

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 25, 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 checked="" type="checkbox"/> Approved as above recommendation <input 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>	Approved as presented.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 25, 2021	<b>Agenda Item Number (For office use only)</b>	3.0
<b>Topic</b>	Upcoming ACET Agendas & Consent Items		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	30 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><i>Planner Review &amp; Consent Items</i></u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 DRAFT New Board Governor Orientation Part 2 session (Agenda Review, Review of updated presentations and timing) – (V. Tiqui-Sanford, (Not a dry-run – ACET to enter comments directly on slide deck if any)) 3.2.2 2021 BOG Retreat Preparation with ACET (V. Tiqui-Sanford) 3.2.3 2021 Spring Convocation Feedback and the Proposed 2022 Spring Convocation Proposed Dates and Venue (all campuses) (K. Pearson, S. Bouris) 3.2.4 Draft ACET Minutes – August 18, 2021 (M. Wilson)	
<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>• Item 3.2.1 – DRAFT New Board Governor Orientation Part 2 session (V. Tiqui-Sanford) – approved with minor edits and further updates to take place offline.</li> <li>• Item 3.2.2 – 2021 BOG Retreat Preparation with ACET (V. Tiqui-Sanford) – approved with additional updates to take place offline.</li> <li>• Item 3.2.3 – 2021 Spring Convocation Feedback and the Proposed 2022 Spring Convocation Proposed Dates and Venue (all campuses) (K. Pearson, S. Bouris) –</li> </ul>		

	<p>approved with Laura Stanbra, Vice President Student Services to provide additional details to President Brulé offline.</p> <ul style="list-style-type: none"><li>• Items 3.2.1 Draft ACET Minutes – June 28, 2021 (M. Wilson) – approved with one minor amendment.</li></ul>
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## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 25, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	Work Model Pilot Project – Status Update		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	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	D. McCutcheon, Vice President, Human Resources D. Soltis, Director, People and Culture		
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 2021-08-25 – Work Model Pilot Project Update</i> <i>Work Model Pilots Status Update</i> <i>.ACET.Aug.25.2021.ppt</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) receive a status update on the implementation of Work Model pilots.		
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 a status update on the implementation of Work Model pilots. David Soltis, Director, People and Culture will continue to provide ACET with regular updates. Human Resources has also scheduled monthly updates with the Algonquin College Leadership Team.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 25, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	Business Plan Update		
Requested By (ACET member)	M. Savenkoff, Vice President, Advancement	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	M. Savenkoff, Vice President, Advancement S. Walker, EA 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 Business Plan Update            Appendix A - 2022-24 Business Plan            (2022-24 analysis tab) &amp; (2022-24 proposed            framework tab)            Appendix B - BP working timeline</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) receive an update on the 2022-24 Business Plan.		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input 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 Algonquin College Executive Team received a 2022-24 Business Plan update and approved the proposed guiding principles, criteria, structure and timelines.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 25, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	First Quarter 2021-22 Strategic Investment Priorities Update Requests		
Requested By (ACET member)	Duane 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	Grant Perry, Chief Financial Officer Teri Kinnunen, Manager, 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 2021-08-25 – First Quarter 2021-22 SIP Project Requests</i> <i>Appendix A – Q1 2021-22 SIP Increase or Decrease Requests</i> <i>Appendix B – Multimodal Learning Initiative Project Prospectus</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) approves the First Quarter 2021-22 Strategic Investment Priorities in-year project adjustments and the Multimodal Learning Initiative (Phase 1).		
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 First Quarter 2021-22 Strategic Investment Priorities in-year project adjustments and the Multimodal Learning Initiative (phase 1) that were endorsed by the College Budget Committee (CBC) on August 19, 2021.</p> <p>The Executive Team has deferred the decision with respect to increasing the Human Resources Envelope expenditures (item 5b) subject to Human Resources working with Finance to find other potential means to fund the proposed additional expenditures. This item will return to ACET at a later date in order to provide further update.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 25, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	Students' Association Board of Directors Annual Priorities 2021-2022		
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	Emily Ferguson, President, Students' Association Ellen Cotter, Vice President, Students' Association		
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>2021-08-25 – ACET Transmittal – 2021-22 SA Annual Priorities</i> <i>Appendix A – 2021-08-25 - Students' Association Board of Directors Annual Priorities 2021-22</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) be informed of the SA Priorities for 2021-2022 and to continue the tradition of presenting the Students' Association's Board of Directors' annual priorities to the Executive Team.		
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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team was informed of the 2021-2022 Students' Association (SA) priorities. Laura Stanbra, Vice President, Student Services will assign an Executive Team lead to each SA priority in advance of the August 30, 2021 Students' Association/Algonquin College Leadership Team Annual Meet and Greet.</p> <p>Emily Ferguson, President Students' Association will provide the Executive Team with a further update offline following SA Board discussion on the wording within Priority 1 – b) Maintain the Academic Integrity of Co-op, Work Integrated Learning (WIL) and Placement Education.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 25, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	Fixed Term Administrative (FTA) to Full-time Administrative Conversion Proposal		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	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	J. Trakalo, Dean, Faculty of Health, Public Safety and Community Studies		
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 – Conversion of FTA to FT Administrative Position            Fixed-Term Administration to Full-Time Administrative Conversion Proposal Form.Final</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the conversion of the Associate Chair position in the Faculty of Health, Public Safety and Community Studies from a Fixed-Term Administrative position to a Full-Time Administrative position.		
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 conversion of the Associate Chair position in the Faculty of Health, Public Safety and Community Studies from a Fixed-Term Administrative position to a Full-time Administrative position.</p> <p>The Fixed Term Administrative Conversion to Full-time Administrative position form will be updated to add a section related to the position’s Job Fact Sheet (JFS).</p>		