

## Board of Governors PUBLIC MEETING

Wednesday, October 24, 2018

Frost Campus, Boardroom – Room 252

Lindsay, ON

# MINUTES

*Present:* Mr. Fred Clifford  
Ms. Chloe Craig  
Mr. George Gillespie  
Ms. Nicole Grady  
Ms. Rosemarie Jung  
Mr. Mike Leonard  
Ms. Katherine MacIver  
Mr. Dan Marinigh, Board Chair  
Ms. Mary Lou McLean  
Ms. Cathy Praamsma  
Ms. Maureen Adamson, President  
  
Ms. Michele McFadden, Board Secretary

*Regrets:* Dr. Aaron Grant  
Ms. Hajni Hos

*Senior Administration:*

- Mr. Brian Baker, Vice-President Finance and Administration
- Mr. Drew Van Parys, Executive Director Marketing and Advancement

*Staff Presenting:*

- Item 5.2: Ms. Carol Kelsey, Dean – School of Health & Wellness
- Item 6.1: Dr. Brett Goodwin, Dean – School of Environmental & Natural Resource Sciences
- Item 6.6: Ms. Kristi Kerford, Associate Vice-President Student Services

### 1. Call to Order

The Chair called the meeting to order at 1:01 p.m. and acknowledged holding the meeting on the traditional lands of the Mississauga and Anishinaabe peoples.

**Quorum** was confirmed, staff and guests were **welcomed**.

**Installation of Incoming Governors.** The Board has a tradition of presenting incoming governors with a tie or scarf made from the cloth of the Murray Clan Tartan. The College's namesake was born in Scotland and the Fleming family was a sub-clan of the Murray clan, hence the association with the Murray Tartan. The tartan is used officially by the Fleming Board. Chair Marinigh presented Governors Craig, McLean, Grady and Adamson with their tartans.

**Approval of the Agenda:** Item 5.3, Emergency Management and Business Continuity, was added to the agenda.

It was moved by Mr. Clifford, seconded by Ms. Jung and carried to approve the agenda as amended.

### 2. Declarations of Conflict:

There were no conflicts disclosed concerning items identified on the agenda.

**3. Consent Agenda**

Governors were afforded the opportunity to identify those items to be removed from the Consent Agenda and placed on the regular Public meeting agenda.

Moved and Seconded by Mr. Leonard and Ms. MacIver

**THAT the Board of Governors of Sir Sandford Fleming College approve the Consent Agenda for the October 24, 2018 meeting and, through this consent,**

**3.1 approve the minutes of the September 26, 2018 Public Board meeting;**

**3.2 receive, for information the Report on Contracts Awarded for the June through September 2018 timeframe.**

Motion Carried

(Resolution BoG Oct24-2018 #1)

**REGULAR AGENDA**

**4. Business Arising from Previous Meetings:** None identified

**5. Decision Items**

**5.1 Appointment of External Auditors:** The appointment of the independent external audit firm is required annually during the term of the contract for external audit services. The College is in the third year of a five-year agreement with KPMG LLP.

Moved and Seconded by Mr. Clifford and Ms. McLean

**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, 2019.**

Motion Carried

(Resolution BoG Oct24-2018 #2)

**5.2 New Program - Community Pharmacy Assistant:** The role of the Pharmacy Assistant is becoming critical to the operational effectiveness of the retail pharmacy. This Ontario College Certificate program complements the current offerings in the School of Health & Wellness.

Moved and Seconded by Ms. Craig and Ms. Jung

**THAT the Board of Governors of Sir Sandford Fleming College approve the *Community Pharmacy Assistant* Ontario College Certificate program with an implementation date of September 2019, for submission to the Ministry of Training, Colleges and Universities for funding approval.**

Motion Carried

(Resolution BoG Oct24-2018 #3)

**5.3 New Program – Emergency Management and Business Continuity:** The primary goal for this redesigned program was to create a learning opportunity attractive to both graduates and working professionals. The hybrid program would be offered in a flexible model of online and o-campus delivery; the business continuity focus in the curriculum was increased and the program renamed to more accurately capture this element.

Moved and Seconded by Ms. Praamsma and Ms. Jung

**THAT the Board of Governors of Sir Sandford Fleming College approve the *Emergency Management and Business Continuity* Ontario College Graduate Certificate program with a Fall 2019 implementation date, for submission to the Ministry of Training, Colleges and Universities for funding approval.**

Motion Carried

(Resolution BoG Oct24-2018 #4)

**6. Discussion Items, Reports and Information Items**

- 6.1 Frost Campus Update:** Dr. Goodwin presented an update on the activities at the Frost Campus, highlighting enrolment in all programs at the School of Environmental and Natural Resource Sciences, source of students geographically and demographically, by gender and age, new programs, applied research components, and community connections. Governors were afforded an opportunity to ask questions.

It was moved by Ms. Praamsma, seconded by Mr. Leonard and carried to **receive the presentation and Frost Campus Update report for information.**

- 6.2 Year to Date Financial Statement:** Vice-President Baker presented the statement of revenue and expenditures for the period ending September 30, 2018. The College remains on track to generate a considerable surplus at year end, contributing to the long-range budget strategy of building reserves. Governors were afforded an opportunity to ask questions. For the November meeting, the Board would appreciate a deeper dive and explanation of the report, in particular where the budget will land mid-year as well as multi-year implications.

It was moved by Ms. McLean, seconded by Mr. Leonard and carried to **receive for information the financial statements for the period ending September 30, 2018.**

- 6.3 Report from the Board Chair:** Chair Marinigh provided the following updates:
- Fulford's Restaurant is now open for lunch each Friday through December 7, 2018
  - A reminder of the November 1 Installation Ceremony of President Adamson
  - Open House on Saturday, November 17 at all Fleming Campuses
  - All colleges are awaiting confirmation of their LGIC submissions for board appointments
  - The next Public Board meeting is scheduled for November 28, 2018 at the Sutherland Campus in Peterborough

It was moved by Ms. MacIver, seconded by Ms. Jung and carried to **receive the verbal report of the Board Chair.**

- 6.4 Report from the President:** The Report highlights key activities of each of the core businesses of the College since the September meeting of the Board.

It was moved by Mr. Clifford, seconded by Ms. Jung and carried to **receive for information the President's Report.**

- 6.5 Property / Projects Update:** Vice-President Baker presented a detailed report on projects in progress, completed and planned for the next fiscal year.

It was moved by Mr. Leonard, seconded by Ms. MacIver and carried to **receive for information the Property/Projects Update.**

- 6.6 Cannabis on Campus:** Through a PowerPoint presentation, Ms. Kerford provided an update with respect to the new legislation and its impact on both procedure and process.

It was moved by Mr. Clifford, seconded by Ms. Grady and carried to **receive the report for information.**

- 7. Other Business:** none brought forward or identified.

- 8. Community Connections:** Members were afforded the opportunity to share information that may be of interest/benefit to other Governors or to the College.

9. It was moved by Mr. Clifford, seconded by Ms. Jung and carried to **adjourn the Public Board meeting at 1:38 p.m. and move to the In-Camera meeting.**