

AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 3, 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 item 4.2 under business arising.</p> <p>President Brulé encouraged the Executive Team and their teams to consider additional potential President’s Star Award nominations.</p> <p>President Brulé will participate in a video encouraging employees to nominate a colleague for an Employee Awards nomination.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 3, 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 27, 2024 (M. Wilson)	
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 27, 2024 (M. Wilson) – Approved with a minor amendment. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 3, 2024	Agenda Item Number (pull from agenda)	4.0
Topic	Business Arising		
Requested By (ACET member)	C. Brulé, President & CEO, Algonquin College	Time Allotted	30 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>4.1. IRCC/MCU allocation update – The Executive Team discussed the recent IRCC MCU allocation as follow up from today’s IRCC Huddle. Discussion points included updates to Policy AA30 and program intakes.</p> <p>4.2. Clarity on process for 2024-25 Position Review – D. McNair, Vice President, Finance and Administration will collaborate offline with G. Perry, Chief Financial Officer and E. Woods, Director, Corporate Planning, to prepare a communication about the 2024-25 Position review process in advance of the April 19, 2024 stand-alone ACET budget discussion. The memo will be sent to the Executive Team via email.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 3, 2024	Agenda Item Number (pull from agenda)	6.0
Topic	College Technology Committee (CTC) Artificial Intelligence (AI) Update		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	60 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: KPMG Presentation	<i>ACET Transmittal and Exec Summary – CTC AI Update_20240403</i> <i>AC Generative AI Guideline - V2.1</i> <i>KPMG Algonquin College - (AI)rt of the Possible – 20240220.pdf</i> <i>CTC AI Update 2024.04.03 to ACET.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 regarding the use of Artificial Intelligence (AI) at the College.		
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 the use of Artificial Intelligence (AI) at the College and AI pilot.</p> <p>President Brulé asked for CTC to consider the use of AI in terms of achieving competitive advantage and addressing financial sustainability. The guidelines associated with the use of AI are expected to roll out in May 2024.</p> <p>The Leadership Team will also receive the same update regarding the use of AI at the College.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 3, 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 April 3, 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"> A reminder that Executive Team members need to ensure proper review and discussions with all stakeholders in advance to ensure ACET can make the most well-informed decision. An acknowledgement that at times there may be differing opinions and that President Brulé can help mediate as needed. A consideration for optimizing time utilization while ensuring subject matter experts' presence for the discussion. 		