

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 6, 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 checked="" type="checkbox"/> Approved as above recommendation <input 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 as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 6, 2023	Agenda Item Number (For office use only)	3.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	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	ACET		
Attachments	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<u><i>Planner Review & Consent Items</i></u> <i>3.1 ACET planner review</i> <i>3.2 Consent agenda items</i> <i>3.2.1 ACET Draft Minutes – November 22, 2023 (M. Wilson)</i>	
	<p>THAT the Algonquin College Executive Team (ACET) review upcoming ACET Agendas and approve Consent Items.</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>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 22, 2023 (M. Wilson) – Approved with minor amendments. <p>Following an inquiry about policy status, T. McDougall, Director, President’s Office, Communications and External Relations referenced the Corporate Policy Report that is sent to the Executive and Leadership teams via email on a weekly basis, as well as the monthly review at the ACET huddle. As of December 1, 2023 10% of policies are past their Mandatory Review Date.</p> <p>C. Janzen, Senior Vice President, Academic and L. Stanbra, Vice President, Student Services will connect offline to discuss a new proposed process for academic policies when seeking endorsement at the College Academic Council (CAC).</p> <p>C. Janzen will provide President Brulé with an update offline (December 11, 2023) regarding the Colleges Response to the 2021-22 Ombudsman’s Report.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 6, 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	December 6, 2023	Agenda Item Number (pull from agenda)	5.0
Topic	R3 Project Status Update - 2024-25 Resource Plan and Budget		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	K. Pearson, Registrar/R3 Project Business Co-Lead L. Pollock, Chief Digital Officer/R3 Project Business Co-Lead		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal 2023-12-06 R3 Project FY2024=25 Resource Plan</i> <i>ACET PowerPoint 2023-12-06 - R3 Project FY24-25 Resource Plan</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve the proposed 2024-25 Budget and Resource Plan to add nine resources including temporary support, part-time, and consultants; and four co-operative education students.</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 approved the proposed 2024-25 Budget and Resource Plan to add nine temporary resources including support, part-time, consultants. Additionally, up to four co-operative education students will be hired, if/as available.</p> <p>The Executive Team also endorsed the continued inclusion of the R3 Project in all ACLT member performance contracts, which should be managed at the Vice President level.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 6, 2023	Agenda Item Number (pull from agenda)	7.0
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: Appendix A – 2023-24 ACET Effectiveness Survey Results / Recommendations / Countermeasures	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live following the December 6, 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>The Executive Team provided verbal feedback at the meeting. Feedback included the following:</p> <ul style="list-style-type: none"> • An acknowledgement that there were not a lot of agenda items scheduled for today’s meeting and that the meeting ended on time. • An acknowledgement of the difficult, but transparent and respectable discussions surrounding the 2024-25 position requests. <ul style="list-style-type: none"> ○ An appreciation of D. McCutcheon, Vice President, Human Resources for offering some clarifying questions. ○ An acknowledgement and appreciation that the results from the 2024-25 position requests are being shared with the Leadership Team in advance of the winter holidays. • An acknowledgement that the R3 discussion was a good use of time and that further updates may be required in January 2024. 		