

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 24, 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 type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team review and revise the agenda as discussed.</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>Items added to the Agenda:</p> <ul style="list-style-type: none"> • <u>Convocation Dinner</u>: The Executive Team determined that the June 17 Convocation dinner will be coordinated through the Communications office; S. Anderson and L. Stanbra will discuss with C. Brennan. • <u>50th Anniversary Logo finalists</u>: S. Anderson asked the ACE Team for their comments and preference in regards to the two 50th Anniversary logo finalists. Consultation to the broader Algonquin community was suggested, should there be no clear “winner”. Next steps will include a discussion on how to include the logo in the College branding. • <u>Lockdown Drill</u>: C. Bonang clarified expectations of the Executive Team and their role for the pending lockdown drill. Discussion also included plans for an upcoming tabletop exercise (planning taking place through the Spring and Fall). 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 24, 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 24, 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 President's Star Award Nomination – KM (J. DeDuca) 3.2 President's Star Award Nomination – DC (J. DeDuca) 3.3 President's Star Award Nomination – L.V (J. DeDuca) 3.4 President's Star Award Nomination – CB (J. DeDuca) 3.5 February 03 ACET Meeting Minutes (T. McDougall) 3.6 Policy AD02 FOI Protection of Privacy (D. McNair)	
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 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)	The Consent Agenda items were approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 24, 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 Vacancy List (C. Frederick) 4.2 I/O Positions review (C. Frederick) 4.3 Update on the status of policies SA16 Sexual Assault and Sexual Violence and SA07 Student Conduct Policy (L. Stanbra) 4.4 Library Visioning Process (L. Stanbra)	
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 checked="" type="checkbox"/> Report Back By S. Anderson (Comms Strategy) (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p><u>4.1 Vacancy List:</u> This item was removed from “Information” for discussion; C. Brulé provided comment on vacancies within the Academic area as well as confirmed how vacancies within the Partnerships and Applied Research (PAR) area will be utilised. This item will be recalled for review and discussion on a monthly basis. Further discussion included suggestions to provide information and awareness to the College community on our general economic model via the President’s video newsletter.</p> <p><u>4.2 I/O Positions review:</u> This item was removed from “Information” for discussion; C. Frederick brought forward a request for a new Project Fusion (PF) Communications Officer; this request was approved in principle and will report directly to J. Bryan with overall communications direction coming from S. Anderson. A strategy will eventually be brought back to the Executive Team in terms of how Communications positions should be aligned throughout the College.</p> <p><u>4.3 Policies:</u> This item was removed from “Information” for discussion; L. Stanbra clarified the training requirements in reference to Policy SA16 (anticipate that training will be mandatory). This item may be recalled as work on the Healthy Living Education initiative progresses.</p> <p><u>4.4 Library Visioning:</u> This item was removed from “Information” for discussion; the Executive Team provided suggested edits to the slide deck. Membership was reviewed; suggestions were provided. C. Jensen volunteered to be the executive sponsor.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 24, 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 24, 2016	<small>Agenda Item Number (For office use only)</small>	6
Topic	College Closure – Feb. 16, 2016 - Debrief		
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>	T. Schonewille, Director, Physical Resources C. Bonang, Director, Risk Management		
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	06.0 ACET Transmittal - College Closure - 2016-02-24	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p>THAT the Algonquin College Executive Team undertakes a brief discussion surrounding the closure of Woodroffe and Perth Campuses due to weather conditions on February 16, 2016 to identify measures that were effective and address concerns regarding measures requiring improvement.</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 <small>(completed during ACET meeting)</small>	The ACE Team discussed the February 16, 2016 campus closure due to inclement weather. Highlights included the decision-making process, consultation (internally and externally), notification (internally and externally), apprenticeship and suggested edits to Policy HS07 (Emergency Closure).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 24, 2016	Agenda Item Number (For office use only)	7
Topic	President's Star Award Presentations		
Requested By (ACET member)	The Executive Team	Time Allotted	20 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	Various Executive Team 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	07.0 President Star Presentation J. Renforth 07.1 President's Star Award Nomination Form John Renforth - REVISED	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team presents a star award to approved nominees.</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"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team presented a President's Star Award to both C. Biggs and J. Renforth.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 24, 2016	Agenda Item Number (For office use only)	8
Topic	Bachelor of Hospitality and Tourism Consent Renewal		
Requested By (ACET member)	C Brulé	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 (name and title)	J. Kyte, Dean, School of Hospitality and Tourism M. Cusson, Chair, 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	08.0 ACET Transmittal and Exec Summary_BHTM PEC Report and Action Plan Feb 2016 08.1 BHTM Recommendations and Action Plan_Final_Feb2016	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team review and support the recommendations proposed by the Bachelor of Hospitality and Tourism Management program in response to the Program Evaluation Committee external review conducted on November 20, 2015.		
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)	M. Cusson and J. Kyte reviewed the Program Evaluation Committee (PEC) recommendations and action plan report for the Bachelor of Hospitality and Tourism Management (BHTM) program with the Executive Team. Discussion highlights included faculty, the student co-op experience, the support for increased scholarly activities and scholarship availability. The report was approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 24, 2016	Agenda Item Number (For office use only)	9
Topic	Draft Board of Governors Emeritus Policy		
Requested By (PC member)	C. Jensen	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 (name and title)	S. DiMarco, Exec. Admin to the President and Board of Governors		
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	09.0 Feb 24 ACET Transmittal BOG Emeritus Policy 09.1 DRAFT BG I-05 Emeritus Award	
Recommendation (please provide PC your recommendation requiring approval)	THAT the Algonquin College Executive Team reviews the draft Board of Governors Emeritus Policy and provides feedback to Governance Committee.		
PC 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 <u>Governance Mar 07 2016</u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	The Executive Team discussed a proposed Emeritus Policy as requested from the Governance Committee. Suggestions were provided for consideration, including the possibility of awarding a fellowship rather than an emeritus title. Comments will be brought to the March 7 th Governance for consideration and discussion.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 24, 2016	<small>Agenda Item Number (For office use only)</small>	10
Topic	Employee Relations Draft Plan		
Requested By (ACET member)	C. Frederick	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 <small>(name and title)</small>	D. McCutcheon, Director Labour Relations (via telephone) K. Root, Labour Relations Specialist		
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	10.1 Employee Relations Plan	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	THAT the Algonquin College Executive Team review and approve the initiatives/actions within each goal and approve the recommendations and associated timelines.		
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>Feb 25 ACLT</u> (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET on a quarterly basis</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during ACET meeting)</small>	K. Root and D. McCutcheon provided the Executive Team with a proposed Employee Relations Plan, summarizing suggestions and comments from the January meeting sessions with administrative staff, and providing recommendations for next steps. Comments and suggestions were offered for consideration, including measurement of goals, communication roll out, collaborative space for a joint working group (D. McNair to review), and scheduling a joint meeting between the Local Executive Committee (LEC) and ACET. The ER Plan will be brought to the February 25 th ACLT meeting as amended. This item will be recalled to ACET on a quarterly basis.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 24, 2016	Agenda Item Number (For office use only)	11
Topic	Part-Time Employee Recognition		
Requested By (ACET member)	C. Frederick	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 (name and title)	C. Frederick, VP Human Resources		
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	11.0 Transmittal PT EE Recognition February 24 2016 revised Feb 23 SAT 11.1 PC Submission March 5, 2014 Part-time Employee Recognition 11.2 PC Submission November 12, 2104 Full-time and Part-time Employee Recognition	
Recommendation (please provide ACET your recommendation requiring approval)	<ol style="list-style-type: none"> 1. Beginning with the 2017 Celebration of Service, part time service will be included in the calculation for current Full-Time employees as identified by the Tiger Team as Priority 2, Action 3, in the 2012 Employee Engagement Survey. 2. Beginning in April 2016 and ongoing, recognize part-time employees that have continuous work authorizations accumulating 10, 15, 20 years of service with a reception and Certificate of Appreciation. 		
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 checked="" type="checkbox"/> Deferred to <u>To be determined</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>C. Frederick</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team reviewed the recommendations and made suggestions for consideration. A reception for part-time employees will proceed this year as scheduled. Discussion included inclusivity with Full-Time employees, how recognition is characterized, a request for more consultation (internally and externally), onboarding orientation for part-time employees, and re-engaging the Part-Time Task Force. This item will be recalled after further consultation (date to be determined).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 24, 2016	<small>Agenda Item Number (For office use only)</small>	12
Topic	Review Strategic Initiative Projects (SIP) Project Charter Expectations		
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>	Various ACET members		
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 SIP Charter Template	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p>THAT the Algonquin College Executive Team review Project Charters, expectations for Strategic Initiative Projects (SIP) and next steps.</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 checked="" type="checkbox"/> Deferred to <u> Date to be determined </u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during ACET meeting)</small>	<p>The Executive Team discussed using SIP Charters to assist in managing SIP projects; the College Budget Committee (CBC) will bring forward SIP template recommendations for consideration. S. DiMarco will support this initiative by monitoring and reporting SIP progress to the Leadership Team (ACLT) on a monthly basis. Major projects will also require a charter (to be created and recalled to ACET for review-date to be determined); updates will be reported to the Board of Governors. Cross-College project management, guidance, leadership and expectations were also discussed. C. Jensen and D. Wotherspoon will discuss further.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 24, 2016	<small>Agenda Item Number (For office use only)</small>	13
Topic	CICan Leadership Institutes		
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>	Various ACET members		
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	13.1 CICan Leadership Institutes	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p>THAT the Algonquin College Executive Team review the CICan Leadership Institute and discuss succession planning and proposed nominations.</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"/> 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 Executive Team reviewed nominations for the various CICan Leadership programs. Discussion included a comparison between the Harvard and CICan programs. The proposed list of nominees was approved as discussed; candidates will be notified and asked to submit the appropriate documentation.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 24, 2016	<small>Agenda Item Number (For office use only)</small>	14
Topic	April 06-07 ACET Retreat		
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>	Various Executive Team members		
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	Verbal discussion only.	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	THAT the Algonquin College Executive Team discuss the purpose of the April 06-07 ACET Retreat, discuss possible agenda items and review meeting options.		
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"/> 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 Executive Team reviewed the April 6-7, 2016 Retreat dates and rescheduled to April 5-6, 2016. Agenda items will include the 2017-18 Business Plan as well as the 2017-2022 Strategic Plan.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 24, 2016	<small>Agenda Item Number (For office use only)</small>	15
Topic	Strategic Plan Update		
Requested By (ACET member)	D. Wotherspoon	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 <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 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 and provide feedback on the proposed draft 2017-2022 Strategic Plan.		
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"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>ACET members</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during ACET meeting)</small>	D. Wotherspoon reviewed the 2017-2022 Strategic Plan slide deck in advance of the February 29 Strategic Plan Town Hall. Implementation of the plan was discussed, specifically how to ensure that large projects are part of the plan, rather than viewed as a separate item. Members were asked to review goals and advise if any items/priorities were missing. Suggestions and comments were provided. It was noted that targets and metrics are yet to be added; D. McNair will provide copy regarding the financial aspect of the plan.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 24, 2016	<small>Agenda Item Number (For office use only)</small>	16
Topic	Siemens Update		
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 checked="" type="checkbox"/> Information		
Staff Presenting <small>(name and title)</small>	S. Anderson, Executive Director Communications		
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	Verbal discussion only.	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	THAT the Algonquin College Executive Team be updated on the Siemens Energy Centre Project.		
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>	S. Anderson provided team members with an update on the Siemens Energy Centre Launch (April date to be determined). Original and updated costing was discussed; the physical location for the centre was reviewed and visited. Artist renditions will be available in April.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 24, 2016	Agenda Item Number (For office use only)	17
Topic	Calendar Roundtable		
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 checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	Algonquin College Executive Team		
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)	<p>THAT the Algonquin College Executive Team review calendars and inform ACET members as to the events in which they are participating.</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>The Algonquin College Executive Team shared calendar information as appropriate.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	February 24, 2016	<small>Agenda Item Number (For office use only)</small>	18
Topic	June 17, 2016 Convocation Dinner		
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 checked="" type="checkbox"/> Information		
Staff Presenting <small>(name and title)</small>	C. Jensen, President		
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	Verbal discussion only.	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p>THAT the Algonquin College Executive Team discuss and clarify details regarding the organization and planning of the June 17 Convocation dinner.</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 <small>(completed during ACET meeting)</small>	<p>The Executive Team confirmed that, in addition to the honorary diploma and degree recipients, the June 2016 Convocation dinner guests will include a 2015-2016 Valedictorian (should one be chosen). The Registrar's Office (RO) will continue to coordinate and organize the convocation ceremony; the Communications Office will continue to organize and coordinate the honorary and degree recipients' dinner. As in past practice, the President will advise the nominees of their award. S. Anderson and L. Stanbra will coordinate with C. Brennan.</p>		