (I. Buglar) • 3.2.3 AA48 Academic Integrity (M. Leduc, S. Larwill, J. Huckle) • 3.4.5 HS02 Emergency Response (C. Bonang) <p>Items 3.2.2 Proposed 2022-2023 Compulsory Ancillary Fees and item 3.2.4 Inclusion Climate Survey were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 29, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	Brand Awareness and Recall Study Results		
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	Alanna C. McDonell, Director, Marketing and Recruitment		
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 – 2021-06-29 – Brand awareness and Recall Study Results 2021</i> <i>2021-06-29 – Brand Awareness and Recall Study Results 2021 pptx</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receives the Spring 2021 Brand Awareness and Recall Study results commissioned from Academica Group.		
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 accepted the Spring 2021 Brand Awareness and Recall Study results and next steps as presented with additional considerations to be made offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 29, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	Physical Accessibility Improvements – Space Allocation		
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	R. Southwood, Acting Executive Director Facilities Management A. Waked, Associate Director Facilities Development		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	<i>ACET Transmittal – 2021-06-29 – Physical Accessibility Improvements – Space Allocation Appendix A - Physical Accessibility Improvements, Space Allocation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the additional space allocation for washrooms located in Building B (B141, B341, B431 and B160A / B, B360 / B368, and B460 / B461) required to accommodate physical accessibility improvements as part of the Campus Accessibility Major Capital 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 approved the additional space allocation for washrooms located in Building B that are required to accommodate physical accessibility improvements as part of the Campus Accessibility Major Capital project.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 29, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	Integrated College Development Planning Committee: College Space Recommendations for 2022-23		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	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	J. Beauchamp, Chair, ICDP SC M Cusson, Chair, CSC R. Southwood, 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>ACET Transmittal – 2021-06-30 – ICDP Endorsed Space Requests FT22-23</i> <i>Appendix A - Prioritization of 2022-23 Space Requests</i> <i>Appendix B - 2022-23 Space Requests Details</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse the Integrated College Development Planning Committee (ICDP) 2022-23 Space Prioritization recommendations and directs that Facilities Management define the requirements and proposed space allocation for Executive Team approval in December 2021 or January 2022. These projects are to be included in the College’s FY 22/23 Operational Plan.		
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 endorsed the Integrated College Development Planning Committee (ICDP) 2022-23 Space Prioritization recommendations with the following additional offline process considerations to be incorporated into the space prioritization process offline based on feedback from the Executive Team: <ul style="list-style-type: none"> • The June 29, 2021 prioritization is the first opportunity for the Executive Team to influence the projects that are scheduled to be implemented in fiscal year 2020/2023. Facilities Management (FM) will take this prioritization and work with stakeholders to determine detailed requirements and propose space allocation solutions. • The Executive Team will have the opportunity to approve the space allocation in December 2021 or January 2022 once the recommendations have been 		

	<p>presented to the College Space Committee (CSC) and the ICDP Steering Committee.</p> <ul style="list-style-type: none">• As the requirements are further developed FM will work to develop more accurate budgets for the projects and will ensure that these projects are entered into the College Operating Plan for cross departmental considerations. As these priorities are only representative of the academic needs an additional callout will be required to address office space deficiencies as Flexible Work pilots are evaluated. The Space Envelope budget, prioritization of office needs, space allocation approval and capacity of FM and other departments will all affect how many projects can be completed next fiscal year.
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AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 29, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	Draft 2022-23 Budget Directions and Three-Year Budget Assumptions		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	T. Kinnunen, Acting Director, Corporate Planning		
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 2021-06-29 – Draft 2022-23 Budget Directions and Assumptions</i> <i>Appendix A – Draft 2022-25 Three Year Budget Assumptions</i> <i>Appendix B – Draft 2022-23 Budget Directions</i> <i>Appendix C – 2022-23 Annual Budget Timelines</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approves: (1) the initial draft 2022-25 Three Year Budget Assumptions, (2) initial Draft 2022-23 Budget Directions, and (3) the 2022-23 Annual Budget Timelines.		
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 endorsed the initial draft of the 2022-25 Three Year Budget Assumptions, Initial Draft 2022-23 Budget Directions, and the 2022-23 Annual Budget Timelines with further updates to take place offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 29, 2021	Agenda Item Number (For office use only)	8.0
Topic	Corporate Policy Migration to Collibra		
Requested By (ACET member)	T. McDougall, Director President's Office and Communications	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	S. Percy, Senior Data Governance Solutions Analyst D. Topp, Manager, Business Intelligence & Data Governance S. Walker, Executive Assistant, Communications		
Attachments	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>Transmittal Corporate Policies and Data Governance tm edits v8 AC Policy Management Using Collibra ppt</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review and provide feedback and approval on the recommendation of migrating corporate policies to the Collibra platform.		
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 Executive Team provided feedback and approved the recommendation of migrating corporate policies to the Collibra platform.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 29, 2021	Agenda Item Number (pull from agenda)	9.0
Topic	Fixed Term Administration Framework Update		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	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	D. O’Grady, Manager, Talent and HR Programs		
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 FTA Conversion Recommendation v2.0 Fixed Term Admin Options and Recommendation for Conversion to Full-time.V.2.2.Jun.29.2021</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve the recommendations contained within the Fixed Term Administration Framework:</p> <ol style="list-style-type: none"> 1. New Fixed Term Admins – Maximum Term and Potential Conversion to Full-Time Process 2. Existing Fixed Term Admins – Process for Conversion to Full Time Administration 3. Creation of a new Employee Category in Workday (“Part Time Administrator”) 		
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 recommendation for New Fixed Term Administrators – Maximum Term and Potential Conversion to Full-Time Process, Existing Fixed Term Administrators – Process for Conversion to Full Time Administration and the creation of a new Employee Category in Workday (“Part time Administrator”) with further review to take place offline and process refinements made as needed.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 29, 2021	Agenda Item Number (pull from agenda)	10.0
Topic	ACET Effectiveness Check-in		
Requested By (ACET member)	C. Brulé, President & CEO	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	C. Brulé, President & CEO		
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 – ACET Effectiveness Check-in ACET Effectiveness Survey Results – June 16, 2021</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) provide feedback on the ACET meeting effectiveness survey results as follow up from the June 16, 2021 ACET meeting.		
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 time constraints, the Executive Team did not review the ACET effectiveness survey results as follow up from the June 16, 2021 ACET meeting. This item has been deferred to the August 18, 2021 ACET meeting.		