
THE SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING

MINUTES OF A MEETING OF BOARD OF GOVERNORS

JANUARY 23, 2019

7:30 AM

B WING BOARDROOM and VIA TELECONFERENCE

TRAFALGAR CAMPUS, OAKVILLE

Present: J. Fleming, Vice Chair (Chaired the meeting);
T. Leedale (via teleconference); S. Paquette; J. Massey-Singh (via teleconference); P. Willis; A. Flynn-Post; N. Heath; D. Hampton-Davies; M.E. Hofstetter (via teleconference); P. Palermo; M. Rubinoff (via teleconference);

Regrets: T. Depascal; J. Rivard; S. Boone, Chair

Ex Officio: J. Morrison, President and Vice Chancellor

Treasurer: W. Steffler, VP Finance and Administration and CFO

Secretary: A. Minott

Recorder: J. Hinchliffe

Guests: K. Cameron; J. Vallentin; A. Pike, M. Spence-Ariemma; R. Piper; C. Szustaczek; D. McKerrall; M. McCollum; J. Ngobia; C. Altilia; N. Eze

Call to Order

The Chair welcomed those present and called the meeting to order at 7:33 am.

Approval of Agenda

It was moved S. Paquette, seconded by A. Flynn-Post;

THAT the Board of Governors agenda for January 23, 2019 be approved as presented.

Carried.

Conflict of Interest

In response to the Chair's query, there were no declarations of conflict of interest.

Approval of Consent Agenda

The consent agenda included:

- Board minutes from November 14, 2018
- Operating Policies (Execution of Documents; Expense; Procurement)
- Honorary Degree Policy
- Policy One Revision
- Program Suspension (Community Pharmacy Assistant; Community Outreach Worker; Fundamentals of Fitness Leadership)

A request was made by P. Willis to have the Procurement Policy and the Program Suspension report withdrawn from the consent agenda for a question and comment.

P. Willis clarified that while he supports the suspension of programs included in the consent agenda, he was not at the Academic and Student Affairs meeting when the recommendation was made to the Board. Referring to the procurement policy, P. Willis stated when there is a non-budgeted purchase over

2 million dollars, it should go to the Board for approval. The policy will be amended to better articulate this process.

It was moved by A. Flynn-Post, seconded by N. Heath;

THAT the Board of Governors approve the following items (November 14, 2018 Board Minutes; Execution of Documents Policy; Expense Policy; Honorary Degree Policy; Policy One Revision; Program Suspensions for Community Pharmacy Assistant, Community Outreach Worker and Fundamentals of Fitness Leadership) as set out in the consent agenda as presented.

Carried.

President's Report

J. Morrison updated the Board on several items including the recent government announcements, Sheridan Alumni nominations for the 2019 Oscars, the strategic planning process, and recent engagement with municipalities, donors, and friends.

Introduction of new VP Student Experience and Enrolment Management

C. Altilia shared early impressions of Sheridan and outlined the preliminary stages of a plan to create a signature student experience. Considerations include a holistic approach and systems integration. All of this work will be informed by the strategic plan.

Ministry Announcement

J. Morrison and W. Steffler provided some context about the recent Ministry announcement related to the following three areas:

1. a reduction in tuition for full-time and part-time students of 10%;
2. the OSAP framework;
3. ancillary fees.

There are still many unanswered questions. Technical briefings are anticipated before February 1.

W. Steffler shared a chart of current ancillary fees. While the assumption is that health and safety fees will continue to be mandatory, there is concern about the IT and Mobile fees. The compulsory student union fees are anticipated to be in jeopardy. Program fees were not specifically discussed in the announcement.

A. Flynn-Post advised that students have expressed concern about the OSAP changes and the impact changes to ancillary fees will have on services provided by the Student Union (SSU). SSU authored a letter to the Minister expressing concern and requesting consultation. A list of questions including questions from the student union was sent by Janet to Colleges Ontario (who will liaise with MTCU) on January 22, 2019. It is anticipated that these questions will be addressed in the technical briefings.

Executive Committee Disbanding

The Governance Committee, as part of the review of governance structure, recommends the disbanding of the Executive Committee. The functions of the Executive Committee have been reassigned. The Governance Committee has reviewed its terms of references. Finance, Audit and Property will review a revised term of reference at the upcoming meeting on February 4, 2019. The Academic and Student Affairs terms of reference will be considered after the completion of the strategic plan. Functions of executive committee will be reassigned.

It was moved by T. Leedale, seconded by P. Willis;

THAT the Board approve the disbanding of the Executive Committee effective immediately.

Carried.

Fee Schedule

The current fee schedule was developed under the auspices of existing legislation. Once the legislation has been updated, to reflect the changes recently announced by the government, there may be adjustments. As per the existing fee legislation that expires on August 31, 2019, Fees are to be settled prior to students accepting offers. Offers are typically sent in February. The government recommends footnoting the fees if the legislation is not complete prior to the February timeline.

It was moved by S. Paquette, seconded by T. Leedale;

THAT the 2019/20 Student Tuition, Ancillary and Other fees Schedule be approved as presented subject to adjustment as required to comply with any revised MTCU Binding Policy Directive for 2019/20 and onward which has not yet been released.

Carried.

Capital Master Planning Project

The Finance, Audit and Property Committee approved the procurement of a consultant to guide the master planning project. The consultant is expected to be engaged in February. The Board will be engaged in the planning process at the retreat on February 20.

It was moved by J. Massey-Singh, seconded by S. Paquette;

THAT the Campus Master Plan Project Charter be approved, and; that the project budget with an upset limit of \$900,000 be allocated from the College Contingency Reserve.

Carried.

In error, the motion was revised to replace upset with upside. The original language should remain as is.

Management Certification of Compliance

A compliance report was presented for consideration including next steps. Ensuring compliance is fundamental to effective governance. Annual compliance reporting is consistent with best practice. K. Cameron shared a presentation outlining the process of compliance. It was suggested that the Board approve a policy on the management certification of compliance and should only receive the management certificate of compliance.

It was moved by P. Willis, seconded by T. Leedale;

THAT the Board approve the Management Certification of Compliance process and receive the compliance report dated January 23, 2019 as presented.

Carried.

Mid-Year Review

W. Steffler noted he was confident in the projections stated in the report. The surplus will allow Sheridan to meet its infrastructure and technology needs. The Board was reminded that growth in international enrolment revenue is not sustainable; our SEM plan commits to moderate international growth. It was noted that the accounting principles are prescribed by the Public Sector Accounting Board.

A motion was moved by P. Willis, seconded by D. Hampton-Davies;

THAT the meeting moves in camera.

 Carried.

The meeting moved in camera at 9:09 am. Guests N. Eze, D. McKerrall, M. McCollum, K. Cameron left the room.

Having no further business, the meeting was adjourned at 9:18 am.