

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 29, 2022	<b>Agenda Item Number (For office use only)</b>	1.0
<b>Topic</b>	Approval of Agenda		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO	<b>Time Allotted</b>	5 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	C. Brulé, President & CEO, Algonquin College		
<b>Attachments</b>	<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>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The agenda was approved as presented.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 29, 2022	Agenda Item Number (For office use only)	3.0
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 &amp; Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – June 15, 2022 (M. Wilson) 3.2.2 Draft Stand-alone ACET Minutes – June 21, 2022 (M. Wilson) 3.2.3 ACET Effectiveness Check-in, Recommendations & Countermeasures 2021-22 (C. Brulé)	
Recommendation	<b>THAT</b> 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 <b>as amended</b> (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"> <li>• 3.2.2 Draft Stand-alone ACET Minutes – June 21, 2022 (M. Wilson) – Approved with minor edits.</li> </ul> <p>Items 3.2.1 Draft ACET Minutes – June 15, 2022 (M. Wilson) and 3.2.3 ACET Effectiveness Check-in, Recommendations &amp; Countermeasures 2021-22 (C. Brulé) were approved as presented.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 29, 2022	Agenda Item Number (pull from agenda)	5.1
Topic	Academic Integrity Office Pilot Update and Recommendations		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	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	Mark Leduc, Executive Director, Academic Operations & Planning Sandra Larwill, Chair (Acting), Academic Integrity Office (pilot)		
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 – Academic Integrity Office Pilot Update and Recommendations</i> <i>Academic Integrity Office Update and Position Recommendations</i> <i>Academic Integrity Office Request for Full-time Position Information Form.V.9.1</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) accept the pilot update report and give consideration to a recommendation for full-time complement to staff a centralized Academic Integrity Office to continue existing initiatives and expand service offerings to students and employees (subject to re-evaluation of the suspension of new full-time position requests).		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team accepted the update on the Academic Integrity pilot.</p> <p>The Executive Team approved proceeding with Option B (minimal staffing scenario), to secure the following full-time resources to provide educational resources and advisory services to students, faculty and College employees on academic integrity policies and procedures. The responsibility of academic integrity investigation and case management services is returned to School Administrators.</p> <ul style="list-style-type: none"> <li>Manager, Academic Integrity Office (conversion of 1 Fixed Term Administrator to 1 Full-time Administrator)</li> <li>Academic Integrity Administrator (conversion of 1 Fixed Term Administrator to 1 Full-time Administrator)</li> <li>Administrative Assistant (1 existing RPT position that would remain in the Academic Integrity Office department)</li> </ul> <p>These positions would proceed through the recruitment process following development of the job fact sheets (JFS)/ Position Description Form (PDF) for the approved positions. This process will commence immediately, despite the RPT contracts being effective until March 31, 2023. Any additional costs to fund this activity beyond what is in the current Academic Services Operating Budget for 2022-23 must be identified and sourced internally by Academic Services.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 29, 2022	Agenda Item Number (pull from agenda)	5.2
Topic	Integrated College Development Planning Committee (ICDP): College Space Committee Proposed Space Solutions FY 2022-23 – New Academic Integrity Office		
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	C. Janzen, Senior Vice President, Academic		
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 – 2022-06-15 – ICDP – College Space Committee Proposed Space Solutions FY 2022-23 Appendix A – 2022-23 Proposed Space Solutions.ppt</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) endorses the proposed space solution for FY 2022-23 for a new Academic Integrity Office.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The Executive Team endorsed the proposed space solution for 2022-23 for a new Academic Integrity Office in Room A214.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 29, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	2023-24 Annual Budget: 1 <sup>st</sup> Draft Pro Forma		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	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 – 2022-06-29 – 2023-24 Annual Budget 1<sup>st</sup> Draft Pro Forma            Appendix A – First Draft Pro Forma for FY 2023-24</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) accepts the First Draft Pro Forma for information.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The Executive Team accepted the First Draft Pro Forma for information. It was acknowledged that this is an early draft that will be updated with revised figures as applicable.</p> <p>The Executive Team discussed when the results from the Portfolio Analysis are expected to be available and the need to continue with short-term measures to address the funded activity gap. The Leadership Team will be provided with an update at the June 30, 2022 ACLT meeting.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 29, 2022	<b>Agenda Item Number (pull from agenda)</b>	8.0
<b>Topic</b>	Budget Activity Reporting and Structure		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration	<b>Time Allotted</b>	30 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	G. Perry, Chief Financial Officer E. Woods, Director, Corporate Planning		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2022-06-28 – Budget Activity Reporting and Structure            Appendix A – Draft BPX.XX – Activity Reporting and Reserve Contribution Allocations</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approves the new Budget Principle – Activity Reporting and Reserve Contribution Allocations.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<p>The Executive Team approved the new Budget Principle – Activity Report and Reserve Contribution Allocations as presented.</p> <p>Finance will review the Responsibility Centered-Management (RCM) model and Budget Principle at a later date (time tbc), with the timing of this review scheduled with consideration of capacity.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 29, 2022	<b>Agenda Item Number (pull from agenda)</b>	9.0
<b>Topic</b>	Flexible Work Policy Program (Technology (ITS), Space and Costs)		
<b>Requested By (ACET member)</b>	D. McCutcheon, Vice President, Human Resources.	<b>Time Allotted</b>	30 mins.
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting</b>	D. Soltis, Director, People and Culture E. Langevin, Director, Employee and Labour Relations Yen Do, Acting Chief Digital Officer Ryan Southwood, Executive Director, Facilities Management Grant Perry, Chief Financial Officer		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2022-06-29 – Flexible Work Policy Program</i> <i>Appendix A – Memo: Additional Guidance for the Implementation of the Flexible Work Arrangement Policy</i> <i>Appendix B – Flexible Work Arrangements ITS Standards-Interim</i> <i>Appendix C – Flexible Work Arrangements Space Standards-Interim</i> <i>Appendix D – Flexible Work Arrangement Program – Status Report</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) accepts this update related to the implementation of the Flexible Work Arrangement Policy, for information.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<p>The Executive Team accepted the update related to the implementation of the Flexible Work Policy with minor amendments, for information.</p> <p>The Executive Team was asked to send any comments to the draft memorandum to D. Soltis before 2 pm on June 29, 2022. Release of the policy to the College Community (including links to the program webpage, frequently asked questions, etc.) has been scheduled for later today (June 29, 2022).</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 29, 2022	Agenda Item Number (pull from agenda)	10.0
Topic	R3 Project Status Update		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	K. Pearson, Registrar and R3 Business Co-Lead L. Pollock, R3 Project Executive Technical Lead and Business Co-Lead <del>B. Eburne, Manager, Fees, Curriculum and Reporting, Registrar's Office</del> S. Wong, R3 Project Senior Project Manager S. Rendle, Business Systems Analyst		
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 – 2022-06-29 R3 Project Update</i> <i>ACET PowerPoint – 2022-06-29 – R3 Project Status Update.ppt</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) receive an update on the activities of the R3 Project since the last update to ACET on May 11, 2022.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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 to ACET on May 11, 2022.		