



Board of Governors Public Meeting Minutes

Meeting Date: Wednesday, November 27, 2019

Meeting Location: Frost Campus, 200 Albert St. S. Lindsay; Boardroom 252

Meeting Attendance

Present:

Mr. Dan Marinigh, Board Chair
Ms. Katherine MacIver, Vice Chair
Mr. Fred Clifford
Mr. Ben Currelly
Mr. Paul Downs
Ms. Allison Galbraith
Ms. Nicole Grady
Ms. Rosemarie Jung
Mr. Mike Leonard
Ms. Mary Lou McLean
Mr. Thom Luloff
Ms. Cathy Praamsma
Ms. Maureen Adamson, President

Regrets:

Dr. Aaron Grant

Senior Administration:

Ms. Sandra Dupret, Vice President, Student Experience
Ms. Sherry Gosselin, Director, Project Management and Institutional Research
Ms. Roni Srdic, Registrar
Dr. Tom Phillips, Vice President, Academic Experience
Ms. Sherry Taylor, Vice President, Organizational Effectiveness and Human Resources
Mr. Drew Van Parys, Vice President, Economic and Community Development
Mr. Terry Williams, Director, Physical Resources
Dr. Brent Wootton, Vice President, Applied Research & Innovation

Administrative Support:

Ms. Sandra Armstrong, Executive Assistant
Ms. Sarah Beirness, Manager Governance, Policy and Freedom of Information

Guests:

Dr. Brett Goodwin, Dean & Principal, School of Environmental & Natural Resource Sciences
Ms. Angie Sims, Director Budget Services
Ms. Jenny Oluson, Academic Chair, School of Business
Ms. Pam Stoneham, Dean, School of Trades & Technology

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

The Chair called the meeting to order at 1:40 p.m. and acknowledged that the Board of Governors is holding the meeting on the traditional lands of the Mississauga and Anishinaabe peoples.

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

The Chair presented the Indigenous wampum belt. The belt was created by Governors during the Indigenous governance session at the Board retreat on November 8th. The belt symbolizes Governors' commitment to good governance and working collaboratively together. Ms. Galbraith was thanked for her efforts in finishing the belt on behalf of the Board.

2. Declaration of Conflict

There were no conflicts disclosed concerning items identified on the agenda.

3. Approval of Meeting Agenda

Moved by Mr. Downs and seconded by Ms. MacIver that the Board of Governors of Sir Sandford Fleming College approve the agenda of the November 27, 2019 public meeting as presented.

Carried

4. Consent Agenda

Requested that items 4.2 - Investment Portfolio Review and 4.3 - Financial Position as of September 30, 2019 be removed from the consent agenda for discussion.

4.2 - Investment Portfolio Review: Concern was raised over the College's portfolio being limited to only investments in Canada. Mr. Clifford noted that diversification of the College's portfolio was discussed at the November Finance and Audit Committee meeting. As a result, President Adamson will meet with the College's investment portfolio manager in December and the Finance and Audit Committee will review of the College's financial investment policy.

4.3 - Financial Position as of September 30, 2019: Requested that month end financial positions be brought forward as discussion items on subsequent Board agendas, and that the Board receive a fulsome presentation on budget semi-annually. Mr. Clifford clarified that month end financial reports are examined by the Finance and Audit Committee before they are provided to the Board, and that the Board will review the interim budget update and year end budget projections at today's meeting and the draft financial plan (preliminary budget) for 2020 – 2021 will be reviewed at a Spring 2020 Board meeting.

Moved by Mr. Luloff and seconded by Mr. Clifford that the Board of Governors of Sir Sandford Fleming College approve the revised consent agenda for the November 27 public meeting and, through this consent:

- *approve the minutes of the September 25, 2019 public meeting; and*
- *receive for information the financial position as of October 31, 2019.*

Moved by Mr. Luloff and seconded by Mr. Clifford that the Board of Governors of Sir Sandford Fleming College receive for information the:

- *investment portfolio review (item 4.2); and*
- *financial position as of October 31, 2019.*

Carried

5. Business Arising

None identified.

Decision Items

6. New Program Proposals

6.1 New Program Proposals - School of Environmental & Natural Resource Sciences

The Chair welcomed Dr. Phillips and guest Dr. Brett Goodwin, Dean & Principal, School of Environmental & Natural Resource Sciences to present three (3) preliminary program proposals for the School of Environmental and Natural Resource Sciences: Adaptive Forest Management; Environmental Communication; and, Foundations of Aquaculture.

6.1 a) Adaptive Forest Management is a joint Fleming-Trent diploma-degree which would be organized similarly to the College's Ecological Restoration program. The program will provide students with the skills to develop appropriate forest management strategies in the face of growing threats from climate change, invasive species and other stressors. Many courses already exist at both Fleming and Trent.

Moved by Mr. Clifford and seconded by Ms. MacIver that the Board of Governors of Sir Sandford Fleming College approve the proposal to develop a new joint Fleming-Trent diploma-degree in Adaptive Forest Management.

Carried

6.1 b) Environmental Communications is a one (1) year post-graduate certificate. The program will be targeted at students who have completed a diploma or degree in an environmental field and are looking to develop communication skills to pursue a career in environmental journalism or in communications for environmental organizations. The program is classroom based with an applied placement. It was recommended that College/University pathways be explored.

Moved by Ms. McLean and seconded by Ms. MacIver that the Board of Governors of Sir Sandford Fleming College approve the proposal to develop a new graduate certificate in Environmental Communication

Carried

6.1 c) Foundations of Aquaculture Program is a two (2) semester College Certificate. The program would focus on providing basic fish biology, basic aquaculture techniques, fish husbandry, safety, and environmental considerations. Course material will be derived from the College's current Aquaculture post-grad certificate. The program will primarily be offered via on-line delivery with short, intensive hands-on portions interspersed throughout. Establishment of both Indigenous and business program partnerships was encouraged.

Moved by Ms. McLean and seconded by Ms. Jung that the Board of Governors of Sir Sandford Fleming College approve the proposal to develop a new college certificate in Foundations of Aquaculture.

Carried

6.2 New Program Proposal - School of Business

The Chair welcomed Ms. Jenny Olason, Academic Chair, School of Business joining Dr. Phillips to present a preliminary program proposal in Non-Profit Housing Management.

6.2 a) The proposed Ontario College Graduate Certificate will provide training in the management of non-profit housing administrative functions such as operations, policy, health, and housing while

also focusing on development of community and government partnerships. Currently, there are no institutions in the Ontario College System, or within Canada, which offer this certification. It was suggested that this program may be suitable for conversion to micro credentials.

Moved by Mr. Luloff and seconded by Ms. Grady that the Board of Governors of Sir Sandford Fleming College approve the proposal to develop a new graduate certificate in Non-Profit Housing Management.

Carried

7. Program Modification - Advanced Water Systems and Operations Management

The Chair welcomed Dr. Phillips and Dr. Brett Goodwin to present a proposed modification to the Advanced Water Systems and Operations Management program.

The inability to find suitable co-op positions in the Advanced Water Systems and Operations Management program creates a challenge for student success. It was recommended that the mandatory co-op be converted to optional, and provide students with an applied research project alternative.

Moved by Mr. Currelly and seconded by Ms. Jung that the Board of Governors of Sir Sandford Fleming College approve the conversion of the required co-op placement in the Advanced Water Systems and Operations Management program to an optional co-op placement.

Carried

8. Final Program Proposals

The Chair welcomed Dr. Phillips and guest, Ms. Pam Stoneham, Dean, School of Trades & Technology to present two (2) programs for final Board approval.

8.1 The Artificial Intelligence (AI) and Virtual Reality (VR) program is a three (3) semester Ontario College Graduate Certificate featuring applied learning throughout and a third (3rd) semester workplace experience. AI and VR represent some of the fastest growing disruptive technologies in industry with projected labour shortages occurring over the next ten (10) years. Integration of typically separate fields of study (AI and VR) provides a unique learning opportunity for students.

Moved by Ms. Galbraith and seconded by Ms. Praamsma that the Board of Governors of Sir Sandford Fleming College approve the business case for the Ontario College Graduate Certificate in Artificial Intelligence & Virtual Reality, with a proposed launch date of September 2020 for submission to the Ministry of Colleges and Universities.

Carried

8.2 The Applied Data Analytics program is an Ontario College Graduate certificate offered in hybrid format. This program is a multi-school collaboration involving the Schools of Business, Health & Wellness, Trades & Technology, Justice & Community Development, and Environmental & Natural Resource Sciences. The program would be unique in Ontario, offering applied data analytics training with specializations in the fields of business, health, crime or environmental.

Moved by Mr. Clifford and seconded by Ms. MacIver that the Board of Governors of Sir Sandford Fleming College approve the business case for the Ontario College Graduate Certificate in Applied Data Analytics, with a proposed launch date of September 2020 for submission to the Ministry of Colleges and Universities.

Carried

9. Sexual Violence Prevention: Annual Report

The Chair welcomed Ms. Dupret to present the Sexual Violence Annual report. Bill 132, the Sexual Violence and Harassment Action Plan Act, requires an annual focused report on supports, incidents, awareness and policy implementation be approved by the Board of Governors and posted publically.

The report covers the 2018 – 2019 timeframe. The College has made several noteworthy improvements, including the recently revised Sexual Violence Prevention policy. Efforts are well underway to ensure we have an even more robust sexual violence prevention program for 2019 – 2020.

Moved by Ms. Galbraith and seconded by Ms. Jung that the Board of Governors of Sir Sandford Fleming College approve the Sexual Violence Prevention Annual Report 2018-2019 for public posting in accordance with the Ministry's directive.

Carried

10. Student Tuition Fees

The Chair welcomed Mr. Van Parys to present proposed student tuition fees for implementation September 1, 2020. The Ministry mandates that the Board of Governors approve College tuition fees annually. Domestic fees are frozen and will remain in effect and it was recommended that international fees increase by 2%, and by 3% for programs that are oversubscribed and with higher costs of delivery.

Moved by Ms. MacIver and seconded by Mr. Leonard that the Board of Governors of Sir Sandford Fleming College approve the student tuition fees as presented for implementation starting September 1, 2020.

11. Interim Budget Update and Year End Budget Projections

The Chair welcomed Ms. Angie Sims, Director, Budget Services joining Mr. Clifford, Chair of the Finance and Audit Committee. The College's updated financial plan is reviewed mid-year with the Board of Governors and the updated budget must be approved by the Board of Governors for submission to the Ministry for consolidation into the provincial government's interim budget.

This item was previously brought forward, reviewed and endorsed at the November 20, 2019 Finance and Audit Committee meeting. Adjustments to the College's original budget assumptions were reviewed, and included: total revenue of \$142,979,632; expenditures of \$140,667,087; capital expenditures of \$7,780,323; and, net assets at March 31, 2020 of \$42,258,000. Overall there was minimal change to the bottom line with an anticipated 2.3 million dollar surplus at fiscal year end.

Moved by Mr. Clifford and seconded by Ms. Praamsma that the Board of Governors of Sir Sandford Fleming College approve the College's budget update which includes: total revenue of \$142,979,632; expenditures of \$140,667,087; capital expenditures of \$7,780,323; and net assets at March 31, 2020 of \$42,258,000, for submission to the Ministry of Training Colleges and Universities

Information Items

12. Enterprise Risk Management

Mr. Clifford, joined by Ms. Sims, provided an overview of the enterprise risk management report provided to the Board. The report has been updated and was last reviewed by the Board at the June 26, 2019 meeting. High and critical risks were detailed. President Adamson noted that the Senior Management team will be meeting with a risk consultant on December 10, 2019 in an effort to further

enhance enterprise risk management efforts.

Moved by Mr. Clifford and seconded by Mr. Downs that the Board of Governors of Sir Sandford Fleming College receive the enterprise risk management status report for information.

Carried

13. Draft Academic Plan and Consultation Summary

The Chair welcomed back Dr. Phillips who reviewed the draft Academic Plan and stakeholder consultation summary with the Board. The academic plan was designed with extensive stakeholder consultation and will ensure that academic commitments, as outlined in the College's strategic plan, will be realized.

Moved by Ms. McLean and seconded by Mr. Luloff that the Board of Governors of Sir Sandford Fleming College receive the academic plan and consultation summary for information.

Carried

14. Frost Campus Update

The Chair welcomed back Dr. Goodwin who presented noteworthy updates from the College's Frost Campus. Unique programming, applied research achievements, community partnerships and international field trips were highlighted.

Moved by Ms. MacIver and seconded by Mr. Clifford that the Board of Governors of Sir Sandford Fleming College receive the Frost campus update presentation for information.

Carried

15. Fall 2019 Enrolment Update

The Chair welcomed Ms. Roni Srdic, Registrar, who reviewed the Fall 2019 enrolment report with the Board. Significant improvements to the enrolment report were commended by the Board. Overall Fall 2019 enrolment was down 9.25% from target (incl. domestic and international). Improved student retention, further enhancements to enrolment reporting, and strategic enrolment planning were highlighted as areas of ongoing effort and improvement.

Moved by Ms. MacIver and seconded by Mr. Clifford that the Board of Governors of Sir Sandford Fleming College receive the Fall 2019 enrolment report for information.

Carried

16. Executive Suite Update

The Chair welcomed Mr. Terry Williams, Director, Physical Resources joining President Adamson to provide the Board with an overview of proposed renovations to the executive office suite at the Peterborough campus. Updating the executive suites has been in the capital plan for the past 3 years, however, the project has been deferred due to other institutional renovation priorities.

A comprehensive briefing note outlining the renovation scope, cost, challenges and benefits was provided in advance. The overall revised footprint at the Sutherland campus, while larger, will house 17 persons (and 4 additional swing stations) vs. the currently housed 9. The executive suite will also include a designated boardroom space.

Moved by Mr. Currelly and seconded by Mr. Clifford that the Board of Governors of Sir Sandford Fleming College receive the executive suite update briefing note for information.

Carried

17. Report from the President

The President's report, provided in the meeting package, was reviewed and included a summary of key updates and events since the September 2019 meeting.

Moved by Ms. Jung and seconded by Ms. McLean that the Board of Governors of Sir Sandford Fleming College receive the November 2019 President's report for information.

Carried

18. Report from the Board Chair

The next public meeting will be January 22nd, 2020. The Chair's report was provided in the meeting package and it included a summary of key updates since the September 2019 meeting.

Moved by Ms. Jung and seconded by Ms. McLean that the Board of Governors of Sir Sandford Fleming College receive the November 2019 Board Chair report for information.

19. Other Business

None identified.

16. Adjournment

Moved by Mr. Downs and seconded by Ms. MacIver that the public meeting of November 27, 2019 be adjourned at 4:19 p.m.