

AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 6, 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	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 additional items under business arising.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 6, 2024	Agenda Item Number (pull from agenda)	3.0
Topic	Upcoming ACET Agendas & Consent Items		
Requested By (ACET member)	ACET	Time Allotted	15 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 22, 2024 (M. Wilson) 3.2.2 ARM Presentation: College Endowment & Operating Funds Investment Policies – Annual Review and Amendments (G. Perry) 3.2.3 ARM Presentation: 2024 Risk Appetite Statement – Presentation of Final Report Endorsement (P. Gardner) 3.2.4 Draft ACET Minutes – February 7, 2024 Stand-Alone Budget Meeting (G. Perry) 3.2.5 Recommended changes to International Fee Process due to Provincial Attestation Letter Process (E. Mulvey, W. Fitzmaurice)	
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"> • 3.2.3 ARM Presentation: 2024 Risk Appetite Statement – Presentation of Final Report Endorsement (P. Gardner) – approved with amendments. 		

- 3.2.5 Recommended changes to International Fee Process due to Provincial Attestation Letter Process (E. Mulvey, W. Fitzmaurice) – item removed. President Brulé and L. Stanbra, Vice President, Student Services will discuss further offline (date tbc).

Items 3.2.1 ACET Draft Minutes – February 22, 2024, 3.2.2 ARM Presentation: College Endowment & Operating Funds Investment Policies – Annual Review and Amendments (G. Perry) and 3.2.4 Draft ACET Minutes – February 7, 2024 Stand-alone Budget Meeting (G. Perry) were approved as presented.

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 6, 2024	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising		
Requested By (ACET member)	C. Brulé, President & CEO, Algonquin College	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	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>The Executive Team endorsed item 4.1. Service Level Agreements receiving ACET approval via email.</p> <ul style="list-style-type: none"> • 4.2 Cost Containment Memo – Recruitment Impact Clarity – The Executive Team discussed and approved the following direction on vacancy filling (full-time and Other than Full-Time (OTFT) following the March 4, 2024, communicated cost containment efforts and mitigation strategies memo: <ul style="list-style-type: none"> ○ FULL-TIME (currently 37 requisitions in progress) <ul style="list-style-type: none"> ▪ Filling future replacements – each position must be signed by ACET member. ▪ Appendix D positions can be filled with the current approval levels. ○ OTFT (currently 18 requisitions in progress) <ul style="list-style-type: none"> ▪ Given that we are going into staffing season for Spring/Summer semester, OTFT academic hires are excluded from soft freeze. The term “academic hire” will be defined as faculty members within the classroom. ▪ Any Fixed Term Administrator contract coming to an end, extend for a limited period as approved by ACET member. ▪ Regular part-time backfill can be filled with the current approval levels. 		

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| | <ul style="list-style-type: none">○ The posted Recruitment Approval Matrix will be reviewed offline by C. Janzen, Senior Vice President, Academic and M. Savenkoff, Vice President, Advancement and Strategy offline. With their approval, the Recruitment Matrix will be issued via memorandum from Human Resources. |
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AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 6, 2024	Agenda Item Number (pull from agenda)	5.0
Topic	ACET Retreat Agenda – April 17-18, 2024		
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 Retreat Agenda – April 17-18, 2024</i> <i>ACET Retreat Agenda – April 17-18, 2023-v2</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss the draft April 17-18, 2024 ACET Retreat meeting agenda and provide feedback/suggestions so it can be finalized by April 4, 2024.		
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 discussed the April 17-18, 2024 ACET Retreat meeting agenda. Updates were made to the agenda live at the meeting based on Executive Team feedback, with additional updates to be made offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 6, 2024	Agenda Item Number (pull from agenda)	6.0
Topic	ACLT Retreat – May 3, 2024		
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	K. Dawson, Associate Vice President, Experiential Learning and Innovation and ACLT Chair		
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 – ACLT Retreat – May 3, 2024 Appendix A – ACLT Retreat Agenda – May 3, 2024</i>	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) approves the final proposed agenda for the ACLT Spring Retreat on May 3, 2024.</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 discussed the May 3, 2024 ACLT Retreat meeting agenda. Updates were made to the agenda live at the meeting based on Executive Team feedback, with additional updates to be made offline.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 6, 2024	Agenda Item Number (pull from agenda)	8.0
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	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live following the March 6, 2024 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 today’s ACET meeting ran well with good presentations and discussions. • A reminder that Executive Team members are asked to reminder presenter(s) that they should only speak to the highlights, in advance of and in preparation of their presentation. • An acknowledgement of the great use of the business arising timeslot on today’s ACET meeting agenda. • An appreciation for a great President’s Coffee Break at the Perth Campus. 		