

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 25, 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	<b>THAT</b> 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 <b>as amended</b> (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 25, 2023	Agenda Item Number (pull from agenda)	2.0
Topic	ACLT Meeting Agenda – February 22, 2023 and preliminary discussion of ACLT Spring Retreat		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	L. Stanbra, Vice President, Student Services		
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 – ACLT Meeting Agenda February 22, 2023 and Prelim Spring Retreat Planning</i> <i>ACLT Meeting Agenda, February 23, 2023</i> <i>ACLT Fall Retreat Agenda</i> <i>ACLT Fall Retreat Survey Results</i> <i>ACLT 2022-23 Budget</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) discuss and finalize the ACLT Meeting Agenda for February 22, 2023 and provide input on proposed framework for ACLT Retreat on May 3.		
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 discussed the February 22, 2023 ACLT meeting agenda. Additional updates will be made offline based on Executive Team feedback.</p> <p>The May 3, 2023 ACLT Retreat agenda was also discussed. S. Gonsalves, Director, Strategy and Planning, Advancement will be asked to assist L. Stanbra, Vice President, Student Services in preparing the ACLT Retreat meeting agenda.</p> <p>L. Stanbra will discuss the 2023-24 ACLT budget with D. McNair, Vice President, Finance and Administration offline.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	January 25, 2023	<b>Agenda Item Number (pull from agenda)</b>	3.0
<b>Topic</b>	Business Arising from January 18, 2023 ACET meeting Strategic Workforce Planning (SWP) – Follow Up Discussion		
<b>Requested By (ACET member)</b>	D. McCutcheon, Vice President, Human Resources	<b>Time Allotted</b>	30 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>	D. Soltis, Director, People and Culture		
<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	<i>Strategic Workforce Planning – Follow up Discussion</i> <i>ACET Transmittal Jan 25 23</i> <i>Strategic Workforce Planning – Follow Up Discussion</i>	
<b>Recommendation</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) as part of the approval process to proceed with investment in strategic workforce planning have further discussion on key areas including how the process integrates with resource/budget allocation, factors in additional data sets (e.g. absenteeism rates, Sabbatical, attrition, etc.), integrates corporate and academic services, data challenges and overall return on investment.</p>		
<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 approved the proposed strategic workforce planning framework including the roadmap and budget. This endorsement included minor considerations in terms of governance based on Executive Team feedback.</p> <p>Human Resources will work with Finance offline in terms of the value benefits realization and the payback period based on some reasonable assumptions. This includes working together to establish a series of performance measures rather than a single Return on Investment.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 25, 2023	Agenda Item Number (pull from agenda)	4.0
Topic	2023-24 Proposed Annual Budget		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	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 – 2023-01-25 – Proposed 2023-24 Draft Annual Budget</i> <i>Appendix A – Proposed 2023-24 Draft Annual Budget</i> <i>Appendix B – Draft 2023-24 Treasurer’s Report</i> <i>Appendix C – ARM Transmittal Proposed 2023-24 Annual Budget</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) endorse the Proposed 2023-24 Annual Budget for presentation to the Audit and Risk Management Committee on January 31, 2023.		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input 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 2023-24 Annual Budget for presentation to the Audit and Risk Management (ARM) Committee on January 31, 2023.</p> <p>President Brulé will share any feedback with ACET, as applicable, following the ARM meeting.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	January 25, 2023	<b>Agenda Item Number (pull from agenda)</b>	5.0
<b>Topic</b>	5-Year Strategic Enrolment Management (SEM) Plan – Version II		
<b>Requested By (ACET member)</b>	C. Brulé, President and CEO	<b>Time Allotted</b>	30 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. Janzen, Senior Vice President, Academic		
<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 – 2023-01-25 – 5-Year Strategic Enrolment Management Plan – v2 FINAL 5-Year Strategic Enrolment Management Plan v2	
<b>Recommendation</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) endorse the proposed 5-Year Strategic Enrolment Management (SEM) Plan – Version II as presented.</p>		
<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 endorsed the proposed 5-Year Strategic Enrolment Management (SEM) Plan – version II with the understanding that the plan takes into consideration external forces and potential scenarios that could have an impact on the SEM plan (i.e. China’s declining population and potential global ramifications, significant demographic changes tied to geopolitical circumstances, government policy changes or priorities, climate change and resilience as well as the Auditor General’s Report on College Degrees). The SEM Plan will also be updated to reflect the confirmed spend allocation for 2023-24.</p> <p>S. Gonsalves, Director, Strategy and Planning, Advancement will also be asked to take a holistic view of all of the Plans (i.e. Workforce planning, Financial planning, Space planning, this SEM Plan, etc.) in order to ensure they are being properly integrated.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 25, 2023	Agenda Item Number (pull from agenda)	6.0
Topic	BOG February 27, 2023 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 W. Eastwood, Executive Support Clerk, 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 February 27, 2023 BoG Agenda            BOG Agenda February 27, 2023            IN CAMERA BOG Agenda February 27, 2023            2022-23 Board of Governors Workplan V7</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) February 27, 2023 Board meeting agendas.		
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	Updates were made to the February 27, 2023 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

<b>Date of Meeting</b>	January 25, 2023	<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> 7.1 ACET planner review 7.2 Consent agenda items 7.2.1 Draft ACET Minutes – January 18, 2023 (M. Wilson) 7.2.2 New Policy – AA49 Electronic Records Retention (K. Pearson) 7.2.3 Salesforce Upgrade Project Extension (Y. Do)	
<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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<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>• 7.2.2. New Policy – AA49 Electronic Records Retention (K. Pearson) approved with minor amendments.</li> </ul> <p>Items 7.2.1 Draft ACET Minutes – January 18, 2023 (M. Wilson) and 7.2.3 Salesforce Upgrade Project Extension (Y. Do) were approved as presented.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 25, 2023	Agenda Item Number (pull from agenda)	8.0
Topic	Identification of Nominees for Honorary Degrees		
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	M. Cusson, Dean, Academic Development		
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 – Identification of Nominees for Honorary Degrees</i> <i>Final Honorary Degree Diploma Portfolio 2023-24</i> <i>Nominations Summary 2023-24</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) endorse the proposed nominees for Honorary Degrees.		
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 reviewed and endorsed the nominees identified for Honorary Degrees for the Spring 2023 convocation ceremonies with one potential amendment. Should one of the nominee’s accept the nomination, they will offer the choice of participating in the Spring 2023 or Spring 2024 convocation ceremony as well as to select their preferred alignment in terms of the School.		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 25, 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	<b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness via email following the January 25, 2023 ACET meeting.		
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 provided verbal feedback at the meeting. Feedback included the following:</p> <ul style="list-style-type: none"> <li>• An acknowledgement that the seats near the screen/camera in the Rosser Boardroom were not well filled.               <ul style="list-style-type: none"> <li>○ Comments were shared about feeling uncomfortable being so close to the screen and for those who are virtual and logged in, participants can still “see” the meeting attendees</li> <li>○ An acknowledgement that the Executive Team will continue to experiment with sitting at the front end of the room (closest to the camera).</li> </ul> </li> <li>• An appreciation of the great information that had been shared, for the collegial discussions and an overall productive meeting.</li> <li>• A recommendation that presenters be more mindful in terms of the “Purpose” section of the transmittal and why something is being presented.</li> <li>• An acknowledgment that the Executive Team has been testing different strategies (i.e. shared documents, group email exchange, etc.) to continue the dialogue in advance of a presentation coming back to ACET as business arising.</li> </ul>		