

AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 19, 2023	Agenda Item Number (pull from agenda)	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 (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 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"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	The agenda was approved with the addition of two items added under Business Arising by D. McCutcheon.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 19, 2023	Agenda Item Number (pull from agenda)	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 (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	<u>Planner Review & Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 ACET Draft Minutes – December 13, 2023 (M. Wilson)	
Recommendation	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	The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline. Item 3.2.1 ACET Draft Minutes – December 13, 2023 (M. Wilson) was approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 19, 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 mins.
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	<p>THAT the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.</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>D. McCutcheon, Vice President, Human Resources provided the following updates:</p> <ol style="list-style-type: none"> 1. CIGan Leadership Institute Registration – D. McCutcheon noted that registration is open. Time is scheduled to discuss this item at the January 17, 2024 ACET meeting; however, it was proposed that ACET members review information available in the talent review assessment and consider making a decision via email. 2. Next Steps on the Critical Business Positions – D. McCutcheon informed ACET members of a change in direction. President Brulé will discuss recommendations at regular one-on-one meetings with ACET members, outside of a regular ACET meeting. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 19, 2023	Agenda Item Number (pull from agenda)	5.0
Topic	Office of the Ombudsman's Annual Report 2022-23		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	Time Allotted	30 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	B. Bridgstock, Director, Student Support Services G. Cole, Ombudsman		
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 – Office of the Ombudsman's Annual Reports 2022-23</i> <i>Appendix A – Office of the Ombudsman's Annual Report 2022-23</i> <i>Appendix B – Memo – Receipt and Approval of the Office of the Ombudsman's Annual Report 2022-23</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) accept the Office of the Ombudsman's Annual Report for 2022-23 as presented.		
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	G. Cole, Ombudsman, provided an overview of the 2022-23 Ombudsman Annual Report, which was received as information by the Executive Team. C. Janzen, Senior Vice President, Academic will formulate a response to the Ombudsman's Office following the December 19 discussion with the Executive Team. President Brulé added comments to the report for review by C. Janzen.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 19, 2023	Agenda Item Number (pull from agenda)	6.0
Topic	Status Update: Business Plan 2024-26		
Requested By (ACET member)	M. Savenkoff, Vice President, Advancement and Strategy	Time Allotted	30 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	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 – Business Plan Update – Dec 2023 2024-26 Business Plan – DRAFT 1 2024-26 BP Development Workplan</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) receives the latest update on the development of the 2024-26 Business Plan and provides final feedback prior to submission to the Board of Governors for approval.</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 received an update on the development of the 2024-26 Business Plan, with S. Gonsalves sharing feedback received from the Algonquin College Leadership Team.</p> <p>The Executive Team discussed each Business Plan initiative and provided feedback to S. Gonsalves. President Brulé suggested including only Board level initiatives, to facilitate reporting. The Executive Team reviewed metrics and targets, and will consider removing the graduation target rate.</p> <p>S. Gonsalves invited Executive Team members to provide additional feedback no later than Friday, January 5, 2024. Final content is due to Marketing on Monday, January 8, 2024.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 19, 2023	Agenda Item Number (pull from agenda)	7.0
Topic	Identification of Nominees for Honorary Degrees and Fellowship Award		
Requested By (ACET member)	C. Janzen, Senior Vice President Academic	Time Allotted	30 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	M. Cusson, Dean, Academic Development		
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 – Honorary Degree Nominees 2023-24 Endorsement</i> <i>Final Honorary Degree Portfolio 2023-24</i> <i>Final Honorary Degree and Diploma Nomination Summary 2023-24</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) endorse the proposed nominees for Honorary Degrees and a Fellowship Award.</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>Due to a timing conflict, M. Cusson was unable to attend, therefore the Executive Team discussed the nomination summary amongst themselves.</p> <p>The Executive Team endorsed the nine nominees identified for Honorary Degrees and a Fellowship Award for the Spring 2024 convocation ceremonies.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 19, 2023	Agenda Item Number (pull from agenda)	9.0
Topic	ACET Effectiveness Check-in & ACET Effectiveness Survey Results/Recommendations/Countermeasures		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	30 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		
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 & ACET Effectiveness Survey Results-Recommendations-Countermeasures</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 19, 2023 ACET meeting and also discuss the 2023-24 ACET effectiveness survey results, recommendations and countermeasure that have been captured to date.</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>An appreciation of M. Wilson, Executive Assistant to the President for consolidating the feedback captured to date.</p> <p>L. Stanbra, Vice President, Student Services, suggested adding colour coding to track progress, as well as categorizing the feedback by theme to facilitate sorting of the information.</p> <p>M. Savenkoff, Vice President, Advancement and Strategy noted the Team’s commitment to continuous improvement by reducing the number of agenda items, allowing more time for discussion. There remains room for improvement by continuing to reflect on the decisions that need to be made by ACET and those that can be made outside of ACET meetings.</p>		

	<p>To ensure the Executive Team is asking the right questions, D. McCutcheon, Vice President, Human Resources suggested there may be an opportunity for the Executive Team to pursue training, similar to professional development that has been offered to Board members.</p> <p>L. Stanbra suggested a discussion about the Executive Team’s strategy with the Students’ Association.</p>
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