

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 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 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	The agenda was approved with the addition of an In Camera discussion.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 16, 2022	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	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	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 – March 9, 2022 (M. Wilson) 3.2.2 2022 Spring Board Retreat Presentation Review with ACET (V. Tiqui-Sanford) 3.2.3 AA31 Algonquin College Library policy (B. Bridgstock)	
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 item was removed for discussion:</p> <ul style="list-style-type: none"> • AA31 Algonquin College Library policy (B. Bridgstock) – Approved for posting if applicable. L. Stanbra, Vice President, Student Services will verify if this policy is still required. <p>Items 3.2.1 Draft ACET Minutes – March 9, 2022 (M. Wilson) was approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 16, 2022	Agenda Item Number (pull from agenda)	4.0
Topic	F&A Strategic Management Team - Capacity Challenges Pilot Study and Counter-Measures		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	D. McNair, Vice President, Finance and Administration		
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 – 2022-03-16 – FASM – Capacity Challenges – Pilot Study and Counter-measures Appendix A - Capacity Survey Results Appendix B - Capacity Challenges Presentation</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) receive this presentation and provide feedback on the methodology, results, findings and counter-measures.</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 received the presentation and provided feedback on the methodology, results, findings and counter-measures of the Finance and Administration Services employee capacity survey. D. McNair, Vice President, Finance and Administration shared next steps, which includes executing counter-measures with Plan-Do-Study-Adjust (PDSA). He will also continue to survey his team in order to measure and assess for improvements.</p> <p>If Executive Team members are interested in conducting a similar survey with their areas, the survey questions are available in the presentation slide deck.</p> <p>D. McNair will share his rating colour coding (green, yellow and red) with the Executive Team to ensure consistency when tracking capacity.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 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 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 February 28, 2022)</i> <i>Summary of Complement (February 28)</i> <i>Summary of Vacancies (February 28)</i> <i>Active I/O Report (February 28)</i> <i>Fixed-Term Administrator Report (February 28)</i> <i>Roll Over Monitoring Report (March 2)</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) review and provide feedback on the HR Reports ending February 28 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 February 28, 2022. Feedback included potential impacts on hiring due to the potential work stoppage. It was also asked to consider an additional report, which will be dependent on the time required to gather this data.</p> <p>Dave O’Grady spoke to the proposed action plan to reduce the number of Other Than Full-time positions (OTFT) that are vacant in Workday. The proposed action plan was endorsed in principle with a revised timeline, but dependent on capacity.</p> <p>The Executive Team provided feedback on how they felt the monthly reports should be presented to the Executive Team on a go forward basis. D. McCutcheon, Vice President, Human Resources will consider the modified suggestions and come back to the Executive Team with a recommendation at a future ACET meeting (date tbc).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 16, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	2021-22 Preliminary Sexual Assault/Sexual Violence Annual Report		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	Time Allotted	20 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	L. Stanbra, Vice President, Student Services B. Bridgstock, Director, Student Support Services S. Crawford, Sexual Violence Prevention and Harm Reduction Coordinator		
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 – 2022-03-16 – 2021-2022 Sexual Assault – Sexual Violence Prevention Annual Report 2021-2022 Sexual Assault/Sexual Violence Prevention Annual Report as of March 14 v2 Sexual Assault-Sexual Violence Prevention Annual Report 2021-2022 v2.ppt</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) accept this draft annual report for information, and furtherance to the Academic and Student Affairs Committee on March 22, and a final year-end report to the Board of Governors on April 25.		
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 accepted the annual report for presentation to the Academic and Student Affairs Committee on March 22, 2022, and a final year-end report to the Board of Governors on April 25, 2022.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 16, 2022	Agenda Item Number (pull from agenda)	8.0
Topic	Operating Plan Initiative - AC Card and U-Pass Card Technology		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	10 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	R. Lafond, Manager, Parking Services M. Lowrey, Marketing and Communications Manager		
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 – 2022-03-16 – Operating Plan Initiative – AC Card and U-Pass Card Technology</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse the Unified U-Pass Card project and improvements to the process to obtain a unified card.		
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 endorsed the Unified U-Pass Card project and improvements to the process to obtain a unified card. This includes adding the U-Pass Card requirements to the 2021-22 and 2022-23 Operating Plan and moving forward to Step 2 of the intake process.</p> <p>The U-Pass Administrative Fee was also discussed.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 16, 2022	Agenda Item Number (pull from agenda)	9.0
Topic	ACET Retreat Agenda – April 21-22, 2022		
Requested By (ACET member)	C. Brulé, President & CEO	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	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 Retreat Agenda – April 21-22, 2022</i> <i>ACET Retreat Agenda – April 21-22, 2022 – DRAFT v1</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the draft April 21-22, 2022 ACET Retreat meeting agenda.		
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 reviewed and provided feedback on the April 21-22, 2022 ACET Retreat agenda. The latest version of the agenda will be sent to the Executive Team via email in order for additional updates to be made offline by March 21, 2022. The latest draft of the ACET Retreat agenda will then be finalized by President Brulé.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 16, 2022	Agenda Item Number (pull from agenda)	10.0
Topic	ACET Effectiveness Check-in		
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 – ACET Effectiveness Check-in ACET Effectiveness Survey using Qualtrics (survey conducted & results shared live at the meeting)</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting and ACET stand-alone meeting effectiveness, verbally, live at the March 16, 2022 ACET meeting.</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 verbal feedback live at the ACET meeting. Feedback included speaking to the productivity of the meeting and presentations. Overall, it was felt that today's (March 16, 2022) was efficient and effective.</p> <p>Executive Team members also appreciated assessing the value of one of the presentations and one of the consent agenda items live at the meeting. It was questioned if one of the presentations should continue as a monthly ACET presentation or if another method would be more appropriate.</p>		