

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 27, 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 President Brulé providing the Executive Team with a brief update regarding the September 25-26, 2023 Committee of President's (COP) Retreat.		

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<b>Date of Meeting</b>	September 27, 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>Planner Review &amp; Consent Items</u> 2.1 ACET planner review 2.2 Consent agenda items 2.2.1 ACET Draft Minutes – September 20, 2023 (M. Wilson) 2.2.2 2024 Proposed Convocation Schedule and Venue - All Campuses (K. Pearson, J. Cairns)	
	<b>THAT</b> the Algonquin College Executive Team (ACET) review upcoming ACET Agendas and approve Consent Items.		
<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>• 2.2.2 2024 Proposed Convocation Schedule and Venue – All Campuses (K. Pearson, J. Cairns) – Approved. President Brulé and T. McDougall, Director, President’s Office, Communications and Government Relations will discuss the scheduling of the Convocation Celebration Dinner offline.</li> </ul> <p>Item 2.2.1 ACET Draft Minutes – September 20, 2023 (M. Wilson) was approved as presented.</p>		

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Date of Meeting	September 27, 2023	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	10 min.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	ACET		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>Verbal discussion</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.		
ACET Decision	<input checked="" 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 type="checkbox"/> Other (Specify) _____		
Target	T. McDougall, Director, President’s Office, Communication and Government Relations provided an update on the potential revised nomination for the CIG Excellence in Sustainable Development Award category. T. McDougall will provide further update once available (date tbc).		

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<b>Date of Meeting</b>	September 27, 2023	<b>Agenda Item Number</b> (pull from agenda)	6.0
<b>Topic</b>	2022-23 Academic / Non-Academic Expenses Split - Analysis of Trend		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration	<b>Time Allotted</b>	25 mins.
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting</b>	G. Perry, Chief Financial Officer E. Woods, Director, Corporate Planning		
<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 – 2023-09-27 – 2023 Academic Non-Academic Expenses Split – Analysis of Trend</i> <i>Appendix A – 2022-23 Academic/Non-Academic Expenses Split Report</i> <i>Appendix B - Academic /Non-Academic Split- ACET Presentation</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receives for information the 2022-23 Academic/Non-Academic Expenses Split report.		
<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 received for information the 2022-23 Academic/Non-Academic Expenses Split report.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	September 27, 2023	<b>Agenda Item Number (pull from agenda)</b>	7.0
<b>Topic</b>	Preliminary Second Draft 2024-25 Pro Forma		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration	<b>Time Allotted</b>	15 mins.
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting</b>	G. Perry, Chief Financial Officer E. Woods, Director, Corporate Planning		
<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 2023-09-27 Preliminary Second Draft 2024-25 Pro Forma</i> <i>Appendix A – Second Draft 2024-25 College Pro Forma</i> <i>Appendix B – Five-Year Pro Forma-ACET Presentation</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) accepts the Second Draft 2024-25 College Pro Forma for information.		
<b>ACET Decision</b>	<input checked="" 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 type="checkbox"/> Other (Specify) _____		
<b>Target</b>	The Executive Team accepted the Second Draft 2024-25 College Pro Form for information.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	September 27, 2023	Agenda Item Number (pull from agenda)	8.0
Topic	ACET Retreat Agenda – October 18-19, 2023		
Requested By (ACET member)	C. Brulé, President & CEO	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	C. Brulé, President & CEO 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 – ACET Retreat Agenda – October 18-19, 2023</i> <i>ACET Retreat Agenda – October 18-19, 2023</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) discuss the second draft October 18-19, 2023 ACET Retreat meeting agenda and provide feedback/suggestions so it can be finalized by October 4, 2023.		
ACET Decision	<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) _____		
Target	The Executive Team discussed the second draft of the October 18-19, 2023 ACET Retreat meeting agenda, and provided feedback. Final edits will be made offline so that it can be finalized by October 4, 2023.		

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<b>Date of Meeting</b>	September 27, 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 – 2023-24 ACET Effectiveness Survey Results / Recommendations / Countermeasures	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the September 27, 2023 ACET meeting.		
<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>Suggesting that discussions regarding consent agenda items do not take place outside of the ACET meeting since this context would not be captured for the minutes.</li> <li>Requesting that President’s Star presentation documentation be posted to a separate confidential ACET meeting folder that may be accessed on the ACET meeting agenda via a link.</li> <li>Requesting that if more time is required for a presentation that they either find time on the agenda or they present it another way.</li> <li>Requesting that some documents are presented to ACET before they are presented to the Board of Governors/ASAC.</li> </ul>		

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|  | <ul style="list-style-type: none"><li>• Requesting that when scheduling presentations that it is important to schedule when all presenters are available and not during their vacation. Consideration if one of today's (September 27, 2023) presentations could have been accommodated differently.</li></ul> |
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