

**THE SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY  
AND ADVANCED LEARNING**

**BOARD OF GOVERNORS**

A meeting of the Board of Governors of The Sheridan College Institute of Technology and Advanced Learning was held on Wednesday, December 1, 2010 at 5:30 p.m. in the President's Boardroom, Trafalgar campus, Oakville.

Present: Mr. M. Cloutier, Chair;  
Mr. R. Filkin, Vice Chair; Mr. S. Acharjee; Ms. P. Alexander; Ms. E. Alguire;  
Ms. K. Bouey; Mr. J. Grieve; Mr. B. Kaye; Mr. P. Khangura; Mr. B. Pesant;  
Mr. R. Pilon; Mr. R. Vickers; Mr. A. Warsi;

Ex Officio: Dr. J. Zabudsky, President and CEO;

Treasurer: Mr. S. Parfeniuk, Vice President, Finance and Administration

Secretary: Ms. E. Benson;

Regrets: Ms. H. Angel; Ms. J. Wayne; Ms. S. White; Mr. S. Mir;

Guests: Dr. M. Preece – Senior Vice President, Academic and Research;  
Mr. I. Marley – Vice President, Student Services;  
Ms. C. Berge – Director, Human Resources and Organizational Development;  
Mr. B. MacDougall – Resource Member;  
Ms. L. Piccolo – Chief Advancement Officer;  
Mr. J. Jones – Associate Dean, School of Business.

**CALL TO ORDER**

The Chair welcomed those present and called the meeting to order at 5:40 p.m.

**APPROVAL OF AGENDA**

The Chair asked if there were any changes required to the agenda. None being forthcoming, it was moved by Mr. Pesant, seconded by Mr. Kaye,

“that the agenda be approved as presented.”

Carried.

**CHAIR'S REMARKS**

Declaration of Conflicts of Interest

In response to the Chair's query, no conflicts of interest were declared.

## Approval of October 20, 2010 Board of Governors Meeting Minutes

It was moved by Ms. Bouey, seconded by Mr. Pilon,

“that the minutes of the October 20, 2010 Board of Governors meeting be approved as presented.”

Carried.

## Student Update

Ms. Alguire provided the Student Update, noting the following:

- The Student Union recently offered workshops for students outlining the legal services that are available to them
- The International Centre has organized a number of social events for the international students
- Updates to the STC campus student lounge areas continue
- Remembrance Day services were well attended by both students and staff
- The students held a “Freeze to Feed” event to benefit the food bank

## **PRESIDENT’S REPORT**

Dr. Zabudsky provided a brief overview of the President’s Report. The Chair thanked Board members for their participation at recent College events, including the Long Service Awards and Big Picture Gala.

## Mississauga report

Mr. Parfeniuk provided a brief overview of the report provided by Mr. Daljit, outlining the progress to date on the construction of the Mississauga campus.

## Risk Management Update

It was noted that the Risk Management report has been delayed and will be presented to the Board at the February meeting.

## **COMMITTEE CHAIR REPORTS**

### Executive

In referencing the Board Evaluation Summary, the Chair highlighted the three main areas that the Board will address over the next year:

- Communication of Board activities to the community
- Clearer definition of the roles and responsibilities of Board members
- Board Orientation

### President's Goals

The Board was presented with an outline of the President's Goals for 2010-2011. The Chair noted that the Executive Committee has assigned metrics to each of the goals and will utilize those metrics in conducting the President's performance review in the Spring. The Board was advised that any questions regarding the President's goals are to be directed to the Chair.

## **COMMITTEE CHAIR REPORTS**

### Executive Committee

#### **Recruitment**

It was moved by Mr. Filkin, seconded by Mr. Kaye,

"that the meeting move in camera"

Carried.

Mr. Pesant declared a conflict of interest and was not present for the "in camera" discussion regarding recruitment.

### Administrative Excellence Committee

#### **Audit Plan**

In referencing the audit plan for the fiscal year ending March 31, 2011, Mr. Kaye noted that the audit process would include a review of the procurement process and policy to ensure compliance.

It was moved by Mr. Cloutier, seconded by Ms. Bouey,

"that the Board of Governors approves the Audit Plan for the fiscal year ended March 31, 2011, as presented."

Carried.

## **Investment Policy**

It was noted that in its recent review of the Investment Policy the Administrative Excellence Committee recommended the following revisions:

- Section 2.1 – Background: Update the paragraph regarding donor funds to current value and include in the policy as an appendix
- Section 4.2 – Assessment of Investment Opportunities: Remove references to return percentages and include in the policy as an appendix, and include historic trends for reference.

It was moved by Mr. Cloutier, seconded by Mr. Grieve,

“that the Board of Governors approves the Investment Policy as amended.”

Carried.

## **Interim Budget**

It reviewing the Interim Budget Report, it was noted that Colleges are required by the Ministry to submit an interim budget update in CFIS (College Financial Information System) format reflecting their Statement of Operations and Statement of Financial Position.

Following questions and subsequent discussion it was suggested that a variance report be included with future budget reports.

It was moved by Mr. Cloutier, seconded by Mr. Acharjee,

“that the Board of Governors approves the Interim Budget as presented.”

Carried.

## Student Success and Academic Excellence

On behalf of Ms. Angel who was unable to attend the meeting, Dr. Preece provided an overview of the items discussed at the recent Student Success and Academic Excellence Committee meeting, including:

- Creative Campus
- Plans for Mississauga regarding programming
- Sustainability Initiative
- Status of the e-learning initiative

Dr. Preece noted that there will be a number of new programs presented to the Committee, and subsequently to the Board for approval within the next few months.

### Governance Task Force

Ms. Bouey provided an overview of the items discussed at the most recent meeting, as well as other initiatives in development:

- Policy framework review
- Template for decision making
- Orientation process
- Board Evaluation
- By-law revisions
- Attestation process

### **NEXT MEETING**

The next Board of Governors meeting is scheduled for January 26, 2011 at the Davis campus.

### **ADJOURNMENT**

It was moved by Ms. Alexander, seconded by Mr. Khangura

“that the meeting adjourn.”

Carried.

Adjournment followed at 6:58 p.m.