



WORK PLAN 2021-2022

The following is a “dynamic document”; adjustments may be required in accordance with provincial legislation, Ministry requirements and the College’s strategic direction and operational priorities. As per Section 29.3 By-law 1, the Governance Committee shall meet at least three times per year and at the call of the committee chair.

- Placeholder for Governor Orientation (for all Governors) Monday, August 30, 2021
- Placeholder for Fall Retreat – Late 2021 (*based on results of a June 2021 survey, 38% of respondents indicated they would attend an in-person event; 54% of the respondents indicated they would attend either an in-person or virtual event*)

GOVERNOR ORIENTATION – ALL GOVERNORS **August 30, 2021**

- Fleming College – Governance 101 and Confidentiality
- Fleming College’s Organizational Structure & Strategic Direction
- 2019 – 2024 Strategic Plan
- 2020 – 2025 Strategic Mandate Agreement (SMA3)
- Overview of Financial Reports
- Enrolment Reporting
- Board Resources
- Overview of the Fleming College Foundation

BOARD MEETING ITEMS **Fleming College Foundation Meeting & AGM** **September 22, 2021**

- College COVID-19 Update
- Update on the 2020-2025 Strategic Mandate Agreement
- Approve Annual Report on Business Plan 2020-2021 (includes Strategic Plan 2019-2024 deliverables) as required
- Approve Business Plan 2021-2022 as required
- Fall 2021 Enrolment and International Update
- Determine Board Objectives for 2021-2022
- Housing Update – Peterborough and Haliburton
- Quality Assurance Dashboard
- Placeholder - Program Efficacy Review Update
- Placeholder - Board of Governors Operating Procedure Revisions
- Placeholder - New Programs and Program Revisions
- Placeholder - New Policies and Policy Updates
- Placeholder - Contracts for Approval
- Board Chair’s Report
- President’s Report
- Other Business (as identified)

Executive Committee Items

- Approve President's Annual Performance Review Objectives 2021-2022 (as required)

Governance Committee Items

- Develop Board Work Plan for 2021-2022
- Approve Recommendations of Officers and Committee Composition 2021 – 2022 (as required)
- Receive Result of Internal Election for Internal Governors (as required)

Fleming College Foundation Meeting & Annual General Meeting (AGM)

- Approve Foundation Financial Statements & Confirm Auditors
- Placeholder - Fundraising Campaign

BOARD MEETING ITEMS

November 24, 2021

- College COVID-19 Update
- Update on the 2020-2025 Strategic Mandate Agreement
- Final Fall 2021 Enrolment Report
- Sexual Violence Prevention Annual Report
- Academic Plan Update
- Indigenous Education & Services Update
- Student Tuition Fees
- Placeholder - Board of Governors Operating Procedure Revisions
- Placeholder - New Programs and Program Revisions
- Placeholder - New Policies and Policy Updates
- Placeholder - Contracts for Approval
- Board Chair's Report
- President's Report
- Other Business (as identified)

Executive Committee Items

- As required

Governance Committee Items

- As required

Finance and Audit Committee Items

- Receive Financial Position Reports at September 30, 2021
- Receive Investment Portfolio Review Report
- Receive Reports on Contracts Awarded (as required)
- Approve Interim Budget Update and Year End Budget Projections
- Receive Small Audits Performed in 2021-2022
- Receive Audit Plan presented by Auditors
- Auditors to meet with Finance & Audit Committee in camera
- Approve Appointment of External Auditors
- Enterprise Risk Management (ERM) Report
- College Information Technology Security Audit Update
- Corporate Improvement Work Plan

PLACEHOLDER – BOARD RETREAT *(based on results of a June 2021 survey, 42% of respondents indicated they would attend an in-person event; 50% of the respondents indicated they would attend either an in-person or virtual event)*
Late 2021

- Topics to be determined

BOARD MEETING ITEMS **January 26, 2022**

- College COVID-19 Update
- Update on the 2020-2025 Strategic Mandate Agreement
- Strategic Plan 2019-2024 Progress Update
- Winter Enrolment and International Update
- Quality Assurance Dashboard
- Placeholder - New Programs and Program Revisions
- Placeholder - New Policies and Policy Updates
- Placeholder - Contracts for Approval
- Board Chair's Report
- President's Report
- Other Business (as identified)

Executive Committee Items

- As required

Governance Committee Items

- As required

Finance and Audit Committee Items

- Receive Financial Position Reports at November 30, 2021
- Receive Report on Contracts Awarded (as required)

BOARD MEETING ITEMS

March 23, 2022

- Update on the 2020-2025 Strategic Mandate Agreement
- Ancillary Fees and Student Levied Fees
- Final Winter 2022 Enrolment Report
- Quality Assurance Dashboard
- Placeholder - Program Efficacy Review Update
- Placeholder - New Programs and Program Revisions
- Placeholder - New Policies and Policy Updates
- Placeholder - Contracts for Approval
- Board Chair's Report
- President's Report
- Other Business (as identified)

Executive Committee Items

- As required

Governance Committee Items

- Identify Impending Governor and Committee Vacancies for 2022 - 2023
- Approve Recruitment Timeline for External Governor Vacancies

Finance and Audit Committee Items

- Receive Financial Position Reports at January 31, 2022 and forecast to year-end
- Receive Report on Contracts Awarded (as required)
- Receive FSA & SAC financial statements
- Receive Status Update of 2022-2023 Preliminary Budget

BOARD MEETING ITEMS

May 25, 2022

- Update on the 2020-2025 Strategic Mandate Agreement
- Spring Enrolment and International Update
- Annual Report on Business Plan 2021 – 2022 (includes Strategic Plan 2019-2024 deliverables)
- Business Plan 2022 – 2023
- Indigenous Education & Services Update
- Placeholder - New Programs and Program Revisions

- Placeholder - New Policies and Policy Updates
- Placeholder - Contracts for Approval
- Board Chair's Report
- President's Report
- Other Business (as identified)

Executive Committee Items

- As required

Governance Committee Items

- Receive Governor Recruitment Update 2022 - 2023
- Confirm Election for Internal Governors (as required)

Finance and Audit Committee Items

- Receive Report on Contracts Awarded (as required)
- Approve Internally restricted net assets
- Approve the 2021-22 Audited Financial Statements
- Receive 2021-22 Year End Financial Position Reports
- Receive Audit results presented by Auditor
- Auditors meet with F&A Committee, in camera
- Approve Preliminary Budget 2022 – 2023

BOARD MEETING ITEMS

June 22, 2022

- Approve Annual Report on Business Plan 2021-2022 (includes Strategic Plan 2019-2024 deliverables) (as required)
- Approve Business Plan 2022-2023 (as required)
- Update on the 2020-2025 Strategic Mandate Agreement
- Final Spring 2022 Enrolment Report
- Quality Assurance Dashboard
- Final Report on Board Objectives 2021 - 2022
- Program Advisory Committee Annual Report 2021 - 2022
- Academic Plan Update
- Program Efficacy Review Update
- Placeholder - New Programs and Program Revisions
- Placeholder - New Policies and Policy Updates
- Placeholder - Contracts for Approval
- Board Chair's Report
- President's Report
- Other Business (as identified)

Executive Committee Items

- As required

Governance Committee Items

- Approve Board Meeting Dates & Work Plan 2022 – 2023
- Approve Governance Committee’s Nomination of Officers 2022 – 2023
- Approve Governance Committee’s Recommended Board Committee Composition 2022 – 2023

Finance and Audit Committee Items

- Receive Report on Contracts Awarded (as required)
- Receive Summary of Investment Portfolio Report
- Approve Investment Performance Report
- Approve Finance & Audit Work Planner 2022-2023
- Enterprise Risk Management (ERM) Report

Executive Committee Items

- President’s Annual Performance Review