

AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 09, 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 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	April 09, 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 – April 03, 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>Item 3.2.1 ACET Draft Minutes – April 3, 2024 was approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 09, 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	April 09, 2024	Agenda Item Number (pull from agenda)	5.0
Topic	2023-24 Students' Association Priorities Year-End Update		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	A. Soto Carvajal, President, Students' Association N. Babu Battula, Vice President, Students' Association B. Dinh, General Manager, Students' Association		
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 – 2023-24 Students' Association Priorities Year-End Update Presentation – 2023-24 Students' Association Priorities Year End Update (PDF)</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) be informed of the Students' Association progress toward their annual priorities for 2023-24.		
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 accepted the Students' Association (SA) progress update toward their annual priorities for 2023-24 as presented.</p> <p>It was suggested that the Students' Association (SA) Board of Directors present draft priorities to the Executive Team, enabling them to provide input before the priorities are finalized (e.g., to provide input should some of the actions/findings already be in place).</p> <p>New this year, L. Stanbra, Vice President, Student Services, will draft the initial response to the 2023-24 SA priorities. She will then collaborate with C. Janzen, Senior Vice President, Academic and D. McNair, Vice President, Finance and Administration, to refine the response before seeking final approval from President Brulé and submitting it to the SA Board of Directors by May 1, 2024. This process will be similar to the Response to the Ombudsman's Report.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 09, 2024	Agenda Item Number (pull from agenda)	8.0
Topic	Master Campus Development Plan Update		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	R. Southwood, Executive Director, Facilities Management S. Spooner, Associate Director, Facilities Planning and Sustainability		
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	Transmittal Master Campus Development Plan Update Appendix A - 2024-04-09 - Master Campus Development Plan Update Presentation	
Recommendation	<p>That the Algonquin College Executive Team (ACET) accept this update for information and provide feedback on the current direction and focus of the Master Campus Development Plan.</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 accepted this update for information and provided feedback on the current direction and focus of the Master Campus Development Plan (e.g., feedback on potential additional residential spaces that should be considered, travel modes and mobility opportunities (by S and P buildings).</p> <p>D. McNair, Vice President, Finance and Administration will confirm when the Space Audit findings will be shared with the Executive Team. L. Stanbra, Vice President, Student Services shared that K. Marsden, Acting Registrar will also be sharing the time-of-day classroom usage with the Executive Team.</p> <p>It was acknowledged that the final draft Master Campus Development Plan is scheduled to be presented to ACET in December 2024 (date tbc) in advance of presentation to the Board of Governors in February 2025.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	April 09, 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	ACET Transmittal – ACET Effectiveness Check-in <i>Link: 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 09, 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	The Executive Team provided verbal feedback at the meeting. Feedback included the following: <ul style="list-style-type: none"> An appreciation for the right topics being presented today (April 9) for ACET approval, and that it was a good use of time. A reminder in terms of process improvement, that Executive Team members are asked to remind presenter(s) that they should only speak to the highlights of their presentation. An acknowledgement that updates will be made to the IN CAMERA: Audit and Risk Management (ARM) committee dry-run presentation offline, but that it will be acknowledged at the ARM committee meeting that any updates that have been made have been made since the fourth quarter and the present state. 		