

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 8, 2023	Agenda Item Number (For office use only)	1.0
Topic	Approval of Agenda		
Requested By (ACET member)	C. Brulé, President & CEO, Algonquin College	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	March 8, 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 In Camera Minutes – February 23, 2023 (M. Wilson) 3.2.2 Policy AD01: Administration of College Policies (T. McDougall) 3.2.3 College Endowment & Operating Funds Investment Policies – Annual Review and Amendments (G. Perry) 3.2.4 Cyber Security Steering Committee – Terms of Reference (Y. Do)	
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"> • 3.2.2 Policy AD01: Administration of College Policies (T. McDougall) – approved with a minor amendment. • 3.2.3 College Endowment & Operating Funds Investment Policies – Annual Review and Amendments (G. Perry) – approved following a brief discussion and a plan to review these policies further in 2023-24. <p>Items 3.2.1 Draft ACET Minutes – February 23, 2023 (M. Wilson) and 3.2.4 Cyber Security Steering Committee – Terms of Reference (Y. Do) were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 8, 2023	Agenda Item Number (pull from agenda)	4.0
Topic	2023 Employee Engagement Survey Workplan and Timelines		
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, People and Culture		
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 Engagement Survey.ACET Summary Presentation.Mar.8.23.V.5.0</i> <i>2023 Employee Engagement Survey.ACET Summary Presentation.Mar.8.2023.V.6.1</i> <i>2023 Employee Engagement Survey Questions</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve the upcoming 2023 Employee Engagement Survey workplan, action planning process, and proposed timelines.</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 approved the upcoming 2023 Employee Engagement Survey workplan and action planning process, with adjustments to the proposed timelines based on feedback.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 8, 2023	Agenda Item Number (pull from agenda)	5.0
Topic	2023 Corporate Risk Profile - Approval		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	45 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	M. Laviolette, Director, 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 checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal 2023-03-08_2023 Corporate Risk Profile - Approval Appendix A – Schedule for 2023 Corporate Risk Profile Appendix B – 2023 Corporate Risk Profile report, by MNP</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the final report outlining the development of the 2023 Corporate Risk Profile.		
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 the final 2023 Corporate Risk Analysis report with consideration of their comments. The report has been endorsed to be presented to the Audit and Risk Management (ARM) Committee on March 31, 2023.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 8, 2023	Agenda Item Number (pull from agenda)	7.0
Topic	Amendment to Co-op Program Ancillary Fee – 2023-24		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	Time Allotted	25 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	C. Janzen, Senior Vice President, Academic M. Grammatikakis, Director, Experiential Learning and Entrepreneurship		
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 2023-03-08 – Amendment Co-Op Program Ancillary Fee – 2023-24 Appendix A - ASAC Transmittal - 2023-24 Schedule of Tuition and Ancillary Fees: Amendment to Co-op Program Ancillary Fee</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approves the amended 2023-24 Tuition and Fees Schedule to incorporate a change to the Co-op Program Ancillary Fee from \$400 to \$579 and agrees to move the recommendation forward to the Academic and Student Affairs Committee (ASAC) for approval at the March 21, 2023 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>The Executive Team approved the amended 2023-24 Tuition Fees Schedule to incorporate a change to the Co-Op Program Ancillary Fee from \$400 to \$579 and to move this recommendation forward to the Academic and Student Affairs (ASAC) Committee for approval at their March 21, 2023 meeting.</p> <p>C. Janzen, Senior Vice President, Academic will provide President Brulé with a briefing offline in preparation of the March 21, 2023 ASAC Committee meeting.</p> <p>The ASAC Transmittal was approved with minor edits.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 8, 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	D. McCutcheon (for C. Brulé, President & CEO, Algonquin College)		
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 March 8, 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>The Executive Team provided verbal feedback at the meeting. Feedback included the following:</p> <ul style="list-style-type: none"> • An appreciation that time was well managed and there were clear outcomes. • An appreciation for well-prepared read-ahead material. • An acknowledgment that there are sometimes challenges with meeting the 4:30 pm on Monday meeting material posting deadline, but that the Executive Team has also been very accommodating and understanding in this regard. • A question if the Performance Management Plan schedule should have been a consent agenda item instead of a presentation. However, there were valuable discussions so a presentation was the correct format. • An acknowledgement that it is often challenging when sending designates. <ul style="list-style-type: none"> ○ It can sometimes prove challenging when filling in any gaps from previous discussions and/or preparing designates for future discussions. This can also be said in terms of reporting back. ○ In addition, this is especially challenging when presentations are being presented at multiple meetings. • An appreciation for a presenter acknowledging that the documents were sent as read-ahead and therefore, proceeding directly into the discussion. • An appreciation of the Executive Team for repeating the conclusion of a presentation for minuting purposes. 		