

# THE SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING

## THE BOARD OF GOVERNORS

A meeting of the Board of Governors of The Sheridan College Institute of Technology and Advanced Learning was held on Wednesday, September 22, 2010 at 6:15 p.m. in the President's Boardroom, Trafalgar campus, Oakville.

Present: Mr. M. Cloutier, Chair;  
Mr. R. Filkin, Vice Chair; Mr. B. Kaye; Mr. B. Pesant; Mr. R. Pilon; Ms. K. Bouey;  
Ms. E. Alquire; Mr. A. Warsi; Ms. H. Angel; Ms. J. Wayne; Mr. P. Khangura;  
Mr. S. Acharjee; Ms. P. Alexander; Mr. B. Vickers; Ms. S. White;  
Ex Officio: Dr. J. Zabudsky, President and CEO;  
Treasurer: Mr. K. Daljit, Vice President, Finance and Administration;  
Secretary: Ms. E. Benson;

Regrets: Mr. S. Mir; Mr. J. Grieve;

Guests: Mr. C. Trollope - Meyer, Norris and Penny LLP  
Mr. B. Dawson, Resource Member;  
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

### CALL TO ORDER

The Chair welcomed those present and called the meeting to order at 6:35 p.m. Mr. Cloutier introduced new Board members Ms. Alexander, Ms. Alquire and Mr. Warsi.

### APPROVAL OF AGENDA

Mr. Cloutier referred the Board to the agenda and asked for comments. None being forthcoming,

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

“that the agenda be approved as presented.”

Carried.

### RISK MANAGEMENT PRESENTATION

Mr. Trollope provided a status update on the Risk Management Framework initiative, noting that the initiative's aim is to develop an efficient, comprehensive and sustainable risk management framework that considers:

- Sheridan's strategic, operational, reporting and compliance objectives

- Is institution wide
- Includes all risk framework components

He continued, outlining of the various phases of the project:

- Phase 1 – Project Planning
- Phase 2 – Determine Organizational Requirement
- Phase 3 – Review Risk Management Process
- Phase 4 – Develop Risk Management Strategy

Mr. Trollope concluded his presentation with an overview of the identified strengths, identified improvement opportunities and emerging risk areas.

The framework is expected to be complete by mid-November.

## **CHAIR'S REMARKS**

### Conflict of Interest

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

### Approval Of Previous Meeting Minutes

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

“that the Board of Governors approve the June 14, 2010 Board of Governors meeting minutes as presented.”

Carried.

### Orientation

Mr. Cloutier stated that the mentoring process would continue this year, with Bob Pesant mentoring Ms. Alguire and Mr. Warsi, and Ms. Angel mentoring Ms. Alexander.

Mr. Cloutier reviewed with the Board an excerpt from the Governance Manual, outlining the Board's responsibilities in providing independent oversight that achieves Sheridan's vision and mission in a manner that is sustainable over time, including:

- Actively participating in the development and approval of the strategic and business plan of the institution
- Applying a strategic focus in its deliberations and aligns its decision-making with the best interests of Sheridan, its students and the community
- Using processes that are collaborative and transparent
- Benefits from the individual expertise of its members

## Ministry Update

Mr. Dawson provided an update on the new Governor Appointment Process, and indicated that the College would have input into the process through the recommendation of prospective Board members. He noted that further details from the Ministry would be forthcoming.

## Board of Governors Website – Phase II

Ms. Benson provided the Board with an overview of Phase II of the website. It is anticipated that the new site will be operational in October.

## Student Update

Ms. Alguire provided the Student Update, including the following items:

- The start of the new term has gone very smoothly
- Students are very interested in volunteering and have been provided with many opportunities such as Welcome Week, on campus clubs, and the CIBC Run for the Cure
- Students have requested an upgrade to the food services available at the STC campus
- Concerns have been raised by students regarding the new “no vendors on campus” policy as many students, particularly those in Arts programs, rely on certain vendors to provide textbooks

## **PRESIDENT’S REPORT**

### Update from the President

Dr. Zabudsky provided an overview of the President’s Report included with the agenda. He noted that future reports will be aligned to the Presidential priorities set by the Executive Committee of the Board.

### Mississauga Update

Mr. Daljit stated that the Full Building Permit was received in August and that the concrete floors have been poured and that the curtain wall (glass) and other exterior cladding is being installed. A meeting with the Contractors has been scheduled to establish the “Substantial Completion Date”.

## Enrolment Update

Mr. Marley provided an overview of the Fall 2009 and 2010 Actual Day 1 enrolment comparison (by campus) report. He noted that recent Federal Government initiatives resulted in a higher than expected growth in international students. He continued noting that we have also had growth in our retention rate.

Questions and subsequent discussion followed:

- It was noted that plans for increasing e-learning opportunities will help to address potential capacity issues.

## **COMMITTEE CHAIR REPORTS**

### Executive Committee

Mr. Cloutier advised that the Executive Committee had met just prior to the Board meeting, and had reviewed the following items:

- Board Evaluation results
  - Although the survey results were favorable, a few areas of improvement were identified and will be discussed at a future Board meeting
- Board Recruitment
  - The Executive Committee continues with the recruitment process of new Board members and has recently identified a prospective candidate. An interview will be scheduled for this individual within the next month.

### Administrative Excellence Committee

Mr. Kaye provided a brief overview of the September 15 Committee meeting, and noted that the following items were discussed:

- Financial update to July 31, 2010
- Insurance Coverage
- Trafalgar Residence II Update
- Trafalgar Soccer Field Update
- Risk Management Update
- Investment Policy Update

### Student Success and Academic Excellence

An update was not provided.

### Community Engagement

Mr. Pesant noted that the first Committee meeting was scheduled for September 30.

## Governance Task Force

Ms. Bouey provided the Board with an overview and status update of the Task Force Workplan.

## **INFORMATION/CORRESPONDENCE**

### Big Picture Gala Update

Mr. Dawson provide an update on the upcoming Big Picture Gala, being held on October 28 at the Mississauga Convention Centre.

## **OTHER BUSINESS**

Dr. Zabudsky noted that this would be the final Board meeting for Mr. Daljit as Vice President, Finance and Administration. He thanked Mr. Daljit for his dedication to the College over the many years that he had worked here. The Board echoed Dr. Zabudsky's sentiments and gave Mr. Daljit a standing ovation.

## **NEXT MEETING**

The next Board of Governors meeting is scheduled for October 20, 2010, room H153, at the Davis campus, Brampton.

## **ADJOURNMENT**

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

“that the meeting adjourn”

Adjournment followed at 8:35 p.m.