

AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 22, 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. Janzen (for 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 deferment of item 8.0 Integrated Planning: New Process for Strategic Initiatives (date tbc) as well as with some additions under Business Arising.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 22, 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>Planner Review & Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 ACET Draft Minutes – February 14, 2024 (M. Wilson) 3.2.2 ACLT Spring Retreat Suggestions (K. Dawson, A. McDonell, A. Fowler) 3.2.3 2024 Algonquin College Visual Identity Standards (A. McDonell) 3.2.4 Operating Plan (Step 2) – Cyber Audit Redress (Information Technology Disaster Recovery Plan Update) (Y. Do) 3.2.5 IN CAMERA	
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. The following agenda item was removed for discussion: <ul style="list-style-type: none"> • 3.2.2 ACLT Spring Retreat Suggestions (K. Dawson, A. McDonell, A. Fowler) – Following some discussion, the Executive Team approved rescheduling the ACLT Spring Retreat to May 3, 2024. Items 3.2.1 ACET Draft Minutes – February 14, 2024 (M. Wilson), 3.2.3 2024 Algonquin College Visual Identity Standards (A. McDonell), 3.2.4 Operating Plan (Step 2) – Cyber Audit Redress (Information Technology Disaster Recovery Plan Update) (Y. Do), 3.2.5 IN CAMERA were approved as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 22, 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 only</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>Following a request, the Executive Team received confirmation from G. Perry, Chief Financial Officer that they will be receiving a draft memorandum from him regarding proposed mitigations to address the 2024-25 assumed draft budget, for their edits/approval in advance of circulation to the Leadership Team.</p> <p>The Executive Team also discussed attendance at the CIGan Leadership Conference, while acknowledging that attendance at the conference is subject to specific criteria/requirements.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 22, 2024	Agenda Item Number (pull from agenda)	5.0
Topic	March 23, 2024 Spring Board Retreat Agenda Review		
Requested By (ACET member)	M. Savenkoff, Vice President, Advancement and Strategy	Time Allotted	15 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" 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 – Spring 2024 Board Retreat Agenda 2024 Spring Board Retreat Agenda March 23 2024.docx</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the agenda in preparation for the March 23, 2024 Spring Board of Governors Retreat.		
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 agenda in preparation for the March 23, 2024 Spring Board of Governors Retreat. Additional edits and details will be confirmed offline based on Executive Team feedback.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 22, 2024	Agenda Item Number (pull from agenda)	6.0
Topic	Real Estate Council of Ontario (RECO) opportunity		
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	P. Devey, AVP, Global, Online, and Corporate Learning P. Safi, Director, Business Development L. Benoit, Manager, Business Development Observer: Y. Do, Acting Chief Digital Officer		
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 – Real Estate Council of Ontario Opportunity</i> <i>PRESENTATION Real Estate Council of Ontario Opportunity</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve Algonquin College’s submission to RECO to become an approved training designate.		
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 approved Algonquin College’s submission to the Real Estate Council of Ontario (RECO) to submit an application to become an approved training designate. This is with the following caveats: <ul style="list-style-type: none"> A final Business Case with a detailed expense report (including IT resources) to be presented to ACET for endorsement before signing a contract. 2024-25 start-up investment of up to approximately \$500K; however, if at any time it is deemed that this training opportunity is no longer financially viable that the application will be withdrawn. ACET has agreed in principle to accept position proposals for this additional business line to support operations, recognizing there needs to be new revenue to support these new complement positions. Position requests must also be accompanied by completed position request forms. That understanding and support from the Registrar’s Office, both upfront and ongoing is required. 		

	<ul style="list-style-type: none">• That the ITS resource component must be considered. If there is no new funding it will need to be decided what other project(s) could be removed (or delayed) from their current schedule.
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AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 22, 2024	Agenda Item Number (pull from agenda)	10.0
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	THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live following the February 22, 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	<p>The Executive Team provided verbal feedback at the meeting. Feedback included the following:</p> <ul style="list-style-type: none"> An acknowledgement that today’s ACET meeting ran ahead of schedule. In future time allotment for meetings, this should be reviewed to ensure adequate time is provided as well as have presentations be more concise and conscious of time in order to stay on schedule. An acknowledgement that the timing/order of operations, and which discussions need to happen with President Brulé outside of the ACET meeting versus when they should be discussed at ACET, is being reviewed in order to ensure the best use of everyone’s time. A reminder in terms of process improvement, that the standard expectation is for a presentation is to include options, along with the pros and cons associated with each, and then to provide ACET with a recommendation. An acknowledgement that the ACET agendas will be monitored more closely by ACET members in order to promptly identify items that may need to be removed from the agenda well in advance, rather than at the last minute. An acknowledgement that, similar to the February 7, 2024 ACET today’s meeting felt more “substantive” than other ones. 		