



PUBLIC MEETING MINUTES

Meeting Date: March 23, 2022
Meeting Location: Virtual Meeting via Zoom

Meeting Attendance:

Present:

Fred Clifford, Board Chair
Paul Downs, Vice Chair
Don Gillespie
Cynthia Chan Reynolds
Laura Coles
Sudha Datta
Kerri Davies
Angela Keeley
Jason Fleming
Tim Kennaley
Ben Currelly
Thom Luloff
Michael Nasello
Lisa Reed
Pam Stoneham
Maureen Adamson, President

Senior Administration:

Christy DeMont, Chief Technology Officer
Sandra Dupret, Executive Vice President, Academic & Student Experience
Brett Goodwin, Vice President, Applied Research & Innovation
Annie Lam, Vice President, Corporate Finance
Drew Van Parys, Executive Vice President, Finance & Administrative Services
Terry Williams, Vice President, Buildings, Facilities and Safety
Esther Zdolec, Vice President, Human Resources and Organizational Effectiveness
Liz Stone, Indigenous Knowledge Leader

Guests:

Nat Leach, Dean, School of General Arts and Science
Kim English, Director, College Safety and Services

Administrative Support:

Sarah Beirness, Operations Manager, President's Office
Julie Ferrari, Acting Operations Manager, President's Office
Sara O'Halloran, Senior Administrative and Media Relations Specialist

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

The Chair called the meeting to order at 8:31 a.m. Liz Stone, Indigenous Knowledge Leader provided an updated and personalized Indigenous Land Acknowledgement to open the Board meeting. This enhanced Land Acknowledgement format will be used at all future Board meetings. Quorum was confirmed and all in attendance were welcomed.

2. Declaration of Conflict

Thom Luloff declared a conflict for agenda item seven (7). He was a co-author and therefore will abstain from voting on this item.

3. Approval of Meeting Agenda

Moved by Don Gillespie and seconded by Kerrie Davies that the Board of Governors of Sir Sandford Fleming College approve the agenda of the March 23, 2022 public meeting as presented. Carried.

4. Consent Agenda

Moved by Angela Keeley and seconded by Michael Nasello that the Board of Governors of Sir Sandford Fleming College approve the consent agenda for the March 23, 2022 public meeting and, through this consent approve the minutes from the January 26, 2022 public meeting. Carried.

5. Business Arising

None.

6. Board Education Item – Academic Quality Assurance

The Chair welcomed Nat Leach, Dean, School of General Arts and Sciences who provided the Board with an overview of Academic Quality Assurance at Fleming College. The forthcoming institutional audit, through the Ontario College Quality Assurance Services, was highlighted and work is well underway to prepare.

7. College Quality Assurance Policy Revisions

The Chair welcomed Sandra Dupret, Executive Vice President, Academic & Student Experience who joined Nat Leach. The following revised policies were included in the meeting package:

- #2-213 – Program Quality Assurance
- #2-202 – Program Advisory Committees
- #2-212 – General Education

Briefing notes, which summarized the changes to the policies, were also included in the meeting package.

Moved by Tim Kennaley and seconded by Sudha Datta that the Board of Governors of Sir Sandford Fleming College approve:

- *the revised Program Quality Assurance Policy for implementation March 28, 2022;*
- *the revised Program Advisory Committees Policy for implementation March 28, 2022; and,*
- *the revised General Education Policy for implementation March 28, 2022.*

Carried.

8. College Health & Safety Policy Revisions

The Chair welcomed Terry Williams, Vice President, Buildings, Facilities and Safety and Kim English, Director, College Safety and Services. The following revised policies were included in the meeting package:

- #4-407 Firearms and Weapons
- #4-412 Health and Safety
- #4-413 Smoking and Tobacco Use
- #4-429 Cannabis Possession and Use

Briefing notes, which summarized the changes to the policies, were also included in the meeting package.

Concern was raised over sec. 5.3 of policy #4-407 Firearms and Weapons and it was clarified that provisions expressed in the policy are both culturally sensitive and in alignment with provincial protocols.

Moved by Pam Stoneham and seconded by Kerri Davies that the Board of Governors of Sir Sandford Fleming College approve:

- *the revised Firearms and Weapons policy for implementation May 1, 2022;*
- *the revised Health and Safety Policy for implementation May 1, 2022;*
- *the revised Smoking and Tobacco Use policy for implementation April 1, 2022; and,*
- *the revised Cannabis Possession and Use policy for implementation April 1, 2022.*

Carried.

9. Employee Development Policy Revisions

The Chair welcomed Esther Zdolec, Vice President, Human Resources and Organizational Effectiveness. A briefing note, summarizing the changes to the College's Employee Development policy #3-346 and the revised policy were included in the meeting package.

Moved by Ben Currelly and seconded by Michael Nasello that the Board of Governors of Sir Sandford Fleming College approve the revised Employee Development policy for implementation April 1, 2022.

Carried.

10. Program Title Modifications

The Chair welcomed Sandra Dupret, Executive Vice President, Academic & Student Experience and Brett Goodwin, Vice President, Applied Research and Innovation

A briefing note, outlining the proposed title modifications for the Applied Planning Environmental and Esthetician programs was included in the meeting package.

Moved by Don Gillespie and seconded by Cynthia Chan Reynold that the Board of Governors of Sir Sandford Fleming College approve the following program title modifications for the Fall semester 2022:

- *Applied Planning Environmental change to Environmental Land Management Canadian Context; and,*
- *Esthetician change to Medical Esthetician and Entrepreneurship.*

Carried.

11. Environmental Social Governance (ESG) Update

The Chair welcomed Brett Goodwin Vice President, Applied Research & Innovation. A briefing note detailing progress to date on the Environmental Social Governance (ESG) initiative was provided in the meeting package.

Moved by Michael Nasello and seconded by Sudha Datta that the Board of Governors of Sir Sandford Fleming College receive the update on the Environmental, Social, Governance (ESG) at Fleming initiative for information.

Carried.

12. Equity, Diversity, and Inclusion Action Plan

The Chair welcomed Sandra Dupret, Esther Zdolec, and Kirsten Redmond, Director, Equity, Diversity & Inclusion and Organizational Development who presented the Equity, Diversity and Inclusion (EDI) Action Plan, which was provided in the meeting package.

The Board Chair commended the College for their ongoing EDI efforts and requested that updates on the EDI Action Plan be a recurring agenda item for future Board meetings.

Moved by Pam Stoneham and seconded by Cynthia Chan-Reynolds that the Board of Governors of Sir Sandford Fleming College receive the Equity, Diversity, and Inclusion Action Plan for information.

Carried.

13. Winter 2022 Day 10 Enrolment Update – Presentation

The Chair welcomed Drew Van Parys, Executive Vice President, Finance & Administrative Services who presented the Board with an update on Winter 2022 Day 10 Enrolment.

Several factors, including frustration with online learning and challenges with visa approvals, have impacted enrolment results.

The Board Chair requested regular updates on Fleming College's competitive position i.e., Fleming's enrolment vs. other competitor Colleges.

Moved by Laura Coles and seconded by Cynthia Chan-Reynolds that the Board of Governors of Sir Sandford Fleming College receive the Winter 2022 Day 10 enrolment update for information.

Carried.

14. COVID Financial Impact – Presentation

The Board Chair welcomed Annie Lam, Vice President, Corporate Finance who joined Drew Van Parys to provide an update on the COVID financial impact. The College is working diligently to reduce non-discretionary spending, adapt supply chain increased costs, and attract both international and domestic students.

Moved by Don Gillespie and seconded by Lisa Reed that the Board of Governors of Sir Sandford Fleming College receive the COVID Financial Impact presentation for information.

Carried.

15. Finance & Audit Committee Items

The meeting package included the following materials from the Finance and Audit Committee that were previously reviewed and endorsed by the Committee at their March 9, 2022 meeting:

- Financial Position Reports – as of January 31, 2022
- Frost Student Association (FSA) and Student Administrative Council Financial Statements

Moved by Don Gillespie and seconded by Ben Currelly that the Board of Governors of Sir Sandford Fleming College receive for information the financial position reports as of January 31, 2022
Carried.

Moved by Don Gillespie and seconded by Paul Downs that the Board of Governors of Sir Sandford Fleming College receive for information the update on Fleming College's Fraud Prevention Training.
Carried.

Moved by Don Gillespie and seconded by Ben Currelly that the Board of Governors of Sir Sandford Fleming College receive for information the Frost Student Association (FSA) and Student Administrative Council financial statements.
Carried.

16. Board Chair Verbal Update

The Board Chair provided a verbal update on a second meeting between Fleming College and Extencicare. Extencicare is interested in the College developing customized contract training. Further updates on this partnership will be provided at a future meeting,

Moved by Fred Clifford and seconded by Paul Downs that the Board of Governors of Sir Sandford Fleming College receive the March 2022 Board Chair verbal update for information.
Carried.

17. 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 January 2022 meeting.

Moved by Fred Clifford and seconded by Cynthia Chan Reynolds that the Board of Governors of Sir Sandford Fleming College receive the January 2022 President's Report for information.
Carried.

15. Other Business

None.

Adjournment

The public meeting of March 23, 2022 was adjourned at 10:02 a.m.