

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 4, 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	<p>THAT the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.</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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The agenda was approved with the addition of discussing the May 6, 2022 Algonquin College Leadership Team (ACLT) Retreat as well as Emergency Procedures (protocols, assessment and communications). President Brulé will provide ACLT with an update on the upcoming ACLT Retreat via email. M. Laviolette, Director, Risk Management will be asked to present Emergency Procedures at a future ACET meeting (date tbc).</p> <p>President Brulé asked the Executive Team to consider additional potential Letters of Acknowledgement, especially when employees are in the midst of Performance Management Plan (PMP) reviews.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 4, 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 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 – April 13, 2022 (M. Wilson) 3.2.2 Draft ACET Minutes – April 20, 2022 (K. Simmonds)	
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"> • 3.2.2 Draft ACET Minutes – April 20, 2022 (K. Simmonds) – Approved with minor edits. <p>Item 3.2.1 Draft ACET Minutes – April 13, 2022 (M. Wilson) was approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 4, 2022	Agenda Item Number (pull from agenda)	4.0
Topic	BOG June 6, 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>ACET Transmittal BOG Agenda Review BOG Agenda June 6, 2022 BOG AGM Agenda June 6, 2022 IN CAMERA BOG Agenda June 6 2022 2021-22 Board of Governors Workplan V27</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the draft June 6, 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 June 6, 2021 Board of Governors agenda based on the Executive Team discussion.</p> <p>The Executive Team will encourage members of the Leadership Team to attend the Board of Governors meeting in person.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 4, 2022	Agenda Item Number (pull from agenda)	5.0
Topic	Alumni of Distinction (20 mins) and Premier's Awards (10 mins)		
Requested By (ACET member)	M. Savenkoff, Vice President, Advancement and Strategy	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	B. Seller, Manager, Alumni Engagement D. Siemens, Alumni Relations Officer		
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 and Exec Summary – AoD 2022 Premier's Awards 2022_ACET Appendix A – 2022 Alumni of Distinction Awards nominees' profiles, including a list of past recipients from 2018, 2019, 2020 and 2021 Appendix B – 2022 Premier's Awards nominee profiles_ACET</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review and approve the proposed nominations for the 2022 Algonquin College Alumni of Distinction Awards and for the 2022 Premier's Awards.		
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 proposed nomination for the 2022 Alumni of Distinction Awards and Premier Awards. This included approval of the nominations for the Alumni of Distinction and Premier's Awards.</p> <p>Confirmation was provided that Advancement is planning for a hybrid Alumni of Distinctions Awards event.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 4, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	2022-23 Operating Plan Update (Final Decisions)		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	30 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>MASTER Operating Plan Link to live Document</i> <i>ACET Transmittal – 2022-05-04 – 2022-23 Operating Plan Update (Final Decisions)</i> <i>Appendix A – 2022-23 Operating Plan Initiatives Update Decisions</i> <i>Appendix B – SS12 Collaborative Library Services Recommendation</i> <i>Appendix C - Presentation - Decisions for 2022-23 Operating Plan Initiatives</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve recommendations pertaining to the 2022-23 Operating Plan Initiatives (7 Initiatives “approved for Execution” and 1 initiative “Deferred to Future Years”) and provide direction on the remaining 10 Initiatives.		
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 following seven initiatives for execution (additional resources or Strategic Investment Priorities (SIP) funding are required): <ul style="list-style-type: none"> • AA-18 – Redevelop PQR Program Data Set. • FIN 37-38 Hiring temporary business analyst to conduct RFP requirements and broader systems/information management assessment and technology roadmap development in Facilities Management. • FIN-29 – Financial Sustainability Roadmap POL 1 – Financial Management Policy. • FIN-40 – Multiplan (AC Cash) upgrade to NetZCore. • FIN-41 – Campus Service’s 10 Year Capital Plan-Priorities and Plans,’ 		

- HR-09 – Total Compensation Project.
- HR-10 – Employee Engagement Survey.

The Executive Team approved proceeding with the following 2022-23 Operating Plan Initiatives:

- FIN-21 – Cyber Security.
- FIN-36 – Infrastructure Envelope: All Gender Washrooms.
 - D. McNair, Vice President, Finance and Administration will seek opportunities to utilize the Accessibility Fund.
- FIN-39 – Food Service Planning and Recovery.
 - \$31K funded through operations.
- FIN-47 – Space Adaptations Envelope Project: N112 Building N Performance Theatre Renovations.
- FIN-49 – Space Adaptations Envelope Project: Future of Work – Suburbs.
 - \$150K approved for funding with a reassessment at a later date (date tbc).
- FIN-50 – Space Adaptations Envelope Project: Nursing Lab
- SS-12 – Collaborative Library Services Platform (CLSP) Project

The Executive Team deferred the following 2022-23 Operating Plan Initiatives:

- FIN-23 – Accounts Payable Automation until 2022-23 – deferred to the Finance Operating Plan for 2022-23 and to the 2023-24 Operating Plan.
- FIN-24 Space Adaptations Envelope Project: Active Learning Classroom – deferred for 2022-23.
- FIN-45 – Space Adaptations Envelop Project: Applied Nuclear Science Lab (Pembroke) – decision deferred until a future ACET meeting (date tbc) pending offline follow up by C. Janzen, Senior Vice President, Academic.
- FIN-46 – Space Adaptations Envelope Project: Building S Staging / Swing Space – decision deferred until a future ACET meeting (date tbc) pending further offline discussion with C. Janzen, Senior Vice President, Academic and E. Marois, Dean, School of Advanced Technology.
 - Estimated cost was confirmed at \$45K and not \$175K.

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 4, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	ACLT Meeting Agenda – May 27, 2022		
Requested By (ACET member)	R. McLester, Vice President, Truth, Reconciliation & Indigenization	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	T. McDougall, Director, President’s Office and Communications		
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 Meeting Agenda – May 27, 2022</i> <i>ACLT Meeting Agenda – May 27, 2022</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the ACLT Meeting Agenda for May 27, 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	Updates will be made to the ACLT meeting agenda based on Executive Team discussion.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 4, 2022	Agenda Item Number (pull from agenda)	8.0
Topic	2021-22 Strategic Investment Priorities Carry Forward Requests and 2021-22 Strategic Investment Priorities Year-End Report		
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	G. Perry, Chief Financial Officer E. Woods, Director, Corporate Planning T. Kinnunen, Manager, Corporate Planning		
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 – 2022-05-04 – 2021-22 SIP Carry forward Requests & Year-End Report</i> <i>Appendix A – 2021-22 Strategic Investment Priorities Carry Forward Requests</i> <i>Appendix B – 2021-22 Strategic Investment Priorities Year-End Report</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approves the 2021-22 Strategic Investment Priorities carry forward requests to complete project deliverables in fiscal year 2022-23 and 2023-24. The 2021-22 Strategic Investment Priorities Year-End Report is provided for information.		
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 2021-22 Strategic Investment Priorities carry forward requests to be carried forward to fiscal year 2022-23 and 2023-24. The 2021-22 Strategic Investment Priorities Year-End report was accepted for information, with the understanding that year-end balances will be updated as needed to reflect actuals.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 4, 2022	Agenda Item Number (pull from agenda)	9.0
Topic	Employee and Labour Relations Activity Update – April 1, 2021 to March 31, 2022		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	25 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	E. Langevin, Director, Employee & Labour Relations B. Sutton, Manager, Employee & Labour Relations Observers: H. Ens, C. Symonds, K. Both, Employee Relations Specialists		
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 2022-05-04 – Employee and Labour Relations Annual Activity Labour Relations Annual Activity Report</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive an update on the Annual Activity Report for Employee and Labour Relations for the period of April 1, 2021 – March 31, 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	The Executive Team received an update on the Annual Activity Report for Employee and Labour Relations for the period of April 1, 2022 to March 31, 2022. Minor amendments will be made for future reports based on Executive Team feedback.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 4, 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	THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting and ACET stand-alone meeting effectiveness, verbally, live at the April 13, 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	Due to time constraints, the Executive Team was asked to share their feedback directly with President Brulé via email.		