

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 02, 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>April 05-06 ACET Retreat</u>: Executive Team members reviewed location options for the April 05-06 Executive Team Retreat. • <u>Emeritus/Fellowship addition to Policy AA16</u>: Executive Team members were advised that a proposed revised policy (AA16) that will include a fellowship award will be brought forward to the Board of Governors Executive Committee for their review and endorsement. • <u>Lockdown</u>: Feedback regarding the lockdown drill was discussed and clarified. Alternate drill dates were discussed, however, the Emergency Management team will move forward with March 10 and 11. Additional information will be circulated to the Algonquin community to provide clarification as well as further direction. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 02, 2016	<small>Agenda Item Number (For office use only)</small>	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 <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 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 revise the ACET Agenda Planner.		
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>	ACET members revised the ACET Agenda Planner as discussed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 02, 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)	S. DiMarco, Exec. Admin. to the President L. Stanbra, Vice President Student Services C. Brulé, Senior Vice President Academic J. DeDuca, Asst. to the VP International and Strategic Planning T. McDougall, Exec. Asst. to the President		
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 April 11 BoG Meeting Agenda (S. DiMarco) 3.2 Alumnus of the Year Recommendation (L. Stanbra) 3.3 Grad Certificate Regalia Recommendation (L. Stanbra) 3.4 Proposed updates to Policies AA09 and AA10 (C. Brulé) 3.5 President's Star Award Nomination S. Brown (J. DeDuca) 3.6 February 24 Draft ACET Minutes (T. McDougall)	
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 type="checkbox"/> Deferred to: _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	3.1 April 11 BoG Meeting Agenda : This item was removed for discussion and was approved as amended. This item will be revised and redistributed. 3.2 Alumnus of the Year Recommendation : This item was removed for clarification; the Alum of the Year will be invited as a guest to the June 17 Convocation dinner. 3.3 Grad Certificate Regalia Recommendation : This item was removed for discussion. Approved pending confirmation that students have been consulted. 3.4 Proposed updates to Policies AA09 and AA10 : This item was removed for clarification. Approved pending minor formatting changes. 3.5 President's Star Award Nomination S. Brown : Approved as submitted. 3.6 February 24 Draft ACET Minutes : This item was removed for clarification. Approved pending minor revision.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 02, 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)	T. McDougall, Exec. Asst. to the President C. Brulé, Senior VP Academic L. Stanbra, VP Student Services S. Anderson, Exec. Director Communications		
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 March 24 ACLT Agenda Review (T. McDougall) 4.2 February 25 ACLT Survey Results (T. McDougall) 4.3 Enrolment Report (L. Stanbra, C. Brulé) 4.4 March Key Messages (S. Anderson) 4.5 Budget Analysis (S. Anderson)	
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 checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>4.5: ACLT Mar 24</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p><u>4.1 March 24 ACLT Agenda Review</u>: This item was removed for discussion. Suggestions for amendments were provided. T. McDougall will revise as appropriate.</p> <p><u>4.2 February 25 ACLT Survey Results</u>: This item was received as submitted.</p> <p><u>4.3 Enrolment Report</u>: This item was received as submitted</p> <p><u>4.4 March Key Messages</u>: Clarification was provided for the “March Key Messages” item and how information is being gathered. ACET was advised that the process for coordinating input will be expanded.</p> <p><u>4.5 Budget Analysis</u>: Executive Team members agreed that the Budget Analysis should be included as part of the Executive Team strategy sessions, as well as shared with the Leadership Team. This item will be included on the March 24 ACLT meeting agenda.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 02, 2016	Agenda Item Number (For office use only)	5
Topic	Business Arising: Sponsorships		
Requested By (ACET member)	S. Anderson	Time Allotted	5 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>	ACET members		
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	Verbal discussion only.	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	<p>THAT the Algonquin College Executive Team revisit the Algonquin College Leadership Team (ACLT) Sponsorship presentation/discussion that took place the February 25 ACLT 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 <i>(completed during ACET meeting)</i>	<ul style="list-style-type: none"> • The Executive Team members discussed the Algonquin College Sponsorship portfolio including current status, governance, priorities, a working group that would include A. Desjardins and S. Anderson, as well as area of responsibility. This item will be postponed from the March 24 Leadership Team meeting and rescheduled to the April 21 Leadership Team meeting. • S. Anderson advised Executive Team members about a proposed public skating rink for the Algonquin College Woodroffe campus (paid for by the Ottawa Senators, and maintained by the City of Ottawa). Executive members agreed with the premise; further discussions to follow. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 02, 2016	<small>Agenda Item Number (For office use only)</small>	6
Topic	College Budget Committee (CBC) Update - Budget Direction Scorecard 2016-17		
Requested By (PC member)	D. McNair	Time Allotted	
PC 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>	C. Dempsey, Director, Finance & Administrative Services		
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 College Budget Committee Update - Budget Direction Scorecard 2016-17_ACET Transmittal DM 06.1 APPENDIX A - Budget Direction Scorecard 2016-17ACET 030216 DM	
Recommendation <small>(please provide PC your recommendation requiring approval)</small>	THAT the Algonquin College Executive Team accepts the Budget Directions Scorecard as presented.		
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>ACET Apr 05</u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during PC meeting)</small>	The Executive Team was provided with information that summarized the achievement of targets set in the Budget Directions Scorecard for the 2016-2017 budgeting process. Discussion highlights included non-funded activities, expectations over the next two years and into 2018-2019, contract activity and metrics for contract activity, vacation liability, cost for space, and International. Suggestions and comments were provided for consideration; C. Dempsey will amend the scorecard document and re-distribute. It was also suggested that this item be discussed at the April ACET Retreat.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 02, 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 Final Version for President's Star Presentation-Cat Baron and D. Charlebois 07.1 C Baron Nomination 07.2 D. Charlebois Nomination	
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 D. Charlebois and C. Baron.</p>		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 02, 2016	Agenda Item Number (For office use only)	8
Topic	Program Proposal – Action Sports Park Development, Ontario College Certificate		
Requested By (PC member)	C. Brulé, SVPA	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 <small>(name and title)</small>	K. Davies, Dean, Pembroke Campus J. Jackson, Coordinator, Outdoor Adventure J. Aubut, Dean, Academic Development M. Cusson, Chair, Academic Development M. Leduc, Executive Director, Academic Operations and Planning		
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 - Action Sports Park Development, OCC - March 02, 2016 08.1 ACET - Cash Flow - Action Sports - Final ACET Mar 2 2016	
Recommendation <small>(please provide PC your recommendation requiring approval)</small>	<p>THAT the Algonquin College Executive Team approve the program proposal to go to ASAC for the following action:</p> <p>THAT the Academic and Student Affairs Committee recommend approval of the Action Sports Park Development, Ontario College Certificate program effective Fall 2017 to the Board of Governors and seek validation of the program title and outcomes from the Credential Validation Service and approval for funding from the Ministry of Training, Colleges and Universities.</p>		
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 checked="" type="checkbox"/> Deferred to <u>ASAC Mar 24</u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during PC meeting)</small>	PC approved the Action Sports Park Development, Ontario College Certificate program proposal as submitted for presentation at the March 24, 2016 Academic and Student Affairs Committee (ASAC) meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 02, 2016	<small>Agenda Item Number (For office use only)</small>	9
Topic	Pearson Efficacy Review		
Requested By (ACET member)	C. Brulé, Senior Vice President Academic	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)	Dr. Tania Sterling, VP Efficacy Pearson Canada Eric Bassett, Academic Strategist, Institutional Efficacy Pearson NA Brian Buckley, VP, Outcomes Assessment & Analytics Pearson NA Dr. Sharon Lee, Product Efficacy Specialist, Pearson Canada		
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	09.0 ACET - Efficacy Study - March 2, 2016 09.1 Pearson Efficacy Workbook	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team receive this presentation regarding:</p> <ul style="list-style-type: none"> • The purpose of the 3-year Efficacy Review Check-In • A brief overview of the Efficacy Review Process and schedule at Algonquin March 1-3, 2016 • The interview protocol that will be used to gauge stakeholder feedback • An overview of what the College can expect as a deliverable 		
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)	T. Stirling and her team provided the Executive Team with a status update on the three-year Efficacy Review. Discussion highlights included an overview of the process completed to date, meeting schedules, how groups were selected for feedback, early alert systems, analytics, as well as how the end report will be formulated.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 02, 2016	<small>Agenda Item Number (For office use only)</small>	10
Topic	College Technologies Committee (CTC) Report to ACET		
Requested By (ACET member)	C. Brulé	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>	E. Hollebone, Chair, CTC and Director, Marketing & Recruitment M. Gawargy, Director, ITS		
Attachments <small>(as read-ahead material)</small>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	10.0 CTC Report for ACET - March 2, 2016 Final 10.1 BI Presentation 10.2 Algonquin College LMS SOW 02-16 10.3 Ends Policy	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p>THAT the Algonquin College Executive Team receive the CTC Report for information.</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 checked="" type="checkbox"/> Recalled to <u>Mar 30 and Apr 27</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during ACET meeting)</small>	E. Hollebone provided the Executive Team with a summary of items and projects in which the College Technology Committee (CTC) has participated. Discussion highlights included Committee engagement, Learning Management Systems (LMS), BlackBoard, a pilot video wall, livestreaming (Convocation), and student email. This report was received as submitted. An automation report will come forward to ACET on March 30; CTC is scheduled to return to ACET on April 27.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 02, 2016	<small>Agenda Item Number (For office use only)</small>	11
Topic	Kaleidoscope Conference		
Requested By (ACET member)	C. Frederick VP HR L. Stanbra, VP SS	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>	C. Ramsay, Chair, Academic Access R. Volk, Manager COL		
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	11.0 ACET Transmittal and Exec Summary Kaleidoscope for February 24, 2016 11.1 Appendix A_ Kaleidoscope 2016 PWorkshop Titles and Keynote Bios	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	THAT the Algonquin College Executive Team: <ul style="list-style-type: none"> • endorse proposed 2016 Kaleidoscope Conference progress to date including the structure, keynote speakers & workshop proposal received • encourage and promote employee participation in the Kaleidoscope Conference at all levels by encouraging and supporting teams to attend, esp. administrative staff and part-time/frontline staff 		
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>ACET TBD</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during ACET meeting)</small>	R. Volk and C. Ramsay provided a status update on the Kaleidoscope Conference. Discussion highlights included keynote speakers, workshop proposals, and next steps. This item will be brought back to the Executive Team as an information item when the schedule is finalized.		

PRESIDENT’S COUNCIL AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 02, 2016	Agenda Item Number (For office use only)	12
Topic	Board Retreat Overview		
Requested By (PC member)	C. Jensen	Time Allotted	45 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 type="checkbox"/> Other: Information to be posted	12.0 March 2 ACET Transmittal BOG Retreat Agenda review 12.1 BOG Retreat Agenda March 12, 2016 12.1.1 BOGPLC20160312v7 12.1.2 Program Lifecycle Activity 1– Program Development 12.1.3 Program Lifecycle Activity 2 – Annual Curriculum Review 12.1.4 Program Lifecycle Activity 3 Program Mix Review 12.1.5 Program Lifecycle Activity 4 – Program Quality Review 12.2.0 2016-03-02 ACET DRAFT Transmittal BOG Read Ahead - Risk Appetite 12.2.1 Risk Appetite Development BOG - March 2016 v2	
Recommendation (please provide PC your recommendation requiring approval)	THAT the Algonquin College Executive Team review the presentations for the Board Retreat and provide feedback regarding read-ahead materials.		
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)	An agenda overview was provided to ACET members. C. Brulé discussed the morning exercise (quality assurance lifecycle) and how his team proposes to engage Board members. Comments and suggestions were provided for consideration. C. Bonang reviewed the afternoon session format (Risk Appetite), and the suggested outcome (a key statement); materials will be circulated once received. S. Anderson will provide a brief overview about a proposed new marketing campaign.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 02, 2016	Agenda Item Number (For office use only)	13
Topic	Health Living Education Advisory Panel draft agenda		
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	13.0 March 2 ACET Transmittal HLE Advisory Panel draft agenda review 13.1 Agenda HLE Advisory Panel March 8, 2016 13.2 DRAFT Terms of Reference Healthy Living Education Initiative Advisory Panel (clean)	
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team review the draft agenda for the President’s HLE Advisory Panel meeting scheduled on March 8, 2016 and discuss read-ahead materials.</p>		
PC 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 _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during PC meeting)	<p>ACET members reviewed the draft meeting agenda and offered suggestions and comments for consideration. Discussion highlights included collaboration with the Students’ Association (D. McNair and B. Brownlee to attend the April SA/College Collaborative meeting), recognition that a resource to help manage the initiative is lacking (i.e. Project Manager), funding models and the business case. C. Brulé will draft a job fact sheet (JFS) for a proposed temporary Project Manager position.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 02, 2016	Agenda Item Number (For office use only)	14
Topic	Internationalization of Policies		
Requested By (ACET member)	C. Brulé	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		
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>			
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>ACET Mar 30</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during ACET meeting)</i>	This item was deferred to the March 30 ACET meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 02, 2016	Agenda Item Number (For office use only)	15
Topic	March 09 Strategy Session		
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 <i>(name and title)</i>	Various ACET members		
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	Verbal discussion only.	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	<p>THAT the Algonquin College Executive Team review the list of Strategic Session topics and determine area (s) of focus for the March 09 Strategy Session in Pembroke.</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 <i>(completed during ACET meeting)</i>	<p>Suggestions and comments were offered for consideration. T. McDougall noted the items for discussion (Business Plan, Strategic Plan, HLE and Re-organization).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 02, 2016	<small>Agenda Item Number (For office use only)</small>	16
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 <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 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.		