

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, May 20, 2015 at 4:00 p.m. in room A402f, Hazel McCallion Campus, Mississauga.

Present: Mr. B. Dawson, Chair;
Mr. P. Alexander; Mr. S. Boone; Mr. T. Depascal; Ms. N. Heath; Dr. W. Holmes;
Mr. T. Grifferty (via teleconference); Ms. L. Kondo; Mr. B. Kostenko;
Mr. B. Nicholson; Ms. B. Tino; Ms. V. Wang;
Ex Officio: Dr. J. Zabudsky, President and CEO;
Treasurer: Mr. S. Parfeniuk, Vice President, Finance and Administration;
Secretary: Ms. E. Benson;

Regrets: Ms. S. White; Mr. A. Jha; Mr. V. Oh; Mr. S. Mir;

Also present representing:

Sheridan College:

Dr. M. Preece, Provost and Vice President, Academic;
Ms. L. Piccolo, Vice President, Advancement and External Relations;
Dr. Y. Katz, Special Advisor, Creative Campus;
Ms. A. Bernstein-Crowe, Internal Auditor;
Ms. A. Abiscott, General Counsel and Information and Privacy Officer;

CALL TO ORDER

The Chair welcomed those present and called the meeting to order at 4:18 p.m.

APPROVAL OF THE AGENDA

The following two amendments were made to the agenda:

- Item 5 (c) will be deferred to the June meeting
- Item 11 (c) is for information, not approval

It was moved by Dr. Holmes, seconded by Ms. Kondo,

“that the agenda be approved as amended.”

Carried.

DECLARATION OF CONFLICT OF INTEREST

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

CONSENT AGENDA

It was moved by Mr. Kostenko, seconded by Ms. Tino,

"that the consent agenda and all recommendations contained therein be approved as presented."

Carried.

Items listed in the Consent agenda for approval:

- Board of Governors Meeting Minutes – April 15, 2015
- Administrative Excellence Committee Meeting Minutes – February 11, 2015

CHAIR'S REMARKS

Draft Standing Committees 2015/16

Ms. Benson reviewed the proposed Standing Committees for 2015/16 and asked that any questions or concerns be directed to her prior to the June 3 meeting.

2015 Convocation Schedule

Ms. Benson reviewed the 2015 convocation schedule with the Board.

Student Update

Ms. Wang provided a brief Student Update presentation highlighting various end of year student activities at each campus.

BOARD RETREAT – DRAFT ELEVATOR SPEECH

Ms. Katz provided an overview of the draft version of the Elevator Speech distributed at the meeting. The elevator speech was a recommendation resulting from discussions at the March Board Retreat. Questions and subsequent discussion followed. It was noted that a final version of the document would be provided to the Board in the Fall.

POLICY ONE AMENDMENT

The Board reviewed the proposed amendments made to Policy One, specifically Section 2 "Policy Development and Approval Process", which provides Senate with the authority to approve academic policies, as set out in Schedule One – Policy Register. It was noted that the Board has retained certain policies to itself for approval, as detailed in the Policy Register.

Questions and subsequent discussion followed:

- It was noted that although approval of Policy One is being sought at this time, the proposed effective date of the policy is January 2016. The effective date is dependent on the approval of the Senate's amended Terms of Reference, which is expected to take place at the end of 2015. The Board will be notified if there are any changes to the effective date of the policy.
- As reports are provided to the Board regarding administrative policies, a recommendation was made that the Board also receives regular reports on Academic Policies being approved by the Senate.

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

"that Policy One and Schedule One – Policy Register be approved as presented."

Carried.

BY-LAW AMENDMENTS

The Board reviewed proposed amendments to the By-Law. While the majority of the amendments were housekeeping items, a more significant amendment was the addition of the role of Chancellor, the ceremonial and titular head of Sheridan, whose role includes presiding over convocations, acting as an ambassador on behalf of Sheridan and advancing Sheridan's mission, vision and values. The Chancellor is a volunteer position and does not receive remuneration.

It was noted that the by-law document was being provided for discussion at this meeting and will be presented for approval at the June Board meeting. Any questions or further amendments are to be sent to Ms. Benson prior to the June Board meeting.

BOARD TERMS OF REFERENCE AMENDMENT

Ms. Benson reviewed proposed amendments to the Board's Terms of Reference, resulting from proposed changes to the By-Law. It was noted that the Terms of Reference will be presented to the Board for approval at the June Board meeting.

PRESIDENT'S REPORT

Dr. Zabudsky provided a brief overview of his report, highlighting the Pilon School of Business Plaque unveiling, the appointment of a CIO and a summary of the Committee of Presidents meeting in May.

REPORT OF THE INTERNAL AUDITOR

Ms. Crowe provided an overview her role as Internal Auditor, noting her reporting relationship to the Administrative Excellence Committee. The Committee will receive communications from the Internal Auditor on the audit's performance relative to its plan and other matters. The Internal Auditor will communicate and interact directly with the Administrative Excellence Committee, including in committee meetings and between meetings, as appropriate.

Internal Audit Charter

Mr. Crowe provided an overview of the Internal Audit Charter, in which it states that the internal audit process assists the College in accomplishing its objectives by bringing a systematic and disciplined approach to evaluate and improve the effectiveness of the organization's governance, risk management and internal control.

Questions and subsequent discussion followed, focusing on the relationship of the internal auditor to the external auditor, and risk assessment.

It was moved by Mr. Depascal, seconded by Mr. Kostenko,

“that the Internal Audit Charter be approved as presented.”

Carried.

Internal Audit Plan 2015/16

Ms. Crowe provided an overview of the internal audit plan for the period April 1, 2015 to March 31, 2016. She noted that any changes to the plan will be brought to the attention of the Administrative Excellence Committee through regular internal audit status updates.

It was moved by Mr. Boone, seconded by Mr. Depascal,

“that the 2015/16 Internal Audit Plan be approved as presented.”

Carried.

Risk Assessment Report 2015 (IN CAMERA)

It was moved by Ms. Kondo, seconded by Mr. Kostenko

“that the meeting move in camera”

Carried.

The meeting was in camera from 6:14 p.m. to 6:27 p.m.

NEXT MEETING

The next meeting is scheduled on Wednesday, June 3 at the Trafalgar campus in Oakville.

ADJOURNMENT

It was moved by Mr. Depascal,

“that the meeting adjourn.”

Adjournment followed at 6:27 p.m.

Bryan Dawson, Chair

Elizabeth Benson, Secretary