

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 03, 2016	Agenda Item Number (For office use only)	1
Topic	Approval of Agenda		
Requested By (ACET member)	Various ACET members	Time Allotted	10 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	Various ACET members		
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	Verbal discussion only.	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team review and revise the agenda as discussed.		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input 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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	Items added to the Agenda: <ul style="list-style-type: none"> • Top Employer Event: S. Anderson provided the Executive Team with an overview of the Top Employer Announcement, including roles and responsibilities of the Team. Departmental attendance was strongly encouraged. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 03, 2016	Agenda Item Number (For office use only)	2
Topic	Upcoming ACET Agenda Items		
Requested By (ACET member)	Various ACET members	Time Allotted	10 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	Various ACET members		
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	Verbal discussion only.	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team review and revise the ACET Agenda Planner.		
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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	ACET members revised the ACET Agenda Planner as discussed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 03, 2016	Agenda Item Number (For office use only)	3
Topic	Consent Agenda Items		
Requested By (ACET member)	Various ACET members	Time Allotted	10 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	T. McDougall, Exec. Assistant to the President L. Stanbra, VP Student Services		
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	3.1 Draft January 18 2016 PC Meeting Minutes (T. McDougall) 3.2 Definition of Alumni (L. Stanbra)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team approve the Consent Agenda item(s).		
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 checked="" type="checkbox"/> Deferred to: _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Consent Agenda items were approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 03, 2016	Agenda Item Number (For office use only)	4
Topic	Information Only Agenda Items		
Requested By (ACET member)	Various ACET members	Time Allotted	15 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	C. Frederick, VP Human Resources C. Brulé, Senior VP Academic D. McNair, VP Finance and Administration		
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	4.1 Admission Stats as at Equal Consideration date (Feb 01) (L. Stanbra) 4.2 February 25 Draft ACLT Agenda (T. McDougall) 4.3 BoG Transmittal for International Update (D. Wotherspoon) 4.4 Cyber Security Days (M. Fares) 4.5 Vacation Liability (C. Frederick) 4.6 ACLT Jan 28 Survey Summary (T. McDougall)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team receive the information as submitted.		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input 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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	4.1 L. Stanbra asked that this item be discussed with agenda item #8 (Enrolment Discussion). 4.2 This item was removed for discussion. Minor edits will be made before distribution to ACLT members on February 08. 4.3 This item was received as submitted. C. Brule made note of two proposed changes, however the information has already been distributed, therefore no edits will be made. 4.4 This item was removed for discussion and clarification; M. Fares will provide more details prior to the event, outlining roles, responsibilities and expectations. The February 24 ACET agenda will be drafted to include a break for the Executive Team to socialize with external Cyber Security guests. 4.5 This item was received as submitted. T. McDougall will advise Executive Assistants of a new procedure for Executive annual leave requests. 4.6 This item was received as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 03, 2016	Agenda Item Number (For office use only)	5
Topic	Business Arising		
Requested By (ACET member)		Time Allotted	15 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>			
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Not applicable.	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	THAT the Algonquin College Executive Team discuss any “Business Arising” items.		
ACET Decision	<input type="checkbox"/> Received for Information <input 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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during ACET meeting)</i>	No items were brought forward.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 03, 2016	Agenda Item Number (For office use only)	6
Topic	2016 Spring Convocation Honorary Degree/Diploma Recommendations		
Requested By (ACET member)	S. Anderson, Exec. Dir, Communications	Time Allotted	20 min
PC Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	J. Aubut, Dean, Academic Development		
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	06.0 Spring Convocation Honorary Degree/Diploma Recommendations ACET20160203revLB	
Recommendation (please provide PC your recommendation requiring approval)	<p>That the Algonquin Executive Team consider the Selection Committee’s recommendations for Honorary Degree and Honorary Diploma recipients and note that annually, the College may award up to 5 Honorary Degrees and 4 Honorary Diplomas.</p>		
It is 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 checked="" type="checkbox"/> Referred to <u>S. Anderson, C. Jensen, J. Aubut</u> (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>C. Brulé</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team approved the proposed recommendations for Honorary Degree and Honorary Diploma recipients as submitted and discussed. S. Anderson will confirm the suggested recipient for Pembroke; the President’s office will contact the recipients once proposed options are finalized. It is understood that if first choice recipient decline the College’s offer, the second/alternate choice will automatically be contacted. J. Aubut and S. Anderson will review and discuss processes, and ensure follow-up confirmation letters are drafted and the nomination spreadsheet will be edited as appropriate if offers are declined. Deans will be notified of the final recipients by the Academic Planning Department.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 03, 2016	Agenda Item Number (For office use only)	7
Topic	Physical Wayfinding Deployment for the Woodroffe Campus		
Requested By (ACET member)	D. McNair, VP – Finance and Administration	Time Allotted	30 minutes
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	P. Rouble, Associate Director – Facilities Planning and Sustainability J. Dalziel, Associate Director – Facilities Development		
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	07.0 ACET Transmittal - PhysicalWayfindingDeployment-WoodroffeCampus-2016-02-03-07.1 Signage Standards	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team accept this briefing for information.		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET Mar 02</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. McNair</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team received a briefing as discussed. Points of interest included overall impact and importance of wayfinding, branding, funding, digitization of signage/messages and the need to encompass all areas through a broader digital strategy, wayfinding tools/apps, use of the ICDP steering committee for oversight, governance and timelines. This item will return to the Executive Team on March 02 with a more detailed plan on how to proceed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 03, 2016	Agenda Item Number <small>(For office use only)</small>	8
Topic	Enrolment Update for Winter 2016		
Requested By (PC member)	C. Brulé, SVP Academic L. Stanbra, VP Student Services	Time Allotted	30 min
PC Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting <small>(name and title)</small>	M. Leduc, Exec. Dir. Academic Operations and Planning K. Pearson, Registrar		
Attachments <small>(as read-ahead material)</small>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	08.0 ACET - Enrolment Update Transmittal - February 3 2016 FINAL 08.1 Appendix 1 - Enrolment Update Report - Jan 22, 2016	
Recommendation <small>(please provide PC your recommendation requiring approval)</small>	THAT the Algonquin College Executive Team accepts this report for information.		
PC Decision	<input checked="" type="checkbox"/> Received for Information <input 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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input checked="" type="checkbox"/> Other (Specify) <u>K. Stanton to circulate data as it becomes available</u>		
Amended Recommendation <small>(completed during PC meeting)</small>	M. Leduc provided the Executive Team with an Enrolment update for the Winter 2016 term. Discussion highlights included withdrawals (and the desire to examine potential trends), and current enrolments. This report was accepted as submitted. K. Pearson distributed a Date of Equal Consideration Application Report from OCAS and reviewed admissions and registration statistics for '16 Fall, as of Feb 03, 2016. As time permits and final data is available, further information will be electronically circulated to the Executive Team.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 03, 2016	Agenda Item Number (For office use only)	9
Topic	Fall Convocation Location Update		
Requested By (PC member)	Laura Stanbra, Vice President, Student Services	Time Allotted	15 min
PC Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	L. Schumann, Associate Registrar K. Pearson, Registrar		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	09.0 ACET Feb 3 2016 - Transmittal for 2016 Fall Convocation Venue FINAL 09.1 Appendix A - Comparison of Prospective Fall Convocation Venues 09.2 Appendix B - Student Feedback on Fall Ceremony Timing and Location	
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team approve the Algonquin Commons Theatre as the Fall 2016 Convocation Venue with the following schedule of ceremonies:</p> <ul style="list-style-type: none"> Wednesday October 19 at 7:00pm Thursday, October 20 at 7:00pm Friday, October 21 at 7:00pm Saturday, October 22 at 10:00am and 2:00pm 		
PC 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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	This item was approved as submitted and discussed. The Fall Convocation ceremonies will be held in the Student Commons Theatre over three days (five ceremonies).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 03, 2016	Agenda Item Number (For office use only)	10
Topic	2016/17 Tuition and Ancillary Fees		
Requested By (ACET member)	L. Stanbra	Time Allotted	30 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	K. Pearson, Registrar		
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	10.0 Transmittal 2016-17 Fees Schedulesv2	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team provide feedback on the presentation of information for the February 08 Board of Governors meeting.</p>		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input 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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>K. Pearson presented the 2016/17 Tuition and Ancillary Fees to the Executive Team for their comment and feedback. Revisions will be incorporated as appropriate.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 03, 2016	Agenda Item Number (For office use only)	11
Topic	Project Fusion Update		
Requested By (PC member)	M. Fares, VP DTI	Time Allotted	30 min
PC Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	J. Bryan, Project Manager, Project Fusion		
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	11.0 ACET Transmittal and Exec Summary Project Fusion February 3 2016 11.1 Project Fusion Presentation ACET February 3 2016	
Recommendation <i>(please provide PC your recommendation requiring approval)</i>	<p>That the Algonquin College Executive Team review and approve the recommended process for policy changes triggered by Project Fusion.</p>		
PC Decision	<input checked="" 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 checked="" type="checkbox"/> Deferred to <u>ACLT (monthly) and ACET (TBD)</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>M. Fares</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during PC meeting)</i>	<p>J. Bryan provided a proposed process for approving new and/or modified policies in association with Project Fusion (i.e. how does one raise, align and acquire approval). ACE Team members provided comments and suggestions for consideration. Discussion highlights included process, providing a detailed executive summary when requesting policy approval, timelines, and next steps. For planning purposes, a schedule of forthcoming policies will be available by month end. This item will be added to both the ACET and ACLT planners as a standing agenda item.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 03, 2016	<small>Agenda Item Number (For office use only)</small>	12
Topic	February 09 Budget Town Hall Prep		
Requested By (ACET member)	L. Stanbra	Time Allotted	15 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting <small>(name and title)</small>	The Executive Team		
Attachments <small>(as read-ahead material)</small>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	12.1 Agenda - Draft - Business plan and Budget Presentation - February 2016	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p>THAT the Algonquin College Executive Team review the proposed draft Town Hall agenda and discuss expectations for the event.</p>		
ACET Decision	<input type="checkbox"/> Received for Information <input 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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during ACET meeting)</small>	<p>The ACE Team briefly discussed how the Budget Town Hall will be facilitated. The information from the Board presentation will be repeated for the general Algonquin community. Twenty minutes will be set aside for remarks from the President.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 03, 2016	<small>Agenda Item Number (For office use only)</small>	13
Topic	Board of Governors Presentation: Strategic Plan		
Requested By (ACET member)	C. Jensen	Time Allotted	15 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <small>(name and title)</small>	D. Wotherspoon, VP International and Strategic Priorities		
Attachments <small>(as read-ahead material)</small>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted		
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>			
ACET Decision	<input type="checkbox"/> Received for Information <input 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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during ACET meeting)</small>	This item was removed from the agenda.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 03, 2016	<small>Agenda Item Number (For office use only)</small>	14
Topic	Board of Governors Presentation: Business Plan and Budget Approval		
Requested By (ACET member)	C. Jensen	Time Allotted	15 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <small>(name and title)</small>	D. Wotherspoon, VP International and Strategic Priorities D. McNair, VP Finance & Administration		
Attachments <small>(as read-ahead material)</small>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Documents not provided.	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	THAT the Algonquin College Executive Team provide feedback on the proposed presentation to the Board of Governors.		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input 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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during ACET meeting)</small>	The Business Plan portion of this presentation was removed from the agenda, however, the Budget was presented to the Executive Team by D. McNair. Comments and suggestions followed; the report will be revised as appropriate for presentation to the Board of Governors at the February 08 meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 03, 2016	<small>Agenda Item Number (For office use only)</small>	15
Topic	Calendar Roundtable		
Requested By (ACET member)	C. Jensen	Time Allotted	15 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting <small>(name and title)</small>	Algonquin College Executive Team		
Attachments <small>(as read-ahead material)</small>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	THAT the Algonquin College Executive Team review calendars and inform ACET members as to the events in which they are participating.		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input 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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during ACET meeting)</small>	The Algonquin College Executive Team shared calendar information as appropriate.		