

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 26, 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 as presented.</p> <p>President Brulé asked the Executive Team to consider additional potential Letters of Acknowledgement, especially when employees are in the midst of Performance Management Plan (PMP) reviews.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 26, 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 & Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – May 11, 2022 (M. Wilson) 3.2.2 Updated Budget Principle 1.06 – Internally Restricted Funds (T. Kinnunen, G. Perry, E. Woods)	
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 item was removed for discussion:</p> <ul style="list-style-type: none"> • 3.2.1 Draft ACET Minutes – May 11, 2022 (M. Wilson) – Approved with minor edits. <p>Item 3.2.1 Updated Budget Principle 1.06 – Internally Restricted Funds (T. Kinnunen, G. Perry, E. Woods) was approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 26, 2022	Agenda Item Number (pull from agenda)	4.0
Topic	Revised Strategic Enrolment Steering Committee (SESC) Governance		
Requested By (ACET member)	C. Brulé, President and CEO	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	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 – 2022-05-26 – Revised SESC Governance</i> <i>ACET PowerPoint – Revised SESC Governance Structure</i> <i>Revised Mandate of the Strategic Enrolment Steering Committee</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) accept the revised Strategic Enrolment Steering Committee (SESC) mandate and governance structure for approved.</p>		
ACET Decision	<input checked="" 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 accepted the revised Strategic Enrolment Steering Committee (SESC) mandate and governance structure for approval, with additional considerations to be made offline. President Brulé and C. Janzen, Senior Vice President, Academic will discuss the student life cycle further offline. C. Janzen will also discuss membership with D. McNair, Vice President, Finance and Administration further offline.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 26, 2022	Agenda Item Number (pull from agenda)	5.0
Topic	Full Time Position Requests (3) – AC Online		
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	E. Mulvey, Acting Associate Vice-President, Global, Online, and Corporate Learning F. Karimi, Acting Dean, AC Online F. Livingstone, Business Administrator, AC Online		
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 – 2022-05-26 – Full Time Position Requests (3) AC Online</i> <i>ACET PowerPoint – 2022-05-26 – Full Time Position Requests – AC Online</i> <i>Appendix A – Program Support Specialist – Request for Full-time position</i> <i>Appendix B – Pathway Advisor – Request for Full-time position</i> <i>Appendix C – Digital Learning Environment Strategist – Request for Full-time position</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve the creation of three full-time support staff positions in AC Online: Program Support Specialist, Pathway Advisor and Digital Learning Environment Support Specialist AND THAT the following four vacancies be closed:</p> <ol style="list-style-type: none"> 1) Academic Manager - Student Success (P0556) 2) DLE Support Specialist (RPT) (P16429) 3) Instructional Designer (RPT) (P15251); and 4) Copy Editor/Technical Writing Specialist (RPT) (No Position number; budgeted line item). 		
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 approved the creation of three net new full-time support staff positions in AC Online (Program Support Specialist, Pathway Advisor and Digital Learning Environment Support Specialist). This is following the closure of two Regular Part-time positions and an Administrative position.</p> <p>Approval was granted, but with acknowledgment of the capacity and financial changes that are being faced across the College. G. Perry, Chief Financial Officer requested data (a pro forma) that supports the continued growth in AC Online programming. G. Perry suggested that if AC Online is growing, then the College should consider transferring resources (positions and funding) from the areas that are declining.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 26, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	Draft 2023-24 Compulsory Ancillary Fees		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	K. Pearson, Registrar K. Marsden, Associate Registrar, Enrolment Systems and Operations		
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 2022-05-26 Draft 2023-24 Compulsory Ancillary Fees</i> <i>Appendix A – Compulsory Ancillary Fees Chart and System Comparison</i> <i>Appendix B – Summary of 23-24 Compulsory Fee Submissions</i> <i>Appendix C – 2023-2024 Schedule of Fees Preparation Timeline</i> <i>ACET PowerPoint 2022-05-26 – Draft 2023-24 Compulsory Ancillary Fees.ppt</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the draft 2023-2024 Compulsory Ancillary Fees in support of the development of the proposed 2023-2024 Schedule of Fees.		
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 approved the draft 2023-2023 Compulsory Ancillary Fees in support of the development of the proposed 2023-2024 Schedule of Fees. This includes approval of the proposed new Career Pathways fee, but with K. Pearson, Registrar and K. Marsden, Associate Registrar, Enrolment Systems and Operations to discuss the proposed new fee further with G. Perry, Chief Financial Officer offline in terms of the net contribution.</p> <p>L. Stanbra, Vice President, Student Services will work with K. Dawson and K. Pearson offline in order to present a comprehensive Business Case to the Students' Association Board of Directors.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 26, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	Campus Services Overhead Budget Principle		
Requested By (ACET member)	D. McNair, Vice President Finance and Administration	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	B. Brownlee, Director Campus Services J. Weng, Controller, Campus 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 – 2022-05-26 – Campus Services Overhead Budget Principle</i> <i>Appendix A – Campus Services Overhead Allocation Budget Principle- Draft V4</i> <i>Appendix B – Campus Services Corporate Overhead Updates Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review and approve the proposed Campus Services Overhead Budget Principle.		
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 endorsed the Budget Principle: Campus Services Overhead Chargeback Allocation.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 26, 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 – 2021-22 ACET Effectiveness Survey Results / Recommendations / Countermeasures</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting and ACET stand-alone meeting effectiveness live at the May 26, 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>President Brulé spoke to the process when discussing ACET effectiveness for those in attendance as a designate, while also acknowledging the need to continuously plan-do-study-adjust (PDSA).</p> <p>The Executive Team provided verbal feedback live at the meeting. Feedback included speaking to the productivity of the meeting and presentations:</p> <ul style="list-style-type: none"> • Effective decision-making. • Appreciated continuing to discuss the agenda planner and what presentations could be adjusted in order to accommodate another time sensitive presentation. • Consider advanced coaching for employees who have not previously presented at an ACET meeting. • There is a need for increased support from Finance and Administration in terms of the best way to define and present total cost of ownership. 		

	<ul style="list-style-type: none">○ It was acknowledged that employees are encourage to seek support from G. Perry, Chief Financial Officer.○ The Executive Team will consider providing additional clarity and elements of a Business Case that more clearly articulates what they are looking for.○ NOTE: After the meeting, D. McNair circulated the March 7, 2022 Memo “Financial Sustainability - Investments in New Initiatives” issued by G. Perry, CFO, that identified the key information (e.g. Multi-year revenue and expense projections) that must accompany requests for new positions, new funding for initiatives, etc.● It was agreed that the recommendation needs to be clear and articulates the true ask.● The process for asking presenters/guests adjourn following their position request in order to allow time for the Executive Team to deliberate will continue to be plan-do-study-adjusted (PDSA’d). The Executive Team will assess if there should be more consistency when they are seeking endorsement of a recommendation.
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AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 26, 2022	Agenda Item Number (pull from agenda)	9.0
Topic	Drivers of Operating Costs / Capacity Consumption & Approach to Scale Capacity		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	30 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		
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 – 2022-05-26 – Drivers of New Operating and Indirect Costs Appendix A – Presentation - Identifying Drivers of new operating and indirect costs</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the proposed Schedule of Costs/Capacity Drivers huddle board and provide feedback.		
ACET Decision	<input checked="" 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	The Executive Team reviewed the proposed Schedule of Costs/Capacity Drivers huddle board and provided feedback. The Executive Team endorsed establishing an Operating Plan initiative to undertake the necessary research, and development of a framework to identify how the College scales administrative operations to address growth in a financially sustainable manner. President Brulé and D. McNair, Vice President, Finance and Administration will discuss the proposed huddle board offline for inclusion as part of the monthly ACET Huddle Board.		