

**Board of Governors PUBLIC MEETING**  
**Wednesday, January 30, 2019**  
**Sutherland Campus, Scholfield Boardroom – B3330**  
**Peterborough, ON**

## MINUTES

*Present:* Mr. Fred Clifford  
Ms. Chloe Craig  
Ms. Nicole Grady  
Ms. Hajni Hos  
Ms. Rosemarie Jung (via WebEx)  
Mr. Mike Leonard  
Mr. Dan Marinigh, Board Chair  
Ms. Mary Lou McLean  
Ms. Cathy Praamsma  
Ms. Maureen Adamson, President

*Regrets:* Mr. George Gillespie  
Dr. Aaron Grant  
Ms. Katherine MacIver

Ms. Michele McFadden, Board Secretary

*Senior Administration:*

- Mr. Brian Baker, Vice-President Finance and Administration
- Mr. Drew Van Parys, Executive Director Marketing and Advancement
- Ms. Shelley Mantik, Vice-President Human Resources (Interim)
- Dr. Brent Wootton, Vice-President Applied Research and Innovation

*Staff:*

- Ms. Angie Sims, Director Budget Services
- Ms. Susan Kloosterman, Registrar
- Ms. Molly Westland, Director Academic Quality, Planning and Operations
- Ms. Kristi Kerford, Associate Vice-President Student Services

**1. Call to Order**

The Chair called the meeting to order at 3:15 p.m. and acknowledged holding the meeting on the traditional lands of the Mississauga and Anishinaabe peoples.

The Chair confirmed **quorum**, noting regrets. Staff and guests were **welcomed**.

- 2. Approval of the Agenda:** It was moved by Ms. Jung, seconded by Ms. Craig and carried to approve the printed agenda.

- 3. Declarations of Conflict:** There were no conflicts disclosed concerning items identified on the agenda.

**4. 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. Clifford and Ms. Praamsma

**THAT the Board of Governors of Sir Sandford Fleming College approve the Consent Agenda for the January 23, 2019 meeting and, through this consent,**

- 4.1 approve the minutes of the November 28, 2018 Public Board meeting;**  
**4.2 receive for information the Report on Contracts Awarded between \$500,000 and \$999,999 for the October 1, 2018 through December 31, 2018 timeframe.**

**Motion Carried**  
(Resolution BoGJan23-2019 #1)

## **REGULAR AGENDA**

- 5. Business Arising from Previous Meetings:** None identified.

### **6. Approval/ Decision Items**

- 6.1 Student Tuition Fees 2019-2020:** On January 17, the Minister of Training, Colleges and Universities announced changes to tuition levels for all funding-eligible enrolment, changes to how ancillary fees are categorized and charged to students, and significant changes to OSAP. Under the Ministry's policy framework, college boards are required to approve tuition and ancillary fees for all programs of instruction and courses operated by the college.

Under the new Tuition Fee Framework, colleges and universities are required to reduce domestic tuition fee levels by 10 per cent for the 2019-2020 academic year, relative to current tuition levels. Budget planning has taken this into consideration; initial analysis indicates that a 10% reduction in domestic tuition would reduce College revenue by \$2.5M. It was noted that international tuition fees are not subject to this reduction. However, a recent analysis has shown that on average, Fleming's international tuition is 7% higher than the sector average. To stay competitive, Administration recommends holding the international fees in most programs to the current fee levels. Governors were afforded the opportunity to ask questions.

Moved and Seconded by Mr. Clifford and Ms. Praamsma

**THAT the Board of Governors of Sir Sandford Fleming College approve domestic tuition fees, as outlined within the proposal, for 2019-2020. The Board endorses the International Student Tuition Fees as outlined, pending further analysis; Management will report back to the Board when and if further changes are known.**

**Motion Carried**  
(Resolution BoGJan23-2019 #2)

### **7. Information / Discussion Items**

- 7.1 Financial Position at December 31, 2018:** The Board requested that target percentage of the year be included either in addition to or in place of the "favourable" or "unfavourable" designations. Questions were asked with respect to the variance in Contract Training revenues compared to this time last year, whether system surpluses would be reallocated, and if the College would use its surplus to support international students.

It was moved by Ms. Hos, seconded by Mr. Leonard and carried to **receive the month-end Report on Financial Position for information.**

- 7.2 Section 28 of Financial Administration Act:** The Banking, Investments and Borrowing Operating Procedure under the Policy Framework, which includes the requirements under Section 28 of the Financial Administration Act (FAA), was revised in May 2018 to incorporate a new regulation which provides exemptions to Section 28 based on dollar value thresholds and other terms and conditions (as outlined in the Report). This has resulted in new reporting requirements which includes identification of contracts entered into during the year and an annual attestation letter from the Board Chair; the first time this will be submitted is in June

2019, at the conclusion of the 2018-2019 fiscal year. The President and each direct report will also be required to sign an attestation stating the relevant sections of the internal Signing Authority Operating Procedure have been complied with in their area of responsibility.

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

- 7.3 Winter 2019 Enrolment:** The overall enrolment is above the Winter target numbers, due in part to an increase over target of both domestic and international upper semester enrolments. Domestic semester 1 enrolments are significantly low, under target by 15%. Our international enrolment came in slightly under target. The enrolment plan is nearing completion; the College will continue to work on improvements to both recruitment and admission activities for both international and domestic applicants.

It was moved by Ms. Craig, seconded by Ms. Praamsma and carried to **receive the Winter 2019 Enrolment Report for information.**

- 7.4 Business Plan Interim Report:** The 2018-2019 Business Plan was approved by the Board in April 2018; at that time, concern was raised that the Plan contained too many objectives (38) for the year. In September, the President and Senior Management Team reviewed and prioritized the objectives down to 24. The interim report reflects 92% of the objectives are on track compared to 65% the previous year, and two projects are off track.

It was moved by Ms. McLean, seconded by Ms. Jung and carried to **receive the Business Plan Interim Report for information.**

- 7.5 Quality Audit Improvement Plan – Progress Report:** The dashboard demonstrates progress in meeting the OCQAS recommendations and results of the annual program quality audit report in an easy to interpret document. As a monitoring tool for the Board, the dashboard will be included in each meeting book for the short term.

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

- 7.6 Key Performance Indicators Action Plan:** The Board had requested an action plan with short-, mid- and long-term goals to address and improve results. Members commented on ensuring solutions are attached to issues, with housing in particular.

It was moved by Ms. Hos, seconded by Ms. Jung and carried to **receive the report for information.**

- 7.7 Report from the Board Chair:** Chair Marinigh provided a perspective on the January 14 launch of strategic planning process and the first consultation session with external stakeholders; members were encouraged to show support by attending a session. Correspondence from the Deputy Minister outlining changes in the process of public appointments was received in December; a decision on our two submissions remains outstanding. Correspondence was also received noting the Ministry's intent to develop a policy framework on public-private partnerships. Locally, the Chair attended the annual (Mayor's) Giving Gala and the opening of the new Indigenous student space and community feast at Fleming.

It was moved by Ms. McLean, seconded by Mr. Clifford and carried to **receive the verbal report of the Board Chair.**

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

The next "Thought Leaders" seminars for students, employees, alumni, employers, and community members takes place on February 8 with speaker Sheldon Levy exploring key trends that are impacting the very nature of work and the implications of what is to come. This will be followed with a final speakers' event on Wednesday, March 6 with speaker Elizabeth Manley.

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

- 8. Other Business:** The President will present a training / educational proposal for governors as part of the overall governance / by-law discussion at the February meeting.
- 9. Community Connections:** Members were afforded the opportunity to share information that may be of interest/benefit to other Governors or to the College.
- 10. Next Public Board Meeting:** March 27, 2018.

The Board will have an in-camera meeting on February 27, 2018 to receive the initial results of the strategic planning process and continue the governance review.

- 11.** It was moved by Ms. Grady, seconded by Mr. Leonard and carried to **adjourn the Public Board meeting at 4:27 p.m.**