

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 23, 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 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.</p> <p>Confirmation was provided that the President’s Star Awards should resume in the 2022 Spring term.</p>		

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	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 – March 16, 2022 (M. Wilson)	
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>Item 3.2.1 Draft ACET Minutes – March 16, 2022 (M. Wilson) was approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 23, 2022	Agenda Item Number (pull from agenda)	4.0
Topic	Human Resources Service Level Agreement Update		
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	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 Update</i> <i>HR SLA Presentation Highlighted Changes 2016 vs 2022 2022.03.21 Final.ppt</i> <i>Updated HR SLA 2022</i> <i>SLA Comparison Chart 2016 vs 2022</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse the updated Human Resources Service Level Agreement 2022.		
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 endorsed the updated Human Resources Service Level Agreement (SLA) 2022. The SLA will be circulated for Executive Team signature. Human Resources will prepare a communications plan for roll-out of the agreement.</p> <p>Following a request from President Brulé, D. McCutcheon, Vice President, Human Resources will prepare a timeline identifying the various employee initiatives for planning purposes.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 23, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	BOG April 25, 2022 Agenda Review		
Requested By (ACET member)	C. Brulé, President & CEO	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	V. Tiqui-Sanford, Executive Assistant, Board of Governors		
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>Transmittal BOG Agenda Review BOG Agenda April 25, 2022 IN CAMERA BOG Agenda April 25, 2022 2021-22 Board of Governors Workplan V24 2021-22 BOG & Committee Meetings Schedule & Submission Deadlines V26</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) April 25, 2022 Board meeting agendas.		
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>Updates were made to the April 25, 2022 Board of Governors agenda based on the Executive team discussion. Additional updates will be made offline.</p> <p>L. Stanbra, Vice President, Student Services will also assist in providing the script for one section of the expanded notes.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 23, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	2023 Brand Campaign – <i>Ready for a Positive Change</i>		
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	A. McDonell, Director, Marketing and Recruitment K. Bishop, Senior Graphic Designer		
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 – 2022-03-23 – 2023 Brand Campaign – Ready for a Positive Change</i> <i>Linked to ppt: Algonquin College Brand Campaign 2023 March 2022v3</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve learner-centric shift for the 2023-24 brand campaign showcasing “Changing Lives” from a learner perspective.		
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 2023-24 brand campaign showcasing “Changing Lives” in theory. Marketing will proceed to next steps, with additional considerations to be made offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 23, 2022	Agenda Item Number (pull from agenda)	8.1
Topic	Approval of New FT Position – Information Communication Technology (ICT) Lab Technologist		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	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	E. Marois, Dean School of Advanced Technology (SAT)		
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 – SAT Lab Technologis_W2022 V3 Request for FT Position ICTs Lab Techno -V5</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the hire of a new Full-time (FT) Support Staff position (Lab Technologist) for the ICT Departments.		
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 hiring of a new full-time Support Staff Lab Technologist for the Information Communication Technology (ICT) departments.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 23, 2022	Agenda Item Number (pull from agenda)	8.2
Topic	Approval of New FT Position – Information Communication Technology – Security System & Network (ICT-SSN) Administrative Assistant		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	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	E. Marois, Dean, School of Advanced Technology (SAT)		
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 – SAT ICT-SSN Adm Assistant_ W2022V4 Request for FT Position – Admin Assistant – ICT-SSNv4</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approves the creation and hire of a new Full-time (FT) Support Staff position (Administrative Assistant) for the ICT-SSN Department.</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 and hiring of a new full-time Support Staff Administrative Assistant position in the Information Communication Technology Security System and Network (ICT-SSN) department.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 23, 2022	Agenda Item Number (pull from agenda)	9.0
Topic	Operating Plan Update (2021-22 and 2022-23)		
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 checked="" type="checkbox"/> Information		
Staff Presenting	D. McNair, Vice President, Finance and Administration I. Buglar, Executive Assistant to the 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 – 2022-03-23 – Operating Plan Update (2021-22 and 2022-23) FINAL MASTER Operating Plan Link to live Document Appendix A - Operating Plan Process Steps Summary Appendix B – Operating Plan Update Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive an update on the development of the Operating 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	The Executive Team received an update on the development of the 2021-22 and 2022-23 Operating Plan with minor updates to be made to the presentation and the title of one of the initiatives offline. The Leadership Team is scheduled to receive a 2021-22 and 2022-23 Operating Plan update on March 24, 2022.		

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Date of Meeting	March 23, 2022	Agenda Item Number (pull from agenda)	10.0
Topic	Support for Ukrainian Students and others impacted by the European conflict		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	0 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 type="checkbox"/> Other: Information to be posted	<i>Verbal discussion only.</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) discuss what Algonquin College is doing to support the humanitarian crisis, students from Ukraine, and others impacted by the European conflict.</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 agreed that Algonquin College will support existing and prospective students by providing access to resources (possibly including tuition relief, housing availability through Residence, food security, etc.) so that they may continue with their education/studies. Consideration will also be made to support any national resettlement initiative that is underway with the Federal government.</p> <p>M. Savenkoff, Vice President, Advancement and Strategy will work with his team and the Financial Aid and Student Awards team to offer bursaries and scholarships to learners in order to support their ongoing studies.</p> <p>T. McDougall, Director, President’s Office and Communications will assist in communicating details to the broader Algonquin community.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 23, 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 March 23, 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 at the ACET meeting. Feedback included speaking to the productivity of the meeting and presentations. Overall it was felt that today's (ACET meeting (March 23, 2022) was efficient and effective.</p> <p>The Executive Team also discussed the potential need for additional Service Level Agreements to be updated. The Executive Team decided that whether or not Algonquin College should continue with the Responsibility Center Management (RCM) model would be reviewed at a future meeting.</p>		