
THE SHERIDAN COLLEGE INSTITUTE OF TECHNOLOGY AND ADVANCED LEARNING

MINUTES OF A MEETING OF BOARD OF GOVERNORS

March 11, 2020

8:30 AM – 10:30 AM

Trafalgar Conference Centre

Present: J. Fleming, Chair; S. Boone; T. Leedale; M.E. Hofstetter; P. Palermo; T. Depascal; S. Paquette; M. Rubinoff; S. Abd El-Sayed; M. Dubé; B. Dosunmu; V. Varma; J. Rivard
Regrets: M. Gill; D. Hampton-Davies; T. Leedale;
Ex Officio: J. Morrison, President and Vice Chancellor
Treasurer: W. Steffler, VP Finance and Administration and CFO
Recorder: J. Hinchliffe
Guests: K. Cameron; L. Kendall; T. Smith; C. Altilia; J. Vallentin; A. Pike; R. Sandhu; M. Spence-Ariemma; R. Piper; R. Dewey; R. Kuruliac (Proteus)

1. Call to Order

The Chair welcomed those present and called the meeting to order at 8:30 am.

2. Approval of Agenda

It was moved S. Abd El-Sayed, seconded by P. Palermo:

Be it resolved:

THAT the Board of Governors agenda for March 11, 2020 be approved as presented.

Carried.

3. Education: “S” Factor Skills

Cherie Werhun provided an update on the S Factor Skills.

4. Declaration of Conflict of Interest

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

5. Minutes of the November 13, 2019 meeting

It was moved by M. Hofstetter, seconded by S. Abd El Sayed;

Be it resolved:

THAT The Board of Governors approve the minutes of the January 15, 2020 meeting as presented.

Carried.

6. Chair’s Remarks

The meeting dates for the 2020-2021 Board term have been circulated.

7. President’s Remarks

An update on pandemic planning was provided by K. Cameron, Chief Risk Officer. J. Morrison provided an update of the following items:

- Integrated planning framework;
- Performance development review process;
- Budget development and senior leadership team budget prioritizing exercise;

8. Sexual Violence Report

L. Kendall provided an update to the Board on the Sexual Violence statistics. The annual report will be delivered at the final Board meeting in June.

9. Office Administration Legal – Program Suspension

S. Boone, Chair of the Academic and Student Affairs committee brought forward the proposal to permanently suspend the Office Administration Legal program. The proposal is to suspend the program rather than cancel as suspensions can be reactivated within 5 years.

The program has faced significant issues including declining applications and enrolment retention. Current students will graduate in 2021 but an extra year has been added to allow for delayed progression. New students inquiring about the program are being redirected to the Office Administration Executive program.

It was moved by P. Palermo, seconded by V. Varma:

Be it resolved:

THAT the Board of Governors approve the permanent suspension of the Office Administration Legal diploma program (co-op and non-co-op) effective September 2020.

Carried.

10. External Audit Plan

The external audit plan for 2019/2020 was presented by J. Fleming on behalf of D. Hampton-Davies, Chair of the Finance, Audit and Property Committee.

It was moved by T. Depascal, seconded by M. Rubinoff:

Be it resolved:

THAT the Board of Governors approve the 2019/2020 External Audit Plan as Presented

Carried.

11. Endowment Funds

W. Steffler shared the annual compliance attestation as per government directives. A quarterly report on investment performance will be shared with the Board annually and tabled with the Finance, Audit and Property Committee twice annually. Other quarter reports will be reviewed by management.

It was moved by M. Hofstetter, seconded by S. Abd El-Sayed:

Be it resolved:

THAT The Board of Governors approve the annual compliance attestation as provided in Appendix 1 and the investment performance report as provided in Appendix 3.

Carried.

It was moved by M. Rubinoff
That the meeting moves in camera.

12. Investment Manager Approval

The meeting moved out of camera.

13. Q3 Budget Update and Forecast

J. Fleming presented the third quarter budget update and forecast on behalf of D. Hampton-Davies, Chair of the Finance, Audit and Property Committee.

14. President and Vice Chancellor's Performance Evaluation Procedure

M. Hofstetter, Chair of the Governance and People Committee, shared the proposed President and Vice Chancellor's performance evaluation procedure. It is the formal articulation of the evaluation including responsibilities and timelines. The procedure provides for a fair and unbiased performance management process conducted on a regular and ongoing basis. Confidentiality will be infused through the process.

It was moved by B. Dosunmu, seconded by P. Palermo:
Be it resolved:

THAT the Board of Governors approve the Assessing the President and Vice Chancellor's Performance Procedure as presented.

Carried.

15. Board of Governors Terms of Reference

The Board of Governors terms of reference required an update to align with the recently amended bylaws and new strategic plan. An annual review of the Board and committee terms of reference will be facilitated by the Governance and People committee annually. Policies associated with the terms of reference should also be aligned and updated. Board policies are under the oversight of the Governance and People committee.

It was moved by M. Hofstetter, seconded by S. Abd El Sayed:
Be it resolved:

THAT the Board of Governors approve the updated Board of Governors terms of reference as presented.

Carried.

It was moved by S. Paquette, that the meeting moves in camera.

16. Adjournment

Having no further business, the meeting concluded at 10:13 am.