

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 18, 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 18, 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 – January 11, 2023 (M. Wilson)	
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 confirmation provided that the latest version of the April 20-21, 2023, ACET Retreat agenda would be circulated on Friday, January 20, 2203. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 18, 2023	Agenda Item Number (Pull from agenda)	7.0
Topic	Strategic Workforce Planning (SWP) Final Report Presentation		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	55 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	D. Soltis, Director of People and Culture S. Harrington, Lead Engagement Partner, Deloitte G. Ho, Project Lead, Deloitte A. Bara, Delivery Lead, Deloitte		
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>Strategic Workforce Planning.Final Report.ACET Transmittal Jan.18.23</i> <i>Strategic Workforce Planning - Summary Presentation</i> <i>SWP Current State and Benchmarking Analysis Report</i> <i>SWP – Scenario Modelling Dashboard (Nursing Studies Proof of Concept)</i> <i>SWP – Skills-based SWP Playbook (Campus Services Proof of Concept)</i> <i>Strategic Workforce Planning Final Report</i> <i>Strategic Workforce Planning Implementation.2023-24.Project Charter.V.2.0</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the proposed strategic workforce planning framework including the governance, roadmap, and budget to ensure Algonquin College has the right people, with the right capabilities, at the right time, and to execute on its strategic and operational objectives.		
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 the proposed strategic workforce planning framework including the governance, roadmap, and budget presentation, with the following suggested update:</p> <ul style="list-style-type: none"> The Strategic Workforce Planning – College Guiding Principles will be adjusted based on feedback from President Brulé. <p>The Executive Team will consider any additional questions they may have in preparation for the follow-up discussion at the January 25, 2023, ACET meeting. It is expected that a decision to endorse/approve the proposed recommendation will be provided at that time.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 18, 2023	Agenda Item Number (Pull from agenda)	8.0
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 January 18, 2023, 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"> • An acknowledgment that the Executive Team is welcome to send any additional comments via email. • An acknowledgment of the technology issues that took place in the Rosser Boardroom and that this consumed some of the meeting time. • An appreciation for the opportunity to review the Strategic Workforce Planning material in advance due to the volume of information. • An appreciation for the opportunity for observers to attend the Strategic Workforce Planning presentation. <ul style="list-style-type: none"> ○ An acknowledgement that as Chair of the Integrated College Development Committee (ICDP), J. Beauchamp was also extended an invitation to attend this presentation. However, due to a scheduling conflict, D. Soltis met with her offline instead to discuss. 		