

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 23, 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

<b>Date of Meeting</b>	February 23, 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> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 Draft ACET Minutes – February 15, 2023 (M. Wilson) 3.2.2 CQAAP 18 Month Follow-Up Report (M. Cusson) 3.2.3 Ombudsman’s Report – College Response Memo (C. Janzen) 3.2.4 Revised Infrastructure Renewal Fund Budget Principle (G. Perry)	
<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>• 3.2.3 Ombudsman’s Report – College Response Memo (C. Janzen) – approved with minor amendments.</li> <li>• 3.2.4 Revised Infrastructure Renewal Fund Budget Principle (G. Perry) – approved following a brief discussion.</li> </ul> <p>Items 3.2.1 Draft ACET Minutes – February 15, 2023 (M. Wilson) and 3.2.2 CQAAP 18 Month Follow-up Report (M. Cusson) were approved as presented.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 23, 2023	Agenda Item Number (pull from agenda)	4.0
Topic	Monthly Strategy and Planning Update		
Requested By (ACET member)	Mark Savenkoff, Vice President, Advancement and Strategy	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	Scott Gonsalves, Director, Strategy and Planning		
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 – Strategy and Planning Update Feb 2023            Status Update – February 2023.pptx</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) receives the latest update from the Office of Strategy and Planning and provides feedback and direction to the Director.</p>		
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 received the latest update from the Office of Strategy and Planning with additional changes to be made offline based on Executive Team feedback.</p> <p>Due to time constraints, the Executive Team requested 60 minutes for ACET to discuss the Operating Plan process. SECRETARY’S NOTE: S. Gonsalves, Director, Strategy and Planning will consult with D. McNair, Vice President, Finance and Administration and M. Savenkoff, Vice President, Advancement and Strategy offline to confirm next steps.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	February 23, 2023	<b>Agenda Item Number (pull from agenda)</b>	5.0																																													
<b>Topic</b>	Co-op Resourcing Request																																															
<b>Requested By (ACET member)</b>	C. Janzen, Senior Vice President, Academic	<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>	K. Dawson, Associate Vice President, Experiential Learning and Innovation M. Grammatikakis, Director, Experiential Learning and Entrepreneurship																																															
<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>ACET Transmittal – 2023-02-23 – Co-Op Resourcing Request</i> <i>Pre-read Information PowerPoint</i> <i>Presentation PowerPoint</i> <i>Co-op Staffing Statistics</i> <i>ELE Staffing Scenario Financials</i>																																														
<b>Recommendation</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) approve the Co-op Resourcing request as recommended for a total investment of \$505,540 in 2023-24:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th>Position</th> <th>Pay band</th> <th>Total Salary &amp; Benefits</th> <th>Additional Positions Requested</th> <th>Total Operational Expenses</th> <th>Total Incremental Expenses</th> <th>Phase 1 Hire Date</th> <th>Phase 2 Hire Date</th> <th>Total Investment 2023/24</th> </tr> </thead> <tbody> <tr> <td>Employer Engagement Specialist (JD)</td> <td>I</td> <td>\$92,965</td> <td>2</td> <td>\$ 9,000</td> <td>\$ 194,930</td> <td>Apr 1, 2023</td> <td>Oct 1, 2023</td> <td>\$ 146,197</td> </tr> <tr> <td>Co-op Student Advisor</td> <td>I</td> <td>\$92,965</td> <td>3</td> <td>\$ 6,750</td> <td>\$ 285,645</td> <td>Apr 1, 2023</td> <td>Aug 1, 2023</td> <td>\$ 253,907</td> </tr> <tr> <td>Employer Relations Liaison</td> <td>E</td> <td>\$68,040</td> <td>2</td> <td>\$ 4,500</td> <td>\$ 140,581</td> <td>Apr 1, 2023</td> <td>Oct 1, 2023</td> <td>\$ 105,435</td> </tr> <tr> <td colspan="2"></td> <td><b>\$253,970</b></td> <td></td> <td><b>\$ 20,250</b></td> <td><b>\$ 621,156</b></td> <td colspan="2"><b>Total</b></td> <td><b>\$ 505,540</b></td> </tr> </tbody> </table>			Position	Pay band	Total Salary & Benefits	Additional Positions Requested	Total Operational Expenses	Total Incremental Expenses	Phase 1 Hire Date	Phase 2 Hire Date	Total Investment 2023/24	Employer Engagement Specialist (JD)	I	\$92,965	2	\$ 9,000	\$ 194,930	Apr 1, 2023	Oct 1, 2023	\$ 146,197	Co-op Student Advisor	I	\$92,965	3	\$ 6,750	\$ 285,645	Apr 1, 2023	Aug 1, 2023	\$ 253,907	Employer Relations Liaison	E	\$68,040	2	\$ 4,500	\$ 140,581	Apr 1, 2023	Oct 1, 2023	\$ 105,435			<b>\$253,970</b>		<b>\$ 20,250</b>	<b>\$ 621,156</b>	<b>Total</b>		<b>\$ 505,540</b>
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<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input 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 checked="" type="checkbox"/> Other (Specify) <u>deferred to future ACET discussion (date tbc – following 2023-24 Q2)</u>																																															
<b>Target</b>	The Executive Team has deferred this presentation (date tbc) in order to make a decision to endorse/approve the proposed recommendation after the 2023-24 second quarter budget process.																																															

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<b>Date of Meeting</b>	February 23, 2023	<b>Agenda Item Number (pull from agenda)</b>	7.0
<b>Topic</b>	ACLT Meeting Agenda – March 30, 2023		
<b>Requested By (ACET member)</b>	L. Stanbra, Vice President, Student Services	<b>Time Allotted</b>	20 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>	L. Stanbra, Vice President, Student Services		
<b>Attachments (as read-ahead material)</b>	<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 March 30, 2023</i> <i>ACLT Meeting Agenda, March 30, 2023</i>	
<b>Recommendation</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) discuss, finalize and approve the ACLT Meeting Agenda for March 30, 2023.</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 discussed the ACLT meeting agenda for March 30, 2023. The ACLT meeting agenda will be finalized offline and circulated by March 16, 2023.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 23, 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><b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the February 23, 2023 ACET meeting.</p>		
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>Due to time constraints, the Executive Team was asked to share their feedback directly with President Brulé via email.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 23, 2023	Agenda Item Number (For office use only)	9.0
Topic	Program Proposal: Creative Industries Management, Ontario College Graduate Certificate		
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	H. Ryall, Dean, Faculty of Arts, Media and Design D. Pihlainen, Chair, Media Studies M. Cusson, Dean, Academic Development M. Leduc, Executive Director, Academic Operations and Planning		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – Program Proposal – Creative Industries Management, OCGC</i> <i>ASAC Transmittal – Program Proposal: Creative Industries Management, OCGC</i> <i>Appendix A – Program of Study</i> <i>Appendix B – Cash Flow</i> <i>Appendix C – Program Committee Membership</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) approve the program proposal for Creative Industries Management, Ontario College Graduate Certificate to go to the Academic and Student Affairs Committee (ASAC) for the following action:</p> <p style="text-align: center;"><b>THAT</b> the Academic and Student Affairs Committee recommends to the Board of Governors the approval of the Creative Industries Management, Ontario College Graduate Certificate, effective Fall 2024.</p>		
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	The Executive Team approved the program proposal as per the presented recommendation.		