

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	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 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)	The agenda was revised in that the CRM Strategy Update (item #15) was replaced with a review of the Innovation Centre Exterior Finishes (item # 12).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	Agenda Item Number (For office use only)	2
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 (name and title)	Various ACET members		
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	2.1 BOG Report: Management Summary Report to the BOG - Review 2.2 BOG Report: Fourth Quarter Business Plan Update to the BOG – Review 2.3 BOG Report: BoG Spring Key Messages – Review (S. Anderson) 2.4 May 10 ACET Minutes (T. McDougall) 2.5 2017 Spring Convocation Ceremonies Briefing (L. Stanbra)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) approve the Consent Agenda items.		
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 (completed during ACET meeting)	Consent Agenda items 2.1, 2.2, required further review from the Executive Team. Edits to SharePoint are required by Friday, May 26. Item 2.3 was approved with minor edits. Other items were approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	Agenda Item Number (For office use only)	3
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	3.1 Innovation Centre Update (Weekly Standing item) (D. McNair, S. Anderson) 3.2 I/O Position Report (C. Frederick) 3.3 Vacancy & Complement Reports (C. Frederick) 3.4 ACET Update on Cisco Collaboration Opportunities (D. McNair) 3.5 50th Anniversary Update (standing item) (S. Anderson) 3.6 2016-2017 Student Experience Fee Annual Report (L. Stanbra) 3.7 Internal Control Framework (D. McNair) 3.8 People Plan (C. Frederick) + (June 12 BOG Information Item) 3.9 Enrolment (standing item) (L. Stanbra, C. Brulé) 3.10 Major Capital Projects (Quarterly Reports) (BOG information item (D. McNair) 3.11 2016-2017 Audited Financial Statements (BOG information item) (D. McNair)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive the information items as submitted.		
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 _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	All information items were received as submitted. Comments were provided for items 3.6 and 3.10.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST

Date of Meeting	May 10, 2017	Agenda Item Number (For office use only)	4.0
Topic	Business Arising		
Requested By (ACET member)		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>			
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other:		
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	<p style="color: blue;">THAT the Algonquin College Executive Team (ACET) be briefed on any “Business Arising” items that are brought forward.</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 <i>(completed during ACET meeting)</i>	<p style="color: blue;">No Business Arising items were brought forward at this time.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	Agenda Item Number (For office use only)	5
Topic	Pedestrian Bridge to Light Rail Transit		
Requested By (ACET member)	D McNair, VP Finance and Administration	Time Allotted	15 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)	T. Schonewille, Director, Physical Resources		
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	05.0 ACET Transmittal - Pedestrian Bridge to Light Rail Transit. May 24 05.1 BOG Transmittal - Pedestrian Bridge to Light Rail Transit. May 24 05.2 Pedestrian Bridge to Light Rail - DRAFT Investment Case May 24 05.3 Pedestrian Bridge to Light Rail - BoG Presentation. May 24	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) reviews the Investment Case for the Pedestrian Bridge to Light Rail Transit and approves it for delivery to the Board of Governors on June 12 th , 2017.		
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)	Approved with the addition of the considerations of the decision not to build and the implications/consequences.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	Agenda Item Number (For office use only)	6
Topic	Investment Case: Athletics Recreation Complex		
Requested By (ACET member)	D. McNair VP Finance and Administration	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)	P. Gardner, Senior Finance Manager – Special Projects J. Doyle, General Manager of the Algonquin Students’ Association		
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	06.0 ACET Transmittal Athletics Recreation Complex. May 24 06.1 BOG Transmittal - Athletics Recreation Complex.May24 06.2 Investment Case (DRAFT) - Athletics Recreation Complex.v27 06.3 DRAFT ARC Presentation to BoG June 12.v2	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) reviews the Investment Case for the Athletics Recreation Complex and approves it for delivery to the Board of Governors on June 12th, 2017.</p>		
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)	This item was approved as discussed. Amendments will be incorporated and brought forward to the June 12, 2017 Board of Governors meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	Agenda Item Number (For office use only)	7
Topic	Dry-Run presentation to BoG – Learner Driven Student Space Project		
Requested By (ACET member)	L. Stanbra, VP, Student Services	Time Allotted	30 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	L. Stanbra, VP, Student Services		
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	07.0 ACET Transmittal Learner Drive Space - Dry Run presentation to BoG June 2017 07.1 BoG Transmittal Learner Driven Space - June 2017 v2 07.2 BoG Learner Driven Space Project June 2017	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT The Algonquin College Executive Team (ACET) provide feedback to finalize the Learner Driven Space Plan Presentation to the Board Governors at the June 12, 2017 meeting.</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 type="checkbox"/> Deferred to _____ (Date) <input checked="" type="checkbox"/> Report Back By <u>D. McNair</u> (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>This item will be presented at the June 12, 2017 Board of Governors meeting. Suggestions for the transmittal updates were shared. Comments and feedback were brought forward for consideration including: what is the impact if we did not pursue this initiative, what are the revenue generating options, affordability, and dis-located activities/classrooms. A working group on “alternative program delivery” has been reconstituted via Physical Resources to do some analysis in this regard and come back with recommendations.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	Agenda Item Number (For office use only)	8
Topic	Celebrating Student Success: "Event Management program – Children’s Wish Foundation"		
Requested By (ACET member)	C. Brulé, Senior Vice President, Academic	Time Allotted	5 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input checked="" type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	B. Leach, Event Management student L. Dimic, Event Management 2009 graduate S. Densmore, Coordinator, Event Management Coordinator J. Kyte, Dean, School of Hospitality and Tourism		
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 Celebrating Student Success, May 24, 2017	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receives the presentation as a practice run for the June 12, 2017 Board of Governors presentation.		
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)	This item was approved as presented and will be brought forward to the June 12, 2017 Board of Governors meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	Agenda Item Number (For office use only)	9
Topic	Annual Report and Progress Against Strategic Plan		
Requested By (ACET member)	S. Anderson, Executive Director, Communications, Marketing and External Relations	Time Allotted	30 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)	S. Anderson, Executive Director Communications, Marketing and External Relations		
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	9.0 ACET Transmittal - Annual Report and Progress Against Strategic Plan 9.1 2016-2017 Draft Annual Report	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) accepts this report for information.		
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)	This item was reviewed by the Executive Team. Suggested revisions were provided (e.g. shorten the annual report; in addition make sure there is a “pull-out” infographic). Additional edits will be forwarded for review and inclusion.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	Agenda Item Number (For office use only)	10
Topic	Fourth Quarter Financial Report and Contingency Report		
Requested By (ACET member)	D. McNair, Vice President Finance and Administration	Time Allotted	15 mins
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. McNair, Vice President Finance and Administration		
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	10.0 ACET Transmittal Fourth Quarter Financial Report and Contingency Report 10.1 Appendix A - Fourth Quarter 2016-17 Financial Report 10.2 Appendix B - Fourth Quarter 2016-17 Compliance Scorecard 10.3 Appendix C - Fourth Quarter 2016-2017 Contingency Funds Report 10.4 Board of Governors Transmittal - Fourth Quarter 2016-2017 Financial Report 10.5 BOG Presentation on FY17 stmts and Q4 (05 24 17 2 01 PM)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) recommends that the Board of Governors accept the Fourth Quarter 2016-2017 Financial Report.		
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)	This item will be amended and then brought forward to the June 12, 2017 Board of Governors meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	Agenda Item Number (For office use only)	11
Topic	SMA Draft 3		
Requested By (ACET member)	C. Brulé, Senior Vice President Academic	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)	J. Fréchette, Associate Director of Government and Stakeholder Relations		
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	11.0 ACET Transmittal - SMA 2.0, May 24, 2017 11.0 BOG Transmittal SMA 2.0 June 12 Final	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receives the presentation.		
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)	The Executive Team was provided with a Strategic Mandate Agreement update for their review and comment; feedback was provided in terms of focusing on aspirations, and differentiation. A detailed transmittal (i.e. no additional material required) will be brought forward to the June 12, 2017 Board of Governors meeting		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	Agenda Item Number (For office use only)	12
Topic	Review of Innovation Centre Exterior Finishes		
Requested By (ACET member)	D. McNair , Vice President Finance & Administration	Time Allotted	20 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. McNair, Vice President Finance and Administration		
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	Verbal discussion only.	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) review and approve recommended options for claddings and colour palette.		
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)	The Executive Team approved the recommended options for the Innovation Centre claddings and colour palette.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	Agenda Item Number (For office use only)	13
Topic	BOG Presentation: Project Fusion		
Requested By (ACET member)	C. Frederick (Vice-President Human Resources)	Time Allotted	XX 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. Frederick, (Vice-President Human Resources) D. McNair, (Vice-President Finance and Administration)		
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	13.0 ACET Transmittal and Exec Summary_BOG fusion update_may 24 13.1 ARM Transmittal ERP Project Fusion (final) 13.2 ARM DRAFT_Fusion Update_ARM May 25 v0517 13.3 Project Fusion May Dashboard Report_05052017	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) recommends the Project Fusion Update Report to the Audit and Risk Management Committee of the Board of Governors for information.		
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)	Approved with the following: 1. Use Workday as the title of the project 2. No presentation at the Board – will be rolled up at ARM		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	Agenda Item Number (For office use only)	14
Topic	Board of Governors Presentation - Freedom of Information and Protection of Privacy Act (FIPPA) – 2016 Report		
Requested By (ACET member)	D. McNair VP Finance and Administration	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. McNair, Vice President, Finance and Administration		
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	14.0 ACET Transmittal Freedom of Information Annual Report to Board of Governors June 12 2017 14.1 BOG Transmittal - Freedom of Information Annual Report 2016-2017 14.2 Appendix A - FOI Annual Report 2016 - Appendix A	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) reviews and endorses the Freedom of Information and Protection of Privacy Act (FIPPA) – 2016 Report to be presented to the Board of Governors on June 12, 2017.		
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)	This item will be brought forward as an information item to the June 12, 2017 Board of Governors meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	Agenda Item Number (For office use only)	15
Topic	CRM Strategy Update		
Requested By (ACET member)	D. Wotherspoon, VP International and Strategic Priorities	Time Allotted	15 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		
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receive an update on the CRM Strategy.</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 Date TBD</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>Due to time constraints, this item was deferred.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	Agenda Item Number (For office use only)	17
Topic	2017 Summer Schedule for ACET		
Requested By (ACET member)	C. Jensen, President	Time Allotted	15 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. Jensen, President		
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	16.0 Transmittal for 2017 Summer Schedule for ACET 16.1 2017 Annual Leave for ACET	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) review the 2017 Summer vacation schedule to ensure there is accurate ACET coverage over the holiday season.</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>The Executive Team reviewed and discussed the 2017 Summer Vacation Schedule.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 10, 2017	Agenda Item Number (For office use only)	18
Topic	Golf Tournament Participation		
Requested By (ACET member)	C. Jensen, President	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 (name and title)	C. Jensen, President		
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	17.0 Transmittal for Golf Tournament Participation 17.1 Fwd Updated Golf	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) review a listing of “must attend” golf tournaments the College is typically invited to attend, and prioritize how the College will participate.</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 checked="" type="checkbox"/> Report Back By <u>ACET</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team reviewed the listing of priority golf tournaments; members are to advise which events they are interested in attending.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	Agenda Item Number (For office use only)	19
Topic	2017 – 2018 Proposed ACET Schedule (August 23 to December 31 only)		
Requested By (ACET member)	C. Jensen, President	Time Allotted	15 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. Jensen, President		
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	18.0 Transmittal for Proposed 2017 to 2018 ACET Meeting schedule 18.1 2017 to 2018 ACET Dates	
Recommendation (please provide ACET your recommendation requiring approval)	<p style="color: blue;">THAT the Algonquin College Executive Team (ACET) review the proposed 2017-2018 ACET meeting schedule and provide feedback and direction.</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 checked="" type="checkbox"/> Deferred to <u>ACET June 07</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p style="color: blue;">The Executive Team discussed the 2017-2018 proposed ACET schedule and provided feedback. A suggestion to have short ACET meetings during the summer months in preparation for the start of the 2017 Fall terms was discussed. This item will be recalled for further discussion.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24, 2017	Agenda Item Number (For office use only)	20
Topic	Sponsorship / Partnership Update		
Requested By (ACET member)	C. Jensen, President	Time Allotted	15 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. Jensen, President		
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	19.0 Transmittal for Sponsorships	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) review and discuss upcoming and ongoing sponsorship requests and partnership opportunities.		
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 checked="" type="checkbox"/> Report Back By <u>C. Frederick</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team discussed and reviewed new opportunities. Human Resources will investigate the ability of employees to provide a couple of days of volunteer work within our community.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	May 24 , 2017	<small>Agenda Item Number (For office use only)</small>	21
Topic	Calendar Roundtable		
Requested By (ACET member)	C. Jensen, President	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 <small>(name and title)</small>	Various ACET Members		
Attachments <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	20.0 Transmittal for Calendar Roundtable	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p>THAT the Algonquin College Executive Team review calendars and inform ACET members as to the events in which they are participating.</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 type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during ACET meeting)</small>	<p>The Executive Team shared calendar updates as appropriate.</p>		