

**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, January 26, 2011 at 6:15 p.m. in room H153, Davis Campus, Brampton.

- Present: Mr. M. Cloutier, Chair (via teleconference);
Mr. R. Filkin, Vice Chair; Mr. S. Acharjee; Ms. P. Alexander; Ms. H. Angel;
Mr. B. Kaye; Mr. P. Khangura; Mr. S. Mir; Mr. B. Pesant; Ms. S. White;
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. K. Bouey; Mr. R. Vickers; Mr. J. Grieve; Ms. E. Alguire; Mr. R. Pilon;
Ms. J. Wayne;
- Guests: Dr. M. Preece - Senior Vice President, Academic and Research;
Mr. I. Marley - Vice President, Student Affairs and Enrolment Management;
Ms. C. Berge – Director, Human Resources and Organizational Development;
Ms. J. Schach - Delta Consulting Group

The meeting was chaired by Mr. Filkin.

CALL TO ORDER

The Chair welcomed those present and called the meeting to order at 6:55 p.m.

APPROVAL OF AGENDA

The Chair referred the Board to the agenda and asked if any changes were required. None being forthcoming, it was moved by Mr. Acharjee, seconded by Mr. Kaye,

"that the agenda be approved as presented."

Carried.

CHAIR'S REMARKS

Conflict of Interest

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

Approval of Meeting Minutes

It was moved by Ms. Angel, seconded by Mr. Mir,

“that the minutes of the December 1, 2010 Board of Governors meeting be approved as presented.”

Student Update

Mr. Warsi presented the Student Update on behalf of Ms. Alguire, noting the following:

- Orientation sessions were held at both the Davis and Trafalgar campuses in January. Both events were well attended.
- Updates to the Skills Training Campus continue, with the recent installation of a coffee machine in Student Lounge
- The Trafalgar Campus recently hosted a Speakers Series that was well attended.
- Events were held at both the Trafalgar and Davis campuses for Think Pink week, including a bike-a-thon and bake sales.

PRESIDENT’S REPORT

Update from the President

Dr. Zabudsky provided a brief review of the President’s report, noting that Sheridan will be the beneficiary of the proceeds from the Mayor’s Birthday Celebration on February 12.

Mississauga Campus Update

In providing an update on the Mississauga campus, Mr. Parfeniuk noted that construction progress continues and the construction deadline has been extended. He further noted that the campus will be “plastic-free” – students, staff and faculty will be encouraged to utilize reusable beverage containers, and vending machines will dispense canned soft drinks only.

Risk Management Update

Mr. Parfeniuk advised that the Risk Management report would be discussed at the February board meeting.

People Plan Update

In her update of Sheridan’s People Plan, Ms. Berge noted that the first step is to develop the Plan purpose, structure and priorities. This will be a highly consultative process that engages a broad range of stakeholders. The work will be undertaken by an unbiased, external

expert in strategic human resource plan development and will be supported by internal resources from the Human Resources department. It is expected that once the consultant has been engaged, the timeline to complete the plan development phase will be four to five months.

AODA Update

Ms. Berge provided an overview of the Accessibility for Ontarians Disability Act (OADA), which became law on June 13, 2005. Its goal is to ensure all Ontarians with disabilities have full access to goods, services, facilities, accommodation, employment, building structures and premises by January 1, 2025. She continued, noting that the AODA scope applies to both public and private sectors. The Customer Service Accessibility Standard outlines what we must do to make the provision of goods and services more accessible to people with disabilities:

- Establishment of policies, practices and procedures
- Information pertaining to the use of service animals and support persons
- Information pertaining to temporary disruptions that may occur at all levels
- Training for staff is required
- Feedback process is required
- Notice identifying the availability of documents
- Format of documents

In concluding her report, Ms. Berge outlined Sheridan's actions to date:

- Participated in the public consultation on the Accessibility Standards
- Charted several of the draft Standards as they are proposed to consider the Sheridan impact
- Implemented the Customer Service Accessibility Standards
- Currently working on staffing a new resource to manage the implementation project
- Have made grant submissions to designated special government funds

Questions and subsequent discussion followed:

- It was suggested that while 2025 was the deadline indicated by the government, the College should try to meet the guidelines sooner rather than later
- It was further suggested that the College strive to be the "most accessible" College in the system

Following the conclusion of the AODA discussion, Dr. Zabudsky noted that the College was proud to receive its LEED Silver certification for the Centre for Healthy Communities building at the Davis campus.

COMMITTEE CHAIR REPORTS

Executive Committee

Mr. Cloutier noted that in the meeting held just prior to the Board meeting, the Committee discussed governance issues, recruitment and planning for the February Board meeting.

Community Engagement Committee

In the Committee update it was noted the work plan continues to evolve and the main focus of the committee is the Mississauga campus development and fundraising efforts.

Administrative Excellence Committee

Mr. Kaye noted that the Committee met in January and the agenda included the following items:

Budget process

Mr. Pareniuk outlined the budget process, noting that the President's Council had met over a period of four days to discuss strategic initiatives. He also outlined several initiatives that will result in efficiencies in the proposed budget.

Student Fees

In reviewing the proposed Student Fees, Mr. Parfeniuk noted that despite the increase in operating costs, the Ministry has not raised the basic operating grants to the sector. As a result, the proposed student fees were raised in compliance with the Ministry's Tuition and Ancillary Fee Policy.

Questions and subsequent discussion followed:

- It was noted that there are financial aid options available for those students in need
- It was noted that the majority of Colleges are following the Ministry's tuition fee guidelines
- It was suggested that Mr. Parfeniuk provide an "elevator speech" regarding the tuition increase, for Board members' use
- It was suggested that in future years, other Board committees may wish to be involved in the tuition fee discussion

It was moved by Mr. Kaye, seconded by Ms. Angel,

“that the Board of Governors approve the 2011-2012 Student Fees as presented.”

Carried.

Ministry Capital Requests

In referring to the Capital Request memorandum included with the agenda package, Mr. Parfeniuk noted that Ministry had requested that Colleges submit their proposed Capital requirements, for the purpose of planning within the Ministry.

Davis C-Wing Addition

Mr. Parfeniuk provided an overview of the proposed Davis campus “C-wing” addition, as outlined in the report provided with the agenda package.

A motion was made, approved, and subsequently re-opened and amended to reflect that the approval was granted to proceed with the RFP process only. The amended motion is shown below:

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

“that the Board of Governors approve that the College enter into the RFP process for the Davis Campus C-wing addition as presented:

- Construction of a second floor above the Advanced Manufacturing Centre Lab in C-wing and
- Construction of up to 24,000 sq.ft. of classroom and faculty space in either a addition in C-wing, with the potential of a 3rd floor

Student Success and Academic Excellence Committee

It was noted that the next Student Success and Academic Excellence Committee meeting is scheduled for February 7, during which three new programs will be reviewed.

Governance Task Force

Mr. Kaye provided an update on behalf Ms. Bouey.

Code of Ethical Conduct

In referencing the Code of Ethical Conduct it was noted that minor revisions had been made to the last version, to incorporate suggestions made by Board members.

It was moved by Ms. White, seconded by Mr. Mir,

“that the Board of Governors approve the Code of Ethical Conduct as presented.”

Carried.

Policy Framework

It was noted that work on the Policy Framework continues and that the information provided for the meeting was a draft of the Policy Framework – Purpose and Rationale. The Board was requested to submit any revisions regarding the document to the Governance Task Force.

Governors Guide

It was noted that the Governors Guide is a synopsis of the Governance Manual and in addition to being a quick reference guide for Board members, it will also be utilized in the recruitment process.

NEXT MEETING

The next meeting is scheduled for February 16, 2011 at the Trafalgar campus, Oakville.

ADJOURNMENT

It was moved by Ms. White, seconded by Ms. Angel,

“that the meeting adjourn.”

Adjournment followed at 8:45 p.m.