

AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 27, 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 checked="" type="checkbox"/> Approved as above recommendation <input 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 as presented.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 27, 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 – March 13, 2024 (M. Wilson) 3.2.2 ACET Draft Minutes – February 14, 2024 Stand-Alone Budget Meeting (G. Perry) 3.2.3 ACET Draft Minutes – March 11, 2024 Stand-Alone Budget Meeting (G. Perry) 3.2.4 Request for Two (2) Year Initiatives and Opportunities Career Development Position (D. Soltis)	
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) _____		

<p>Target</p>	<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 13, 2024 (M. Wilson) – Approved with a minor amendment.• 3.2.4 Request for Two (2) Year Initiatives and Opportunities Career Development Position (D. Soltis) – Decision deferred pending additional information and will be included as part of the ACET Stand-alone Budget meeting, specific to 2024-25 Position approvals in early June 2024. SECRETARY’S NOTE: 2024-25 Position Review has been rescheduled for April 19, 2024. <p>Items 3.2.2 ACET Draft Minutes – February 14, 2024 Stand-Alone Budget Meeting (G. Perry) and 3.2.3 ACET Draft Minutes – March 11, 2024 Stand-Alone Budget Meeting (G. Perry) were approved as presented.</p>
----------------------	--

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 27, 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 checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
Target	There was no business arising.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 27, 2024	Agenda Item Number (pull from agenda)	5.0
Topic	April 22, 2024 Board Meeting Agenda Review		
Requested By (ACET member)	C. Brulé, President & CEO	Time Allotted	#20 mins.
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting	V. Tiqui-Sanford, Senior Executive Assistant, Board of Governors W. Eastwood, Executive Support Clerk, Board of Governors		
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 Mar. 27, 2024 BOG Agenda Review BOG Agenda April 22, 2024 IN CAMERA BOG Agenda April 22, 2024 2023-24 Board of Governors Workplan</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) review the April 22, 2024 Board Meeting agenda		
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	Updates were made to the April 22, 2024 Board of Governors agenda based on Executive Team discussion. Additional updates will be made to the agendas offline.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 27, 2024	Agenda Item Number (pull from agenda)	6.0
Topic	Position Management Framework		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	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	M. Castella, Senior Manager, Talent Acquisition and Workforce Management Observer: Kyle Fraser, Administrator, Position Control		
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 and Exec Summary - Position Management Framework_FINAL</i> <i>Position Management Framework Overview_March 2024_v2.0</i> <i>Position Management Guidelines - AC 3.25.24</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) discuss and approve direction on moving forward with the implementation of a Position Management Framework to be utilized to ensure that mechanisms are in place to effectively create and maintain positional information and ensure accurate processing of workforce management data.		
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 has endorsed the implementation of the Position Management Framework, utilizing a phased approach spanning 14 months. It is proposed that this framework be presented to ACET on an annual basis, particularly in the event of significant alterations, as part of ongoing efforts towards continuous improvement. With approval of this framework, Human Resources will meet the business objective for position management data issues to be resolved and processes developed to ensure ongoing data integrity by March 31, 2024.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 27, 2024	Agenda Item Number (pull from agenda)	8.0
Topic	Revised 2024-25 Budget Discussions		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	G. Perry, Chief Financial Officer E. Woods, Director, Corporate Planning T. Kinnunen, Manager, 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 – 2024-03-27 – Revised 2024-25 Budget Discussions</i> <i>Appendix A – 2024-25 Budget Development Principles</i> <i>Appendix B – Reserve Targets and Potential Reductions</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) provide guidance and approval on the Guiding Principles for the 2024-25 Revised Budget Development.		
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	In Camera minutes will be posted as a consent agenda item for approval at an upcoming ACET meeting (date tbc).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 27, 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	THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live following the March 27, 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.		