

AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 13, 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 three additional items added under business arising.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 13, 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 – March 6, 2024 (M. Wilson) 3.2.2 Academic Affairs and Research Policies Report (tentative) (C. Janzen) 3.2.3 International Fee Policy Required Changes (K. Marsden, 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	<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"> • 3.2.1 ACET Draft Minutes – March 6, 2024 (M. Wilson) – Approved with a minor amendment. • 3.2.2 Academic Affairs and Research Policies Report (C. Janzen) – Report to be shared with ACET for information in advance of the March 19, 2024 Academic and Student Affairs (ASAC) Committee. <p>Item 3.2.3 International Fee Policy Required Chances (K. Marsden, W. Fitzmaurice) was approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 13, 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 discussed the following items under business arising:</p> <ul style="list-style-type: none"> • 4.1 IN CAMERA • 4.2 Town Hall Update – Members of the Executive Team will briefly speak to what they are doing within each of their areas in terms of internal Professional Development opportunities for 2024-25 in alignment with the cost containment initiatives. Any outstanding responses from the October 31, 2023 Town Hall will also be addressed. <ul style="list-style-type: none"> ○ J. Beauchamp, Acting Senior Vice President, Academic to ask Deans what they could potentially add that is meaningful. ○ ACET to speak to their own items. • 4.3 IN CAMERA 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 13, 2024	Agenda Item Number (pull from agenda)	5.0
Topic	College Technology Committee (CTC) Update		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	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	P. Devey, Associate Vice-President, Global, Online and Corporate Learning 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: Terms of Reference	<i>ACET Transmittal and Exec Summary – CTC Update College Technologies Committee Terms of Reference_W2024 College Technologies Committee Mandate - previous version (updated membership on Jul 29, 2022) College Technologies Committee Mandate_F2023trackchanges AC Generative AI Guideline - V2.1 KPMG Algonquin College - (AI)rt of the Possible – 20240220.pdf CTC Update to ACET – Presentation.ppt</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) receive an update from the College Technology Committee (CTC) highlighting their recent and planned activities and approve the updated Terms of Reference.		
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 from the College Technology Committee (CTC) regarding their recent and planned activities. P. Devey and Y. Do will present the planned activities/products to the Executive Team at a later date (date tbc), due to time constraints. The Executive Team also discussed extensively, who should set the vision for technology.</p> <p>M. Savenkoff, Vice President, Advancement and Strategy and S. Gonsalves, Director, Advancement and Strategy, will work with the standing College Committee Chairs and Subject Matter Experts in order to ensure alignment amongst all standing committee Terms of Reference (College Technology Committee, College Space Committee, College Risk Management Committee and College Budget Committee), this alignment will also include alignment with the mandate of ACLT. All revised Terms of Reference are to capture their roles and responsibilities, along with governance and reporting. The deadline for the revised Terms of Reference to be presented to ACLT is in June 2024 and ACET mid-August so that they are finalized by September 1, 2024.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 13, 2024	Agenda Item Number (pull from agenda)	6.0
Topic	Integrated Planning: New Process for Strategic Initiatives		
Requested By (ACET member)	M. Savenkoff, Vice President, Advancement and Strategy	Time Allotted	45 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 checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<i>ACET Transmittal – Integrated Planning – New Process for Strategic Initiatives</i> <i>Integrated Planning – Strategic Initiatives.pptx</i> <i>Strategic Initiatives Process (Online Miro board)</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approves a new, integrated process for strategic initiatives.		
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 new, integrated process for strategic initiatives with minor amendments (e.g., the continuous intake of initiatives). There was also a recommendation for all areas to consider capturing a five-year area plan, which could then be used as part of this process (part of the continuous intake and early planning). Next steps were confirmed as mapping out specific dates and timelines, and once confirmed presenting a brief summary of the new process along with the new template to ACLT for information.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 13, 2024	Agenda Item Number (pull from agenda)	9.0
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 13, 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 appreciation for the great use of business arising and the opportunity to add three agenda items under this category. • Following a request, President Brulé confirmed that when adding an agenda item under business arising, that there is no need for a transmittal, unless the Executive Team feels that it is something that requires more structure. For example, President Brulé felt that item 4.1 In Camera from today’s meeting required a transmittal due to the number of moving pieces, while also allowing Vice President’s to easily share this information with their direct reports. • A request that if an Executive Team member would like to add an item under business arising to add this item to the agenda before the meeting starts, while acknowledging President Brulé’s discretion for endorsement. • An appreciation for the in-depth discussion on the process for strategic initiatives. 		

	<ul style="list-style-type: none">• President Brulé will consider the participants, frequency of meetings, etc. for a standing touch base meeting in light of the January 22, 2024 Immigration, Refugees and Citizenship Canada (IRCC) announcement.• An appreciation for efficient time management in presenting information on a given topic, while also minimizing redundancy, especially within tight timelines.• An appreciation for Executive Team members diligence in ensuring the accuracy of the ACET minutes as well as what decisions have been reached with their teams.
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