

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 13, 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>	<p>The agenda was approved with the addition of an In Camera discussion.</p> <p>President Brulé also shared that Lise Bourgeois, President, La Cité has announced her retirement commencing June 2024.</p>		

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<b>Date of Meeting</b>	September 13, 2023	<b>Agenda Item Number</b> <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>	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><a href="#">Planner Review &amp; Consent Items</a></u> 2.1 ACET planner review 2.2 Consent agenda items 2.2.1 ACET Draft Minutes – August 30, 2023 (M. Wilson)	
	<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.</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 30, 2023 – Approved with minor amendments.</li> </ul>		

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<b>Date of Meeting</b>	September 13, 2023	<b>Agenda Item Number (pull from agenda)</b>	5.0
<b>Topic</b>	Phase 2 Resource Request for Experiential Learning		
<b>Requested By (ACET member)</b>	C. Janzen, Senior Vice-President, Academic	<b>Time Allotted</b>	45 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>	K. Dawson, Associate Vice-President, Experiential Learning and Innovation M. Grammatikakis, Director, Experiential Learning & Entrepreneurship		
<b>Attachments (as read-ahead material)</b>	<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_Phase 1 Resource Request for Experiential Learning</i> <i>Experiential Learning – Phase 2 Plan -Pre-read</i> <i>Experiential Learning – Phase 2 Plan - Presentation</i> <i>Request for Full-time Position Information Form - New Hire Form</i> <i>ACET – Phase 2 Staffing Scenarios MASTER</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the Experiential Learning Phase 2 Resourcing Plan Scenario A including one new FT admin, two FT support and one FT faculty positions starting in 2024-25.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input 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 checked="" type="checkbox"/> Other (Specify) <u>Deferred for future ACET discussion (date tbc)</u>		
<b>Target</b>	The Executive Team will reconvene, later during the 2024-25 Budget preparation process, (date tbc) in order to make a decision to endorse/approve the proposed recommendation at that time. This decision was made so that the Executive Team could see all position and resourcing requests at the same time. The afternoon session of the November 9 ACLT Retreat will be the time when all requests will be asked to be presented. L. Stanbra, Vice President, Student Services, D. McNair, Vice President, Finance and Administration and C. Janzen, Senior Vice President, Academic will work on the content and process offline to provide clarity and set expectations in advance of the November 9 ACLT Retreat.		

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<b>Date of Meeting</b>	September 13, 2023	<b>Agenda Item Number (pull from agenda)</b>	6.0
<b>Topic</b>	2024-25 Schedule of Fees Preparation and Assumptions		
<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>	K. Pearson, Registrar K. Marsden, Associate Registrar, Enrolment Systems and Operations		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input checked="" type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – 2024-25 Summary of Fees Preparation and Assumptions            Appendix A – Schedule of Fees Preparation Timeline V15</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the Assumptions for the development of the 2024-25 Schedule of Fees.		
<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 Assumptions for the development of the 2024-25 Schedule of Fees.		

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<b>Date of Meeting</b>	September 13, 2023	<b>Agenda Item Number (pull from agenda)</b>	7.0
<b>Topic</b>	Creation of a Full-Time Support staff position in IEC (Budget Officer)		
<b>Requested By (ACET member)</b>	C. Janzen, Senior Vice President, Academic	<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>	Patrick Devey, Associate Vice President, Global, Online, and Corporate Learning Ernest Mulvey, Director, International Education Centre		
<b>Attachments (as read-ahead material)</b>	<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 and Exec Summary – Budget Officer            Request for Full-Time Position Information            Form.V.9.2_Budget Officer            2023-09-05 Memo – New Position Request Budget            Officer            International Budget Officer</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the creation of a Full-Time Support Staff position for a Budget Officer and the closing of Regular Part Term position (PXXXX) Budget Officer, noting that incremental cost is minimal and will be absorbed in the IEC budget and not impact IEC meeting net contribution targets this fiscal year.		
<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 above revised recommendation for the creation of a Full-time Support Staff position for a Budget Officer and the closing of a Regular Part-time Budget Officer position.		

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<b>Date of Meeting</b>	September 13, 2023	<b>Agenda Item Number (pull from agenda)</b>	8.0
<b>Topic</b>	“Bringing the Fun Back to AC” – Next Steps		
<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		
<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 – bringing the fun back – next steps – September 13, 2023</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receive updates on progress since June 28 and agree upon next steps to provide more activities at AC that build team spirit and enhance culture at AC.		
<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 discussed and agreed upon the following additional decision items in order to provide more activities at Algonquin College:</p> <ul style="list-style-type: none"> <li>• The Employee Activities Calendar Survey was approved as presented as well as the date the survey would be sent to all full-time and part-time employees.</li> <li>• Once the social committee is formed, L. Stanbra, Vice President, Student Services will ask B. Dinh, Manager, Students’ Association (SA) for an SA representative to serve on the social committee.</li> <li>• M. Savenkoff, Vice President, Advancement and Strategy volunteered to be the Executive Team member liaison with the social committee.</li> <li>• The social committee will be provided a \$3K budget for 2023-24.</li> <li>• The Marketing Team proposed the following title/brand “Employee Activities Calendar”. L. Stanbra, Vice President, Student Services will ask the Marketing Team to propose a suggested objective in order to help guide the purpose of this calendar.</li> <li>• M. Savenkoff will work with his team to provide assistance for potential sponsors of events.</li> <li>• The Executive Team agreed with the proposed next steps.</li> </ul>		

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<b>Date of Meeting</b>	September 13, 2023	<b>Agenda Item Number (pull from agenda)</b>	10.0
<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 September 13, 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>Encouraging teams to shorten presentations by providing summaries or inviting questions based on read-ahead materials.</li> <li>Discussing the distinction between presentation and consent agenda items.</li> <li>Requesting more time for the Phase 2 Resource Request for Experiential Learning.</li> <li>Acknowledging the effectiveness of ACET subgroups (e.g., PCPP and program approvals).</li> <li>Suggesting discussions about "Bringing the fun back to AC" occur within an ACET subgroup.</li> <li>Continuing the live review of the ACET Agenda planner.</li> </ul>		

	<ul style="list-style-type: none"> <li>• Considering the Schedule of Fees as a consent agenda item in 2024-25, unless substantial changes occur.</li> <li>• Exploring adjustments to the Recruitment Approval Matrix criteria.</li> <li>• Planning to prepare presenters in advance for potential delayed decisions.</li> <li>• Appreciating business arising discussions for reducing email time.</li> <li>• Acknowledging a cordial and thoughtful ACET-only discussion following Experiential Learning.</li> <li>• Discussing resource requests to support 5,000 international students at the November 9 ACLT Retreat.</li> <li>• Considering Algonquin's promotion of the 6-year Academic Plan while being aware of necessary considerations.</li> </ul>
	<ul style="list-style-type: none"> <li>• IN CAMERA:</li> </ul>
	<ul style="list-style-type: none"> <li>• Noting the June 2023 Local Lines heading "Confusing Priorities" focusing on the 2023-2029 Academic Plan.</li> </ul>