

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 28, 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 checked="" type="checkbox"/> Deferred to <u>Space</u> : ACET before the end of May - TBD (Date) <input checked="" type="checkbox"/> Report Back By <u>D. McNair</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>Additions to the agenda included:</p> <p><u>Work Allocation</u>: The Executive Team confirmed which areas of D. Wotherspoon's portfolio will be allocated (and to whom), while he focuses on implementing the Workday initiative. Communication to the general Algonquin community will follow. This item will be reviewed and reconsidered for extension at the end of June.</p> <p><u>Space</u>: This item will come forward at a future ACET meeting to discuss processes, what will be happening in the coming months, and when. A preview of what will be brought forward to the May ACLT meeting will also be discussed.</p> <p><u>Assault on International Student</u>: The Executive Team was briefed on an off-campus incident involving an International student. Discussion followed regarding escalation of information. A debrief will be scheduled to ensure all are clear on the policy and the process. D. McNair will follow up with C. Bonang.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 28, 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 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 DRAFT March 07, 2018 ACET Minutes (T. McDougall) 2.2 DRAFT March 14, 2018 ACET Minutes (T. McDougall)	
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 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 Consent Agenda items were approved as submitted.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 28, 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 OSAP Transformation and Net Tuition Project: Implementation Report (L. Stanbra) 3.2 Update on the Development of AC's DARE District and Entrepreneurship Plan (D. Wotherspoon) 3.3 Enrolment Update (K. Pearson, M. Leduc) 3.4 Student One Stop Space (L. Stanbra, D. McNair) 3.5 50 th Anniversary Update (S. Anderson) 3.6 Key Message Opportunity Calendar (S. Anderson) 3.7 Co-op Awards of Excellence (D. Wotherspoon)	
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 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 <u>3.2 ACET Date TBD</u> (Date) <input type="checkbox"/> Report Back By <u>D. Wotherspoon</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	All information items were received as submitted. Item 3.2 will return to a future ACET meeting where findings will be presented (date to be determined).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 28, 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	Verbal discussion only.	
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 type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	No "Business Arising" items were brought forward for discussion.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 28, 2018	Agenda Item Number (For office use only)	5
Topic	Standing Item: Requests to Fill		
Requested By (ACET member)	C. Frederick, VP Human Resources	Time Allotted	10 min
ACET Action Requested	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (name and title)	Various ACET members		
Attachments (as read-ahead material)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	Note: 33 RTF Positions (too numerous to list)	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) bring forward any “Request to Fill” positions for approval.</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 approved all “Request to Fill” positions that were brought forward. Paperwork was stamped and will be forwarded to Human Resources for appropriate action and next steps.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 28, 2018	Agenda Item Number (For office use only)	6
Topic	DARE District 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)	T. Schonewille, Director Physical Resources		
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. ACET Transmittal 2018-02-28 DARE District Project Update DM-FINAL	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receive a general update on the status of the DARE District 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 checked="" type="checkbox"/> Deferred to <u>ACET April 11 (standing item)</u> (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 with an update on the status of the DARE District project. Discussion highlights included: managing end-of-project change orders, May/June disruption for stairwell 5, mitigation for the false ceiling supplier, availability of radio frequency identification (RIFD) in the library and how it will be used, information/facts that could be included in future announcements, and the vision for the front lobby (currently dormant, but will be resurrected – T. Schonewille and R. McLester to discuss). D. McNair will follow up on what to expect/see on May 03; P. Devey will follow up with L. Smith about audio visual connections.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 28, 2018	Agenda Item Number (For office use only)	7
Topic	DRAFT BOG Agenda Apr. 16, 2018 for Review		
Requested By (ACET member)	T. 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)	V. 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	07.1.0 ACET Transmittal - DRAFT BOG Agenda Apr. 16, 2018 for Review 07.1.1 BOG Agenda Apr. 16 2018 - Annual Work Plan DRAFT v4 07.2 Possible April BoG Change Maker Award	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) review and approve the DRAFT Board of Governors Agenda April 16, 2018.		
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 reviewed the Draft Board of Governors agenda for the April 16 Board meeting. Revisions will be incorporated as discussed. L. Stanbra will coordinate the Changemaker Award presentation. D. McNair will contact N. Cheng and verify content for the Workday report. It was noted that PWC (Price Waterhouse Coopers) will be present for every Board meeting to provide clarification on Workday project implementation questions, and that representation from Desire 2 Learn (D2L) will be present at the April 16 Board meeting for any Learning Management System (Brightspace) questions or clarification.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 28, 2018	Agenda Item Number (For office use only)	8
Topic	Workday Update: March 19-23, 2018		
Requested By (ACET member)	D. Wotherspoon, VP Innovation and Strategy	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)	L. Pollock, Chief Digital Officer		
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	08.0_ACET Transmittal Workday Update 180328v3 08.1 Decision Request Form-Expense Reports_Steering Committee 20180313 08.2 Workday BOG Slides_V2 08.3 April 2018 BOG Transmittal Workday Updatev2	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive an update on the status of the Workday (Enterprise Resource Planning) implementation.		
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 April 11</u> (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 status update on the implementation of the Workday project. Discussion highlights included: contract sign off, resource strategy, work flow and the temporary reallocation of some components of D. Wotherspoon's portfolio while he is leading the implementation of this initiative. This item will return to the next ACET meeting (April 11) for further updates.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 28, 2018	Agenda Item Number (For office use only)	9
Topic	Learning Management System Renewal Project		
Requested By (ACET member)	C. Brulé, SVP 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)	C. Brulé, SVP Academic P. Devey, Dean, Centre for Continuing and Online Learning		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Investment Case	9.1 ACET Transmittal LMS Renewal Project (Board) – March 28, 2018 9.2 Board Transmittal - LMS_Renewal_Project - April 16, 2018 9.3. ACET Transmittal - Weekly LMS Renewal Project Update to ACET - March 28, 2018	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) approve the update to the Board of Governors on the Learning Management Renewal Project.</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 checked="" type="checkbox"/> Deferred to <u>April 16 BoG</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team provided comments and suggestions on the (Brightspace) Learning Management System presentation that will be presented to the April 16 Board of Governors meeting. Discussion highlights included an awareness/concern for faculty buy-in. Amendments will be incorporated into the presentation as discussed. This item will listed as a standing item on each Board meeting agenda until final implementation.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 28, 2018	Agenda Item Number (For office use only)	10
Topic	Program Proposal: Addictions and Mental Health, Ontario College Graduate Certificate		
Requested By (ACET member)	C. Brulé, SVP 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)	P. Devey, Dean, Centre for Continuing and Online Learning J. Jaffray, M. Cusson, Dean, Academic Development M. Leduc, Executive Director, Academic Operations & Planning		
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 - Addictions and Mental Health, OCGC - March 28, 2018 10.01 ASAC Transmittal - Addictions and Mental Health OCGC - March 28, 2018 10.02 ACET - Appendix A - Program of Study – Addictions and Mental Health, OCGC 10.03 - ACET Appendix B - Cash Flow - Addictions and Mental Health OCGC 10.04 - ACET - Appendix C - PAC Membership – Addictions and Mental Health, OCGC	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) approve the program proposal to go to Academic and Student Affairs Committee for the following action:</p> <p>THAT the Academic and Student Affairs Committee (ASAC) recommends to the Board of Governors the approval of the Addictions and Mental Health, Ontario College Graduate Certificate program effective Winter 2019.</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)	The Executive Team approved the Addictions and Mental Health, Ontario College Graduate Certificate program proposal as presented. This information will be presented at the May 28, 2018 Academic and Student Affairs Committee (ASAC) for recommendation and approval at the June 11, 2018 Board of Governors meeting.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 28, 2018	Agenda Item Number (For office use only)	11
Topic	Lean Management Plan BOG Presentation		
Requested By (ACET member)	C. Jensen, President	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)	D. Wotherspoon, VP Innovation and Strategy		
Attachments (as read-ahead material)	<input checked="" type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	11.0 ACET Transmittal 180328 Lean Plan 11.1 Presentation 180322 The AC Way v7	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) review the College’s draft lean management plan, entitled The Algonquin Way, and provide feedback.</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)	The Executive Team was provided with a proposed draft slide deck to be presented at the April 16 Board of Governors meeting. Comments and feedback were provided for presentation. Amendments will be incorporated as discussed.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 28, 2018	Agenda Item Number (For office use only)	12
Topic	Current I/O Report – March 2018		
Requested By (ACET member)	C. Frederick, VP Human Resources	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)	C. 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	12.1 ACET Transmittal - IO Report - March 2018 12.1.2 ACET - Active IO Report - March 2018 12.2 2018 March 28 Period ending February Complement and Vacancy Report 12.2.1 Summary Of Vacancies - Period Ending February 28, 2018 (MASTER) 12.2.2 Summary Of Vacancies - Period Ending February 28, 2018 (MASTER) 12.2.3 Summary of Complement - Period Ending February 28, 2018 12.3 2018 March 28 AC EXECUTIVE TEAM transmittal Fixed Term Admin Report_final 12.3.1 FTA March 15 2018 SAT V1(002)	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) is informed of active IO positions and those coming up for renewal/termination/conversion.		
ACET Decision	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved as amended (see below) <input checked="" type="checkbox"/> Referred to <u>C. Brulé, C. Frederick</u> (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>ACET Apr. 11</u> , <u>ARM May 24</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team was advised that Fixed Term Administrative positions scheduled to be closed will be included for review in the next report. Discussion highlights included the LEPC (Local Employment Planning Council) contract, future work and resources. C. Brulé will have a follow-up discussion with J. Barton. These reports will remain as a standing item every second week of the month. The HR Dashboard will be included at the next Audit and Risk Management meeting (May 24).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 28, 2018	Agenda Item Number (For office use only)	13
Topic	Requests for Professional Development Conferences		
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)	D. McNair, VP 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	13.00 ACET Transmittal - 2018-03-28 - Requests for PD Conferences - D. McNair DM-FINAL 13.01 APPENDIX A - DRAFT ICCM PD-Travel v5 DMcNair edits DM-FINAL	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) discuss the approach and criteria to respond to employee requests to attend Professional Development Conferences.</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 June 06</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. McNair</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team was provided with an overview of a proposed policy regarding travel for professional development (PD) to ensure equity amongst requests and employees granted work-related travel opportunities. Parameters were discussed. For the next two months, all professional development travel outside of the National Capital Region will be brought to ACET for review/approval. A review will be scheduled in June. A formal policy will be brought forward for approval.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 28, 2018	Agenda Item Number (For office use only)	14
Topic	Perth - Spring 2018 Convocation Ceremony		
Requested By (ACET member)	L. Stanbra, VP Student Services	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)	K. Pearson, Registrar		
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 28 March 2018 - Transmittal for Perth Spring 2018 Convocation - Information	
Recommendation (please provide PC your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receive this as information regarding developments pertaining to the Perth Spring 2018 Convocation.</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 _____ (PC Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	<p>The Executive Team was advised that the Perth Convocation will move forward on June 14, 2018 at the original venue (Perth High School).</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	March 28 , 2018	<small>Agenda Item Number (For office use only)</small>	15
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	15.0 Calendar Roundtable Transmittal	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p>THAT the Algonquin College Executive Team (ACET) 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 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 <small>(completed during ACET meeting)</small>	<p>The Executive Team shared calendar information as appropriate.</p>		