ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 25, 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	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	C. Brulé, President & CEO, Algonquin College		
Attachments	☐ PowerPoint ☐ Timeline ☐ Budget ☐ Other: Information to be posted	*Verbal discussion only.*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
ACET 7Decision	☐ Received for Information ☒ Approved as above recommendation ☐ Approved as amended (see below) ☐ Report Back By _____(ACET Responsible) ☐ Other (Specify) _____		
Target	The agenda was approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 25, 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	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	ACET		
Attachments	☐ PowerPoint ☐ Timeline ☐ Budget ☒ Other: Information to be posted	*Planner Review & Consent Items* *3.1 ACET planner review* *3.2 Consent agenda items* 　*3.2.1 ACET Draft Minutes – October 12, 2023 (M. Wilson)* 　*3.2.2 Honorary Degree Honorary Diploma and Fellowship Awards Nominations (M. Cusson)* 　*3.2.3 Draft 2024-25 Schedule of Tuition and Ancillary Fees (K. Pearson, K. Marsden)* 　*3.2.4 Operating Plan (Step 2) - Business Plan for Digital Record / Credential Solution (K. Pearson, K. Marsden)* 　*3.2.5 ACLT Nov 30 Meeting Agenda (L. Stanbra)*	
	THAT the Algonquin College Executive Team (ACET) review upcoming ACET Agendas and approve Consent Items.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ☒ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline. The following agenda item was removed for discussion: • 3.2.1 ACET Draft Minutes – October 12, 2023 (M. Wilson) – Approved with a minor amendment. Items 3.2.2. Honorary Degree Honorary Diploma and Fellowship Awards Nominations (M. Cusson), 3.2.3 Draft 2024-25 Schedule of Tuition and Ancillary Fees (K. Pearson, K. Marsden), 3.2.4 Operating Plan (Step 2) - Business Plan for Digital Record / Credential Solution (K. Pearson, K. Marsden) and 3.2.5 ACLT Nov 30 Meeting Agenda (L. Stanbra) were approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 25, 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	☐ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☒ Information		
Staff Presenting	ACET		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ☐ Other: Information to be posted	*Verbal discussion*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ☐ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☒ Other (Specify) _n/a_____		
Target	There was no business arising.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 25, 2023	**Agenda Item Number** (pull from agenda)	6.0
Topic	Operating Plan (Step 4) - Parking Gates move to Software as a Service (SaaS)		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	**Time Allotted**	10 mins.
ACET Action Requested	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	A. Bennett, Senior Manager of Technology, Campus Services B. Brownlee, Director, Campus Services		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ☒ Other: Information to be posted	*ACET Transmittal – 2023-10-25-Operating Plan (Step 4) – Parking Gates move to Software as a Service Appendix A - Parking Gates move to Software as a Service (SaaS) OPI Intake Form*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) approve to execute the Parking Gates Move to Software as a Service (SaaS) project and be added to the 2023-24 Operating Plan as step 4 of the Operating Plan process.		
ACET Decision	☐ Received for Information ☒ Approved as above recommendation ☐ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team approved the execution of the Parking Gates Move to Software as a Service (SaaS) project and that it be added to the 2023-24 Operating Plan as step 4 of the operating plan.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 25, 2023	**Agenda Item Number** (pull from agenda)	7.0
Topic	Operating Plan (Step 4) - Printer Fleet Refresh		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	**Time Allotted**	10 mins.
ACET Action Requested	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	A. Bennett, Senior Manager of Technology, Campus Services B. Brownlee, Director, Campus Services		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ☒ Other:	*ACET Transmittal – 2023-10-25 – Operating Plan (Step 4) – Printer Fleet Refresh* *Appendix A- Printer Fleet Refresh Intake Form*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) approve to execute the Printer Fleet Refresh project, as Step 4 of the Operating Plan Intake process.		
ACET Decision	☐ Received for Information ☒ Approved as above recommendation ☐ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team approved the execution of the Printer Fleet project, as Step 4 of the Operating Intake process.		

ALGONQUIN COLLEGE

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 25, 2023	Agenda Item Number (pull from agenda)	8.0
Topic	Second Quarter 2023-24 Strategic Investment Priorities Requests		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	20 mins.
ACET Action Requested	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	~~G. Perry, Chief Financial Officer~~ ~~E. Woods, Director, Corporate Planning~~ T. Kinnunen, Manager, Corporate Planning		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ☒ Other: Information to be posted	*ACET Transmittal – 2023-10-25 – Second Quarter Strategic Investment Priorities Requests* *Appendix A – Second Quarter 2023-24 Strategic Investment Priorities Project Increase, Decrease and Deferral Requests* *Appendix B – 2023-24 Strategic Investment Priorities September 2023 Report* *Appendix C – PRESENTATION - Second Quarter 2023-24 Strategic Investment Priorities Requests*
Recommendation	**THAT** the Algonquin College Executive Team (ACET) approve the Second Quarter 2023-24 Strategic Investment Priorities in-year project adjustments.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ☒ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☒ Other (Specify) _____ Future agenda item (date tbc) _____		
Target	The Executive Team approved the Second Quarter 2023-24 Strategic Investment Priorities in-year project adjustments that were endorsed by the College Budget Committee (CBC), with one increase request to be discussed further offline. D. McNair, Vice President, Finance and Administration, C. Janzen, Senior Vice President, Academic and applicable members of their teams will meet offline to discuss the Program Lifecycle Management System (PLMS) increase request. An update will be provided to the Executive Team once a decision has been reached (date tbc).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	October 25, 2023	**Agenda Item Number** (pull from agenda)	10.0
Topic	ACET Effectiveness Check-in		
Requested By (ACET member)	C. Brulé, President & CEO, Algonquin College	**Time Allotted**	10 mins.
ACET Action Requested	☒ Approval (Discussion) ☐ Approval (Consent Agenda Item) ☐ Information		
Staff Presenting	C. Brulé, President & CEO, Algonquin College		
Attachments (as read-ahead material)	☐ PowerPoint ☐ Timeline ☐ Budget ☒ Other: Information to be posted	*ACET Transmittal – ACET Effectiveness Check-in* ***Link:*** *Appendix A – 2023-24 ACET Effectiveness Survey Results / Recommendations / Countermeasures*	
Recommendation	**THAT** the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the October 25, 2023 ACET meeting.		
ACET Decision	☐ Received for Information ☐ Approved as above recommendation ☒ Approved as amended (see below) ☐ Referred to _____ (Group or Person) ☐ Other (Specify) _____		
Target	The Executive Team provided verbal feedback at the meeting. Feedback included the following: • An approved recommendation that on a go forward basis, Operating Plan initiatives that are at Steps 2 or 4 in the process will be presented as a consent agenda item, unless the respective Vice President feels the item warrants a discussion. • An appreciation for not asking presenter(s) to join the ACET meeting ahead of their scheduled presentation time when the meeting is running ahead of schedule, out of respect for their time. • An acknowledgment of the level of detail that is captured on the ACET Huddle enrolment tab, as well as further acknowledgement that Academic Operations and Planning captures this level of detail on a daily basis. A request that they continue to Plan-Do-Study-Adjust (PDSA) in order to ensure the information being presented to the Executive Team at their huddle is of value.		