

Board of Governors | Briefing Note

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| --- | --- |
| Topic: | Topic Name |
| Report To: | Choose an item. |
| Meeting Date: | Month, Day, Year |
| Prepared By: | Name, Title |

Recommended Motion

That the Board of Governors of Sir Sandford Fleming College (receive for information, approve) the (item) for implementation (implementation only if approval is requested, include implementation date (i.e. January 1, 2020).

Overview

Include a brief summary here.

Alignment with Strategic Direction

If applicable, indicate how your topic / proposal aligns with Fleming College’s Strategic Direction

Risks and Considerations

External Environment  Internal Environment  Financial  Human Resources

Information Technology  Legal  Operational  Strategic  N/A

Check any of the applicable risks above by double clicking on the box and selecting Checked from the default value. If there no applicable risks check N/A.

Include any additional considerations below:

Supporting Documentation

Include the file names of any supporting documentation below: