

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 14, 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 (ACET) 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 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>	Additions to the agenda included: <u>Executive Compensation Update</u> : ACET members debriefed the Executive Compensation discussion that occurred at the Board's "Meeting without Management" (December 12). Clarification was provided regarding the rationale for consultation taking place as of January 02, 2017.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 14, 2016	<b>Agenda Item Number (For office use only)</b>	2
<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>	Various ACET members		
<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	2.1 <a href="#">College Response to Ombudsman's report</a> (L. Stanbra, C. Brulé) 2.2 <a href="#">Policy Review – AD12 – Travel Meals and Hospitality Policy</a> (D. McNair) <i>deferred from Sep 21</i> 2.3 <a href="#">Policy HS11 – Alcohol on Campus</a> (D. McNair) <i>deferred from Nov. 30</i> 2.4 <a href="#">Policy Review AD16 – Payment Card Industry Data Security Standards</a> 2.5 <a href="#">I/O Requests for SIS &amp; Net Tuition Projects</a> (L. Stanbra, M. Fares) 2.6 <a href="#">Draft November 30 ACET Minutes</a> (T. McDougall) 2.7 <a href="#">AA30 Program Suspension</a> (C. Brulé) 2.8 <a href="#">Star Award Transmittals</a> (J. DelDuca)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve Consent Agenda items.		
<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>2.2 ACET 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>	<p>A request was brought forward for College policies in general, specifically that the transmittal should include a list of those who were consulted, and if the policy received Leadership Team endorsement. Additionally, the policy document should exclude format changes in the track changes document, and that the definitions/terms be alphabetized.</p> <p>2.1 <a href="#">College Response to Ombudsman's report</a>: Approved as submitted.</p> <p>2.2 <a href="#">Policy Review – AD12 – Travel Meals and Hospitality Policy</a> (D. McNair): This item was removed and will be recalled to ACET at a later date for approval (date to be determined).</p> <p>2.3 <a href="#">Policy HS11 – Alcohol on Campus</a>: Minor edits have been forwarded for consideration. Approved as submitted.</p> <p>2.4 <a href="#">Policy Review AD16 – Payment Card Industry Data Security Standards</a>: Approved as submitted.</p> <p>2.5 <a href="#">I/O Requests for SIS &amp; Net Tuition Projects</a>: Approved as submitted.</p> <p>2.6 <a href="#">Draft November 30 ACET Minutes</a>: Approved as submitted.</p> <p>2.7 <a href="#">AA30 Program Suspension</a>: Approved as submitted.</p> <p>2.8 <a href="#">Star Award Transmittals</a>: Approved as submitted.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 14, 2016	<b>Agenda Item Number (For office use only)</b>	3
<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	3.1 <del>IELC Update (weekly standing item)</del> (D. McNair/S. Anderson) covered in item #9 3.2 <u>50<sup>th</sup> Anniversary Update</u> (standing item) (S. Anderson) 3.3 <u>All Admin Meeting Summary</u> (T. McDougall)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) 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 type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred _____ (Date) <input checked="" type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	3.1 <del>IELC Update (weekly standing item)</del> : This item was removed. 3.2 <u>50<sup>th</sup> Anniversary Update</u> (standing item): Received as submitted. Clarification was provided regarding New Year's events (i.e. 2017). 3.3 <u>All Admin Meeting Summary</u> : Received as submitted.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 14, 2016	Agenda Item Number (For office use only)	4
<b>Topic</b>	Business Arising		
<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 type="checkbox"/> Information		
<b>Staff Presenting</b> <i>(name and title)</i>	M. Cusson, Dean, Academic Development S. Anderson, Exec. Dir., 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	4.1 Honorary Degree Nominations (M. Cusson) 4.2 CIGan Award Nominations/CIGan Leadership Institute (S. Anderson)	
<b>Recommendation</b> <i>(please provide ACET your recommendation requiring approval)</i>	<b>THAT</b> the Algonquin College Executive Team (ACET) be updated on items recalled to the agenda.		
<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>4.2 Date TBD</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>	<u>4.1 Honorary Degree Nominations:</u> All nominations were approved as submitted. <u>4.2 CIGan Awards Nominations/Leadership Institute Nominations:</u> The proposed list for CIGan Award nominations was removed from the agenda and will be circulated and approved via email. The CIGan Leadership Institute nominees will be recalled to ACET in the new year; C. Frederick will provide some background information to assist with the decision-making process (i.e. who has applied or been selected in the past, who has attended ALEI courses, how participants will be funded etc....). Recall date to be determined.		

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<b>Date of Meeting</b>	December 14, 2016	<b>Agenda Item Number (For office use only)</b>	5
<b>Topic</b>	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	05.0 ACET 14 Dec 2016 Enrolment Update ml edits 05.1 ACET Enrolment Update Dec 14, 2016	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team accepts this report as 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 checked="" type="checkbox"/> Report Back By <u>ACET Jan 11</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	The Executive Team was provided with an update on the status of enrolment for Winter 2017 as at December 09. Discussion highlights included trends, initiatives, fee deferral, and increasing the number of seats set aside for international enrolment (a follow-up discussion will take place at the Strategic Enrolment Management meeting). As this is a standing item, another update will be brought forward to the January 11 ACET meeting.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 14, 2016	Agenda Item Number (For office use only)	6
<b>Topic</b>	Draft 2017-18 Schedule of Fees		
<b>Requested By</b> (ACET member)	L. Stanbra, VP, Student Services	<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> (name and title)	K. Pearson, Registrar B. Eburne, Manager, Curriculum, Fees and Reporting		
<b>Attachments</b> (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	06.0 ACET 14 December 2016 - Proposed 2017-18 Schedule of Fees v7 06.1 ACET 14 December 2016 - Draft Fees Appendices A – H 06.2 ACET 14 December 2016 - Draft Fees Schedules A - F	
<b>Recommendation</b> (please provide ACET your recommendation requiring approval)	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the Draft 2017-18 Schedule of Fees, based on the Fee Assumptions approved on October 5, 2016 in absence of a finalized Tuition Fee Framework, for presentation to the Board of Governors on February 13, 2017.		
<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 Jan 11</u> (Date) <input type="checkbox"/> Report Back By _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b> (completed during ACET meeting)	The Algonquin College Executive Team (ACET) approved the Draft 2017-18 Schedule of Fees as submitted, <u>except</u> for the proposed compulsory program ancillary fee for the Music Industry Arts program – this is still to be determined and will be recalled to the January 16 ACET meeting for further discussion. The remainder of the report was approved for presentation to the Board of Governors on February 13, 2017.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 14, 2016	<b>Agenda Item Number (For office use only)</b>	7
<b>Topic</b>	Third Quarter Strategic Investment Priorities Report		
<b>Requested By (ACET member)</b>	D. McNair, VP Finance and Administration	<b>Time Allotted</b>	30 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>	G. Perry, Associate Director, Finance and Administrative Services C. Janzen, Chair, College Budget Committee		
<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 14Dec2016 ACET Transmittal and Exec Summary Third Quarter SIP Review 07.1 Appendix A Strategic Investment Priorities Capacity 07.2 Appendix B Details of Third Quarter Strategic Investment Priorities Requests	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) accept and approve the third quarter strategic investment priorities projects increases, decreases and requests for funds to be carried forward to 2017/18.		
<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>	The Executive Team approved the recommendations as submitted with a minor change to the I/O Strategic Enrolment Management Committee request (from \$100K to \$40K) with the intent to find internal capacity.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 14, 2016	<b>Agenda Item Number (For office use only)</b>	8
<b>Topic</b>	Sponsorships/Partnerships (Standing Item) - OSEG Presentation		
<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 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 Technologies and Innovation J. Ranieri, Director, Business Development		
<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 OSEG Partnership - Transmittal (2016-12-14) 08.1 ACET OSEG Partnership - Presentation (2016-12-14)	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team (ACET) approve a strategic relationship with Ottawa Sports &amp; Entertainment Group (OSEG) for two (2) years, with an option to renew annually up to a further two (2) years.</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>	The Algonquin College Executive Team (ACET) approved the recommendations as presented.		



## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 14, 2016	<b>Agenda Item Number (For office use only)</b>	9
<b>Topic</b>	IELC Design Update – 30% Design Documents & Costing Update		
<b>Requested By (ACET member)</b>	D. McNair, V.P. Finance and Administration	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	D. McNair, V.P. Finance and Administration T. Schonewille, Director, Physical Resources Sarah Lowe, Architect, Diamond Schmitt Architects		
<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	09.0 ACET Transmittal and Exec Summary IELCIIE 30percent DD 161215 09.1 IELCIIE 30percent Design Development Review 09.2 Exploring New Work Environments	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team: <ul style="list-style-type: none"> <li>a) receive a 30% Design Development and Costing Update on the base building of the IELCIIE project.</li> <li>b) receive for information and comment on the current thinking related to New Work Environments that will be used to finalize work environments for employee teams located in the IELC.</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 (completed during ACET meeting)</b>	The Executive Team approved four development options under review as requested/presented: the use of dynamic glass, addition of exterior cladding, use of glazed openings in the existing stairwell, and extending the elevator to the third floor. Due to time constraints, new work environments was not discussed.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	14 December 2016	<b>Agenda Item Number (For office use only)</b>	10
<b>Topic</b>	College Technologies Committee (CTC) Q3 Update		
<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 checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	K. Pearson, Registrar/Chair, CTC		
<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	10.0 ACET CTC Q3 Update - Transmittal (2016-12-14) 10.1 ACET CTC Q3 Update - Presentation (2016-12-14) 10.2 ACET CTC Q3 Update - Appendix A - Membership (2016-12-14) 10.3 ACET CTC Q3 Update - Appendix B - ERP (2016-12-14)	
<b>Recommendation (please provide PC your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receive and approve the College Technologies Committee (CTC) Third Quarter (Q3) Report.		
<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 _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during PC meeting)</b>	The Executive Team was provided with an update on the status of the College Technology Committee (CTC), including the leadership transition that took place just prior to the end of the second quarter (Q2) on the 2016-17 fiscal year. Discussion highlights also included the committee's mandate, key priorities, governance, and schedule.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 14, 2016	<b>Agenda Item Number (For office use only)</b>	11
<b>Topic</b>	Budget Update for the Strategic Investment Priority (SIP) Overview to Implement OSAP Transformation and Net Tuition Project		
<b>Requested By (ACET member)</b>	L. Stanbra, VP, Student Services	<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>	K. Stanton, Manager of Financial Aid and Student Awards K. Pearson, Registrar		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input checked="" type="checkbox"/> Budget <input checked="" type="checkbox"/> Other	11.0 ACET 14 December 2016 SIP Budget Adjustment Overview - OSAP Transformation and Net Tuition Project rev 11.1 ACET 14 December 2016 Appendix A - Net Tuition Project Budget Adjustment	
<b>Recommendation (please provide PC your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) accept and approve the updated budget for the multi-year (2016-17 to 2018-19) Strategic Investment Priority fund for the Ministry of Advanced Education and Skills Development's OSAP Transformation and Net Tuition Project.		
<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 _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during PC meeting)</b>	The Executive Team approved the updated budget or the multi-year (2016-17 to 2018-19) Strategic Investment Priority fund for the Ministry of Advanced Education and Skills Development's OSAP Transformation and Net Tuition Project as submitted.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 14, 2016	<b>Agenda Item Number (For office use only)</b>	12
<b>Topic</b>	2017-18 Business Plan		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP, International and Strategic Planning	<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>	D. Wotherspoon, Vice President International and Strategic Planning		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	12.0 ACET Transmittal 2017-18 Business Plan Timeline Update 12.1 2017-18 Draft AC Business Plan v8	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<p><b>THAT</b> the Algonquin College Executive Team confirm the next steps for the completion of the 2017-18 Business Plan.</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 Jan 11</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 reviewed next steps for the completion of the 2017-18 Business Plan. D. Wotherspoon will forward a revised transmittal and template including updated deadlines. This item will be recalled to the January 11 ACET meeting for further discussion and review.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 14, 2016	<b>Agenda Item Number (For office use only)</b>	13
<b>Topic</b>	Executive Sponsorship for Committees Update		
<b>Requested By (ACET member)</b>	M. Fares, VP, Digital Technologies and Innovation	<b>Time Allotted</b>	20 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		
<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>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 and will be recalled at a later date (TBD).		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 14, 2016	<b>Agenda Item Number (For office use only)</b>	14
<b>Topic</b>	President's Listening Tour 2.0		
<b>Requested By (ACET member)</b>	C. Jensen, President	<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 (name and title)</b>	S. Anderson, Exec. Dir., Communications, Marketing and External Relations		
<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 (ACET) be provided with an overview and framework as to how the President's Listening Tour 2.0 initiative will be implemented.</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>The Executive Team was provided with a general overview of the proposed Listening Tour 2.0 initiative and how it will be implemented.</p>		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	December 14, 2016	<b>Agenda Item Number (For office use only)</b>	15
<b>Topic</b>	Chartwell's Tour		
<b>Requested By (ACET member)</b>	C. Jensen President	<b>Time Allotted</b>	20 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. Jensen, 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>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 removed as an update was provided at the October 05 ACET meeting.		

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	November 30 , 2016	<b>Agenda Item Number (For office use only)</b>	16
<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 (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 (ACET) review calendars and inform ACET members as to the events in which they are participating.</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>The Algonquin College Executive Team (ACET) shared calendar information as appropriate.</p>		