

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 2, 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 type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Target	<p>The agenda was approved with one addition.</p> <p>D. McCutcheon, Vice President, Human Resources provided an update on a pilot for use of Workday for Performance Management Plan's (PMPs). Following a request, the use of this system for PMPs will be further explored.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 2, 2023	Agenda Item Number <small>(For office use only)</small>	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 – April 12, 2023 (M. Wilson) 3.2.2 Freedom of Information – Annual Report (M. Lavolette) 3.2.3 Academic Calendar (2025-26) Key Dates (K. Pearson) 3.2.4 Sale of Surplus Property – Lotta Ave (R. Southwood) 3.2.5 President Star Nomination (L. Chartrand) 3.2.6 President Star Nomination (L. Chartrand) 3.2.7 Major Program Modification: Illustration and Concept Art, OCD (H. Ryall) 3.2.8 Major Program and Title Modification: Green Architecture, OCGC (C. Hahn)	
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 – April 12, 2023 – Approved with minor amendments. • 3.2.2 Freedom of Information – Annual Report (M. Lavolette) – Approved following clarification. • 3.2.3 Academic Calendar (2025-26) Key Dates (K. Pearson) – Decision deferred pending additional considerations. • 3.2.7 Program Modification (duration, curriculum): Illustration and Concept Art, OCD (H. Ryall) – Approved with updates to the Academic and Student Affairs Committee (ASAC) transmittal based on Executive Team feedback. 		

	Items 3.2.4 Sale of Surplus Property – Lotta Ave (R. Southwood), 3.2.5 President Star Nomination (L. Chartrand), 3.2.5 President Star Nomination (L. Chartrand) and 3.2.8 Program Modification (Title, VLO, Curriculum): Sustainable Architectural Design, OCGC (C. Hahn) were approved as presented.
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AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 2, 2023	Agenda Item Number (pull from agenda)	4.0
Topic	BOG June 5, 2023 Agenda Review		
Requested By (ACET member)	C. Brulé, President & CEO	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 June 5, 2023 BOG Agenda BOG Agenda Jun 5, 2023 BOG Agenda Jun 5, 2023 Annual General Meeting IN CAMERA BOG Agenda Jun 5, 2023 2022-23 Board of Governors Workplan</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) June 5, 2023 Board Meeting & Annual General 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 June 5, 2023 Board Meeting and Annual General Meeting agendas based on Executive Team discussion. Additional updates will be offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 2, 2023	Agenda Item Number (pull from agenda)	5.0
Topic	ACLT Meeting Agenda – May 24, 2023		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	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	<i>ACET Transmittal – ACLT Meeting Agenda May 24, 2023</i> <i>ACLT Meeting Agenda, May 24, 2023</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) discuss, finalize and approve the ACLT Meeting Agenda for May 24, 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 discussed the May 24, 2023 ACLT meeting agenda. Additional updates will be made offline based on Executive Team feedback.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 2, 2023	Agenda Item Number (pull from agenda)	7.0
Topic	2022-23 Strategic Investment Priorities Carry Forward Requests and 2022-23 Strategic Investment Priorities Year-End Report		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	15 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	G. Perry, Chief Financial Officer T. Kinnunen, Manager, Corporate Planning		
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 – 2023-05-23 SIP Carryforward Requests and 2022-23 SIP Year End Report</i> <i>Appendix A – 2022-23 Strategic Investment Priorities Carry Forward Requests</i> <i>Appendix B – 2022-23 Strategic Investment Priorities Year-End Report</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approves the 2022-23 Strategic Investment Priorities carry forward requests to complete project deliverables in fiscal year 2023-24. The 2022-23 Strategic Investment Priorities Year-End Report is also provided for additional information.		
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 2022-23 Strategic Investment Priorities carry forward requests to complete project deliverables in 2023-24. The 2022-23 Strategic Investment Priorities Year-end Report has also been accepted for information.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 2, 2023	Agenda Item Number (pull from agenda)	8.0
Topic	Operating Plan Initiative (Step 2) Cashless Campus Initiative		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	15 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	G. Perry, Chief Financial Officer J. Pede, Associate Director, Financial Operations		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2023-05-02 – Operating Plan Initiative – Cashless Campus Initiative</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) endorse the Cashless Campus Initiative to be added to Operating Plan and move forward to Step 3 (intake process) of the Operating Plan process.</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>The Executive Team endorsed the Cashless Campus initiative to be added to the Operating Plan and move forward to Step 3 (intake process) of the Operating Plan process.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 2, 2023	Agenda Item Number (pull from agenda)	9.0
Topic	Operating Plan Initiative (Step 2) - Lieu Time Process Change		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	G. Perry, Chief Financial Officer		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2023-05-02 – Lieu Time Process Change</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) endorse the Lieu Time Process Change Initiative to be added to the Operating Plan and move forward to Step 3 (intake process) of the Operating Plan process.</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>The Executive Team endorsed the Lieu Time Process Change initiative to be added to the Operating Plan and move forward to Step 3 (intake process) of the Operating Plan process.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 2, 2023	Agenda Item Number (pull from agenda)	10.0
Topic	Operating Plan (Step 2) - Campus Services Technology Disaster Recovery Plan		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	B. Brownlee, Director, Campus Services A. Bennett, Senior Manager, Campus 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	<i>ACET Transmittal – 2023-05-02 – Operating Plan (Step 2) – Campus Services Disaster Recovery Plan</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) endorse the Campus Services Technology Disaster Recovery Plan to be added to the 2023-24 Operating Plan and move forward to Step 3 (intake process) of the 2023-24 Operating Plan process.</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 endorsed the Campus Services Technology Disaster Recovery Plan to be added to the 2023-24 Operating Plan and move forward to Step 3 (intake process) of the 2023-24 Operating Plan process. This endorsement includes rebranding of the Campus Services Technology Disaster Recovery Plan to include Business Continuity.</p> <p>It was acknowledged that the funding source has not yet been defined, but that multiple funding options are being explored.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 2, 2023	Agenda Item Number (pull from agenda)	11.0
Topic	2022-23 Sexual Assault/Sexual Violence Annual Report		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	B. Bridgstock, Director, Student Support Services S. Crawford, Manager, Sexual Violence Prevention & Harm Reduction		
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 – 2022-23 Sexual Violence Prevention Annual Report</i> <i>2022-23 Sexual Assault/Sexual Violence Prevention Annual Report</i> <i>2022-23 Sexual Assault/Sexual violence Prevention Annual Report Presentation</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) accept this draft annual report for information, and furtherance to the Academic and Student Affairs Committee on May 16, and a final year-end report, for information, to the Board of Governors on June 5, 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 accepted the draft annual report for information and furtherance to the Academic and Student Affairs Committee on May 16, 2023, and a final year-end report, for information, to the Board of Governors on June 5, 2023.</p> <p>L. Stanbra, Vice President, Student Services will share a comparison of data from other institutions once this information is available (part of the legislative requirements for statistics to be posted online by November 1, 2023), with the Executive Team.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 2, 2023	Agenda Item Number (pull from agenda)	13.0
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</i> Link: <i>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 May 2, 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	Due to time constraints, the Executive Team was asked to share their feedback directly with President Brulé via email.		