

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 25, 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	May 25, 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	<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 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 10, 2023 (M. Wilson) 3.2.2 New Program Delivery: Business-Marketing, OCD for Public College Private Partnership (E. Mulvey) 3.2.3 New Program Delivery: Marketing Management, OCGC for Public College Private Partnership (E. Mulvey) 3.2.4 Academic Calendar (2025-26) Key Dates (K. Pearson) 3.2.5 Employment Equity Survey Results and Action Plan – Follow Up (D. McCutcheon)	
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 10, 2023 – Approved with minor amendments. An update was also provided as business arising from the May 10, 2023 ACET meeting with regard to the “Proposed 2024-25 Compulsory Ancillary Fees”. The Health Services MOU currently states that the College is to pay a minimum of 25% of expenses. K. Pearson, Registrar will review and update the fee strategy and results from the fee strategy will serve as a point of departure for discussions with the Students’ Association to move to a break-even state. • 3.2.2 New Program Delivery: Business-Marketing, OCD for Public College Private Partnership (PCPP) (E. Mulvey) – Confirmation was provided that PCPP program approvals are presented to the ACET PCPP Subgroup for approval. It was agreed 		

	<p>that rather than these being presenting as an information item to ACET that any decision regarding PCPP program approval would be shared with ACET via email.</p> <ul style="list-style-type: none">• 3.2.3 New Program Delivery: Marketing Management, OCGC for Public College Private Partnership (E. Mulvey) – Same as item 3.2.2.• 3.2.5 Employment Equity Survey Results and Action Plan – Follow Up (D. McCutcheon) – Confirmation provided that this item does not require ACET approval, but has been shared for information. President Brulé will discuss some points further with D. McCutcheon, Vice President, Human Resources offline, but this plan has been accepted for information. <p>Item 3.2.4 Academic Calendar (2025-26) Key Dates (K. Pearson) was approved as presented.</p>
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AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 25, 2023	Agenda Item Number (pull from agenda)	4.0
Topic	ACLT Meeting Agenda – June 15, 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 A. Fowler, Executive Assistant		
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 - June 15, 2023</i> <i>ACLT Meeting Agenda, May 24, 2023</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss, finalize and approve the ACLT Meeting Agenda for June 15, 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 ACLT meeting agenda for June 15, 2023. Updates were made to the agenda live at the meeting based on Executive Team feedback.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 25, 2023	Agenda Item Number (pull from agenda)	5.0
Topic	All Admin Meeting Feedback		
Requested By (ACET member)	T. McDougall, Director, President's Office and Communications	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	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	<i>ACET Transmittal and Exec Summary 2023-05-25 – All Admin Meeting Feedback Appendix A – May 11 2023 All Admin Meeting Feedback</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss feedback received from the Executive and the meeting attendees, and explore a suggestion (from L. Stanbra, Vice President, Student Services) of creating an All Admin Teams folder.		
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 feedback received from the Executive Team and the meeting attendees. ACET agreed with a suggestion to create an All Administrators MS Teams folder for the purpose of sharing ideas and sending information; D. McCutcheon, Vice President, Human Resources will discuss with the AC Way team offline to determine if they could assist with folder setup and organization. If required, T. McDougall, Director, President's Office and Communication will put a call out to volunteers in order to assist with content (TBD). It was agreed that the Fall All Administrators meeting could be an opportunity for further engagement, and to hear what is important to the All Admin group, and should therefore be extended to accommodate an activity. A survey will also be circulated inviting All Administrators input on meeting topics. The Executive Team will discuss this aspect further at an ACET meeting in September.</p> <p>A reminder will be sent to All Administrators with regard to zoom protocol (i.e. cameras on for meetings) in preparation of the September 14, 2023 All Admin meeting. This will also be added to the preamble.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 25, 2023	Agenda Item Number (pull from agenda)	6.0
Topic	HR Reports / Vacation Liability / Wellness Update		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	70 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	E. Langevin, Director, Employee and Labour Relations D. Soltis, Director, People and Culture M. Castella, Senior Manager, Total Compensation J. Myers, Manager, Wellness and Abilities		
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 Vacation Liability_Employee Health Index_Complement and HR Reports May 25.2023 HR Reports - Vacation Liability.Health Index.HR Exec Reports Summary.2023.V.1.0	
Recommendation	THAT the Algonquin College Executive Team (ACET) is provided with an annual update regarding Vacation Liability, overview of Employee Health Index, and the HR Reports Executive Summary.		
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 received an update and discussed Vacation Liability, the Employee Health Index and the Human Resources Reports Executive Summary. Updates will be made to some of the reports based on Executive Team feedback (i.e. vacation liability report should come back to ACET in September rather than August, Human Resources will update the turnover statistics to capture all subset indicators and they will also ensure all organizational titles are up-to-date).</p> <p>It was suggested that future updates be presented as separate reports and/or limited to providing a summary of the presentation (any highlights and low lights). It was also asked that consideration be made on how to interpret this data in terms of next steps and prioritization.</p> <p>D. McCutcheon, Vice President, Human Resources and C. Janzen, Senior Vice President, Academic will discuss potential opportunities with the Faculty Union and how to incentivize faculty in order to enter their leave in Workday.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 25, 2023	Agenda Item Number (pull from agenda)	7.0
Topic	Transfer Credit Position Request		
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	K. Pearson, Registrar K. Marshall, Associate Registrar, Enrolment Management 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 – Transfer Credit Position Request Appendix A – Request for Full-Time Position Information Form – Transfer Credit Appendix B – DDC-Transfer Credit-Approved-Process-Changes Appendix C – CTIG 22-23 Annual Plan-For Budget Context</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the creation of one support staff position, a Transfer Credit Specialist in the Registrar’s Office, funded by the Credit Transfer Institutional Grant (CTIG) and for Second Quarter of FY23-24 hire.		
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 approved the creation of one full-time Support Staff position, a Transfer Credit Specialist in the Registrar’s Office, in 2023-24 that would be funded primarily through the Credit Transfer Institutional Grant (CTIG fund).</p> <p>SECRETARY’S NOTE: The Registrar’s Office receives \$75K from the \$203K grant that is allocated to Algonquin College under the CTIG Fund. This fund is managed by M. Cusson, Dean, Academic Development. The \$74K has been used in the past to upgrade and maintain a database in the Registrar’s Office. These allocated funds would be re-purposed to fund the new position. The database work would continue to be done with existing resources on their support team in the Registrar’s Office. Additionally, ONCAT has developed a new tool that will reduce the demand for the database, and once R3 is complete the functionality of the database will be replaced with the new system. M. Cusson is supportive of the new position, and will need to allocate additional CTIG funds (\$20K) to cover the remaining cost of the position for the next fiscal year. Academic Development will need to adjust their deliverables to accommodate the additional monies being transferred.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 25, 2023	Agenda Item Number (pull from agenda)	8.0
Topic	International Admissions Positions Request		
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	K. Pearson, Registrar K. Marshall, Associate Registrar, Enrolment Management 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 – International Admissions – Positions Request</i> <i>Appendix A – Request for Full-Time Position Information Form – International Admissions</i> <i>Appendix B – International Admissions Work Breakdown Analysis</i> <i>Appendix C – International Education Centre Organizational Chart</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the creation of three support staff positions for international admissions in the Registrar’s Office effective immediately and funded by the operating budget through international enrolment.		
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 approved the above recommendation for the creation of three full-time Support Staff positions for International Admissions in the Registrar’s Office. This is with the caveat that they would like K. Pearson, Registrar to return to ACET (meeting date tbc), once they have on-boarded and stabilized the International Admissions team, and if the team is not able to deal with the additional volume while decreasing wait times to match competitors. Additional position needs are also to be accessed for 2024-25 and consideration that positions would be closed once they are no longer needed.</p> <p>G. Perry, Chief Financial Officer will work with D. Soltis, Director, People and Culture as part of Strategic Workforce Planning. The goal is to have better foresight in terms of what position requests may be coming forward.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 25, 2023	Agenda Item Number (pull from agenda)	9.0
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 May 25, 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 for the range of topics that were discussed at today’s meeting. • An appreciation for the plans moving forward with All Admin and next steps. • An appreciation for the feedback regarding the Human Resources dashboards and what is needed in order to move forward. • An appreciation for the extra time that was available at the end of the meeting to allow for an ACET only discussion. • An acknowledgement that the Executive Team will need to continue to work with their teams and review the planner to ensure that appropriate time has been allotted for each presentation and that the time allotted also includes additional time for ACET only discussion. Consideration that when the Executive Team asks questions throughout a presentation this often takes up some of the time for the ACET only discussion. • An acknowledgement of the position requests that are presented for discussion and approval. Following some discussion, it was mentioned that business case templates are available in order to ensure what comes forward to ACET is properly prepared. It was added that the respective Vice President could also provide any additional necessary input in advance of their presentation. 		