

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 20, 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. President Brulé thanked the Executive Team for the recent Letters of Acknowledgement.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 20, 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 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><i>Planner Review & Consent Items</i></u> 3.1 <i>ACET planner review</i> 3.2 <i>Consent agenda items</i> 3.2.1 <i>Draft ACET Minutes – October 14, 2021 (M. Wilson)</i> 3.2.2 <i>Draft ACET Minutes – October 13, 2021 Stand-alone 2022-24 Business Plan Meeting (M. Wilson)</i> 3.2.3 <i>AD09 College Corporate Image Policy (A. McDonell)</i>	
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 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	<p>The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline.</p> <p>The consent agenda items were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 20, 2021	Agenda Item Number (pull from agenda)	4.0
Topic	College Technology Committee (CTC) Update		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	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	P. Devey, Associate Vice President, Global, Online and Corporate Learning Y. Do, Acting Chief Digital Officer		
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 – CTC Update College Technologies Committee (CTC) 2021 Update_2021.10.20</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive an update about the College Technology Committee (CTC) recent and planned activities.		
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 received an update on the College Technology Committee (CTC) recent and planned activities. Further consideration will be made in order for this committee to explore strategic options in terms of future investments.</p> <p>The College Technology Committee will also undertake initial review of the Digital Strategy 2.0 (e.g. to assess what is no longer relevant and what has not yet been achieved). CTC will provide an update on the status of the Digital Strategy 2.0 at a future ACET meeting. Following this discussion, the Executive Team can help assess who should assume ownership based on required next steps.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 20, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	IN CAMERA: Academic Contingency Plan 2021		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	40 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	E. Langevin, Director, Employee & Labour Relations B. Sutton, Manager, Employee & Labour Relations		
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: IN CAMERA Presentation: Academic Contingency Plan 2021</i> <i>Academic Contingency Plan</i> <i>Contingency Planning – Academic Bargaining Unit 2021</i> <i>Student Services: Contingency Plan</i> <i>Contingency Plan: FASM Input</i> <i>Communications Strategy: Labour Disruption 2021</i> <i>Advancement: Contingency Plan</i> <i>Human Resources: Contingency Plan</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the draft Academic Contingency Plan 2021 for approval.		
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 Academic Contingency Plan 2021 was approved based on Executive Team feedback, with additional updates to be made offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 20, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	Second Quarter 2021-22 Strategic Investment Priorities Update Requests		
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	G. Perry, Chief Financial Officer E. Woods, 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 2021-10-20 – Second Quarter 2021-22 Strategic Investment Priorities Requests Appendix A – Q2 2021-22 SIP Increase, Decrease and Deferral Requests</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approves the Second Quarter 2021-22 Strategic Investment Priorities in-year project adjustments.		
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 Second Quarter 2021-22 Strategic Investment Priorities in-year project adjustments as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 20, 2021	Agenda Item Number (pull from agenda)	7.0
Topic	Strategic Enrolment Steering Committee Report – Winter 2022 Enrolment Strategy		
Requested By (ACET member)	Claude Brulé, President and CEO	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	C. Janzen, Senior Vice President, Academic L. Stanbra, Vice President, Student Services		
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 on SESC W22 Mitigation Plans to Surpass Enrolment Targets v3</i> <i>Enrolment Statistics PowerPoint</i> <i>Detailed new enrolment initiatives for W22</i> <i>Draft Memo to ASAC</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) be provided a briefing of the Strategic Enrolment Steering Committee’s plan to exceed winter enrolment targets.		
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 was provided with a briefing of the Strategic Enrolment Steering Committee’s plan to exceed the 2022 Winter term enrolment targets.</p> <p>L. Stanbra, Vice President, Student Services will forward President Brulé the draft memorandum to the Academic and Student Affairs Committee (ASAC) with regard to the 2022 Winter term enrolment strategy to reach or surpass enrolment targets for his review and approval.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 20, 2021	Agenda Item Number (pull from agenda)	8.0
Topic	College Accessibility Major Capital Project		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	15 min.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	R. Southwood, Executive Director Facilities Management A. Waked, Associate Director Facilities Development		
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 – 2021-10-20 – College Accessibility Major Capital Project Appendix A – Physical Accessibility Improvements, FY 22-23 Scope of Work</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) endorse the Option identified and submit a recommendation that the Board of Governors approve an expenditure of up to \$2.1M from the College’s Strategic Investment Priorities budget for fiscal year 2022-2023 to address campus infrastructure upgrades that support legislated AODA compliance.</p>		
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 endorsed Option 2 – “complete the balance of remaining accessibility improvements in Building B including fire alarm and associated works, ACCE and Building J and allocate the balance of the available budget to target specific accessibility deficiencies across the Ottawa campus in consultation with the Centre for Accessible Learning.”</p> <p>The Executive Team also endorsed submitting a recommendation that the Board of Governors approve an expenditure of up to \$2.1M from the College’s Strategic Investment priorities for 2022-23 to address campus infrastructure upgrades that support legislated AODA compliance.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 20, 2021	Agenda Item Number (pull from agenda)	10.0
Topic	Request for Shared Position – Executive Assistant for two Associate Vice Presidents		
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	K. Dawson, AVP, Experiential Learning and Innovation P. Devey, AVP, Global, Online, and Corporate Learning		
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 – Request for Shared Position – Executive Assistant for two Associate Vice Presidents</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the request for an Executive Assistant to be shared by the Associate Vice-Presidents in Academic Services.		
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 request for an Executive Assistant to be shared by the Associate Vice Presidents in Academic Services. This is a new position that will be added to the administrative complement.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 20, 2021	Agenda Item Number (For office use only)	8.0
Topic	Corporate Policy Migration to Collibra and Updates to AD01 Administration of College Policies		
Requested By (ACET member)	T. McDougall, Director, President's Office and Communications	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	S. Walker, Executive Assistant, Communications S. Percy, Senior Data Governance Solutions Analyst		
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 Collibra update FINAL</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) accept the update to the migration of corporate policies to the Collibra platform and discuss required updates to Policy AD01: Administration of College Policies.		
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 accepted the update to the migration of corporate policies to the Collibra platform. T. McDougall, Director, President's Office and Communications will follow up offline with S. Walker, Executive Assistant, President's Office and Communications and S. Percy, Senior Data Governance Solutions Analyst to determine next steps in advancing Phase two and seeking necessary support from the Leadership Team.</p> <p>The Executive Team also discussed updates to Policy AD01: Administration of College Policies. A minor adjustment has been taken under consideration (e.g. consider revised language for "mandatory review date" such as, "mandatory update deadline"). It was also agreed that ACLT and ACET transmittals should indicate who was consulted in the review of the policy.</p>		