

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15, 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 15, 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 – February 7, 2023 (M. Wilson) 3.2.2 Fixed-Term Administrative (FTA) to Full-Time Administrative Conversion Proposal - Manager, Marketing and Systems, Experiential Learning and Innovation (K. Dawson)	
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 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>The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline.</p> <p>Items 3.2.1 Draft ACET Minutes – February 7, 2023 (M. Wilson) and 3.2.2 Fixed-Term Administrative (FTA) to Full-Time Administrative Conversion Proposal - Manager, Marketing and Systems, Experiential Learning and Innovation (K. Dawson) were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15, 2023	Agenda Item Number (pull from agenda)	4.0
Topic	Natural Language Processing Application (Chatbot) Pilot Supporting the International Education Centre		
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	E. Mulvey, Director, International Education Centre P. Devey, Associate Vice President, Global, Online and Corporate Learning		
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 – 2023-02-15 – Natural Language Processing Application (Chatbot) Pilot Supporting the International Education Centre</i> <i>PowerPoint - Operating Plan Initiative Natural Language Processing Application (Chatbot) Pilot Supporting the International Education Centre 2022-23 Operating Plan Initiative - Natural Language Processing Application (Chatbot) Pilot Supporting the International Education Centre_Final_Dec 2022</i> <i>2022-23-SIP-Budget-Natural Language Processing Application (Chatbot) Pilot Supporting the International Education Centre</i> <i>Extend, Buy, Build (EBB) Analysis – Chatbot Version 0.3</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse the Natural Language Processing Application (Chatbot) Pilot Supporting the International Education Centre (IEC) with an implementation cost of \$145,000 to be funded from the IEC operating budget in 2023-24.		
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 Natural Language Processing Application (Chatbot) Pilot with the above revised recommendation.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15, 2023	Agenda Item Number (pull from agenda)	5.0
Topic	Mitigation Plans of 2023 Corporate Risk Profile		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	60 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	M. Laviolette, Director, Risk Management S. Mainse, Manager, Risk Management P. Racco, Sr. Manager, Enterprise Risk Services C. Dimitrova, Manager, Enterprise Risk Services		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input checked="" type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2023-02-15 – Mitigation Plans of 2023 Corporate Risk Profile</i> <i>Appendix A – Schedule for 2023 Corporate Risk Profile</i> <i>Appendix B – Mitigation Plans, by MNP</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the Mitigation Plans developed, in progression of the development of the 2023 Corporate Risk Profile.		
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 approved the Mitigation Plans developed, in progression of the development of the 2023 Corporate Risk Profile, with the considerations that they brought forward at the meeting as well as those being confirmed offline.</p> <p>The revised version will be presented to the Executive Team at the March 8, 2023 ACET meeting, where they will be seeking approval. The Profile will then be presented to the Audit and Risk Management (ARM) Committee on March 30, 2023 and the Board of Governors on April 17, 2023</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15, 2023	Agenda Item Number (pull from agenda)	6.0
Topic	Psychologically Safe Workplace – Mental Wellbeing Project Update		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	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	E. Langevin, Director, Employee and Labour Relations J. Myers, Acting, Manager, Wellness & Abilities Michael Mousseau, Physical and Emotional Wellbeing Practice Leader		
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 – Psychologically Safe workplace- Mental Wellbeing Project Update PowerPoint Presentation - Psychologically Safe Workplace- Mental Well Being Project Update Mental Health Resources Canada Dec 2021 – Condensed Version</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse proceeding with the proposed initiatives for year two of the Mental Wellbeing project for fiscal 2023-2024 in order to continue to support Algonquin College employee’s psychological safety by promoting mental wellbeing in the workplace.		
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 approved proceeding with the proposed initiatives in year two of the Mental Wellbeing project for fiscal 2023-24.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 15, 2023	Agenda Item Number (pull from agenda)	7.0
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 February 15, 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>President Brulé informed the Executive Team designates that the purpose of this agenda item is to offer an opportunity for open discussion.</p> <p>The Executive Team provided verbal feedback at the meeting. Feedback included the following:</p> <ul style="list-style-type: none"> • Each Executive Team member will introduce presenters to the group and state, more as a reminder to the presenters, that all members of the Executive Team have completed their read-ahead of the package. • Each Executive Team member will also remind the presenters that they should only speak to the highlights, in advance of and in preparation for their presentation. • An acknowledgement that presenters should be mindful that the transmittal and PowerPoint presentations should not capture the same information as a best practice. • An acknowledgement that time was managed well. • A recommendation that additional slides could be added after the final presentation slide, there could be hidden slides or two separate slide presentations (one as pre-read and one for the presentation). This is in order to expand on some of the material. This information would be reviewed as part of the read-ahead. • A recommendation to ask the presenter(s) if they would prefer to take questions throughout their presentation or wait until the end. • A reminder that if there are changes to any of the meeting documents that the revised documents should be uploaded to MS Teams. 		