

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

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| Date of Meeting | June 7, 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 7Decision | <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 | The agenda was approved with the addition of discussing the June 6, 2023 memorandum regarding Environment Canada issuing a Special Air Quality Statement for the regions encompassing Ottawa, Pembroke and Perth, and potential next steps. | | |

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| Date of Meeting | June 7, 2023 | Agenda Item Number (For office use only) | 3.0 |
| Topic | Upcoming ACET Agendas & Consent Items | | |
| Requested By (ACET member) | ACET | 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 | 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 – May 31, 2023 (M. Wilson) 3.2.2 Policy SA03 – Student Complaints (B. Bridgstock) 3.2.3 Policy SA07 – Student Conduct (B. Bridgstock) 3.2.4 Policy RE08 – Course-based Research Projects Involving Human Participants (K. Dawson) 3.2.5 Policy RE10 – Research Data Management (K. Dawson) 3.2.6 Policy AD06 – Legal Deposit (B. Brownlee) 3.2.7 Parking Gates move to Software as a Service (SaaS) (B. Brownlee) 3.2.8 R3 Project – Fixed Term Admin Conversion Request (K. Pearson, L. Pollock) | |
| 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 – May 25, 2023 – Approved following brief discussion and with the addition of a Secretary’s note. • 3.2.7 Parking Gates move to Software as a Service (SaaS) (B. Brownlee) – Approved following a brief discussion. • 3.2.8 R3 Project – Fixed Term Admin Conversion Request (K. Pearson, L. Pollock) – Approved following a brief consideration. <p>Items 3.2.2 Policy SA03 – Student Complaints (B. Bridgstock), 3.2.3 Policy SA07 – Student Conduct (B. Bridgstock), 3.2.4 Policy RE08 – Course-based Research Projects Involving Human Participants (K. Dawson), 3.2.5 Policy RE10 – Research Data Management (K. Dawson) and 3.2.6 Policy AD06 – Legal Deposit (B. Brownlee) were approved as presented.</p> | | |

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| Date of Meeting | June 7, 2023 | Agenda Item Number (pull from agenda) | 4.0 |
| Topic | 2023-24 Approval of Space Allocations | | |
| Requested By (ACET member) | C. Janzen, Senior Vice President, Academic | 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 | J. Beauchamp, Chair, Integrated College Development Planning (ICDP) Steering Committee S. Hall, Chair, College Space Committee (CSC) R. Southwood, Executive Director, Facilities Management | | |
| 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 – 2023-06-07 – 2023-24 Approval of Space Allocation Appendix A – Space Allocation for Off Cycle 2023-24 Projects</i> | |
| Recommendation | THAT the Algonquin College Executive Team (ACET) approve the recommended space allocations to implement required projects. | | |
| 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 endorsed the following proposed space allocations for fiscal year 2023-24: <ul style="list-style-type: none"> Basic Wiring Lab – CA118 to be implemented by Winter 2024 (Self-funded). New School of Health Studies Dean’s Office Suite – B210 to be implemented by Spring 2023 (Space Envelope). New Health Science Central Support – B232, B233 & B239 to be implemented by March 2024 (Self-funded). New Science (Biotechnology & Chemistry) Lab – A125 & A225 to be implemented by September 2024 (SIP/Major Capital Project). This space allocation is pending Board of Governors approval. New SA Starbuck’s Manager Office – E128 to be implemented by Spring 2023 (SA Funded). This is with the caveat that there is first an agreement in principle with the Students’ Association for adjusting the chargeback formula as well as negotiations on the capital portion for use of Room E128. This is as well as addressing the 3–4-month gap where a Nursing room would not be available. R. Southwood will explore opportunities offline for a temporary solution. | | |

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| Date of Meeting | June 7, 2023 | Agenda Item Number (pull from agenda) | 5.0 |
| Topic | IDEA Blueprint Deliverable – Affinity Groups | | |
| Requested By (ACET member) | D. McCutcheon, Vice President, Human Resources | 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 | David Soltis, Director People and Culture Sarah Gauen, Inclusion & Diversity Specialist | | |
| 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>IDEA Blueprint – Affinity Groups ACET Transmittal.Jun.7.2023.V.3.1.Clean Affinity Group Maturation Model V 3.3</i> | |
| Recommendation | THAT the Algonquin College Executive Team (ACET) inform and endorse the approach to employee affinity group development, as detailed in the 2023-2026 Inclusion, Diversity Equity and Accessibility Blueprint. | | |
| 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 was informed of, and endorsed, the approach to employee affinity group development, as detailed in the 2023-26 Inclusion, Diversity, Equity and Accessibility Blueprint with comments/considerations that were brought forward at the meeting taken away for consideration and appropriate action. | | |

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| Date of Meeting | June 7, 2023 | Agenda Item Number (pull from agenda) | 7.0 |
| Topic | ACLT Meeting Agenda – August 30, 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 – August 30, 2023</i> <i>ACLT Meeting Agenda, August 30, 2023</i> | |
| Recommendation | <p>THAT the Algonquin College Executive Team (ACET) discuss, finalize and approve the ACLT Meeting Agenda for August 30, 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 August 30 ACLT Meeting agenda will be updated based on Executive Team feedback and pending further updates offline. It was agreed that an ACLT Start-up Check-in will also be required. The timing for this discussion will be decided once the additional outstanding timelines are confirmed (i.e. as part of regular ACLT Meeting or via a stand-alone ACLT Huddle). In addition, ACET members will find opportunities to discuss the effectiveness of ACLT meetings with their direct reports prior to July 20 and provide information to L. Stanbra. L. Stanbra will provide ACET members a follow-up email regarding this.</p> | | |

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| Date of Meeting | June 7, 2023 | Agenda Item Number (pull from agenda) | 8.0 |
| Topic | September 14, 2023 All Admin Discussion – Setting the Agenda | | |
| Requested By (ACET member) | C. Brulé, President & CEO | 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 | C. Brulé, President & CEO T. McDougall, Director, President’s Office and Communications | | |
| 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 – September 14, 2023 All Admin Discussion – Setting the Agenda Appendix A – All Admin Meeting Feedback | |
| Recommendation | THAT the Algonquin College Executive Team (ACET) discuss and set the September 14 All Admin meeting agenda. | | |
| 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 September 14 All Admin meeting. Following this discussion, it was agreed that President Brulé and T. McDougall, Director, President’s Office and Communications would explore options offline for a revised meeting date.</p> <p>As follow up from the May 25, 2023 ACET meeting, D. McCutcheon, Vice President, Human Resources confirmed that she asked the AC Way team if they could assist with an All Admin folder setup and organization. The AC Way team did share with her how they could help improve All Admin governance and organization.</p> | | |

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| Date of Meeting | June 7, 2023 | Agenda Item Number (pull from agenda) | 10.0 |
| Topic | ACET Effectiveness Check-in | | |
| Requested By (ACET member) | C. Brulé, President & CEO, Algonquin College | 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 | 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 June 7, 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 of the ACLT discussion and way forward. • An acknowledgement that given that Algonquin College is still new in terms of the Inclusion, Diversity, Equity & Accessibility (IDEA) discussions that additional time be allocated for these discussions in the future. • An appreciation for the consideration if various meetings are required at an ACET or ACLT level. These considerations should include: <ul style="list-style-type: none"> ○ How are we getting the work done that we need to? ○ What criteria are we using for items to be added to meeting agendas? ○ Should we continue to explore additional opportunities for an ACET subgroup and perhaps something similar for ACLT subgroups? For example, do we create a policy subgroup? ○ Agreement that decisions should be made considering strategies and addressing risk. • An acknowledgement of an earlier comment that time should be considered the same way as a budget, using it carefully and sparingly where appropriate as it is a precious resource; this could help to alleviate some of the capacity challenges. | | |