

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 12, 2022	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	<p>The agenda was approved as presented.</p> <p>President Brulé acknowledged the Letters of Acknowledgement that have been sent to employees to date.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 12, 2022	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 – December 21, 2021 (M. Wilson) 3.2.2 2022 Board Election – Schedule (D. McNair/V. Tiqui-Sanford) 3.2.3 Policy Update – SA16 Sexual Assault / Sexual Violence (B. Bridgstock) 3.2.4 Co-op Fee for 2022-23 (K. Pearson) 3.2.5 Policy HR16 – Leave of Absence for Personal Reasons (M. Castella)	
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>Due to time constraints, the upcoming ACET planner was not reviewed.</p> <p>The following agenda items were removed for discussion:</p> <ul style="list-style-type: none"> 3.2.2 2022 Board Election – Schedule (D. McNair/V. Tiqui-Sanford) – approved with consideration of the comments. Any feedback that has come forward will be considered for Plan, Do, Study, Adjust and possible change in length of the call for nominations. 3.2.5 Policy HR16 – Leave of Absence for Personal Reasons (M. Castella) – approved with all comments being addressed offline. <p>Items 3.2.1 Draft ACET Minutes – December 21, 2021 (M. Wilson), Policy Update – SA16 Sexual Assault / Sexual Violence (B. Bridgstock) and item 3.2.4 Co-op Fee for 2022-23 (K. Pearson) were approved as presented.</p>		

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Date of Meeting	January 12, 2022	Agenda Item Number (pull from agenda)	5.0
Topic	R3 Project: Status Update, FY 2022-23 Human Resource and Budget Plans		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	K. Pearson, Registrar and R3 Business Co-Lead L. Pollock, R3 Project Executive Technical Lead and Business Co-Lead S. Wong, R3 Senior Project Manager		
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 – 2022-01-212 – R3 Project Update and FY22023 Resource and Budget Plans</i> <i>ACET PowerPoint – 2021-01-12 – R3 Project Status Update</i>	
Recommendation	THAT the Algonquin College Executive Team approve Fiscal Year 2022-23 R3 Project Human Resource Plan and Budget 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	<p>The Executive Team approved the Human Resources plan for the R3 Project for the following in the 2022-23 Fiscal Year:</p> <ul style="list-style-type: none"> Creation of five new full-time support staff positions. Creation of one fixed-term administrative position. Secondment of three full-time administrative employees Continued inclusion of R3 project in all ACLT member performance contracts. The remaining five resources are through contract-for-service personnel to provide specialized technical support for defined scope through statements of work. <p>The Executive Team approved the Budget Plan for the R3 Project for the 2022-23 fiscal year with additional review to take place offline in order to update the motion to the Audit and Risk Management (ARM) Committee as applicable in advance of the February 10, 2022 meeting.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 12, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	New Position Request - Executive Assistant, Chief Financial Officer		
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		
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 – 2022-01-12 – New Position Request – Executive Assistant Chief Financial Officer Appendix A – Request for Full-Time Position Information Form</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approved the creation of a new Full-Time Administrative position for an Executive Assistant, Chief Financial Officer resource to be funded from the Contingency Provision for New FT Positions in 2022-23.</p>		
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	<p>The Executive Team approved the creation of a new full-time Administrative position for an Executive Assistant, Chief Financial Officer resource to be funded from the Contingency Provision for New FT positions in 2022-23. The current Administrative Support position would remain to support the Director, Corporate Planning, the Associate Director, Finance and the Associate Director, Strategic Procurement.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 12, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	Human Resources Monthly Reports & Demo		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	45 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 D. O’Grady, Manager, Talent & HR Programs C. Dubé, Workforce Analyst, Talent & HR Programs		
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 HR Monthly Reports Report Summary Presentation (Period ending December 31, 2021) HR Report Summary ACET Confidential Period ending December 31, 2021.ppt Summary of Complement (December 31, 2021) Summary of Vacancies (December 31, 2021) Active I/O Report (December 31, 2021) Fixed-Term Administrator Report (December 31, 2021) Roll Over Monitoring Report (January 3, 2022)</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review and provide feedback on the HR Reports ending December 31, 2021, 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. <p>Additionally, that the Algonquin College Executive Team (ACET) be informed of a new Executive Dashboard in Workday, with real-time reporting in supplement to these reports, which will be presented live during this agenda item.</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 reviewed and provided feedback on the Human Resources reports ending December 31, 2021. Feedback includes C. Janzen, Senior Vice President, Academic meeting with D. O’Grady, Manager, Talent & HR Programs offline in order to adjust the Fixed Term Administration report to allow for a more defined breakdown.</p> <p>Following a request from President Brulé, D. McCutcheon, Vice President, Human Resources (HR) advised that HR is exploring the automation of the Human Resources reports, but that this is part of the long-term plan.</p> <p>The Executive Team was provided with a demonstration of a new Executive Dashboard in Workday. The Executive Team will also consider what additional access should be granted for specific positions as part of Phase 2.</p>		