

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

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| Date of Meeting | September 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 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>Approved as presented.</p> <p>President Brulé asked the Executive Team to consider additional potential Letters of Acknowledgement.</p> | | |

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| Date of Meeting | September 29, 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 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – September 22, 2021 (M. Wilson) 3.2.2 Draft ACET Minutes – September 23, 2021 Stand-alone Budget Meeting (G. Perry) 3.2.3 2021/2022 Holiday Closure Recommendation (D. McCutcheon) | |
| 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> | | |

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| Date of Meeting | September 29, 2021 | Agenda Item Number (pull from agenda) | 4.0 |
| Topic | Human Resources Talent Dashboard | | |
| 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 | E. Langevin, Director, Employee and Labour Relations / D. Soltis, Director, People and Culture | | |
| 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 – Human Resources Talent Dashboard 2021.09.29</i> <i>Appendix A – Human Resources Dashboard_v2.0_Sept 2021</i> | |
| Recommendation | THAT the Algonquin College Executive Team (ACET) receive the Human Resources Talent Dashboard and approve the recommended cadence for future ACET presentations. | | |
| 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 received the HR Talent Dashboard with further updates to be made to the report offline based on Executive Team comments. The revised dashboard will presented to ACET in early January 2022. | | |

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| Date of Meeting | September 29, 2021 | Agenda Item Number (pull from agenda) | 6.0 |
| Topic | Delegation of Approval Authority Policy | | |
| 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 | Paul Gardner, Sr. Manager, Internal Control | | |
| Attachments (as read-ahead material) | <input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: As Appended | <i>ACET Transmittal 2021-09-29 – Delegation of Approval Authority Policy</i> <i>Appendix A – Draft Delegation of Approval Authority Policy</i> <i>Appendix B - Delegation of Approval Authority Policy Presentation</i> | |
| Recommendation | THAT the Algonquin College Executive Team (ACET) approve the Delegation of Approval Authority Policy. | | |
| 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 policy AB XX Delegation of the Approval Authority with the inclusion of templates that could be used to accommodate the practices that are required according to the policy. This new policy will be communicated to the College community via MyAC while also explaining the purpose of this policy. SECRETARY’S NOTE: The policy will be presented to ACLT and ACET seeking final approval in advance to posting to MyAC.</p> | | |

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| Date of Meeting | September 29, 2021 | Agenda Item Number (pull from agenda) | 7.0 |
| Topic | Indigenous Street Naming | | |
| Requested By (ACET member) | D. McNair, VP 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 | R. Southwood, Executive Director Facilities Management P. Belanger, Acting Associate Director Facilities Planning | | |
| 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 – 2021-09-29 Indigenous Street Naming</i> <i>Appendix A – Indigenous Street Naming (Exterior Interior) Presentation</i> | |
| Recommendation | THAT the Algonquin College Leadership Team (ACLT) endorse the proposed strategy to develop interior and exterior routes and associated Indigenous names for consideration in consultation with the Indigenous Education Council and internal College stakeholders. | | |
| 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 the proposed strategy for the engagement process in consultation with the Indigenous Education Council and internal College stakeholders. This consultation will be to develop interior and exterior routes with associated Indigenous names.</p> <p>Additional updates and approval will be sought at a future ACET meeting in order to advance next steps.</p> | | |

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| Date of Meeting | September 29, 2021 | Agenda Item Number (pull from agenda) | 8.0 |
| Topic | ACLT Retreat Agenda – October 28, 2021 | | |
| Requested By (ACET member) | R. McLester, Vice President, Truth, Reconciliation & Indigenization | Time Allotted | 25 mins. |
| ACET Action Requested | <input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information | | |
| Staff Presenting | R. McLester, Vice President, Truth, Reconciliation & Indigenization | | |
| 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 – ACLT Retreat Agenda – October 28, 2021</i> <i>ACLT Retreat Agenda – October 28, 2021</i> <i>ACLT Retreat Agenda – October 22, 2020 (for reference)</i> | |
| Recommendation | THAT the Algonquin College Executive Team (ACET) approve the ACLT Retreat Agenda for October 28, 2021. | | |
| 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 | Updates were made to the October 28, 2021 ACLT Retreat agenda live at the meeting. Additional updates will be made to the agenda offline. The request is for this Retreat to take place in person as long as physical distancing can be accommodated. The revised ACLT Retreat agenda will be circulated once finalized. | | |

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| Date of Meeting | September 29, 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 type="checkbox"/> Other: Information to be posted | <i>ACET Transmittal – ACET Effectiveness Check-in</i> | |
| Recommendation | <p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness.</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 provided feedback on ACET meeting effectiveness.</p> <p>The survey will be expanded to include all of the times that the Executive Team meets (e.g. retreats, gatherings and other stand-alone meetings) and not just for ACET meetings as well as to identify the time period that is being evaluated.</p> <p>President Brulé will review past survey results to ensure we are aligned with what needs to be improved on and if we are achieving the target(s) based on the countermeasure(s).</p> | | |