

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	July 11, 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)	<p>The agenda was approved with the following amendments:</p> <p><u>Hack-a-thon</u>: The Executive Team was informed of an event that will be taking place at the college at the end of September.</p> <p><u>DARE District/Indigenous Commons space</u>: A discussion took place in terms of how staff go about scheduling space in these areas; D. Wotherspoon, L. Stanbra, S. Anderson and R. McLester will meet to discuss.</p> <p><u>StatsCan partnership</u>: The Executive Team agreed to continue working on a pilot on the reimagining of data collection and how to scale the information for Colleges. This item will come back to ACET for future updates (date TBD)</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	July 11, 2018	<small>Agenda Item Number (For office use only)</small>	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 College Policy PM04: Advertising and Selling on Campus	
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 item was approved with minor amendments.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	July 11, 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 Enrolment Update (K. Pearson, M. Leduc) 3.2 LMS Implementation Update (P. Devey) 3.3 2018 Convocation Social Media Highlights (S. Anderson) 3.4 Student One Stop Space (L. Stanbra, 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)	Information item 3.2 was received as submitted. All other information items were removed for further discussion: <u>3.1 Enrolment Update:</u> K. Pearson clarified the report and confirmed that she is not overly concerned, but watching the numbers closely. <u>3.3 2018 Convocation Social Media Highlights:</u> The President noted that Spring Convocation set up typically falls on Father's Day; discussion regarding a date change followed. This item will be raised at a future multi-campus planning meeting. <u>3.4 Student One Stop Space:</u> A discussion on this item was included as part of the DARE District update (see transmittal #7).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	July 11, 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 type="checkbox"/> Other (Specify) _____		
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	July 11, 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	5.1 Associate Director, ITS 5.2 Faculty Marketer, Marketing (S. Anderson) 5.3 Executive Assistant, Communications, Marketing, and External Relations (S. Anderson) 5.4 Compensation and Pension Officer, Human Resources (C. Frederick)	
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 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 reviewed “Request to Fill” positions that were brought forward:</p> <ul style="list-style-type: none"> • Item 5.1 was not requesting approval, but rather, advising ACET of future intentions. • Item 5.2 was approved as presented. Paperwork will be forwarded to Human Resources for appropriate action and next steps. • Item 5.3 was not approved; a follow up meeting with C. Frederick, D. Wotherspoon and S. Anderson will be scheduled for further discussion. • Item 5.4 was approved as presented. Paperwork will be forwarded to Human Resources for appropriate action and next steps. 		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	July 11, 2018	Agenda Item Number (For office use only)	6
Topic	Standing Item: Travel Authorization Request Review		
Requested By (ACET member)	D. McNair, VP Finance and Administration	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	6.4.1 D. Wotherspoon, NACCE Conference, Fort Worth, Oct. 7- 10, 2018 6.5.1 Debra Ford, SWCI Summer Institute 2018 (Toronto, ON) – August 27, 2018 6.5.2 Maggie Cusson, Learning Outcomes and Experiential Learning Symposium (Toronto, ON) – October 11-12 6.5.3 Jessica Brown, Learning Outcomes and Experiential Learning Symposium (Toronto, ON) – October 11-12 6.5.4 Maggie Cusson, Collaborative BBA Trades Management Degree meeting (F2F) (Toronto, ON) – August 09, 2018	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) bring forward any “Travel Authorization Requests for approval.		
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 discussed the Travel Authorization Requests that were brought forward for review. All requests were approved and will move forward as intended.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	July 11, 2018	Agenda Item Number (For office use only)	7
Topic	DARE District Update		
Requested By (ACET member)	D. McNair, V.P. Finance and Administration	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)	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 checked="" type="checkbox"/> Other: Information to be posted	07.0 ACET Transmittal 2018-07-11 DARE District Project Update TSchonewille	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive a general update on the status of the DARE District project.		
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 _____ (Date) <input type="checkbox"/> Report Back By <u>D. McNair, S. Anderson</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team was provided with an update on the progress of the DARE District construction project and the Indigenous Courtyard. Discussion highlights included work being done on the deficiency list, stairwell work, hoarding, roofing, scaffolding, "campus readiness" for the students, the Marketplace courtyard (sod versus seed) and updated signage. The Student Once Stop Space was also discussed; the opening is anticipated to be delayed to end of September. Scenario three was approved pending receiving a written brief on what the space is going to look like for the students. S. Anderson will assist with communication/marketing.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	July 11, 2018	Agenda Item Number (For office use only)	8
Topic	Workday Update: June 25 – July 06, 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. Pollack, Chief Digital Officer		
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 Transmittal 180711 Workday-V3 (004)	
Recommendation (please provide ACET your recommendation requiring approval)	<p>THAT the Algonquin College Executive Team (ACET) receive an update on the status of the Enterprise Resource Planning (ERP) implementation.</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>A formal presentation was not required nor provided. The written report was received as submitted.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

HIGHLY CONFIDENTIAL

Date of Meeting	July 11, 2018	Agenda Item Number (For office use only)	9
Topic	ESA Implementation Update		
Requested By (ACET member)	D. McNair, VP Finance & 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, VP Finance & Administration C. Frederick, VP Human 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	09.0 ACET Transmittal 2018-07-11 ESA (Bill148) Implementation Update	
Recommendation (please provide ACET your recommendation requiring approval)	THAT the Algonquin College Executive Team (ACET) receive the update regarding the implementation of initiatives related to the Employment Standards Act changes.		
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 (pay date), D. McNair (Stat holiday pay differential)</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team was provided an update on the status of progress being made on the collection of data for part-time support jobs. The HR/ITS/Payroll team is projecting that any required salary adjustments would appear on the October 19 pay. D. Wotherspoon advised that revised plan is being developed to implement the changes earlier, on the September 21 pay. Staff will be advised. Discussion followed regarding changes to the statutory holiday pay; D. McNair will follow up and provide information regarding the deferential between the original and revised formula.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	July 11, 2018	Agenda Item Number (For office use only)	10
Topic	ESA AC Way Update		
Requested By (ACET member)	D. Wotherspoon, Vice President, Innovation and Strategy	Time Allotted	15 min
ACET Action Requested (Please check one)	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (Name and title)	D. Wotherspoon, Vice President, Innovation and Strategy		
Attachments (as read-ahead material) (Please check one)	<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 180710 ESA AC Way Update 10.1 Appendix A - ESA Opportunity Initial Scoping Checklist 180710 v3 10.2 Appendix B - ESA Employee Suggestions Review 180626 Findings Report v2	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) accept the ESA AC Way update for information and provide feedback on the general use of a stage gate process for identifying cost-saving opportunities.		
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 August 2018</u> (Date) <input checked="" type="checkbox"/> Report Back By <u>D. Wotherspoon</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team was informed on progress being made by the AC Way office in securing \$1M in savings by March 31, 2019. Feedback was provided on the process to be followed to identify mitigation opportunities. This item will return to ACET in August with a suggested “tool” that can be implemented with the entire Algonquin community.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	July 11, 2018	<small>Agenda Item Number (For office use only)</small>	11
Topic	Education City/Hub and Spoke (Standing Item)		
Requested By (ACET member)	C. Jensen, President	Time Allotted	5 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	11.0 Education City Update Transmittal	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p>THAT the Algonquin College Executive Team (ACET) be updated on the status of the Education City initiative.</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>C. Jensen</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation <small>(completed during ACET meeting)</small>	<p>The Executive Team was provided with a status update on the Education City initiative that is shared with the three other local post-secondary institutions. A. Summerlee is away but has been asked to work on the contract. Further updates will be provided upon Mr. Summerlee's return.</p>		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	July 11, 2018	Agenda Item Number (pull from agenda)	12
Topic	Inclusion + Diversity Circle Areas of Focus for 2018/19		
Requested By (ACET member)	C. Frederick, VP Human Resources	Time Allotted	15 min
ACET Action Requested (Please check one)	<input checked="" type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input type="checkbox"/> Information		
Staff Presenting (Name and title)	M. Cosh, Director Talent Management & Organization Development		
Attachments (as read-ahead material) (Please check one)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input type="checkbox"/> Other: Information to be posted	12.0 ACET Transmittal - Inclusion + Diversity Circle - July 11 2018v2	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) endorse Algonquin College's participation in the Capital Pride 2018 Parade and becoming a regional partner with Pride at Work Canada as recommended by the Inclusion and Diversity Circle (I&D Circle)		
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 was provided with an update on the three priorities and associated actions of the Inclusion and Diversity (I&D) Circle for 2018-2019. Endorsement was provided for two activities related to priority area number three identified by the I&D Circle – LGBTQ+ inclusion (To take actions to ensure that Algonquin is an exceptional place to work for members of the LGBTQ+ communities).		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	July 11, 2018	Agenda Item Number (For office use only)	13
Topic	Data Breach		
Requested By (ACET member)	D. Wotherspoon, Vice President, Innovation and Strategy	Time Allotted	15 min
ACET Action Requested (Please check one)	<input type="checkbox"/> Approval (Discussion) <input type="checkbox"/> Approval (Consent Agenda Item) <input checked="" type="checkbox"/> Information		
Staff Presenting (Name and title)	D. Wotherspoon, Vice President, Innovation and Strategy L. Pollock, Chief Digital Officer (Replacing Craig Delmage, Senior Manager, Information Security and Data Privacy while on annual leave)		
Attachments (as read-ahead material) (Please check one)	<input type="checkbox"/> PowerPoint <input type="checkbox"/> Timeline <input type="checkbox"/> Budget <input checked="" type="checkbox"/> Other: Information to be posted	13.0 ACET Transmittal 180711 Data Breach Update v3	
Recommendation (please provide ACET your recommendation)	THAT the Algonquin College Executive Team (ACET) accepts the update on four recent data breaches		
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. Wotherspoon</u> (ACET Responsible) <input type="checkbox"/> Other (Specify) _____		
Amended Recommendation (completed during ACET meeting)	The Executive Team was informed on the status of recent data breaches and the College's resulting responses. Approval was given to provide extended protection to an additional grouping of individuals. This item will return to ACET for additional debriefing.		

AC EXECUTIVE TEAM AGENDA ITEM REQUEST and MINUTES SHEET

Date of Meeting	July 11, 2018	<small>Agenda Item Number (For office use only)</small>	14
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	21.0 Calendar Roundtable Transmittal	
Recommendation <small>(please provide ACET your recommendation requiring approval)</small>	<p style="color: blue;">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 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 <small>(completed during ACET meeting)</small>	The Executive Team shared calendar events as appropriate.		