

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 25, 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>	<b>THAT</b> the Algonquin College Executive Team review and revise the agenda as discussed.		
<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>	No items added or discussed.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 25, 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>	<p><b>THAT</b> the Algonquin College Executive Team review and revise the ACET Agenda Planner.</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>ACET member reviewed and revised the upcoming agenda planner as discussed.</p>		

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<b>Date of Meeting</b>	May 25, 2016	<small>Agenda Item Number (For office use only)</small>	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>	T. McDougall, EA to the President D. McNair, VP Finance and Administration		
<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 <a href="#">Draft May 11 ACET Meeting Minutes</a> (T. McDougall) 3.2 <a href="#">Directive Review: AD21 – Whistle Blowing</a> (D. McNair)	
<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 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 type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u> D. McNair </u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	3.1 <a href="#">Draft May 11 ACET Meeting Minutes</a> : This item was approved as submitted. 3.2 <a href="#">Directive Review: AD21 – Whistle Blowing</a> : This item was removed for discussion. D. McNair will confirm best practice for reporting with C. Bonang and advise ACET.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 25, 2016	<b>Agenda Item Number (For office use only)</b>	4
<b>Topic</b>	Information Only Agenda Items		
<b>Requested By (ACET member)</b>	Not applicable	<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>	Not applicable		
<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	No information items were brought forward at this time.	
<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 _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	No information items were brought forward at this time.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 25, 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 25, 2016	Agenda Item Number (For office use only)	6
<b>Topic</b>	Numbered Company Meeting		
<b>Requested By (ACET member)</b>	Not Applicable	<b>Time Allotted</b>	20 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>	D. McNair, VP Finance and Administration C. Dempsey, Director Finance		
<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 01.0 Agenda 2364193 Ontario Director's Mtg May 25, 2016 06.0 03.0 Draft Minutes 2364193 Ontario Inc. May 15, 2015 06.0 05.1 Reappointment of Officers and Directors 06.0 05.2.0 Transmittal - Approval of Audited FS March 31, 2016 06.0 05.2.1 Appendix A - Resolution of Directors_FS 06.0 05.2.2 Appendix B - Resolution of Shareholder_FS 06.0 05.2.3 Appendix C Audited FS for 2364193 Ontario Inc 06.0 05.3.0 Transmittal - Appointment of the Auditors for 2016-2017 06.0 05.3.1 Appendix A - Appointment of Auditors 06.0 05.4 Transmittal - Approval of the Budget for 2016-2017 06.0 05.4.1 Appendix A - 2364193 ont Ltd - pro-forma budget 2016-17	
<b>Recommendation</b> <i>(please provide ACET your recommendation requiring approval)</i>	<b>THAT</b> the Directors of Algonquin's Numbered Company (2364193) meet to review Annual General Meeting (AGM) documents.		
<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> <i>(completed during ACET meeting)</i>	Directors of Algonquin College's Numbered Company (2364193) reviewed and discussed information as submitted. S. DiMarco took official minutes and will note that Algonquin is to inform MTCU about the deficit budget.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 25, 2016	<b>Agenda Item Number (For office use only)</b>	7
<b>Topic</b>	Information Security Risk Management		
<b>Requested By (ACET member)</b>	M. Fares, VP DTI	<b>Time Allotted</b>	20 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. Delmage, CISSP, Sr. Manager, Information Security and Data Privacy		
<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_Information Security_May 25, 2016 07.1 Information Security Risk Management Report_May 2016 (FINAL) 07.2 Information Security Risk Management Report_25 May 2016 (FINAL)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team review and consider the recommendations made within the provided report.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input 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 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>	After discussing the report and reviewing the recommendations, it was noted that the Executive Team did not approve all recommendations but endorsed those that are budgeted for this year; further costs will be reviewed next year.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 25, 2016	Agenda Item Number (For office use only)	8
<b>Topic</b>	Deputy Minister Fougère Visit		
<b>Requested By (ACET member)</b>	C. Jensen, President	<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</b> <i>(name and title)</i>	C. Jensen, President		
<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:	Verbal discussion only.	
<b>Recommendation</b> <i>(please provide ACET your recommendation requiring approval)</i>	<p><b>THAT</b> the Algonquin College Executive Team temporarily suspend the ACET meeting so that the President has an opportunity to meet privately with Deputy Minister Marie-Lison Fougère. The entire Executive Team will attend an event for the launch of Algonquin’s Smart Apartment following the private meeting.</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> <i>(completed during ACET meeting)</i>	<p>The Executive Team temporarily suspended the ACET meeting to allow for a private meeting between President Jensen and Deputy Minister Marie-Lison Fougère. The private meeting was followed by a launch for Algonquin’s Smart Apartment, in which the entire Executive Team attended.</p>		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 25, 2016	<b>Agenda Item Number (For office use only)</b>	9
<b>Topic</b>	June 13, 2016 Board of Governors presentations		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	3 hours
<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>	S. DiMarco, Exec. Admin. to the President and Board of Governors		
<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	9.1 Celebrating Success – Entrepreneurship Award, Vet Tech Program (C. Brulé) 9.2 Algonquin College Strategic Plan 2017-2022 (D. Wotherspoon) 9.3 International Update (BOG transmittal & presentation) (D. Wotherspoon) 9.4 Healthy Living Education Update (BOG transmittal & verbal update) (C. Brulé) 9.5 Enterprise Resource Planning -Project Fusion (BoG transmittal & presentation) (M. Fares/J. Bryan) 9.6 4 <sup>th</sup> Quarter 2015/16 Financial Report & Draft Audited Financial Statements (Contingency Report for ACET only) (D. McNair) 9.7 Major Capital Infrastructure and Facilities Projects (BOG transmittal & presentation) (D. McNair) 9.8 2015/2016 Annual Report & Progress Against Strategic Plan(BOG transmittal & presentation) (ACET/S. Anderson)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team review the transmittals and the presentations that will be made to the Board at the June 13, 2016 meeting.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input 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 June 01</u> (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 reviewed presentations that will be made to the Board of Governors at the June 13, 2016 meeting. Presentations will be amended as discussed. Note, the Student’s Celebration presentation will be reviewed at the June 01 ACET Strategy Session. Also of note, SIF Updates will be brought forward to each ACET meeting as a standing item for review/discussion.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 25, 2016	<small>Agenda Item Number (For office use only)</small>	10
<b>Topic</b>	Board reports for the June 13, 2016 Board of Governors meeting		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	3 hours
<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. DiMarco, Exec. Admin. to the President and Board of Governors		
<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 4 <sup>th</sup> Quarter 2015/2016 Business Plan Update (BOG Consent item) (S. DiMarco) 10.2 BOG Summer Key Messages (S. Anderson) 10.3 Project Fusion Benefits Measurement Framework (M. Fares) 10.4 Capital Projects Summary (D. McNair) 10.5 4 <sup>th</sup> Quarter 2015/16 Enterprise Risk Management Report (D. McNair) 10.6 Freedom of Information Annual Report (D. McNair) 10.7 Management Summary Report to the BOG (S. DiMarco)	
<b>Recommendation</b> <small>(please provide ACET your recommendation requiring approval)</small>	<b>THAT</b> the Algonquin College Executive Team review the transmittals and the presentations that will be made to the Board at the June 13, 2016 meeting.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input 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 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 was asked to review reports online and share comments and amendments on the ACET SharePoint site. S. DiMarco will review and amend as appropriate.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 25, 2016	<small>Agenda Item Number (For office use only)</small>	11
<b>Topic</b>	AC Leadership Team Draft Agenda for June 23, 2016		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	15 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. DiMarco, Exec. Admin. to the President and Board of Governors		
<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 Transmittal ACLT draft agenda June 23, 2016 11.1 ACLT Agenda June 23, 2016 (v1)	
<b>Recommendation</b> <small>(please provide ACET your recommendation requiring approval)</small>	<b>THAT</b> the Algonquin College Executive Team review the draft agenda for the AC Leadership Team meeting on June 23, 2016.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input 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 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 reviewed the June 23, 2016 draft agenda for the ACLT meeting. Once discussions have occurred at the ACLT Retreat (May 26-27), a revised agenda incorporating amendments and suggestions will be distributed to ACLT members for their planning purposes.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	May 25, 2016	<b>Agenda Item Number (For office use only)</b>	11
<b>Topic</b>	June 14 All Admin Meeting Agenda		
<b>Requested By (ACET member)</b>	C. Jensen, President	<b>Time Allotted</b>	15 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>	T. McDougall, EA to the President		
<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 discuss draft agenda for June 14, 2016 all Admin Meeting.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input 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 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 discussed agenda items for the June 14, 2016 All Admin Meeting. T. McDougall will forward an update to those attending the meeting.		