

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 13, 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 checked="" 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) _____		
Target	The agenda was approved as presented.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 13, 2022	<b>Agenda Item Number</b> (For office use only)	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) <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 – September 28, 2022 (M. Wilson) 3.2.2 <del>2023 Corporate Risk Profile Development (M. Laviolette)</del> 3.2.3 Appendix 5 Retroactive Accommodations to Policy AC01 - Students with Disabilities (B. Bridgstock) 3.2.4 Flexible Work Arrangement Fall Update (D. Soltis) 3.2.5 FWA Draft Memo to People Leaders (D. Soltis) 3.2.6 FWA Survey questions (D. Soltis) 3.2.7 FWA Draft Memo to Employees eligible for FWA (D. Soltis) 3.2.8 Student Changemaker Award – Propose Revision (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 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 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>• 3.2.1 Draft ACET Minutes – September 28, 2022 (M. Wilson) – Approved with minor edits.</li> <li>• 3.2.4 Flexible Work Arrangement Fall Update (D. Soltis) – Approved with presentation to ACLT as a consent agenda item (date tbc).</li> <li>• 3.2.5 FWA Draft Memo to People Leaders (D. Soltis) – Approved with offline verification based on Executive Team feedback.</li> <li>• 3.2.6 FWA Survey questions (D. Soltis) – Approved with offline considerations based on Executive Team feedback.</li> <li>• 3.2.8 Student Changemaker Award – <i>Proposed Revision</i> (C. Janzen) – approved with the caveat that all areas are eligible to submit nominations to the Office of the Senior Vice President, Academic with a specific focus on Learner Driven activities. SECRETARY'S NOTE: A communication will be sent on behalf Chris Janzen, Senior Vice President, Academic confirming the submission process.</li> </ul>		

Items 3.2.3 Appendix 5 Retroactive Accommodations to Policy AC01 - Students with Disabilities (B. Bridgstock), 3.2.3 Flexible Work Arrangement Fall Update (D. Soltis) and 3.2.7 FWA Draft Memo to Employees eligible for FWA (D. Soltis) were approved as presented.

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<b>Date of Meeting</b>	October 13, 2022	<b>Agenda Item Number (pull from agenda)</b>	4.0
<b>Topic</b>	2021-22 Net Assets Continuity Schedule		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration	<b>Time Allotted</b>	15 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>	G. Perry, Chief Financial Officer E. Woods, Director, Corporate Planning		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2022-10-13 – 2021-22 Net Assets Continuity Schedule</i> <i>Appendix A – 2021-22 Internally Restricted Net Assets Continuity Schedule</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the March 31, 2022 balances for Internally Restricted Net Assets.		
<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 March 31, 2022 balances for Internally Restricted Net Assets.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 13, 2022	Agenda Item Number (pull from agenda)	5.0
Topic	Business Plan 2023-25 Development – October Update		
Requested By (ACET member)	M. Savenkoff, Vice President, Advancement and Strategy	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	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 – Business Plan 2023-25 Development – Oct Update 2023-25 Business Plan Summary.xlsx</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) receive an update on the development of the 2023-25 Business Plan and that a task list is developed to complete the outstanding items from the draft 2023-25 Business Plan that was drafted at the October ACET Retreat.</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 an update on the development of the 2023-25 Business Plan. S. Gonsalves, Director, Strategy and Planning will prepare a task list and work with the appropriate Vice President offline in order to complete the outstanding items from the draft 2023-25 Business Plan that was drafted at the October 6, 2022 ACET Retreat. ACET was reminded that all initiatives will continue to require due process to ensure stakeholders are involved prior to initiative endorsement. M. Savenkoff, Vice President, Advancement and Strategy will send the Executive Team a draft update in advance of furtherance to ACLT at the October retreat as well as in preparation for the November 24, 2022 meeting.</p> <p>It was agreed that “True North” nomenclature would no longer be used in the Business Plan, but that departments are welcome to continue to use this metric within their own Operating Plans at their discretion.</p> <p>The Business Plan timelines will be posted along with any additional supporting documents for future ACET discussions.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	October 13, 2022	<b>Agenda Item Number (pull from agenda)</b>	6.0
<b>Topic</b>	Business Arising from September 28 ACET meeting: ACLT Processes and Future Planning Discussion		
<b>Requested By (ACET member)</b>	L. Stanbra, Vice President, Student Services	<b>Time Allotted</b>	35 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 for ACLT – October 13, 2022            D. McCutcheon’s email of Oct 6 – ACLT Stand-alone meeting on Culture            Approved Updates to ACLT Transmittal</i>	
<b>Recommendation</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) continue to discuss the future of ACLT meetings and make decisions on a proposed way forward.</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 continued to discuss the future of ACLT meetings and to make decisions on a proposed way forward. This is with the goal to engage ACLT members in their advisory role to ACET, reduce committee duplication by ensuring Committee Members are carrying out their liaison roles within their own area. (Note: reminder that ACLT’s scope of work is related to items that are not already being carried out at Standing College Committee meetings.) It was noted that a review of committee governance is required to complement the work of ACLT governance.</p> <p>The November ACLT meeting agenda was also updated based on Executive Team Feedback. L. Stanbra, Vice President, Student Services will add an item to an upcoming ACET meeting agenda (date tbc) as a consent agenda, proposing how the “Consult with ACLT on Revised Proposal” discussion should proceed on this date.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 13, 2022	Agenda Item Number (pull from agenda)	7.0
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 – 2022-23 ACET Effectiveness Survey            Results / Recommendations / Countermeasures</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the October 13, 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, President Brulé asked the Executive Team to send him feedback on the October 13, 2022 ACET meeting effectiveness via email.</p>		