

MEMO

DATE: October 2, 2025

TO: Strategic Investment Priorities Budget Holders

FROM: Teri Kinnunen, Acting Director, Corporate Planning

SUBJECT: Second Quarter 2025-26 Strategic Investment Priorities Increase, Decrease and Deferral Requests

Please cascade this information to the appropriate team members in your Area.

As part of the Second Quarter 2025-26 Financial Projection review process, all Strategic Investment Priorities project budget holders are required to review the status of their projects and advise the Corporate Planning team of changes to the projected revenue or expenditures.

Requested changes to existing project budgets should be made by visiting the **FIN Strategic Investment Priorities** Microsoft Teams site and filling out the "[2025-26 SIP Q2 Increase/Decrease/Deferral Requests](#)" form available through the *2025-26 SIP Increase Decrease Deferral Requests* channel. Please complete the request form and submit by **Tuesday, October 21, 2025** and ensure you have provided a copy of your request to your Vice President or Senior Vice President (you will be able to request a copy via email at the end of the submission process on Teams).

The requests will be presented to the Algonquin College Executive Team for approval and the results of that process will be communicated by November 13, 2025, if not sooner.

All Strategic Investment Priorities Budget Holders have been provided access to this Teams site but if there are any issues with access, please email Teri Kinnunen (kinnunt@algonquincollege.com) of the Corporate Planning team.

Questions or concerns can be directed to the Corporate Planning Team by contacting Teri Kinnunen (kinnunt@algonquincollege.com).