

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 16, 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 checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Report Back By _____(ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	Approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 16, 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 – November 9, 2022 (M. Wilson) 3.2.2 IN CAMERA Draft ACET Minutes – November 1, 2022 Stand-alone Budget Meeting (G. Perry) 3.2.3 IN CAMERA Draft ACET Minutes – November 7, 2022 Stand-alone Budget Meeting (G. Perry)	
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>Items 3.2.1 Draft ACET Minutes – November 9, 2022, 3.2.2 IN CAMERA Draft ACET Minutes – November 1, 2022 Stand-alone Budget Meeting (G. Perry) and 3.2.3 IN CAMERA Draft ACET Minutes – November 7, 2022 Stand-alone Budget Meeting (G. Perry) were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 16, 2022	Agenda Item Number (pull from agenda)	5.0
Topic	Business Plan 2023-25 Development - Update		
Requested By (ACET member)	M. Savenkoff, Vice President, Advancement and Strategy	Time Allotted	40 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</i> <i>2023-25 Business Plan Summary – draft (NEW).xlsx</i> <i>2023-25 Business Plan Summary – draft (OLD).xlsx</i> <i>BP Timeline.xlsx</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) receives and discusses the latest progress on the development of the 2023-25 Business Plan.</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>The Executive Team discussed some of the latest activity pertaining to the development of the 2023-25 Business Plan.</p> <p>The Executive Team will also continue work with S. Gonsalves, Director, Strategy and Planning to make additional updates offline.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 16, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	Operating Plan Projects Portfolio Review		
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 – Operating Plan Projects Portfolio Review Project Portfolio Review – Fall 2022.xlsx</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) confirm the review process for approved Operating Plan initiatives.</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>The Executive Team discussed and confirmed the review process for approved Operating Plan initiatives. The Executive Sponsor will prioritize each of their approved Operating Plan initiatives with one of the following categories:</p> <ul style="list-style-type: none"> • Critical and Mandatory • Important • Defer for Short-term <ul style="list-style-type: none"> ○ If deferring, include a comment regarding any impact with deferring and the proposed length of the deferment. • Completed or Nearing Completion • To be Cancelled 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 16, 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>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the November 16, 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 informed the Executive Team designates that the purpose of this agenda item is to offer an opportunity for open discussion. This relates to, but it not limited to, if they were being decisive in their decision-making, did they use their time effectively, and if they were working in a manner that creates a conducive environment</p> <p>The Executive Team provided verbal feedback at the meeting. Feedback included the following:</p> <ul style="list-style-type: none"> An appreciation that they were able to use some additional time from today's (November 16, 2022) ACET meeting to focus on a time sensitive agenda item. This allowed them time to take away some action items, which was conducive. An acknowledgement that in advance of the In Camera Budget discussions, that the Executive Team be given advanced awareness regarding the focus of the discussion as well as the desired outcomes. An acknowledgement that due to tight timelines posted documents are not always completely up-to-date by the posting deadline. For example, with respect to the 2023- 		

	<p>25 Business Plan some updates were received the evening prior to the meeting resulting in a revised/live document at today's (November 16, 2022) ACET meeting.</p> <ul style="list-style-type: none">○ President Brulé agreed that it is ok to post the documents by the posting deadline, with the understanding that on occasion further updates may need to be made after the documents have been posted.
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