

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

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| Date of Meeting | June 28, 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 | The agenda was approved with the addition of discussing the Comms Key Messages Chart. The Executive Team was asked to consider any messaging that should be sent at the start of the 2023 Fall Term. This is in order to ensure no overlaps in messaging to Learners, Faculty, Staff or to the College community. | | |

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|-----------------------------------|---|---|----------|
| Date of Meeting | June 28, 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 | 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 checked="" type="checkbox"/> Other: Information to be posted | <u>Planner Review & Consent Items</u> 2.1 ACET planner review 2.2 Consent agenda items 2.2.1 Draft ACET Minutes – June 14, 2023 (M. Wilson) 2.2.2 Policy HR18 – Employee Code of Conduct (E. Langevin) 2.2.3 Policy PM04 – Advertising and Selling on Campus (B. Brownlee) 2.2.4 Policy AA47 – Scholarly Activity (M. Cusson) 2.2.5 Policy AA45 – Articulation Agreements (M. Cusson) 2.2.6 Financial Sustainability Roadmap- 2022-23 Annual Report (D. McNair) | |
| | <p>THAT the Algonquin College Executive Team (ACET) review upcoming ACET Agendas and approve Consent Items.</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 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"> • 2.2.5 Financial Sustainability Roadmap- 2022-23 Annual Report (D. McNair) – Approved with minor amendments. <p>Items 2.2.1 Draft ACET Minutes – June 14, 2023 (M. Wilson), 2.2.2 Policy HR18 – Employee Code of Conduct (E. Langevin), 2.2.3 Policy PM04 – Advertising and Selling on Campus (B. Brownlee), 2.2.4 Policy AA47 – Scholarly Activity (M. Cusson) and 2.2.5 Policy AA45 – Articulation Agreements (M. Cusson) were approved as presented.</p> | | |

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| Date of Meeting | June 28, 2023 | Agenda Item Number (pull from agenda) | 3.0 |
| Topic | Preliminary Key Initiatives of the 2024-2028 Strategic Enrolment Management (SEM) Plan | | |
| Requested By (ACET member) | C. Janzen, Senior Vice President Academic | Time Allotted | 30 mins. |
| ACET Action Requested | <input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information | | |
| Staff Presenting | C. Janzen, Senior Vice President, Academic | | |
| 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 – Preliminary Key Initiatives of the 2023-2028 Strategic Enrolment (SEM) Plan Appendix A – SEM 5-Year Plan (2023-28) - PowerPoint</i> | |
| Recommendation | THAT the Algonquin College Executive Team (ACET) receive an update on the preliminary key initiatives of the SESC 5-Year Plan. | | |
| 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 received an update on the preliminary key initiatives of the Strategic Enrolment Management 5-Year Plan. This included a minor amendment that the Senior Vice President, Academic would present the proposed re-stated international enrolment targets to the Executive Team at a stand-alone ACET meeting the week of July 24, 2023. | | |

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| Date of Meeting | June 28, 2023 | Agenda Item Number (pull from agenda) | 4.0 |
| Topic | Request for Full-time Position (Retail Services) | | |
| 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 | | |
| 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 – 2023-06-28 – Request for Full-Time Position (Retail Services)</i> <i>Appendix A – Full Time Position Request Form - Retail Services</i> | |
| Recommendation | <p>THAT the Algonquin College Executive Team (ACET) review and approve a request to create one new permanent full-time support staff position within Retail Services, a division within Campus Services.</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 approved the request to create one new permanent full-time Support Staff position within Retail Services that would be funded through the Campus Services’ operating budget.</p> | | |

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| Date of Meeting | June 28, 2023 | Agenda Item Number (pull from agenda) | 5.0 |
| Topic | Follow-up re: Activity Analysis (GANTT and Capacity) | | |
| Requested By (ACET member) | Mark Savenkoff, Vice President, Advancement and Strategy | Time Allotted | 25 mins. |
| ACET Action Requested | <input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information | | |
| Staff Presenting | Scott Gonsalves, Director, Strategy and 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 | ACET Transmittal – Follow-up Activity Analysis (GANTT & Capacity) Capacity Analysis template – BP initiatives.xlsx | |
| Recommendation | <p>THAT the Algonquin College Executive Team (ACET) endorses the framework for collecting capacity information for strategic initiatives.</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 framework for collecting capacity information for strategic initiatives. This includes mapping out a cyclical production schedule/key deadlines, from start to finish, in order to identify any intersections between the following: Business Plan initiatives, Operating Plan initiatives, Strategic Investment Priorities (SIP), Performance Management Plan (PMP) strategic business objectives, any cyclical items (i.e., course loading, term start-up), etc.</p> <p>S. Gonsalves will propose some initial criteria in order to identify the scope for Executive Team review and endorsement via email.</p> | | |

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| Date of Meeting | June 28, 2023 | Agenda Item Number (pull from agenda) | 6.0 |
| Topic | July 2023 Call to ACLT for Year B Initiatives (2025-26) | | |
| Requested By (ACET member) | Mark Savenkoff, Vice President, Advancement and Strategy | 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 | Scott Gonsalves, Director, Strategy and 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 – 2025-26 Plan Call to ACLT BP Proposal - template</i> | |
| Recommendation | <p>THAT the Algonquin College Executive Team (ACET) identifies specific themes for 2025-26 (fluid) Business Plan initiatives that they would encourage the leadership team to submit.</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>Messaging for the call for proposed initiatives to be considered for the 2025-26 (fluid) cycle will be distributed to ACLT in early July will be drafted by S. Gonsalves for Executive Team endorsement. This messaging will include the definition of a Business Plan initiative and a focus on net contribution/revenue generating initiatives. Following a request from the Executive Team, S. Gonsalves will also adjust the September 15, 2023 date for 2024-25 initiatives in the Business Plan to be submitted.</p> | | |

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| Date of Meeting | June 28, 2023 | Agenda Item Number (pull from agenda) | 7.0 |
| Topic | ACET Direction for Space Standards Trial | | |
| 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 | 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 type="checkbox"/> Other: Information to be posted | <i>ACET Transmittal – 2023-06-28 – ACET Direction for Space Standards Trial Appendix A – Office Space Standards</i> | |
| Recommendation | THAT the Algonquin College Executive Team (ACET) approve the trial and communicate the intent and expectation to College employees. | | |
| 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 approved the trial and communicating the intent and expectation to College employees. However, the memorandum will be sent under the signature of D. McNair, Vice President, Finance and Administration instead of the President, while still addressing the stated recommendations. This item will also be discussed at either the September 28, 2023 ACLT meeting or at a stand-alone ACLT meeting. | | |

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| Date of Meeting | June 28, 2023 | Agenda Item Number (pull from agenda) | 8.0 |
| Topic | Request for Expression of Interest – Perth Campus Mixed Use | | |
| Requested By (ACET member) | D. McNair, Vice President, Finance and Administration C. Janzen, Senior Vice President Academic | Time Allotted | 15 mins. |
| ACET Action Requested | <input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information | | |
| Staff Presenting | S. Barr, Chair, Construction Trades and Building Systems and Perth campus (Acting for Chris Hahn, Dean, Perth Campus and ACCE) | | |
| 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 – Request for Expression of Interest – Perth Campus Mixed Use</i> | |
| Recommendation | <p>THAT the Algonquin College Executive Team (ACET) endorse the Request for Expression of Interest – Perth Campus Mixed Use be added to the Operating Plan and move forward to Step 3 of the intake 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 Request for Expression of Interest – Perth Campus Mixed Use to be added to the Operating Plan and move forward to Step 3 of the intake process.</p> | | |

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| Date of Meeting | June 28, 2023 | Agenda Item Number (pull from agenda) | 10.0 |
| Topic | “Bringing the Fun Back to AC” | | |
| 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 – Bringing the Fun Back to AC – June 28, 2023</i> | |
| Recommendation | <p>THAT the Algonquin College Executive Team (ACET) discuss and agree upon a proposed way forward to provide more activities at AC that build team spirit and positive culture at AC.</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 and agreed upon a proposed way forward to provide more activities at Algonquin College. Next steps include the following:</p> <ul style="list-style-type: none"> • Social committee (range of employees – small social committee in order to seek feedback and start to promote calendar). • T. McDougall, Director, President’s Office and Communications – coordinate the launch of the rebranding/promo of the events calendar at AC Vision. NOTE: the social committee (mentioned above) is to coordinate the launch of the events calendar, which is to be promoted at AC Vision. • L. Stanbra, Vice President, Student Services – will talk to A. McDonell, Director, Marketing and Recruitment about a survey to employees. • President Brulé will talk to B. Dinh, Manager, Students’ Association about potential joint event opportunities at their next touch base meeting (August 15, 2023). | | |

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| Date of Meeting | June 28, 2023 | Agenda Item Number (pull from agenda) | 11.0 |
| 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 June 28, 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. | | |