

## AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

<b>Date of Meeting</b>	April 11, 2018	<b>Agenda Item Number</b> (For office use only)	1
<b>Topic</b>	Approval of Agenda		
<b>Requested By (ACET member)</b>	C. Jensen, President	<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</b> (name and title)	C. Jensen, President		
<b>Attachments</b> (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.	
<b>Recommendation</b> (please provide ACET your recommendation requiring approval)	<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 type="checkbox"/> Approved as above recommendation <input checked="" type="checkbox"/> Approved <b>as amended</b> (see below) <input checked="" type="checkbox"/> Referred to <u>C. Frederick</u> (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>EPI meeting TBD</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b> (completed during ACET meeting)	No further additions to the agenda.		

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<b>Date of Meeting</b>	April 11, 2018	<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	<del>2.1 Space Adaptation and Projects for 2018-2019 (D. Donaldson, T. Schonewille)</del> <del>2.2 DRAFT March 28, 2018 ACET Minutes (T. McDougall)</del> <i>deferred to Apr 18 ACET</i>	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) approve the 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 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>	No Consent Agenda items were brought forward.		

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<b>Date of Meeting</b>	April 11, 2018	<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>	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>	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 Update on the Development of AC's DARE District and Entrepreneurship Plan (D. Wotherspoon) 3.2 Enrolment Update (K. Pearson, M. Leduc) 3.3 Student One Stop Space (L. Stanbra, D. McNair) 3.4 50 <sup>th</sup> Anniversary Update (S. Anderson) <del>3.5 Workday Update</del> See item #12	
<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 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 _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	All information items were received as submitted.		

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<b>Date of Meeting</b>	April 11, 2018	<b>Agenda Item Number (For office use only)</b>	4
<b>Topic</b>	Business Arising: Employee Performance Incentive		
<b>Requested By (ACET member)</b>		<b>Time Allotted</b>	10 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>			
<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) bring forward previous agenda items for further review and/or discussion.		
<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 checked="" type="checkbox"/> Referred to <u>C.Frederick</u> (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>EPI Meeting 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>	The Executive Team expressed an interest in scheduling some time to discuss Employee Performance Incentives (i.e. processes, finalizing decisions, communications, timelines, etc.). C. Frederick will review calendars and coordinate a meeting to align with meeting the second payroll in June. A roundtable discussion of comments and feedback followed.		

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<b>Date of Meeting</b>	April 11, 2018	<b>Agenda Item Number (For office use only)</b>	5
<b>Topic</b>	Standing Item: Requests to Fill		
<b>Requested By (ACET member)</b>	C. Frederick, VP Human Resources	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	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	05.1-Enterprise Architect Job Posting 05.2 Language Testing Support Officer, Request to Fill 05.2.2 Job-Posting-Testing Support Officer, Language Institute 05.3 ACET DRAFT Transmittal Bus Dev Coop IO April 11 2018 05.3.1 Transmittal Co-op supporting info April 3 2018 05.3.2 Job-Posting-Co-op Consultant 05.3.3 Job Description Co-op Consultant 05.3.4-COOP CONSULTANT Request to Fill 05.4 - ACOV - Employment Services Clerk 05.5 ACOV - Request to Fill - Lab Clinical Instructor 05.6 GAS - Chemistry Professor 05.7 LEPC Positions-ACET 2018-04-11	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) bring forward any “Request to Fill” positions for approval.		
<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 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.		

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<b>Date of Meeting</b>	April 11, 2018	<b>Agenda Item Number</b> (For office use only)	6
<b>Topic</b>	Standing Item: Travel Authorization Request Review		
<b>Requested By (ACET member)</b>	D. McNair, VP Finance and Administration	<b>Time Allotted</b>	10 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting</b> (name and title)	Various ACET members		
<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	06.1 E Mulvey to Philadelphia 06.2 T Vallee to Kenya 06.2.1 T. Vallee Travel Rationale	
<b>Recommendation</b> (please provide ACET your recommendation requiring approval)	<b>THAT</b> the Algonquin College Executive Team (ACET) bring forward any “Request to Fill” positions for approval.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input checked="" type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b> (completed during ACET meeting)	The Executive Team approved the “Travel Authorization” requests that were brought forward. Paperwork will be signed off by the President and forwarded to the respective area Executive Assistant for appropriate action and next steps.		

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<b>Date of Meeting</b>	April 11, 2018	<b>Agenda Item Number (For office use only)</b>	7
<b>Topic</b>	ChangeMaker Award: Community Impact Award Recipient		
<b>Requested By (ACET member)</b>	L. Stanbra, VP Student Services	<b>Time Allotted</b>	15 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>	M. Tait-Eburne, Sr. Manager, Student Engagement and Initiatives C. L. Atchison, 2 <sup>nd</sup> Year Business Management & Entrepreneurship		
<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 ACET Transmittal and Exec Summary ChangeMaker2018 "Thank you" video from the 7 <sup>th</sup> Annual Student Volunteer Gala  <a href="https://www.youtube.com/watch?v=Y5YodlrP5Lo&amp;feature=youtu.be">https://www.youtube.com/watch?v=Y5YodlrP5Lo&amp;feature=youtu.be</a>	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team receives the presentation as a practice run for the April 16, 2018 Board of Governors presentation.		
<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 was provided with an overview of the Changemaker Award presentation for the April 16 Board of Governors meeting. The presentation focused on the achievements of this year's Community Impact Award recipient, Cassandra Louise Atchison.		

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<b>Date of Meeting</b>	April 11, 2018	<b>Agenda Item Number</b> (For office use only)	8
<b>Topic</b>	DARE District Project Update		
<b>Requested By (ACET member)</b>	D. McNair, V.P. Finance and Administration	<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</b> (name and title)	D. McNair, V.P. Finance and Administration S. Anderson, E.D. Communications, Marketing and Ext. Relations		
<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	08.0 ACET Transmittal 2018-04-11 DARE District Project Update	
<b>Recommendation</b> (please provide ACET your recommendation requiring approval)	<b>THAT</b> the Algonquin College Executive Team (ACET) receive a general update on the status of the DARE District project.		
<b>ACET Decision</b>	<input checked="" type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input checked="" type="checkbox"/> Deferred to <u>Glazing discussion TBD</u> (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation</b> (completed during ACET meeting)	The Executive Team was provided with an update on the progress of the Dare District construction project. Discussion highlights included: the opening, what will be completed, and what to expect (i.e. accessibility, architectural elements in place, clean space, most hoarding removed, some wayfinding/signage, no furniture and no audio-visual). Exterior work is on-going and will resume when the warm weather returns. A discussion and proposal regarding glazing on the glass walls in the Library will return to ACET for further discussion at a later date (tbd), as well as updates on the green roof.		



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<b>Date of Meeting</b>	April 11, 2018	<b>Agenda Item Number (For office use only)</b>	9
<b>Topic</b>	Inclusion & Diversity at Algonquin College		
<b>Requested By (ACET member)</b>	C. Frederick, VP, Human Resources	<b>Time Allotted</b>	30 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	S. Gauen, Inclusion & Diversity Specialist M. Cosh, Director, Talent Management & Organization Development		
<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:	09.0 ACET Transmittal and Exec Summary ID April 11-18_final 09.1 2017 AC ID Current State for ACETv2 09.2 ID Circle TORS v3.1 09.3 Inclusion Diversity ACET April 11	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET): <ul style="list-style-type: none"> <li>Endorse the strategic imperative for inclusion &amp; diversity at Algonquin College</li> <li>Approve the publication of the 2017 Inclusion and Diversity Current State report</li> <li>Endorse the pilot approach of indigenizing the Inclusion and Diversity Circle</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 endorsed and approved the recommendations as brought forward. Discussion highlights included the formation of a steering committee / circle, broader communication, and available training/modules. A training module will be forwarded to L. Stanbra for upcoming recruitment committees; steering committee participant names will be forwarded to ACET as an information item.		

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<b>Date of Meeting</b>	April 11, 2018	<b>Agenda Item Number (For office use only)</b>	10
<b>Topic</b>	Learning Management System (LMS) Update		
<b>Requested By (ACET member)</b>	C. Brulé	<b>Time Allotted</b>	
<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>	C. Brulé – Senior Vice President Academic		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other	10.0 20180411 ACET Transmittal LMS Implementation Update_clean	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receive a general update on the status of the LMS Implementation Project on a weekly basis.		
<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>	The Executive Team was provided with an update on the status of the Brightspace initiative. Discussion highlights included early adopter training (online and face-to-face), challenges and resolutions on the Student Information System (SIS) integration, attendance at an upcoming conference, and items referencing the April 16 Board of Governors meeting (proposed slide deck, and speaking points).		

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<b>Date of Meeting</b>	April 11, 2018	<b>Agenda Item Number (For office use only)</b>	11
<b>Topic</b>	Workday Update: March 26-April 6, 2018		
<b>Requested By (ACET member)</b>	D. Wotherspoon, VP Innovation and Strategy	<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>	L. Pollock, Chief Digital Officer		
<b>Attachments (as read-ahead material)</b>	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other	11.0 ACET Transmittal 180411 Workday_v1	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) receive an update on the status of the Workday Enterprise Resource Planning (ERP) implementation.		
<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>	The Executive Team was informed of current and upcoming project activities, progress on key deliverables and milestones, project risks, issues and decisions related to the Workday ERP implementation. Discussion highlights included an overview of the kick-off meeting, compensation to the Project Manager, and Workday contract negotiations/concessions. This item will return to the April 18 ACET meeting agenda as a standing item.		

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<b>Date of Meeting</b>	April 11, 2018	<b>Agenda Item Number (For office use only)</b>	12
<b>Topic</b>	Draft ACLT Retreat Agenda April 25 <sup>th</sup> - 26 <sup>th</sup> , 2017		
<b>Requested By (ACET member)</b>	ACET	<b>Time Allotted</b>	15 min
<b>ACET Action Requested</b>	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
<b>Staff Presenting (name and title)</b>	T. McDougall, Director Office of the President		
<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 180314 Draft ACLT Retreat Business Plan Session v2 12.1 DRAFT ACLT Retreat Agenda April 25-26, 2018	
<b>Recommendation (please provide ACET your recommendation requiring approval)</b>	<b>THAT</b> the Algonquin College Executive Team (ACET) review and finalize the April 25-26 ACLT Retreat agenda.		
<b>ACET Decision</b>	<input type="checkbox"/> Received for Information <input type="checkbox"/> Approved as above recommendation <input type="checkbox"/> Approved <b>as amended</b> (see below) <input type="checkbox"/> Referred to _____ (Group or Person) <input type="checkbox"/> Deferred to _____ (Date) <input type="checkbox"/> Report Back By _____ (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
<b>Amended Recommendation (completed during ACET meeting)</b>	The Executive Team reviewed the April 25-26 Leadership Team Retreat Agenda. Revisions will be incorporated as discussed.		

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<b>Date of Meeting</b>	April 11, 2018	<small>Agenda Item Number (For office use only)</small>	13
<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</b> <small>(name and title)</small>	Various ACET Members		
<b>Attachments</b> <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	13.0 Calendar Roundtable Transmittal	
<b>Recommendation</b> <small>(please provide ACET your recommendation requiring approval)</small>	<b>THAT</b> the Algonquin College Executive Team (ACET) review calendars and inform ACET members as to the events in which they are participating.		
<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</b> <small>(completed during ACET meeting)</small>	The Executive Team shared calendar events as appropriate.		