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## **PUBLIC MEETING MINUTES**

**Meeting Date:** March 24, 2021

**Meeting Location:** Virtual Meeting via Zoom

**Meeting Attendance:**

**Present:**

Fred Clifford, Board Chair  
Paul Downs, Vice Chair  
Cynthia Chan Reynolds  
Marg Cox  
Ben Currelly  
Jason Fleming  
Don Gillespie  
Mary-Anne Hoggarth

Katherine MacIver  
Dan Marinigh  
Cathy Praamsma  
Nicole Grady  
Thom Luloff  
Mary Lou McLean  
Chandra Gupta  
Maureen Adamson, President

**Regrets:**

Tim Kennaley

**Senior Administration:**

Christy DeMont, Chief Technology Officer  
Sandra Dupret, Vice President, Student Experience  
Brett Goodwin, Vice President, Applied Research & Innovation  
Sherry Gosselin, Director, Project Management and Institutional Research  
Tom Phillips, Chief Recovery Officer  
Linda Poirier, Vice President, Academic Experience  
Roni Srdic, Registrar  
Marilyn Strain, Manager, Digital Marketing & Creative Services  
Drew Van Parys, Vice President, Economic and Community Development and Acting Vice President, Corporate Services & CFO  
Terry Williams, Director, Physical Resources  
Esther Zdolec, Vice President, Human Resources and Organizational Effectiveness

**Administrative Support:**

Sandra Armstrong, Manager of Operations  
Sara O'Halloran, Executive Assistant

**Guests:**

Shanthi Rajaratnam, Director, Workforce Development, SSM – Fleming College  
Eric Marshall, Managing Partner, Blazing The Agency  
Susan Conner, PRISM Partners Inc.  
Alex Josephson, PARTISANS Architecture Studio  
Molly Westland, Dean, School of Health & Wellness  
Tania Clerac, Principal/Dean, School of Environmental & Resource Sciences

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

The Chair called the meeting to order at 10:01 a.m. and acknowledged that the Board of Governors hosted the March 24, 2021 virtual public meeting on the traditional lands of the Mississauga and Anishinaabe peoples.

Quorum was confirmed, regrets noted, staff, guests and observers in attendance were welcomed.

2. Declaration of Conflict

None identified.

3. Approval of Meeting Agenda

*Moved by Don Gillespie and seconded by Paul Downs that the Board of Governors of Sir Sandford Fleming College approve the agenda of the March 24, 2021 public meeting as presented.*

Carried.

4. Consent Agenda

A brief discussion transpired and it was agreed to adopt gender neutral pronouns in all future meeting minutes.

*Moved by Ben Currelly and seconded by Jason Fleming that the Board of Governors of Sir Sandford Fleming College approve the consent agenda for the March 24, 2021 public meeting and, through this consent:*

- *Approve the minutes from the January 27, 2021 Public Meeting.*

Carried

5. Business Arising

None identified.

6. Educational Component – Fleming College Muskoka-Kawarthas Service System Manager (SSM)

The Chair welcomed Sandra Dupret, Vice President, Student Experience and Shanthi Rajaratnam, Director, Workforce Development, SSM, who provided a presentation on the Fleming College Muskoka-Kawarthas Service System Manager (SSM)

*Moved by Nicole Grady and seconded by Don Gillespie that the Board of Governors of Sir Sandford Fleming College receive the Fleming College Muskoka-Kawarthas Service System Manager (SSM) presentation for information.*

Carried.

7. Ancillary Fees and Student Levied Fees

The Chair welcomed Sandra Dupret, Vice President, Student Experience and the briefing note that was provided in the meeting documentation was reviewed. The Ancillary fees align with the Minister's Binding Policy Directive on Tuition and Ancillary Fees and has been developed through consultation with our Student Governments. Administration has recommended the majority of these fees should be kept to levels equivalent to cost of living increases, using the Consumer Price Index as published by Statistics Canada as a guide to inflation, determined as 2%. The College and Frost Student Association (FSA) have followed that recommendation while Student Administrative Council (SAC) is opting not to increase most student levied fees associated with their organization.

*Moved by Paul Downs and seconded by Chandra Gupta that the Board of Governors of Sir Sandford Fleming College approve the Student Ancillary and Student Levied Fees, and Academic Program Ancillary Fees for implementation September 2021.*

Carried.

8. Asset Management Policy

The Chair welcomed Don Gillespie, Chair of the Finance & Audit Committee and Drew Van Parys, Vice President, Economic & Community Development and Acting Vice President, Corporate Services and CFO. The Asset Management Policy (provided in the meeting materials) was endorsed by Finance and Audit Committee at their meeting of March 8, 2021.

*Moved by Don Gillespie and seconded by Jason Fleming that the Board of Governors of Sir Sandford Fleming College approve the Asset Management Policy for implementation for April 1, 2021.*

Carried.

9. Proposal to Develop – Program in Surveying – Certificate and Diploma

The Chair introduced Linda Poirier, Vice President, Academic Experience and Tania Clerac, Principal/Dean, School of Environmental & Natural Resource Sciences who spoke to the briefing note included in the meeting materials.

*Moved by Marg Cox and seconded by Chandra Gupta that the Board of Governors of Sir Sandford Fleming College approve the proposal to develop a new Surveying Ontario College Certificate Program, and a Surveying Ontario College Diploma Program with an estimated start date of Winter 2023.*

Carried.

10. Finance & Audit Committee Items:

Don Gillespie, Chair of the Finance & Audit Committee introduced the following items (which were endorsed by Finance and Audit Committee at their meeting of March 8, 2021):

10.1 Cash Flow and Balance Sheet Report;

10.2 2021-2022 Preliminary Budget – Status Update; and,

### 10.3 Financial Reports for the Ten Months Ending January 31, 2021

Drew Van Parys, Vice President, Economic & Community Development and Acting Vice President, Corporate Services and CFO was also available for questions.

*Moved by Don Gillespie and seconded by Paul Downs that the Board of Governors of Sir Sandford Fleming College receive for information:*

- *the Cash Flow and Balance Sheet Report – Presentation;*
- *the 2021-2022 Preliminary Budget – Status Update; and,*
- *the Statement of Revenues and Expenditures for the ten (10) months ending January 31, 2021, the Forecast for the year ended March 31, 2021, the Quarterly Cash Flow Forecast for the year ended March 31, 2021 and the Balance Sheet as of January 31, 2021.*

Carried.

### 11. College Branding

The Chair welcomed Drew Van Parys, Vice President, Economic & Community Development and Acting Vice President, Corporate Services and CFO, Marilyn Strain, Manager, Digital Marketing & Creative Services and guest Eric Marshall Managing Partner at Blazing The Agency. A briefing note was provided in the meeting materials, and a presentation was made to the Board.

*Moved by Cathy Praamsma and seconded by Dan Marinigh that the Board of Governors of Sir Sandford Fleming College receive the proposed plan to re-brand the College under one new inclusive identity for information.*

Carried.

### 12. Sutherland Campus Space Revitalization Plan

The Chair welcomed Sandra Dupret, Vice President, Student Experience are guests Susan Conner, PRISM Partners Inc., and Alex Josephson, PARTISANS Architecture Studio. A briefing note was provided to the meeting materials and a presentation was made to the Board.

*Moved by Chandra Gupta and seconded by Don Gillespie that the Board of Governors of Sir Sandford Fleming College receive the Space Revitalization and Project Delivery concept for the Sutherland Campus for information.*

Carried.

### 13. Strategic Enrolment Management Public Plan

Linda Poirier, Vice President, Academic Experience was welcomed for this item. The public document which was included in the meeting materials provides an overview of the relationship between the Strategic and Academic Plans, impacts of COVID-19, results of the Labour Market Information, a snapshot of our current enrolment story and next steps with respect to developing a quantitative Strategic Enrolment Plan.

*Moved by Nicole Grady and seconded by Marg Cox that the Board of Governors of Sir Sandford Fleming College receive for information the Strategic Enrolment Public Plan.*

Carried.

14. Final Winter Enrolment Report

The Chair welcomed Roni Srdic, Registrar and Drew Van Parys, Vice President, Economic & Community Development and Acting Vice President, Corporate Services and CFO. The enrolment report as of Day 10 of the Winter term was included in the meeting materials. The report presented at the January 27, 2021 meeting was an interim report as Day 10 was January 29, 2021.

*Moved by Don Gillespie and seconded by Paul Downs that the Board of Governors of Sir Sandford Fleming College receive the Final Winter 2021 Enrolment Report for information.*

Carried.

15. Quality Assurance Dashboard

The Chair welcomed Linda Poirier, Vice President, Academic Experience and Molly Westland, Dean, School of Health and Wellness. The Quality Assurance Dashboard details the College's progress in the past quarter. The College continues to make progress towards the goals of the improvement plan and remains positioned well for its next audit in 2023.

*Moved by Chandra Gupta and seconded by Ben Currelly that the Board of Governors of Sir Sandford Fleming College receive the OCQAS Quality Audit Improvement Plan Progress Report- February 2021 for information.*

Carried.

16. Frost Student Association & Student Administrative Council Financial Statements

At the Finance & Audit Committee meeting of March 8, 2021, the financial statements for both the Frost Student Association & the Student Administrative Council were received for information and are now being presented to the Board.

*Moved by Don Gillespie and seconded by Nicole Grady that the Board of Governors of Sir Sandford Fleming College receive the Frost Student Association & Student Administrative Council Financial Statements for information.*

Carried.

17. Board Chair Report

The Board Chair provided a verbal report.

*Moved by Fred Clifford and seconded by Paul Downs that the Board of Governors of Sir Sandford Fleming College receive the March 2021 verbal Board Chair report for information.*

Carried.

18. 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 2021 meeting.

*Moved by Chandra Gupta and seconded by Don Gillespie that the Board of Governors of Sir Sandford Fleming College receive the March 2021 President's report for information.*

Carried.

19. Other Business

No other business.

Adjournment

The public meeting of March 24, 2021 was adjourned at 12:23 p.m.