

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

|                                   |  |   |         |
|-----------------------------------|--|---|---------|
| <b>Date of Meeting</b>            | September 28, 2022   | Agenda Item Number<br>(For office use only) | 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)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input type="checkbox"/> Information   |   |         |
| <b>Staff Presenting</b>           | C. Brulé, President & CEO, Algonquin College   |   |         |
| <b>Attachments</b>                | <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>              |         |
| <b>Recommendation</b>             | <b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.   |   |         |
| <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>                     | The agenda was approved with the addition of discussing the September 27, 2022 Cost Containment Initiatives memorandum that was sent to the Leadership Team.   |   |         |

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|-----------------------------------|--|--|----------|
| <b>Date of Meeting</b>            | September 28, 2022   | <b>Agenda Item Number</b><br><small>(For office use only)</small>  | 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 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 – September 21, 2022 (M. Wilson)<br>3.2.2 AD18 Social Media Account Management Policy (T. McDougall)<br>3.2.3 IN CAMERA:<br>3.2.4 Elimination of Leave Contingency (G. Perry) |          |
| <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>• 3.2.2 AD18 Social Media Account Management Policy (T. McDougall) – Approved with minor edits.</li> <li>• 3.2.4 Elimination of Leave Contingency (G. Perry) – Approved.</li> </ul> <p>Items 3.2.1 Draft ACET Minutes – September 21, 2022 (M. Wilson) and 3.2.3 In Camera were approved as presented.</p> |  |          |

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|---|--|---|----------|
| <b>Date of Meeting</b>                      | September 28, 2022   | <b>Agenda Item Number<br/>(pull from agenda)</b>  | 4.0      |
| <b>Topic</b>                                | 2023-24 Space Envelope Prioritization  |   |          |
| <b>Requested By (ACET member)</b>           | D. McNair, Vice President, Finance and Administration  | <b>Time Allotted</b>  | 45 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>                     | J. Beauchamp, Dean, School of Business and School of Hospitality and Tourism<br>R. Southwood, Executive Director, Facilities Management<br>P. Belanger, Acting, Associate Director, Facilities Planning<br>J. Sauriol, Facilities Planner  |   |          |
| <b>Attachments (as read-ahead material)</b> | <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 -2022-09-28 – 2024-24 Space Envelope Prioritization</i><br><i>Appendix A – 2023-24 Prioritization of Space Requests</i><br><i>Appendix B – 2023-24 Space Requests Scoring Details</i> |          |
| <b>Recommendation</b>                       | <b>THAT</b> the Algonquin College Executive Team (ACET) endorses the prioritization of space requests for FY 2023-24.  |   |          |
| <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"/> Referred to _____ (Group or Person)<br><input type="checkbox"/> Other (Specify) _____   |   |          |
| <b>Target</b>                               | <p>The Executive Team endorsed the Integrated College Development Steering Committee (ICDP) recommendations for space prioritizations for 2023-24, with the Relocation / Centralization of ITS AV/ Classroom Support Team requiring further evaluation, and with the exception of the Students' Association (SA) space requests. The SA requests will be removed from the ranking and added as a footnote indicating that consideration of space requests from the SA first require a coordinated process with regard to some of the SA agreements, which include services, space, etc.</p> <p>It was acknowledged that if the new Basic Electrical Wiring Lab project were to proceed that it would require College Space Committee, Integrated College Development Planning (ICDP) and ACET endorsement. This project is self-funded with support from a grant.</p> <p>The following was shared for information:</p> |   |          |

- New 30 capacity CAD Lab in CA204 for Winter 2023. Step 2 of the Operational Plan process has been completed. This project is now moving into Step 3 – Intake Process (Consultations).
- New Industrial Electronics Lab has been endorsed and is entering the operating plan process.
- New Dedicated Suburb in C225 endorsed. Following a request, confirmation was provided that the pilot for a suburb would be in place until at least the next planning cycle. The next planning cycle begins in Winter 2023 to identify space allocations to be implemented no earlier than Spring 2024. There will be a commitment to assess the utilization and effectiveness of Dedicated Suburb in the Spring 2023. There is no immediate need for this space for 2022-23 or 2023-24. Potential expansion of Experiential Learning & Innovation activities may not be required until 2024-25 at the earliest.
- New Academic Integrity Office completed.
- Animation Studios Reconfiguration to replace all the existing specialize large light table furnishings in the three Animation Studios with standard classroom tables has been completed.
- Academic Union Office Relocation has a temporary solution. They are waiting for a flexible work pilot to ensure this meets all of their requirements. The final proposed solution would be presented to ACET for endorsement.
- Transition Support Centre Relocation from A144 to E345 has been completed.
- New Health Science Lab to create new 12 bed Health Science Lab at the Ottawa campus for Winter 2023.

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|                                      |  |   |          |
|--------------------------------------|--|---|----------|
| Date of Meeting                      | September 28, 2022   | Agenda Item Number<br>(pull from agenda)  | 5.0      |
| Topic                                | All Admin Meeting Agenda – October 21, 202   |   |          |
| Requested By (ACET member)           | T. McDougall, Director, President’s Office and Communications  | Time Allotted   | 20 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                     | T. McDougall, Director, President’s Office and Communications  |   |          |
| 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: policy   | <i>ACET Transmittal 2022-09-28 – All Admin Meeting Agenda – October 21, 2022</i><br><i>Appendix A – All Admin Survey Responses_Mar.30</i> |          |
| Recommendation                       | <b>THAT</b> the Algonquin College Executive Team (ACET) discuss and approve the draft agenda for the All Admin meeting scheduled on October 21, 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 discussed and approved the All Administrator’s meeting agenda for the October 21, 2022. Discussion items will primarily focus on Enrolment and Budget, followed by an open forum for question and answer.   |   |          |

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|                                      |  |  |          |
|--------------------------------------|--|--|----------|
| Date of Meeting                      | September 28, 2022   | Agenda Item Number<br>(pull from agenda)   | 6.0      |
| Topic                                | Accessibility for Ontarians with a Disability Act (AODA) Compliance: 2022-2026<br>Multi-Year Accessibility Plan  |  |          |
| Requested By (ACET member)           | D. McCutcheon, Vice President,<br>Human Resources  | Time Allotted  | 30 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                     | D. Soltis, Director, People and Culture<br>S. Gauen, Inclusion and Diversity Specialist  |  |          |
| 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 AODA Compliance 2022-2026 Multi-year Accessibility Plan Sept 28, 2022</i><br><i>Algonquin College 2022-2026 Multi-Year Accessibility Strategy.V.5.0</i><br><i>Algonquin College Accessibility Strategy – Final Report</i><br><i>Algonquin College Accessibility Plan (2022-2026)</i> |          |
| Recommendation                       | <b>THAT</b> the Algonquin College Executive Team (ACET) approve the adoption and publication of the 2022-2026 Multi-Year Accessibility Plan for the College.   |  |          |
| 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 approved the adoption and publication of the 2022-2026 Multi-year Accessibility Plan for the College. The proposed next steps were also acknowledged and endorsed.  |  |          |

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|                                      |   |   |          |
|--------------------------------------|---|---|----------|
| Date of Meeting                      | September 28, 2022  | Agenda Item Number<br>(pull from agenda)  | 7.0      |
| Topic                                | ACLT Processes and Future Planning Discussion   |   |          |
| Requested By (ACET member)           | L. Stanbra, Vice President, Student Services  | Time Allotted   | 40 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                     | L. Stanbra, Vice President, Student 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>ACET Transmittal for ACLT – September 28, 2022</i><br><i>ACLT Transmittal Template – Suggested Revisions</i> |          |
| Recommendation                       | <p><b>THAT</b> the Algonquin College Executive Team (ACET) discuss the future of ACLT meetings and make decisions on a proposed way forward.</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 discussed the future of Algonquin College Leadership Team (ACLT) meetings. L. Stanbra, Vice President, Student Services will update the document based on Executive Team feedback for their final review. The Executive Team was asked to send her any additional feedback via email.</p> <p>This topic will be added to an upcoming ACLT meeting agenda (date tbc) in order to allow for a facilitated discussion, with the goal to implement some of these changes as of January 2023.</p> <p>Following a request from President Brulé, consent agenda items will be moved up to the top of the agenda.</p> |   |          |

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|---|---|--|----------|
| <b>Date of Meeting</b>                      | September 28, 2022  | <b>Agenda Item Number<br/>(pull from agenda)</b>   | 8.0      |
| <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)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input type="checkbox"/> Information  |  |          |
| <b>Staff Presenting</b>                     | C. Brulé, President & CEO   |  |          |
| <b>Attachments (as read-ahead material)</b> | <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/>           Link: Appendix A – 2022-23 ACET Effectiveness Survey<br/>           Results / Recommendations / Countermeasures</i> |          |
| <b>Recommendation</b>                       | <b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the September 28, 2022 ACET meeting.   |  |          |
| <b>ACET Decision</b>                        | <input type="checkbox"/> Received for Information<br><input 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) _____   |  |          |
| <b>Target</b>                               | <p>The Executive Team provided verbal feedback at the meeting. Feedback included the following:</p> <ul style="list-style-type: none"> <li>An appreciation for the candid conversations around ACLT and the different perspectives in terms of the impacts on culture.</li> <li>An appreciation for adjusting the agenda by adding a time sensitive item and also adjusting the timing for this discussion in order allow for the Vice President, Finance and Administration’s attendance.</li> <li>An appreciation for the confidence in the process, people and consultations that ultimately led to the approval of the Accessibility for Ontarians with a Disability Act (AODA) Compliance: 2022-2026 Multi-Year Accessibility Plan.</li> <li>An understanding that the Space Envelope Prioritization is presented to ACET at various stages in order to allow for an earlier indication on how to proceed in terms of next steps.</li> <li>An appreciation for the consistency with presenters/guests being thanked for their presentation and then asking them to adjourn in order to allow time for the Executive Team to deliberate. The decision is to then be communicated offline by the responsible area’s Vice President.</li> </ul> |  |          |



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|---|---|---|----------|
| <b>Date of Meeting</b>                      | September 28, 2022  | <b>Agenda Item Number<br/>(pull from agenda)</b>                | 9.0      |
| <b>Topic</b>                                | Cost Containment Initiatives September 27, 2022   |   |          |
| <b>Requested By (ACET member)</b>           | C. Brulé, President & CEO   | <b>Time Allotted</b>  | 10 mins. |
| <b>ACET Action Requested</b>                | <input type="checkbox"/> Approval (Discussion)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input checked="" type="checkbox"/> Information  |   |          |
| <b>Staff Presenting</b>                     | C. Brulé, President & CEO   |   |          |
| <b>Attachments (as read-ahead material)</b> | <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>Cost Containment Initiatives September 27, 2022<br/>Memo</i> |          |
| <b>Recommendation</b>                       | <p><b>THAT</b> the Algonquin College Executive Team (ACET) discuss the Cost Containment Initiatives memorandum that was circulated to the Algonquin College Leadership Team (ACLT) on September 27, 2022.</p>   |   |          |
| <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"/> Referred to _____ (Group or Person)<br><input type="checkbox"/> Other (Specify) _____  |   |          |
| <b>Target</b>                               | <p>The Executive Team discussed the five cost containment activities that are to be implemented effective immediately (as of September 27, 2022). These are cost containment activities for the short-to-medium term.</p> <p>It was confirmed that the cost containment measure, “Implementation of a freeze on all hiring activities. For critical situations only, please speak to your Algonquin College Executive Team member.”, does not result in a change to the current process to seek approval to recruit for vacant positions. ACET members will use their own discretion to determine whether or not hiring for a vacancy should proceed or deferred until a later date to achieve financial savings.</p> <p>G. Perry, Chief Financial Officer will send an additional document, that identifies the calculations of the expenditures, to the Executive Team via email.</p> |   |          |