

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 31, 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 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 _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>The following items were added to the agenda:</p> <ul style="list-style-type: none"> <li>• <u>Addition of an Honorary Degree to the Fall Convocation</u>: The ACET Team was briefed on a suggestion to bestow a Faculty of Health Public Safety and Community Studies Honorary Degree at the 2016 Fall Convocation. C. Brulé will follow up with M. Cusson to confirm viability.</li> <li>• <u>People Plan Advisory Team</u>: ACET was provided a status update and advised that a request will be forwarded, asking for suggestions of names to form a working group. Union partners will also be approached.</li> </ul>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 31, 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 members reviewed and revised the upcoming agenda planner as discussed.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 31, 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>	T. McDougall, EA to the President S. DiMarco, Admin. to the President and Board of Governors		
<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="#">August 17 ACET Minutes</a> (T. McDougall) 3.2 <a href="#">August 24 ACET Minutes</a> (T. McDougall) 3.3 <a href="#">ACLT Draft Agenda for September 15, 2016</a> (S. DiMarco)	
<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 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> <b>(completed during ACET meeting)</b>	3.1 <a href="#">August 17 ACET Minutes</a> : Approved as submitted. 3.2 <a href="#">August 24 ACET Minutes</a> : Approved as submitted. 3.3 <a href="#">ACLT Draft Agenda for September 15, 2016</a> : Approved as amended.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 31, 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	4.1 <a href="#">Alumni Wall of Honour and Walkway</a> (L. Stanbra) 4.2 <a href="#">SIS-RFI Steering Committee Report #2</a> (L. Stanbra, M. Fares) 4.3 <a href="#">Live Laugh Learn 2016 (Feedback from Open Session)</a> (C. Frederick) 4.4 <a href="#">BoG Draft Agenda for October 11, 2016</a> (S. DiMarco) 4.5 <a href="#">Research Ethics Board Annual Update</a> (C. Brulé) 4.6 <a href="#">Entrepreneurship Working Group Update: Ignite AC Innovation and Entrepreneurship Centre</a> (M. Fares)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team receive the information items as submitted.		
<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 checked="" type="checkbox"/> Referred to <u>4.1 S. Anderson</u> (Group or Person) <input 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>	4.1 <a href="#">Alumni Wall of Honour and Walkway</a> : Discussion included the use of digital technology rather than traditional displays. S. Anderson and A. Desjardins will meet to discuss. 4.2 <a href="#">SIS-RFI Steering Committee Report #2</a> : Feedback was provided; decision deadlines should be included. 4.3 <a href="#">Live Laugh Learn 2016 (Feedback from Open Session)</a> : Information received as submitted. 4.4 <a href="#">BoG Draft Agenda for October 11, 2016</a> : Information received and amended as discussed. 4.5 <a href="#">Research Ethics Board Annual Update</a> : Information received as submitted. 4.6 <a href="#">Entrepreneurship Working Group Update: Ignite AC Innovation and Entrepreneurship Centre</a> : Information received as submitted.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 31, 2016	Agenda Item Number (For office use only)	5
<b>Topic</b>	Business Arising		
<b>Requested By (ACET member)</b>	C. Jensen, President C. Brulé, SVP Academic	<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>	L. Stanbra, VP Student Services S. Anderson, ED Communications, Marketing and External Relations		
<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	Verbal discussion only: 5.1 <a href="#">SA Priorities/Executive Sponsors</a> (L. Stanbra) 5.2 <a href="#">Nipissing University MOU</a> (S. Anderson)	
<b>Recommendation</b> <i>(please provide ACET your recommendation requiring approval)</i>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) be provided with:</p> <ul style="list-style-type: none"> <li>• an update on the proposed list of Executive Sponsors for the 2016-17 SA Priorities, as well as,</li> <li>• a briefing on the proposed agenda for the MOU signing with Nipissing University on September 09, 2016.</li> </ul>		
<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>	ACET members accepted updates as discussed.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 31, 2016	<b>Agenda Item Number (For office use only)</b>	6
<b>Topic</b>	Kaleidoscope Conference		
<b>Requested By (ACET member)</b>	C. Frederick, VP Human Resources	<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 checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	R. Volk, Manager Center for Organizational Learning & A. Kalil , Manager, Recruitment, Marketing and College Enrollment		
<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	06.0 ACET Template Transmittal and Exec Summary Template_Kaleidoscope 2016_Aug 31 2016_FINALv2 06.1 2016 Kaleidoscope Program-at-a-glance-FINAL 06.2 Kaleidoscope 2016 Overall Feedback Report.docx	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET): <ul style="list-style-type: none"> <li>• Receive the feedback for the 2016 Kaleidoscope Conference program as presented</li> <li>• Endorse the Kaleidoscope Conference for May 15-17, 2017 with the theme to align with the College's strategic direction.</li> </ul>		
<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 checked="" type="checkbox"/> Report Back By <u>C. Frederick</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	ACET members received the report as discussed. Discussion included ACET and ACLT attendance, the overall focus/purpose of the event, strategic placement of sessions, and overall feedback. In principle, the recommendation to align the 2017 Kaleidoscope Conference theme with the College's Strategic direction is approved, however, this item will be recalled to ACET at a later date to present a theme recommendation (date to be determined).		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	2016-08-31	<b>Agenda Item Number (For office use only)</b>	7
<b>Topic</b>	Lean Implementation and training		
<b>Requested By (ACET member)</b>	M. Fares, VP Digital Technologies and Innovation	<b>Time Allotted</b>	45 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	C. Doyle, Manager, Business Process Review		
<b>Attachments (as read-ahead material)</b>	<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 - Lean and Continuous Improvement (2016-08-31) 07.1 Lean and Continuous Improvement (2016-08-31)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) support the recommended Lean training and continuous improvement strategy by participating with their teams in the Lean training and implementation roll-out.</p>		
<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 Date TBD</u> (Date) <input type="checkbox"/> Report Back By <u>M. Fares, S. Anderson</u> ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>ACET members were provided with an update on the continuous improvement / lean training strategy for 2016/2017. Discussion highlights included a variety of areas such as: training alignment with the Executive Team, clear initiatives and metrics for the Business Plan, mandatory versus voluntary participation, modelling the training framework similar to the Labor Relations training, benchmarks in terms of a successful end state, and training dates. S. Anderson will assist in creating a communications rollout plan (to be reviewed at a future ACET meeting).</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 31, 2016	<b>Agenda Item Number (For office use only)</b>	8
<b>Topic</b>	Revised Q1 Grievance Activity Report		
<b>Requested By (ACET member)</b>	C. Frederick, VP HR	<b>Time Allotted</b>	30 minutes
<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. McCutcheon, Director Labour Relations K. Root, Labour Relations Specialist		
<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	08.0 ACET Transmittal and Exec Summary August 31 2016 08.1 Grievance Activity Report 16-17 Q1 Revised 08.2 Grievance Subject Definitions	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review the information provided within the grievance activity report and provide feedback on the content and format of the report. (Item 1)</p> <p>That ACET approve the grievance activity report for presentation and discussion at the Algonquin College Leadership Team meeting (ACLT). (Item 2)</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 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 report was received as discussed. Suggestions were provided for edits/revisions. This item was approved for information at ACLT.		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 31, 2016	<b>Agenda Item Number (For office use only)</b>	9
<b>Topic</b>	Fall 2016 Enrolment Update		
<b>Requested By (ACET member)</b>	C. Brulé, SVP, Academic 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>	M. Leduc, Executive Director, 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	09.1 ACET 31 August 2016 Enrolment Update Final	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) accept this report as information.		
<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 checked="" type="checkbox"/> Referred to <u>S. Anderson</u> (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	Executive Team members received the report as presented. S. Anderson will collaborate with M. Leduc to revise the report and create a dashboard that includes marketing efforts.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 31, 2016	<b>Agenda Item Number (For office use only)</b>	10
<b>Topic</b>	Technology Projects and Business Automation		
<b>Requested By (ACET member)</b>	M. Fares, VP Digital Tech. & Innovation	<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>	M. Gawargy, Director Information Technology Services (ITS) S. Preiss, Manager Information Technology (IT) Development: Student and Faculty Applications & Enterprise Business Applications		
<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	10.0 ACET Transmittal - Technology Projects and Business Automation (2016-08-31) 10.1 Technology Projects and Business Automation (2016-08-31)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) accept this report, and endorse the approach proposed (in the referenced material) to review further details individually with each ACET member and their leadership team.</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 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>	ACET members accepted and endorsed the report as submitted.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 31, 2016	<b>Agenda Item Number (For office use only)</b>	11
<b>Topic</b>	High Priority Sponsorship and Recommendations		
<b>Requested By (ACET member)</b>	M. Fares, VP Digital Technologies and Innovation	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	M. Fares, VP Digital Technologies and Innovation (for Joe Ranieri)		
<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	11.0 ACET Transmittal - High Priority Sponsorships and Recommendations (2016-08-31) 11.1 High Priority Sponsorships and Recommendations (2016-08-31)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) identify event leads for high priority known sponsorships.</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 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 members reviewed the list of high priority sponsorships and provided recommendations; C. Jensen will be the lead on Sponsorships and Partnerships for the next academic year. ACET members will forward proposed names of individuals they feel should be included in a weekly Sponsorship/Partnership meeting/huddle.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 31, 2016	<b>Agenda Item Number (For office use only)</b>	12
<b>Topic</b>	Sept 22-23 ACET Retreat Agenda		
<b>Requested By (ACET member)</b>	ACET	<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	12.1 DRAFT RETREAT Agenda 16-ACET-XXX September 22 and 23 2016	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) review and discuss the proposed September 22-23 ACET Retreat agenda.</p>		
<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 September 22-23 ACET Retreat agenda will be revised and reposted.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 31, 2016	<b>Agenda Item Number (For office use only)</b>	13
<b>Topic</b>	Business Plan & Budget discussion at ACET		
<b>Requested By (ACET member)</b>	D. Wotherspoon	<b>Time Allotted</b>	15 min
<b>ACET Action Requested</b>	<input 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 Priorities		
<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		
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) discuss the status of the 2017/2018 Business Plan and Budget.		
<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 (completed during ACET meeting)</b>	This item was deferred.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 31, 2016	<b>Agenda Item Number (For office use only)</b>	14
<b>Topic</b>	President's Breakfast Debrief		
<b>Requested By (ACET member)</b>	S. Anderson, ED, Comms, Mktg & Ex. Relations	<b>Time Allotted</b>	10 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>	S. Anderson, Exec. Dir., Communications, Marketing & External Relations		
<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	14.0 ACET Transmittal - President's Breakfast Debrief 14.1 Survey Report - Presidents Breakfast 2016 - As at August 29 14.2 President's Breakfast 2016 - Post event tracking report as at August 29	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receives this 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>	Executive Team members discussed the President's Breakfast event including feedback that was received. This information will be taken under consideration for future planning.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 31, 2016	<b>Agenda Item Number (For office use only)</b>	15
<b>Topic</b>	Review distribution of Executive Sponsors on Committees		
<b>Requested By (ACET member)</b>	M. Fares, VP, Digital Tech. & Innov.	<b>Time Allotted</b>	10 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>	M. Fares, VP, Digital Technology & Innovation		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other:	Verbal discussion only	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) be briefed on the status of Committee Executive Sponsors.</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 Dec 14</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	<p>M. Fares briefed the Executive Team (ACET) on information that has been collected so far. Discussion highlights included: benchmarking, the creation of policies and the use of an alternate or Vice Chair for the College Technology Committee (CTC). Effective immediately, M. Fares will be the Executive Sponsor for CTC. This item will be recalled to the December 14 ACET meeting for further review/discussion.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	August 31, 2016	<b>Agenda Item Number (For office use only)</b>	16
<b>Topic</b>	Innovation Fund		
<b>Requested By (ACET member)</b>	C. Jensen, President	<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 (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 be provided with an update on the status of the Innovation Fund.</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 members were provided with a status update on the reinstatement of the Innovation Fund. Discussion included intake timelines (i.e. year round) and the creation of an annual report at the end of the academic year. M. Fares has been appointed as the Executive Sponsor.</p>		