

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

|                            |  |   |         |
|----------------------------|--|---|---------|
| Date of Meeting            | February 24, 2022  | Agenda Item Number<br>(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)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input type="checkbox"/> Information   |   |         |
| Staff Presenting           | C. Brulé, President & CEO, Algonquin College   |   |         |
| Attachments                | <input type="checkbox"/> PowerPoint<br><input type="checkbox"/> Timeline<br><input type="checkbox"/> Budget<br><input type="checkbox"/> Other: Information to be posted  | <i>Verbal discussion only.</i>              |         |
| Recommendation             | <b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.   |   |         |
| ACET Decision              | <input type="checkbox"/> Received for Information<br><input checked="" type="checkbox"/> Approved as above recommendation<br><input type="checkbox"/> Approved <b>as amended</b> (see below)<br><input type="checkbox"/> Report Back By _____ (ACET Responsible)<br><input type="checkbox"/> Other (Specify) _____ |   |         |
| Target                     | The agenda was approved as presented.  |   |         |

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|                                   |  |  |          |
|-----------------------------------|--|--|----------|
| <b>Date of Meeting</b>            | February 24, 2022  | <b>Agenda Item Number<br/>(For office use only)</b>  | 3.0      |
| <b>Topic</b>                      | Upcoming ACET Agendas & Consent Items  |  |          |
| <b>Requested By (ACET member)</b> | ACET   | <b>Time Allotted</b>   | 15 mins. |
| <b>ACET Action Requested</b>      | <input checked="" type="checkbox"/> Approval (Discussion)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input type="checkbox"/> Information   |  |          |
| <b>Staff Presenting</b>           | ACET   |  |          |
| <b>Attachments</b>                | <input type="checkbox"/> PowerPoint<br><input type="checkbox"/> Timeline<br><input checked="" type="checkbox"/> Budget<br><input checked="" type="checkbox"/> Other: Information to be posted  | <u>Planner Review &amp; Consent Items</u><br>3.1 ACET planner review<br>3.2 Consent agenda items<br>3.2.1 Draft ACET Minutes – February 16, 2022 (M. Wilson)<br>3.2.2 Program Modification (Title Change):<br>Broadcasting – Radio (R. Heaton, M. Cusson)<br>3.2.3 Program Modification (Title Change):<br>Broadcasting – Television (R. Heaton, M. Cusson)<br>3.2.4 Contract Signing Authority Approval (D. McNair) |          |
| <b>Recommendation</b>             | <b>THAT</b> the Algonquin College Executive Team (ACET) review upcoming ACET Agendas and approve Consent Items.  |  |          |
| <b>ACET Decision</b>              | <input type="checkbox"/> Received for Information<br><input type="checkbox"/> Approved as above recommendation<br><input checked="" type="checkbox"/> Approved <b>as amended</b> (see below)<br><input type="checkbox"/> Report Back By _____ (ACET Responsible)<br><input type="checkbox"/> Other (Specify) _____   |  |          |
| <b>Target</b>                     | <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"> <li>• 3.2.1 Draft ACET Minutes – February 16, 2022 (M. Wilson) – Approved with minor edits.</li> <li>• 3.2.2 Program Modification (Title Change): Broadcasting – Radio (R. Heaton, M. Cusson) – Approved with final review of the Academic and Student Affairs Committee (ASAC) transmittal to take place offline.</li> <li>• 3.2.3 Program Modification (Title Change): Broadcasting – Television (R. Heaton, M. Cusson) – Approved with final review of the Academic and Student Affairs Committee (ASAC) transmittal to take place offline.</li> </ul> <p>Item 3.2.4 Contract Signing Authority Approval (D. McNair) was approved as presented.</p> |  |          |

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|----------------------------|--|--|---------|
| Date of Meeting            | February 24, 2022  | Agenda Item Number<br>(For office use only)  | 4.0     |
| Topic                      | Program Proposals: Apprenticeship Ontario College Certificate Programs   |  |         |
| Requested By (ACET member) | Chris Janzen<br>Senior Vice President, Academic  | Time Allotted  | 15 mins |
| ACET Action Requested      | <input checked="" type="checkbox"/> Approval (Discussion)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input type="checkbox"/> Information   |  |         |
| Staff Presenting           | M. Cusson, Dean, Academic Development<br>C. Hahn, Dean, Algonquin Centre for Construction Excellence and Perth Campus  |  |         |
| Attachments                | <input type="checkbox"/> PowerPoint<br><input type="checkbox"/> Timeline<br><input type="checkbox"/> Budget<br><input checked="" type="checkbox"/> Other: Information to be posted   | <i>ACET Transmittal – Apprenticeship Ontario College Certificate Programs, February 24, 2022<br/>         Appendix A - Program Advisory Committee Membership</i> |         |
| Recommendation             | <p><b>THAT</b> the Algonquin College Executive Team (ACET) approve the Apprenticeship Ontario College Certificate program proposal to go to the Academic and Student Affairs Committee (ASAC) for the following action:</p> <p><b>THAT</b> the Academic and Student Affairs Committee recommends to the Board of Governors the approval of the Apprenticeship Ontario College Certificate programs, effective Fall 2021.</p> |  |         |
| ACET Decision              | <input type="checkbox"/> Received for Information<br><input type="checkbox"/> Approved as above recommendation<br><input checked="" type="checkbox"/> Approved <b>as amended</b> (see below)<br><input type="checkbox"/> Referred to _____ (Group or Person)<br><input type="checkbox"/> Other (Specify) _____   |  |         |
| Target                     | The Executive Team received the Apprenticeship Ontario College Certificate proposal and endorsed its presentation to the Academic and Student Affairs Committee with minor edits.  |  |         |

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|                                      |  |   |          |
|--------------------------------------|--|---|----------|
| Date of Meeting                      | February 24, 2022  | Agenda Item Number<br>(pull from agenda)  | 5.0      |
| Topic                                | ACLT Meeting Agenda – March 24, 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)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input type="checkbox"/> Information   |   |          |
| Staff Presenting                     | R. McLester, Vice President, Truth, Reconciliation & Indigenization  |   |          |
| Attachments (as read-ahead material) | <input type="checkbox"/> PowerPoint<br><input type="checkbox"/> Timeline<br><input type="checkbox"/> Budget<br><input checked="" type="checkbox"/> Other: Information to be posted   | <i>ACET Transmittal – ACLT Meeting Agenda, March 24, 2022</i><br><i>ACLT Meeting Agenda, March 24, 2022</i> |          |
| Recommendation                       | <p><b>THAT</b> the Algonquin College Executive Team (ACET) complete and approve the ACLT Meeting Agenda for March 24, 2022.</p>  |   |          |
| ACET Decision                        | <input type="checkbox"/> Received for Information<br><input type="checkbox"/> Approved as above recommendation<br><input checked="" type="checkbox"/> Approved <b>as amended</b> (see below)<br><input type="checkbox"/> Referred to _____ (Group or Person)<br><input type="checkbox"/> Other (Specify) _____   |   |          |
| Target                               | <p>The Executive Team reviewed the March 24, 2022 ACLT meeting agenda; additional updates will be made offline. G. Rodriguez-Pis, Executive Assistant to the Vice President, Truth, Reconciliation and Indigenization will send an to the Leadership Team with some instructions and reminders in advance of the March 24, 2022 meeting (e.g. Policy ADO1) on behalf of Ron McLester, Vice President, Truth, Reconciliation and Indigenization.</p> <p>D. McNair, Vice President, Finance and Administration will consult with the Audio Visual/Events team and explore options for meetings to be held in hybrid format requiring limited use of technology. This information will help to inform whether or not the March 24, 2022 ACLT meeting will be held in person, virtually or in a hybrid format.</p> |   |          |

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|--------------------------------------|--|--|----------|
| Date of Meeting                      | February 24, 2022  | Agenda Item Number<br>(pull from agenda)   | 6.0      |
| Topic                                | 2022 Spring Board Retreat Agenda Review (March 26, 2022)   |  |          |
| Requested By (ACET member)           | C. Brulé, President & CEO  | Time Allotted  | 15 mins. |
| ACET Action Requested                | <input type="checkbox"/> Approval (Discussion)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input checked="" type="checkbox"/> Information   |  |          |
| Staff Presenting                     | V. Tiqui-Sanford, Executive Assistant, Board of Governors  |  |          |
| Attachments (as read-ahead material) | <input type="checkbox"/> PowerPoint<br><input type="checkbox"/> Timeline<br><input type="checkbox"/> Budget<br><input checked="" type="checkbox"/> Other: Information to be posted   | <i>ACET Transmittal 2022 Spring Board Retreat Agenda (Mar.26.2022)</i><br><i>DRAFT - 2022 Spring Board Retreat Agenda March 26 2022 V6</i> |          |
| Recommendation                       | <b>THAT</b> the Algonquin College Executive Team (ACET) review the DRAFT - 2022 Spring Board Retreat Agenda March 26, 2022.  |  |          |
| ACET Decision                        | <input type="checkbox"/> Received for Information<br><input checked="" type="checkbox"/> Approved as above recommendation<br><input type="checkbox"/> Approved <b>as amended</b> (see below)<br><input type="checkbox"/> Referred to _____ (Group or Person)<br><input type="checkbox"/> Other (Specify) _____ |  |          |
| Target                               | The Executive Team reviewed the draft March 26, 2022 Board of Governors Retreat agenda and discussed the timeline for additional advanced prep meetings.   |  |          |

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|--------------------------------------|---|--|----------|
| Date of Meeting                      | February 24, 2022   | Agenda Item Number<br>(pull from agenda)   | 8.0      |
| Topic                                | Strategic Enrolment Steering Committee (SESC) Update  |  |          |
| Requested By (ACET member)           | C. Brulé, President and CEO   | Time Allotted  | 20 mins. |
| ACET Action Requested                | <input type="checkbox"/> Approval (Discussion)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input checked="" type="checkbox"/> Information  |  |          |
| Staff Presenting                     | C. Janzen, Senior Vice President Academic<br>L. Stanbra, Vice President, Student Services<br>Observer: E. Woods, Director, Corporate Planning   |  |          |
| Attachments (as read-ahead material) | <input checked="" type="checkbox"/> PowerPoint<br><input type="checkbox"/> Timeline<br><input type="checkbox"/> Budget<br><input checked="" type="checkbox"/> Other: Information to be posted   | <i>ACET Transmittal – 2022-02-04 – Strategic Enrolment Steering Committee (SESC) Update 2022</i><br><i>PowerPoint – Strategic Enrolment Steering Committee Winter Term (2022) Update</i> |          |
| Recommendation                       | <b>THAT</b> the Algonquin College Executive Team (ACET) accept the Strategic Enrolment Steering Committee Winter 2022 term update for information.  |  |          |
| ACET Decision                        | <input type="checkbox"/> Received for Information<br><input type="checkbox"/> Approved as above recommendation<br><input checked="" type="checkbox"/> Approved <b>as amended</b> (see below)<br><input type="checkbox"/> Referred to _____ (Group or Person)<br><input type="checkbox"/> Other (Specify) _____  |  |          |
| Target                               | <p>The Executive Team accepted the Strategic Enrolment Steering Committee (SESC) 2022 Winter term update for information. The Executive Team acknowledged the importance of this committee and recommended regular updates.</p> <p>President Brulé will share some feedback with L. Stanbra, Vice President, Student Services and C. Janzen, Senior Vice President, Academic offline.</p> |  |          |

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|--------------------------------------|---|---|----------|
| Date of Meeting                      | February 24, 2022   | Agenda Item Number<br>(pull from agenda)  | 9.0      |
| Topic                                | Operating Plan Initiative - Workday Enhancement to centralize OTFT Faculty Training Payments  |   |          |
| Requested By (ACET member)           | C. Janzen, Senior Vice President Academic   | Time Allotted   | 10 mins. |
| ACET Action Requested                | <input checked="" type="checkbox"/> Approval (Discussion)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input type="checkbox"/> Information  |   |          |
| Staff Presenting                     | C. Janzen, Senior Vice President Academic<br>M. Cusson, Dean, Academic Development<br>J. Brown, Academic Manager, Learning and Teaching Services  |   |          |
| Attachments (as read-ahead material) | <input type="checkbox"/> PowerPoint<br><input type="checkbox"/> Timeline<br><input type="checkbox"/> Budget<br><input checked="" type="checkbox"/> Other: Information to be posted  | <i>Transmittal – Operating Plan Initiative (Workday Enhancement to centralize OTFT Faculty Training Operating Plan and Business Plan Intake Form) Initiative Intake Form – OTFT Orientation Payments Workday Update</i> |          |
| Recommendation                       | <b>THAT</b> the Algonquin College Executive Team (ACET) endorse the proposed Workday update that will allow OTFT faculty orientation payments to be validated and paid directly by Learning and Teaching Services as an addition to the 2021-22 Operating Plan.   |   |          |
| ACET Decision                        | <input type="checkbox"/> Received for Information<br><input type="checkbox"/> Approved as above recommendation<br><input checked="" type="checkbox"/> Approved <b>as amended</b> (see below)<br><input type="checkbox"/> Referred to _____ (Group or Person)<br><input type="checkbox"/> Other (Specify) _____  |   |          |
| Target                               | The Executive Team endorsed the proposed Workday update that will allow Other Than Full-time Faculty (OTFT) orientation payments to be validated and paid directly by Learning and Teaching Services to move forward to the consultation phase (BRM team consultation is outstanding). This initiative will return to ACET at a later date seeking full approval for execution. |   |          |

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|--------------------------------------|--|--|----------|
| Date of Meeting                      | February 24, 2022  | Agenda Item Number<br>(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)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input type="checkbox"/> Information   |  |          |
| Staff Presenting                     | C. Brulé, President & CEO  |  |          |
| Attachments (as read-ahead material) | <input type="checkbox"/> PowerPoint<br><input type="checkbox"/> Timeline<br><input type="checkbox"/> Budget<br><input checked="" type="checkbox"/> Other: Information to be posted   | <i>ACET Transmittal – ACET Effectiveness Check-in<br/>           ACET Effectiveness Survey using Qualtrics (survey conducted &amp; results shared live at the meeting)</i> |          |
| Recommendation                       | <p><b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on ACET meeting and ACET stand-alone meeting effectiveness, using Qualtrics, live at the February 24, 2022 ACET meeting.</p>   |  |          |
| ACET Decision                        | <input type="checkbox"/> Received for Information<br><input type="checkbox"/> Approved as above recommendation<br><input checked="" type="checkbox"/> Approved <b>as amended</b> (see below)<br><input type="checkbox"/> Referred to _____ (Group or Person)<br><input type="checkbox"/> Other (Specify) _____   |  |          |
| Target                               | <p>The Executive Team provided feedback live at the ACET meeting using Qualtrics. The link to the survey results was also circulated via email following the meeting. One minor update has been made to the survey questions based on Executive Team input.</p> <p>The Executive Team will continue to Plan-Do-Study-Adjust (PDSA) this process as needed.</p> |  |          |