

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 15, 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>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.</p>		
<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"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<p>The agenda was approved as presented.</p> <p>It was acknowledged that the President’s Star Awards nomination process is now open. This will be communicated via myAC.</p> <p>Letters of Acknowledgement will also continue with endorsement from the area Vice President with a carbon copy to President Brulé and to their employee file. D. McCutcheon, Vice President, Student Services will work with her team offline to ensure that the threshold between the submission of a President’s Star Award versus a Letter of Acknowledgement are defined. The “eligibility” section on the website will be updated to remove the mention of letters of acknowledgement.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 15, 2022	<b>Agenda Item Number (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>	10 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>	ACET		
<b>Attachments</b>	<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 8, 2022 (M. Wilson) 3.2.2 HR15 Return to Work with Modified Workload Policy (J. Myers) 3.2.3 Strategic Enrolment Steering Committee Spring Term Update (C. Janzen)	
<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 <input 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>	<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 HR15 Return to Work with Modified Workload Policy (J. Myers) – Approved with minor edits.</li> </ul> <p>Items 3.2.1 Draft ACET Minutes – June 8, 2022 (M. Wilson) and 3.2.3 Strategic Enrolment Steering Committee Spring Term Update (C. Janzen) were approved as presented.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 15, 2022	Agenda Item Number (pull from agenda)	4.1
Topic	Integrated College Development Planning Committee Update (ICDP)		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	Time Allotted	5 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	J. Beauchamp, Dean, School of Business and School of Hospitality and Tourism		
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 – 2022-06-15 – Integrated College Development Planning Committee Update (ICDP)</i> <i>ACET PowerPoint – 2022-06-15 – IDCP Update</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) receive the Integrated College Development Planning Committee June 2022 quarterly update for information.</p>		
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	<p>The Executive Team received the Integrated College Development Planning (ICDP) Committee June 2022 quarterly update on the work that has been undertaken by the ICDP Committee, including the work of the Return to Campus Working Group.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 15, 2022	Agenda Item Number (pull from agenda)	4.2
Topic	Integrated College Development Planning Committee: College Space Committee Proposed Space Solutions FY 2022-23 and Recommended Prioritization of Space Requests FY 2023-24		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	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	J. Beauchamp, Dean, School of Business and School of Hospitality and Tourism M. Cusson, Dean, Academic Development		
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 and Recommended Prioritization of Space Requests FY 2023-24</i> <i>Appendix A – 2022-23 Proposed Space Solutions</i> <i>Appendix B – 2023-24 Prioritization of Space Requests</i> <i>Appendix C – 2023-24 Space Requests Scoring Details</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) endorses the proposed space solutions for FY 2022-23, and the recommended prioritization of space requests for FY 2023-24.</p>		
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 did not endorse the proposed solutions for FY 2022-23, and the recommended prioritization of space requests for FY 2023-24. Additional review and validation will take place offline. The Executive Team has been asked to send additional feedback to C. Janzen, Senior Vice President, Academic offline as applicable.</p> <p>D. McNair, Vice President, Finance and Administration will work with R. Southwood, Director, Facilities Management offline and report back to the Executive Team with a recommendation. SECRETARY’S NOTE: The Executive Team is scheduled to meet on June 21, 2022 in order to reach a decision on the proposed recommendations.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 15, 2022	Agenda Item Number (pull from agenda)	5.0
Topic	Operating Plan Update		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	D. McNair, Vice President, Finance and Administration I. Buglar, Executive Assistant to the Vice President, Finance and Administration 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 – 2022-06-15 – Operating Plan Update</i> <i>Appendix A – Pilot Benchmarking (CC2) Initiative</i> <i>Appendix B – Portfolio Analysis (PA1) Initiative</i> <i>Appendix C – Operating Plan Update Presentation</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) receive an update on the College Operating Plan and endorse the two Financial Sustainability Roadmap Initiatives (Pilot Benchmarking and Portfolio Analysis) to proceed to step 3 (intake process) of the Interim Operating Plan Process.		
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 College Operating Plan and endorsed the two Financial Sustainability Roadmap Initiatives (Pilot Benchmarking and Portfolio Analysis) to proceed to step three (intake process) of the Interim Operating Plan process.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 15, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	Financial Sustainability Roadmap – 2021-22 Annual Report		
Requested By (ACET member)	C. Brule, President and CEO	Time Allotted	15 mins.
ACET Action Requested	<input 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, Vice President, Finance and Administration.		
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 – 2022-06-15 – Financial Sustainability Roadmap – 2021-22 Annual Report Appendix A – 2021-22 Financial Sustainability Roadmap Annual Report Appendix B – Financial Sustainability Roadmap Presentation</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team review and provide feedback on the 2021-22 Financial Sustainability Roadmap Annual Report.		
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	The Executive Team reviewed and provided feedback on the 2021-22 Financial Sustainability Roadmap Annual Report with minor amendments. President Brulé and D. McNair, Vice President, Finance and Administration will discuss where the annual report would be posted offline.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 15, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	Operating Plan Initiatives: FIN-45 Space Adaptation Envelope Projects: Applied Nuclear Science Lab (Pembroke) and FIN-46 Building S Staging/Swing Space		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	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. Southwood, Executive Director, Facilities Management		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2022-06-15 – FIN-45 Applied Nuclear Science Lab and FIN-46 Building S Swing Space</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) review the Space Envelope funding allocation for Fiscal Year 2022-23 and approve Operating Plan Initiatives FIN-45 and FIN-46 to proceed as presented.		
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 reviewed the Space Envelope funding allocation for Fiscal Year 2022-23 and approved Operating Plan Initiatives FIN-45 (Applied Nuclear Science Lab) and FIN-46 (Building S Swing Space) to proceed as presented.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 15, 2022	Agenda Item Number (pull from agenda)	8.0
Topic	Applied Research Funding Request		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	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	K. Dawson, Associate Vice President, Experiential Learning and Innovation		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input checked="" type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2022-06-15 – Applied Research Funding Request          Applied Research and ELI Resource Request June 15, 2022          Salary and Benefits – Applied Research and ELI Resource Request June 15 2022</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) invest in the requisite resources to support and develop capacity for faculty-led applied research activities, thereby increasing benefits to the college including:</p> <ul style="list-style-type: none"> <li>• Associate Director, Research Operations (net new)</li> <li>• In Class Projects (ICP) Coordinator (TPT to FT conversion)</li> <li>• Senior Program Manager(s) (FTA to FT conversion) X2</li> <li>• Financial Manager (contractor to FT conversion)</li> <li>• Senior Financial Analyst (net new)</li> <li>• Grant Writer (FTA)</li> <li>• Research Engagement Facilitators (faculty release time)</li> </ul> <p>For a total annualized incremental cost of \$351,892 and a 2022-23 incremental cost of \$190,504 to be resolved within the Academic Services 2022-23 Approved Budget net contribution target.</p>		
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 approved the above revised recommendation.</p> <p>The Executive Team did not endorse future position requests. It was understood that additional position requests would need to come back to a future ACET meeting in order to seek endorsement.</p>		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 15, 2022	Agenda Item Number (pull from agenda)	9.0
Topic	Business Plan (2023-25) Development		
Requested By (ACET member)	Mark Savenkoff, Vice President, Advancement and Strategy	Time Allotted	35 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	Scott 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 – Business Plan Consultation – June 15</i> <i>Business Plan Guiding Principles</i> <i>Business Plan Intake</i> <i>Business Plan Timeline</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) provide input and feedback on the process to develop the College Business Plan (2023-25).</p>		
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 provided feedback on the process to develop the College Business Plan (2023-25). S. Gonsalves, Director, Strategy and Planning will update the timeline to reflect that the call for 2024-25 (Fluid) Project Proposals to ACLT has been removed and he will also take the feedback that has been provided under advisement. Consideration has been made if another group should prioritize the 2023-24 and 2024-25 initiatives in advance of the Executive Team (e.g. the Integrated College Development Planning Committee). S. Gonsalves will explore options further offline. A memorandum will be sent to the Leadership Team advising them that there will not be a call-out for new 2024-25 proposals.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 15, 2022	Agenda Item Number (pull from agenda)	10.0
Topic	Operating Plan Initiative - Workday Enhancement for Other-Than-Full-Time (OTFT) Faculty Orientation Payment		
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	M. Cusson, Dean, Academic Development J. Brown, Acting Chair, Learning and Teaching 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 – 2022-06-15 – Workday Enhancement for Other-Than-Full-time (OTFT) Faculty Orientation Payment</i> <i>ACET PowerPoint – 2022-06-15 – Re-examining Processes for Other-Than-Full-Time Faculty Orientation Payment</i> <i>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 2022-23 Operating Plan.		
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 endorsed, as a 2022-23 Operational Initiative, 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 as an addition to the 2022-23 Operating Plan.</p> <p>It was acknowledged that this Workday update could help streamline other processes.</p> <p>It was asked if the Operating Plan Stage Gate process could reviewed to see if there could be some exceptions to this process that would still be in alignment with the criteria. It was acknowledged that this process can be lengthy for some of the proposed Operating Plan initiatives.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 15, 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	ACET		
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><b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on ACET meeting and ACET stand-alone meeting effectiveness live at the June 15, 2022 ACET meeting.</p>		
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>Due to time constraints, M. Wilson, Executive Assistant to the President will send an email to the Executive Team seeking their feedback on today's (June 15, 2022) ACET meeting.</p>		