

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 13, 2023	<b>Agenda Item Number (For office use only)</b>	1.0
<b>Topic</b>	Approval of Agenda		
<b>Requested By (ACET member)</b>	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>	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>	The agenda was approved with the addition of S. Gonsalves, Director, Strategy and Planning being invited to attend as an observer for an In Camera discussion.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 13, 2023	<b>Agenda Item Number (For office use only)</b>	3.0
<b>Topic</b>	Upcoming ACET Agendas & Consent Items		
<b>Requested By (ACET member)</b>	ACET	<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>	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	<u><i>Planner Review &amp; Consent Items</i></u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 ACET Draft Minutes – December 6, 2023 (M. Wilson) 3.2.2 Operating Plan (Step 2) – Residence Door locks (B. Brownlee)	
	<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 items were removed for discussion:</p> <ul style="list-style-type: none"> <li>• 3.2.2 Operating Plan (Step 2) – Residence Door Locks (B. Brownlee) – Approved with D. McNair sharing some feedback that was raised by President Brulé with B. Brownlee, Director, Campus Services offline.</li> </ul> <p>Item 3.2.1 ACET Draft Minutes – December 6, 2023 (M. Wilson) were approved as presented.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 13, 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	<p><b>THAT</b> 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 <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	<p>L. Stanbra, Vice President, Student Services mentioned the proposed process in preparation for the In Camera ACLT Stand-alone Meeting that has been scheduled for December 20, 2023, which was endorsed by the Executive Team. Following a request, members of the Executive Team confirmed their virtual attendance for the first hour of the ACLT meeting.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 13, 2023	Agenda Item Number (pull from agenda)	4.0
Topic	College Space Committee (CSC) - Space Allocation Approval for 2024-25		
Requested By (ACET member)	C. Janzen, Senior Vice President, Academic	Time Allotted	40 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	J. Beauchamp, Dean of Business and Hospitality, Chair ICDP Steering Committee S. Hall, Dean, Pembroke Campus and Chair, College Space Committee R. Southwood, Executive Director, Facilities Management		
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 – 2023-12-13 – CSC Space Allocation Approval for 2024-25</i> <i>Appendix A - 2024-25 Space Requests Priorities – Proposed Space Solutions Presentation</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) endorses the proposed space allocation for fiscal year 2024-25.		
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 type="checkbox"/> Other (Specify) _____		
Target	R. Southwood, Director, Facilities Management shared the 2024-25 ACET approved space requests for information.  The Executive Team endorsed the following proposed space allocations for fiscal year 2024-25, with the understanding that all space requests are pending funding and operation plan approvals: <ul style="list-style-type: none"> <li>New Peer-to-Peer Student Health and Wellness Zone Accommodation (new space) – to allocate the vacant E350a-d office suite.</li> <li>T118 / T120 Server Network Space (space reconfiguration) - to create a more functional Networking Lab for the School of Advanced Technology (SAT).</li> <li>Indoor Indigenous Student Support Counseling / Smudging Space – Pembroke Campus (new space) – To allocate 137 as the new Indoor Indigenous Student Support Counselling / Smudging space.</li> </ul>		

- Associate Vice President’s (AVPs) of Experiential Learning and Innovation and Global, Online and Corporate Learning (office relocation) – To allocate Finance’s C545 Office suite for the two AVPs and their staff.
  - It was noted that any move into the C545 space is on hold pending the final assessment of the Office Trial in March 2024 (end of current fiscal year – April/May 2024).
- Academic Success Centre (office relocation) – To allocate the vacant C223 and the Registrar’s C224 office spaces for the accommodation of the Academic Success Centre.
- Recruitment (office relocation) – To allocate Academic Success Centre’s C037 office suite and C016a storage spaces for the accommodation of the Recruitment Office.
- International Education Centre (IEC) (office relocation) – To allocate the C423 Recruitment office suit for the accommodation of the back-of-house IEC team.
- R3 Testing and Training Space (new space) – With approval of the Academic Success Centre relocation, temporarily allocate vacant A190c training room and adjacent breakout space, A190m, to R3 Testing, as an immediate in-year implementation.
- Director of Indigenization Office (new space) – To allocate the Business Development C222 and C222a offices for the new Director of Indigenization and the future Administrative Assistant. To temporarily allocate the vacant B446 private office for the displaced Director of Business Development, until the assessment of the Language Institute’s portfolio is completed. R. Southwood, Director, Facilities Management will also explore options to assess the ability for smudging in this space.

The following proposed space allocations for fiscal year 2024-25 was approved with a caveat:

- Registrar (office relocation) – The accommodation of the Registrar and two staff members in C024, which would also require adjustments in C016 and C015. This is with the caveat that this space recommendation may be revisited if the space is deemed not sufficient.

The following was shared for information:

- Draft Key Milestone Implementation Timelines were shared for information.

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	December 13, 2023	Agenda Item Number (pull from agenda)	6.0
Topic	Post ACLT Retreat: Supports Required & 2024-25 Strategic Investment Priorities		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	Time Allotted	40 mins.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	G. Perry, Chief Financial Officer E. Woods, Director, Corporate 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</i> <i>Appendix A – Post Retreat Follow-up ACLT Nov 9 2023</i> <i>Appendix B – 2024-25 SIP Approach</i> <i>Appendix C – 2024-25 Strategic Investment Priorities</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) review and approve the additional funding requests made by the Algonquin College Leadership Team to support international student growth, and to review and approve the Strategic Investment Priorities funding for 2024-25.		
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>minutes will be posted as consent agenda item at the January 10, 2024 ACET meeting</u>		
Target	<p>The Executive Team had an In Camera discussion in order to review and approve the additional funding requests made by the Algonquin College Leadership Team to support international student growth, as well as to approve the Strategic Investment Priorities funding for 2024-25.</p> <p>In Camera minutes will be posted as a consent agenda item for approval at the January 10, 2024 ACET meeting.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 13, 2023	<b>Agenda Item Number (pull from agenda)</b>	7.0
<b>Topic</b>	ACET Effectiveness Check-in		
<b>Requested By (ACET member)</b>	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>	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 following the December 13, 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>Due to time constraints, the Executive Team was asked to share their feedback directly with President Brulé via email.</p>		