

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 24, 2018	Agenda Item Number (For office use only)	1
Topic	Approval of Agenda		
Requested By (ACET member)	C. Jensen, President	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)	C. Jensen, President		
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)	Additions to the agenda included: <ul style="list-style-type: none"> <u>Upcoming Events</u>: The Executive Team discussed the upcoming events to review the event details. S. Anderson will update the process regarding keeping the Executive Team informed. 21 Withrow Avenue: Due to time constraints, this item was not discussed. Karyn Ross: The Executive Team was introduced to K. Ross, main Consultant for Lean. The Lean process will be discussed further at the January 31, 2018 ACET meeting. The Executive Team will consider meeting for weekly-huddles. Mission Statement: Updates were provided on employees ability to recite the mission statement; a measured report back will be reviewed at the January 31, 2018 ACET meeting. The Executive Team had a brief discussion on Client Relationship Management system (CRM). D. Wotherspoon will bring forward a report and proposal to the Executive Team on January 26, 2018 regarding a plan with respect to the College's future use of the CRM system. 		

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Date of Meeting	January 24, 2018	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 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 type="checkbox"/> Other: Information to be posted	2.1 Draft December 14, 2017 ACET Minutes (T. McDougall) 2.2 Draft January 03, 2018 ACET Minutes (T. McDougall) 2.3 Draft January 10, 2018 ACET Minutes (T. McDougall) 2.4 Student Strike Relief Fund - Proposal for Reallocation of Funds to Winter Bursaries (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 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)	2.1 Draft December 14, 2017 ACET Minutes: This item was approved as amended. 2.2 Draft January 03, 2018 ACET Minutes: This item was approved as submitted. 2.3 Draft January 10, 2018 ACET Minutes: This item was approved as amended. 2.4 Student Strike Relief Fund -. This item was approved as amended. L. Stanbra will follow up with D. McNair to determine if there are additional required next steps.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 24, 2018	Agenda Item Number (For office use only)	3
Topic	Information Only Agenda Items		
Requested By (ACET member)	Not applicable	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)	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 (D. McNair) See item #5 3.2 Workday Project Update (C. Frederick) See item #8 3.3 Initiatives & Opportunities February Report (C. Frederick) 3.4 Complement & Vacancies December Report (C. Frederick) 3.5 Bill 148 Risk Assessment Update (D. McNair) 3.6 Update on the Development of AC's Innovation Centre and Entrepreneurship Plan (D. Wotherspoon) 3.7 Enrolment Update (K. Pearson, M. Leduc) 3.8 President's Star Award Nomination – J. Hefler (S. Tait) 3.9 50 th Anniversary Update (S. Anderson)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive the information items as submitted.		
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 _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	Due to time constraints, the information items were not discussed and will be carried forward to the next meeting as required under information items.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 24, 2018	Agenda Item Number (For office use only)	4
Topic	Business Arising		
Requested By (ACET member)		Time Allotted	10 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)			
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		
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) bring forward previous agenda items for further review and/or discussion.</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 checked="" type="checkbox"/> Other (Specify) <u>Not applicable</u>		
Amended Recommendation (completed during ACET meeting)	<p>No Business Arising items were brought forward for discussion.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 24, 2018	Agenda Item Number (For office use only)	5
Topic	Innovation Centre Project Update		
Requested By (ACET member)	D. McNair, V.P. Finance and Administration	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)	D. McNair, V.P. Finance and Administration S. Anderson, E.D. Communications, Marketing and Ext. Relations		
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		
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team receive a general update on the status of the Innovation Centre (also IELCIIE) project.</p>		
ACET Decision	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>T. Schonewille provided an update on the current status and upcoming activities of the Innovation Centre project. The importance of appropriate communication as construction continues was highlighted. S. Anderson and R. McLester will explore hosting a courtyard opening and open house of the DARE District in September, 2018.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 24, 2018	Agenda Item Number (For office use only)	6
Topic	Student One-Stop Space: Final Approval of Schematic Design (Layout)		
Requested By (ACET member)	L. Stanbra, V.P. Student Services D. McNair, V.P. 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)	Todd Schonewille, Director Physical Resources Krista Pearson, Registrar Phil Rouble, Associate Director Facilities Planning and Sustainability Ernest Mulvey, Director, International Education Centre Jeff Agate, Associate Director, Student Support Services Lucas Smith, Senior Project Manager, Colliers Project Leaders		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	1. Presentation 2018-01-24 SOSS Schematic Design Approval	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team review and approve the schematic design layout for the Student One-Stop Space (also SOSS) project.		
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 checked="" type="checkbox"/> Other (Specify) _Physical Resources to provide a follow-up space presentation to ACLT (as per below)_____		
Amended Recommendation (completed during ACET meeting)	The Executive Team was provided with an update on progress related to the schematic design of the Student One Stop Space project, since the January 10, 2018 ACET meeting. It was noted that this design is to allow for continued space flexibility. Communication will continue to ensure all stakeholders are involved in this project in a timely manner. Physical Resources will lead a session for initial discussion with ACLT on space for this project and DARE District (vacancies and service areas not relocating to the lower level of C Building due to space limitations) prior to the Space Committee.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 24, 2018	Agenda Item Number (For office use only)	7
Topic	President's Star Award		
Requested By (ACET member)	L. Stanbra, V.P. Student Services D. McNair, V.P. Finance and Administration	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)	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	07.0 President's Star Presentation for Edwin Fraser and Betty Baxter	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team present a President's Star Award to deserving members of the Algonquin College community.		
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)	The Executive Team presented a President's Star Award to Edwin Fraser (Senior Application Developer/Analyst, ITS) and Betty Baxter (PMO Manager, Project Manager and Business Administrator, ITS).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 24, 2018	Agenda Item Number (For office use only)	8
Topic	Workday Update: January 15-23, 2018		
Requested By (ACET member)	D. Wotherspoon, VP Innovation and Strategy	Time Allotted	
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)	Lois Pollock, Chief Digital Officer and Andrea Fobert, Senior Transformation Manager		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget		
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team receive an update on the status of the Workday (Enterprise Resource Planning) implementation.</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 (completed during ACET meeting)	<p>L. Pollock provided the Executive Team with a status update from meeting with IBM and a path forward to a go-live date. Options were reviewed regarding key milestones to reach a go-live date. The Workday team was provided direction regarding options and milestones.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 24, 2018	Agenda Item Number (For office use only)	9
Topic	DARE District Campaign: a. ACLT & Board Fundraising Campaign b. Major Gift Naming Opportunities		
Requested By (ACET member)	Laura Stanbra, Vice President, Student Services	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)	Peggy Austen, Acting Director Algonquin College Foundation		
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	Appendix A – Foundation DARE District Appendices A to D	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receives and endorses the plans for the Family and Friends Campaign for the Innovation Centre from the Algonquin College Foundation.</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)	<p>The Executive Team was informed of the plan and collaterals related to the initial launch of the “Family and Friends Campaign” that the Foundation will be leading in support of the DARE District. The Executive Team confirmed their preferred option. Suggestions were provided for the proposed naming opportunities. P. Austen will incorporate the proposed changes.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 24, 2018	Agenda Item Number (For office use only)	10
Topic	Third Quarter 2017-2018 Strategic Investment Priorities (SIP) Review		
Requested By (ACET member)	Duane 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)	Grant Perry, Acting Director, Finance and Administrative 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	10.0 Transmittal - Third Quarter 2017-2018 Strategic Investment Priorities (SIP) Review 10.1 Appendix A - 2017-2018 Q3 SIP Summary	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team approves the</p> <ul style="list-style-type: none"> • Third Quarter 2018-2019 Strategic Investment Priorities project adjustments. 		
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 was provided an update on the progress of the 2017-18 Strategic Investment Priorities (SIP). Following a review of the 2017-18 SIP spending, it was recommended that there be year-end review at ACET with each member speaking to project spend and key accomplishments of the project.. The Executive Team approved the Third Quarter 2017-18 adjustments to the SIP projects (project increases, decreases and deferrals).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 24, 2018	Agenda Item Number (For office use only)	11
Topic	2018-19 Business Planning Development Process Check-In		
Requested By (ACET member)	C. Jensen, President	Time Allotted	60 min
ACET Action Requested	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting <i>(name and title)</i>	D. Wotherspoon, Vice President, Innovation and Strategy		
Attachments <i>(as read-ahead material)</i>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	<ul style="list-style-type: none"> • Revised 2018-19 Business Planning Timeline • Area Business Plans 	
Recommendation <i>(please provide ACET your recommendation requiring approval)</i>	<p>THAT the Algonquin College Executive Team review and provide feedback on the following as presented.</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 _D. Wotherspoon at Jan 31 ACET(ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <i>(completed during ACET meeting)</i>	<p>The Executive Team was provided with an update on the progress made to date in developing the 2018-19 Business Plan. A line-by-line review of the Draft 2018-19 Business Plan took place. The next steps moving forward were discussed to ensure the finalization of the 2018-19 Business Plan for presentation to the Board of Governors at their February 26, 2018 meeting. The updated version will be presented to the Leadership Team meeting on January 25th.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 24, 2018	Agenda Item Number (For office use only)	12
Topic	Analyzing Algonquin's Staffing model and Research and Development		
Requested By (ACET member)	C. Jensen, President	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)	Cristina Holguin-Pando, Director, Partnerships, Applied Research, Innovation and Entrepreneurship		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other:		
Recommendation (please provide ACET your recommendation requiring approval)	<p style="text-align: center;">THAT the Algonquin College Executive Team discuss and accept the information as presented.</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 checked="" type="checkbox"/> Report Back By _D. Wotherspoon (TBC)_____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team was provided with information for discussion on the Statistics Canada proposal to conduct an analysis of the College's staffing model and teaching environment to help develop a national teaching survey for Colleges. The Executive Team discussed the opportunity and agreement was reached in principle with a defined research plan to be provided to the Executive Team at a later date (date TBD) before entering into an agreement with Statistics Canada.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 24, 2018	Agenda Item Number (For office use only)	13
Topic	DRAFT BOG Agenda Feb. 26, 2018 for Review		
Requested By (ACET member)	Tracy McDougall, Director President's Office	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)	Victoria Tiqui-Sanford Board Assistant		
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	DRAFT BOG Agenda Feb. 26, 2018 for Review	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team review and approve the DRAFT BOG Agenda Feb. 26, 2018.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team reviewed the draft Board of Governors Agenda for February 26, 2018. The draft Board of Governors agenda was approved as amended.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	January 24, 2018	Agenda Item Number (For office use only)	14
Topic	CiCan Leadership Development Training		
Requested By (ACET member)	Susan Tait for Cathy Frederick, Vice President, Human Resources	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)	Cathy Frederick, Vice President, Human Resources		
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		
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT ACET <u>select</u> the submissions for 2018 CIGAN leadership institute programs as discussed at the December 6, 2017 ACET 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 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 has been deferred until the next meeting (January 31, 2018).</p>		