

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 15, 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 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 – March 8, 2023 (M. Wilson) 3.2.2 IN CAMERA: Nomination President’s Star (L. Chartrand) 3.2.3 Employment Engagement Plan – Revised (D. Soltis)	
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"> • 3.2.1 Draft ACET Minutes – March 8, 2023 (M. Wilson) – approved with a minor amendment. • 3.2.3 Employment Engagement Plan – Revised (D. Soltis) – approved with a minor amendment. <p>Item 3.2.2 IN CAMERA Nomination President’s Star (L. Chartrand) – was approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 15, 2023	Agenda Item Number (pull from agenda)	4.0
Topic	Finalize Agenda for ACLT Retreat on May 3, 2023		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	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	ACET Transmittal – Finalize Agenda for ACLT Retreat on May 3 Draft ACLT Retreat Agenda – May 3, 2023	
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss, finalize and approve the ACLT Retreat Agenda for May 3, 2023.		
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 discussed the May 3, 2023 ACLT Retreat agenda. Additional updates will be made offline based on Executive Team feedback.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 15, 2023	Agenda Item Number (pull from agenda)	5.0
Topic	BOG Apr 17, 2023 Agenda Review		
Requested By (ACET member)	C. Brulé, President & CEO, Algonquin College	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 Mar. 15, 2023 – April 17, 2023 BOG Agenda Review</i> <i>BOG Agenda April 17, 2023</i> <i>IN CAMERA BOG Agenda April 17, 2023</i> <i>2022-23 Board of Governors Workplan V5</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) April 17, 2023 Board meeting agendas.		
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	Updates were made to the April 17, 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

Date of Meeting	March 15, 2023	Agenda Item Number (pull from agenda)	8.0
Topic	ACET Effectiveness Check-in		
Requested By (ACET member)	C. Brulé, President & CEO, Algonquin College	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, 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 15, 2023 ACET meeting.		
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 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 for today’s meeting running on time. An appreciation for the opportunity to meet at the Perth Campus and to host a President’s Coffee Break. An acknowledgement that there was due diligence in terms of what items are being presented to the Executive Team for approval. An acknowledgement that the Executive Team needs to continue to be disciplined in agenda planner review and what does and does not need to be presented. The Executive Team needs to continue to assess if some presentations could be moved to consent or as an information item. An acknowledgement that the ACET agenda planner is often full and it is often challenging to schedule last minute time sensitive agenda items. The Executive Team will need to continue to consider different venues for bringing items forward and if perhaps some items could come forward to an ACET sub-group similar to program approvals. 		