

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 30, 2023	<b>Agenda Item Number (For office use only)</b>	1.0
<b>Topic</b>	Approval of Agenda		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO, Algonquin College	<b>Time Allotted</b>	5 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	C. Brulé, President & CEO, Algonquin College		
<b>Attachments</b>	<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>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
<b>ACET Decision</b>	<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) _____		
<b>Target</b>	The agenda was approved with the addition of an In Camera discussion related to a potential on-campus demonstration from an external, pro-life organization. This will also be discussed further at today's (August 30, 2023) ACLT meeting.		

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<b>Date of Meeting</b>	August 30, 2023	<b>Agenda Item Number</b> (For office use only)	3.0
<b>Topic</b>	Upcoming ACET Agendas & Consent Items		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	15 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	ACET		
<b>Attachments</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<u>Planner Review &amp; Consent Items</u> 2.1 ACET planner review 2.2 Consent agenda items 2.2.1 ACET Draft Minutes – August 23, 2023 (M. Wilson) 2.2.2 2023 Fall Internal Election Timeline (Academic Rep) (D. McNair)	
	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review upcoming ACET Agendas and approve Consent Items.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<p>The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline. Following ACET planner view, the Executive Team agreed that S. Gonsalves, Director, Strategy and Planning should be asked to review the Operating Plan initiative step approval process further offline and to come back to ACET (date tbc) with an analysis and recommended future-state approach.</p> <p>The following agenda item was removed for discussion:</p> <ul style="list-style-type: none"> <li>• 2.2.1 Draft ACET Minutes – August 23, 2023 – Approved with amendments.</li> </ul> <p>Item 2.2.2 2023 Fall Internal Election Timeline (Academic Rep) (D. McNair) was shared for information.</p>		

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<b>Date of Meeting</b>	August 30, 2023	<b>Agenda Item Number (pull from agenda)</b>	5.0
<b>Topic</b>	ACLT Meeting Agenda – September 28, 2023		
<b>Requested By (ACET member)</b>	L. Stanbra, Vice President, Student Services	<b>Time Allotted</b>	20 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	L. Stanbra, Vice President, Student Services A. Fowler, Executive Assistant to the Vice President, Student Services		
<b>Attachments (as read-ahead material)</b>	<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 – September 28, 2023</i> <i>ACLT Meeting Agenda – September 28, 2023</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) discuss, finalize and approve the ACLT Meeting Agenda for September 28, 2023.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team discussed the September 28, 2023 ACLT meeting agenda. Updates were made to the agenda live at the meeting based on Executive Team feedback, with additional updates to be made offline.		

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<b>Date of Meeting</b>	August 30, 2023	<b>Agenda Item Number (pull from agenda)</b>	6.0
<b>Topic</b>	ACET Retreat Agenda – October 18-19, 2023		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO	<b>Time Allotted</b>	30 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	C. Brulé, President & CEO		
<b>Attachments (as read-ahead material)</b>	<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 Retreat Agenda – October 18-19, 2023</i> <i>ACET Retreat Agenda – October 18-19, 2023</i>	
<b>Recommendation</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) discuss the draft October 18-19, 2023 ACET Retreat meeting agenda and provide feedback/suggestions so it can be finalized by the beginning of October.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<p>The Executive Team reviewed and provided feedback on the October 18-19, 2023 ACET Retreat agenda. President Brulé will continue to work with M. Savenkoff, Vice President, Advancement and Strategy and S. Gonsalves, Director, Strategy and Planning offline in order to make further updates to the draft agenda based on Executive Team feedback. The second draft of the ACET Retreat agenda will be reviewed again at an upcoming ACET meeting (September 27, 2023).</p> <p>The Executive Team will remind the ACLT members in their division about the importance of putting forward proposals for new Business Plan initiatives starting in 2025-26. Final submissions are due to S. Gonsalves, Director, Planning and Strategy by October 5, 2023. S. Gonsalves will keep the Executive Team apprised of that Business Plan initiative submissions as applicable. These initiatives will be discussed further at the October 18-19, 2023 ACET Retreat.</p>		

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<b>Date of Meeting</b>	August 30, 2023	<b>Agenda Item Number (pull from agenda)</b>	8.0
<b>Topic</b>	First Quarter 2023-24 Strategic Investment Priorities Requests		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration	<b>Time Allotted</b>	20 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	G. Perry, Chief Financial Officer T. Kinnunen, Manager, Corporate Planning		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2023-08-30 – First Quarter Strategic Investment Priorities Requests</i> <i>Appendix A – First Quarter 2023-24 Strategic Investment Priorities Project Increase, Decrease and Deferral Requests</i> <i>Appendix B – 2023-24 Strategic Investment Priorities June 2023 Report</i> <i>Appendix C – PRESENTATION - First Quarter 2023-24 Strategic Investment Priorities Requests</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the First Quarter 2023-24 Strategic Investment Priorities in-year project adjustments as well as a request for a new Strategic Investment Priorities project.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team approved the First Quarter 2023-24 Strategic Investment Priorities in-year project adjustments as well as a request for a new Strategic Investment Priorities project.		

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<b>Date of Meeting</b>	August 30, 2023	<b>Agenda Item Number (pull from agenda)</b>	9.0
<b>Topic</b>	2022-23 Net Assets Continuity Schedule		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration	<b>Time Allotted</b>	10 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	G. Perry, Chief Financial Officer T. Kinnunen, Manager, Corporate Planning		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2023-08-30 – 2022-23 Net Assets Continuity Schedule</i> <i>Appendix A – 2022-23 Internally Restricted Net Assets Continuity Schedule</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the March 31, 2023 balances for Internally Restricted Net Assets		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team approved the March 31, 2023 balances for Internally Restricted Net Assets.		

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<b>Date of Meeting</b>	August 30, 2023	<b>Agenda Item Number (pull from agenda)</b>	11.0
<b>Topic</b>	ACET Effectiveness Check-in		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO, Algonquin College	<b>Time Allotted</b>	10 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	C. Brulé, President & CEO, Algonquin College		
<b>Attachments (as read-ahead material)</b>	<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> <b>Link:</b> Appendix A – 2022-23 ACET Effectiveness Survey Results / Recommendations / Countermeasures	
<b>Recommendation</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the August 23, 2023 ACET meeting.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<p>The Executive Team provided verbal feedback at the meeting. Feedback included the following:</p> <ul style="list-style-type: none"> <li>• An appreciation for the extra time that was available on today’s (August 30, 2023) ACET agenda for additional discussions.</li> <li>• A recommendation to hold 10 minutes on each ACET agenda for “open” discussion as well as an acknowledgement that at times the Executive Team could use time from business arising. Some Executive Team members felt having this extra time available on the agenda could serve well and increase their understanding and context as well as reduce emails about these topics.</li> <li>• A consideration that allotting “open” time on the ACET Agenda may take away from being diligent when assessing what topics ACET should discuss as</li> </ul>		

	<p>a group. One Executive Team member felt that there may be other more appropriate venues in order to have some of these discussions.</p> <ul style="list-style-type: none"><li>• A comment that the Executive Team tends to spend a lot of time planning how to plan (i.e., the time spent reviewing upcoming agendas). The Executive Team needs to assess if there is a different way to do that more efficiently, and the revised plan for ACLT meetings will reduce time spent on discussing agendas</li><li>• An acknowledgement that the meeting went well.</li><li>• A reminder that any suggested changes to the October 18-19, 2023 ACET Retreat agenda should be sent to President Brulé, M. Savenkoff, Vice President, Advancement and Strategy and S. Gonsalves, Director, Strategy and Planning (asap, further deadlines tbc). The second draft of the agenda will come back to ACET for final vetting (September 27, 2023 ACET meeting).</li><li>• An appreciation for revisiting the approval process for Operating Plan Planning</li><li>• A reminder that item 3 on the ACET is for consent agenda items and not for information items. Information items are circulated weekly via email.</li></ul>
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