

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 1, 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 a minor addition to item 6.0. ACLT Meeting Agenda – June 30, 2022 in order for the Executive Team to also discuss the recently postponed ACLT Retreat.</p> <p>D. McCutcheon, Vice President, Human Resources shared that the nomination process for President’s Star Awards is now open.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 1, 2022	Agenda Item Number (For office use only)	5.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	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	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> 5.1 ACET planner review 5.2 Consent agenda items 5.2.1 Draft ACET Minutes – May 26, 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>The following agenda item was removed for discussion:</p> <ul style="list-style-type: none"> • 3.2.1 Draft ACET Minutes – May 11, 2022 (M. Wilson) – Approved with minor edits. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 1, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	ACLT Meeting Agenda – June 30, 2022 and ACLT Retreat		
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	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 Meeting Agenda – June 30, 2022</i> <i>ACLT Meeting Agenda – June 30, 2022</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the ACLT Meeting Agenda for June 30, 2022 and discuss the ACLT Retreat that was recently postponed due to the power outage.		
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 will be made to the ACLT meeting agenda based on Executive Team discussion.</p> <p>A suggestion was made to consider that some policies may require more discussion and therefore should be allocated presentation time. This would be instead of the standard placeholder when seeking ACET endorsement.</p> <p>The Executive Team agreed that ACLT meeting’s would be held in hybrid format. ACLT members may join the meeting from the Rosser Boardroom, but when the Rosser Boardroom is full they may join from their office and/or via zoom. If the ACLT meeting is being held exclusively in person, then the meeting would be held in the Nawapon and Ishkodewan.</p> <p>President Brulé asked for the May 27, 2022 ACLT Retreat to be rescheduled for some time in June 2022 for a couple of hours (date and exact timing tbc) as well as for another few hours in August 2022 (date and exact timing tbc). The May 27, 2022 ACLT Retreat agenda will be split over these two Retreat dates.</p> <p>The 2022-23 ACLT meeting schedule will also be adjusted based on Executive Team feedback to ensure we maintain the direction that Friday’s remain free from cross-college meetings.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 1, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	Public Colleges Private Partnership (PCPP) Program Approval		
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. Mulvey, (Acting) Associate Vice President, Global, Online and Corporate Learning D. Dunne, (Acting) Director, International Education Centre C. Miller, Manager, Private College Partnerships		
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 - 2022-06-01 – Public Colleges Private Partnership (PCPP) Program Approval Appendix A – PCPP 1b Initial Scoping Document, Interactive Media Design Appendix B – ACET Poweppoint – Environmental Scan, Interactive Media Design Appendix C – PCPP Program Plan</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approves the delivery of the Interactive Media Design Program through the Public Colleges Private Partnership (PCPP) with CDI College at their North York campus beginning in Winter 2023.		
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 delivery of the Interactive Media Design program through the Public Colleges Private Partnership (PCPP) with CDI College at their North Your campus beginning in the Winter 2023.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 1, 2022	Agenda Item Number (pull from agenda)	8.0
Topic	2022-23 Anticipated Position Requests		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	40 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	C. Janzen, Senior Vice President, Academic D. McCutcheon, Vice President, Human Resources D. McNair, Vice President, Finance and Administration L. Stanbra, Vice President, Student Services M. Savenkoff, Vice President, Advancement and Strategy R. McLester, Vice President, Truth, Reconciliation and Indigenization 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 – 2022-23 Anticipated Position Requests</i> <i>Draft Chart for 22-23 anticipated position requests</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss process, principles and prioritization of the 2022-23 positions requests in order to provide advanced awareness of the anticipated positions requests that may coming forward for consideration in 2022-23. This would also provide an opportunity to put a business case behind some of these requests.		
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>President Brulé agreed that there is a need for prioritization of the 2022-23 position requests within all areas and that it is important for the Executive Team to review these requests with a critical lens. It was agreed that benchmarking would also be critical, especially when services/activities are up for renewal. This would be in order to reduce and ultimately eliminate the gap within funded activities.</p> <p>The Executive Team agreed that they would proceed with filling the already approved 2022-23 position requests, positions that are currently in the midst of the hiring process, they would carry-on with Fixed Term Administration (FTA) conversions, re-filling existing positions that have naturally come forward (assuming the activity would continue) and that all other 2022-23 position requests would be frozen until Q2 (July 1, 2022 to September 29, 2022 – exact timing tbc) in order to allow time for an assessment of the College's ability to meet the current year Annual Budget net contribution.</p> <p>D. McNair, Vice President, Finance and Administration and D. McCutcheon, Vice President, Human Resources will prepare a memo to ACLT sharing these instructions. In addition, Finance and HR will review the Regular Part-time Employee (RPT) processes and associated internal controls, consider the budget risks of closing RPT positions and offsetting with new FT positions and report back to the Executive Team at a future ACET meeting for review (date tbc).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 1, 2022	Agenda Item Number (pull from agenda)	9.0
Topic	Incident Notification Protocol		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	M. Laviolette, Director, Risk Management		
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 – 2022-06-01 – Incident Notification Protocol</i> <i>Appendix A - Protocol for the Notification of the President's Office for Security Related Incidents TRACK CHANGES</i> <i>Appendix B- Protocol for the Notification of the President's Office for Security Related Incidents</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive the included summary of events related to the events of May 3, 2022 and endorse changes to the Protocol for the Notification of the President's Office for Security Related Incidents.		
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 an update, including the summary of events related to the events of May 3, 2022. The Executive Team endorsed changes to the Protocol for the Notification of the President's Office for Security Related Incidents with minor modifications based on Executive Team feedback and with additional edits to take place offline.</p> <p>M. Laviolette, Director, Risk Management advised that Risk Management will be completing an "after action" review following the recent power outage. The Emergency Operations Committee (EOC) membership will also be reviewed offline. Risk Management has also been asked to invest time assessing the need for lockdown drills and simulation (tabletop or live) exercises.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 1, 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 Link: Appendix A – 2021-22 ACET Effectiveness Survey Results / Recommendations / Countermeasures</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting and ACET stand-alone meeting effectiveness live at the June 1, 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 meeting. Feedback included speaking to the productivity of the meeting and presentations:</p> <ul style="list-style-type: none"> • Appreciated opportunity for open dialogue. • Appreciated continuing to improve decision-making when discussing the agenda planner and what should come forward as a presentation, consent agenda item or as an information item. • It was agreed that the recommendation needs to be clear and that it articulates the true ask. It was suggested that the second page of the ACET transmittal no longer require some of the detail as long as this information has been included as part of the supporting material(s). 		