

## AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 8, 2024	<b>Agenda Item Number</b> (pull from agenda)	1.0
<b>Topic</b>	Approval of Agenda		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO, Algonquin College	<b>Time Allotted</b>	5 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	C. Brulé, President & CEO, Algonquin College		
<b>Attachments (as read-ahead material)</b>	<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>	
<b>Recommendation</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	<p>The agenda was approved with the addition of D. McCutcheon, Vice President, Human Resources providing an update regarding Employee Award nominations. L. Stanbra, Vice President, Student Services also requested Executive Team review and provide any comments to a confidential memorandum in advance of circulation to the Leadership Team later today (May 8, 2024).</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 8, 2024	<b>Agenda Item Number (pull from agenda)</b>	3.0
<b>Topic</b>	Upcoming ACET Agendas & Consent Items		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	10 mins.
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b>	ACET		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<u>Planner Review &amp; Consent Items</u> 3.1 ACET planner review 3.2 Consent agenda items 3.2.1 ACET Draft Minutes – April 9, 2024 (M. Wilson) 3.2.2 2024 Spring Convocation Ceremonies – Initial Briefing and Proposed Presenters for Honorees (K. Marsden, L. Larocque) 3.2.3 Operating Plan (step 4): Residence Door Lock Replacement (B. Brownlee, A. Bennett) 3.2.4 Proposed Academic Calendar (2026-27) Key Dates (K. Marsden) 3.2.5 2023-24 Strategic Investment Priorities Carry forward Requests and 2023-24 Strategic Investment Priorities Year-End Report (G. Perry, E. Woods, T. Kinnunen) 3.2.6 Operating Plan (Step 2) - Analysis Replacement CRM for Advancement and Strategy (M. Savenkoff)	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review upcoming ACET Agendas and approve Consent Items.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		

<p><b>Target</b></p>	<p>The Executive Team reviewed the upcoming ACET planner with additional updates to take place offline.</p> <p>The following agenda items were removed for discussion:</p> <ul style="list-style-type: none"><li>• 3.2.1 ACET Draft Minutes – April 9, 2024 (M. Wilson) - Approved with a minor edit and a brief update from M. Savenkoff, Vice President, Advancement and Strategy. Colleges Ontario changed the Apprenticeship category to Trades as well as the criteria for the Technology category. Confirmation was provided that the proposed nominations for the 2024 Alumni of Distinction Awards are in alignment with these changes.</li><li>• 3.2.2 2024 Spring Convocation Ceremonies – Initial Briefing and Proposed Presenters for Honorees (K. Marsden, L. Larocque) – Approved with minor amendments based on feedback from President Brulé.</li><li>• 3.2.5 2023-24 Strategic Investment Priorities Carry forward Requests and 2023-24 Strategic Investment Priorities Year-End Report (G. Perry, E. Woods, T. Kinnunen) – Approved with some discussion.</li><li>• 3.2.6 Operating Plan (Step 2) - Analysis Replacement CRM for Advancement and Strategy (M. Savenkoff) – Approved with some discussion.</li></ul> <p>Items 3.2.3 Operating Plan (step 4): Residence Door Lock Replacement (B. Brownlee, A. Bennett) and 3.2.4 Proposed Academic Calendar (2026-27) Key Dates (K. Marsden) were approved as presented.</p>
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## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 8, 2024	<b>Agenda Item Number (pull from agenda)</b>	4.0
<b>Topic</b>	Business Arising		
<b>Requested By (ACET member)</b>	C. Brulé, President & CEO, Algonquin College	<b>Time Allotted</b>	10 mins.
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting</b>	ACET		
<b>Attachments (as read-ahead material)</b>	<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>	
<b>Recommendation</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Other (Specify) _____		
<b>Target</b>	There was no business arising.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 8, 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> <b>Link:</b> <i>Appendix A – 2023-24 ACET Effectiveness Survey Results / Recommendations / Countermeasures</i>	
Recommendation	<b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live following the May 8, 2024 ACET meeting.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (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"> <li>• An acknowledgement that today’s (May 8, 2024) ACET meeting was productive, with the only concern that the meeting concluded ahead of schedule. A comment that this efficiency could be attributed to thorough presentations.</li> <li>• An acknowledgement that presenters anticipated and were prepared to respond to Executive Team questions.</li> <li>• An acknowledgement and appreciation for the increased use of consent agenda items.</li> <li>• A comment that there were a lot of consent agenda items on today’s ACET agenda and that this shifts the time to pre-read, but it also saves time during the meeting.</li> <li>• An acknowledgement that items that are approved by the Executive Team via email will need to be tracked in another way.</li> <li>• An appreciation for Executive Team members’ feedback on the consent agenda item transmittal/supporting document(s), which allows the respective Vice President to engage with their teams for a response.</li> </ul>		