

## AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 5, 2024	<b>Agenda Item Number (pull from agenda)</b>	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 a discussion regarding STARS: Environmental and Social Sustainability Assessment. D. McCutcheon, Vice President, Human Resources will reach out to M. Savenkoff, Vice President Advancement and Strategy offline to provide context on the rationale for this addition. M. Savenkoff will be asked to present this item at a future ACET meeting under business arising.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 5, 2024	<b>Agenda Item Number (pull from agenda)</b>	2.0
<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> 2.1 ACET planner review 2.2 Consent agenda items 2.2.1 ACET Draft Minutes – May 29, 2024 (M. Wilson)	
<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) _____		
<b>Target</b>	<p>The Executive Team discussed the June 17, 2024 stand-alone ACET meeting and reviewed the upcoming ACET planner, with additional updates to take place offline.</p> <p>Item 3.2.1 ACET Draft Minutes – May 29, 2024 was approved as presented.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 5, 2024	<b>Agenda Item Number</b> (pull from agenda)	3.0
<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 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 Executive Team received an update from D. McCutcheon, Vice President, Human Resources regarding the Employee Resource Group Accelerator Map and next steps.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 5, 2024	Agenda Item Number (pull from agenda)	4.0
Topic	Master Campus Development Plan		
Requested By (ACET member)	D. McNair, Vice President Finance and Administration	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	R. Southwood, Executive Director, Facilities Management, Dr. 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	<i>ACET Transmittal - 2024-06-05 - Master Campus Development Plan</i> <i>Appendix A - Master Campus Development Plan Presentation</i> <i>Appendix B - Ottawa Campus Engagement Session Panels</i>	
Recommendation	<p><b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on short term development scenarios and give direction on how to balance the needs and the wants of the College in the initial development scenarios.</p>		
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 received an update on the short-term development scenarios.</p> <p>The Executive Team was asked to provide R. Southwood, Executive Director, Facilities Management, feedback regarding proposed scenarios via email with a copy to D. McNair, Vice President, Finance and Administration as soon as possible. D. McNair and R. Southwood will also discuss this item further with President Brulé once all input has been collected.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	June 5, 2024	<b>Agenda Item Number (pull from agenda)</b>	5.0
<b>Topic</b>	2023-24 Academic / Non-Academic Expenses Split- Analysis of Trend		
<b>Requested By (ACET member)</b>	D. McNair, Vice President, Finance and Administration	<b>Time Allotted</b>	35 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>	G. Perry, Chief Financial Officer E. Woods, Director, Corporate Planning T. Kinnunen, Manager, Corporate Planning		
<b>Attachments (as read-ahead material)</b>	<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 Academic Non-Academic Expenses Split – Analysis of Trend            Appendix A – 2023-24 Academic/Non-Academic Expenses Split Report            Appendix B - Academic/Non-Academic Split Presentation</i>	
<b>Recommendation</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receives for information the 2023-24 Academic/Non-Academic Expenses Split report.		
<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 Executive Team received the 2023-24 Academic/Non-Academic Expenses Split report for information, but with the following suggested future amendments:</p> <ul style="list-style-type: none"> <li>• Review to assess why new revenue is being excluded from the Academic expenses and consideration if this should be captured differently.</li> <li>• Review to see if there are any additional contracts/arrangements that should be considered and treated differently.</li> <li>• Request to see the detailed five-year breakdown of new positions (full-time complement / academic vs non-academic) by area. D. McCutcheon, Vice President, Human Resources will check with M. Castella, Senior Manager, Talent Acquisition and Workforce Planning to see if this level of detail could be provided, while considering capacity challenges.</li> <li>• Consideration if the ratio should be defined another way.</li> </ul>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	June 5, 2024	Agenda Item Number (pull from agenda)	6.0
Topic	ACET Effectiveness Check-in		
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 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	<p><b>THAT</b> the Algonquin College Executive Team (ACET) provide feedback on ACET meeting effectiveness live following the June 5, 2024 ACET meeting.</p>		
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>Due to time constraints, the Executive Team was asked to share their feedback directly with President Brulé via email.</p>		