

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 24, 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	<b>THAT</b> 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 <b>as amended</b> (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	<p>A President's Star Award was presented to Nancy Tremblay, Executive Assistant to the Senior Vice President, Academic on August 23, 2022.</p> <p>D. McCutcheon, Vice President Human Resources mentioned the communication that was sent on August 4, 2022 regarding the reintroduction of the President's Star Award and the continuation of Letters of Acknowledgement. The communication will be resent mid-semester 2022.</p> <p>The agenda was approved with one addition.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 24, 2022	Agenda Item Number (For office use only)	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 &amp; Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – June 24, 2022 (M. Wilson) 3.2.2 Draft ACET Minutes – Equity, Diversity and Inclusion Coordinator - July 20, 2022 (G. Perry)	
Recommendation	<b>THAT</b> 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 <b>as amended</b> (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"> <li>• 3.2.1 Draft ACET Minutes – June 24, 2022 (M. Wilson) – Approved with edits.</li> </ul> <p>Item 3.2.2 Draft ACET Minutes – Equity, Diversity and Inclusion Coordinator was approved as presented.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 24, 2022	<b>Agenda Item Number (pull from agenda)</b>	4.0
<b>Topic</b>	Students' Association Board of Directors Annual Priorities 2022-23		
<b>Requested By (ACET member)</b>	L. Stanbra, Vice President, Student Services	<b>Time Allotted</b>	30 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>	Bolu Olutunda, President, Students' Association		
<b>Attachments (as read-ahead material)</b>	<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 – 2022-23 SA Annual Priorities            Students' Association Annual Priorities 2022-23 with SA &amp; ACET Leads            Students' Association Annual Priorities 2022-23            PowerPoint presentation</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) be informed of the SA Priorities for 2022-23.		
<b>ACET Decision</b>	<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) _____		
<b>Target</b>	<p>The Executive Team was informed of the 2022-23 Students' Association (SA) priorities.</p> <p>B. Olutunda, President Students' Association will share additional information with the Executive Team and also via the Students' Association / College Collaborative Committee (SA/CCC) offline (e.g. to share the results from a focus group that will be held at the Perth Campus to talk to the International students in order to assess their housing restrictions and the list of class representatives that are being surveyed).</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 24, 2022	<b>Agenda Item Number (pull from agenda)</b>	5.0
<b>Topic</b>	Financial Cost/Return of Committing to 'Agreement to Implement Employment Equity' (AIEE) Program		
<b>Requested By (ACET member)</b>	C. Janzen, Senior Vice President, Academic	<b>Time Allotted</b>	30 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>	P. Safi, Director, Business Development		
<b>Attachments (as read-ahead material)</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Request for Position Form	<i>ACET Transmittal – Financial CostReturn of Committing to Agreement to Implement Employment Equity (AIEE) Program</i> <i>ACET Presentation - Overview of Cost of FAIEE Project, Contracts at Risk, and ROI of project</i>	
<b>Recommendation</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) approve the implementation of Federal Agreement to Implement Employment Equity (AIEE) as part of Algonquin College being in the Federal Contractor's Program (FCP).</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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<p>The Executive Team approved to proceed with Scenario 1 for the implementation of the Federal Agreement to Implement Employment Equity (AIEE) for three years (ending 2025) as part of Algonquin College being in the Federal Contractor's Program (FCP).</p> <p>C. Janzen, Senior Vice President, Academic, E. Mulvey, Acting Vice President, And P. Safi, Director, Business Development will prepare a pro forma with clear execution margin targets for presentation to the College Budget Committee (CBC) and ACET at a future date (date tbc).</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 24, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	2022 Fall Board Retreat Agenda Review		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	7 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	V. Tiqui-Sanford, Senior Executive Assistant, Board of Governors W. Eastwood, Support Clerk, Board of Governors		
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 Fall Board Retreat Agenda Review</i> <i>2022 Fall Board Retreat - Day 1 Agenda DRAFT 3</i> <i>2022 Fall Board Retreat - Day 2 Agenda DRAFT 2 with notes</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) review the Day 1 & Day 2 agendas in preparation for the 2022 Fall Board of Governors Retreat – September 11 & 12, 2022.		
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 the draft Day 1 and Day 2 agenda in preparation for the 2022 Fall Board of Governors Retreat that has been scheduled for September 11-12, 2022. Updates will be made to the agendas offline based on Executive Team discussion.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 24, 2022	Agenda Item Number (pull from agenda)	7.2
Topic	2022 New Governor Orientation Part 2		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	7 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	V. Tiqui-Sanford, Senior Executive Assistant, Board of Governors W. Eastwood, Support Clerk, Board of Governors		
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 Fall Governor Orientation Part 2</i> <i>Governors Orientation Part 2 Agenda V1</i> <i>MASTER 2022 Governor Orientation Part 2 (V3) - cb edits, ACET edits (Link to most current version)</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) reviews and approves the 2022 New Governor Orientation Part 2 agenda in preparation for the Orientation Part 2 session on September 11, 2022.		
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 approved the 2022 New Governor Orientation Part 2 agenda with minor updates.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 24, 2022	<b>Agenda Item Number (pull from agenda)</b>	9.0
<b>Topic</b>	ACLT Meeting Agenda – September 22, 2022 ACLT Retreat (October 20) Planning		
<b>Requested By (ACET member)</b>	L. Stanbra, Vice President, Student Services	<b>Time Allotted</b>	20 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>	L. Stanbra, Vice President, Student Services		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – ACLT Meeting Agenda September 22 2022</i> <i>ACLT Meeting Agenda, September 22, 2022</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET): 1) Approve the ACLT Meeting Agenda for September 22, 2022, and 2) Provide feedback on the proposed way forward to plan for the October 20th ACLT Retreat.		
<b>ACET Decision</b>	<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) _____		
<b>Target</b>	The Executive Team approved the ACLT Meeting agenda for September 22, 2022.  Feedback was provided on the proposed way forward to plan for the October 20, 2022 ACLT Retreat. L. Stanbra, Vice President, Student Services will provide the Executive Team with an overview based on today’s discussion.  President Brulé will reach out to the proposed guest speaker to assess availability for a presentation to the Leadership Team on October 20, 2022.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 24, 2022	<b>Agenda Item Number (pull from agenda)</b>	10.0
<b>Topic</b>	ACET Effectiveness Check-in		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO	<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>	C. Brulé, President & CEO		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	ACET Transmittal – ACET Effectiveness Check-in Link: Appendix A – 2022-23 ACET Effectiveness Survey Results / Recommendations / Countermeasures	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the August 24, 2022 ACET meeting.		
<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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	Due to time constraints, President Brulé asked the Executive Team to send him feedback on the August 24, 2022 ACET meeting effectiveness via email. The Executive Team was asked to comment on what went well and what requires improvement. It was felt that this could help improve their assessment of time, how they arrive at decisions and how their conversations unfold.		