

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 27, 2016	<b>Agenda Item Number (For office use only)</b>	1
<b>Topic</b>	Approval of Agenda		
<b>Requested By (ACET member)</b>	Various ACET members	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Various ACET members		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team review and revise the agenda as discussed.</p>		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>Items added to the Agenda:</p> <ul style="list-style-type: none"> <li>• <b>Sens Contract:</b> A status update was provided to the Executive Team. Algonquin's contract expires shortly and is due for discussion/renewal. S. Anderson and C. Jensen will be co-Executive Sponsors for this initiative.</li> <li>• <b>50<sup>th</sup> Logo:</b> The College's proposed 50<sup>th</sup> logo was reviewed one final time before submission to the City. The Executive Team approved and supported the design as presented.</li> </ul>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 27, 2016	<b>Agenda Item Number (For office use only)</b>	2
<b>Topic</b>	Upcoming ACET Agenda Items		
<b>Requested By (ACET member)</b>	Various ACET members	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	Various ACET members		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team review and revise the ACET Agenda Planner.		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	Due to time constraints, ACET members were asked to forward agenda planner updates to T. McDougall.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 27, 2016	Agenda Item Number (For office use only)	3
<b>Topic</b>	Consent Agenda Items		
<b>Requested By (ACET member)</b>	Various ACET members	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	C. Frederick, VP Human Resources L. Stanbra, VP Student Services		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	3.1 <del>Draft April 13 ACET Meeting Minutes (T. McDougall)</del> <i>Deferred</i> 3.2 <u>Xmas Closing</u> (C. Frederick) 3.3 <u>Summer Hours</u> (C. Frederick) 3.4 <u>Fall 2016 Ceremony Schedule and Spring 2017 Venue</u> (L. Stanbra)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team approve the Consent Agenda item(s).		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input checked="" 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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	3.1 <u>Draft April 13 ACET Meeting Minutes</u> : This item was deferred to May 11, 2016. 3.2 <u>Xmas Closing</u> : This item was removed for discussion. The Executive Team approved as amended (i.e. December 23 closure at noon, re-opening January 02, 2017). 3.3 <u>Summer Hours</u> : This item was approved as amended. Summer hours will be specified. 3.4 <u>Fall 2016 Ceremony Schedule and Spring 2017 Venue</u> : This item was approved as submitted.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 27, 2016	<b>Agenda Item Number (For office use only)</b>	4
<b>Topic</b>	Information Only Agenda Items		
<b>Requested By (ACET member)</b>	Various ACET members	<b>Time Allotted</b>	15 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	T. McDougall, EA to the President C. Frederick, VP Human Resources C. Brulé, Senior VP Academic		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	4.1 <a href="#">April 14 All Admin Survey Summary</a> (T. McDougall) 4.2 <a href="#">Excess Vacation</a> (C. Frederick) 4.3 <a href="#">KPI Survey Questions 16-17</a> (C. Brulé)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team receive the information as submitted.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred <u>Item #4.2: Date TBD</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	4.1 <a href="#">April 14 All Admin Survey Summary</a> : This item was received as submitted. 4.2 <a href="#">Excess Vacation</a> : This item was an update only and will be recalled to a future meeting for further discussion (date to be determined). 4.3 <a href="#">KPI Survey Questions 16-17</a> : Executive Team members agreed that eText should be highlighted.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 27, 2016	Agenda Item Number (For office use only)	5
<b>Topic</b>	Business Arising		
<b>Requested By (ACET member)</b>	Not Applicable	<b>Time Allotted</b>	5 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting</b> <i>(name and title)</i>	Not Applicable		
<b>Attachments</b> <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	
<b>Recommendation</b> <i>(please provide ACET your recommendation requiring approval)</i>	Not Applicable.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation</b> <i>(completed during ACET meeting)</i>	This item was not discussed as there were no “Business Arising” items brought forward.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 27, 2016	<b>Agenda Item Number (For office use only)</b>	6
<b>Topic</b>	Algonquin Students' Association (SA) Board of Directors Year End Report		
<b>Requested By (ACET member)</b>	L. Stanbra, VP Student Services	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	S. Grainger, President, Algonquin Students' Association T. Kolafa, VP, Algonquin Students' Association		
<b>Attachments (as read-ahead material)</b>	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	06.0 SA BOD Priorities - ACET Transmittal and Exec Summary 06.1 SA BOD Priorities 2015-16 - Final Update 06.2 Spaces in Need of Updating	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team consider the recommendations provided by the SA and continue to work with the Board of Directors to find resolutions for these student issues.</p>		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	S. Grainger provided a year-end report to the Executive team outlining progress made on their 2015-2016 annual priorities as well as their ongoing initiatives. A list of spaces in need of updating was also reviewed. The Executive Team supported the suggestion of improving wayfinding by naming internal and external campus "streets"; the SA offered to assist with this initiative.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 27, 2016	<b>Agenda Item Number (For office use only)</b>	7
<b>Topic</b>	College Technologies Committee (CTC) Report to ACET		
<b>Requested By (ACET member)</b>	C. Brulé, Senior VP Academic	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	E. Hollebhone, Director, Marketing S. Preiss, Senior Manager, IT Applications		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	07.0 ACET Transmittal - CTC Report - April 27 2016-Final 07.1 CTC 2016-17 Automation Projects-Final 07.2 Algonquin_Automation Task Force-Prioritization-Two-Pager_v3-clean	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team receive the CTC report for information.</p>		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET June 08</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>E. Hollebhone provided the Executive Team with an update on the status of College Technology Committee (CTC) projects. Highlights included student email, digital screens for live streaming Spring Convocation, fax usage, a faculty request to include course items on Algonquin’s public website (CTC-A will research further), SIP (and how to monitor the process) and CTC sub-committee governance. The Automation List was also discussed, specifically: how projects come forward (how they are assessed, ranked, and resourced), the Automation Task Force (i.e. their role in the creation of this list) as well as areas where input was missed (, and the need for each VP to vet the list going to CTC. A more fulsome list including ROI, Ministry mandates, current process (manual versus digital), capacity, recommendations from the Automation Task Force, etc., will be created for review. This item will return to ACET June 08.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 27, 2016	<b>Agenda Item Number</b> <small>(For office use only)</small>	8
<b>Topic</b>	Program Proposal: Small Business Management – Trades, Ontario College Diploma		
<b>Requested By (ACET member)</b>	C Brulé, Senior VP Academic	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b> <small>(name and title)</small>	S. Larwill, Acting Dean, Centre for Continuing and Online Learning C. Janzen, Dean, Faculty of Technology and Trades S. Barr, Chair, Construction Trades and Building Systems J. Aubut, Dean, Academic Development M. Cusson, Chair, Academic Development M. Leduc, Executive Director, Academic Operations & Planning		
<b>Attachments</b> <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	08.0 ACET Transmittal - Small Business Mgmt - Trades OCD - April 27 2016 08.1 ACET CashFlow - Small Business Management - Trades, OCD - April 27, 2016	
<b>Recommendation</b> <small>(please provide ACET your recommendation requiring approval)</small>	<p><b>THAT</b> the Algonquin Executive Team approve the program proposal to go to ASAC for the following action:</p> <p><b>THAT</b> the Academic and Student Affairs Committee recommends to the Board of Governors the approval of the Small Business Management – Trades, Ontario College Diploma program effective Fall 2017.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation</b> <small>(completed during ACET meeting)</small>	The Executive Team approved the Small Business Management – Trades, Ontario College Diploma program proposal subject to a review and updating of the currently projected term-to-term retention rates, for presentation at the May 19, 2016 Academic and Student Affairs Committee (ASAC) meeting.		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 27, 2016	<b>Agenda Item Number (For office use only)</b>	9
<b>Topic</b>	Program Proposal: Motive Power Technician – Diesel Equipment/Truck, Ontario College Diploma		
<b>Requested By (ACET member)</b>	C Brulé, Senior VP Academic	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	C. Janzen, Dean, Faculty of Technology and Trades D. Thibodeau, Chair, Mechanical and Transportation Technology J. Aubut, Dean, Academic Development M. Cusson, Chair, Academic Development M. Leduc, Executive Director, Academic Operations & Planning		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	09.0 ACET Transmittal - MPT-Diesel EquipTruck OCD - April 27 2016 v2 09.1 ACET - Cash Flow - Motive Power Tech - Diesel - FINAL April 22 2016	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin Executive Team approve the program proposal to go to ASAC for the following action:</p> <p><b>THAT</b> the Academic and Student Affairs Committee recommends to the Board of Governors the approval of the Motive Power Technician – Diesel Equipment/Truck, Ontario College Diploma program effective Fall 2017.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>The Executive Team approved the Motive Power Technician – Diesel Equipment/Truck, Ontario College Diploma program proposal as submitted for presentation at the May 19, 2016 Academic and Student Affairs Committee (ASAC) meeting. It was noted that a discussion should take place with the MTCU Apprenticeship office to inquire about entrance exams.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 27, 2016	<b>Agenda Item Number (For office use only)</b>	10
<b>Topic</b>	PSI SIF Proposal		
<b>Requested By (ACET member)</b>	M. Fares/S. Anderson Co-Leads PSI SIF Proposal Submission Working Group	<b>Time Allotted</b>	60 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	P. Austen, Manager Strategic Giving and Donor Relations/Project Manager P. Gardner, Business Administrator, Ancillary Services		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	10.0 ACET Transmittal and Exec Summary Template PSI SIF	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team provide their feedback on the updated PSI SIF proposal submission details provided for their review.		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (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) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	The Executive Team was provided with an update on the status of the PSI SIF proposal submission.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 27, 2016	<small>Agenda Item Number (For office use only)</small>	11
<b>Topic</b>	Cost of Living Allowance (COLA) and Exceptional Performance Indicator (EPI) Procedures		
<b>Requested By (ACET member)</b>	C. Frederick, VP Human Resources	<b>Time Allotted</b>	15 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b> <small>(name and title)</small>	C. Frederick, VP Human Resources		
<b>Attachments</b> <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 2016 ACET Transmittal EPI Next Steps dated April 27 2016 11.1 EPI 2016-04-13 16-17 Admin Compensation Recommendations with Guidelines 11.2 EPI Leadership-Requirements-October-7-2010	
<b>Recommendation</b> <small>(please provide ACET your recommendation requiring approval)</small>	<p><b>THAT</b> the Algonquin College Executive Team approves the allocations of funds for EPI and the schedule as outlined, including the implementation of COLA for non-executive Administrative employees.</p>		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>May 16, 2016</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b> <small>(completed during ACET meeting)</small>	ACET members discussed past EPI practice, part-time administrators, and allocations. Guidelines were reviewed and supported by the Executive Team. A supplemental ACET meeting will be scheduled to further discuss and review this item (May 16).		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 27, 2016	<small>Agenda Item Number (For office use only)</small>	12
<b>Topic</b>	Town Hall Dates Discussion		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP International & Strategic Priorities	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting</b> <small>(name and title)</small>	S. Anderson, Exec. Director of Communications, Marketing and External Relations		
<b>Attachments</b> <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.	
<b>Recommendation</b> <small>(please provide ACET your recommendation requiring approval)</small>	<b>THAT</b> the Algonquin College Executive Team review the history of Algonquin College Town Halls, their purpose and strategize a rollout for the 2016/2017 academic calendar.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET Date TBD</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b> <small>(completed during ACET meeting)</small>	The Executive Team discussed past practice in terms of Town Halls (previous subjects included Budget, Strat Plan, SMA, International, “Community”, and “Open”), timing (approximately once per term for “open” town halls), and framework (no agendas or action items). Suggestions for a possible Speaker Series was also discussed. S. Anderson will bring this item back to ACET with suggested topics and timeframes (date to be determined).		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 27, 2016	<b>Agenda Item Number (For office use only)</b>	13
<b>Topic</b>	Strategic Plan Update		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP International and Strategic Planning	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	D. Wotherspoon, VP International and Strategic Planning		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	13.0 ACET Transmittal 160427 13.1 Presentation 160427 ACET Strategic Plan	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team accept the Strategic Plan Update and Second Draft for information and provide feedback as required.		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ ( <b>ACET</b> Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	D. Wotherspoon provided a status update to the Executive Team for review and comment. Clarification and suggestions followed. Members were asked to forward ideas/thoughts regarding the “personalized learning” portion of the plan. A revised Strat Plan will be available to ACET by April 29 <sup>th</sup> , and then forwarded to the Board of Governors on May 2 for their review and comment. Feedback from the Board should be received by May 16. D. Wotherspoon is to also provide a template for the 2017-18 Business Plan as soon as possible to enable the administrative team to prepare the Business Plan.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 27, 2016	<b>Agenda Item Number (For office use only)</b>	14
<b>Topic</b>	Internalization Report (MTCU)		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP International and Strategic Planning	<b>Time Allotted</b>	5 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	D. Wotherspoon, VP International and Strategic Planning		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team accept the information as provided.		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ ( <b>ACET</b> Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	D. Wotherspoon provided the Executive Team with a review of the MTCU Consultation regarding International Education. A symposium is being organized (date to be determined); Algonquin will be invited and will attend.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 27, 2016	<small>Agenda Item Number (For office use only)</small>	15
<b>Topic</b>	Calendar Roundtable		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	15 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting</b> <small>(name and title)</small>	Algonquin College Executive Team		
<b>Attachments</b> <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.	
<b>Recommendation</b> <small>(please provide ACET your recommendation requiring approval)</small>	<b>THAT</b> the Algonquin College Executive Team review calendars and inform ACET members as to the events in which they are participating.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET May 25</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b> <small>(completed during ACET meeting)</small>	Due to time constraints, this item was not discussed.		