

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

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| Date of Meeting | September 15, 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 two In Camera discussions.</p> <p>President Brulé acknowledged and thanked the Executive Team for the Letters of Acknowledgement that have been received to date.</p> | | |

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|-----------------------------------|---|--|----------|
| Date of Meeting | September 15, 2022 | Agenda Item Number <small>(For office use only)</small> | 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 – August 31, 2022 (M. Wilson) 3.2.2 Holiday Closure – 2022 (D. McCutcheon) 3.2.3 2023-24 Schedule of Fees Preparation and Assumptions (K. Pearson) 3.2.4 Operational Planning Initiative (Step 2) – Industrial Electronics Labs (CAD Lab) (R. Southwood) | |
| 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"> • 3.2.2 Holiday Closure – 2022 (D. McCutcheon) – approved as presented. • 3.2.3 2023-24 Schedule of Fees Preparation and Assumptions (K. Pearson) – Approved with additional follow up offline. L. Stanbra, Vice President, Student Services will forward the Executive Team the May 26, 2022 ACET minutes when the draft 2023-24 Compulsory Ancillary Fees, and specifically when the Career Pathways fee was approved. This item will be discussed further via email due to time constraints on the September 21, 2022 ACET meeting agenda. <p>Items 3.2.1 Draft ACET Minutes – August 31, 2022 (M. Wilson) and 3.2.4 Operational Planning Initiative (Step 2) – Industrial Electronics Labs (CAD Lab) (R. Southwood) were approved as presented.</p> | | |

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| Date of Meeting | September 15, 2022 | Agenda Item Number (pull from agenda) | 5.0 |
| Topic | Algonquin College Sustainability: Improved Heating, Ventilation and Air Conditioning Systems | | |
| 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 type="checkbox"/> Information | | |
| Staff Presenting | R. Southwood, Executive Director Facilities Management | | |
| 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 – Algonquin College Sustainability – Improved Heating, Ventilation and Air Conditioning Systems</i> <i>Appendix A – Algonquin College Sustainability - Improved Heating, Ventilation and Air Conditioning Systems</i> <i>Appendix B – Draft Sustainability Investment Case</i> | |
| Recommendation | <p>THAT the Algonquin College Executive Team (ACET) approve the development of a full Investment Case for the Algonquin College Sustainability Projects: Improved Heating, Ventilation and Air Conditioning Systems for Residence, Buildings P and V.</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 endorsed option 2 and the development of a full Investment Case for the Algonquin College Sustainability: Improved HVAC Systems Project for the Residence Building (3 phases), Building P, and Building V. This is with the caveat that the cost to complete the design will be presented at a future ACET meeting (date tbc).</p> <p>President Brulé will send D. McNair, Vice President, Finance and Administration and R. Southwood, Executive Director, Facilities Management his list of questions via email. The Executive Team was asked to do the same should they also have any questions.</p> | | |

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

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|---|--|---|----------|
| Date of Meeting | September 15, 2022 | Agenda Item Number (pull from agenda) | 6.0 |
| Topic | Business Plan 2023-25 Touchpoint | | |
| Requested By (ACET member) | M. Savenkoff, Vice President, Advancement and Strategy | 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 | S. Gonsalves, Director, Strategy and 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 2022-25 AC Business Plan Initiatives and Scorecard</i> <i>2022-25 AC Business Plan Initiatives and Scorecard spreadsheet</i> | |
| Recommendation | <p>THAT the Algonquin College Executive Team (ACET) and the Director, Strategy and Planning have an opportunity to discuss the status of the development of the 2023-25 Business Plan in preparation for the exercise at the ACET retreat in October.</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 status of the development of the 2023-25 Business Plan in preparation for the exercise at the ACET Retreat on October 6, 2022 (day 2). The Executive Team was asked to also review the 2022-23 Business Plan initiatives further offline in preparation for the ACET Retreat exercise.</p> <p>S. Gonsalves, Director, Strategy and Planning will meet with M. Leduc, Director, Academic Operations and Planning to discuss the Strategic Mandate Agreement (SMA), specifically in terms of the performance-based funding that had been delayed with the Ministry of Colleges and Universities assessing the sector’s readiness for activation starting in Year 4 (2023-24). D. McNair, Vice President, Finance and Administration and C. Janzen, Senior Vice President, Academic will be brought into the discussion as applicable.</p> <p>President Brulé and D. McNair, Vice President, Finance and Administration will discuss the Ottawa Campus of Care further offline.</p> | | |

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|---|--|--|----------|
| Date of Meeting | September 15, 2022 | Agenda Item Number (pull from agenda) | 7.0 |
| Topic | Vacation Liability/Employee Health Index/Complement and HR Reports | | |
| Requested By (ACET member) | D. McCutcheon, Vice President, Human Resources | Time Allotted | 60 mins. |
| ACET Action Requested | <input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information | | |
| Staff Presenting | E. Langevin, Director, Employee and Labour Relations D. Soltis, Director, People and Culture <u>(Resources: C. Hui, Manager, AC Way and Change Management/J. Myers, Acting Manager, Wellness and Abilities Specialist/M. Christian, Senior Total Compensation Specialist</u> <u>Observers: G. Perry, Chief Financial Officer/E. Woods, Director, Corporate Planning)</u> | | |
| 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 Vacation Liability_Employee Health Index_Complement and HR Reports September HR Reports – Vacation Liability Health Index HR Exec Reports Summary.ppt Summary of Complement – Period Ending Aug. 31, 2022 Summary of Vacancies - Period Ending Aug. 31, 2022 - Final IO Report - Period Ending Aug. 31, 2022 FTA Conversion Report - Period Ending Aug. 31, 2022 Rollover Monitoring - September 7, 2022 OTFT Position Totals - Period Ending Aug 31, 2022</i> | |
| Recommendation | THAT the Algonquin College Executive Team (ACET) is provided with an update regarding Vacation Liability, overview of Employee Health Index, HR Reports Executive Summary | | |
| 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 and discussed Vacation Liability, the Employee Health Index and the Human Resources Reports Executive Summary. It was suggested that future updates be limited to providing a summary of the presentation (any highlights and low lights). In addition, if there is nothing specific that needs to be highlighted regarding any of the reports that they instead be shared as an information item. It was asked that consideration also be made for the Employee Health Index to be presented as a separate item.</p> <p>Following a request from President Brulé, E. Langevin, Director, Employee and Labour Relations will ask her team to forward him a report that captures the number of mental health claims per unit via email.</p> <p>Employees have been encouraged to sign up for the LifeWorks Employee Assistance Program (EAP) platform.</p> | | |

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| Date of Meeting | September 15, 2022 | Agenda Item Number (pull from agenda) | 8.0 |
| 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 – 2022-23 ACET Effectiveness Survey Results / Recommendations / Countermeasures</i> | |
| Recommendation | THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the September 15, 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, President Brulé asked the Executive Team to send him feedback on the September 15, 2022 ACET meeting effectiveness via email. | | |

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|---|---|--|----------|
| Date of Meeting | September 15, 2022 | Agenda Item Number (pull from agenda) | 9.0 |
| Topic | Administrative Mid-year Performance Reviews | | |
| Requested By (ACET member) | D. McCutcheon, Vice President, Human Resources | 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 | D. McCutcheon, Vice President, Human Resources | | |
| 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 – Administrative Mid-year Performance Reviews September 15, 2022</i> | |
| Recommendation | <p>THAT the Algonquin College Executive Team (ACET) receive an Options Analysis and approve a path forward on the communication plan for 2022-23 mid-year evaluations for Full-Time and Fixed-Term Administrators.</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>With respect to mid-year evaluations for Full-Time and Fixed-Term Administrators, the Executive Team approved proceeding with an amended Option 2 – a mid-year discussion, with the caveat that if there are significant changes to their Performance Management Plan (PMP) that this documentation will be required where it is warranted (e.g. if the initiative is not going to be met). Human Resources will amend the proposed communication plan for furtherance to all Administrative employees.</p> <p>The Performance Management Plan and Employee Performance Incentive (EPI) processes will be discussed at a future ACET meeting (date tbc).</p> <p>The deadline for non-academic employees to have completed their mid-year discussion is by October 28, for academic employees the deadline is November 14. The Executive Team will meet with President Brulé to discuss their PMP mid-to-late November, 2022.</p> | | |