

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 8, 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>The agenda was approved as amended with the addition of discussing the Fellowship Award.</p> <p>Policy AA16 Honorary Degrees, Honorary Diplomas and Fellowship Awards will be updated based on Executive Team discussion to distinguish that the purpose of this award is to recognize community members.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 8, 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>Planner Review & Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – November 24, 2021 (M. Wilson) 3.2.2 Draft ACET Minutes – December 1, 2021 Stand-alone Budget Meeting (G. Perry) 3.2.3 Draft ACET Minutes – December 2, 2021 Stand-alone Budget Meeting (G. Perry) 3.2.4 HR23 Sick Leave (Short Term Disability) (D. McCutcheon) 3.2.5 HR12 Conflict of Interest (D. McCutcheon) 3.2.6 AA34 Copyright (B. Bridgstock) 3.2.7 AD20 Enterprise Risk Management (D. McNair)	
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 agenda items were removed for discussion:</p> <ul style="list-style-type: none"> • 3.1.4 HR23 Sick Leave (Short Term Disability) (D. McCutcheon) – approved with guidance from Legal Counsel. • 3.1.5 HR12 Conflict of Interest (D. McCutcheon) – Approved with minor edits. • 3.1.6 AA34 Copyright (B. Bridgstock) – Following some discussion, policy AA34 was approved as presented. • 3.1.7 AD20 Enterprise Risk Management (D. McNair) – Approved with minor edits. 		

	<p>Items 3.1.1 Draft ACET Minutes – November 24, 2021 (M. Wilson), 3.1.2 Draft ACET Minutes – December 1, 2021 Stand-alone Budget Meeting (G. Perry) and 3.1.3 Draft ACET Minutes – December 2, 2021 Stand-alone Budget Meeting (G. Perry) were approved as presented.</p>
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AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 8, 2021	Agenda Item Number (pull from agenda)	04.0
Topic	2022-24 Business Plan Initiatives Update		
Requested By (ACET member)	M. Savenkoff, Vice President, Advancement	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	M. Savenkoff, Vice President, Advancement J. Traynor, Executive Assistant to the Vice President, Advancement		
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 – 2021-12-8 – 2022-24 Business Plan Initiatives Update</i> <i>Appendix A – 2022-24 Business Plan Workbook v11</i> <i>Appendix A – 2022-24 Business Plan Initiatives Workbook(v11) – cb edits & comments</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive an update on the 2022-24 Business Plan initiatives.		
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 an update on the 2022-24 Business Plan initiatives. President Brulé will provide further comments on the 2022-24 Business Plan initiatives offline. A memorandum will be sent to the Most Responsible Person (MRP) on December 9, 2021. Final updates to the Business Plan will be made at the December 16, 2021 ACET meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 8, 2021	Agenda Item Number (pull from agenda)	5.0
Topic	Review Results of the Inclusive Climate Survey		
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. Soltis, Director, People and Culture S. Gauen, Inclusion & Diversity Specialist Denise McLean, Consultant		
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 -2021-12-08 – Results of Inclusive Climate Survey</i> <i>Appendix A – ACET and ACLT Inclusive Climate Survey Results Presentation</i> <i>Appendix B – AC Inclusive Climate Survey Findings Report</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive the details on the findings and proposed actions arising from the Inclusive Climate Survey.		
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 an update on the findings of the Inclusion Climate Survey. Next steps were also received for information with one minor adjustment to the timeline to be made offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 8, 2021	Agenda Item Number (pull from agenda)	6.0
Topic	Human Resources Monthly Reports		
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	D. Soltis, Director, People and Culture / D. O'Grady, Manager, Talent & HR Programs		
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 HR Monthly Reports Report Summary Presentation (Period ending November 30, 2021) Summary of Complement (November 30) Summary of Vacancies (November 30) Active I/O Report (November 30) Fixed-term Administrator Report (November 30) Roll Over Monitoring Report (November 30)</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review and provide feedback on the HR Reports ending November 30, 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 I/O positions and those coming up for renewal/termination/conversion. - Fixed-term Administration positions – specifically those in place over three (3) years. - That are at risk of roll over from Part-time to Full-time. 		
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 the Human Resources reports ending November 30, 2021 for information.		