

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 20, 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 a discussion regarding today's (September 20, 2023) protests in downtown Ottawa against 2SLGBTQIA+ inclusive school policies.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 20, 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 ACET Draft Minutes – September 13, 2023 (M. Wilson) 2.2.2 Holiday Closure Recommendation (D. McCutcheon) 2.2.3 CIG Award Nominations 2024 (T. McDougall) 2.2.4 Recommendation for Administration Salary Retro Active Increases and Exceptional Performance Incentive (EPI) for the Bill 124 Moderation Period that Commenced April 1, 2021 (E. Langevin)	
	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"> • 2.2.1 Draft ACET Minutes – September 13, 2023 – Approved with minor amendments. • 2.2.3 CIG Award Nominations 2024 (T. McDougall) – Approved with exception of The Excellence in Sustainable Development Award category. T. McDougall, Director, President’s Office, Communication and Government Relations will review further offline and provide an update at the next ACET meeting (September 27, 2023). President Brulé will also discuss the nominations process further with T. McDougall offline. • 2.2.4 Recommendation for Administration Salary Retro Active Increases and Exceptional Performance Incentive (EPI) for the Bill 124 Moderation Period that Commenced April 1, 2021 (E. Langevin) – Administrative Salary Retro Active Increases approved as presented. With respect to EPI, D. McCutcheon, Vice President, Human Resources will assess the level of effort that would be required to implement retroactive payment, and if deemed that this would take minimal effort then they will proceed accordingly. <p>Item 2.2.2 Holiday Closure Recommendation (D. McCutcheon) was approved as presented.</p> <p>The Executive Team agreed with the use of Collibra for policy feedback. This means removing ACET policies as consent agenda items. This revised process will continue to be plan-do-study-adjusted (PDSA). SECRETARY’S NOTE: New policies must be scheduled on the ACLT meeting agenda planner for endorsement and on the ACET meeting agenda planner for approval.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 20, 2023	Agenda Item Number (pull from agenda)	5.0
Topic	October 23, 2023 Board Meeting Agenda Review		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	15 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	V. Tiqui-Sanford, Senior Executive Assistant, Board of Governors W. Eastwood, Executive Support Clerk, Board of Governors		
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 September 20, 2023 BOG Agenda Review BOG Agenda October 23, 2023 2023-24 Board of Governors Workplan</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) October 23, 2023 Board Meeting agenda.		
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>Updates were made to the October 23, 2024 Board of Governors agenda based on Executive Team discussion. Additional updates will be made offline.</p> <p>It was acknowledged that Bylaw BGI-01 requires further update and will be presented at the December 2023 Board of Governors meeting.</p> <p>The Executive Team has been asked to review the Board of Governors Work Plan offline and to advise V. Tiqui-Sanford, Executive Assistant to the Board of Governors should they make any significant changes.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 20, 2023	Agenda Item Number (pull from agenda)	6.0
Topic	Operating Plan (Step 4) - Residence Management RFP Update		
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	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	<i>ACET Transmittal – 2023-09-20 – Operating Plan (Step 4) – Residence Management RFP Update Appendix A- Residence RFP Intake Form</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) endorse the completion of the RFP process for the Residence Management Contract, as Step 4 of the Operating Plan 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 completion of the RFP process for the Residence Management Contract, as Step 4 of the Operating Intake process.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 20, 2023	Agenda Item Number (pull from agenda)	7.0
Topic	Close of I/O Position to create Permanent Full-Time Support (CRM Administrator)		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	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	Patrick Devey, Associate Vice President, Global, Online, and Corporate Learning Ernest Mulvey, Director, International Education Centre Pouya Safi, Director, Business Development Lisbet Paulovich Manager, Enterprise Solutions – Salesforce, Information Technology Services (ITS)		
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 and Exec Summary – Conversion of I-O CRM Administrator Position P17210 – CRM Administrator, IEC BDCT - July 2023 Request for Full-Time Position Information Form.V.9.2_CRMAdministrator ACET_Full-Time_Position_Request_CRM_Administrator_GOACL (PPT)</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approves the closing of one I/O position (P17210) to create a Full-Time permanent support staff position (CRM Administrator), noting that the incremental cost has been included in our proforma budgets and will not impact the International Education Centre (IEC) or Business Development (BD) meeting their net contribution targets this fiscal year.		
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 approved the above recommendation.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 20, 2023	Agenda Item Number (pull from agenda)	8.0
Topic	Status Update – Business Plan 2024-26		
Requested By (ACET member)	Mark Savenkoff, Vice President, Advancement and Strategy	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	S. 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 – Business Plan Update – September 2023 2024-26 BP Development Workplan.docx Data – Business Plan 2024-26.xlsx</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) receives the latest update on the development of the 2024-26 Business Plan and provides feedback on planned future activities.</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 received the latest update on the development of the 2024-26 Business Plan and provided feedback on planned future activities (i.e., the October 18-19, 2023 ACET Retreat).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 20, 2023	Agenda Item Number (pull from agenda)	9.0
Topic	Residence HVAC – Missed Sustainability Opportunities		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	R. Southwood, Executive Director, Facilities Management B. Brownlee, Director, Campus Services A. Waked, Associate Director, Facilities Management		
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	ACET Transmittal – 2023-09-20 – Residence HVAC – Missed Sustainability Opportunities Appendix A: Residence HVAC – Missed Sustainability Opportunities Presentation	
Recommendation	THAT the Algonquin College Executive Team (ACET) are made aware of the impact of decisions around the Residence Heating Ventilation and Air Conditioning (HVAC) project and provide their guidance.		
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 was made aware of the impact of decisions around the Residence Heating Ventilation and Air Conditioning (HVAC) project. With this information, the Executive Team endorsed proceeding with Option 2 - replacing phase 3 equipment with like for like and reserve decision on phase 1 and phase 2, tender the current design for phase 1 and phase 2 to get an actual cost for this work that would occur in 2025 and 2026, and assess whether the Campus Services reserves can manage these costs. A decision on whether to move forward with this major capital project for phases 1 and 2 will be made when more information on costs and outcomes are available.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 20, 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	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the September 20, 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>Due to time constraints, the Executive Team was asked to share their feedback directly with President Brulé via email.</p>		