

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 7, 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	February 7, 2023	Agenda Item Number (For office use only)	2.0
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> 2.1 ACET planner review 2.2 Consent agenda items 2.2.1 Draft ACET Minutes – January 25, 2023 (M. Wilson) 2.2.2 Draft Stand-alone ACET Minutes – February 1, 2023 (M. Wilson) 2.2.3 Budget Principle 2.24 - College Student Employment Program (D. McNair) 2.2.4 Fixed-Term Administrative (FTA) to Full-Time Administrative Conversion Proposal - Manager, Local Immigration Partnership (S. Hall)	
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"/> Referred to _____ (Group or Person) <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"> • 2.2.1 Draft ACET Minutes – January 25, 2023 (M. Wilson) – approved with minor amendments. • 2.2.2 Draft Stand-alone ACET Minutes – February 1, 2023 (M. Wilson) – approved with minor amendments. • 2.2.3 Budget Principle 2.24 - College Student Employment Program (D. McNair) – approved with minor cosmetic revisions. • 2.2.4 Fixed-Term Administrative (FTA) to Full-Time Administrative Conversion Proposal - Manager, Local Immigration Partnership (S. Hall) – approved with minor amendments. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 7, 2023	Agenda Item Number (pull from agenda)	4.0
Topic	2023-2026 Inclusion, Diversity, Equity and Accessibility Blueprint		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	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	D. Soltis, Director of People and Culture S. Gauen, Inclusion & Diversity Specialist D. Mclean, Consultant, Graybridge Malkam		
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>Inclusion Diversity Equity and Accessibility Blueprint.ACET Transmittal.Feb.7.23 2023-2026 Inclusion, Diversity, Equity and Accessibility (IDEA) Blueprint – Summary Presentation 2023-2026 Inclusion, Diversity, Equity and Accessibility (IDEA) Blueprint</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the 2023-2026 Inclusion, Diversity, Equity and Accessibility (IDEA) Blueprint.		
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	The Executive Team approved the 2023-26 Inclusion, Diversity, Equity and Accessibility Blueprint with a minor amendment.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 7, 2023	Agenda Item Number (pull from agenda)	5.0
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 – link to current draft</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) discuss the draft April 20-21, 2023 ACET Retreat meeting agenda and provide additional feedback so it can be finalized by 12 noon on February 9, 2023.</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 deadline for any additional updates to be made to the agenda is by 12 noon on February 9, 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	February 7, 2023	Agenda Item Number (pull from agenda)	6.0
Topic	Operating Plan (Step 2): Strategic Planning and Performance Measurement System		
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 M. Tait-Eburne, Manager, Business Relationship Management		
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 – Op Plan – Strategic Planning Software Feb 7-23 Strategic Planning and Performance Management – Op Plan STEP 2.pptx</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse the Strategic Planning and Performance Measurement System initiative to be added to the Operating Plan and move forward to Step 3 (intake process) of the Operating Plan process.		
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 Strategic Planning and Performance Measurement System initiative to be added to the Operating Plan and move forward to Step 3 (intake process) of the Operating Plan process.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 7, 2023	Agenda Item Number (pull from agenda)	7.0
Topic	Business Development – Strategic Plan 2023-28		
Requested By (ACET member)	C. Janzen, Senior Vice President Academic	Time Allotted	35 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	P. Devey, Associate Vice President, Global Online and Corporate Learning P. Safi, Director, Business Development E. Mulvey, Director, International Education Centre		
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 – 2023-02-07 – Business Development Strategic Plan 2023-28</i> <i>PowerPoint Presentation of Strategic Plan Highlights 2023-28 Business Development Strategic Plan</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse and approve the 5-Year Strategic Plan for Business Development.		
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>Deferred for future ACET discussion (date tbc)</u>		
Target	The Executive Team was asked to send any additional feedback to C. Janzen, Senior Vice President, Academic via email. The Executive Team will reconvene (date tbc) in order to make a decision to endorse/approve the proposed recommendation at that time.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 7, 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	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness via email following the February 7, 2023 ACET meeting.</p>		
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>Due to time constraints, President Brulé asked the Executive Team to send him feedback on the February 7, 2023 ACET meeting effectiveness via email.</p>		