

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 7, 2022	<b>Agenda Item Number (For office use only)</b>	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) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	C. Brulé, President & CEO, Algonquin College		
<b>Attachments</b>	<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>	
<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 <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>	Approved with the Executive Team discussing the reissuing of a communication to the College community regarding the no smoking policy as well as reminding the Leadership Team to not schedule meetings between 8:30 am – 9:30 am in order to respect Huddle time.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 7, 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>	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>	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 – November 23, 2022 (M. Wilson) 3.2.2 Policy AA13: Assessment and Evaluation of Learning (M. Cusson) 3.2.3 Policy AD12: Travel, Meals and Hospitality (G. Perry) 3.2.4 Policy AD16: Payment Card Industry Data Security Standards (Y. Do) 3.2.5 Policy HS11: Alcohol on Campus (D. McNair) 3.2.6 IN CAMERA Draft ACET Minutes – November 18, 2022 Stand-alone Budget Meeting (G. Perry) 3.2.7 Program Title Modification, Photography, Ontario College Diploma (H. Ryall, M. Cusson) 3.2.8 Policy HR26: Flexible Work Arrangement Policy Review Stand-alone meeting minutes – November 30, 2022 (D. Soltis) 3.2.9 Fixed Term Administrative (FTA) to Full-Time Administrative Conversion Proposal (R. Southwood) 3.2.10 Nomination President Star (D. Thomson) 3.2.11 Portfolio Analysis (PA1) - College Budget Committee – Amendments to the Terms of Reference (D. McNair)	
<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) _____		

<p><b>Target</b></p>	<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>• 3.2.8 Policy HR26: Flexible Work Arrangement Policy Review Stand-alone meeting minutes – November 30, 2022 (D. Soltis) – approved with minor edits.</li> <li>• 3.2.9 Fixed Term Administrative (FTA) to Full-Time Administrative Conversion Proposal (R. Southwood)             <ul style="list-style-type: none"> <li>○ Approved to convert the Facilities Planner Fixed Term Administrative (FTA) position to a Full-time Administrative position.</li> <li>○ The Executive Team will revisit the position management decisions on January 25. This is following the January 18, 2023 Strategic Workforce Planning Final Report and Proof of Concept presentation.</li> </ul> </li> </ul> <p>Items 3.2.1 Draft ACET Minutes – November 23, 2022 (M. Wilson), 3.2.2 Policy AA13: Assessment and Evaluation of Learning (M. Cusson), 3.2.3 Policy AD12: Travel, Meals and Hospitality (G. Perry), 3.2.4 Policy AD16: Payment Card Industry Data Security Standards (Y. Do), 3.2.5 Policy HS11: Alcohol on Campus (D. McNair), 3.2.6, IN CAMERA Draft ACET Minutes – November 18, 2022 Stand-alone Budget Meeting (G. Perry), 3.2.7 Program Title Modification, Photography, Ontario College Diploma (H. Ryall, M. Cusson), 3.2.10 Nomination President Star (D. Thomson) and 3.2.11 Portfolio Analysis (PA1) - College Budget Committee – Amendments to the Terms of Reference (D. McNair) were approved as presented.</p>
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## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 7, 2022	Agenda Item Number (pull from agenda)	4.0
Topic	5-Year Strategic Enrolment Management (SEM) Plan		
Requested By (ACET member)	C. Brulé, President and CEO	Time Allotted	45 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	C. Janzen, Senior Vice President, Academic		
Attachments (as read-ahead material)	<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 – 2022-12-07 – 5 Year Strategic Enrolment Management Plan</i> <i>IN CAMERA: 5-Year Strategic Enrolment Management Plan</i> <i>Draft 2022-12-07 Strategic Enrolment Management Plan.pptx</i> <i>SEM Plan Year 1 Initiatives.xlsx</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) endorse the proposed 5-Year Strategic Enrolment Management (SEM) Plan as presented.		
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>The Executive Team endorsed the proposed draft In Camera 5-Year Strategic Enrolment Management (SEM) Plan (excluding resource requests), with any feedback to be sent via email to Chris Janzen, Senior Vice President, Academic by December 16, 2022. C. Janzen will submit a revised draft to ACET (date tbc) for approval by the Executive Team based upon this feedback.</p> <p>The \$84K Strategic Investment Priorities (SIP) request will be discussed further later today (December 7, 2022), as part of the ACET Stand-alone 2023-24 Strategic Investment Priorities discussion.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 7, 2022	<b>Agenda Item Number (pull from agenda)</b>	4.0
<b>Topic</b>	College Space Committee: College Space Proposed Allocation Fiscal Year 2023-24		
<b>Requested By (ACET member)</b>	C. Janzen, Senior Vice President, Academic	<b>Time Allotted</b>	45 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>	J. Beauchamp, Dean, School of Business & Hospitality and Chair, Integrated College Development Planning Steering Committee M. Cusson, Dean, Academic Development R. Southwood, Executive Director, Facilities Management		
<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	ACET Transmittal – 2022-12-07 – College Space Committee College Space Proposed Allocation ACET Presentation – 2022-12-07 – 223-24 Proposed Space Solutions	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) endorses the proposed space allocation for fiscal year 2023-24.		
<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>	The Executive Team endorsed the following proposed space allocations for fiscal year 2023-24, with the understanding that all space requests are pending funding and operation plan approvals: <ul style="list-style-type: none"> <li>New Observation Room for Community Studies – to create a new 12 capacity                Observation Room in B382 and B382a office spaces at the Ottawa Campus for the new                Bachelor of Child and Youth Care program for Fall 2023. This includes relocating the                displaced office staff from B382/ B382a to B371.</li> <li>Experiential Learning and Innovation (ELI) Offices – to co-locate Co-op (C226) &amp;                Employment services (E350), existing and estimated growth positions (up to 2025)                within C226 with no renovations and moderate furniture upgrades. ELI support services                (AVP and Finance) to remain in existing spaces.</li> </ul>		

- The Executive Team acknowledged that the ELI Business Case would need to come back to ACET at a future date, especially in terms of position growth.
- Establish a 'School within a College (SWAC)' at the Ottawa Campus with the Public School Board – to create a SWAC dedicated classroom space in F100 and provide priority access to F109 for the Ottawa-Carleton District School Board (OCDSB) for Fall 2023.
- H215 Mixology Lab Renovations/Modernization – to provide updates to the existing H215 Mixology Lab and review the feasibility of increasing capacity and modernizing the lab for Fall 2023.
- Registrar's Office Accommodation – to maintain interim assignment of space in C224. To find a more meaningful location for the Registrar, Business Operations Officer and Administrative Assistant. A full review of Student Central teams/positions and Flexible Work assignments, to determine if colocation of the outstanding (3) team members is possible. To utilize vacated C151 for urgent short-term no cost space priorities; as determined by Planning. While maintaining the option for the Registrar to return to C151 contingent on flexible work arrangement outcomes that will be determined by December 2022.
- Pembroke Campus – Expansion of Existing Outdoor Vehicle/Storage Compound – to expand the existing outdoor storage/vehicle compound at the Pembroke Campus.
- Academic Union Office Relocation - To relocate the Academic Union Office from C215 to A207. To return the C215 vacated space to the College Inventory of surplus space. A total estimated cost of \$15K. The project is to be funded by CSC SIP Envelope funding

The Executive Team endorsed the following proposed space allocation for fiscal year 2023-24 to be placed on hold:

- H201 Reconfiguration to a new Multi-Purpose Lab for Hospitality Tourism and Travel program.

The Executive Team endorsed deferring the decision to proceed with the following proposed space allocation for fiscal year 2023-24 pending additional offline discussions:

- New Active Learning Classroom – Pembroke Campus – to create a new 40 capacity Active Learning Classroom at the Pembroke Campus that is multi-modal enabled and to convert 124 existing Mobile Classrooms.

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 7, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	Operating Plan Prioritization – Fall 2022		
Requested By (ACET member)	Mark 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	Scott 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 Prioritization – Dec 7-22</i> <i>Operating Plan Portfolio Review - Fall 2022.xlsx</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) identifies projects on the Operating Plan to defer to a later date to alleviate capacity challenges.		
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 identified four projects on the Operating Plan to be deferred. This leaves 17 Important and 16 Critical (with one yet to be categorized). In addition, 11 were identified as complete and 1 to be cancelled. Lastly, 34 initiatives remain open on the Operating Plan.		

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<b>Date of Meeting</b>	December 7, 2022	<b>Agenda Item Number (pull from agenda)</b>	7.0
<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	<i>ACET Transmittal – ACET Effectiveness Check-in            Link: Appendix A – 2022-23 ACET Effectiveness Survey            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 December 7, 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>	<p>The Executive Team provided verbal feedback at the meeting. Feedback included the following:</p> <ul style="list-style-type: none"> <li>An acknowledgement that a decision had not yet been reached in terms of endorsement of the draft IN CAMERA 5-year Strategic Enrolment Plan as well as next steps.</li> <li>An acknowledgement that the College Space Committee discussion was well organized with the space requests also well prioritized. The right people were also present to assist with the discussion.</li> <li>An acknowledgement that monitoring hands needs to be better navigated when meeting in a hybrid format. A proposed solution was, for consistency, for everyone to use the virtual hand whether attending the meeting in person or remotely.</li> <li>An appreciation that the meeting flowed well.</li> <li>An acknowledgement that if a number of consent agenda items are listed that the time allotment for this item be increased accordingly.</li> </ul>		