WORK PLAN 2023-2024

The following is a dynamic document; adjustments may be required in accordance with provincial legislation, Ministry requirements and the College's strategic direction and operational priorities.

*Dates may be subject to change based on operational requirements and member availability.

SEPTEMBER 2023

Orientation – New Governors

Friday September 8, 2023 - 10:00-2:00

- The Role of the College Board - Legislation and Governance Essentials
- 2019 – 2024 Strategic Plan
- 2020 – 2025 Strategic Mandate Agreement (SMA3)
- Financial Reports & Financial Sustainability Plan
- Enrolment Reporting – Domestic, International and Private Career College
- Board Resources
- Fleming College Foundation

ESG Committee

Monday September 11, 2023 - 10:00-12:00

- Terms of Reference

BOARD OF GOVERNORS

Wednesday September 27, 2023 – 9:00-10:30 (Public), 10:30-12:00 (In-Camera as required)

- 2020-2025 Strategic Mandate Agreement Report
- 2019-2024 Strategic Plan Report
- 2024-New Strategic Plan Process/Report (tentative Education Session)

- Governance Committee Report
  - 2023/24 Board Objectives and Workplan
  - Officers and Committee Composition 2023 – 2024 (Approve)
  - Governance Policies

- Quality Assurance Report

- Domestic and International Enrolment - Fall 2023 Interim Report
- Private Career College, Fleming College Toronto Enrollment Update

- Equity, Diversity & Inclusion Report
- Indigenous Academic and Student Experience Report

- Sexual Violence Prevention Annual Report

- Program Efficacy (as required)
- Program Modifications (as required)

- Policies and Procedures (as required)
- Contracts for Approval (as required)

- Board Chair's Report
- President's Report
- Other Business as Required

OCTOBER 2023

Executive Committee
Wednesday October 4, 2023 - 11:00-12:00
- President's 2023-2024 Performance Objectives

Governance Committee
Wednesday October 4, 2023 - 12:00-1:00
- Governance Policies and Procedures
- Fall 2023 Governors Retreat – November 3, 2023

NOVEMBER 2023

RETREAT - Haliburton
Friday November 3, 2023 – 0900-1500 – time TBC

Finance and Audit Committee
Wednesday November 15 – 1:00-2:30
- Financial Position Reports
- Investment Portfolio Review Report
- Contracts Awarded Report (as required)
- Interim Budget Update and Year End Budget Projections (as required)
- Financial Sustainability Report

- Small Audits Performed in 2022-2023
- Audit Plan presented by Auditors
- Auditors to meet with Finance & Audit Committee in camera
- Approve Appointment of External Auditors

- Enterprise Risk Management (ERM) Report
- Whistleblower Report
- Information Technology Audit Report

BOARD OF GOVERNORS

Wednesday November 22, 2023 – 9:00-10:30 (Public), 10:30-12:00 (In-Camera as required)
- Finance and Audit Committee Report
  - Audit Plan presented by Auditors (via FAC)
  - Approve Appointment of External Auditors (via FAC)
  - Finance Sustainability Report (via FAC)
- Fall 2023 Enrolment Report – Final
- Fall 2023 Private Career College, Fleming College Toronto Enrollment - Final

- Program Efficacy (as required)
- Program Modifications (as required)

- Policies and Procedures (as required)
- Contracts for Approval (as required)

- Board Chair's Report
- President's Report
- Other Business as Required

DECEMBER 2023

ESG Committee
Monday December 11, 2023 - 10:00-12:00

Volunteer APPRECIATION
Thursday December 14th
- Holiday DINNER

JANUARY 2024

Finance and Audit Committee
Wednesday January 10, 2024 – 1:00-2:30
- Financial Position Reports
- 2024-2025 Preliminary Budget
- Report on Contracts Awarded (as required)

BOARD OF GOVERNORS
January 24, 2024 – 9:00-10:30 (Public), 10:30-12:00 (In-Camera as required)
- Finance and Audit Committee Report
  - 2024-25 Preliminary Budget
  - 2020-2025 Strategic Mandate Agreement
- 2019-2024 Strategic Plan Progress Update
- 2024-? Strategic Plan

- Academic Plan Update

- Indigenous Community Council Report
- 2024/25 Student Tuition Fees
- Winter Domestic and International Enrolment "Day 10" Update
- Private Career College, Fleming College Toronto Enrollment Update
- Quality Assurance Report

- Program Efficacy (as required)
- Program Modifications (as required)

- Policies and Procedures (as required)
- Contracts for Approval (as required)

- Board Chair's Report
- President's Report
- Other Business as Required

MARCH 2024

ESG Committee
Monday March 11, 2024 - 10:00-12:00

Finance and Audit Committee
Wednesday March 13, 2024 1:00-2:30
- Preliminary Budget 2023-24
- Financial Position Reports and forecast to year-end
- Report on Contracts Awarded (as required)
- FSA & SAC financial statements

Governance Committee
Wednesday March 13, 2024 – 2:30-3:30
- Governor and Committee Recruitment Requirements and Timelines 2024/25

BOARD OF GOVERNORS
Wednesday March 27, 2024 – 9:00-10:30 (Public), 10:30-12:00 (In-Camera as required)
- Finance and Audit Committee Report
  - 2024-2025 Business Plan
  - FSA & SAC Financial Statements
  - Ancillary Fees and Student Levied Fees
- Final Winter 2024 Enrolment Report

- Program Efficacy (as required)
- Program Modifications (as required)

- Policies and Procedures (as required)
- Contracts for Approval (as required)

- Board Chair's Report
- President's Report

- Other Business as Required

MAY 2024

Governance Committee
Tuesday May 7, 2024 10:00-11:30
- Long List Review

Governance Committee
Thursday May 16, 2024 – 10:00-4:00
- Interviews
- Review results of Board and Committee performance/effectiveness evaluation and propose recommendations, as required.

Finance and Audit Committee
Wednesday May 22, 2024 – AUDIT – 1:00-2:30
- 2023-24 Audited Financial Statements
- 2023-24 Year End Financial Position Reports
- Audit Results Presented by Auditor
- Report on Contracts Awarded (as required)
- Financial Sustainability Update

BOARD MEETING ITEMS
May 29, 2024 – 9:00-10:30 (Public), 10:30-12:00 (In-Camera as required)
- Finance and Audit Committee Report
  - 2023-24 Audited Financial Statements
  - 2023-24 Year End Financial Position Reports

- Spring Enrolment and International Update
- Annual Report 2023 – 2024
- 2024-25 Business Plan

- Program Efficacy (as required)
- Program Modifications (as required)

- Policies and Procedures (as required)
- Contracts for Approval (as required)

- Board Chair's Report
- President's Report
- Other Business as Required

JUNE 2024

ESG Committee
Monday June 10, 2024 - 10:00-12:00

Executive Committee Items
Wednesday June 12, 2024 – 10:00 – 11:00
- Presidents Annual Performance Review

Governance Committee
Wednesday June 12, 2024 11:00-12:00

Finance and Audit Committee Items
Wednesday June 12, 2024 – 12:00- 1:00
- Report on Contracts Awarded (as required)
- Cybersecurity Audit Plan
- Enterprise Risk Management (ERM)
- Investment Portfolio Report
- Finance & Audit Work Plan 2024-2025

BOARD MEETING ITEMS
June 26, 2024 – 9:00-10:30 (Public), 10:30-12:00 (In-Camera as required)
- Finance and Audit Committee Report
- Governance Committee Report
  - Nomination of Officers 2024 – 2025
  - Recommend Board Committee Composition 2024 – 2025
- Spring 2024 Enrolment Final Report
- Quality Assurance Report
- 2023-24 Board Objectives Final Report
- 2023-24 Program Advisory Committee Annual Report

- Program Efficacy (as required)
- Program Modifications (as required)

- Policies and Procedures (as required)
- Contracts for Approval (as required)

- Board Chair's Report
- President's Report
- Other Business as Required

Bylaw and Terms of Reference Requirements

	# of meetings required	# of meetings booked 2023/24
Board of Governors	No less than 6 per year	6, plus 1 orientation, plus one retreat
Executive Committee	At least 1 per year	2
Governance Committee	At least 3 per year	3, plus recruitment
Finance and Audit Committee	At least 3 per year	5
ESG Committee	No more than 4 per year	4