

AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 29, 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 a high-level May 26-27, 2024 Committee of Presidents (COP) Update from President Brulé.</p> <p>D. McNair, Vice President, Finance and Administration also shared that a Workday Security Audit is underway. The statistic will be added to next week's ACET Huddle Board.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 29, 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 23, 2024 (M. Wilson) 3.2.2 ACET Standalone – Strategic Plan Steering Committee Draft Minutes – April 22, 2024 (T. Hodgins) 3.2.3 Request to Transfer Vacant Administrative Position P17485 to Academic Services (C. Janzen)	
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"> • 3.2.3 Request to Transfer Vacant Administrative Position P17485 to Academic Services (C. Janzen) – This decision has been deferred in order to allow the Executive Team an opportunity to make the most informed decision in terms of priorities. D. McCutcheon, Vice President, Human Resources will also establish a documented process when repurposing vacant positions. SECRETARY’S NOTE: This meeting has been scheduled for June 17, 2024. <p>Item 3.2.1 ACET Draft Minutes – May 23, 2024 were approved as presented.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 29, 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	May 29, 2024	Agenda Item Number (pull from agenda)	5.0
Topic	Employee Resource Group Accelerator Road Map Presentation		
Requested By (ACET member)	D. McCutcheon, Vice President, Human Resources	Time Allotted	30 min.
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting	D. Soltis, Director, People and Culture K. McNeil, Equity, Diversity, and Inclusion Specialist (Acting)		
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 - Employee Resource Group Accelerator Road Map.V.2.0.docx Employee Resource Group Accelerator Road Map_ACET.V.4.0.pptx</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) approve the Employee Resource Group (ERG) Accelerator Road Map.		
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 recommended the Employee Resource Group (ERG) Accelerator Road Map simplify the governance structure. There was a suggestion to re-examine if there is an intermediate step between the affinity groups and evolution that should be considered. Additionally, the timeline concept and capacity concerns that were raised will be addressed. This approach will consider the ongoing need to support the Business Plan initiatives and Strategic Plan goals. A revised ERG Accelerator Road Map will be presented to ACET for approval at a later date (date tbc).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 29, 2024	Agenda Item Number (pull from agenda)	6.0
Topic	Proposed 2025-26 Compulsory Ancillary Fees		
Requested By (ACET member)	L. Stanbra, Vice President, Student Services	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	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 – 2024-04-29 Draft 2025-26 Compulsory Ancillary Fees</i> <i>Appendix A – Compulsory Ancillary Fees Chart and System Comparison</i> <i>Appendix B – Summary of 25-26 Compulsory Fee Submissions</i> <i>Appendix C – 2025-26 Schedule of Fees Preparation Timeline</i> <i>ACET PowerPoint 2024-05-29 Draft 205-26 Compulsory Ancillary Fees</i>	
Recommendation	THAT the Algonquin College Executive Team (ACET) endorse the draft 2025-26 Compulsory Ancillary Fees in support of the development of the proposed 2025-26 Schedule of Fees.		
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 Executive Team endorsed the proposed 2025-26 Compulsory Ancillary Fees as part of the overall planning and preparation of the Draft 2025-26 Schedule of Tuition and Ancillary Fees.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 29, 2024	Agenda Item Number (pull from agenda)	8.0
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 29, 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>The Executive Team provided verbal feedback at the meeting. Feedback included the following:</p> <ul style="list-style-type: none"> • A suggestion for the incorporation of a Committee of Presidents (COP) verbal debrief from President Brulé to be built into the ACET agenda following each COP meeting. • An appreciation for the Executive Team’s insightful feedback and acknowledgement of an inaugural presenter for their exceptional performance. 		