

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 17, 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)	THAT the Algonquin College Executive Team (ACET) review and revise the agenda as discussed.		
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"/> Deferred to <u>ACET Aug 24, ACET Aug 31</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>C. Brulé, S. Anderson</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The agenda was revised with the following additions:</p> <ul style="list-style-type: none"> • <u>Laurent Isabelle Award</u>: C. Brulé will strategize the presentation of this award and provide a recommendation to ACET. • <u>College Technology Committee (CTC) Chair</u>: Discussion occurred regarding a proposed new Chair for CTC. As Executive Sponsor, Claude will approach the suggested successor and discuss. This item will be recalled to the August 31 ACET meeting. Governance for The College Space and Innovation Committee (CSIC) was also discussed. • <u>Faculty Level Marketing Officers (FLMOs)</u>: Discussion occurred regarding the FLMO reporting structure (and the associated communication plan), consistency between campuses (Perth, Pembroke and Ottawa), and aligning the associated positions and budgets within the Communication office. • <u>September 09 HLE Breakfast</u>: This item will be reviewed/discussed at the August 24 ACET meeting. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 17, 2016	Agenda Item Number (For office use only)	2
Topic	Upcoming ACET Agenda Items		
Requested By (ACET member)	Various ACET members	Time Allotted	10 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (name and title)	Various ACET members		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Verbal discussion only.	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) review and revise the ACET Agenda Planner.</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>ACET member reviewed and revised the upcoming agenda planner as discussed.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 17, 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 <i>(name and title)</i>	T. McDougall, EA to the President L. Stanbra, VP Student Services		
Attachments <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	3.1 June 29 ACET Minutes (T. McDougall) 3.2 Access Copyright (L. Stanbra) 3.3 Policy SA03 Student Complaints (L. Stanbra)	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	THAT the Algonquin College Executive Team (ACET) approve the Consent Agenda item(s).		
ACET Decision	<input type="checkbox"/> Received for Information <input checked="" 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 <i>(completed during ACET meeting)</i>	3.1 June 29 ACET Minutes (T. McDougall): This item was approved with minor edits. 3.2 Access Copyright (L. Stanbra): This item was approved as submitted. 3.3 Policy SA03 Student Complaints (L. Stanbra): This item was approved with suggested edits.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 17, 2016	Agenda Item Number (For office use only)	4
Topic	Information Only Agenda Items		
Requested By (ACET member)	Not applicable	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)	Not applicable		
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 June 14 All Admin Survey Summary (T. McDougall) 4.2 Insurance Summary (D. McNair) 4.3 President's Visit to Akwesasne Community (R. McLester) 4.4 Postsecondary Institutions Strategic Investment Fund Proposal (D. McNair) (<i>deferred from June 29</i>)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) 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 checked="" type="checkbox"/> Referred to <u>S. Anderson</u> (Group or Person) <input type="checkbox"/> Deferred _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	4.1 June 14 All Admin Survey Summary (T. McDougall): This item was received as submitted. Discussion followed regarding the need to develop a broad based congratulatory/recognition system. 4.2 Insurance Summary (D. McNair): This item was received as submitted. 4.3 President's Visit to Akwesasne Community (R. McLester): This item was received as submitted. Clarification was provided in terms of data collection and privacy laws. Discussion included a need to promote our current practices and reassure the community what the College is doing with the data. 4.4 Postsecondary Institutions Strategic Investment Fund Proposal (D. McNair) (<i>deferred from June 29</i>): This item was received as submitted. Clarification was provided regarding announcements in New Brunswick and British Columbia. S. Anderson will reach out to Minister Baines.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 17, 2016	Agenda Item Number (For office use only)	5
Topic	Business Arising		
Requested By (ACET member)	Not Applicable	Time Allotted	5 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	Not Applicable		
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	Not Applicable	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	Not Applicable.		
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>	This item was not discussed as there were no "Business Arising" items brought forward.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 17, 2016	Agenda Item Number (For office use only)	6
Topic	Fall 2016 Enrolment Update		
Requested By (ACET member)	Claude Brulé, Senior Vice President, Academic Laura Stanbra, Vice President Student Services	Time Allotted	25 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)	M. Leduc, Executive Director, Academic Operations and Planning K. Pearson, Registrar		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	06.0 ACET 17 August 2016 Enrolment Update Final 06.1 ACET 17 August 2016 Fall 2016 Enrolment Update attachment 06.1 Updated for Aug 12 data V2 - ACET 17 August 2016 Fall 2016 Enrolment Update attachment	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) accepts this report as information.		
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 (completed during ACET meeting)	ACET members were provided with an enrolment report based on information updates from August 12, including current status, steps/actions taken to date, forecasted results and impact. Strategy for intervention and retention will be discussed at the next Strategic Enrolment Management (SEM) meeting. Aboriginal enrolment was identified as an area for future discussion/focus.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 17, 2016	Agenda Item Number (For office use only)	7
Topic	Student Orientation Preview/Final Update		
Requested By (PC member)	Laura Stanbra, VP Student Services	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. Styles, Director, Student Support Services M. Tait-Eburne, Manager, Student Engagement, Student Support Services L. Crane, Coordinator, Program Orientation S. Heron, Manager of Student Persistence, Academic Operations and Planning		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	07.0 ACET transmittal AC Day 1 Aug 15 2016 REVISEDaug15 07.1 Orientation Update Aug 12 P06M 07.2 ACET - Engagement Pointsv2- Aug 15 07.3 AC Day 1 Map Draft1	
Recommendation (please provide PC your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) accepts this information as submitted.		
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)	Members of ACET were provided with an overview of activities proposed for AC Day 1. Scheduling of student's timetables to accommodate AC Day 1 (as well as future statutory holidays) has not yet been resolved, but has been identified as an area of concern and will be closely observed. A message has been posted to ACSIS, indicating classes are suspended for AC Day 1, to allow students, faculty and staff to participate in the day's programming, events and activities. ACET members will participate in AC Day1 activities by greeting students at the Student Commons/ACCE Welcome Stations.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 17, 2016	Agenda Item Number (For office use only)	8
Topic	Board of Governor's Investment Framework - DRAFT		
Requested By (ACET member)	D. McNair, VP, Finance & Admin.	Time Allotted	
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	P. Gardner, Senior Finance Manager, Special Projects		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	08.0 ACET Transmittal - BOG Investment Framework - Draft 17aug2016 08.1 BOG Investment Framework.v28	
Recommendation (please provide PC your recommendation requiring approval)	<p style="text-align: center;">THAT the Algonquin College Executive Team (ACET) review the draft Framework for Business Case Development for Significant Strategic Investments.</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 checked="" type="checkbox"/> Referred to <u>J. Brockbank</u> (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 ACET meeting)	<p>ACET members provided feedback on a draft framework for business case development in support of significant (greater than \$1 million) strategic investments. Suggested edits have been forwarded for review and consideration. J. Brockbank will be asked to preview the proposed framework and provide feedback before presenting to the Audit and Risk Management (ARM) Committee (they will determine if the framework could be presented to the full Board). HLE was identified as a project in which this framework could be applied.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 17, 2016	Agenda Item Number (For office use only)	9
Topic	Project Fusion: Delegation of Authority		
Requested By (ACET member)	C. Frederick, VP HR	Time Allotted	
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	C. Frederick, VP Human Resources D. McNair, VP Finance and Administration M. Fares, VP Digital Technologies and Innovation		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	09.0 ACET Transmittal_Finance and Human Resources Delegation of Authority_August 16v2 09.1 Delegation of Authority Policy DraftV2 09.2.0 Finance Delegation of Authority Appendix-ACET Aug17 v2 09.2.2 HR Delegation of Authority Matrix__July 6	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) provide direction and approval of a Delegation of Authority Matrix in order to ensure all business processes are configured and routed effectively in Workday.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>C. Jensen</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	Members of ACET reviewed the delegation of authority matrix (minimum authority required for approval) and discussed proposed changes. Edits were provided as discussed. C. Jensen will advise as to her involvement and level of approval for travel authorizations outside of Canada. Discussion also included a suggestion to develop a policy for relocation allowances, as well as including the matrices in the current corporate policy.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 17, 2016	Agenda Item Number (For office use only)	10
Topic	2016-2017 Business Plan Review		
Requested By (ACET member)	ACET	Time Allotted	30 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	D. Wotherspoon, VP International and Strategic Priorities		
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	10.1 Business Plan Template 160805 Blank	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) review a new proposed 2016-2017 Departmental Business Plan template and provide comments/feedback.		
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 (completed during ACET meeting)	Members of ACET received this information as discussed. This template will be introduced to departmental teams in the coming weeks.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 17, 2016	Agenda Item Number (For office use only)	11
Topic	Board of Governors Orientation Presentations		
Requested By (ACET member)	C. Jensen, President	Time Allotted	105 minutes
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	AC Executive Team		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	11.1 Connecting with our Community (Pembroke and Perth campuses) 11.2 Academic 11.3 Student Services 11.4 International 11.5 Finance and Administration 11.6 Digital Technologies and Innovation 11.7 Human Resources 11.8 Communications 11.9 Key Partners & Stakeholders (Foundation and Students' Association)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) reviews and approves the New Governor Orientation presentations, in preparation for the session on August 25, 2016.		
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)	Feedback and comments on the Board Orientation presentations were provided; suggested edits will be incorporated. Finalized slide decks are to be forwarded to the Board office by Friday, August 19.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 17, 2016	Agenda Item Number (For office use only)	12
Topic	Partnership/Capital Proposal submissions		
Requested By (ACET member)	ACET	Time Allotted	10 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	Various ACET members		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	12.0 Proposal Submissions for Partnership and Capital Projects	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) discuss possible submissions for the Partnership/Capital Proposal.</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>Executive Team members agreed that the only submission Algonquin will pursue will be through our Perth campus (i.e. partnering with the Town of Perth and using the funds for the oldest house in Perth).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 17, 2016	Agenda Item Number (For office use only)	13
Topic	IELC/IIE – SIF project		
Requested By (ACET member)	ACET	Time Allotted	
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	Various ACET members		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	Verbal discussion only.	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) be provided with an update as on the status of the SIF project.</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 checked="" type="checkbox"/> Referred to <u>L. Stanbra and R. McLester</u> (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>ACET members reviewed items that will be discussed at the next IELC steering committee meeting, as well as the current understanding and need for consultation of the aboriginal portion of the project. L. Stanbra and R. McLester will discuss with T. Schonewille.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 17, 2016	Agenda Item Number (For office use only)	14
Topic	Innovation Fund		
Requested By (ACET member)	ACET	Time Allotted	30 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	Various ACET members		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	Verbal discussion only.	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) review the status of the Innovation Fund and next steps.</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 checked="" type="checkbox"/> Deferred to <u>ACET Aug 24</u> _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>Members of the Executive Team discussed the current state of the Innovation Fund (website is active), the history behind it, its purpose and next steps. M. Fares was designated as the Executive Sponsor. This item will be recalled to the August 24th ACET meeting for further discussion.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	August 17, 2016	Agenda Item Number (For office use only)	15
Topic	Healthy Living Education (HLE)		
Requested By (ACET member)	C. Jensen, President	Time Allotted	10 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	C. Brulé, SVP Academic		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	Verbal discussion only.	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) be provided with a status update on the HLE initiative and review what will be presented to the Board of Governors in September.</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 checked="" type="checkbox"/> Deferred to <u>ACET Aug 24</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>C. Brulé</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>An update (i.e. business case, prospectus, communication plan and overall slide deck) will be provided to the President at a separate meeting. This item will be recalled to the August 24 ACET meeting.</p>		