

AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 23, 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 an In Camera discussion under business arising.</p> <p>C. Janzen, Senior Vice President, Academic acknowledged that some President's Star Award nominations are currently being finalized within his area.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 23, 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 – May 8, 2024 (M. Wilson) 3.2.2 Food Services Renewal Project (Step 4): 35 th Street Market Café (B. Brownlee) 3.2.3 IN CAMERA	
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 items were removed for discussion:</p> <ul style="list-style-type: none"> • 3.2.2 Food Services Renewal Project (Step 4): 35th Street Market Café (B. Brownlee) – Approved, contingent upon addressing HVAC support within the Investment Case. • 3.2.3 IN CAMERA – Approved with some discussion. <p>Items 3.2.1 ACET Draft Minutes – May 8, 2024 was approved as presented.</p> <p>As follow up from the March 13, 2024 ACET meeting, a status update was requested regarding the timeline for presenting the revised Terms of References for all Standing Committees to ACLT (June) and ACET (mid-August). M. Savenkoff, Vice President, Advancement and Strategy indicated meetings were being hosted with committee chairs and subject matter experts in May and June, and will be presented to ACET this fall.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 23, 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 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	There was an In Camera discussion.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 23, 2024	Agenda Item Number (pull from agenda)	5.0
Topic	2023-24 People Analytics Reports		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	55 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	D. McCutcheon, Vice President, Human Resources D. Soltis, Director, People and Culture M. Christian, Manager Total Compensation Observer: D. Breedon, Acting Director, Employee and Labour Relations		
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 People Analytics Reports.May.23.2024.V.2.0.docx</i> <i>2023-24 People Analytics.Full Report.V.5.0.pptx</i> <i>2023-24 HR Reports - People Analytics ACET Summary Presentation.V.5.0.pptx</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) is provided with the 2023-24 People Analytics Reports including the annual update regarding Vacation Liability, overview of Employee Health Index, HR Reports Executive Summary and Exit Interview Summary Report.		
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 received an update on the College’s current level of People Analytics period ending March 31, 2024. The following additional updates were captured: <ul style="list-style-type: none"> Vacation liability will be monitored on a monthly basis. Human Resources will produce monthly reports and work with area Managers to ensure proactive management of any potential liability. The Executive Team will discuss offline tracking Employee Health Index data at the monthly ACET Huddle. The Executive Team was encouraged to take a personal snapshot of their own mental health via the Employee and Family Assistance Program Platform. President Brulé has requested that there be no increase to the staffing complement. If necessary, a strategic decision will be required to either optimize existing resources through reallocation or to reprioritize and scale down activities that do not necessitate specialized talent Regarding Exit Interviews, D. Soltis reported that additional executive-level questions have been incorporated due to the forthcoming retirements of the Senior Vice 		

	<p>President of Academic, Vice President of Service Services, and Vice President of Human Resources. He will confirm offline whether these questions will be provided in advance.</p> <ul style="list-style-type: none">• The Executive Team agreed that employee wellness initiatives and how resources should be cascaded throughout the organization would be coordinated through ACLT meetings. L. Stanbra, Vice President, Student Services will share this information with K. Dawson, Associate Vice President, Experiential Learning and Chair, Algonquin College Leadership Team (ACLT).
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AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 23, 2024	Agenda Item Number (pull from agenda)	7.0
Topic	Space Audit		
Requested By (ACET member)	D. McNair, Vice President, Finance and Administration	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	R. Southwood, Executive Director, Facilities Management S. Spooner, Associate Director, Facilities Planning and Sustainability J. Sauriol, Facilities Planner K. Marsden, Acting Registrar		
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 – 2024-05-23 – Space Audit Appendix A – Space Audit Presentation Appendix B – Algonquin College Room Utilization Audit</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) accept the classroom audit report prepared by Educational Consulting Services Corporation (ECS), provide direction on any further investigation to complete, and consider if there is a need for additional classrooms to be constructed for Fall 2024.		
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 classroom audit report that was prepared by Educational Consulting Services Corporation (ECS) for information.</p> <p>The Executive Team also provided the following direction in terms of any further investigation that should be completed:</p> <ul style="list-style-type: none"> • Facilities Management and the Registrar to work with the Strategic Enrolment Steering Committee (SESC). • Complete a reconciliation of the registration maximum vs class size analysis. • Considerations for additional classroom space should also include potential options such as utilizing offsite facilities and securing portables that would avoid incurring long-term costs. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 23, 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: Appendix A – 2023-24 ACET Effectiveness Survey Results / Recommendations / Countermeasures	
Recommendation	<p>THAT the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live following the May 23, 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>An Executive Team member provided verbal feedback at the meeting. Feedback included the following:</p> <ul style="list-style-type: none"> • A comment regarding the volume of some of the virtual presenters and the fact that the Rosser Boardroom is not soundproof. A suggestion for the volume on the zoom console to be turned down as needed. <p>Due to time constraints, the Executive Team was asked to share any additional feedback directly with President Brulé via email.</p>		