

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 11, 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 <u>ACET May 25</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<ul style="list-style-type: none"> <li>• <u>Cyber Security Update (C. Delmage)</u>: ACET Members discussed disclosure, transparency, security awareness training, and upcoming changes to governmental regulations. C. Delmage will draft a report of his recommendations based on risk, for discussion at the May 25 ACET meeting.</li> <li>• <u>Employee Relations (C. Jensen)</u>: The Executive Team discussed upcoming Employee Relations training, a special guest attending the August 25<sup>th</sup> President's Breakfast, faculty's attendance at Convocation (i.e. vacation time), and increased communication.</li> <li>• <u>Jazan/Kuwait Update (D. Wotherspoon)</u>: D. Wotherspoon and C. Jensen provided the Executive Team with an overview of their recent trip to Kuwait, Riyadh and Jazan.</li> <li>• <u>Funding Formula Update (D. McNair)</u>: D. McNair provided the Executive Team with an overview of the Funding Formula Update meeting he recently attended in Toronto. C. Jensen will forward any additional information after the May 17 Committee of President's (CoP) meeting.</li> </ul>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 11, 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, this item was not reviewed.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 11, 2016	<b>Agenda Item Number</b> (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</b> <b>(name and title)</b>	C. Frederick, VP Human Resources L. Stanbra, VP Student Services		
<b>Attachments</b> <b>(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 <a href="#">Draft April 13 ACET Meeting Minutes</a> (T. McDougall) 3.2 <a href="#">Draft April 27 ACET Meeting Minutes</a> (T. McDougall) 3.3 <a href="#">PSISIF Project Proposal – Recommended Budget for Proposal Development</a> (D. McNair) 3.4 <a href="#">ERM Policy AD 20</a> (D. McNair) 3.5 <a href="#">2016/2017 ACET Schedule</a> (T. McDougall)	
<b>Recommendation</b> <b>(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 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> <b>(completed during ACET meeting)</b>	3.1 <a href="#">Draft April 13 ACET Meeting Minutes</a> : Approved as submitted. 3.2 <a href="#">Draft April 27 ACET Meeting Minutes</a> : Approved with minor edits to the Small Business Management – Trades, Ontario College Diploma program proposal. 3.3 <a href="#">PSISIF Project Proposal – Recommended Budget for Proposal Development</a> : Suggested revisions to the budget were provided to D. McNair for consideration. A revised proposal will be brought forward to an upcoming ACET meeting for approval (date to be determined). 3.4 <a href="#">ERM Policy AD 20</a> : Approved with an amendment to the order of definitions. 3.5 <a href="#">2016/2017 ACET Schedule</a> : Approved as amended.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 11, 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="#">Vacancy List</a> (C. Frederick) 4.2 <a href="#">I/O Positions Review</a> (C. Frederick) 4.3 <a href="#">Autism Spectrum Disorder Project Renewed for 4<sup>th</sup> year</a> (L. Stanbra) 4.4 <a href="#">May and June Key Events</a> (S. Anderson) 4.5 <a href="#">Talent Management Update</a> (C. Frederick)	
<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="#">Vacancy List</a> : This item was received as submitted. 4.2 <a href="#">I/O Positions Review</a> : This item was received as submitted. 4.3 <a href="#">Autism Spectrum Disorder (ASD) Project Renewed for 4<sup>th</sup> year</a> : Questions arose in reference to the positions associated with the (ASD) project; clarification was provided. 4.4 <a href="#">May and June Key Events</a> : This item was received as submitted. 4.5 <a href="#">Talent Management Update</a> : C. Brulé provided comments for consideration. It was noted that this item should have been placed in the consent agenda as approval was requested. As there were no objections, this item was approved		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 11, 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>	May 11, 2016	Agenda Item Number (For office use only)	6
<b>Topic</b>	AC Leadership Team Retreat Agenda		
<b>Requested By (ACET member)</b>	C. Jensen, President	<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> <i>(name and title)</i>	S. DiMarco, Exec. Admin. to the President and Board of Governors		
<b>Attachments</b> <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	06.0 May 11 ACET Transmittal ACLT May Retreat draft agenda review 06.1 Draft Retreat Agenda May 26, 27, 2016 06.2 Lean and Continuous Process Improvement (2016-05-11)	
<b>Recommendation</b> <i>(please provide ACET your recommendation requiring approval)</i>	<b>THAT</b> the Algonquin College Executive Team reviews the agenda for the AC Leadership Team Retreat and provides feedback on the agenda items and read-ahead materials.		
<b>ACET Decision</b>	<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 _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACLT June 23</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b> <i>(completed during ACET meeting)</i>	C. Jensen provided the Executive Team with an overview of the May 26 ACLT Retreat agenda, the purpose of the meeting and the proposed outcomes. Comments and feedback followed, including a suggestion to have an external consultant from Value Capture meet with the Executive Team for one day at ACET's next Retreat. Discussion highlights included alignment with the Strategic Plan, "client" definitions, timelines (i.e. over two years rather than a few months), and an Algonquin Lean Certification Program. Amendments will be made as discussed. This item will be brought back to the June 23 ACLT meeting where an exercise will be incorporated for the ACLT members.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 11, 2016	<b>Agenda Item Number (For office use only)</b>	7
<b>Topic</b>	Key Performance Indicator (KPI) Report		
<b>Requested By (ACET member)</b>	C. Brulé, SVP, Academic	<b>Time Allotted</b>	25 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>	M. Leduc, Exec. Dir., Academic Operations and Planning		
<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	07.0 KPI Report - ACET Transmittal and Exec Summary - May 11 2016 (FINAL) 07.1 KPI Results 2015 - ACET May 11 2016 (FINAL)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team accepts this report for information.		
<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>	C. Brulé provided a high level summary of Algonquin's Key Performance Indicator (KPI) results as issued in April 2016. Questions and clarification followed. It was suggested that future reports include five or ten year trends for comparison purposes.		

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<b>Date of Meeting</b>	May 11, 2016	<b>Agenda Item Number (For office use only)</b>	8
<b>Topic</b>	Enrolment update for Spring 2016, Admissions update for Fall 2016		
<b>Requested By (ACET member)</b>	C. Brulé, SVP, Academic L. Stanbra, VP Student Services	<b>Time Allotted</b>	25 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>	M. Leduc, Exec. Dir., Academic Operations and Planning K. Pearson, Registrar		
<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	08.0 ACET May 11 2016 Enrolment Update v2 08.1 Appendix 1 - Enrolment Update Report - May 11 2016	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team accepts this report for information.		
<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 checked="" type="checkbox"/> Report Back By <u>L. Stanbra</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	K. Pearson provided the Algonquin College Executive Team with enrolment information for the Spring 2016 term as well as an Admissions & Recruitment update for the Fall 2016 term. Discussion highlights included forecasting models, historical trends, targets and areas of concern. K. Pearson will review incentive options to redirect prospective wait list students to Perth programs and then advise the Executive Team.		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 11, 2016	<b>Agenda Item Number (For office use only)</b>	9
<b>Topic</b>	College Quality Assurance Audit Process (CQAAP) June 6 & 7, 2016 Site Visit Participation Briefing		
<b>Requested By (ACET member)</b>	C. Brulé, SVP, 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>	J. Aubut, Dean, Academic Development W. Allan, Program Quality Assurance Administrator		
<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	09.0 CQAAP Briefing - May 11 2016 09.1 CQAAP-Standards_April-22_2016 09.2 CQAAPExecSummary20160511 09.3 AA38	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team receives the CQAAP June 6 &amp; 7, 2016 Site Visit participation briefing and subsequently review the preparatory information provided.</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 received the briefing report as presented/submitted. Clarification and questions followed. Presentation highlights included a review of the submission documents, specifically the self-study and areas of strengths / opportunity. ACET will be advised once the document share has been established.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 11, 2016	<small>Agenda Item Number (For office use only)</small>	10
<b>Topic</b>	Health Professionals Education Network (HPEN) Discussion		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP, International and Strategic Priorities	<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</b> <small>(name and title)</small>	D. Wotherspoon, VP, International and Strategic Priorities		
<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	10.1 HPEN email 10.2 HPEN_Kick-Off_Meeting May 25 2016	
<b>Recommendation</b> <small>(please provide ACET your recommendation requiring approval)</small>	<b>THAT</b> the Algonquin College Executive Team discuss the HPEN conference and Algonquin College representation.		
<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>	D. Wotherspoon provided the Executive Team with a briefing as to the purpose of the May 25 <sup>th</sup> HPEN conference. D. Wotherspoon will attend as the College's representative, planning around the Board of Governors presentations that are scheduled at the May 25 ACET meeting.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 11, 2016	<small>Agenda Item Number (For office use only)</small>	11
<b>Topic</b>	MPP Yasir Naqvi		
<b>Requested By (ACET member)</b>	C. Jensen, President	<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</b> <small>(name and title)</small>	C. Jensen, President		
<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>	<p><b>THAT</b> the Algonquin College Executive Team discuss how the College might be able to assist/collaborate with MPP Naqvi, specifically in terms of our Victimology program.</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</b> <small>(completed during ACET meeting)</small>	C. Brulé volunteered to contact MP Naqvi and discuss.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 11, 2016	<small>Agenda Item Number (For office use only)</small>	12
<b>Topic</b>	Business Plan Template		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP International and Strategic Priorities	<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</b> <small>(name and title)</small>	D. Wotherspoon, VP International and Strategic Priorities		
<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	12.1 2017-18 Business Plan Template 160510	
<b>Recommendation</b> <small>(please provide ACET your recommendation requiring approval)</small>	<b>THAT</b> the Algonquin College Executive Team review and accept a newly proposed Business Plan template.		
<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>	D. Wotherspoon shared a revised 2017/2018 Business Plan Template with the Executive Team. Members were advised that their teams can start inputting information and should be prepared to provide high level ideas at the ACLT Retreat.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 11, 2016	<b>Agenda Item Number (For office use only)</b>	13
<b>Topic</b>	Strat Plan Update		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP International and Strategic Priorities	<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>	D. Wotherspoon, VP International and Strategic Priorities		
<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 Algonquin_College_Second_Draft_Strategic_Plan_160510v2	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team review the Strategic Plan Second Draft for information and provide feedback as required.</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 checked="" type="checkbox"/> Deferred to <u>May 26 ACLT Retreat</u> (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 members were asked to review the revised draft document and provide comments and feedback to D. Wotherspoon as soon as possible. A meeting to review the documents with the Board of Governors has been scheduled for May 25 (meeting package will be forwarded to Board members on Friday, May 20<sup>th</sup>). A final version of the 2017-2022 Strategic Plan will be presented to the Board of Governors at the June 13 meeting for their approval. This item will be brought forward to the May 26 ACLT Retreat for discussion regarding alignment with the 2017/2018 Business Plan.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 11, 2016	<b>Agenda Item Number</b> <small>(For office use only)</small>	14
<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>	Various ACET Members		
<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.		