

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 8, 2023	<b>Agenda Item Number (For office use only)</b>	1.0
<b>Topic</b>	Approval of Agenda		
<b>Requested By (ACET member)</b>	D. McNair (for 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>	D. McNair (for 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 Executive Team discussing and comparing calendars in order to reschedule an event as well as various stand-alone ACET meetings. The Executive Team also discussed a student protest that was part of a larger “Fight the Fees” campaign, which holds the objective of encouraging individual levels of government to create strategies to “reduce and eliminate tuition fees, student loans and interest, and invest in public education”</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 8, 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	<i>Planner Review &amp; Consent Items</i> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 ACET Draft Minutes – October 25, 2023 (M. Wilson)	
	<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>• 3.2.2 IN CAMERA</li> </ul> <p>Item 3.2.1. ACET Minutes – October 25, 2023 (M. Wilson) was approved as presented.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 8, 2023	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising		
Requested By (ACET member)	D. McNair (for C. Brulé, President & CEO, Algonquin College)	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 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>n/a</u>		
Target	There was no business arising.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 8, 2023	<b>Agenda Item Number (pull from agenda)</b>	5.0
<b>Topic</b>	December 11, 2023 Board Meeting Agenda Review		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO	<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>	V. Tiqui-Sanford, Senior Executive Assistant, Board of Governors W. Eastwood, Executive Support Clerk, Board of Governors		
<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>BOG Agenda December 11, 2023          2023-24 Board of Governors Workplan</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review the December 11, 2023 Board Meeting agenda		
<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>	Updates were made to the December 11, 2023 Board of Governors agenda based on Executive Team discussion. Additional updates will be made offline.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 8, 2023	Agenda Item Number (pull from agenda)	6.0
<b>Topic</b>	College Technology Committee (CTC) Update		
<b>Requested By (ACET member)</b>	D. McCutcheon, Vice President, Human Resources	<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>	P. Devey, Associate Vice-President, Global, Online and Corporate Learning Y. Do, Acting Chief Digital Officer		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – CTC Update – November 8, 2023_final            CTC Update 2023.11.08 to ACET (PDF)</i>	
<b>Recommendation</b>	THAT the Algonquin College Executive Team (ACET) receive an update about the College Technology Committee (CTC) and their recent and planned activities.		
<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 received an update from the College Technology Committee (CTC), including their recent and planned activities.</p> <p>The College Technology Committee is in the process of updating their Mandate and Terms of Reference. Once approved by CTC the revised CTC Terms of Reference will be presented to ACET for approval (date tbc). Lastly, they will be presented to ACLT under Agenda item 3.0 – Information Sharing, Celebration of Success and Acknowledgements, where ACLT will have an opportunity to ask any questions.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 8, 2023	Agenda Item Number (pull from agenda)	9.0
Topic	People Analytics		
Requested By (ACET member)	D. McCutcheon Vice President, Human Resources	Time Allotted	45 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	<del>E. Langevin, Director, Employee and Labour Relations</del> M. Castella, Senior Manager, Talent Acquisition and Workplace Management M. Christian, Manager, Total Compensation		
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 – (Mid-Year)          People Analytics – Nov 8 2023v2.0          (Mid-Year) People Analytics – November 8, 2023.pptx</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) receive an update with respect to our current level of people analytics.		
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	<p>The Executive Team received an update with respect to the College’s current level of people analytics. Updates will be made to some of the reports based on Executive Team feedback:</p> <ul style="list-style-type: none"> <li>The excess vacation liability target will be captured as part of the next ACET update (six months).</li> <li>Hiring volumes were compared against all three employee groups. M. Castella, Senior Manager, Talent Acquisition and Workplace Management, will share additional data (comparison year-over-year and the trend over time) that captures any hiring increase. She has also been asked to provide statistics related to retention and exit interviews. In addition, are there specific areas with a higher turnover rate? Is there data that supports why some areas may have a higher turnover rate? Recognizing that it may take some time to establish processes to collect this information, the timing for this information is left to the discretion of HR.</li> <li>Other Than Full-time (OTFT) position growth and monitoring of OTFT, Fixed-Term Administrative (FTA) and Initiative/Opportunity (I/O) positions were discussed. These positions may require updates more frequently than every six months, but this timeframe was suggested at ACET’s discretion (D. McCutcheon, Vice President, Human Resources to confirm timing offline).</li> </ul> <p>D. McCutcheon, Vice President, Human Resources and C. Janzen, Senior Vice President, Academic will discuss potential opportunities and how to incentivize faculty to enter their leave in Workday.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 8, 2023	<b>Agenda Item Number (pull from agenda)</b>	10.0
<b>Topic</b>	ACET Effectiveness Check-in		
<b>Requested By (ACET member)</b>	D. McNair (for 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>	D. McNair for (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> <i>Appendix A – 2023-24 ACET Effectiveness Survey Results / Recommendations / Countermeasures</i>	
<b>Recommendation</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live at the November 8, 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 acknowledgement that the meeting ran ahead of schedule.</li> <li>What was formerly agreed upon when the meeting was ahead of schedule and whether or not to bring in presenters early.</li> <li>An acknowledgement that the meeting went well and the agenda items were appropriate for the meeting.</li> </ul>		