ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 31, 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	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	C. Brulé, President & CEO, Algonquin College		
Attachments	☐ PowerPoint ☐ Timeline ☐ Budget ☐ Other: Information to be posted	*Verbal discussion only.*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
ACET 7Decision	☐ Received for Information ☒ Approved as above recommendation ☐ Approved as amended (see below) ☐ Report Back By _____(ACET Responsible) ☐ Other (Specify) _____		
Target	The agenda was approved as presented.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 31, 2023	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	**Time Allotted**	15 mins.
ACET Action Requested	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	ACET		

Attachments	☐ PowerPoint
	☐ Timeline
	☐ Budget
	☐ Other: Information to be posted
		Planner Review & Consent Items
		3.1 ACET planner review
		3.2 Consent agenda items
		    3.2.1 Draft ACET Minutes – May 25, 2023 (M. Wilson)
		    3.2.2 President Star Nomination (L. Chartrand)
		    3.2.3 IN CAMERA: Draft ACET Minutes – May 9, 2023 Stand-Alone Meeting – R3 Project Post Go-Live Operational Support Model (A. Fowler)
		    3.2.4 Conversion of Fixed-Term Administration position to Permanent Full-Time (Program Manager, Strategic Initiatives, Business Development) (P. Devey)

Recommendation	**THAT** the Algonquin College Executive Team (ACET) review upcoming ACET Agendas and approve Consent Items.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ☒ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team was asked to review the upcoming ACET planner offline. The following agenda items were removed for discussion: • 3.2.1 Draft ACET Minutes – May 25, 2023 – Approved with minor amendments. • 3.2.2 President Star Nomination R.R. (L. Chartrand) – Approved pending further edits to the narrative, with final approval via President Brulé via email. The approval process for President Star nominations will also be reviewed offline (i.e. approval process should include Manager, Dean/Director and then the respective Vice President). • 3.2.4 Conversion of Fixed-Term Administration position to Permanent Full-Time (Program Manager, Strategic Initiatives, Business Development) (P. Devey) – was pulled from today's (May 31, 2023) ACET meeting in order to allow for further offline discussion. Item 3.2.3 IN CAMERA: Draft ACET Minutes – May 9, 2023 Stand-Alone Meeting – R3 Project Post Go-Live Operational Support Model (A. Fowler) was approved as presented.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 31, 2022	Agenda Item Number (pull from agenda)	5.0
Topic	Monthly Strategy and Planning Update		
Requested By (ACET member)	M. Savenkoff, Vice President, Advancement and Strategy	**Time Allotted**	30 mins.
ACET Action Requested	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	S. Gonsalves, Director, Strategy and Planning		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ☒ Other: Information to be posted	*ACET Transmittal – Strategy and Planning Update – May 31-23* *2024-26 BP Development Workplan.docx*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) receive the latest status update from the Office of Strategy and Planning.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ☒ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	As part of the regular status update from the Office of Strategy and Planning, the Executive Team reviewed the draft 2024-26 Business Plan Development Workplan. The feedback given to the Director included: • C. Janzen, Senior Vice President, Academic to identify a specific initiative and/or target within the SEM Plan Implementation initiative focused on international enrolment by June 9, 2023. SECRETARY'S NOTE: The deadline to confirm this detail with S. Gonsalves is by June 28, 2023. • C. Janzen to consider a specific initiative from the Academic Plan to be included for Year A. • S. Gonsalves to reverse the order for Year B initiatives to have Proposals from ACLT leads vetted by their Vice President before submitting to the Office of Strategy and Planning. • S. Gonsalves to ensure that reminder notices are shared frequently throughout the process. S. Gonsalves to return to ACET on June 28, 2023 to further discuss the July call to ACLT for Year B initiatives both in terms of themes/focus and to review the Year A initiative list that is expected to continue into Year B.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 31, 2023	Agenda Item Number (pull from agenda)	6.0
Topic	First Draft 2024-25 College Pro Forma & Budget Assumptions		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	**Time Allotted**	35 mins.
ACET Action Requested	☐ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☒ Information		
Staff Presenting	~~G. Perry, Chief Financial Officer~~ T. Kinnunen, Manager, Corporate Planning		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ☒ Other: Information to be posted	*ACET Transmittal – 2023-05-31 – First Draft 2024-25 College Pro Forma & Budget Assumptions* *ACET Appendix A – 2023-05-31 – First Draft 2024-25 College Pro Forma*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) receives, discusses and provides feedback on the First Draft 2024-25 College Pro Forma.		
ACET Decision	☐ Received for Information ☒ Approved as above recommendation ☐ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team discussed and provided feedback on the first draft of the 2024-25 College Pro Forma. The next iteration will be presented to the Executive Team on September 20, 2023.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 31, 2023	Agenda Item Number (pull from agenda)	7.0
Topic	ACET Effectiveness Check-in & ACET Effectiveness Survey Results/Recommendations/Countermeasures		
Requested By (ACET member)	C. Brulé, President & CEO, Algonquin College	Time Allotted	30 mins.
ACET Action Requested	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	C. Brulé, President & CEO, Algonquin College		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ☒ Other: Information to be posted	*ACET Transmittal – ACET Effectiveness Check-in* ***Link:*** *Appendix A – 2022-23 ACET Effectiveness Survey Results / Recommendations / Countermeasures*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the May 31, 2023 ACET meeting and also discuss the 2022-23 ACET effectiveness survey results, recommendations and countermeasures.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ☒ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		

Target	The Executive Team provided the following feedback on the 2022-23 ACET effectiveness survey results, recommendations and countermeasures:
	• October 29, 2023:
	    o Less time needed for presentations; focus on read-ahead materials.
	    o Good progress, but summary presentations still need improvement. Plan-do-Study-Act approach for determining presentation content (what should be presented as read-ahead, what should be shared live at the meeting, and what requires no live presentation, but can proceed directly into discussion).
	    o Depending on the topic, consider removal of the formal presentation and moving straight to discussion.
	    o Avoid duplication between transmittal and presentation. Recommendation to keep only page one of the transmittal for minute-taking purposes.		

- April 4, 2023:
  - ACET members responding to "*Also, it seems as though more ACET members are adding comments….*" *to the posted documents prior to the meeting and it is unclear if/when the ACET member would have shared those comments back to the presenter(s)…..*"):
    - "*The Executive Team agreed with the following expectations of presenter(s) in terms of the questions that may be asked in advance and their response live at the meeting.*
    - *The Executive Team will share any questions/comments with respective presenter(s) from their area in advance of the meeting.*
    - *It is understood that there is no expectation for the presenter(s) to have a response to their questions/comments at the meeting.*
    - *It was agreed that if additional follow up is required, the presentation could come back either as business arising or be shared via email.*
    - *If the response to a question/comment is specific to a member of the Executive Team, the poster will indicate "ACET only Comment" and will also tag (@name) the applicable ACET member.*"
  - Reminder that live documents only should be shared during an ACET meeting.
- April 12, 2023 (Regarding recommendation endorsement):
  - Agreement to continue to communicate decision and reasoning by respective Vice Presidents.
- May 2, 2023:
  - Clear documentation of action items in minutes to ensure clear and unanimous understanding.
  - Ensuring understanding of decisions made by sharing the transmittal. ("Target" section at the conclusion of the presentation).

Additional Verbal Feedback:
- Protect time for presentations, especially if last on the agenda.
- Avoid duplication of presentations with slight modifications.
- Explore ways to share information without redundancy.

Overall, the Executive Team recognizes the need for improvement in presentation formats, clarification of expectations, documentation of decisions, and avoiding duplication. Efforts have been made, but further progress is required. Opportunities for sharing information in a more streamlined manner are to be explored.