

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 27, 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	The agenda was approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 27, 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 & Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft IN CAMERA ACET Minutes – October 19, 2022 (M. Wilson) 3.2.2 Proposed 2023-24 Schedule of Tuition and Ancillary Fees (K. Pearson) 3.2.3 2023 Corporate Risk Profile – Consultation Plan (M. Laviolette) 3.2.4 Draft ACET Minutes – September 30, 2022 Stand-alone Budget Meeting (G. Perry) 3.2.5 FSR - Portfolio Analysis Initiative (PA1) (D. McNair)	
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 items were removed for discussion:</p> <ul style="list-style-type: none"> • 3.2.2 Proposed 2023-24 Schedule of Tuition and Ancillary Fees (K. Pearson) – Approved with minor amendments. • 3.2.3 2023 Corporate Risk Profile – Consultation Plan (M. Laviolette) – Approved with the considerations that were brought forward by the Executive Team. <p>Items 3.2.1 Draft ACET Minutes – October 19, 2022, 3.2.4 Draft ACET Minutes – September 30, 2022 Stand-alone Budget Meeting (G. Perry) and 3.2.5 FSR - Portfolio Analysis Initiative (PA1) (D. McNair) were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 5, 2022	Agenda Item Number (pull from agenda)	4.0
Topic	BOG Dec 5, 2022 Agenda Review		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	20 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	V. Tiqui-Sanford, Senior Executive Assistant, 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 December 5, 2022 BOG Agenda BOG Agenda December 5, 2022 IN CAMERA BOG Agenda December 5, 2022 2022-23 Board of Governors Workplan</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) December 5, 2022 Board meeting agendas.		
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	Updates were made to the October 24, 2022 Board of Governors agenda based on the Executive Team discussion. Additional updates will be made offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 27, 2022	Agenda Item Number (pull from agenda)	5.0
Topic	Business Plan 2023-25 Development		
Requested By (ACET member)	M. Savenkoff, Vice President, Advancement and Strategy	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	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 2023-25 Business Plan Summary.xlsx</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) discuss the latest activity pertaining to 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. Due to time constraint, the Executive Team was unable to complete the review of the latest activity. The Executive Team will instead work with S. Gonsalves, Director, Strategy and Planning to make additional updates offline. S. Gonsalves will also update the transmittal based on Executive Team feedback.</p> <p>This item will be discussed further at the November 9, 2022 and November 16, 2022 ACET meetings (if required).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 27, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	Second Quarter 2022-23 Strategic Investment Priorities Requests		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	G. Perry, Chief Financial Officer E. Woods, Director, Corporate Planning T. Kinnunen, Manager, Corporate 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 – 2022-10-27 – Second Quarter 2022-23 SIP Appendix A – Second Quarter 2022-23 SIP Project Increase Decrease and Deferral Requests Appendix B – 2022-23 Strategic Investment Priorities September 2022 Report</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the Second Quarter 2022-23 Strategic Investment Priorities in-year project adjustments.		
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	The Executive Team approved the Second Quarter 2022-23 Strategic Investment Priorities in-year project adjustments with some minor amendments.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 27, 2022	Agenda Item Number (pull from agenda)	9.0
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	THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the October 27, 2022 ACET meeting.		
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 is not limited to, how they are functioning as a group relative to the agenda, the items that they need to discuss, the time they spend, if they are discussing the appropriate items, if they are being decisive, and if they are 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 for the pace of the meeting. There was time for meaningful discussions. A suggestion that the transmittal clearly reflects what ACET action is being requested (accepted for information, endorsed for presentation to the Audit and Risk Management Committee, etc.). An acknowledgement that there are still some things that need to be navigated when meeting in a hybrid format (e.g. monitoring hands). An acknowledgment that the Executive Team spent too much time on one item. President Brulé advised that he would better guide these discussions in the future and recommended an offline discussion if there is something that requires more focused attention. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 27, 2022	Agenda Item Number (For office use only)	10.0
Topic	Program Proposal: Building Information Modeling – Lifecycle Management (Canadian Context), Ontario College Graduate Certificate		
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	C. Hahn, Dean, Algonquin Centre for Construction Excellence A. Selvey, Chair, Architecture, Construction and Civil M. Cusson, Dean, Academic Development M. Leduc, Executive Director, Academic Operations and Planning		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – Program Proposal: BIM-LM (CC) OCGC</i> <i>ASAC Transmittal – Program Proposal: Building Information Modeling – Lifecycle Management (Canadian Context), OCGC</i> <i>Appendix A: Program of Study</i> <i>Appendix B: Cash Flow</i> <i>Appendix C: Program Committee Membership</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve the program proposal for Building Information Modeling – Lifecycle Management (Canadian Context), Ontario College Graduate Certificate to go to the Academic and Student Affairs Committee (ASAC) for the following action:</p> <p style="padding-left: 40px;">THAT the Academic and Student Affairs Committee recommends to the Board of Governors the approval of the Building Information Modeling – Lifecycle Management (Canadian Context), Ontario College Graduate Certificate, effective Spring 2023.</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 Sub Group approved the program proposal, with minor amendments to the transmittal, as per the presented recommendation.</p> <p>It was acknowledged that if Human Resources needs to be brought into the discussion, that C. Janzen, Senior Vice President, Academic would reach out to D. McCutcheon, Vice President, Human Resources offline. This revised process, with the ACET sub group, would also continue to be plan-do-study-adjusted (PDSA).</p>		