

AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 7, 2024	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	<p>THAT the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.</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 agenda was approved with the addition of the Executive Team discussing a request for a Housing Coordinator Support Staff full-time position. SECRETARY'S NOTE: The Executive Team approved the full-time position request via email on February 12, 2024.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 7, 2024	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><i>Planner Review & Consent Items</i></u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 ACET Draft Minutes – January 23, 2024 (M. Wilson) 3.2.2 College Response to Ombudsman's 2022-23 Report (C. Janzen) 3.2.3 Employee Access to Health Services (B. Bridgstock) 3.2.4 Draft 2024 Risk Appetite and Tolerance statements (P. Gardner) 3.2.5 Draft ACET Minutes – January 31, 2024 Stand-Alone Budget Meeting (G. Perry)	
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	<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"> • 3.2.3 IN CAMERA. <p>Item 3.2.1 ACET Draft Minutes – January 23, 2024 (M. Wilson), 3.2.2. College Response to Ombudsman’s 2022-23 Report (C. Janzen), 3.2.4 Draft 2024 Risk Appetite and Tolerance statements (P. Gardner) and 3.2.5 Draft ACET Minutes – January 31, 2024 Stand-Alone Budget Meeting (G. Perry) were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 7, 2024	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>The Executive Team received an update following the January 23, 2024 Academic and Student Affairs Committee (ASAC) program suspension – Hairstyling and Esthetics Program presentation. C. Janzen, Senior Vice President, Academic advised that ASAC chose not to vote, and instead more information will be provided at a later date (date tbc).</p> <p>An update was provided on when the next Message from the President regarding the Minister of Immigration, Refugees and Citizen Canada (IRCC) international student announcement would be sent to the College Community.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 7, 2024	Agenda Item Number (pull from agenda)	5.0
Topic	Tuition Deposit Recommended Changes (For R3 Implementation)		
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. Marsden, Acting Registrar		
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 2024-02-07 Tuition Deposit Appendix A - 2024-02-07 Tuition Deposit.pptx</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approve Domestic Student Tuition Deposits change from \$500 per academic year to \$250 per term effective upon Thesis Student Management Go-Live; and that tuition deposit deferrals are available only by approved exception (applicable to all domestic students, including those in receipt of the Ontario Student Assistance Program (OSAP)). Part-time Student Tuition Deposits will continue to be 50% of the Full-time Tuition Deposit; which for Domestic students will now be \$125 for their part-time term.</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 approved the domestic student Tuition deposit change from \$500 per academic year to \$250 per term, with an update to the summary recommendation by removing the statement regarding the maximum deposit per academic year* and to include clarity of what full-time vs part-time students would pay.</p> <p>*An academic year with respect to Ministry reporting is consistent with the study year of the program of instruction; with each year having two academic levels of instruction. While the College or the student may choose to accelerate the completion of their program, either through program delivery or by choosing not to take a scheduled break between September 1 to August 31, when reporting enrolment to the Ministry, the enrolment will be reported under two different study years.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 7, 2024	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: <i>Appendix A – 2023-24 ACET Effectiveness Survey Results / Recommendations / Countermeasures</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live following the February 7, 2024 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.		