

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 23, 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	Approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 23, 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 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 28, 2023 (M. Wilson)	
	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 item was removed for discussion:</p> <ul style="list-style-type: none"> • 2.2.1 Draft ACET Minutes – June 28, 2023 – Approved with a minor amendment. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 23, 2023	Agenda Item Number (pull from agenda)	5.0
Topic	2023-24 Students' Association Board of Directors Annual Priorities		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	A. Soto Carvajal, President, Students' Association B. Dinh, Manager, Students' Association		
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 – 2023-24 Student's Association Board of Directors Annual Priorities</i> <i>Students' Association Board of Directors Annual Priorities for 2023-24</i> <i>Students' Association Annual Priorities 2023-24 PowerPoint presentation</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) be informed of the Student's Association Board of Directors Annual Priorities for 2023-24.		
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	The Executive Team was informed of the 2023-24 Students' Association (SA) Priorities. L. Stanbra, Vice President, Student Services will assign an Executive Team lead to each SA priority by August 25, 2023.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 23, 2023	Agenda Item Number (pull from agenda)	6.0
Topic	ACLT Go-Forward Agenda Planning Recommendations and Fall ACLT Retreat Date(s)		
Requested By (ACET member)	L. Stanbra, Vice President Student Services	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	L. Stanbra, Vice President, Student Services S. Gonsalves, Director, Strategy and Planning A. Fowler, Executive Assistant to the Vice President, Student Services		
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 – ACLT Go-Forward Agenda Planning Recommendations and Fall ACLT Retreat Date(s) Summary of Results & Recommendations (PPT) Summary of Questionnaire results (excel) Last year's ACLT regular meeting planner (Word)</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve recommendations to improve ACLT meetings based on feedback from ACLT members, and to decide on how the recommendations will be presented to ACLT members.		
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 recommendations to improve ACLT meetings, with some recommendations requiring input from ACLT and others requiring additional offline discussion. Decisions will be presented at ACLT on August 30, 2023, as well as the vote on all in-person.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 23, 2023	Agenda Item Number (pull from agenda)	7.0
Topic	Communication Plan and Sharing of Engagement Results with College Community		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	45 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	D. Soltis, Director, People and Culture		
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 – Employee Engagement August 23 2023 2023 Employee Engagement Communication Plan.Aug.23.2023</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the engagement survey timeline, HR proposed college-wide organizational action planning focus areas and option for departmental action planning.		
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 engagement survey timeline, the Human Resources proposed college-wide organizational action planning focus areas that they want to maintain and sustain as well as those that should be enhanced. It was agreed that ACLT members will also be asked to develop and submit action plans on October 23, 2023 (directly with 2023-24 Performance Management Plans).</p> <p>Option 3 – requiring all ACLT areas to complete an action plan with at least two focus areas was also endorsed by the Executive Team, with the following caveat for the Academic area. This caveat is if there is overlap in terms of Training and Professional Development as part of the Academic Plan and Employee Engagement results. The Academic area may then proceed with a customized approach, and their submission via the online form in the Action Planning portal will indicate that this is being addressed via the Academic Plan. It was acknowledged that this option would include a 75% threshold if the focus should be on one focus area rather than two.</p> <p>D. Soltis, Director, People and Culture will send a reminder to the Executive Team members offline who is on the Employee Engagement Collaboration team so that they can identify any potential gaps.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 23, 2023	Agenda Item Number (pull from agenda)	8.0
Topic	Portfolio Analysis Financial Reporting		
Requested By (ACET member)	C. Brulé, President and Chief Executive Officer	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	D. McNair, Vice President, Finance and Administration R. Sharma, Manager, Portfolio Analysis of Programs and Commercial Activities		
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 – 2023-08-23 – Portfolio Analysis Financial Reporting</i> <i>Appendix A: Financial Reports & Evaluation Framework of Commercial Activities</i> <i>Appendix B: Financial Report Dashboard and Summaries</i> <i>Appendix C: Portfolio Analysis Initiative Dashboard</i>	
Recommendation	THAT the Algonquin College Executive Team receive an update on the progress of the Portfolio Analysis initiative.		
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 progress of the Portfolio Analysis initiative, with feedback provided live at the meeting (i.e., consider capacity when proceeding outside of the pilot). This also included capturing one suggested change to the current pilot. When they are establishing the “total weighted Financial Sustainability Factor (FSF) Scoring” it was recommended that they use an average or sliding scale instead of the year-over-year revenue change. This change was recommended since some areas revenue fluctuate year-over-year.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 23, 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	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: Appendix A – 2022-23 ACET Effectiveness Survey Results / Recommendations / Countermeasures	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the August 23, 2023 ACET meeting.</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 provided verbal feedback at the meeting. Feedback included the following:</p> <ul style="list-style-type: none"> • An appreciation for some good conversations. • An acknowledgement that there was complexity with some of the agenda items, but it was helpful to go through each recommendation line-by-line. • An acknowledgement that the ACLT conversation was good, but that this conversation has not yet been completed. • An acknowledged that ACLT will need to test the recommended changes before ACET finalizes any of these changes. • An acknowledgement that the ACLT Terms of Reference will need to be revised. • A request for clarification on the process when comments are added to the posted material in advance of the ACET meeting. <ul style="list-style-type: none"> ○ If the question/comment is specific to a member of the Executive Team, the poster will indicate “ACET Only Comment” and will also tag (@name) the appropriate ACET member. 		



- Any questions/comments will be considered a pre-discussion with no need for updates to be made to the document(s) in advance of the ACET meeting. In addition, if changes made after reviewed, you may not go back and see the changes.
- SECRETARY'S NOTE: Additional guidelines were also captured at the April 4, 2023 ACET meeting.