



## **PUBLIC MEETING MINUTES**

**Meeting Date:** May 26, 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  
Tim Kennaley

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

**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  
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:**

Pam Stoneham, Dean, School of Trades & Technology  
Musabbir Chowdhury, Dean, School of Business and Information Technology  
Erin Goodman, Privacy & Policy Officer  
Angie Sims, Director, Finance Services and Controllorship

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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 May 26, 2021 virtual public meeting on the traditional lands of the Mississauga and Anishinaabe peoples.

Quorum was confirmed and all in attendance were welcomed.

2. Declaration of Conflict

None identified.

3. Approval of Meeting Agenda

The Chair noted that Item 10.2 should in fact be listed as '2021-2022 Preliminary Budget Status Update'. The agenda indicates '2020-2022 Preliminary Budget Status Update' and will be revised accordingly.

*Moved by Paul Downs and seconded by Thom Luloff that the Board of Governors of Sir Sandford Fleming College approve the agenda of the May 26, 2021 public meeting as amended.*

Carried.

4. Consent Agenda

*Moved by Don Gillespie and seconded by Jason Fleming that the Board of Governors of Sir Sandford Fleming College approve the consent agenda for the May 26, 2021 public meeting and, through this consent approve the minutes from the March 24, 2021 Public Meeting.*

Carried

5. Business Arising

None identified.

6. Educational Component – Wastewater/COVID-19 Testing

The Chair welcomed Brett Goodwin, Vice President, Applied Research and Innovation, who provided a presentation on the detection of COVID-19 in wastewater on campus.

*Moved by Paul Downs and seconded by Chandra Gupta that the Board of Governors of Sir Sandford Fleming College receive the Detection of COVID-19 in Wastewater presentation for information.*

Carried.

7. New Programs

Linda Poirier, Vice President, Academic Experience along with Pam Stoneham, Dean, School of Trades & Technology and Musabbir Chowdhury, Dean, School of Business and Information Technology were welcomed to the meeting.

There was discussion regarding the timeliness of the Motive Power Technician – Report and Sport Vehicles as the industry has seen a surge in recreational vehicle sales of late and the growth continues.

Discussion with respect to the Electrical Engineering Technology program confirmed this is an extension of the already available two-year program. Students will now have the option of the addition of a third year.

The Artificial Intelligence Program was initially a three semester program, but is now being recalibrated to two semesters.

Briefing notes and business cases for the three programs were provided in the meeting materials

*Moved by Ben Currelly and seconded by Paul Downs that the Board of Governors of Sir Sandford Fleming College approve the proposed new programs:*

- *Motive Power Technician – Recreational and Sport Vehicles; and,*
- *Electrical Engineering Technology.*

*And, the new postgraduate certificate program:*

- *Artificial Intelligence.*

*Carried.*

#### 8. Policy Revisions

The Chair welcomed Esther Zdolec, Vice President, Organizational Effectiveness & Human Resources and Erin Goodman, Privacy and Policy Officer to the meeting.

The Conflict of Interest and the Harassment and Discrimination Prevention policies were included in the meeting materials. There was a brief discussion on the handling of conflict of interest complaints (using internal supports vs an external agency) and also discussion on whether or not the Board's Internal Governors were included in this Conflict of Interest Policy. As a result, the Governance Committee will address amending By-law 1 to handle any conflicts of interest arising with Internal Governors.

The Conflict of Interest Policy, Section 5.1 (d) Duties and Responsibilities of Employees will be amended to indicate that employees must, on their own initiative confidentially fully disclose any Conflict of Interest, immediately.

*Moved by Paul Downs and seconded by Jason Fleming that the Board of Governors of Sir Sandford Fleming College approve the amended Conflict of Interest Policy and the Harassment and Discrimination Prevention Policy as presented for immediate implementation; and that the suggested amendments to By-law 1 will be addressed and subject to review by the Governance Committee.*

*Carried.*

#### 9. Finance & Audit Committee (items for approval):

Don Gillespie, Chair of the Finance & Audit Committee was asked speak to the next items that were endorsed at the May 17, 2021 Finance & Audit Committee meeting. Joining Don was Drew Van Parys, Acting Vice President, Corporate Services & CFO and Angie Sims, Director, Financial Services and Controllershship.

9.1 Internally Restricted Assets

*Moved by Don Gillespie and seconded by Ben Currelly that the Board of Governors of Sir Sandford Fleming College approve the recommendation from the Finance and Audit Committee to approve a decrease in Internally Restricted Net Assets of \$1,010,000 for the purposes of residence and other direct student services, offset by an increase for future Sports Field Complex capital repairs and improvements of \$10,000, effective March 31, 2021.*

Carried.

9.2 2020-2021 Audited Financial Statements

*Moved by Don Gillespie and seconded by Tim Kennaley that the Board of Governors of Sir Sandford Fleming College approve the recommendation from the Finance and Audit Committee approve the 2020-2021 draft Audited Financial Statements indicating Net Assets as at March 31, 2021 of \$38,901,772.*

*KPMG will remove “Draft” and issue final Audited Financial Statements once approval has been received. These statements will then be provided to the Ministry of Colleges and Universities (MCU); the statements also form part of the College’s Annual Report and will be posted to the College website.*

Carried.

10. Finance & Audit Committee (items for information):

The Chair welcomed Don Gillespie, Chair of the Finance & Audit Committee to speak to the next items that were endorsed at the May 17, 2021 Finance & Audit Committee meeting. Joining Don was Drew Van Parys, Acting Vice President, Corporate Services & CFO and Angie Sims, Director, Financial Services and Controllorship.

10.1 Internal Statement of Revenue & Expenditures for the year ended March 31, 2021

*Moved by Don Gillespie and seconded by Ben Currelly that the Board of Governors of Sir Sandford Fleming College approve the recommendation from the Finance and Audit Committee to receive for information, the Internal Statement of Revenue and Expenditures for the year ended March 31, 2021.*

Carried.

10.2 2020-2022 Preliminary Budget Status Update

At the Chair’s request, Drew Van Parys, Acting Vice President, Corporate Services & CFO confirmed that we will be submitting the budget prior to the the Ministry’s August 2021 deadline.

*Moved by Don Gillespie and seconded by Paul Downs that the Board of Governors of Sir Sandford Fleming College approve the recommendation from the Finance and Audit Committee to receive for information, the 2021-2022 Preliminary Budget – Status Update.*

Carried.

10.3 Comparative Balance Sheet for the year ended March 31, 2021

*Moved by Don Gillespie and seconded by Thom Luloff the Board of Governors of Sir Sandford Fleming College approve the recommendation from the Finance and Audit Committee to receive for information, the College Balance sheet comparatives for the year ended March 31, 2021.*

Carried.

11. Sexual Violence Prevention Report: 2020-21 Annual Report

The Chair welcomed Sandra Dupret, Vice President Student Experience to address any inquiries from the Board on the Sexual Violence Prevention Report: 2020-21 Annual Report that was included in the meeting materials. The total number of incidents reported was down as a result of physically not being on campus. The difference between formal and informal complaints was explained and a 4-year trend will be included in next year's report

*Moved by Nicole Grady and seconded by Cynthia Chan Reynolds that the Board of Governors of Sir Sandford Fleming College receive the Sexual Violence Prevention Report: 2020-21 Annual Report for information.*

Carried.

12. Indigenous Fleming May 2021: Biannual Report

The Chair welcomed Sandra Dupret, Vice President Student Experience and Linda Poirier, Vice President, Academic Experience. The May 2021 Indigenous Fleming Biannual Report was included in the meeting materials and the efforts of Liz Stone, Academic Chair of Indigenous Studies and team were acknowledged.

*Moved by Mary Lou McLean and seconded by Katherine MacIver that the Board of Governors of Sir Sandford Fleming College receive the May 2021 Indigenous Fleming Biannual Report for information.*

Carried.

13. Spring Enrolment Report & International Update

The Chair welcomed Roni Srdic, Registrar and Drew Van Parys, Acting Vice President, Corporate Services & CFO who presented on the Spring 2021 enrolment report and international update.

*Moved by Jason Fleming and seconded by Cynthia Chan Reynolds that the Board of Governors of Sir Sandford Fleming College receive the Spring 2021 Enrolment Report and International Update as presented for information.*

Carried.

14. Board Chair Report

The Board Chair provided a verbal report.

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

Carried.

15. 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 March 2021 meeting.

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

Carried.

19. Other Business

President Adamson reminded the Board that the June Convocation ceremony will again be virtual.

Adjournment

The public meeting of May 26, 2021 was adjourned at 11:46 a.m.