

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 16, 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	The agenda was approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 16, 2022	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	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	ACET		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input checked="" 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 – February 9, 2022 (M. Wilson) 3.2.2 Academic Plan Statement of Work and SIP Request (K. Dawson, C. Janzen)	
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>Items 3.2.1 Draft ACET Minutes – February 9, 2022 (M. Wilson) and 3.2.2 Academic Plan Statement of Work and SIP Request (K. Dawson, C. Janzen) were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 16, 2022	Agenda Item Number (pull from agenda)	4.0
Topic	Future State of Applied Research Office		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	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	K. Dawson, Associate Vice President, Experiential Learning and Innovation D. Thibodeau, Acting Director, Applied Research		
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 – Future State of Applied Research, Feb 16, 2022</i> <i>Future of State of Applied Research, Feb 16, 2022</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the 2022-2023 investment request for applied research, and provide approval in principle for continued investment in subsequent years.		
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 initial draft 2022-23 investment approach for Applied Research for advanced review. The Executive Team will provide C. Janzen, Senior Vice President, Academic with additional feedback offline. K. Dawson, Associate Vice President, Experiential Learning and Innovation will also meet with Finance and Human Resources in advance of the next presentation to ACET. Due to time constraints, approval was not yet acquired and the presentation will return to ACET for further discussion (date tbc).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 16, 2022	Agenda Item Number (pull from agenda)	5.0
Topic	<i>Draft Human Resources Service Level Agreement 2022-2024</i>		
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. McCutcheon, Vice President, Human Resources D. Soltis, Director, People and Culture E. Langevin, Director, Employee and 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 – Human Resources Service Level Agreement 2022-2024</i> <i>Human Resources Service Level Agreement PowerPoint presentation</i> <i>Draft Human Resources Service Level Agreement Service Level Agreement 2016 - 2019</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse the draft Human Resources Service Level Agreement 2022-24.		
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 provided feedback on the draft 2022-2024 Human Resources Service Level Agreement. D. McCutcheon, Vice President, Human Resources will provide additional information, highlighting changes since the 2016 Service Level Agreement. The focus will be on services and if there has been a change in service delivery. A more targeted presentation in terms of what has changed will be presented to the Executive Team at a future ACET meeting (date tbc).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 16, 2022	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		
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 HR Reports Summary Presentation (Period ending January 31, 2022) Summary of Complement (January 31) Summary of Vacancies (January 31) Active I/O Report (January 31) Fixed-Term Administrator Report (January 31) Roll Over Monitoring Report (February 2)</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review and provide feedback on the HR Reports ending January 31 2022, 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 • Where open Other-Than-Full-Time (OTFT) positions can be closed 		
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 January 31, 2022. Feedback included Human Resources and Finance reviewing the process for Other Than Full-time (OTFT) positions offline in order to better understand potential implications. An update will be provided as part of the March 2022 monthly report to ACET (March 16, 2022).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 16, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	Psychologically Safe Workplace		
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	E. Langevin, Director, Employee and Labour Relations J. Myers, Acting, Manager, Wellness & Abilities		
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 – Psychologically Safe Workplace Psychological Safe Workplace PPT 2022.02.06</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse the utilization of a third-party consultant to complement and analyze the work completed by the Psychological Safety Taskforce. This will support the operationalization of the public commitment that has been made to focus on the psychological well-being of our employees at the College.		
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	Following some discussion, the Executive Team endorsed the utilization of a third-party consultant to complement and analyze the work completed by the Psychological Safety Taskforce.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 16, 2022	Agenda Item Number (pull from agenda)	8.0
Topic	Professional Development / Succession Planning		
Requested By (ACET member)	C. Brulé, President & CEO	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	C. Brulé, President & CEO		
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 Professional Development Opportunities – February 16, 2022</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) discuss Professional Development training and specifically, those opportunities that are important in terms of succession planning.</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>President Brulé requested a discussion on professional development training in terms of succession planning. President Brulé also acknowledged the number of CIG Leadership programs that are being advertised.</p> <p>D. McCutcheon, Vice President, Human Resources will return to the ACET table and present an overview summarizing past attendees/graduates for the Executive Team’s consideration of future participants (date tbc).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 16, 2022	Agenda Item Number (pull from agenda)	9.0
Topic	ACET Effectiveness Check-in		
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		
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 – ACET Effectiveness Check-in ACET Effectiveness Survey using Qualtrics (survey conducted & results shared live at the meeting)</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting and ACET stand-alone meeting effectiveness, using Qualtrics, live at the February 16, 2022 ACET meeting.		
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 live at the ACET meeting using Qualtrics. The link to the survey results was also circulated via email following the meeting. This is due to a delay in all of the responses being populated within the dashboard.</p> <p>The Executive Team will continue to Plan-Do-Study-Adjust (PDSA) this process as needed.</p>		