

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 20, 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 checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	The agenda was approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 20, 2022	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	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	ACET		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input checked="" 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 FTA Position (1), Private College Partnership (P. Devey, E. Mulvey)	
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 FTA Position (1), Private College Partnership (P. Devey, E. Mulvey) – the conversion of the position to full-time was approved. C. Janzen, Senior Vice President, Academic and D. McNair, Vice President, Finance and Administration to discuss the appointment offline. Following this discussion, C. Janzen will seek President Brulé’s approval for an appointment, which has been informed by their discussion. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 20, 2022	Agenda Item Number (For office use only)	5.0
Topic	Program Proposal: Science and Technology Foundations Ontario College Certificate		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	Time Allotted	20 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	A. Shane, Chair, Applied Science & Environmental Technology (E. Marois, Dean, School of Advanced Technology) M. Cusson, Dean, Academic Development M. Leduc, Executive Director, Academic Operations and Planning		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – Program Proposal – Science and Technology Foundations, OCC</i> <i>ASAC Transmittal – Program Proposal: Science & Technology Foundations, OCC</i> <i>Appendix A – Program of Study</i> <i>Appendix B – Cash Flow</i> <i>Appendix C – Program Committee Membership</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve the program proposal for Science and Technology Foundations, Ontario College Certificate to go to the Academic and Student Affairs Committee (ASAC) for the following action:</p> <p>THAT the Academic and Student Affairs Committee recommends to the Board of Governors the approval of the Science and Technology Foundations, Ontario College Certificate program, effective Fall 2023.</p>		
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 received the Science & Technology Foundations Ontario College Certificate proposal and endorsed its presentation to the Academic and Student Affairs Committee as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 20, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	Algonquin Students' Association Year-End Update		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	E. Ferguson, President, Algonquin Students' Association		
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 – 2022-04-20 – Algonquin Students' Association Year-End Update</i> <i>Algonquin Students' Association Year End Update Presentation</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) be informed of the Students' Association progress toward their annual priorities for 2021-22.</p>		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input 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	<p>The Executive Team (ACET) accepted the Students' Association progress update toward their annual priorities for 2021-22 as presented. E. Ferguson, President, Algonquin Students' Association, indicated that a more detailed report would be provided before the end of the term.</p> <p>E. Ferguson, President, Algonquin Students' Association informed the Executive Committee that all eight Students' Association Board Members will be graduating at the end of this term, and she briefly described the transition plan.</p> <p>Additional considerations will be reviewed offline (e.g. Partnership with National Institute for the Care of the Elderly (NICE) and student fees that may be introduced as a result of new initiatives).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 20, 2022	Agenda Item Number (pull from agenda)	8.0
Topic	Financial Sustainability Roadmap (FSR) – Approval of Financial Conditions		
Requested By (ACET member)	C. Brulé, President and CEO	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. 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>ACET Transmittal – 2022-04-18 – Financial Sustainability Roadmap – Financial Conditions Appendix A – Financial Sustainability Roadmap Presentation</i>	
Recommendation	<p>THAT the Algonquin College Executive Team review and endorse the Financial Conditions to Achieve Financial Sustainability from the Financial Sustainability Roadmap (FSR).</p>		
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	<p>The Executive Team endorsed the Financial Conditions to Achieve Financial Sustainability from the Financial Sustainability Roadmap (FSR). The Executive Team agreed to proceed on the basis that the roadmap will continue to evolve and a Plan-Do-Study-Act (PDSA) approach will be applied.</p> <p>Additional considerations will be reviewed by Duane McNair, Vice President, Finance and Administration, offline (e.g. review of budget principal 6.02 <i>International Premium Fee Transfers</i> and a review of the ratio of revenue to expenses).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 20, 2022	Agenda Item Number (pull from agenda)	9.0
Topic	Operating Plan Update – Interim Decisions of 2022-23 Operating Plan Initiatives		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	25 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>ACET Transmittal – 2022-04-20 Operating Plan Update – Interim Decisions of 2022-23 Operating Plan Initiatives MASTER Operating Plan Link to live Document Appendix A – Interim Recommendations from Stakeholder Group Appendix B – Operating Plan Update Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive an update on the development of the College Operating Plan and approve recommendations pertaining to 2022-23 Operating Plan Initiatives (19 initiatives Approved for Execution” and 3 initiatives “Deferred to Future Years”).		
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 ten mandatory initiatives as well as additional initiatives that will not require additional funding, as indicated on their associated intake forms. The remaining initiatives that will require additional funding will be brought forward for approval at a meeting date to be determined.</p> <p>The Executive Team endorsed the deferral of three initiatives, as proposed.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 20, 2022	Agenda Item Number (pull from agenda)	10.0
Topic	Campus Services – 2022 Staffing Plan Request		
Requested By (ACET member)	D. McNair, Vice-President, Finance and Administration	Time Allotted	35 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	B. Brownlee, Director, Campus Services M. Baxter, General Manager, Food and Conference Services		
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 – 2022-04-20 – Food Services 2022 Staffing Plan</i> <i>Appendix A - Request for FT Position Information - Food Services Fall Staffing</i> <i>Appendix B - Request for FT Position Information - Campus Services Budget Officer</i> <i>Appendix C - Request for FT Position Information - Nutrition, Wellness, and Sustainability Coordinator</i> <i>Appendix D - Campus Services Food Services Plan 2022</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the creation of 23 new full-time support staff positions to support Campus Services, and specifically, Food Services recovery for the 2022-23 fiscal year as campus activity levels increase.		
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 creation of the following 23 full-time Support Staff positions in Campus Services: <ul style="list-style-type: none"> • 7 - Marketplace Food Court • 3 - Portable Feast • 2 - Bits N Bytes • 2 - Booster Juice • 5 - Tim Hortons • 2 - Banquets and Conferences • 1 – Nutrition, Wellness and Sustainability Coordinator • 1 - Budget Officer, Campus Services 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 20, 2022	Agenda Item Number (pull from agenda)	11.0
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	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting and ACET stand-alone meeting effectiveness, verbally, live at the April 20, 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 ACET meeting. Feedback included speaking to the productivity of the meeting and presentations.</p> <p>The following additional feedback was received:</p> <ul style="list-style-type: none"> • The ten minutes allocated for for a break ought to be followed. • Attempt to avoid holding a regular ACET meeting in the same week with an ACET retreat. <ul style="list-style-type: none"> ○ T. McDougall, Director, President’s Office and Communications explained why this exception took place. • ACET may consider creating a sub-committee to review program proposals so that they may be presented at ACET meetings on the Consent Agenda. <ul style="list-style-type: none"> ○ President Brulé asked the Executive Team to consider if this idea may be applied to other recurring agenda items, to improve effectiveness. 		