

Board of Governors PUBLIC MEETING

Wednesday, January 24, 2018

Sutherland Campus, Scholfield Boardroom – Room B3330

Peterborough, ON

Draft Until Approved

MINUTES

Present: Mr. Fred Clifford
 Mr. Paul Downs
 Ms. Dana Empey, Chair
 Mr. George Gillespie
 Dr. Aaron Grant
 Ms. Heather Kerrigan
 Ms. Sue Kloosterman
 Mr. Mike Leonard
 Ms. Katherine MacIver
 Mr. Dan Marinigh
 Ms. Angela Pind
 Ms. Cathy Praamsma
 Ms. Ellen Valter
 Dr. Tony Tilly

Regrets: Ms. Shelley Knott-Fife
 Ms. Rosemarie Jung
 Mr. Mike Perry

Ms. Michele McFadden, Board Secretary

Senior Administration:

Mr. Brian Baker, Vice-President Finance and Administration
 Ms. Sonia Crook, Vice-President Planning, Human Resources and Student Services
 Ms. Judith Limkilde, Vice-President Academic
 Mr. Drew Van Parys, Executive Director Marketing and Advancement

Staff Presenting:

- Items 5.1 and 5.2: Ms. Angie Sims, Director Budget Services
- Item 5.3: Ms. Sue Sanders, Director Finance; Mr. Mark Morden, Manager Accounting Operations
- Item 5.4 Ms. Linda Poirier, Director Strategic Planning and Development Department

Guests:

- Laura Copeland, College Communications

1. Call to Order

Confirming quorum, the Chair called the meeting to order at 2:58 p.m. and acknowledged holding the meeting on the traditional lands of the Mississauga and Anishinaabe peoples.

Staff and guests were **welcomed**.

Conflict of Interest Declaration: Members were asked to disclose any conflicts concerning items on the agenda; none were declared.

2. Additions/Deletions/Approval of Agenda

It was moved by Mr. Downs, seconded by Mr. Marinigh and carried to approve the agenda as circulated.

3. CONSENT AGENDA

Governors were requested 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. Valter

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

3.1 approve the minutes of the November 22, 2017 Public Board meeting;

3.2 receive, for information, the Investment Performance Report for the period ended September 30, 2017;

3.3 receive, for information, the Report on Procurement Contract Awards between \$500,000 and \$999,999 for the October 1, 2017 through December 31, 2017 timeframe;

3.4 receive, for information, the Report on the Financial Position at December 31, 2017.

Motion Carried
(Resolution BoG Jan24-2018 #1)

4. Business Arising from Previous Meetings

Items have been addressed or captured elsewhere on the agenda; no items tabled.

5. Decision Items

5.1 2017-2018 Financial Plan Update: Colleges are required to submit to the Ministry each January a Board-approved interim year-end projection based on the actual information as at the end of November. This year, as a result of extra demands placed on colleges due to the strike, the deadline to submit interim budgets was extended to January 26, 2018. The update budget projects a \$6.0 million contribution to reserves for the 2017-2018 fiscal year which is greater than the original budget. However, the budget is not without risk.

Moved and Seconded by Mr. Gillespie and Ms. Kloosterman

THAT the Board of Governors of Sir Sandford Fleming College approve the updated Fleming College Financial Plan 2017-2018 including adjustments to the Internal Restricted Reserve within net assets, which provides for

Total Revenue of \$124,512,000
Expenditures of \$118,420,000
Capital Expenditure of \$18,291,535
Net Assets at March 31, 2017 of \$24,525,000 AND

THAT the Budget Update be submitted to the Ministry of Advanced Education and Skills Development.

Motion Carried
(Resolution BoG Jan24-2018 #2)

5.2 Student Tuition Fees 2018-2019: College boards are required to approve tuition and ancillary fees for all programs of instruction and courses operated by the college. The proposed schedule of tuition fees for the academic year beginning September 1, 2018 includes both international and domestic fees; this process is earlier than in previous years in response to the redesign of the Ontario Student Assistance Program (OSAP) that provides students the ability to see all offers in a comparative format. The proposed schedule was developed in accordance with the Tuition Fee Framework Guidelines which allows a maximum 3% increase on regular tuition and a maximum 5% increase on high demand programs. While there is no Ministry policy directing international tuition, the College's competitive position is taken into consideration when setting international fees.

Moved and Seconded by Mr. Downs and Ms. Praamsma

THAT the Board of Governors of Sir Sandford Fleming College approve the Domestic and International Student Tuition Fee Schedules for 2018-2019.

Motion Carried
(Resolution BoG Jan24-2018 #3)

5.3 Meal Allowances / Revision to College Policy on Travel & Related Expenses: The Broader Public Sector Expenses Directive was revised in 2017 which in turn provides an opportunity for the College to implement meal allowances. The current process is reimbursement with original itemized receipts and is labour intensive relative to the total annual amount of meal expenses (approx. \$15,000). The Executive Leaders Team supports the recommendation of \$13.00 for breakfast, \$17.00 for lunch and \$30.00 for dinner (for a daily total of \$60.00) which are in-line with other Ontario colleges. The principle area of revision removes the Expenses Directive from the policy document and into operating procedure, and renaming of the documents to reflect travel and expenses in general.

Moved and Seconded by Mr. Leonard and Mr. Clifford

THAT the Board of Governors of Sir Sandford Fleming College endorse implementation of meal allowances commencing April 1, 2018 AND

THAT the Board of Governors of Sir Sandford Fleming College approve revised College Policy #4-414, *Travel and Other Expenses*.

Motion Carried
(Resolution BoG Jan24-2018 #4)

5.4 New Program – Autism and Behavioural Science: This one-year post-grad program has been designed for students who have completed recognized diploma or degree programs in a related field and wish to acquire a specialization in the field of Autism and Behavioural Science. The program will be offered both in-class and online, and includes two field placement courses.

Moved and Seconded by Ms. MacIver and Ms. Kerrigan

THAT the Board of Governors of Sir Sandford Fleming College approve the *Autism and Behavioural Science Ontario College Graduate Certificate* program, to be delivered part-time and online through OntarioLearn with an implementation date of May 2018, for submission to the Ministry of Advanced Education and Skills Development for funding approval.

Motion Carried
(Resolution BoG Jan24-2018 #5)

6. Discussion Items, Reports and Information Items

6.1 Chair's Report to the Board: The Chair provided a verbal update on the 2017 Higher Education Summit, pre-conference workshops, Premier's Awards event and post-conference meetings.

6.2 President's Report to the Board: Dr. Tilly referenced the Committee of Presidents' meeting which included discussion with both the Deputy Minister and Assistant Deputy Minister, the many challenges facing the system including post-strike, Bill 148 implementation, and enrolment. A Fleming media release and an email to staff were issued on January 18 announcing the President's third contract would end on June 30, 2018.

6.3 Interim Report – Collective Bargaining: Dr. Tilly provided an overview of the issues associated with collective bargaining and the strike of 2017. These issues fall into three categories: impact on students and recovery from the strike; re-establishing relationships following the labour disruption; and addressing issues that lead to a breakdown at the negotiating table/failure to reach a negotiated settlement.

Following the return to work, semester completion plans were put into place; however, further analysis of student success in the Fall 2017 semester is still needed. Union local leaders noted Fleming's decision to issue revised workload statements was an important factor in re-establishing relationships, a step not taken at other colleges. Under the new collective agreement, a multi-stakeholder government-facilitated Task Force was created to make recommendations, for example, on appropriate staffing models including faculty complement; Fleming will continue to make modest adjustments to our complement mix by identifying the priority areas for new faculty positions and hiring into these positions.

6.4 Community Connections Roundtable: Members were afforded an opportunity to note participation in a variety of events within their communities. Dr. Tilly referenced the upcoming *Staff Innovation Conference* taking place March 7 and 8 at the Sutherland Campus with dynamic speakers and workshop facilitators and invited Governors interested in attending to advise the Board Office.

6.5 Upcoming Events: Chair Empey drew attention to list of events provided on the agenda. The next business meeting of the Board is March 28 at Frost Campus. A liaison governor opportunity is available for the February 15 meeting of the President's Advisory Council; the Board Chair volunteered to attend the meeting as the Board's representative.

7. Other Business

No further business was identified.

It was noted that Governor Kerrigan was retiring from the College on February 14, 2018 making this her final meeting as the Support Staff Governor. On behalf of the Board, the Chair expressed thanks and appreciation to Heather for her contributions as the Support Staff representative for the past five-and-a-half years.

8. In-Camera Meeting: Presenters and guests were thanked for attending the meeting. It was moved and seconded by Mr. Marinigh and Mr. Clifford to move into the In-Camera meeting.

9. Report from the In-Camera Meeting

The Board moved out of the In-Camera meeting at 4:46 p.m. The Chair reported the Board approved an increase to the non-executive administrative salary ranges; supported applications to the Public Appointments Secretariat of two members for second terms; awarded a contract for an Executive Search firm for the Presidential Search; and confirmed the composition of the Presidential Search Committee.

10. Adjournment: There being no further business, the meeting adjourned at 4:47 p.m. on a motion by Mr. Downs, seconded by Mr. Clifford and carried.