

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 6, 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	<p>The agenda was approved with the addition of discussing today's (April 6, 2022) Message from the President and an upcoming communique regarding support for Ukrainian students and others impacted by the European conflict.</p> <p>President Brulé asked the Executive Team to consider additional potential Letters of Acknowledgement, while acknowledging the letters that have been sent to date.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 6, 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 23, 2022 (M. Wilson) 3.2.2 AA08 Course Load Policy (K. Pearson) 3.2.3 AA14 Grading System Policy (K. Pearson) 3.2.4 AA39 Program Progression and Graduation Requirements Policy (K. Pearson) 3.2.5 AD02 Freedom of Information and Protection of Privacy Policy (M. Laviolette) 3.2.6 Academic Calendar (2023-24 & 2024-25) Key Dates (K. Pearson) 3.2.7 Human Resources Monthly Reports (D. Soltis, D. O’Grady)	
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"> • 3.2.1 Draft ACET Minutes – March 23, 2022 (M. Wilson) – Approved with minor edits. • 3.2.2 AA08 Course Load Policy (K. Pearson) – Approved with comment addressed live at the meeting. • 3.2.3 AA14 Grading System Policy (K. Pearson) – Approved with comments addressed offline. 		

- 3.2.4 AA39 Program Progression and Graduation Requirements Policy (K. Pearson) – Approved with minor grammatical changes.
- 3.2.5 AD02 Freedom of Information and Protection of Privacy Policy (M. Laviolette) – Approved with minor formatting changes.
- 3.3.6 Academic Calendar (2023-24 & 2024-25) Key Dates (K. Pearson) – C. Janzen, Senior Vice President, Academic will review the proposed 2025 Winter term dates for final exams offline. The Academic Calendar (2023-24 & 2024-25) Key Dates was approved with a potential amendment to the 2024-25 key dates to be made as required at a later date (date tbc).

Item 3.2.7 Human Resources Monthly Reports (D. Soltis, D. O’Grady) was approved as presented.

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 06, 2022	Agenda Item Number (pull from agenda)	4.0
Topic	Request approval for Communications and Events Staff positions		
Requested By (ACET member)	T. McDougall, Director, President's Office and Communications	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	T. McDougall, Director, President's Office and Communications B. Hickey, Manager, Communications S. Pridmore, Events Manager M. Qaqish, Manager, Government and External 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 2022-04-06 – Communications and Events Staffing Request for Full-time Position Information Form - Events Request for Full-time Position Information Form - Communications PRESENTATION Communications and Events Position Request.pptx</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve the creation of four new full-time support staff positions to improve service and stabilize the capacity within the Communications and Events teams, to meet our clients' current needs. The cost of three out of four positions would be partially offset by the salary savings from closing three part-time positions. The cost of one of four full-time positions would be a new unbudgeted position.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input checked="" type="checkbox"/> Referred to <u>T. McDougall, Director, President's Office and Communications (Group or Person)</u> <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team received the initial request for the creation of four new full-time Support Staff positions and to close three part-time Support Staff positions. T. McDougall, Director, President's Office and Communications will incorporate Executive Team feedback into the next ACET meeting presentation (date tbc). This includes assessing different ways to offset some of the costs (e.g. to centralize ad-buy, pursue event sponsors, cancel some events, etc.) and/or bring forward the request as a staggered approach. President Brulé and T. McDougall will also discuss further offline.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 6, 2022	Agenda Item Number (pull from agenda)	5.0
Topic	Request for Two Full-time Support Staff Positions in AC Online		
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	P. Devey, Associate Vice-President, Global, Online & Corporate Learning K. Snowdon, Manager, AC Online Studio F. Livingstone, Business Administrator, AC Online		
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 2 FT Positions in AC Online – April 6 2022</i> <i>Appendix A – Request for Two Full-time Support Staff Positions in AC Online – Information Form</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the creation of two full-time positions in the AC Online Design Studio (Senior Instructional Designer and Instructional Designer).		
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 approved the creation of the following two full-time positions in the AC Online Design Studio: <ul style="list-style-type: none"> • One Senior Instructional Designer position • One Instructional Designer position 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 6, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	Infosilem Scheduling Software Upgrade Request		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	K. Pearson, Registrar		
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 – 2022-04-06 – Infosilem (Scheduling Software) Upgrade Request</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve the Infosilem Scheduling Software Update Request to move forward in the next steps as an initiative for the 2022-23 Operational Plan.</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 endorsed the Infosilem Scheduling Software Update request to move forward with next steps as an initiative for the 2022-23 Operational Plan.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 6, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	ACLT Retreat Agenda - May 5-6, 2022		
Requested By (ACET member)	R. McLester, Vice President, Truth, Reconciliation & Indigenization	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	R. McLester, Vice President, Truth, Reconciliation & Indigenization		
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 – ACLT Retreat Agenda - May 5-6, 2022</i> <i>Appendix A – ACLT Retreat Agenda – May 5-6, 2022</i> <i>Appendix B – ACLT Retreat Agenda – April 29, 2021 (for reference)</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) plan and contribute to the ACLT Retreat Agenda for May 5-6, 2022.</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 discussed the ACLT Retreat agenda for May 5-6, 2022. Additional updates will be made offline based on Executive Team feedback as well as with input from the Leadership Team.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 6, 2022	Agenda Item Number (pull from agenda)	8.0
Topic	Proposal to convert seven RPT Support Positions to four Full-time Positions		
Requested By (ACET member)	D. McNair, Vice President, Finance & 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	S. Law, Associate Director, IT Operations		
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 – 2022-04-06 – Proposal to convert seven RPT Support Positions to four Full-time Positions</i> <i>Appendix A – Request for Full-Time Position(s) Information Form</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the conversion of seven RPT ITS Case Resolution Specialist support positions to four Full-time ITS Case Resolution Specialist Support Positions		
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 approved the closure of seven Regular Part-time (RPT) Information Technology Services (ITC) Case Resolution Specialist Support Staff positions for conversion to four full-time ITS Case Resolution Specialist Support Staff positions with additional considerations to be made offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 6, 2022	Agenda Item Number (pull from agenda)	9.0
Topic	Federal Agreement to Implement Employment Equity		
Requested By (ACET member)	C. Janzen, Senior Vice-President, Academic 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	P. Devey, Associate Vice-President, Global, Online, & Corporate Learning D. Soltis, 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 – Federal Agreement to Implement Employment Equity – April 6 2022</i> <i>Appendix A – Initiative Intake Form – Federal Agreement to Implement Employment Equity</i> <i>Appendix B – SIP – Budget Template – Federal Agreement to Implement Employment Equity</i> <i>Appendix C – Business Development & Corporate Training (BDCT) – Five Year Financial Overview</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the Federal Agreement to Implement Employment Equity operating plan initiative.		
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 discussed the Federal Agreement to Implement Employment Equity operating plan initiative. The Executive Team approved this initiative continuing with next steps through the operating plan process in order to assess resourcing and timing. The agreement also requires signature, but will first be reviewed by Legal Counsel.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 6, 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</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 April 6, 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.</p> <p>The following additional feedback was also received:</p> <ul style="list-style-type: none"> • Presenters will be asked to allot more time for new positions requests. • In order to ensure consistency when presenting position requests, the responsible area Vice President will ask the presenter(s) to speak to key highlights and then to open the floor for questions. For larger changes, such as a reorganization, presenter(s) are to be asked to highlight these changes via a PowerPoint presentation. • Presenters/Guests will be asked to adjourn following their position request in order to allow time for the Executive Team to deliberate. The decision will be communicated offline by the responsible area Vice President. • Following a request, position requests coming forward as a consent agenda item instead of as a presentation has been taken under advisement for future consideration. 		