

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 11, 2023	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	January 11, 2023	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 – December 20, 2022 (K. Simmonds) 3.2.2 Draft ACET Minutes - December 7 2022 Stand-Alone Budget Meeting (G. Perry) 3.2.3 Draft ACET Minutes - December 20 2022 (AM - Presentations) Stand-Alone Budget Meeting (G. Perry) 3.2.4 Draft ACET Minutes – December 20 2022 (PM – Endorsements) Stand-Alone Budget Meeting (G. Perry) 3.2.5 President’s Star Award Nomination (D. McCutcheon)	
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"> • 3.2.1 Draft ACET Minutes – December 20, 2022 (K. Simmonds) – approved with minor updates. • 3.2.5 President’s Star Award Nomination (D. McCutcheon) – approved pending minor modifications. <p>Items 3.2.2 Draft ACET Minutes – December 7, 2022 Stand-Alone Budget Meeting (G. Perry), 3.2.3 Draft ACET Minutes – December 20, 2022 (AM – Presentation) Stand-Alone Budget Meeting (G. Perry) and 3.2.4 Draft ACET Minutes – December 20, 2022 (PM – Endorsements) Stand-Alone Budget Meeting (G. Perry) were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 11, 2023	Agenda Item Number (pull from agenda)	4.0
Topic	Office of the Ombudsman Annual Report 2021-22		
Requested By (ACET member)	Laura Stanbra, Vice President, Student Services	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	B. Bridgstock, Director, Student Support Services G. Cole, Ombudsman		
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 – Office of the Ombudsman Annual Report 2021-22</i> <i>Appendix A - Office of the Ombudsman Annual Report 2021-22</i> <i>Appendix B - Memo – Receipt and Approval of the Office of the Ombudsman Annual Report 2021-22</i> <i>ACET Presentation – Office of the Ombudsman Annual Report 2021-22.pptx</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) accept the Office of the Ombudsman Annual Report for 2021-22 as presented.		
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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>G. Cole, Ombudsman, provided an overview of the 2021-22 Ombudsman Annual Report, which was received as information by the Executive Team.</p> <p>C. Janzen, Senior Vice President, Academic will formulate a response to the Ombudsman’s Office following the January 11 discussion with the Executive Team. L. Stanbra, Vice President, Student Services will also suggest to Jack Doyle, Manager, Student’s Association (SA) that the SA also prepare an official response.</p> <p>President Brulé and C. Janzen will meet offline to discuss the process and policies associated with the academic appeal process.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 11, 2023	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	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 Update Jan 11 Business Plan 2023-25 DRAFT.docx</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 the latest progress on the development of the 2023-25 Business Plan. ACET has been asked to review all of the text and values on the initiatives, including scorecard metrics for which they are Executive Sponsor. Edits should be submitted to S. Gonsalves, Director, Strategy and Planning by January 13, 2023.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 11, 2023	Agenda Item Number (pull from agenda)	6.0
Topic	ACET Retreat Agenda – April 20-21, 2023		
Requested By (ACET member)	C. Brulé, President & CEO	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. 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 Retreat Agenda – April 20-21, 2023</i> <i>ACET Retreat Agenda – April 20-21, 2023</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) discuss the draft April 20-21, 2023 ACET Retreat meeting agenda and provide feedback/suggestions so it can be finalized by end-January.</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 reviewed and provided feedback on the April 20-21, 2023 ACET Retreat agenda. Updates will be made to the agenda based on Executive Team feedback. The latest version of the agenda will be sent to the Executive Team via email in order for additional updates to be made offline (deadline January 27, 2023). The final draft of the ACET Retreat agenda will then be finalized by President Brulé.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 11, 2023	Agenda Item Number (pull from agenda)	7.0
Topic	Business Case for Virtual Front Doors for Graduate, Professional, and Part-time Studies		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	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	E. Mulvey, Acting Associate Vice President, Global, Online and Corporate Learning M. Donohue, Donohue Consulting		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input checked="" type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2023-01-11 – Business Case for Virtual Front doors for Graduate, Professional and Part Time Studies</i> <i>ACET PowerPoint 2023-01-11 Business Case for School of Professional, Graduate and Part Time Studies</i> <i>Budget Business Case</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) endorse the Business Case for the Virtual Front Doors for Graduate, Professional, and Part Time Studies recommendation to create a virtual front door for “Graduate Studies” (Ontario College Graduate Certificates) and a virtual front door for “Professional Learners” including contract training and part-time learners and invest in better supports for these learners.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Other (Specify) <u>Stand-alone ACET meeting on February 1, 2023</u>		
Target	<p>The Executive Team did not endorse the Business Case for the Virtual Front Doors for Graduate, Profession, and Part-time Studies recommendation as presented; approval is pending additional information (i.e. responses to offline questions, Business Case for Corporate Training and Flexible Learning decision from the College Budget Committee).</p> <p>A stand-alone ACET meeting has been scheduled for February 1, 2023 in order to make a decision with respect to the above recommendation.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 11, 2023	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 January 11, 2023 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>The Executive Team provided verbal feedback at the meeting. Feedback included the following:</p> <ul style="list-style-type: none"> • An acknowledgment that some of the recommendations from previous meetings are being put into practice. • An acknowledgement that if additional people/presenters are being invited to the meeting that the President’s Office be notified in advance. The agenda should also identify the names of all presenters and observers. • An acknowledgment of the disconnect/confusion in terms of one of the confirmed presentation times. • An acknowledgement of having multiple touch points for large and/or new presentation items, which should also include time for follow up at future meetings. <ul style="list-style-type: none"> ○ Some of these touch points could/may be shared with the Executive Team as an information item rather than a presentation (as applicable). 		