

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 22, 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	<p>The agenda was approved with the addition of one in camera discussion; in addition, President Brulé encouraged the Executive Team and their teams to consider additional potential President’s Star Award nominations and Letters of Acknowledgment.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 22, 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> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 ACET Draft Minutes – November 8, 2023 (M. Wilson) 3.2.2 Proposed 2024-25 Tuition Fee Set Aside Budget (K. Pearson, W. Fitzmaurice, K. Jorgensen-Lane) 3.2.3 Operating Plan Initiative (Step 4) – Expanding Flywire Payment Solution to All Students (G. Perry, J. Pede) 3.2.4 PLMS Funding Request – Second Quarter 2023-24 (G. Perry, E. Woods) 3.2.5 Perth Request for Expression of Interests – Step 4 – Operating Plan Initiatives (C. Hahn)	
	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"> • 3.2.1 ACET Draft Minutes – November 8, 2023 (M. Wilson) – Approved with amendments. • 3.2.3 Operating Plan Initiative (Step 4) – Expanding Flywire Payment Solution to All Students (G. Perry, J. Pede) – Approved with the acknowledgement that D. McNair, Vice President, Finance and Administration will ask E. Woods, Director, Corporate Planning to ensure that the financial savings will be factored into the 2024-25 budget. • 3.2.5 Perth Request for Expression of Interests – Step 4 – Operating Plan Initiatives (C. Hahn) – Approved with a request for clarity regarding where the \$20K in estimated costs would be funded from. <p>Items 3.2.2 Proposed 2024-25 Tuition Fee Set Aside Budget (K. Pearson, W. Fitzmaurice, K. Jorgensen-Lane) and 3.2.4 PLMS Funding Request – Second Quarter 2023-24 (G. Perry, E. Woods) were approved as presented.</p> <p>With the new advisory structure of the ACLT committee, L. Stanbra, Vice President, Student Services requested guidance on how frequently this committee should report back to ACET as a standing college committee. President Brulé and L. Stanbra will discuss further offline (December 12, 2023). This is with the understanding that whatever is decided will continue to be reviewed and adjusted as necessary.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 22, 2023	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising		
Requested By (ACET member)	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	THAT 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 as amended (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

Date of Meeting	November 22, 2023	Agenda Item Number (pull from agenda)	5.0
Topic	Science Labs Major Capital Project (Step 1 Investment Case)		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	25 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	R. Southwood, Executive Director, Facilities Management A. Waked, Associate Director, Facilities Development, 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	<i>ACET Transmittal – 2023-11-22 – Science Labs Major Capital Project (Step 1 Investment Case) Appendix A - Science Labs Major Capital Project Presentation (Step 1 Investment Case) Appendix B – Science Labs Major Capital Project Investment Case</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive the Stage 1 Investment Case for the Science Labs Major Capital Project and approve the development of the full investment case.		
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 accepted the Stage 1 Investment Case for the Science Labs Major Capital Project and directed that the full Investment Case be developed for a Board of Governor’s approval in February 2024. This is with the caveat that amendments will be made to the Investment Case based on feedback from President Brulé.</p> <p>M. Savenkoff, Vice President, Advancement and Strategy will also follow up with his counterpart at Seneca College to discuss how their development office was involved in financially supporting Seneca’s new labs through philanthropic donations.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	November 22, 2023	Agenda Item Number (pull from agenda)	8.0
Topic	ACET Effectiveness Check-in		
Requested By (ACET member)	C. Brulé, President & CEO, Algonquin College	Time Allotted	0 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: Appendix A – 2023-24 ACET Effectiveness Survey Results / Recommendations / Countermeasures	
Recommendation	THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness via email following the November 22, 2023 ACET meeting.		
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	Due to time constraints, the Executive Team was asked to share their feedback directly with President Brulé via email.		