

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 20, 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 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 agenda was approved, with D. McCutcheon requesting a discussion about the 2023 CIGan Summer Leadership Institute Series, however, no time was available.</p> <p>M. Savenkoff indicated he must leave at noon and that S. Gonsalves would join the meeting as his designate, beginning with agenda item eight.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 20, 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 ACET Minutes – December 14, 2022 (M. Wilson) 3.2.2 Policy RE05: Intellectual Property (K. Dawson) 3.2.3 Policy RE09: Commercialization (K. Dawson) 3.2.4 2023 Algonquin College Visual Identity Standards (A. McDonell) 3.2.5 Nomination President Star – AA (D. Thomson) 3.2.6 Nomination President Star – AM (D. Thomson)	
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. The following agenda items were removed for discussion:</p> <ul style="list-style-type: none"> • 3.2.1 Draft ACET Minutes – December 14, 2022 (M. Wilson) – Approved with edits from M. Savenkoff, Vice President, Advancement and Strategy, as discussed with President Brulé. • 3.2.2 Policy RE05: Intellectual Property (K. Dawson) – Approved with comments from M. Savenkoff, as noted in the document. • 3.2.4 2023 Algonquin College Visual Identity Standards (A. McDonell) <ul style="list-style-type: none"> ○ Approved with the following considerations: <ul style="list-style-type: none"> ▪ President Brulé noted that his email signature would need to be updated. ▪ L. Stanbra, Vice President, Student Services noted that promotion and awareness about these standards is needed. She is working with A. McDonell, Director, Marketing and Recruitment on promotion and also asked ACET members to ensure their units are mindful of carrying out these new standards. 		

	<ul style="list-style-type: none">▪ President Brulé suggested including email standards for accessibility. L. Stanbra to ask Marketing to work with Human Resources, to ensure accessibility standards are incorporated.• 3.2.6 Nomination President Star – AM (D. Thomson) – ACET members did not endorse this nomination. President Brulé suggested a letter of acknowledgement. <p>Items 3.2.3 Policy RE09: Commercialization (K. Dawson), and 3.2.5 Nomination President Star - AA (D. Thomson) were approved as presented.</p>
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AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 20, 2022	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising – ACLT Meeting Agenda – January 26, 2023		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	5 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	L. Stanbra, Vice President, Student Services G. Rodriguez, Executive Assistant to the Vice President, Indigenous and Partnerships		
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>ACLT Meeting Agenda – January 26, 2023</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.		
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 January 26, 2023 ACLT meeting agenda.</p> <p>L. Stanbra described plans to play back the January 5, 2023 ACET discussion to ACLT. The discussion, about future planning for Truth and Reconciliation at Algonquin College, will be for consultation, rather than for information.</p> <p>L. Stanbra suggested dedicating 90 minutes at the January 5, 2023 ACET meeting for discussion and the last 30 minutes to discuss the ACLT meeting. The January 26, 2023 ACLT agenda will be published after January 5, 2023.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 20, 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 update Dec 20 Business Plan 2023-25 DRAFT.docx 2023-25 Business Plan Summary - draft.xlsx 2023-25 AC Business Plan Scorecard.xlsx 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 received an update on the development of the 2023-25 Business Plan, with S. Gonsalves highlighting changes from last year’s business plan presentation.</p> <p>The Executive team discussed scorecard metrics and recommended footnotes or speaking notes to address metrics that may raise questions. Further discussion is required about publishing definitions for scorecard metrics. It was acknowledged that preparing definitions for publication may be a goal for future presentations, and may not be possible to have ready for inclusion in the 2023-25 Business Plan.</p> <p>S. Gonsalves will meet with D. McCutcheon, Vice President, Human Resources to discuss Strategic Workforce Planning targets. President Brulé, S. Gonsalves and M. Savenkoff, Vice President, Advancement and Strategy will meet this week, to discuss the indigenization initiative.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 20, 2022	Agenda Item Number (pull from agenda)	6.0
Topic	ARM Presentation: Campus Major Capital Project: Phase 3 - Campus Accessibility Project (AODA) - Annual Budget Request		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	R. Southwood, Executive Director, Facilities Management A. Waked, Associate Director, Facilities Development, Facilities Management		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2022-12-20 – Campus Major Capital Project Phase 3 – Campus Accessibility Project (AODA) – Annual Budget Request</i> <i>Appendix A – Campus Major Capital Project: Phase 3 - Campus Accessibility Project (AODA) - Annual Budget Request Presentation</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) endorse the recommended option identified and submit a recommendation that the Board of Governors approves an expenditure of up to \$1.6M from the College’s Strategic Investment Priorities budget for fiscal year 2023-24 to address campus infrastructure upgrades that support legislated AODA compliance across the Ottawa, Perth and Pembroke campuses. Sources of funds include in-year net operating revenues, reserves and/or the Facilities Renewal Program Grant. This project will return to the Board of Governors and request additional funds for following fiscal years once the College’s fiscal picture is better defined.</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>to be reviewed as part of the next 2023-24 budget discussion</u>		
Target	<p>R. Southwood presented three options for making physical accessibility improvements, all meeting the minimal AODA obligation. Some improvements may address deferred maintenance liability, however, that is not the priority.</p> <p>The Executive Team discussed the contract the college has entered with a new construction manager. The Executive Team deferred a decision on this item and will consider these options during the next 2023-24 budget discussion.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 20, 2022	Agenda Item Number (pull from agenda)	7.0
Topic	Operating Plan Initiative (Step 2) - Bookware move to Software as a Service (SaaS)		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	10 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	A. Bennett, Senior Manager Technology, Campus Services M. Lowrey, Associate Director, Campus Services		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2022-12-20 – Operating Plan Initiative (Step 2) – Bookware move to Software as a Service (SaaS)</i> <i>Appendix A – Bookware SaaS Power Point Presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse the Bookware Move to Software as a Service (SaaS) project to be added to the 2022-23 to 2023-24 Operating Plan and move forward with required consultations.		
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	The Executive Team endorsed the Bookware move to Software as a Service (SaaS) project. It was noted this move would only impact the Ottawa Campus, as the Pembroke campus has opted to continue using the on-premise Bookware system. C. Janzen, Senior Vice President, Academic to discuss future steps with employees from the Pembroke Campus offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 14, 2022	Agenda Item Number (pull from agenda)	10.0
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 December 20, 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>The Executive Team provided verbal feedback at the meeting. Feedback included the following:</p> <ul style="list-style-type: none"> A reminder to ACET members to ensure that presenters are fully prepared for their presentation. As a follow-up to the 2023-24 Strategic Investment Priorities presentation, ACET members were asked to work with their teams to identify essential versus non-essential expenses. In preparation for the December 20 ACET Budget Solutions meeting, a request for clarification on future Strategic Investment Priority (SIP) requests was brought forward; an excel document listing all requested expenses was suggested. Clarification on required decisions for the next SIP discussion was also discussed. 		