



Board of Governors Public Meeting Minutes

Meeting Date: March 25, 2020
Meeting Location: Teleconference Meeting

Meeting Attendance

Present:

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

Regrets:

Ms. Allison Galbraith
Ms. Rosemarie Jung

Senior Administration:

Ms. Cathy Bailey, Vice-President, Corporate Services
Ms. Christy DeMont, Chief Information Officer
Ms. Sandra Dupret, Vice President, Student Experience
Dr. Brett Goodwin, Vice President, Applied Research & Innovation
Ms. Sherry Gosselin, Director, Project Management and Institutional Research
Ms. Roni Srdic, Registrar
Dr. Tom Phillips, Vice President, Academic Experience
Mr. Drew Van Parys, Vice President, Economic and Community Development
Mr. Terry Williams, Director, Physical Resources

Administrative Support:

Ms. Sandra Armstrong, Executive Assistant
Ms. Sarah Beirness, Manager of Operations

Guests:

Ms. Linda Poirier, Dean, School of Health & Wellness and Justice & Community Development
Ms. Liz Stone, Academic Chair, Indigenous Perspectives
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 12:34 p.m. and acknowledged that the Board of Governors hosted the March 25, 2020 public teleconference 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 welcomed Ms. Mary-Anne Hoggarth as the Board's newest external Governor.

2. Declaration of Conflict

Mr. Luloff declared a conflict with agenda items 6.2 (Altitude program revision) and 7.1 (Indigenous Perspectives Designation policy).

3. Approval of Meeting Agenda

Moved by Mr. Downs and seconded by Mr. Clifford that the Board of Governors of Sir Sandford Fleming College approve the agenda of the March 25, 2020 public meeting as presented.

Carried

4. Consent Agenda

The minutes from the January 22, 2020 public meeting were removed from the consent agenda. Paul Downs was noted as putting forth a motion to approve the agenda (agenda item 3), however, he was not present for the meeting; this will be amended.

Moved by Ms. MacIver and seconded by Ms. McLean that the minutes of the January 22, 2020 public meeting be approved as amended.

Carried

Moved by Mr. Currelly and seconded by Mr. Luloff that the Board of Governors of Sir Sandford Fleming College approve the revised consent agenda for the January 22, 2020 public meeting and, through this consent, receive for information:

- *the report on contracts awarded; and*
- *the quality assurance dashboard.*

Carried

5. Business Arising

None identified.

6. Program Revisions

The Chair welcomed Dr. Tom Phillips, Vice-President, Academic Experience, Dr. Brett Goodwin, Vice-President, Applied Research and Pam Stoneham, Dean, School of Trades & Technology to present two (2) programs for revision: Adaptive Forest Management (for information) and Altitude (for approval).

6.1 - Adaptive Forest Management

Dr. Goodwin provided an update on the Adaptive Forest Management program. A comprehensive briefing note was provided in the package. It was noted that a proposal to develop a new Foundations in Forestry program will be presented to the Board at a later date.

Moved by Mr. Downs and seconded by Ms. Praamsma that the Board of Governors of Sir Sandford Fleming College receive for information the update on the new Adaptive Forest Management diploma.

Carried

6.2 - Altitude

Mr. Luloff recused himself for item 6.2 due to a previously identified conflict.

A comprehensive briefing note was provided in the Board package and Ms. Stoneham summarized the rationale for modifying the current Aircraft Interior Fundamentals local certificate to a new 20-week credential program titled Altitude.

Moved by Mr. Currelly and seconded by Mr. Downs that the Board of Governors of Sir Sandford Fleming College approve the proposed modification to what is currently the Aircraft Interior Fundamentals program to a 20-week program titled Altitude.

Carried

7. New Policies

7.1 - Indigenous Perspectives Designation Policy

Mr. Luloff recused himself for item 7.1 due to a previously identified conflict.

The Chair welcomed President Adamson and Ms. Liz Stone, Academic Chair, Indigenous Perspectives who presented to the Board a new policy entitled "Indigenous Perspectives Designation". A comprehensive briefing note and the new policy were included in the Board package.

Ms. Stone indicated that with the support of President Adamson and the Senior Management Team Fleming College has made tremendous efforts in moving Indigenous education forward. The Indigenous Perspectives Designation policy will help ensure the highest quality standards for our College's Indigenous education curriculum and programming.

The importance of the College fostering and maintaining relationships with Indigenous communities and engaging in consultation with traditional knowledge holders was noted. A future update on Indigenous education at Fleming College and progress on the College's Indigenous policies and procedures will be provided at a future Board meeting.

Moved by Ms. Grady and seconded by Ms. Hoggarth that the Board of Governors of Sir Sandford Fleming College approve the new Policy Indigenous Perspective Designation, for implementation Fall 2020.

Carried

7.2 - Privacy Policies

The Chair welcomed President Adamson and Ms. Beirness who presented two new policies, provided in the Board meeting package, for approval:

- Access to Information and Protection of Privacy; and,
- Information Practices Related to Personal Health Information

The policies describe how the College will protect its records, and sets out the rules for collection, use, retention, disclosure and disposal of personal information and personal health information.

Both policies were completed following extensive research of privacy best practices and other post-secondary institutions privacy policies and procedures. DDO Law was retained to provide legal support for the development of the policies and affiliated operating procedures.

It was clarified that the College will be hiring a dedicated Privacy Officer and in the interim Ms. Beirness will continue fill this role in addition to her other job responsibilities.

The Chair stated that he will provide designation of authority to department heads, and other identified positions at Fleming, for management and oversight of Freedom of Information and Protection of Privacy as required under the Freedom of Information and Protection of Privacy Act (FIPPA).

Moved by Ms. McLean and seconded by Mr. Currelly that the Board of Governors of Sir Sandford Fleming College approve the Access to Information and Protection of Privacy and Information Practices Related to Personal Health Information policies for immediate implementation.

Carried

8. Revised Comprehensive Investment Policy Statement

The Chair welcomed Ms. Cathy Bailey, Vice-President, Corporate Services who joined the Chair of the Finance & Audit Committee, Mr. Fred Clifford, to present revisions to the Comprehensive Investment Policy Statement, policy #4-419A for Board approval.

The revised policy was provided in the Board meeting package. The Finance and Audit Committee unanimously endorsed the revised policy #4-419A on March 18, 2020. Mr. Clifford noted that the revisions made to the policy updated and diversified both the asset and geographical mix.

Moved by Mr. Clifford and seconded by Mr. Currelly that the Board of Governors of Sir Sandford Fleming College approve the revised Comprehensive Investment Policy Statement, policy #4-419A, for immediate implementation.

Carried

9. Ancillary Fees

The Chair welcomed Ms. Sandra Dupret, Vice-President, Student Experience and Ms. Bailey who presented to the Board the student ancillary and student levied fees, and the academic program ancillary fees for September 2020. A comprehensive briefing note outlining the proposed fees was provided in the Board package. All fees were previously approved by Fleming College's Student Administrative Council and the Frost Student Association.

Moved by Ms. MacIver and seconded by Mr. Downs 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 2020.

Carried

10. Frost Student Association (FA) and Student Administrative and Council (SAC) Financial Statements

The Frost Student Association (FA) and Student Administrative and Council (SAC) Financial Statements were provided in the Board package for information by Ms. Dupret and Ms. Bailey. These statements were previously received for information by the Finance and Audit Committee meeting at their March 18, 2020 meeting.

Moved by Mr. Clifford and seconded by Ms. Praamsma that the Board of Governors of Sir Sandford Fleming College receive the Frost Student Association (FA) and Student Administrative and Council (SAC) Financial Statements for information.

Carried

11. Winter 2020 Enrolment Report

The Chair welcomed Ms. Roni Srdic, Registrar who presented the 2020 enrolment update to the Board. The Winter 2020 enrolment report was provided in the Board package. It was noted that the enrolment numbers in the report are pre-COVID-19.

Ms. Srdic clarified that the decline in domestic enrolment is on par with other Colleges. The enrolment increase for the School of General Arts and Sciences was questioned and will be looked into by Ms. Srdic.

Moved by Mr. Curelly and seconded by Mr. Luloff that the Board of Governors of Sir Sandford Fleming College receive the Winter 2020 Enrolment Report for information.

Carried

12. Report from the President

The President's report, provided in the Board package, was reviewed and included a summary of key updates and events since the January 2020 meeting.

Moved by Mr. Downs and seconded by Ms. MacIver that the Board of Governors of Sir Sandford Fleming College receive the March 2020 President's report for information.

Carried

13. Report from the Board Chair

The Chair's report, provided in the Board package, was reviewed and included a summary of key updates since the January 2020 meeting. The next public meeting will be May 27, 2020.

Moved by Mr. Clifford and seconded by Ms. MacIver that the Board of Governors of Sir Sandford Fleming College receive the March 2020 Board Chair report for information.

Carried

14. Other Business

It was requested that revenue generating reports, by campus, be provided at a future Board meeting; of particular interest was the financial viability of Fleming College's Cobourg campus. Ms. Adamson acknowledged this would be possible for a future in-camera meeting.

The Board Chair put forth a motion to acknowledge Ms. Sherry Taylor, Vice-President, Organizational Effectiveness and Human Resources who will be leaving Fleming College.

Moved by Mr. Marinigh and seconded by Ms. MacIver that the Board of Governors of Sir Sandford Fleming College recognize Ms. Sherry Taylor, Vice-President, Organizational Effectiveness and Human Resources for her contributions to Fleming College.

Carried

Adjournment

Moved by Mr. Downs and seconded by Ms. Praamsma that the public meeting of March 25, 2020 be adjourned at 1:39 p.m.