



PUBLIC MEETING MINUTES

Meeting Date: November 24, 2021
Meeting Location: Virtual Meeting via Zoom

Meeting Attendance:

Present:

Fred Clifford, Board Chair
Paul Downs, Vice Chair
Don Gillespie
Cynthia Chan Reynolds
Laura Coles
Marg Cox
Sudha Datta

Kerri Davies
Tim Kennaley
Thom Luloff
Michael Nasello
Lisa Reed
Pam Stoneham
Maureen Adamson, President

Regrets:

Jason Fleming

Senior Administration:

Christy DeMont, Chief Technology Officer
Stephanie Dimech, Vice President, Academic Experience
Sandra Dupret, Vice President, Student Experience
Brett Goodwin, Vice President, Applied Research & Innovation
Annie Lam, Vice President, Corporate Finance
Drew Van Parys, Vice President, Economic and Community Development
Terry Williams, Director, Physical Resources
Esther Zdolec, Vice President, Human Resources and Organizational Effectiveness

Administrative Support:

Sandra Armstrong, Manager of Operations
Sara O'Halloran, Executive Assistant

Guests:

Sherry Gosselin, Chief Business Intelligence Officer
Molly Westland, Dean, School of Health & Wellness

Observers:

Mark Bell, Finance & Audit Committee Community Member
Angela Keeley, Incoming Student Governor

1. Call to Order, Welcome to the Traditional Territory and Confirmation of Quorum

The Chair called the meeting to order at 9:02 a.m. and acknowledged that the Board of Governors hosted the November 24, 2021 virtual public meeting on the traditional lands of the Mississauga and Anishinaabe peoples.

Quorum was confirmed and all in attendance were welcomed.

2. Declaration of Conflict

None.

3. Approval of Meeting Agenda

Moved by Paul Downs and seconded by Don Gillespie that the Board of Governors of Sir Sandford Fleming College approve the agenda of the November 24, 2021 public meeting as presented.
Carried.

4. Consent Agenda

Moved by Sudha Datta and seconded by Don Gillespie that the Board of Governors of Sir Sandford Fleming College approve the consent agenda for the November 24, 2021 public meeting and, through this consent approve:

- the Minutes from the September 22, 2021 Public Meeting; and,
- the Investment Portfolio Review & Policy Updates

Carried.

5. Business Arising

The Chair thanked Sandra Armstrong, Manager of Operations, President's Office for her work with the Board and wished her well on her upcoming retirement from Fleming College.

6. Educational Component: Service System Manager (SSM) for Employment Service Providers

The Chair welcomed Sandra Dupret, Vice President, Student Experience who presented on the Education Component: Service System Manager (SSM) for Employment Service Providers.

Moved by Kerri Davies and seconded by Laura Coles that the Board of Governors of Sir Sandford Fleming College receive the presentation on the Education Component: Service System Manager (SSM) for Employment Service Providers for information.

Carried.

7. New Program: Respiratory Therapy

The Chair welcomed Stephanie Dimech, Vice President, Academic Experience and Molly Westland, Dean, School of Health & Wellness to speak to the materials included in the meeting package.

The Board requested that College Administration update the business case template, specifically so that the net income reflects the true impact to the college. The Board also requested that the College adjust the wording of the admission requirements (sciences) for applicants applying directly from high school. Marketing materials for this program will reflect adjusted wording. There

was discussion regarding Fleming's knowledge of competition from other colleges for a similar program.

Moved by Michael Nasello and seconded by Thom Luloff that the Board of Governors of Sir Sandford Fleming College approve the new Respiratory Therapy Ontario College Advanced Diploma program for implementation on January 1, 2023.
Carried.

8. Finance & Audit Committee Decision Items:

The Chair welcomed Don Gillespie, Chair of the Finance & Audit Committee, and Annie Lam, Vice President, Corporate Finance. Briefing notes and documents that were included in the distributed meeting materials were previously endorsed by the Finance & Audit Committee.

8.1 Budget Update and Year End Budget Projections

The Chair of the Finance & Audit Committee noted that the College has presented an improved forecast and the expectation is that College Administration are working towards an even lower deficit amount. Further discussion included the conservative enrolment numbers presented.

Moved by Don Gillespie and seconded by Sudha Datta that the Board of Governors of Sir Sandford Fleming College approve the Fleming College 2021-2022 Update Budget which provides for:

- Revenue of \$151,544,438
- Expenditures of \$154,286,387
- Capital Expenditure of \$10,832,980
- Net Assets at March 31, 2022 of \$36,159,823

Carried.

8.2 Appointment of External Auditors

Moved by Don Gillespie and seconded by Laura Coles that the Board of Governors of Sir Sandford Fleming College appoint KPMG LLP as the College's external auditors for the fiscal year ending March 31, 2022.

Carried.

9. Governance Committee Decision Items:

The Chair welcomed and invited Paul Downs, Chair of the Governance Committee to introduce the items before the Board. Materials were endorsed at the November 8, 2021 Governance Committee meeting and were included in the distributed meeting package.

9.1 Student Governor Recruitment Update

The Chair welcomed Angela Keeley who attended today's meeting as an observer.

Moved by Paul Downs and seconded by Don Gillespie that the Board of Governors of Sir Sandford Fleming College approve the appointment of Angela Keeley to the role of Student Governor for the 2021-2022 term.

Carried.

9.2 Board Objectives 2021-2022

Moved by Paul Downs and seconded by Marg Cox that the Board of Governors of Sir Sandford Fleming College approve the Board Objectives for the 2021-2022 term as presented.
Carried.

10. Finance & Audit Committee Information Item:

10.1 Audit Planning Report for Year ending March 31, 2022

The Chair welcomed Don Gillespie, Chair of the Finance & Audit Committee, and Annie Lam, Vice President, Corporate Finance. Materials endorsed at the November 10, 2021 Finance & Audit Committee meeting were included in the meeting package.

Moved by Don Gillespie and seconded by Paul Downs that the Board of Governors of Sir Sandford Fleming College receive the March 31, 2022 year end Audit Planning Report as presented by KPMG LLP for information.
Carried.

11. Enterprise Risk Management (ERM) Report

The Chair welcomed Don Gillespie, Chair of the Finance & Audit Committee, Annie Lam, Vice President, Corporate Finance, Sherry Gosselin, Chief Business Intelligence Officer and Christy DeMont, Chief Technology Officer. The ERM Report was approved at the November 10, 2021 Finance & Audit Committee meeting and included in the meeting package.

There was a discussion around the raising of the tolerance scale for “IT11- A risk that College-wide service delivery (all areas) is materially impacted by a prolonged IT service outage”. College Administration confirmed this is a priority and will report back on the updated security plan in May 2022.

Moved by Don Gillespie and seconded by Sudha Datta that the Board of Governors of Sir Sandford Fleming College receive for information the October 2021 Enterprise Risk Management (ERM) Report.
Carried.

12. Indigenous Education and Services Update

The Board Chair welcomed comments from President Adamson and Sandra Dupret, Vice President, Student Experience. President Adamson updated the Board on recent meetings she attended with Liz Stone, Academic Chair, Indigenous Perspectives at both Curve Lake First Nation and Hiawatha First Nation.

A question was raised around the use of the title ‘Aboriginal Post-Secondary Information Program (APSIP)’ as it is not inclusive language. College Administration confirmed this is a provincially designated title and the College will remind the province that it should be revised.

Moved by Marg Cox and seconded by Paul Downs that the Board of Governors of Sir Sandford Fleming College receive the Indigenous Education and Services Update for information.
Carried.

13. Board Chair Report

The Board Chair provided a verbal report which included an update on his conversations with MPP David Piccini regarding the timeline of order in council Board appointments.

Moved by Fred Clifford and seconded Cynthia Chan Reynolds that the Board of Governors of Sir Sandford Fleming College receive the November 2021 Board Chair verbal update for information.
Carried.

14. President's Report

The President's Report, provided in the meeting package, was reviewed and included a summary of key updates and events since the September 2021 meeting.

Moved by Laura Coles and seconded by Cynthia Chan Reynolds that the Board of Governors of Sir Sandford Fleming College receive the November 2021 President's Report for information.
Carried.

15. Other Business

Governor Michael Nasello asked if the College Administration had considered committing to investment strategies that focus on environmental sustainability. The Board Chair confirmed that there will be a presentation on Environmental, Social and Governance (ESG) at the December 14, 2021 Board Retreat.

Adjournment

The public meeting of November 24, 2021 was adjourned at 9:58 a.m.