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## **PUBLIC MEETING MINUTES**

**Meeting Date:** June 23, 2021

**Meeting Location:** Virtual Meeting via Zoom

**Meeting Attendance:**

**Present:**

Fred Clifford, Board Chair  
Paul Downs, Vice Chair  
Cynthia Chan Reynolds  
Marg Cox  
Ben Currelly  
Jason Fleming  
Don Gillespie  
Tim Kennaley

Dan Marinigh  
Cathy Praamsma  
Nicole Grady  
Thom Luloff  
Mary Lou McLean  
Chandra Gupta  
Maureen Adamson, President

**Regrets:**

Katherine MacIver

**Senior Administration:**

Christy DeMont, Chief Technology Officer  
Sandra Dupret, Vice President, Student Experience  
Brett Goodwin, Vice President, Applied Research & Innovation  
Sherry Gosselin, Director, Project Management and Institutional Research  
Annie Lam, Vice President, Corporate Finance  
Linda Poirier, Vice President, Academic Experience (retired effective June 30, 2021)  
Roni Srdic, Registrar  
Drew Van Parys, Vice President, Economic and Community Development  
Terry Williams, Director, Physical Resources  
Esther Zdolec, Vice President, Human Resources and Organizational Effectiveness

**Observing:**

Stephanie Dimech, Vice President, Academic Experience (effective July 5, 2021)

**Administrative Support:**

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

**Guests:**

Musabbir Chowdhury, Dean, School of Business and Information Technology  
Erin Goodman, Privacy & Policy Officer  
Angie Sims, Director, Finance Services and Controllorship

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

The Chair called the meeting to order at 1:31 p.m. and acknowledged that the Board of Governors hosted the June 23, 2021 virtual public meeting on the traditional lands of the Mississauga and Anishinaabe peoples.

Quorum was confirmed and all in attendance were welcomed.

The Chair invited President Adamson to introduce two new members of the Senior Management Team who were present at today's Board meeting: Stephanie Dimech, Vice President, Academic Experience (effective July 5, 2021) and Annie Lam, Vice President, Corporate Finance (effective June 30, 2021). President Adamson also acknowledged that Linda Poirier, Vice President Academic Experience was attending her last Board of Governors meetings as she is retiring June 30.

2. Declaration of Conflict

None.

3. Approval of Meeting Agenda

*Moved by Marg Cox and seconded by Thom Luloff that the Board of Governors of Sir Sandford Fleming College approve the agenda of the June 23, 2021 public meeting as presented.*

Carried.

4. Consent Agenda

*Moved by Paul Downs and seconded by Chandra Gupta that the Board of Governors of Sir Sandford Fleming College approve the consent agenda for the June 23, 2021 public meeting and, through this consent approve the minutes from the May 26, 2021 Public Meeting.*

Carried.

5. Business Arising

None identified.

6. Educational Component: Mental Health Supports for Students

The Chair welcomed Sandra Dupret, Vice President, Student Experience who presented on the Mental Health Supports for Students.

*Moved by Marg Cox and seconded by Nicole Grady that the Board of Governors of Sir Sandford Fleming College receive the presentation on Mental Health Supports for Student for information.*

Carried.

7. New Programs:

7.1 Continuing Education:

- i. Business Computer Applications
- ii. Client/Customer Relations
- iii. Condominium Manager
- iv. Diversity and Intercultural Relations
- v. Environmental Management
- vi. Occupational Health and Safety
- vii. Project Management Essentials

The Chair welcomed Linda Poirier, Vice President, Academic Experience and Musabbir Chowdhury, Dean, School of Business and Information Technology who were on hand for questions. The detailed briefing note outlining the new programs was provided in the meeting materials. It was confirmed that these are general level programs that do not duplicate any of our existing programs. There was a brief discussion around Ontario Learn business model and revenue shared with the College.

*Moved by Paul Downs and seconded by Tim Kennaley that the Board of Governors of Sir Sandford Fleming College approve the proposed new programs to be offered by Continuing Education as presented.*

Carried.

8. New Policy: Privacy in Remote Learning, Working and Service Delivery Policy

The Chair welcomed Brett Goodwin, Vice President, Applied Research and Innovation and Erin Goodman, Privacy and Policy Officer who were on hand for any questions regarding the new Privacy in Remote Learning, Working and Service Delivery Policy and Procedure (documents included in the distributed meeting materials). President Adamson introduced the item.

*Moved by Ben Currelly and seconded by Chandra Gupta that the Board of Governors of Sir Sandford Fleming College approve the proposed #2-223 Privacy in Remote Learning, Working and Service Delivery policy for implementation.*

Carried.

9. Policy Revision: Student Rights & Responsibilities Policy & Procedure

The Chair welcomed Sandra Dupret, Vice President, Student Experience and Erin Goodman, Privacy and Policy Officer. President Adamson introduced this item noting that revisions to this policy and procedure were as a result of the Severn Court COVID-19 outbreak in the Spring of 2020. The revised policy and procedure were included in the meeting materials.

*Moved by Paul Downs and seconded by Cynthia Chan Reynolds that the Board of Governors of Sir Sandford Fleming College approve the revised Student Rights and Responsibilities Policy and Procedure (#5-506 and #OP 5-506 respectively) for implementation on August 23, 2021.*

Carried.

10. Finance & Audit Committee (Items for Approval):

The Chair welcomed and invited Don Gillespie, Chair of the Finance & Audit Committee to speak to the following Finance & Audit Committee items. Drew Van Parys, (former) Acting Vice President, Corporate Services & CFO and Angie Sims, Director, Financial Services and Controllershship were also welcomed.

10.1 Investment Performance Report for 2020-2021

The Investment Performance Report for 2020-2021 was included in the meeting materials.

*Moved by Don Gillespie and seconded by Ben Currelly the Board of Governors of Sir Sandford Fleming College approve the Investment Performance Report for 2020-2021.*

Carried.

10.2 Finance & Audit Committee Work Planner

The Finance & Audit Committee Work Planner for the 2021-2022 term was provided in the meeting materials.

*Moved by Don Gillespie and seconded by Paul Downs that the Board of Governors of Sir Sandford Fleming College approve the Finance & Audit Committee Meeting Planner for 2021-2022.*

Carried.

10.3 Draft 2021-2022 Financial Plan (Preliminary Budget)

The Draft 2021-2022 Financial Plan (Preliminary Budget) was included in the meeting materials.

*Moved by Don Gillespie and seconded by Thom Luloff that the Board of Governors of Sir Sandford Fleming College approve the Fleming College 2021-2022 Preliminary Budget which provides for:*

*Revenue of \$143,069,685*

*Expenditures of \$148,751,218*

*Capital Expenditure of \$7,696,043*

*Net Assets at March 31, 2022 of \$33,220,239 and,*

*that the Preliminary Budget be submitted to the Ministry of Colleges and Universities as presented.*

Carried.

11. 2020-2021 Annual Report

The Chair welcomed Sherry Gosselin, Chief Business Intelligence Officer to the meeting and President Adamson introduced the 2020-2021 Annual Report which was included in the meeting material (and also available on the College's website).

*Moved by Dan Marinigh and seconded by Cathy Praamsma that the Board of Governors of Sir Sandford Fleming College approve the 2020-2021 Annual Report as presented.*

Carried.

12. 2021-2022 Business Plan

The Chair welcomed Sherry Gosselin, Chief Business Intelligence Officer to the meeting and President Adamson introduced the 2021-2022 Business Plan which was included in the meeting materials (and also available on the College's website).

*Moved by Chandra Gupta and seconded by Mary Lou McLean that the Board of Governors of Sir Sandford Fleming College approve the 2021-2022 Business Plan as presented.*  
Carried.

13. Finance & Audit Committee (Items for Information):

The Chair invited Don Gillespie, Chair of the Finance & Audit Committee to speak to the next two items.

13.1 Enterprise Risk Management

Joining for this item was Sherry Gosselin, Chief Business Intelligence Office and Drew Van Parys, who was thanked for temporarily stepping into the role of Acting Vice President, Corporate Services & CFO. The Enterprise Risk Management documents were included in the distributed meeting materials.

*Moved by Don Gillespie and seconded by Mary Lou McLean that the Board of Governors of Sir Sandford Fleming College receive the Q1/21-22 Enterprise Risk Management (ERM) Report for information.*  
Carried.

13.2 Summary of Investment Portfolios

Joining for this item was Drew Van Parys, in the role of Acting Vice President, Corporate Services & CFO and Angie Sims, Director, Financial Services and Controllorship. A briefing note was included in the meeting materials.

*Moved by Don Gillespie and seconded by Dan Marinigh that the Board of Governors of Sir Sandford Fleming College, receive the Summary of Investment Portfolios for information.*  
Carried.

14. Final Spring Enrolment Report & International Update

The Chair asked President Adamson to introduce the Final Spring Enrolment Report. It was noted that at the May 26, 2021 meeting, the Board received an interim enrolment report. Drew Van Parys, Vice President, Economic and Community Development and Roni Srdic, Registrar presented on this item. The presentation was included in the distributed meeting materials.

*Moved by Chandra Gupta and seconded by Cathy Praamsma that the Board of Governors of Sir Sandford Fleming College, receive the Final Spring Enrolment Report & International Update for information.*  
Carried.

15. Board Chair Report

The Board Chair provided a verbal report acknowledging and expressing gratitude for the efforts of the departing Governors:

External Governors: Katherine MacIver, Dan Marinigh, Cathy Praamsma and Mary-Anne Hoggarth,  
Internal Governors: Mary Lou McLean, Nicole Grady and Student Governor, Chandra Gupta.

*Moved by Fred Clifford and seconded by Don Gillespie that the Board of Governors of Sir Sandford Fleming College receive the June 2021 verbal Board Chair report and acknowledgement of the departing Governors for information.*

Carried.

16. 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 March 2021 meeting.

*Moved by Mary Lou McLean and seconded by Ben Currelly that the Board of Governors of Sir Sandford Fleming College receive the June 2021 President's report for information.*

Carried.

17. Other Business

None

Adjournment

The public meeting of June 23, 2021 was adjourned at 3:03 p.m.