

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

|                            |   |   |         |
|----------------------------|---|---|---------|
| Date of Meeting            | June 14, 2023   | Agenda Item Number<br>(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)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input type="checkbox"/> Information  |   |         |
| Staff Presenting           | C. Brulé, President & CEO, Algonquin College  |   |         |
| Attachments                | <input type="checkbox"/> PowerPoint<br><input type="checkbox"/> Timeline<br><input type="checkbox"/> Budget<br><input type="checkbox"/> Other: Information to be posted   | <i>Verbal discussion only.</i>              |         |
| Recommendation             | <b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.  |   |         |
| ACET Decision              | <input type="checkbox"/> Received for Information<br><input type="checkbox"/> Approved as above recommendation<br><input checked="" type="checkbox"/> Approved as amended (see below)<br><input type="checkbox"/> Report Back By _____ (ACET Responsible)<br><input type="checkbox"/> Other (Specify) _____   |   |         |
| Target                     | The agenda was approved with the addition of discussing the draft slide deck and discussion guide for ACLT forward planning for 2023-24. The Executive Team was asked to discuss the slide deck with their direct reports and to share any feedback with L. Stanbra, Vice President, Student Services by July 20, 2023. This is in preparation for the August 23 ACET meeting and the August 30, 2023 ACLT meeting. |   |         |

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|-----------------------------------|--|---|----------|
| <b>Date of Meeting</b>            | June 14, 2023  | <b>Agenda Item Number</b><br><small>(For office use only)</small>   | 3.0      |
| <b>Topic</b>                      | Upcoming ACET Agendas & Consent Items  |   |          |
| <b>Requested By (ACET member)</b> | ACET   | <b>Time Allotted</b>  | 20 mins. |
| <b>ACET Action Requested</b>      | <input checked="" type="checkbox"/> Approval (Discussion)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input type="checkbox"/> Information   |   |          |
| <b>Staff Presenting</b>           | ACET   |   |          |
| <b>Attachments</b>                | <input type="checkbox"/> PowerPoint<br><input type="checkbox"/> Timeline<br><input type="checkbox"/> Budget<br><input checked="" type="checkbox"/> Other: Information to be posted   | <u>Planner Review &amp; Consent Items</u><br>3.1 ACET planner review<br>3.2 Consent agenda items<br>3.2.1 Draft ACET Minutes – June 7, 2023 (M. Wilson)<br>3.2.2 Draft ACET Minutes – May 9, 2023 Stand-Alone Budget Meeting (G. Perry) |          |
| <b>Recommendation</b>             | <b>THAT</b> the Algonquin College Executive Team (ACET) review upcoming ACET Agendas and approve Consent Items.  |   |          |
| <b>ACET Decision</b>              | <input type="checkbox"/> Received for Information<br><input type="checkbox"/> Approved as above recommendation<br><input checked="" type="checkbox"/> Approved <b>as amended</b> (see below)<br><input type="checkbox"/> Referred to _____ (Group or Person)<br><input type="checkbox"/> Other (Specify) _____   |   |          |
| <b>Target</b>                     | <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"> <li>• 3.2.1 Draft ACET Minutes – June 7, 2023 – Approved with minor amendments.</li> </ul> <p>Item 3.2.2 Draft ACET Minutes – May 9, 2023 Stand-Alone Budget Meeting (G. Perry) was approved as presented.</p> |   |          |

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| <b>Date of Meeting</b>                      | June 14, 2023  | <b>Agenda Item Number<br/>(pull from agenda)</b>   | 4.0      |
| <b>Topic</b>                                | Vision for Experiential Learning   |  |          |
| <b>Requested By (ACET member)</b>           | C. Janzen, Senior Vice-President,<br>Academic  | <b>Time Allotted</b>   | 55 mins. |
| <b>ACET Action Requested</b>                | <input type="checkbox"/> Approval (Discussion)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input checked="" type="checkbox"/> Information   |  |          |
| <b>Staff Presenting</b>                     | K. Dawson, Associate Vice-President, Experiential Learning and Innovation<br>M. Grammatikakis, Director, Experiential Learning & Entrepreneurship  |  |          |
| <b>Attachments (as read-ahead material)</b> | <input checked="" type="checkbox"/> PowerPoint<br><input type="checkbox"/> Timeline<br><input type="checkbox"/> Budget<br><input checked="" type="checkbox"/> Other: Information to be posted  | ACET Transmittal_Vision for Experiential Learning<br>Vision Proposal-V6-Pre-read with notes<br>EL Vision Proposal-V6- Presentation |          |
| <b>Recommendation</b>                       | <b>THAT</b> the Algonquin College Executive Team (ACET) accept for information and discussion the vision for experiential learning at Algonquin College.   |  |          |
| <b>ACET Decision</b>                        | <input type="checkbox"/> Received for Information<br><input type="checkbox"/> Approved as above recommendation<br><input checked="" type="checkbox"/> Approved <b>as amended</b> (see below)<br><input type="checkbox"/> Referred to _____ (Group or Person)<br><input type="checkbox"/> Other (Specify) _____   |  |          |
| <b>Target</b>                               | <p>The Executive Team accepted for information the vision for experiential learning at Algonquin College. It was recognized that this is acceptance of the vision and that the proposed implementation phases will require approval at a later date (date tbc).</p> <p>Resourcing to ensure alignment with the budget cycle will be discussed offline. K. Dawson will also discuss with A. McDonell, Director, Marketing and Recruitment what text should be captured in the 2024-25 Viewbook.</p> |  |          |

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| <b>Date of Meeting</b>                      | June 14, 2023  | <b>Agenda Item Number</b><br>(pull from agenda)  | 5.0      |
| <b>Topic</b>                                | 2024-25 Space Utilization Planning - Approval of Space Priorities  |  |          |
| <b>Requested By (ACET member)</b>           | C. Janzen, Senior Vice President, Academic<br>D. McNair, Vice President, Finance and Administration  | <b>Time Allotted</b>   | 30 mins. |
| <b>ACET Action Requested</b>                | <input checked="" type="checkbox"/> Approval (Discussion)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input type="checkbox"/> Information   |  |          |
| <b>Staff Presenting</b>                     | J. Beauchamp, Chair, Integrated College Development Planning Steering (ICDP) Committee<br>S. Hall, Chair, College Space Committee (CSC)<br>R. Southwood, Executive Director, Facilities Management   |  |          |
| <b>Attachments (as read-ahead material)</b> | <input checked="" type="checkbox"/> PowerPoint<br><input type="checkbox"/> Timeline<br><input type="checkbox"/> Budget<br><input checked="" type="checkbox"/> Other: Information to be posted  | <i>ACET Transmittal 2023-06-14 – 2024-25 Space Utilization Planning – Approval of Space Priorities</i><br><i>Appendix A – 2024-25 Space Priorities</i><br><i>Appendix B – Space Request Scoring Details</i><br><i>Appendix C – Master List of Space Requests</i> |          |
| <b>Recommendation</b>                       | <p><b>THAT</b> the Algonquin College Executive Team (ACET) approve the recommended space priorities.</p>   |  |          |
| <b>ACET Decision</b>                        | <input type="checkbox"/> Received for Information<br><input type="checkbox"/> Approved as above recommendation<br><input checked="" type="checkbox"/> Approved <b>as amended</b> (see below)<br><input type="checkbox"/> Referred to _____ (Group or Person)<br><input type="checkbox"/> Other (Specify) _____   |  |          |
| <b>Target</b>                               | <p>The Executive Team approved the Integrated College Development Planning (ICDP) Steering Committee recommended space priorities for 2024-25 as presented, but subject to the availability of funding and resources.</p> <p>C. Janzen, Senior Vice President, Academic will confirm the governance structure for ICDP with R. Southwood offline. This includes ACET continuing with decision-making authority, with ICDP assisting them in making an informed decision.</p> |  |          |

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|--------------------------------------|--|---|----------|
| Date of Meeting                      | June 14, 2023  | Agenda Item Number<br>(pull from agenda)  | 6.0      |
| Topic                                | New Position Request – Program Manager, Strategic Initiatives, Business Development  |   |          |
| Requested By (ACET member)           | C. Janzen, Senior Vice President, Academic   | Time Allotted   | 15 mins. |
| ACET Action Requested                | <input checked="" type="checkbox"/> Approval (Discussion)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input type="checkbox"/> Information   |   |          |
| Staff Presenting                     | P. Safi, Director, Business Development<br>P. Devey, Associate Vice President, Global, Online, and Corporate Learning  |   |          |
| Attachments (as read-ahead material) | <input checked="" type="checkbox"/> PowerPoint<br><input type="checkbox"/> Timeline<br><input type="checkbox"/> Budget<br><input checked="" type="checkbox"/> Other: Information to be posted  | <i>ACET New Position Request - Strategic Initiatives, Business Development</i><br><i>Request for Full-Time Position Information Form.V.9.2_ StrategicInitiatives</i><br><i>P15929 - Program Manager Strategic Initiatives - January 2023</i><br><i>P15929 - Program Manager, Strategic Initiatives - NBJEC Memo</i><br><i>ACET_Full_Time_Position_Request_ProgramManager_StrategicInitiatives(BD)</i> |          |
| Recommendation                       | <b>THAT</b> the Algonquin College Executive Team (ACET) approve the creation of one Full-Time Permanent Administrative position for the Program Manager, Strategic Initiatives (formerly a FTA Project Manager, Special Projects).   |   |          |
| ACET Decision                        | <input type="checkbox"/> Received for Information<br><input checked="" type="checkbox"/> Approved as above recommendation<br><input type="checkbox"/> Approved <b>as amended</b> (see below)<br><input type="checkbox"/> Referred to _____ (Group or Person)<br><input type="checkbox"/> Other (Specify) _____ |   |          |
| Target                               | The Executive Team approved the creation of one Full-time Administrative position for the Program Manager, Strategic Initiatives (formerly a Fixed Term Administrator Project Manager, Special Projects).  |   |          |

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|--------------------------------------|--|--|----------|
| Date of Meeting                      | June 14, 2023  | Agenda Item Number<br>(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)<br><input type="checkbox"/> Approval (Consent Agenda Item)<br><input type="checkbox"/> Information   |  |          |
| Staff Presenting                     | C. Janzen, Senior Vice President, Academic (for C. Brulé, President & CEO, Algonquin College)  |  |          |
| Attachments (as read-ahead material) | <input type="checkbox"/> PowerPoint<br><input type="checkbox"/> Timeline<br><input type="checkbox"/> Budget<br><input checked="" type="checkbox"/> Other: Information to be posted   | <i>ACET Transmittal – ACET Effectiveness Check-in</i><br><b>Link:</b> Appendix A – 2022-23 ACET Effectiveness Survey Results / Recommendations / Countermeasures |          |
| Recommendation                       | <b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the June 14, 2023 ACET meeting.   |  |          |
| ACET Decision                        | <input type="checkbox"/> Received for Information<br><input type="checkbox"/> Approved as above recommendation<br><input type="checkbox"/> Approved <b>as amended</b> (see below)<br><input type="checkbox"/> Referred to _____ (Group or Person)<br><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"> <li>• An acknowledgment that there is a need for more succinct presentations as well as when responding to questions.</li> <li>• An acknowledgement that President Star Awards presentations are always lovely.</li> <li>• A comment that the ACET action being requested could have been more clearly articulated for the space utilization planning presentation.</li> <li>• An appreciation for the time available on the agenda for an ACET only discussion and to also add a time sensitive item.</li> <li>• An appreciation for the advanced presentation of a “vision”, that allowed for exploratory discussion in advance of seeking approval. A recommendation that this type of practice continue.</li> <li>• An acknowledgement that more work is needed in order to avoid duplication in documents (i.e., the transmittal could refer to the slide deck if the content has been captured in the PowerPoint.)</li> </ul> |  |          |