

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 9, 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 2022 CIGan Leadership Development Training. A stand-alone ACET meeting has been scheduled for March 15, 2022 in order for the Executive Team to discuss and finalize the recommended participants.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 9, 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 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 24, 2022 (M. Wilson) 3.2.2 HS05 Accident Reporting & Investigation policy (M. Laviolette) 3.2.3 Spring Convocation Ceremonies – Briefing & Proposed Presenters (K. Pearson, S. Pridmore) 3.2.4 Algonquin College Kuwait – Update (E. Mulvey) 3.2.5 Investment Policy for College Operating and Endowment Funds – Annual Review and Amendments (G. Perry) 3.2.6 Financial Aid for Ukrainian, Russian and Belarusian Students (E. Mulvey, P. Devey)	
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"> • 3.2.2 HS05 Accident Reporting & Investigation policy (M. Laviolette) – Approved with comments addressed offline. • 3.2.4 Algonquin College Kuwait – Update (E. Mulvey) – Approved with a minor amendment to the transmittal. Additional comments will also be addressed offline. On a go forward basis this update will be sent via email as an information item. • 3.2.6 Financial Aid for Ukrainian, Russian and Belarusian Students (E. Mulvey, P. Devey) – Additional review and discussion will take place offline before a decision is reached as 		

to whether or not this request has been fully endorsed. This will also be a College commitment and not specifically an International Education Centre commitment.

Items 3.2.1 Draft ACET Minutes – February 24, 2022 (M. Wilson), 3.2.3 Spring Convocation Ceremonies – Briefing & Proposed Presenters (K. Pearson, S. Pridmore), 3.2.4 Investment Policy for College Operating and Endowment Funds – Annual Review and Amendments (G. Perry) were approved as presented.

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 9, 2022	Agenda Item Number (pull from agenda)	4.0
Topic	Future State of Applied Research Office - Continued		
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		
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 – Applied Research Reorganization – Continued v3, March 09, 2022 Applied Research Reorganization Continued ACET, March 09, 2022</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) select the preferred investment option (1, 2, 3 or 4) for applied research, so that specific staffing requests may be requested and approved at a subsequent meeting.		
ACET Decision	<input 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 checked="" type="checkbox"/> Other (Specify) <u>March 11, 2022 stand-alone ACET meeting</u>		
Target	<p>The Executive Team discussed Algonquin College’s commitment to funding applied research activities for the next five years.</p> <p>A follow-up stand-alone ACET meeting has been scheduled for March 11, 2022 in order for the Executive Team to continue the discussion, endorse, and select the preferred investment option.</p> <p>The Executive Team was asked to send any questions in advance to C. Janzen, Senior Vice President, Academic and K. Dawson, Associate Vice President, Experiential Learning and Innovation.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 9, 2022	Agenda Item Number (pull from agenda)	5.0
Topic	R3 Project: Status Update and Top Ten Actions from Readiness Health Check – Upcoming Deliverables		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	K. Pearson, Registrar and R3 Business Co-Lead L. Pollock, R3 Project Executive Technical Lead and Business Co-Lead S. Wong, R3 Project 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 – 2022-03-09 – R3 Project Status Update and Top Ten Actions from Readiness Health Check – Upcoming Deliverables</i> <i>ACET PowerPoint – 2022-03-09 – R3 Project Status Update and Top Ten Actions from Readiness Health Check – Upcoming Deliverables</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive an update on the activities of the R3 Project since the last update on February 9, 2022, including an update on the top ten actions from the Readiness Health Check upcoming deliverables for March – April 2022.		
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 received an update on the activities of the R3 Project since the last update on February 9, 2022. This included an update on the top ten actions from the Readiness Health Check and next steps from March 28, 2022 to April 25, 2022.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 09, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	Request for 3 full-time Technologist positions – Dental Clinic		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	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	J. Trakalo. Dean, Faculty of Health, Public Safety and Community Studies		
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 – Request for FT positions – Technologies – Dental Clinic</i> <i>Request for Full-time Position Information Form.V.9.1 – Final DA-DH - Technologists</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve the hiring of 3 full-time Technologists for the Dental Clinic.</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 hiring of three full-time Technologists for the Dental Clinic.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 9, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	Integrated College Planning Committee (ICDP) Update		
Requested By (ACET member)	C. Janzen, Senior Vice President Academic	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	J. Beauchamp, Dean, School of Business and School of Hospitality and Tourism D. Soltis, Executive Director, People and Culture		
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_ICDP Update_March 09, 2022 Appendix A – Integrated College Development Planning Committee March 2022 Update Appendix B – Non-Pilot Areas Return to Campus Communication Plan</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive the Integrated College Development Planning Committee March 2022 Quarterly Update and provide guidance on the Return to Campus Communication 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 received the Integrated College Development Planning (ICDP) Committee March 2022 quarterly update and provided guidance on the Return to Campus Communication Plan. The timeline and matrix for communication to people leaders and employees were adjusted based on the Executive Team feedback.</p> <p>The Return to Campus plan from the 2021 Fall term will be updated for the 2022 Spring term. J. Beauchamp, Dean, School of Business and School of Hospitality and Tourism will confirm offline via C. Janzen, Senior Vice President, Academic when the revised plan would be available.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 9, 2022	Agenda Item Number (pull from agenda)	8.0
Topic	Delegation of Contract Signing Authority (BG II-06)		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	15 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	D. McNair, Vice President, Finance and Administration P. Gardner, Sr. Manager, Internal Control		
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 – 2022-03-09 – Delegation of Contract Signing Authority (BG II-06)</i> <i>Appendix A – BOG Policy (BG II-06) Delegation of Contract Signing Authority</i> <i>Appendix B – Delegation of Signing Authority Matrix</i> <i>Appendix C – PRESENTATION BOG Policy (BG II-06) Delegation of Contract Signing Authority</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review and provide feedback to the draft Board Policy: Delegation of Contract Signing Authority.		
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 draft Board Policy (BG 11-06) Delegation of Contract Signing Authority and Delegation of Signing Authority matrix.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 9, 2022	Agenda Item Number (pull from agenda)	9.0
Topic	Community Employment Services – 1 full-time support staff position request		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	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. Hahn, Dean, Perth Campus/ACCE		
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 – FT Position Request – CES Marketing March 9, 2022 Request for Full-time Position Information Form – CES Marketing March 9</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve the request for the creation of a new FT Support Staff Position (Marketing Officer) for Community Employment Services, Perth Campus.</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 approved the request for the creation of a new full-time Support Staff position (Marketing Officer) for Community Employment Services at the Perth Campus. The Executive Team also approved the closing of the existing Employment Services funded regular part-time (RPT) Marketing Support Officer position.</p> <p>C. Hahn, Dean, Perth Campus/ACCE will confirm additional considerations offline with C. Janzen, Senior Vice President, Academic (e.g. potential travel costs, etc.).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 9, 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	ACET Transmittal – ACET Effectiveness Check-in ACET Effectiveness Survey using Qualtrics (survey conducted & results shared live at the meeting)	
Recommendation	THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting and ACET stand-alone meeting effectiveness, using Qualtrics, live at the March 9, 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 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 9, 2022) ACET meeting was efficient and effective.</p> <p>The following additional feedback was also received:</p> <ul style="list-style-type: none"> Consider how to allow for more facilitated conversations amongst the Executive Team. The new position request form was acknowledged, which has assisted in allowing for earlier discussions in advance to presentation to ACET. A reminder to ensure specific requests are presented to the College Budget Committee (CBC) in advance to presentation to ACET. The Executive Team will continue to Plan-Do-Study-Adjust (PDSA) when monitoring raised hands and technological issues when meeting in a zoom capable room. 		