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SIR SANDFORD FLEMING COLLEGE
OF APPLIED ARTS AND TECHNOLOGY
PUBLIC MEETING OF THE BOARD OF GOVERNORS
AGENDA

Wednesday, October 28, 2015
2:45 p.m.
Scholfield Boardroom, Room B3330
Peterborough, ON

> **2015-2018 Strategic Priorities**
> 1. Deliver Outstanding Student Learning and Experiences
> 2. Collaborate and Prosper with Our Communities
> 3 Excel as an Organization
> 4. Enhance Financial Health and Sustainability

Pages

1. **Call to Order**
   • Confirmation of Quorum
   • Welcome and Introduction of Guests
   • Presentation of Tartans to Incoming Governors
   • Conflict of Interest Declarations (if any)

6.2 <u>College Financial Sustainability Metrics</u> (Briefing Report enclosed)   *79-87*
Mr. Baker – 20 min; guest Sue Sanders, Director Finance
Briefing Note pages 79-82; Attachment pages 83-87

7. Presentations
7.1 <u>Postsecondary Enrolment Update</u> (Briefing Report enclosed)   *88-91*
Ms. Schollen – 10 min; guest Brenda Pander-Scott, Registrar
Briefing Note page 88; Attachment pages 89-91

8. Other Business (includes information items, items removed from the Consent Agenda)
8.1 "Community Connections" Roundtable (5 min)

9. Motion to Move to In-Camera (Closed Session) Meeting approx. 3:30 p.m.

10. Report from the In-Camera Meeting

11. Adjournment of the Public Meeting approx. 4:30 p.m.

12. Private Session (Governors Only)

BOARD BRIEFING REPORT

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SUBJECT: Unanimous Consent Agenda	
Submission to: Public Board Meeting	
Meeting Date: October 28, 2015	**Agenda Item 3**
ACTION REQUESTED: Approval (requires a motion)	

CONTEXT *(brief statement of the issue or request)*

To ensure the Board of Governors has sufficient time at its monthly meetings to deal with substantive policy issues and time to review and strengthen its own operations, minor or non-controversial Board matters will appear on a Consent Agenda for both the public and in-camera meetings. Items listed on the Consent Agenda do not require discussion and are approved en bloc.

BACKGROUND *(includes a chronology of events, previous discussions/decisions leading to the recommendation)*

• Board Policy 1-102L, *Guidelines for the Consent Agenda*

Attachments:
As listed

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College, by unanimous consent, approve the minutes of the

> **3.1   June 24, 2015 Public Board Meeting**

and receive as information the

> **3.2   Chair's Report**
> **3.3   President's Report**
> **3.4   College Activity Report**
> **3.5   Report on Summer Decisions by the Executive Committee**
> **3.6   Report on Purchase Contracts Awarded June through September 2015**
> **3.7   Annual Accessibility Report and Multi-year Accessibility Action Plan**
> **3.8   Correspondence for the Summer through October 2015 timeframe**

PREPARED BY: Board Office

Fleming College

BOARD OF GOVERNORS
Public *(Open Session)* Meeting
Wednesday, June 24, 2015
Scholfield Boardroom, Room B3330
Peterborough, ON

Draft Until Approved

M I N U T E S

Present: Mr. Gillespie, Ms. Jung, Ms. Kerrigan, Ms. Kloosterman, Mr. Krajcar, Dr. Martin-Ronson (telephone), Ms. Merrett, Mr. Perry, Ms. Ross, Ms. Sutcliffe-Geens, Ms. Watson, and Dr. Tilly.

Ms. McFadden.

Regrets: Mr. Astell, Mr. Mateer.

Administration: Mr. Baker, Ms. Crook, Mr. Fitch, Ms. Kerford, Ms. Schollen, Mr. Van Parys.

Staff: Laura Copeland, Communications Officer.

Guests: *Item 5.7:* Mr. Bates, Product Development Manager and Ms. Tammy Rea, Professor – Haliburton Campus
Item 5.8: Mr. Bates and Ms. Linda Poirier, Lifelong Learning Division Lead
Item 5.9: Mr. Bates and Ms. Maxine Mann, Dean – School of Trades and Technology
Item 5.10: Mr. Nicholas Stone, Chair – Academic Council
Item 5.11: Mr. Terry Williams, Director Facilities
Item 6.1: Dr. Brenda Pander-Scott, Registrar

1. Call to Order
Confirming quorum, Governor Ross called the meeting to order at 3:50 p.m. and noted regrets.

Staff and guests in attendance were welcomed.

There were no conflict of interest declarations.

2. Additions/Deletions/Approval of Agenda

BoG June24-2015 #1
Moved and Seconded by Mr. Krajcar and Ms. Jung
THAT the agenda be approved.

Carried

3. UNANIMOUS CONSENT AGENDA
Governors were requested to identify those items to be removed from the Unanimous Consent Agenda and placed on the regular public meeting agenda; none were identified.

BoG June24-2015 #2
Moved and Seconded by Mr. Gillespie and Ms. Jung
THAT the Board of Governors of Sir Sandford Fleming College approve the Consent Agenda for the June 24, 2015 meeting and, by unanimous consent,

3.1 approve the minutes of the May 27, 2015 Public Meeting of the Board of Governors;
3.2 approve revised College Policy #4-420, *Violence Prevention*;

> **3.3 approve revised College Policy #3-311, *Harassment and Discrimination Prevention*;**
> **3.4 approve revised College Policy #2-201, *Academic Regulations*;**
> **3.5 grant the <u>Executive Committee authority</u> to act on behalf of the Board on decisions that must be taken between June 25, 2015 and the first full meeting of the Board in the Fall 2015 with all such activity publicly reported at the Fall 2015 meeting;**
> **3.6 approve the <u>Investment Performance Report for 2014-2015</u>;**
> **3.7 receive as information the <u>Report on Purchase Contracts Awarded</u> over $100,000 and under $500,000 between March 1 and May 31, 2015;**
> **3.8 receive as information the <u>Investment Portfolio Review</u> for the period ended March 31, 2015;**
> **3.9 receive as information <u>correspondence</u> for the May-June 2015 timeframe.**

<div align="right"><u>Carried</u></div>

4. Business Arising from Previous Meetings

None identified.

5. Matters for Decision

5.1 <u>Amendment to By-law 1-102</u>: As an outcome of the Board's annual review of operations, notice of the intent to revise two sections of the corporate by-law and a related governance policy were served. In the first instance, the Board confirmed continuation of the Committee-of-the-Whole; this structure essentially replaces the Academic and Student Affairs Committee, the Finance and Property Committee, and the Human Resources Committee (previously dissolved).

BoG June24-2015 #3

> Moved and Seconded by Ms. Merrett and Mr. Krajcar
> **THAT the Board of Governors of Sir Sandford Fleming College amend s.36.1 of By-law 1-102 which defines the standing committees to now read:**
>
> ***The Board shall appoint standing committees as required from time to time. The standing committees of the Board are the Committee-of-the-Whole, the Executive Committee, and the Audit Committee.***

<div align="right"><u>Carried</u></div>

The amendment to s.36.1 requires a <u>minor revision to a Board process policy</u>, *Committees of the Board of Governors*, to reflect the same language; changes are detailed in the Board Briefing Report on file with the official meeting record.

BoG June24-2015 #4

> Moved and Seconded by Ms. Watson and Ms. Kerrigan
> **THAT the Board of Governors of Sir Sandford Fleming College approve revised Governance Policy 1-102J – *Committees of the Board of Governors*.**

<div align="right"><u>Carried</u></div>

At the same time, the change in the number of defined standing committees afforded the Board the opportunity to refine the composition of the Executive Committee.

BoG June24-2015 #5

> Moved and Seconded by Mr. Gillespie and Ms. Watson
> **THAT the Board of Governors of Sir Sandford Fleming College amend s.31.1 of By-law 1-102 which defines the Executive Committee to now read:**
>
> ***The Executive Committee consists of the (a) Chair of the Executive Committee, who shall be the Vice-Chair of the Board of Governors; (b) Chair of the Board of Governors; (c) Chair of the Audit Committee, who shall be the Second Vice-Chair of the Board of Governors; two Governors-at-Large (both external governors), as elected by the Board; (e) College President (ex officio).***

<div align="right"><u>Carried</u></div>

5.2 <u>Meeting Schedule for 2015-2016</u>: The proposed schedule incorporates recommendations arising from the Board's annual operational review.

BoG June24-2015 #6

Moved and Seconded by Ms. Sutcliffe-Geens and Ms. Kloosterman

THAT the Board of Governors of Sir Sandford Fleming College approve the *2015-2016 Meeting Schedule*.

<u>Carried</u>

5.3 <u>Fleming College Strategic Plan 2015-2018</u>: A number of comments arising from stakeholder sessions have been incorporated into the document. Upon Board approval of the content, the College will finalize the design with a view to launching the three-year plan at the beginning of the fall semester. Governors will be provided with a copy of the final document as part of Board Retreat materials.

BoG June24-2015 #7

Moved and Seconded by Ms. Jung and Mr. Krajcar

THAT the Board of Governors of Sir Sandford Fleming College approve the content of the *2015-2018 Strategic Plan*.

<u>Carried</u>

5.4 <u>Addendum to the 2014-2015 Annual Report</u>: In addition to the audited financial statements, colleges are required to provide a high-level overview showing financial performance for the year compared to the budget as well as to the prior fiscal actuals. The statements are included in the Annual Report and due to the Ministry by July 31.

BoG June24-2015 #8

Moved and Seconded by Mr. Gillespie and Mr. Krajcar

THAT the Board of Governors of Sir Sandford Fleming College approve the *Analysis of Financial Performance Report*, required as supplementary information in the 2014-2015 Fleming College Annual Report, for submission to the Ministry of Training, Colleges and Universities.

<u>Carried</u>

5.5 <u>Addendum to the 2015-2016 Business Plan</u>: Colleges are also required to submit final 2014-2015 year-end financial results, along with approved 2015-2016 budget details, on a series of prescribed templates; this information is due to the Ministry by June 30 as part of the 2015-2016 Business Plan.

BoG June24-2015 #9

Moved and Seconded by Mr. Gillespie and Ms. Sutcliffe-Geens

THAT the Board of Governors of Sir Sandford Fleming College approve the following reports, required as supplementary information in the 2015-2016 Fleming College Business Plan: *Financial Position and Operations Details; Capital Asset Details; Capital Project Details; Contaminated Sites Liability Reports*, for submission to the Ministry of Training, Colleges and Universities.

<u>Carried</u>

5.6 <u>Indigenous Education Protocol</u>: Ms. Kerford provided highlights of a protocol developed by Colleges and Institutes Canada (CICan) in consultation with its members and partners in indigenous communities. The protocol is an aspirational document, founded on seven principles; the principles would guide Fleming's development of its Indigenous Education strategy, setting out a framework to better view strengths and gaps in both academic and services areas.

BoG June24-2015 #10

Moved and Seconded by Ms. Watson and Ms. Merrett

THAT the Board of Governors of Sir Sandford Fleming College approve Fleming's participation through signing of the Indigenous Education Protocol.

<div align="right">Carried</div>

It was noted that the College would plan a fall signing ceremony with a related event.

5.7 <u>New Program – Moving Image Design</u>: Presenting the proposed program were Mr. Bates and Ms. Rea. The Haliburton School of The Arts has a strong market niche in art and design. The proposed program focuses on visual narratives and design; it is a natural extension of the existing Digital Image Design program with its focus on still image design. *Moving Image Design* is a unique program, delivered in a compressed format (one year in one semester).

BoG June24-2015 #11

Moved and Seconded by Ms. Jung and Ms. Kerrigan

THAT the Board of Governors of Sir Sandford Fleming College approve the *Ontario College certificate program Moving Image Design* with an implementation date of Fall 2016, for submission to the Ministry of Training, Colleges and Universities for funding approval.

<div align="right">Carried</div>

5.8 <u>New Program – Rural Nursing</u>: Presenting the proposed program were Mr. Baker and Ms. Poirier. This certificate program has been designed to be completed on a part-time basis through distance education and also incorporates a virtual or "e-simulation" component. There is no similar program in Ontario.

BoG June24-2015 #12

Moved and Seconded by Ms. Watson and Mr. Perry

THAT the Board of Governors of Sir Sandford Fleming College approve the *Ontario College Graduate Certificate program Rural Nursing with an implantation date of Fall 2016,* for submission to the Ministry of Training, Colleges and Universities for funding approval

<div align="right">Carried</div>

5.9 <u>New Program – Construction Engineering Technician</u>: Presenting the proposed program were Mr. Baker and Ms. Mann. The program bridges skilled trades and technology and has been developed in partnership with George Brown College; this partnership provides graduates from Fleming's program a pathway to George Brown's advanced diploma and degree programs.

BoG June24-2015 #13

Moved and Seconded by Mr. Krajcar and Ms. Kloosterman

THAT the Board of Governors of Sir Sandford Fleming College approve the *Ontario College Diploma program Construction Engineering Technician* with an implementation date of Fall 2016, for submission to the Ministry of Training, Colleges and Universities for funding approval.

<div align="right">Carried</div>

5.10 <u>New Policy – Academic Appeal</u>: Presenting the policy were Ms. Schollen and Mr. Stone. The appeal process was removed from the Academic Regulations policy and a new document created that outlines guiding principles in policy format that students, faculty and staff must adhere to during an academic appeal. A detailed operating procedure supports the policy.

BoG June24-2015 #14

Moved and Seconded by Mr. Krajcar and Ms. Jung

THAT the Board of Governors of Sir Sandford Fleming College approve College Policy #2-219, *Academic Appeal.*

<div align="right">Carried</div>

5.11 <u>New Policy – Alcohol Management</u>: Presenting the policy were Mr. Baker and Mr. Williams. The policy was developed in response to increasing risks surrounding incidents and potential liability to the College. The intent would be to have the policy and the supporting operating procedure in place prior to the start of the fall semester.

BoG June24-2015 #15

>Moved and Seconded by Mr. Krajcar and Ms. Watson
>**THAT the Board of Governors of Sir Sandford Fleming College approve College Policy #4-425, *Alcohol Management*.**

While the document included earlier Board input, concern was expressed with the nomenclature used for categorizing events; "elevated" was suggested as a more appropriate classification than "high" risk. The Board stressed the need to identify risk management strategies in addition to assessment. Members **unanimously agreed the policy could move forward with the provision that Administration complete these operational changes.**

<div align="right">Carried</div>

6. Matters for Discussion

6.1   Dr. Pander-Scott presented an update on <u>Summer/Fall 2015 enrolment</u>. Summer 2015 enrolment exceeded the 2014 summer enrolment by 54 students. This growth is attributed to a greater number of students opting to start programs in January who then return to their next semester in the summer, along with a shift of some intake from the fall to the summer. Enrolment for Fall 2015 is on par with 2014 actual enrolment. While domestic applications are down, there is growth in the international student population, a trend being seen across the system.

The presentation highlighted the efforts undertaken by staff to maximize enrolment. It was noted that a new fee policy came into effect for the province; the most significant changes impacting enrolment planning and risk management were the implementation of a one-time non-refundable deposit fee and moving the balance of fee payment deadlines closer to the beginning of the term.

7. Items for Information

7.1 <u>Updates on College Activity</u>:   The Chair commended on the excitement of convocation and thanked those Governors for participating in various ceremonies. A staff report on the City of Peterborough website recommending a site for the new area complex at Trent University was referenced. Dr. Tilly noted condolences to the family of Peter Milner, a former governor and good friend of the College, who passed away earlier this month. Minister Tony Clement and MP Barry Devolin will be in Haliburton on June 29 with respect to Skills Link programs. All-staff meetings take place on June 25 at the Frost and Sutherland Campuses. Governors noted the upcoming retirement of President's Office Assistant Patricia Donnelly at the end of the month, and expressed their thanks and appreciation for her assistance.

"<u>Community Connections</u>": In "roundtable" format, Governors noted participation in a variety of events and opportunities including Convocation, volunteering at a travel writers conference held locally, and participation in a local Dragon Boat event.

8. Other Business

8.1 <u>Recognition of Outgoing Governors</u>
The Board formally recognized members whose terms end August 31, 2015. *Tyler Krajcar* will complete a second one-year term as Student Governor. *Bill Astell* will complete two full terms, a total of six years as a Governor. *Joan Ross* will also complete two terms as a governor; during her term, she served as a member of the Board Executive, including a year as Board Chair.

9. **Move to In-Camera Meeting**
    It was moved by Ms. Kerrigan, seconded by Mr. Krajcar and <u>carried</u> to recess the public meeting at 5:28 p.m. and convene in-camera to address the items of business outlined on the agenda for the In-Camera Meeting.   Guests and staff left the room.

10. **Report from the In-Camera Meeting:** Returning to the public meeting at 5:45 p.m., the Chair reported the Board received a final report on performance of its objectives for the year and held an election meeting as required under By-law; a public announcement of the outcome of the election would be issued prior to the start of the 2015-2016 Board year.

11. **Adjournment of Meeting**: It was moved by Mr. Krajcar, seconded by Ms. Jung and <u>carried</u> to adjourn the meeting at 5:46 p.m.

CHAIR'S REPORT

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Board Leadership
An election meeting was held on June 24, 2015. The following governors were elected for one-year terms, September 1, 2015 through August 31, 2016 and form the Board Executive Committee:

> *Lori Sutcliffe Geens,* Board Chair
> *Dana (Merrett) Empey,* Chair – Executive Committee and Board Vice-Chair
> *George Gillespie*, Chair – Audit Committee and 2nd Board Vice-Chair
> *Nancy Martin-Ronson* and *Bill Mateer,* Governors-at-Large
> *Tony Tilly,* President (ex officio)

Board Professional Development
The *2015 Higher Education Summit* takes place November 15 and 16 at the Sheraton Centre in Toronto. The conference includes featured addresses from Paralympic athlete Rick Hansen, author and political commentator David Frum, and inequality expert Richard Reeves. Fleming will be well-represented at the Conference and at the Premier's Awards.

The *College Centre of Board Excellenc*e provides high-quality education for governors and staff who work with boards. Details are outlined in the 2015-2016 CCBE program; governors received a copy at the Retreat. The program is comprised of in-person sessions held in conjunction with the annual Higher Education Summit and a series of webinars.

Strategic Planning
The Board began the process of setting *objectives for 2015-2016* at the fall Board Retreat and, upon approval, will make the objectives public.

Governor Recruitment
The Board is recruiting to fill two external vacancies.

Congratulations
Tashonna McDougall of Fleming College and ***Maria Carruthers*** of Trent University each received a Student Business Leadership Bursary award during the Greater Peterborough Chamber of Commerce 12th annual *Business Excellence Awards* on October 21, 2015. The awards recognize exceptional business leadership potential in a postsecondary student. Congratulations to both students!

Congratulations also to the six Fleming alumni, selected as our 2015 Premier's Award nominees:
• *Business*: **J. Todd Ulrich,** Business Leadership 1998
• *Community Services*: **Renee Hodgkinson,** Social Service Worker 1998
• *Creative Arts and Design*: **Wanda McWilliams**, Art Conservation Techniques 1986
• *Health Sciences*: **Sharon Pitawanakwat**, Nursing 1990
• *Recent Graduate*: **Rhonda Belous**, Social Service Worker Accelerated Program, Aboriginal Focus 2013
• *Technology*: **Robert Jameson**, Electro-Mechanical Engineering Technology-Robotics 1982

Award recipients will be announced at the conclusion of the Higher Education Summit on Monday, November 16.

Opportunities for Governors
On the table: *Exploring Tourism and Hospitality Careers*, November 4, 2015 at the Sutherland Campus

PRESIDENT'S REPORT

Fleming College
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Submission to: Public Board Meeting
Meeting Date: October 28, 2015   **Consent Agenda Item 3.3**

Ministry of Training, Colleges and Universities
David Carter-Whitney, Assistant Deputy Minister of Postsecondary Education for the Ministry of Training, Colleges and Universities, paid a visit to the Frost and Sutherland Campuses on September 16. As part of his tour, he attended the GIS programs' Spatial Analysis class taught by Marikka Williams; the class includes delivery to both in-class students as well as remote students from all over Ontario. Students online were participating from cities such as Thunder Bay, Brampton, and North Bay. Mr. Carter-Whitney was briefed on a variety of topics such as the Centre for Alternative Wastewater Treatment and the Frost Campus Master Plan.

Colleges and Institutes Canada
The CICan Fall Board meeting was held in Calgary on September 29 (my participation was via conference call).

Perspectives is CICan's official newsletter, providing a comprehensive overview of activities, events and partnerships nationally. The electronic newsletter is available at http://www.collegesinstitutes.ca/news-centre/perspectives/.

Colleges Ontario
Premier Kathleen Wynne will meet with the Committee of Presidents on October 26 to discuss the government's plans for college education and the postsecondary system. The meeting is expected to cover areas such as funding pressures, the request to allow interested colleges to offer stand-alone nursing degree programs, and the government's broader agenda for applied learning.

As part of the colleges' commitment to strengthen the supports to address sexual violence, a new training module for college employees has been developed. Ontario colleges have played a leading role in promoting safe campuses.

The 2015 Environmental Scan has been posted on the Colleges Ontario website. The three sections of the scan – Student and Graduate profiles, College Resources, and Graduates in the Economy – can help with planning and advocacy efforts. The sections can be found on the Colleges Ontario website http://www.collegesontario.org/research/2015_environmental-scan.html.

The annual planning Retreat of the Committee of Presidents was held September 20 through 22.

Within the System
David Brook has been appointed CEO of the College Employer Council, beginning this role on September 14. His past experience includes leading collective bargaining during various senior roles from various ministries within the Ontario Public Service.

Council also announced the appointment of *Cindy Daley* as the Director of Benefits and Compensation, effective November 9.

In Our Communities
- A number of local candidates in the federal election accepted an invitation to meet, discussing their party platforms in the areas of applied research and innovation, infrastructure, Aboriginal education and skills upgrading, and employment opportunities.

  On behalf of the College, congratulations were extended to the newly-elected Members of Parliament: *Maryam Monsef* (Peterborough-Kawartha), *Kim Rudd* (Northumberland-Peterborough South) and *Jamie Schmale* (Haliburton-Kawartha Lakes-Brock).

- Provided Trent President Leo Groarke with a tour of the Frost Campus.

- Welcomed Maryorie Bravo (Consul General of Panama) and Melida Renkwitz (Centennial's Manager for Latin America/Spain/Italy/Portugal), visiting Fleming College in July.

- As a member of the Board of the Greater Peterborough Innovation Cluster, attended various Board and Committee meetings.

COLLEGE ACTIVITY REPORT

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OUR STUDENTS

In partnership with Aramark, Culinary students are operating "*Fulford's Lunchbox*" on Tuesdays and Thursdays in the Main Cafeteria at the Sutherland Campus. All items are prepared from scratch by our students and are sourced locally with our valued industry partners. Culinary students are also operating the outlet *"Gourmet To Go"* (G2G) across from Fulford's Restaurant on Tuesdays and Thursdays, with varied weekly offerings.

Students in the third semester of the *Social Service Worker* program conducted a media campaign for Child Abuse Prevention month. The College community were encouraged to wear purple on October 16 in alignment with the Children's Aid Society's Dress Purple Day.

The *Sustainable Agriculture program* launched a local food box program for students and staff at the Sutherland Campus offering local, organically grown vegetables.

To assist student learning, Cummins Eastern Canada donated a new 2007 model Cummins ISB 6.7 litre diesel engine to the *Heavy Equipment Techniques program* at Fleming College's Centre for Heavy Equipment Technology. The donation is significant to student training for two reasons: it has fuel and emission systems that are more relevant to today's stringent environmental standards; and it is a fully electronic engine for which Cummins has also offered to supply all diagnostic programs and service literature (at no additional charge).

PHOTO: (from left) Lee Bloom, faculty, Heavy Equipment Techniques; Tyler Wille, HET student; Jeff Van Poucke, President, Cummins Eastern Canada (and HET alumnus); Linda Skilton, Dean, School of Environmental and Natural Resource Sciences.

Students in the *Eco and Adventure Tourism class*, part of the Tourism – Global Travel program, got out of the classroom and into the trees at Ganaraska Forest recently. As part of a learning experience for their program, the students took part in treetop trekking, which included zip lining, tree climbing, and walking on cables suspended high off the ground.

Fleming's *Sustainable Building Design and Construction program* recently received Haliburton Highlands Land Trust's 2015 Enviro-Hero Award. Students in the program construct a new sustainable building, showcasing green building technologies and new energy-saving techniques, in just 20 weeks. Students interact with project consultants, inspectors, and tradespeople and are involved in all aspects of constructing the building.

Fleming College has been approved as a *Registered Education Provider* (REP) by the world's largest project management member association, the *Project Management Institute* (PMI). The designation ensures that Fleming has met PMI's rigorous quality criteria for course content, instructor qualification, and instructional design. The College now joins more than 1,500 REPs in more than 80 countries.

A group of *Pre-Service Firefighter Education and Training students* competed in the Scott FireFit Combat Challenge which puts firefighting skills to the ultimate test. The course is comprised of six grueling physical tasks and tests the strength, endurance and overall fitness levels of firefighters. Competition categories are available for men and women, in both individual and team relay competitions.

OUR EMPLOYEES

Facilities and Finance

Campus Security is conducting *Emergency Drills* in order to practice the new Violence Response Protocols, commonly called "lockdown" drills. *Testing Centres* at the Sutherland Campus were amalgamated into one location in the Learning Resource Centre. Many of the accessible

education services have been moved out of the basement and to the main floor of the Campus, providing greater safety for students and staff during evening testing hours, and better utilization of spaces and resources. The LINC program was also relocated from McRae to the Sutherland Campus.

Contact North, a leading online learning gateway, is now co-located with Fleming College services at the Cobourg Campus. The College and Contact North have had a similar arrangement at our Haliburton Campus for several years.

On October 1, the College officially unveiled a *new art installation* at the Sutherland Campus, created by Woody Farrow, a College Welding instructor. "Katie", a large metal goose, soars alongside the main driveway next to the storm water management pond. She is 14 feet high and has a wing span of 10 feet. It took Woody 300 hours to create the sculpture, which he then generously donated to Fleming.

Human Resources
Recruitment and Selection: For the June11 to October 14, 2015 timeframe:
- The College posted 51 positions (a combination of permanent and temporary positions): 22 Support, 29 Academic.
- The College hired 13 new permanent (full-time) staff: 6 Support, 5 Academic, 2 Administrative.
- Two new permanent (regular part-time) Support staff were hired.
- There were 4 internal full-time Support staff transfers.
- There were 4 temporary full-time Support assignments.
- There were 9 resignations and/or terminations: 7 Support, 1 Academic, 1 Administrative.
- There were 21 retirements: 8 Support, 11 Academic, 2 Administrative.
- There were 15 leaves: 9 Support (2 personal, 4 parental, 3 seasonal layoffs) and 6 Academic (3 parental, 3 sabbatical)
- There were 25 returns from leave: 20 Support (2 personal, 3 parental, 2 sabbatical, 13 seasonal layoff), 4 Faculty (3 personal, 1 sabbatical), 1 Administrative (personal).

Recognition
Congratulations to the following employees who achieved significant service milestones for the May through October timeframe:

10 years: Dave Reeds, Nancy Barrett, Linda Humphries, Robert Foster, Brenda Dean, Michael Illes, Nick Draker Fortis, Mark Dzurko, David White, Tim Porter, Andrew Bohart, Cindy Colford, Wendy Morgan, Lisa Stefaniak, Cristina Sad, James Smith, Karen Shearer, Carol Jones, Janine McKnight, Katherine Taylor

15 years: Blair Brown, George MacDougall, Donna Hayes, Paul Clifford, Lorinda Frudd, Ann MacLeod, Sherra Fam, Barbara Shaw, Carol Augustine

20 years: Debbie Caldwell, Derrick Davidson, Michele McFadden, Noreen Goodliff, Barb Elliot, Beryl Cable-Williams, Molly Westland, Sara Kelly

25 years: Angela Pind, Janet Bradley, Brenda McCue, Angela Watson, Jane Bolin, Lynn Watson

30 years: Peter Malkovsky, Rodger Stamler

35 years: Eileen Macdonald

Student Services
The 2nd annual *Fleming Knights Orientation program,* held on September 8, welcomed new students to campus in a fun and engaging way which included an induction ceremony, a pep rally, soccer match and ended with an outdoor concert.

Over 800 new Fleming College students, their families and guests attended *Welcome Days* at the Sutherland and Frost Campuses the week of July 13, to "Get a Jump on September!"

The first annual *Fleming College 5km Fun Run and Walk* was held on September 11, showcasing key locations and the extensive trail system on the Sutherland Campus.

Library Operations
Students are now able to book real time *tutoring appointments* with a College tutor using an online web-based scheduling system – from the convenience of home or from the college with their smart phones. Drop-in tutoring sessions offering writing, math and ESL writing help are offered in the Learning Centre. New this semester is an *ESL Conversation Circle* program where students

who speak English as a second language can practice their skills with a native speaker.

Fleming's Frost Campus hosted a *Living Library* event on October 15, an opportunity for students to gather information from real people – not from books. Frost faculty and staff chatted with students about their programs and careers at the library event during lunch hour.

Diversity
An invitation was extended to staff, faculty and students to be part of the launch of *the Men of Strength Club (MOST) Club*. The goals of MOST are preventing all forms of gender-based violence, particularly men's violence against women and promoting healthy masculinity through discussion, awareness raising and participation in events.

Student Government
The College launched a *new mental health initiative* to raise awareness and support students and employees. Fleming's Mental Illness Awareness Week was held October 5 through 10. At the October 5 launch, President Tilly read a declaration committing the College to establishing a mental health friendly environment for students and employees. Each day featured an event with a different wellness theme.

The *Lindsay-Peterborough Shuttle Bus* runs twice daily, weekdays and weekends, in conjunction with GO Transit and Greyhound schedules. This service allows Frost students to live in Peterborough or to access Peterborough and all of the amenities. Details are on the website http://www.frostsa.ca/shuttle.

The Fleming College Student Administrative Council and Student Life partnered with the United Way of Peterborough & District to host the 4th annual *Fleming Serves – United Way Day of Caring*. This year, 64 Fleming students and staff spent October 3 volunteering with three United Way partner agencies in Peterborough on a variety of projects.

Aboriginal Student Services
Fleming's Aboriginal Student Services, Trent University's First Peoples House of Learning, and the Trent University Native Association (TUNA) co-hosted a community celebration welcoming new postsecondary students to the Mississauga territory. This annual event aims to raise

awareness, educate and promote a community that respects and honours the First Peoples of the territory, supporting new Aboriginal students by introducing them to the local Aboriginal community as well as local agencies and organizations. The event was held on September 26 in Del Crary Park.

Fleming's *Aboriginal Education Council* encompasses both internal college members (staff, faculty, administrators) as well as many external members from local agencies and communities. Council is committed to developing and supporting Aboriginal education aspirations through curriculum, programs, services and research that meets the needs of Aboriginal and non-Aboriginal students, faculty and staff at Fleming College.

Advancement and Alumni Relations
On August 6, over 100 guests attended the Haliburton School of The Arts *Faculty Art Auction.* In total, $15,243 was grossed in support of bursaries and scholarships for students at the Haliburton Campus.

On October 5, the Advancement and Alumni Relations Office and the Frost Campus Friends Committee hosted *Fleming's Moveable Feast*, featuring an array of appetizers, soups, salads and chili, at the Frost Campus. Net proceeds from the event were split with the United Way for the City of Kawartha Lakes and to provide financial assistance for students in the School of Environmental and Natural Resource Sciences.

Marketing, Communications and Liaison
The *Recruiting Team* is out and about visiting high schools, colleges and universities and attending other key events for prospective students across the province. The first major event of the season was the College Information Program (CIP) hosted at our Sutherland Campus on October 8;

this information fair was attended by approximately 1,000 guests.

On July 22, Sir Sandford Fleming's life and legacy was celebrated with an afternoon tea and the unveiling of an1892 portrait of Fleming. The day included the unveiling of the dry stone sundial, positioned prominently at the main entrance of the Sutherland Campus.

Jock Fleming (left), great-great grandson of Sir Sandford Fleming, and Dr. Tony Tilly, President of Fleming College, view a portrait of Sandford Fleming.
Lance Anderson/This Week

OUR COMMUNITIES

Fleming is joining a number of community partners to host a Seniors' Summit, a one-day event aimed at seniors, their care givers and health care providers. The event, *High Tech Human Touch for Health*, takes place on October 29 at Trent University's Gzowski College.

Fleming's *United Way workplace campaign* is under way. The Sutherland Campus kicked off the campaign with a "Chili Showdown" on September 28 and announced this year's campaign goal of $38,295. The Campus will also hold an online auction the week of November 23. Frost Campus launched their campaign on October 5 and is planning a "Soup and Chili Cook-off".

In September, *Good Neighbour Visits* took place in Peterborough and Lindsay. Participants included Peterborough Police, Kawartha Lakes Police Service, Frost SA, Kristi Kerford (Associate Vice-President Student Services), residence staff, residence council and student volunteers. The objective is to reduce the incidence of complaints about inappropriate behaviour by Fleming College Students in residential neighbourhoods.

UPCOMING EVENTS

November 2: *Break The Stigma*, an awareness campaign focussing on overcoming barriers, hosted by students in the Social Service Worker program, in the main foyer Sutherland Campus

November 4: *Exploring Tourism and Hospitality Careers Expo* at the Sutherland Campus

November 7: the *33rd Annual Fleming Loggersports Competition* at the Frost Campus

November 21: *Fall Open House* at all Fleming College campus locations

February 11, 2016: annual *Job Fair, Frost Campus Career Services*

The *College Activity Report* is developed from *The Fleming Zone*, a weekly update to employees of news and events at the College.

BOARD BRIEFING REPORT

SUBJECT: Summer Decisions by the Executive Committee

Submission to: Public Board Meeting
Meeting Date: October 28, 2015   **Consent Agenda Item 3.5**

ACTION REQUESTED: Information or Update

CONTEXT *(brief statement of the issue or request)*

A summary of the decisions made by the Executive Committee on behalf of the Board between June 25 and this meeting.

BACKGROUND *(includes a chronology of events, previous discussions/decisions leading to the recommendation)*

At its June 2015 meeting, the Board granted the Executive Committee authority to act on behalf of the Board on decisions that must be taken between June 25, 2015 and the first full meeting of the Board in the Fall 2015 with all such activity publicly reported at that meeting.

This action ensures that urgent matters which may arise during the summer months are handled in a timely fashion.

Analysis
The scope of analysis will depend on the nature of the issue but may include sub-headings such as Legal Analysis; Financial Analysis; Student Impact; HR Implications; Stakeholder Implications; Risk Analysis (strongly encouraged – details may be appended to this Report); Options Considered and Evaluated (pros and cons of each option – details may be appended).

The Executive Committee granted Governor Mike Perry a short leave of absence from the Board, for the August 27 to October 20, 2015 timeframe.

A meeting of the Audit Committee was scheduled for November 25, 2015.

Implementation Strategy
List any matters to be addressed or steps to be taken to implement the recommendation.

N/A

Decision Point
To facilitate discussion, include specific questions for the Board's consideration in addressing the matter.

N/A

RECOMMENDATION

There is no recommendation to ratify actions undertaken by the Executive Committee as no such actions were required.

PREPARED BY: Board Office

Award Date	Description	Bidder Name	Bid Amount (tax excluded)	Vendor Name	Contract Amount (tax excluded)
Jun 15, 2015	Request for Tender for an electrical contractor to upgrade the fire alarm system at the Frost Residence.	Lancer Electric Peterborough Inc The State Group Inc Ferguson Electric Company Ltd.	$168,233.00 $195,970.80 $267,000.00	The State Group Awarded on the basis of highest overall score.	$ 195,970.80
Jul 15, 2015	Evolve Hardware Upgrade - Cisco components	Long View Systems Corporation	$157,554.73	Long View Systems Corporation OECM Collaborative Agreement for Networking Switches, Routers, Firewalls and Related Services.	$ 157,554.73
Jul 20, 2015	Evolve Hardware Upgrade - Dell EqualLogic Storage Arrays	Softchoice LP	$120,918.60	Softchoice LP Non-competitive award to Softchoice LP as the only authorized channel partner by Dell Canada to sell this line of products to the College. The Dell EqualLogic Storage Arrays were originally selected through a competitive RFP process in 2010, which Dell won. The College has standardized its enterprise grade storage to Dell EqualLogic.	$ 120,918.60
Jul 29, 2015	Request for Proposal for the acquisition of One (1) New or Used Wheel Loader for Heavy Equipment	Strongco Limited Partnership (Volvo) Toromont Industries Ltd Battlefield Equipment Rentals Nortrax Canada Inc Strongco Limited Partnership (Case)	$129,950.00 $129,998.00 $139,900.00 $141,862.44 $145,500.00	Toromont Industries Ltd. Awarded on the basis of highest overall score.	$ 129,998.00
Jul 29, 2015	Request for Proposal for the acquisition of One (1) New or Used Bulldozer for Heavy Equipment.	Nortrax Canada Inc Toromont Industries Ltd Strongco Limited Partnership (Case)	$111,796.96 $114,700.00 $119,800.00	Toromont Industries Ltd. Awarded on the basis of highest overall score.	$ 114,700.00
Aug 06, 2015	Request for Proposal for Parking Management System for the Facilities Department.	Tomahawk Technologies	$141,900.00	Tomahawk Technologies The contract has an initial term of three (3) years, with an option to extend for two (2) additional one (1) year periods.	$ 141,900.00

Purchase Contracts Awarded over $100,000
June 1, 2015 to September 30, 2015

Award Date	Description	Bidder Name	Bid Amount (tax excluded)	Vendor Name	Contract Amount (tax excluded)
Aug 18, 2015	Request for Proposal for a Laboratory Information Management System for CAWT.	Magnetar Corporation AssayNet Inc Online LIMS Canada Ltd	$123,300.00 $175,827.48 $211,379.00	Magnetar Corporation This purchase was awarded to Magnetar Corporation on the basis of highest overall score. The contract has an initial term of three (3) years, with an option to extend for two (2) additional one (1) year periods.	$ 123,300.00
Sep 03, 2015	Request for Tender for a roofing contractor to replace the shingled roof of all six (6) residence buildings at the Sutherland Residence Village.	Designed Roofing Inc AAA Roofmasters Ltd Triumph Roofing & Sheet Metal Inc	$270,000.00 $279,000.00 $378,630.00	AAA Roofmasters Ltd Awarded on the basis of highest overall score.	$ 279,000.00

BOARD BRIEFING REPORT

SUBJECT: Annual Accessibility Report and Multi-year Accessibility Action Plan

Submission to: Public Board Meeting
Meeting Date: October 28,2015   **Consent Agenda Item 3.7**

ACTION REQUESTED: Information or Update

CONTEXT (*brief statement of the issue or request*)

The 2014–2015 Annual Accessibility Report and the 2015–2018 Multi-Year Accessibility Action Plan confirm the College's commitment to Accessibility and form part of our compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

BACKGROUND (*includes a chronology of events, previous discussions/decisions leading to the recommendation*)

The *Accessibility at Fleming College Annual Report* details our progress towards meeting the deliverables within the Multi-Year Accessibility Plan.

Both documents were reviewed and approved by the Executive Leaders Team on October 6, 2015 and are available on the College's external web site.

Attachments:
• Accessibility at Fleming College, 2014 – 2015 Annual Report
• Multi-year Accessibility Action Plan, 2015 – 2018

Analysis
The scope of analysis will depend on the nature of the issue but may include sub-headings such as Legal Analysis; Financial Analysis; Student Impact; HR Implications; Stakeholder Implications; Risk Analysis (strongly encouraged – details may be appended to this Report); Options Considered and Evaluated (pros and cons of each option – details may be appended).

Colleges are required to establish, implement, maintain, and document a multi-year accessibility plan and to post it on their website. An Accessibility Compliance Report is completed every two years and filed online with the Ministry of Economic Development, Employment and Infrastructure which confirms that this and other requirements have been met.

Implementation Strategy
List any matters to be addressed or steps to be taken to implement the recommendation.

Both the Annual Report and the Multi-year Action Plan will be posted on the Accessibility at Fleming page located on the external web site, http://flemingcollege.ca/services/accessibility.

Decision Point
To facilitate discussion, include specific questions for the Board's consideration in addressing the matter.

N/A

RECOMMENDATION

There are no recommendations as this report is provided for information.

PREPARED BY: Nick Duley, CHRL – Fleming College Human Rights Officer

Accessibility at Fleming College 2014-15 Annual Report

Submitted by:

The Fleming Accessibility Steering Committee

Coordinated by:

Coordinator, Diversity, Accessibility & International Student Supports

Approved by:

The Executive Leaders Team

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SECTION 1: Executive Summary

Introduction

Fleming College strives to provide an inclusive learning and working environment for all students and employees, and an accessible facility that serves its community. To that end, Fleming College ensures it meets accessibility standards as laid out by the *Accessibility for Ontarians with Disabilities Act (AODA)* and its related Standard Regulations. The purpose of the AODA is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal, and prevention of barriers to their full participation in the life of the province. To this end, the AODA mandates that each college carry out accessibility planning. This year's annual report addresses the third and final year of the college's Multiyear Accessibility Plan (2012-2015) objectives, and a full report follows, beginning on page 4.

The Fleming Commitment to Accessibility

*At Fleming College, we are committed to building an inclusive and accessible learning and working environment. We believe in and promote the rights of all persons with disabilities as enshrined in the **Canadian Charter of Rights and Freedoms**, the **Ontario Human Rights Code**, and the **Accessibility for Ontarians with Disabilities Act (AODA 2005)** and its related **Accessibility Standards Regulations**. The College supports the intent of the AODA and its goal of achieving accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodations, employment, buildings, structures and premises. The College also affirms the rights of all persons, including those with disabilities, to have access to equal opportunity in employment, education, accommodation or business dealings with the College.*

The College further affirms its commitment to promoting the following principles in all of its policies and interactions with persons with disabilities:

***Dignity** - treating those with disabilities as customers and clients who are as valued and deserving of effective and full service as any other customer.*

***Independence** – freedom from control or influence of others; freedom to make your own choices.*

***Integration** – allowing people with disabilities to fully benefit from the same services, in the same place and in the same or similar ways as others.*

***Equal opportunity** – having the same chances, options, benefits and results as others.*

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Description of Fleming College

Fleming College is an Ontario public College of Applied Arts and Technology. Located in the heart of Central Ontario, Fleming College has campus locations in Peterborough, Lindsay, Cobourg and Haliburton. Named for famous Canadian inventor and engineer Sir Sandford Fleming, the college features more than 100 full-time programs in Arts and Heritage, Community Development and Health, Continuing Education, Environmental and Natural Resource Sciences, Justice and Business, Skilled Trades and Technology, and General Arts and Sciences. Fleming College has more than 5,900 full-time and 10,000 part-time students, more than 65,000 alumni, and approximately 500 full-time and 1,800 part-time employees.

The Accessibility Steering Committee

An Accessibility Working Group was constituted at Fleming College in 2003 to address the AODA, however in January 2015, the working group was developed into a Steering Committee comprised of senior leaders representing all areas of the college who champion and are accountable for the successful planning and implementation of the AODA. The Committee was coordinated by the Coordinator, Diversity, Accessibility and International Student Supports, and overseen by the Vice-President, Human Resources and Student Services.

Members of the 2014 – 2015 Accessibility Steering Committee:

Jim Angel, Chief Information Officer

Roger Fitch, Acting Chief Information Officer

Jodie Boudreau, Learning Strategist

Sonia Crook, VP Human Resources & Student Services, & ODA Representative

Nick Duley, HR Consultant, & Human Rights Officer

Ian Guest, Accessibility Facilitator

Debbie Harrison, Coordinator, Diversity, Accessibility & International Student Supports

Audrey Healey, Coordinator of Accessible Education Services

Trudy Heffernan, Director, Centre for Learning and Teaching

Red Keating, Director, Counseling and Learning Support Services

Kristi Kerford, Associate Vice President, Student Services

Judith Limkilde, Dean, School of General Arts & Sciences

Terry Williams, Director, College Facilities

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Major Successes in 2014-15

Fleming College achieved numerous successes this past year, particularly in the development of working groups that engaged more employees in implementing accessibility in their Departments and Schools. As members of these committees have gained more knowledge and skills in applying an accessibility lens to College services, our capacity to make broader institutional change has grown. One example was the excellent inter-departmental collaboration in addressing Disruptions to Services, both in how disruptions are communicated and the solutions found to service issues, such as elevator accessibility. Employee training has also increased both in participation and the breadth of sessions offered. A new standard for identifying accessible washrooms was developed, and more washrooms renovated to a higher standard of access that also considered gender diversity. At the Sutherland campus, a new accessible Information and Security booth created a more welcoming and inclusive entrance. A new support staff role was created (Accessibility Facilitator) to assist with accessible documents, and the new portal successfully launched with a WCAG compliant framework. This year concluded our three-year action plan and the Accessibility Steering Committee

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SECTION 2: 2014– 2015 Accessibility Report

The Accessibility Working Group reports that the following objectives were addressed in 2014-15, listed by area and Standard (S.) regulation number. For more information about the AODA Standards, and a full list of regulations, please go to:

http://www.mcss.gov.on.ca/en/mcss/programs/accessibility/index.aspx

Integrated Standards (IASR)

General Requirements:

S. 4: Ensure the three year accessibility plan and annual report is approved by the Board of Directors and posted to the external web site.

Administrative Responsibility: Nick Duley

Champion: Debbie Harrison

Status: Fully successful

The annual report and 2014-15 action plan were approved and posted in October 2014. The Accessibility Working Group approved a new committee structure to address the broadening influence of the AODA on College-wide planning, and terms of reference for the following committees will be developed in 2015.

Accessibility Steering Committee: Is comprised of senior leaders representing all areas of the college who champion and are accountable for the successful planning and implementation of accessibility initiatives, and in particular the AODA Accessibility Standards. Other committees and working groups report to the Steering Committee.

Accessibility Advisory Committee: Is comprised of students, employees, community members and key stakeholders across the college and provides input and consultation to the Steering Committee on the identification and removal of barriers, as they relate to goods, services and facilities.

AODA Academic Working Group: Is comprised of representatives from the Academic area, and leads planning and implementation related to accessible curriculum and instructional materials, and promotes Universal Design for Learning principles.

Accessible Records Working Group: Is comprised of Student Services representatives who work towards the development of accessible records and documents.

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Accessible Information and Technology Working Group: Is comprised of information and technology (IT) and Marketing staff who implement the principles of Web Content Accessibility Guidelines (WCAG 2.0), including content (documents, images, audio, video, multimedia), systems (e.g., Desire2Learn, Evolve, etc.), and processes.

Built Environment Working Group: Is comprised of Facilities and other stakeholders involved in ensuring the physical environment and public spaces are accessible. This Group implements the Built Environment Standard and Ontario Building Code.

S. 5 Procuring or acquiring goods, services or facilities.

Administrative Responsibility: Brian Baker & Sonia Crook

Champion: Linda Humphries, Nick Duley, Debbie Harrison

Status: Fully successful

A procurement tool kit developed by Ontario Colleges Human Resources Coordinating Committee AODA Sub-Committee was posted to an updated and revised Fleming Purchasing web page, and employees were notified. As Purchasing worked on procurement projects with staff or managers, they referred them to these resources so that they became familiar with the requirements. Managers received an updated accessibility checklist of their responsibilities under the AODA, and training sessions for Requestors addressed the need to consider accessibility and resources for accessible procurement.

S. 6 Incorporate accessibility features in self-serve kiosks.

Administrative Responsibility: Terry Williams

Champion: Facilities

Status: Fully successful

A new accessible Security and Information Booth was built at the main entrance of Brealey campus, and the new design also facilitated the full functioning of the accessible door openers by resolving heating issues. New accessible Pay and Display machines were also installed in the Brealey parking lots, and all accessible parking is currently under review.

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s.7: Implement the IASR and human rights training module for compliance by January 1st, 2014.

Administrative Responsibility: Nick Duley

Champions: Debbie Harrison, Karen Nolk

Status: Fully successful

Employee participation rates in the IASR module continue to improve, and currently 1,101 employees have completed the training. The AODA modules now form a permanent part of the employee professional development calendar, and that, combined with the external web page access established early in 2014, has resulted in employees reporting less difficulty accessing the training. Some complaints were made that the Learning and Development page was not clear and that the titles of the modules should be revised for easier access. Employees have also requested being able to see what modules they have not completed, and this would require a different tracking system. These items will be reviewed next year.

Information and Communications Standard

S. 11: Ensure feedback processes are accessible.

Administrative Responsibility: Judith Limkilde

Champions: Debbie Harrison

Status: Fully successful

This year Disability Services changed its name to Accessible Education Services. Online feedback channels have been maintained on both the external Accessibility web page and the internal Accessible Education Services page. The first meeting of the Accessibility Advisory Committee was held in May 2014, and students, employees, and community agencies serving persons with disabilities participated in giving feedback. Recommendations from the meeting have been shared with the departments responsible for their implementation and helped to design the 2015-18 Action Plan. This open-invitation forum for feedback will be held twice annually to encourage more feedback.

The Disruptions in Service Procedures were also reviewed this year, and communications procedures were revised. All disruptions are now posted to both the external website main page and the portal main page, and key stakeholders are notified by email (Accessible Education Services, Community Living, etc.), in addition to physical signage.

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S. 12: Provide accessible formats and communication supports.

Administrative Responsibility: Jim Angel (Roger Fitch)

Champions: George MacDougall, Denise Wedderburn (Ian Guest)

Status: Fully successful

The Accessible Records Committee reported that progress has been made in some areas. Many forms have been reformatted in the Registrar's Office and accessibility notices about accessing different formats has been posted on their web page, however not all forms are accessible. Currently students who are not able to write and complete their own forms have to seek support. Fillable forms could be more accessible, and this could be supported by IT, as it is a PeopleSoft project to generate more fillable forms across the college. AES is procuring a new version of Clockwork that will improve access to many processes without paper forms, such as alternative testing arrangements. In Athletics, Fleming staff at the Peterborough Sport and Wellness Centre are also responsible to report to the City of Peterborough Accessibility Committee, so staff are very aware. The new Athletics Marketing Coordinator is currently reviewing all documents and the website for accessibility, and it is an advantage having a lead person to identify issues.

S. 14: Ensure websites and web content conform to guidelines, including MyCampus portal, the learning management system (D2L), and student information systems (PeopleSoft). Assess them for future compliance requirements and ensure new websites and web content meet WCAG 2.0 Level A by January 1st, 2014.

Administrative Responsibility: Jim Angel (Roger Fitch), Drew Van Parys

Champions: George MacDougall, Julien Feyen, Scott Ramsey

Status: Partially successful

Audits were carried out on both the external website and the internal portal. Given that our contract with CAMPUS EAI for both the website and portal are expiring in June 2015, it was deemed ineffective to make major fixes to them, and those efforts are being reserved for the new sites in development. The ACC Checker audit of the portal revealed the current Affinity framework is compliant, and a report identified known, likely, and potential problems. As old web pages were converted to Affinity, many inaccessible pages were purged. Externally hosted web sites continue to be a problem.

The college also procured Site Improve, an internationally recognized software service for tracking and improving web accessibility on the external web site. The college is using Site Improve to simultaneously address WCAG 2.0 Level A issues on the current sites, as well as in development of a new external site. The new website planned for Fall 2015 will meet WCAG 2.0 Level A compliance when launched. Site Improve's online training certificates have provided a strong basis for training web developers and content providers within the Marketing Department.

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Consistent with the experience of many PSE institutions, conversion of existing pdf-based content to accessible standards (1,500+ documents) has proven to be challenging. The college is exploring alternatives to address the issue from a technical perspective.

All web materials are available in alternate formats upon request.

S. 15: Provide accessible or conversion-ready electronic formats of educational or training resources / material as needed. Provide program information and student records in an accessible format.

Administrative Responsibility: Jim Angel (Roger Fitch), Brenda Pander-Scott

Champions: Trudy Heffernan, George MacDougall,

Status: Partially successful

The AODA Academic Working Group continued to expand its representation from different Schools and Departments, and to develop an implementation plan to further work in the academic area. Staff changes in the Accessibility Facilitator role slowed progress in terms of supporting accessible curriculum renewal, however active promotion of the availability of this technical support service to faculty has increased access. The committee continued to focus on opportunities for building UDL into curriculum and program renewal periods, and engaging Deans and Chairs in promoting the importance of accessible curriculum content. Course outlines are now significantly more accessible.

S. 16: Provide accessibility awareness training to educators.

Administrative Responsibility: Nick Duley

Champions: Trudy Heffernan, Jennifer Ramsdale, Mary Overholt, Debbie Harrison
Status: Fully successful

To date, 605 Fleming educators have completed the mandatory Universal Design for Learning module, including full and part-time faculty. The college is pleased with the full-time rates of participation, and Human Resources continue to communicate with the remaining full-time faculty who have not completed the training and their managers. Constant turnover of part-time faculty, and the high numbers of short-term contracts at Haliburton (such as one week art course instructors) continue to present challenges to participation and the remaining part-time faculty will be addressed through different strategies, such as a weekly summer orientation program at Haliburton.

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In addition to the online mandatory training, there were 11 unique professional development offerings on topics related to accessibility (15 sessions in total) provided to Fleming employees in the 2014/15 academic year. These include; ongoing components of the Faculty Professional Development program, such as the module 'Building Inclusive Learning Communities', part of Teaching and Learning at Fleming; the integration of accessibility services in new faculty orientation; and drop-ins for faculty needing just in time assistance. Other professional development opportunities included; specific AODA/UDL sessions; 'Understanding the Teacher's Role in Disability Accommodations'; the Faculty Cyber Connection (FCC) module 'Universal Design for Learning' and 'Accessible Documents'. Two Schools (Law and Justice, Health and Wellness) also participated in 'The Coordinator, Counsellor & Registrar's Office Connection: Understanding the Education Plan Process for Students with Disabilities'. The Accessibility facilitator has met with 85 faculty and coordinators about creating accessible educational materials.

The integration of departments and services providing support for faculty is improving, although further work is needed for faculty to fully address accessibility in their classrooms and in their curriculum. The breadth of topics related to accessibility has expanded, but needs to be reinforced through the academic leadership and by ensuring participation in mandatory training.

S. 18: All campus libraries must provide or acquire an accessible or conversion-ready format of print (2015), digital or multimedia (2020) resources or materials upon request.

Administrative Responsibility: Judith Limkilde, Jim Angel (Roger Fitch)

Champions: David Luinstra
Status: Fully successful

Fleming Libraries are now using the ACE Database, in partnership with Ontario Council of University Libraries and Internet Archives. If items are not in the database, accessible versions of any item in our print collection can be made upon request.

Currently, recommendations regarding digital or multimedia resources are being developed by the provincial Heads of Libraries and Learning Resources AODA committee for application across Ontario Colleges. Fleming will continue to support this planning process over the next 3 years and apply HLLR recommendations as feasible.

Built Environment Standard:
S. 80: Provide accessible public spaces.

Administrative Responsibility: Brian Baker

Champion: Terry Williams
Status: Fully successful

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An audit has been completed of all doors, locks, and closures, as well as exterior lighting, and an RFP process has been initiated to make improvements. More accessible parking spots have been added, and the walkway between Sutherland Residence and the main building have better winter maintenance programs in place. Due to poor visibility and high use by Wheel Trans stops, a better stair demarcation system was added to the front entrance. The new soccer fields were completed in 2014, and the Tipi managed by Aboriginal Student Services was relocated closer to Brealey campus, however the accessibility of these structures and their pathways is unknown and will need to be audited in 2015.

Address requirements of the standard and/or any changes to the Ontario Building Code.

Administrative Responsibility: Brian Baker

Champions: Terry Williams

Status: Fully successful

The new Ontario Building Code was enacted in January 2015. Master Planning processes are taking the new requirements into consideration, and aim to significantly improve access between floors and buildings at the Frost campus. Wider doors is one example of changes to the code, however 38" doors are not currently stocked and there will be delays implementing. New accessible features at Brealey this year include a new way finding system that includes Braille signage and 4 more fully accessible washrooms, bringing the total to 10. The Facilities Department web site also has a new RSS feed that will allow for better access to information.

Other Accessibility Objectives

Students with disabilities offer input to Fleming accessibility planning.

Administrative Responsibility: Judith Limkilde

Champions: Debbie Harrison

Status: Fully successful

There was limited success in gathering feedback through Student Ambassadors to the Accessibility Working Group in 2013-14, and given the high-level discussions that take place at those planning meetings, it was agreed that the committee structure was a barrier to participation and a more student-friendly and community-friendly environment could be offered by separating the feedback and planning processes. Students with disabilities were invited to participate in an open forum discussion with the Accessibility Advisory Committee. The Human Rights Officer and the Coordinator of Diversity and Accessibility were present to gather feedback from students and relay it to other departments. Five students and graduates participated, as well as two community representatives. See S. 4 above for more information.

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Communication of the Report & Contact Information

Copies of this report are available: in the staff lounge at each Campus location; in the Learning Support Services department at the Brealey and Frost campuses; on the MyCampus portal, Human Resources web page, under Diversity and Accessibility; and on the external College web site under Services/Accessibility found at:

Fleming College web site, Services tab

The report is also available upon request in an alternate format, such as by e-mail attachment, on computer disk, in large print, or in Braille. For a copy or any other information about the annual plan, please contact Debbie Harrison, Coordinator of Diversity & Accessibility, at 705-749-5520 ext.1179 or debbieharrison@flemingcollege.ca

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Multiyear Accessibility Action Plan 2015 - 2018

Part I: General Standards 3 and 4

AODA Standards / Regulation Reference O. Reg.191/11, s. 3	Accessibility Policies Administrative Responsibility: Sonia Crook, Kristi Kerford				
	DELIVERABLES	**ACTIVITIES**	**YEAR**	**CHAMPIONS**	**DUE DATE**
Establish accessibility policies.	The Fleming Accessibility for Persons With Disabilities Policy is revised to meet the Built Environment Standard.	Revise Policy 3-341 and related policies (Policy 7-701, etc.) to ensure they comply with the latest Standards.	One	Nick Duley & Audrey Healey	January 2016

AODA Standards / Regulation Reference O. Reg.191/11, s. 4	I: Multi-year Accessibility Plans Administrative Responsibility: Sonia Crook				
	DELIVERABLES	**ACTIVITIES**	**YEAR**	**CHAMPIONS**	**DUE DATE**
Establish multi-year accessibility plan.	A three year accessibility plan is approved by the Executive Leaders Team.	1. Finalize the 2015-18 action plan in consultation with key stakeholders, and present to ELT for approval.	One		October 2015
		2. Review the plan on an annual basis, complete a status report, and post it to the web, portal and campus staff rooms.	Annually	Nick Duley	Annual planning cycle
		3. Revise the committee structure and update the Terms of Reference for the Accessibility Steering Committee and working groups.	One		October 2015
Submit annual AODA status report.	An annual report is made to the Ministry of Economic Development.	Complete the bi-annual online status reports by the end of each calendar year, or as required by the Ministry.	One, Three	Nick Duley	December 2015

Revised October 16, 2015

1

Part I: General Standards 5, 6, and 7

AODA Standards / Regulation Reference O. Reg.191/11, s. 5	Procuring or Acquiring Goods, Services or Facilities Administrative Responsibility: Brian Baker, Sonia Crook				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
Incorporate accessibility criteria and features into purchasing policies and processes, and provide explanation if impracticable.	Ensure employee knowledge of manager accountability for applying accessible procurement guidelines.	1. Communicate regularly with all employees about accessible procurement guidelines and the availability of online resources. Address accessible procurement in Requestor training. 2. Notify managers of their responsibility to ensure employees apply guidelines in all department purchases.	Annually	Linda Humphries Nick Duley	January
AODA Standards / Regulation Reference O. Reg.191/11, s. 6	Self-service Kiosks Administrative Responsibility: Brian Baker				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
Incorporate accessibility features in all self-serve kiosks.	All self-service kiosks on all campuses will be accessible.	Ensure Master Plan redevelopments consider interior and exterior kiosk accessibility.	Annually	Terry Williams	
AODA Standards / Regulation Reference O. Reg.191/11, s. 7(1)	Training Administrative Responsibility: Sonia Crook/Judith Limkilde				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
Provide training on accessibility standards and Human Rights Code.	All employees will complete mandatory training.	1. Inform and support all new employees, including student workers, in completing the Accessible Customer Service and IASR modules upon hire and report bi-annually to the Accessibility Steering Committee on tracking results.	Annually	Nick Duley	January & May

Revised October 16, 2015

AODA Standards / Regulation Reference	Self-service Kiosks				
	Administrative Responsibility: Brian Baker				
O. Reg.191/11, s. 6	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
		2. Support all new faculty members, including contract faculty, in completing the UDL for Teaching and Learning module. Encourage Chairs to put reminders on school meeting agendas.		Judith Limkilde & Teaching and Learning Specialist	

Revised October 16, 2015

Part II: Information and Communication Standards 11 and 12

AODA Standards / Regulation Reference O. Reg.191/11, s. 11	**Feedback Processes** Administrative Responsibility: Kristi Kerford				
	DELIVERABLES	**ACTIVITIES**	**YEAR**	**CHAMPION**	**DUE DATE**
Ensure feedback processes are accessible.	Online feedback mechanisms allow students, employees and the public to offer timely feedback on accessibility issues.	1. Check the Accessible Education Services and the external Accessibility page annually for functionality of online feedback mechanisms. Compile feedback for review by the Accessibility Steering Committee at the Spring planning meeting. 2. Hold 2 annual Accessibility Advisory Committee meetings, open to all employees, students, and community stakeholders, and gather feedback on their accessibility concerns. Share feedback with the Accessibility Steering Committee.	Annually	Red Keating & Nick Duley Ian Guest	August Every Fall and Winter semester

AODA Standards / Regulation Reference O. Reg.191/11, s. 12	**Accessible Formats and Communication Supports** Administrative Responsibility: Roger Fitch, Kristi Kerford				
	DELIVERABLES	**ACTIVITIES**	**YEAR**	**CHAMPION**	**DUE DATE**
Provide accessible formats and communication supports.	All areas of the college provide accessible formats and communication supports in a timely manner, at no additional cost.	Accessible Education Services will continue to support students with disabilities in accessing accessible formats and communication supports, in addition to the ongoing work of the AODA Academic Working Group and the Accessible Records Working Group in transforming college communication practices.	Ongoing	Red Keating	
Consult with person requesting.	Fleming offers an individualized response to all requests.	Inform all employees of the range of formats and supports available to students with disabilities and how to provide them in consultation with the student (see s. 15.2 on accessible records).	Year 1	Red Keating	September & May
Notify public of availability.	All departments provide online and physical customer service notifications of availability.	1. Inform all students of the range of formats and supports available to students with disabilities and how to request them. Post a notice on the Accessible Education Services website.	Year 1 & ongoing	Red Keating	September, January, May

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		2. Add a link in the footer of the myCampus portal to bring students to the Accessibility Policy and Procedure.		George MacDougall	Fall 2015

Part II: Information and Communication Standards 13 and 14

AODA Standards / Regulation Reference	Emergency Procedure Plans and Public Safety Information Administrative Responsibility: Brian Baker, Sonia Crook				
O. Reg.191/11, s. 13	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
Make emergency procedure and public safety information accessible upon request.	Post a conversion-ready emergency plan and procedures on the web site and notify all students and employees of their existence.	1. Review College-wide emergency procedures annually and address any gaps (including *Community Living)*. 2. Communicate with employees and students about requesting supports in case of an emergency. 3. Review individual employee emergency plans annually.	Annually	John Gallen Nick Duley HR consultants	August September, January, May October

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AODA Standards / Regulation Reference O. Reg.191/11, s. 14	Accessible Web Sites and Web Content Administrative Responsibility: Drew Van Parys, Roger Fitch				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DATE DUE
Ensure websites and web content conform to guidelines. New websites and web content conform to Level A.	New external web site conforms to WCAG 2.0 level A.	1. Marketing will utilize *Site Improve* to regularly assess, track and improve site compliance with WCAG 2.0 Level A standards, and will keep records of all site improvements and report annually on the results to the Accessibility Steering Committee.	Annually	Scott Ramsay & Derek Traynor	May
		2. The new website planned for Fall 2015 will meet WCAG 2.0 Level A compliance when launched, and ongoing development of the site will ensure Level AA compliance by 2020.	Annually	Scott Ramsay & Derek Traynor	Ongoing
	myCampus portal conforms to WCAG 2.0 level A	1. IT will utilize *Site Improve* and a WCAG checker to regularly assess and improve site compliance and ensure the infrastructure is AODA compliant.			
		2. As new features are added to myCampus, ITS will ensure they are WCAG 2.0 Level A compliant and report annually on the results to the Accessibility Steering Committee.	Annually	Julien Feyen	May

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Part II: Information and Communication Standards 14 continued

AODA Standards / Regulation Reference	Accessible Web Sites and Web Content Administrative Responsibility: Drew Van Parys, Roger Fitch				
O. Reg.191/11, s. 14	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DATE DUE
Ensure websites and web content conform to guidelines. New websites and web content conform to Level A.	Content on both the external and department websites conforms to WCAG 2.0 level A	1. Both Marketing and ITS will identify the 130+ individuals or departments that contribute online content, so that the college can provide training and support for the purposes of producing accessible documents and web material. 2. Marketing and ITS will prepare a policy / procedural statement requiring online material to be submitted in an accessible format. 3. Marketing and ITS will identify external websites serving College departments and will work with the leads for those departments to ensure that they are compliant.	Year One & Two	Scott Ramsay & Julien Feyen ELT to identity an executive champion	December 2015

Revised October 16, 2015

Part II: Information and Communication Standard 15

AODA Standards / Regulation Reference O. Reg.191/11, s. 15	Educational & Training Resources and Materials Administrative Responsibility: Laurel Schollen and Kristi Kerford				
	DELIVERABLES	**ACTIVITIES**	**YEAR**	**CHAMPION**	**DUE DATE**
15.1 Provide accessible or conversion-ready electronic format of educational or training resources / material as needed.	All Fleming programs provide educational and training resources and materials in a format that takes into account the accessibility needs of the person with a disability.	1. Expand the AODA Academic Working Group with more faculty representation and continue strategic planning work, implementing the Academic Plan as it addresses accessibility.	Year One, Two & Three	Judith Limkilde	December 2015
		2. Engage the Academic Leaders Team, Chairs, and the Academic Council in directing accessibility objectives within the academic area. Link accessibility objectives to the work of the Academic Technology Committee, as well as Learning Design and Support Team (LDS) (curriculum development) and Quality Assurance (program and curriculum review). Develop Year Two and Three objectives based on consultation with these bodies.	Year One	Judith Limkilde & Trudy Heffernan	Ongoing
		3. Engage an external agency to provide advanced training to Teaching and Learning Specialists, AES staff, and Academic Chairs, in accessible educational materials and technology, so that they are better able to support faculty and audit materials.	Year One	Red Keating & Teaching and Learning Specialist	Spring 2016
		4. In implementing the Academic Plan and offering training, emphasize the best practices of posting accessible lecture notes on D2L and sourcing accessible texts (e-texts). Implement a policy in Year Two to manage compliance.	Year Two & Three	Judith Limkilde & LDS team	Fall 2015
		5. Develop a phased plan to address the issue of e-text / accessible text usage at Fleming, via the Academic Technology Committee. In the interim, add accessibility considerations to the Follett Bookstore book ordering forms to remind faculty of their responsibility to identify accessible books. Also target the use of more app-based technology through AES.	Years One, Two, and Three	Judith Limkilde Follett Bookstore, & Red Keating	Spring 2016
		6. Gather data on the use of multimedia and the needs of students with disabilities. Use the data to create a closed captioning policy addressing use of multimedia in the classroom.	Year One	Red Keating, Academic Chairs	Spring 2016

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AODA Standards / Regulation Reference O. Reg.191/11, s. 15	Educational & Training Resources and Materials Administrative Responsibility: Laurel Schollen and Kristi Kerford				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
		7. Clarify the procedure for delivering accommodations for students in Ontario Learn online courses and ensure all counsellors and faculty are aware.	Year One	Audrey Healy & Chris Reher	Spring 2016

Part II: Information and Communication Standard 15 continued

AODA Standards / Regulation Reference O. Reg.191/11, s. 15	Educational & Training Resources and Materials Administrative Responsibility: Laurel Schollen, Kristi Kerford, Roger Fitch				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
15.2 Provide program information and student records in accessible format.	All student records and information on program requirements, schedules and descriptions are available in an accessible format upon request.	1. The Accessible Records Committee will continue its process of auditing document production in various Departments and reporting on the status of this objective to the Accessibility Steering Committee.	Ongoing	George MacDougall, Shelley Rowan, & Ian Guest	May
		2. Develop an accessible document guideline/standard for Departments identifying how to create accessible documents and establish Department procedures for their provision. Create templates and cheat sheets for commonly used documents.	Year One	Red Keating, Ian Guest, Judith Limkilde & LDS team	January 2015
		3. Offer employees training, using the Learning Design and Support (LDS) module and/or external providers.	Year One & Two	Shelley Mantik, Teaching and Learning Specialist & Ian Guest	Winter/Spring 2016
		4. Carry out a survey to gather information on how students request accessible formats of Fleming records and to evaluate progress, and use the data to refine our guidelines and training program for employees.	Year Two & Three	Ian Guest	Winter/Spring 2016

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AODA Standards / Regulation Reference O. Reg.191/11, s. 15	Educational & Training Resources and Materials Administrative Responsibility: Laurel Schollen, Kristi Kerford, Roger Fitch				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
		5. IT will support Accessible Education Services (AES) and other departments in creating fillable online forms to replace paper forms, in particular the AES Intake Form.	Ongoing	George MacDougall	August 2016
		6. Carry out the pilot on-line testing accommodation request module from Clockwork in the Winter 2016 semester for possible implementation in Summer 2016.	Year One	Red Keating	Winter 2016

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Part II: Information and Communication Standards 16 and 17

AODA Standards / Regulation Reference O. Reg.191/11, s. 16	**Training to Educators** Administrative Responsibility: Laurel Schollen, Sonia Crook				
	DELIVERABLES	**ACTIVITIES**	**YEAR**	**CHAMPION**	**DUE DATE**
Provide accessibility awareness training to educators.	All faculty members will be trained in accessibility awareness and universal instructional design principles.	1. Learning Design and Support Services (LDS) will continue to develop and deliver targeted employee training, including new faculty orientation. Teaching and Learning Specialists will use an informal, drop-in approach to deliver one-on-one support to faculty in adapting their curricula. 2. Human Resources will continue to track and report on training outcomes for the core mandatory modules. The tracking system will be reviewed for functionality, and the module titles will be reviewed for clarity.	Ongoing Ongoing	Judith Limkilde & LDS Team Nick Duley	May 2016
AODA Standards / Regulation Reference o. Reg.191/11, s. 17	**Producers of Educational or Training Materials** Administrative Responsibility: Laurel Schollen, Roger Fitch				
	DELIVERABLES	**ACTIVITIES**	**YEAR**	**CHAMPION**	**DUE DATE**
Provide accessible format or conversion-ready textbooks by January 1, 2015.	All College texts, print-based educational or training supplementary learning resources have accessible or conversion-ready versions available upon request.	1. Ask the Academic Leaders Team to establish a review of the compliance of all new Fleming published materials, including possible objectives such as Chair sign-off on faculty submissions. Communicate a joint memo from the VP Academic and CIO on the procedures faculty should follow in order for duplicating to reproduce material. 2. Continue to audit existing Fleming course packs for accessibility and provide support to faculty needing to revise the content of their publications. Offer specialized training for course pack authors.	Year One Year One/Two	Deans and Chairs, Red Keating Ian Guest	Fall 2015

Revised October 16, 2015

AODA Standards / Regulation Reference O. Reg.191/11, s. 16	Training to Educators Administrative Responsibility: Laurel Schollen, Sonia Crook				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
		3. Develop college-wide approval procedures that ensure new college publications are accessible prior to release to Duplicating and implement.	Year Two & Three	Deans, Chairs, Ian Guest & Barry Knight	Ongoing

Part II: Information and Communication Standard 18

AODA Standards / Regulation Reference o. Reg.191/11, s. 18	Libraries Administrative Responsibility: Kristi Kerford				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
Provide accessible or conversion ready print-based resources on request.	All campus libraries must provide or acquire an accessible or conversion-ready format of print (2015), digital or multimedia resources or materials (2020) upon request.	1. Upon request, Fleming Libraries will continue to source accessible versions of print resources through the ACE Database, and by working with Internet Archives where student requests are not part of ACE's existing database. 2. Fleming will also continue to participate in the Heads of Libraries and Learning Resources network and implement their AODA recommendations to Ontario College libraries regarding digital and multimedia resources.	Ongoing Ongoing	David Luinstra	Ongoing

Part III: Built Environment Standard 80: Design of Public Spaces

AODA Standards/ Reg. 413/12 s. 80	Design of Public Spaces Administrative Responsibility: Brian Baker				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
Provide accessible public spaces.	Newly constructed (contracted on or before December 31, 2012) outdoor public spaces and all services areas will meet all requirements, including; • Recreational trails • Public use eating areas • Outdoor play spaces • Exterior paths • Accessible parking • Obtaining services • Maintenance	1) Implement exterior lighting improvements to ensure increased visibility. 2) Implement phase one of (exterior) locks and closures improvements within the college. Establish a priority list of AODA non-compliance and develop an action plan and cost for updating. 3) Increasing front edge stair demarcation, on both internal and external stairs, phase one. 4) Implement new, wider, 38" doors in renovated spaces, as applicable. 5) Improve exterior trail system as per grant approval, improving accessibility. 6) Install barrier free access to bus shelters on campus. 7) Re-work accessible parking spots to better serve the needs of users.	Year One and Two	Terry Williams	Compliance Deadline: August 2016

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Part III: Built Environment Standard 40: Design of Public Spaces – 2015 Ontario Building Code

AODA Standards/ Regulation Reference O. Reg.191/11, s. 40	Design of Public Spaces Administrative Responsibility: Brian Baker				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
Address requirements of the updated 2015 Ontario Building Code.	All new requirements are met, including: • Visual fire alarms in all public corridors of multi-unit residential buildings • Smoke alarms in all buildings to include a visual component • Elevators or other barrier-free access to be provided between storeys in most buildings • Power door operators provided at entrances to a wider range of buildings, and at entrances to barrier-free washrooms and common rooms in multi-unit residential buildings • Updated requirements for barrier-free washrooms and universal washrooms • Requirements for barrier-free access to public pools and spas	Establish a Built Environment Working Group to gather input from different areas on implementing the Design of Public Spaces and 2015 Ontario Building Code.	One	Terry Williams	December 2015

Revised October 16, 2015

AODA Standards/ Regulation Reference O. Reg.191/11, s. 40	Design of Public Spaces Administrative Responsibility: Brian Baker				
	DELIVERABLES	ACTIVITIES	YEAR	CHAMPION	DUE DATE
	• Updated requirements for accessible and adaptable seating spaces in public assembly buildings				

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Revised October 16, 2015

BOARD BRIEFING REPORT

SUBJECT: Correspondence

Submission to: Public Board Meeting
Meeting Date: October 28, 2015   **Consent Agenda Item 3.8**

ACTION REQUESTED: Information or Update

CONTEXT *(brief statement of the issue or request)*

A listing of correspondence and items received for the Summer 2015 through October 2015 timeframe and not listed as a separate agenda item; material is available in the Circulation Binder for review at the meeting.

BACKGROUND *(includes a chronology of events, previous discussions/decisions leading to the recommendation)*

By providing the listing in advance, Governors are able to flag items they may wish to have discussed or clarified.

Governors may also view the Circulation Binder electronically (an Acrobat document) through the Board Portal by accessing the Resources page.

FLEMING IN THE NEWS
- 2015 Premier's Awards Finalists
- Academic Newsletter Fall 2015

PRESIDENT'S ADVISORY COUNCIL
- Schedule of Meetings 2015-2016
- Meeting Minutes:
    May 21, 2015

PROGRAM ADVISORY COMMITTEES
- Schedule of Meetings 2015-2016
- Meeting Minutes:
    Ecological Restoration Joint Honours – April 8, 2015
    Wireless Information Networking – May 22, 2015
    Welding Techniques – June 19, 2015
    Instrumentation and Control Engineering Technician – June 25, 2015

BOARD BRIEFING REPORT

Fleming College
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SUBJECT: Annual Board Work Plan

Submission to: Public Board Meeting
Meeting Date: October 28, 2015   **Agenda Item 5.1**

ACTION REQUESTED: Approval (requires a motion)

CONTEXT *(brief statement of the issue or request)*

A summary of the key decisions/actions required of the Board for the 2015-2016 Board year.

BACKGROUND *(includes a chronology of events, previous discussions/decisions leading to the recommendation)*

It is a "best practice" for boards to establish a systemic annual work and agenda planning process. A work plan identifies regular items that come to the Board on an annual cycle, planned items the Board needs to address, and strategic items that align with the Board's priorities for the year.

The Board Work Plan 2015-2016 is an expansion of the Board Roles and Responsibilities – Cycle of Activity chart (pages 18 through 20) included in the Board Retreat Meeting Book Section I. The Executive Committee and Administration use the work plan for reference in developing Board meeting agendas.

Attachments:
• Board of Governors 2015-2016 Work Plan

Analysis
The scope of analysis will depend on the nature of the issue but may include sub-headings such as Legal Analysis; Financial Analysis; Student Impact; HR Implications; Stakeholder Implications; Risk Analysis (strongly encouraged – details may be appended to this Report); Options Considered and Evaluated (pros and cons of each option – details may be appended).

The Executive Committee reviewed the work plan. While items have been scheduled for optimum dates, the plan is flexible enough to permit items to come to the Board at earlier or later dates, as well as provide for unexpected or unanticipated decisions or actions.

Implementation Strategy
List any matters to be addressed or steps to be taken to implement the recommendation.

For immediate use. A more detailed spreadsheet is used by staff that identifies reference documents, estimated time allocations, and presenters.

Decision Point
To facilitate discussion, include specific questions for the Board's consideration in addressing the matter.

N/A

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College approve the *2015-2016 Board Work Plan*.

PREPARED BY: Board Office

BOARD OF GOVERNORS 2015-2016 WORK PLAN

As Required
- **Committee-of-the-Whole**: input into program proposals; employee engagement strategies/actions/plans/results; input into Campus Master Planning process; oversight of risk management approach; input into policies, By-law
- **Public Meeting**: program approvals; progress reports on quality assurance recommendations; endorsement of Campus Master Plans; partnership updates; approve policies, By-law
- **In-Camera Meeting**: oversight of the president (recruitment); oversight of non-bargaining unit employees (model of compensation and compensation adjustments); award contracts over specified threshold; purchase/sale of property; appoint governors

Agenda Item	Type
Item/topic requested/required (e.g. Bus Contract).	*Discussion, Info, Decision*
OCTOBER 28, 2015 Committee-of-the-Whole Meeting ***Board input is sought, decision (approval) is at a subsequent (Public or In-Camera) meeting***	
Governance/Risk Management/Human Resources: proposed policies; corporate planning	
Follow-up from the planning retreat - specifically the Board Objectives for 15/16 (drafted by Exec Cmt Oct 14) and seeking input on measurements for each objective	Discussion
Salary Adjustment for Non-unionized staff MOVED to November	Discussion
Employee Engagement Survey	Info
SMA: annual report-back report Advised of new MTCU submission date; info update of 14-15 SMA Report back to be provided here, details of submission at November mtg	Info
Programs/Students/Student Services: Phase 1 new program proposals; program review	
List of new programs of instruction in development, including anticipated timelines for presentation to Cmt and at Public Board mtg for approval	REQUESTED BY BOARD
Finance/Information Technology/Advancement: budget; property updates	
~~Interim budget (Update budget) Process & Timelines~~ Financial Report to Sept 30/15; Process & Timelines for interim (Update) budget	Discussion
~~2014/15 Enrolment Audit Summary~~ MTCU requirement on Ministry form – removed from planner	~~Discussion~~
Frost Campus Master Plan	Discussion
Financial Sustainability Metrics	REQUESTED BY BOARD
RBC Investment Portfolio Review at June 30, 2015 (and Sept 30, 2015)	Info
Public Board Meeting	
Report on contracts awarded $100K and $499,999	Info (CA)
BY-LAW REQUIREMENT: VPAs annual report on the Program Advisory Cmt System	Decision
Fall/Winter Enrolment report	Discussion
Canada 150 Trails Application [endorsement of Board a requirement of grant application]	Decision
AODA Plan and annual report	Info (CA)
Presentation of Tartan to New Governors	Info
Annual Work Plan	Decision

Agenda Item	Type
In-Camera Board Meeting	
Board Objectives for 2015-2016	Decision
Confirmation of President's objectives for 2015-2016	Decision
Bus (Coach) Contract	Decision
Printer Fleet Contract	Decision
Student Wage Increase	Decision
Appoint members to Audit Committee (rec'n from Exec Cmt)	Decision
CAUCUS: receive Exec Cmt's summary report of President's performance evaluation and approve any recommendations related to performance, development, compensation.	Decision

NOVEMBER 25, 2015: Committee-of-the-Whole Meeting: *Board input is sought, decision (approval) is at a subsequent (Public or In-Camera) meeting*	
Governance/Risk Management/Human Resources: proposed policies; corporate planning	
Need for/format of a February meeting [as determined at the June 2015 Board mtg]	Discussion
MetaProject update report	Info
SMA Annual Report Back – detailed (based on submission to MTCU)	Discussion
Strategic Plan: QUARTERLY – receive highlights of findings/progress toward strategic goals and objectives (includes status of implementation and whether expected results are being achieved)	
? Business Plan: mid-point check-in	
Salary Adjustment for Non-unionized Staff	Discussion
Programs/Students/Student Services: Phase 1 new program proposals; program review	
Finance/Information Technology/Advancement: budget; property updates	
Assumptions and Critical Path for the 2016-2017 Financial Plan	Discussion
Cobourg Strategy and Lease	Discussion
Procurement Process (provide as a <u>presentation in the public</u> meeting)	REQUESTED BY BOARD LAST YR
Property Update	Info
Public Board Meeting	
Appoint the external auditor	Decision
Interim (update) budget 2015-16 (on MTCU forms)	Decision
Frost Campus Master Plan	Decision
In-Camera Board Meeting	
Confirmation of Board meeting in February	Decision
Nominations to PAS for LGIC re-appointments (Gillespie, Perry)	Decision

JANUARY 27, 2016 Committee-of-the-Whole Meeting: *Board input is sought, decision (approval) is at a subsequent (Public or In-Camera) meeting*	
Governance/Risk Management/Human Resources: proposed policies; corporate planning	
Recruitment: needs assessment for next recruitment (update skills matrix)	Discussion

Agenda Item	Type
Programs/Students/Student Services: Phase 1 new program proposals; program review	
Finance/Information Technology/Advancement: budget; property updates	
Timeline/process for Fees: Tuition, Compulsory Ancillary, Student Levied	Info
Property Update	Info
Public Board Meeting	
Requested placeholder - IPS Policy Statements & Portfolio Review	Info
Financial Position	Info
In-Camera Board Meeting	
Mid-year progress report/check-in on progress of Board's objectives (move to Cmt of Whole?)	Discussion
Recommend nominations for LGIC appointment, terms beginning Sept 2016	Decision

FEBRUARY 24, 2016 Committee-of-the-Whole Meeting: *Board input is sought, decision (approval) is at a subsequent (Public or In-Camera) meeting*	
Governance/Risk Management/Human Resources: proposed policies; corporate planning	
Programs/Students/Student Services: Phase 1 new program proposals; program review	
Finance/Information Technology/Advancement: budget; property updates	
Public Board Meeting	
In-Camera Board Meeting	
CAUCUS: receive mid-year check-in on president's objectives	
MARCH 23, 2016 Committee-of-the-Whole Meeting: *Board input is sought, decision (approval) is at a subsequent (Public or In-Camera) meeting*	
Governance/Risk Management/Human Resources: proposed policies; corporate planning	
Mid-point progress report/check-in on Board objectives IF NO MTG IN FEBRUARY	Discussion
Programs/Students/Student Services: Phase 1 new program proposals; program review	
Finance/Information Technology/Advancement: budget; property updates	
Property Update	Info
Financial Position	Info
Audited financial statements for the student associations	Info

Agenda Item	Type
Public Board Meeting	
Report on contracts awarded $100K and $499,999	Info (CA)
Fees for next fiscal year: Tuition, Compulsory Ancillary, Student Levied	Decision
Annual Capital Equipment Request for PSWC	Decision
Partnership Reports (Frost focus): CKL Sustainability Agreement; Yellow River CTI; India	Discussion
In-Camera Board Meeting	
Annual update on the Board leadership succession plan	Discussion
Succession Planning: College Leadership – receive annual status update covering emergency and non-emergency succession plan	Discussion
Succession Planning: Board Leadership – receive annual status update	Discussion

Agenda Item	Type
APRIL 27, 2016 Committee-of-the-Whole Meeting: *Board input is sought, decision (approval) is at a subsequent (Public or In-Camera) meeting*	
Governance/Risk Management/Human Resources: proposed policies; corporate planning	
Programs/Students/Student Services: Phase 1 new program proposals; program review	
Finance/Information Technology/Advancement: budget; property updates	
Property Update	Information
Public Board Meeting	
2016-2017 Financial Plan	Decision
2016-2017 Business Plan	Decision
KPI Report on In-Year Results	Discussion
Financial Position	information
In-Camera Board Meeting	
Award 2016 recipients - Fleming Employee Recognition Awards	Decision
Compensation adjustments for non-bargaining unit employees	Decision
BY-LAW REQUIREMENT: Serve Notice of Election	via agenda

Agenda Item	Type
MAY 25, 2016 Committee-of-the-Whole Meeting: *Board input is sought, decision (approval) is at a subsequent (Public or In-Camera) meeting*	
Governance/Risk Management/Human Resources: proposed policies; corporate planning	
Board Evaluation of Board processes and structures, efficiency and performance – receive report and approve recommendations	Decision
Programs/Students/Student Services: Phase 1 new program proposals; program review	
Finance/Information Technology/Advancement: budget; property updates	
Property Update	Info

Agenda Item	Type
Public Board Meeting	
Audited Financial Statements for 2015-2016	Decision
2015-2016 Annual Report	Decision
Summer/Fall Enrolment Report	Discussion
Financial Position	Info
In-Camera Board Meeting	
Preliminary Nomination Report to elect Board Executive	Discussion
Annual Operational Review of the Board	Discussion
Recommendations arising from operational review for implementation 2016-2017	Decision

JUNE 22, 2016 Committee-of-the-Whole Meeting: _Board input is sought, decision (approval) is at a subsequent (Public or In-Camera) meeting_	
Governance/Risk Management/Human Resources: proposed policies; corporate planning	
Programs/Students/Student Services: Phase 1 new program proposals; program review	
Finance/Information Technology/Advancement: budget; property updates	
Property Update	Information
Public Board Meeting	
Report on contracts awarded $100K and $499,999	Info (CA)
Investment Performance Report and compliance statement for fiscal year end	Info (CA)
Granting of summer authority to Exec Committee	Decision (CA)
Financial addendums to the Business Plan and the Annual Report	Decision
Meeting schedule for 2016-2017	Decision
Financial Position	Info
In-Camera Board Meeting	
Final Report 2015-2016 Board Objectives including identification of items to carry forward	Decision
BY-LAW REQUIREMENT: Election Meeting - Board Officers and Governors at Large to Exec.	Decision
CAUCUS: President's annual performance review	Discussion

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BOARD BRIEFING REPORT

SUBJECT: Sutherland Campus Nature Trails Project - Canada 150 CIP

Submission to: Public Board Meeting
Meeting Date: October 28, 2015   **Agenda Item 5.2**

ACTION REQUESTED: Approval (requires a motion)

CONTEXT *(brief statement of the issue or request)*

A report seeking Board approval for a project under the Canada 150 Community Infrastructure Program, a requirement of the grant application.

BACKGROUND *(includes a chronology of events, previous discussions/decisions leading to the recommendation)*

Fleming College submitted a grant proposal under the Federal Economic Development Agency for Southern Ontario Canada 150 Community Infrastructure Program (CIP) for expanding and renovating current nature trails at the Sutherland Campus and to make them more accessible. The College applied for $150,000.00 of which the College would match 50% or $75,000 of the grant.

In August, notification was received that the application was successful and to submit the Board resolution authorizing or endorsing the project.

Attachments:
• Grant Application
• Notification Letter awarding the grant
• Nature Trail Map expansion

Analysis
The scope of analysis will depend on the nature of the issue but may include sub-headings such as Legal Analysis; Financial Analysis; Student Impact; HR Implications; Stakeholder Implications; Risk Analysis (strongly encouraged – details may be appended to this Report); Options Considered and Evaluated (pros and cons of each option – details may be appended).

Through this additional funding, the College will be able to complete connecting the trail around the Campus and renovate current sections of the trail to make them more accessible and minimize the risk of hazards such as uneven foundations, rock hazards, over hanging trees, drainage and sloping issues. The funding will also allow the College to install 'way-finding' signage and maps along the trails with emergency contact information for users; currently there is no such signage.

The College plans to fund the $75,000 required to match the grant funds from several sources:
- Existing reserve funds for trails adjacent to the Sutherland Residences.
- A fundraising campaign for the majority of the College contribution.
- Use of Frost Campus academic program/student projects where feasible.
- Other College funds (objective is to minimize this source).

Implementation Strategy
List any matters to be addressed or steps to be taken to implement the recommendation.

A committee will be established with all the stakeholders identified in the application to formalize planning, timelines and tender documents for work under the project.

Decision Point
To facilitate discussion, include specific questions for the Board's consideration in addressing the matter.

What are the benefits of this project to our students, employees and the community?

Is the project consistent with our Campus Master Plan?

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College approve the Nature Trails project (an expansion of the Fleming College trail network) consistent with the terms and conditions of the Canada 150 Community Infrastructure Program under the Federal Economic Development Agency for Southern Ontario.

THAT the Board of Governors of Sir Sandford Fleming College authorize the College to allocate the matching funds of $75,000.00

PREPARED BY: Office of the Vice-President, Finance and Administration; Geoff Matthews, Director of Athletics & Recreation, Student Services

Federal Economic Development
Agency for Southern Ontario

Agence fédérale de développement
économique pour le Sud de l'Ontario

CANADA 150 COMMUNITY INFRASTRUCTURE PROGRAM

- Please refer to the Application Guide on the website as it contains additional information that will assist you as you prepare your application.

- Please submit your application form and supporting documents online by selecting the "Add Attachments" and "Submit" buttons directly on the form.

- An applicant may submit multiple applications. A separate application must be submitted for each project, indicating the priority of each application in relation to the others.

- If you have any questions, please call 1-866-593-5505.

Questions with an asterisk * are mandatory.

APPLICANT INFORMATION

1. Legal name of applicant: *	3. Last name of authorized person who will be the main contact for the project: *
Sir Sandford Fleming College of Applied Arts & Technology	Matthews

Is operating name same as legal name? *		Salutation: *	First name: *
◯ Yes	◉ No	Mr.	Geoff

Operating name (* if different):	Organization (if different from applicant):
Fleming College	

Headquarters Address: Street, Unit Number, etc. *	Title: *
599 Brealey Drive	Manager, Peterborough Sport and Wellness Centre and Fleming College Athletics & Recreation

Country:	Province:	
Canada	Ontario	

City: *	Postal Code: *	Business Telephone Number: *	Extension
Peterborough	K9J 7B1	(705) 742-0050	2204

2. Is the mailing address the same as the headquarters address? *	Mobile Telephone Number: *
◉ Yes ◯ No	(705) 875-8537

Fax Number:
(705) 743-9722

E-mail: *
geoff.matthews@flemingcollege.ca

Website:
http://www.flemingcollege.ca

ORGANIZATION

4. Applicant Type: *(see Application Guide for additional information requirements)* *

◯ a municipal or regional government established by or under provincial statute;

◯ a band council or an Aboriginal government authority established by a Self-Government Agreement or a Comprehensive Land Claim Agreement;

◯ an incorporated not-for-profit organization;

◯ a provincial entity that provides municipal-type infrastructure services to communities, as defined by provincial statute; and

◉ a public-sector body that is established by or under provincial statute or by regulation or is wholly owned by a province, municipal or regional government which provides municipal-type infrastructure services to communities.

5. Band Number / Incorporation Number

6. Multiple Applications: If you are submitting more than one application, please indicate the priority of this project in relation to the others. *	Priority Number	1	of	1

PROJECT INFORMATION

7. Project Title (use drop down list): *
Expansion of Fleming College trail network. Renovations to include fully-accessible trail

8. Is the project address the same as the headquarters address? *	◉ Yes	◯ No

Canada

9. Project Category: *

◯ Community centres (including Legion Halls);

◯ Cultural centres and museums;

◉ Parks, recreational trails such as fitness trails, bike paths and other types of trails;

◯ Libraries;

◯ Recreational facilities including local arenas, gymnasia, swimming pools, sports fields, tennis, basketball, volleyball or other sport-specific courts, golf courses, ski hills or other types of recreational facilities;

◯ Tourism facilities;

◯ Docks;

◯ Cenotaphs; and,

◯ Other existing community infrastructure for public benefit such as, but not limited to, local roads, connectivity and broadband, drinking water treatment and distribution systems, local airports, solid waste management and wastewater infrastructure. Please describe below :

10. Do you own the asset in which the infrastructure investment is being made? If the asset is not owned by the applicant, you must provide an Applicant Declaration and Landlord Authorization form for the project. (see Application Guide) *	◉ Yes	◯ No

11. Does the project result in an increased footprint to an existing infrastructure asset? If yes, identify the percentage (%) increase to the infrastructure. (must not exceed 50 percent) *	◉ Yes	◯ No

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12. Project Description: Provide a description of the works to be completed. (see Application Guide for a sample) *(500 characters or approximately 100 words)* *

Expand and rehabilitate trails (from 4.4km to 6.0km)to link the Peterborough Sport and Wellness Centre (PSWC), Fleming College, sports facilities, Aboriginal features on campus and neighboring subdivisions. Construct steps, boardwalks, replace/repair bridges. Install signage to guide users. Renovate a section of the existing trail to create a 1 km fully-accessible loop. New trail will link to new multi-purpose trail currently being constructed on Brealey Drive by the City of Peterborough.

13. Provide a rationale describing the specific problems or objectives this project will address. *(500 characters or approximately 100 words)* *

The project will fill existing gaps to create a fully connected trail route linking the college campus to recreational facilities, forests and the surrounding community. It will improve access and better serve the community, PSWC clientele, youth/fitness programs, summer camps, athletes and students. It will enable the hosting of provincial or national cross country running championships. The trails will help promote and protect natural resources including creeks, woodlands, plants and animals.

14. Briefly describe the economic benefits to the community that will result from the project. *(500 characters or approximately 100 words)* *

Trail expansion and rehabilitation provides the opportunity to host events and attract more students to the area, thereby increasing local economic activity. The renovation includes a 1 km accessible section to the trail. The project will provide job opportunities and student/volunteer training opportunities during construction and maintenance. Property values along and near trails could rise.

15. Describe how the project is linked to Canada's 150th anniversary of Confederation. *(500 characters or approximately 100 words)* *

In addition to Canada's 150th, 2017 marks the 50th anniversary of Fleming College. The project can be completed by June 30, 2017 and would become a significant element in celebrations of both milestones. The Aboriginal features of the trail network would be integrated into 2017 celebrations. The trails would provide the opportunity to host running and walking events during 2017 celebrations. The enhanced trail network provides a long-term legacy for Canada's 150th for the Peterborough community.

16. Is the asset open for use by the public? If yes, please describe the extent to which it is open to the public and identify any restrictions, existing or planned, to its use. *(250 characters or approximately 50 words)* *	◉ Yes	◯ No

All trails will be open for public use with no restrictions. Neighbouring communities will have full access to the trail network providing full access to running, hiking, sightseeing, as well as nature and Aborignal education.

17. Describe the extent to which regional community-based partnerships will be formed as a result of this project. *(500 characters or approximately 100 words)* *

Partnerships that will be enhanced or created as a result of the project include: City of Peterborough, Otonabee Regional Conservation Authority, Ministry of Natural Resources, Fleming Student Administrative Council, Fleming Athletics, sports, service and environmental community organizations in Peterborough, as well as volunteers and corporate sponsors.

18. Project Start Date (YYYY-MM-DD) *	Project End Date (YYYY-MM-DD) (Cannot be after March 31, 2018): *
2016-04-01	2017-10-01

19. State of Readiness				Expected Date / Explanation (mandatory if yes or no)
a) Are plans and specifications of the project prepared? *	⦿Yes	◯No	◯N/A	Maps and initial site improvement needs are identified and plans prepared.
b) Is the project ready for tender? *	⦿Yes	◯No	◯N/A	If necessary.
c) All necessary environmental approvals have been secured. *	◯Yes	◯No	⦿N/A	
d) All necessary municipal, provincial and federal permits and approvals have been secured. *	⦿Yes	◯No	◯N/A	Approved site plan from City of Peterborough exists.
e) Has construction already started? If yes, provide details on the status of construction and clearly explain why government funding is required. *	◯Yes	⦿No	◯N/A	Some trails exist. Expansion and rehabilitation has not started.

ENVIRONMENTAL CONSIDERATIONS AND ABORIGINAL ENGAGEMENT

20. Environmental Considerations	(If yes, please provide an explanation)		Explanation (mandatory if yes)
a) Is the project located on federal lands? *	◯Yes	⦿No	
b) Is the project deemed to be a 'designated project' under the Canadian Environmental Assessment Act, 2012? *	◯Yes	⦿No	

21. Aboriginal Engagement	(If yes, please provide an explanation)		Explanation (mandatory if yes)
a) Are Aboriginal groups or communities in the project area? *	⦿Yes	◯No	Fleming College sits on Williams Treaty Land (1923), is surrounded by four First Nation reserve communities. Peterborough has a large urban Aboriginal (First Nation, Inuit and Métis) population
b) If yes to (a), could the project have an impact on those Aboriginal groups?	⦿Yes	◯No	Trails would include signs and educational information developed in collaboration with our Aboriginal Education Council. The trailhead would be at the tipi currently located on campus. (attachment B)
c) Have Aboriginal groups been consulted about the project? *	⦿Yes	◯No	Fleming Aboriginal Student Services is involved with planning. The Aboriginal Education Council, made up of local First Nation and Métis representatives, will be consulted prior to project start-up.

PROJECT COSTS AND PROPOSED FUNDING

22. Have you previously received funding for this asset from another federal government program(s)? If yes, from which program(s)? Describe how the funding was used. (250 characters or approximately 50 words) *	◯Yes	⦿No
23. Does your organization owe money to the Government of Canada? If yes, please indicate to which department or agency and list amount(s).*	◯Yes	⦿No

	$
	$
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	$
	$
	$
	$
	$
TOTAL	$

24. Project cost(s) to be incurred *(HST rebate excluded)* and Proposed Funding *(see Application Guide for list of eligible and ineligible costs)*

Type of Activity	Total Eligible Project Costs
Planning/Design/Engineering *	$ 10,000.00
Repair/Construction *	$ 130,000.00
Project Management *	$ 0.00
Other *(specify)*	$
Other *(specify)*	$
Other *(specify)*	$
Other *(specify)*	$
Other *(specify)*	$
Other *(specify)*	$
Other *(specify)*	$
Other *(specify)*	$
Other *(specify)*	$
Other *(specify)*	$
Other *(specify)*	$
Other *(specify)*	$
Other *(specify)*	$
Contingency *(up to 10% of the project subtotal)* *	$ 10,000.00
TOTAL	$ 150,000.00

Source of Funding	Funding
FedDev Ontario funding requested *	$ 75,000.00
Applicant funding *	$ 25,000.00
Other government funding *(specify)*	$
Other government funding *(specify)*	$
Other government funding *(specify)*	$
Other government funding *(specify)*	$
Other government funding *(specify)*	$
Other government funding *(specify)*	$
Other government funding *(specify)*	$
Other government funding *(specify)*	$

Other government funding *(specify)*	$	
Other government funding *(specify)*	$	
Other government funding *(specify)*	$	
Other government funding *(specify)*	$	
Other government funding *(specify)*	$	
Other funding *(specify)* Corporate and community fundraising and naming opportunities.	$	50,000.00
Other funding *(specify)*	$	
Other funding *(specify)*	$	
Other funding *(specify)*	$	
Other funding *(specify)*	$	
Other funding *(specify)*	$	
Other funding *(specify)*	$	
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Other funding *(specify)*	$	
Other funding *(specify)*	$	
Other funding *(specify)*	$	
Other funding *(specify)*	$	
Other funding *(specify)*	$	
Other funding *(specify)*	$	
TOTAL	$	150,000.00

25. Projected cash flow of FedDev Ontario Funding	2016-17 * $	75,000.00	2017-18 * $	0.00

26. Official language preferred for correspondence: *	◉ English ◯ French

CERTIFICATION

TO THE MINISTER FOR FEDDEV ONTARIO:

On behalf of the Applicant, I hereby acknowledge and certify that:

(a) I have read and understand this Application and Program Guidelines, and will submit all the required information with this application. I understand that incomplete applications cannot be assessed and will be deemed ineligible.

(b) I have authority to submit this application on behalf of the applicant.

(c) The information provided herein is complete, true and accurate and I covenant that any other information given in the future in connection with the carrying out of the project will also be complete, true and accurate.

(d) Financial assistance from FedDev Ontario is a significant factor in the decision to proceed with this project, and I represent that this project would not otherwise be completed by March 31, 2018, without the federal funding requested.

(e) Project costs incurred by the Applicant in the absence of a signed funding agreement with FedDev Ontario are incurred at the sole risk of the Applicant and, even if the project is approved for funding any such costs may not be considered eligible for FedDev Ontario assistance.

(f) I authorize FedDev Ontario, its officials, employees, agents and contractors to make enquiries of such persons, firms, corporations, federal, provincial and municipal government departments/agencies, Band Councils or Aboriginal government authorities established by a Self-Government Agreement or a Comprehensive Land Claim Agreement and not-for-profit, economic development or other organizations as may be appropriate, and to collect and share information with them, as FedDev Ontario deems necessary in order to assess this application, to administer and monitor the implementation of the project, and to evaluate the results of the project and this program.

(g) Information provided to FedDev Ontario will be treated in accordance with the *Access to Information Act* and the *Privacy Act*. These laws govern the use, protection and disclosure of personal, financial and technical information by federal government departments and agencies. Information provided to FedDev Ontario is secured from unauthorized access.

(h) The Applicant has not engaged any person to solicit financial assistance for a commission, contingency fee or other form of consideration dependent upon the approval of this application for financial assistance.

(i) Any person who has been lobbying on behalf of the Applicant to obtain a contribution as a result of this application is registered pursuant to the *Lobbying Act* and was registered pursuant to that *Act* at the time the lobbying occurred. Where the lobbying duties of the employees of the Applicant constitute a significant part of the employee's duties, the Applicant is in compliance with the *Lobbying Act*.

(j) Any former public office holder or public servant employed by the Applicant is in compliance with the provisions of the *Values and Ethics Code for the Public Sector, the Policy on Conflict of Interest and Post-Employment* and the *Conflict of Interest Act*.

(k) The Applicant agrees to comply with the *Official Languages Act* as may be required, and specifically where a project involves services to or activities with the public.

(l) As part of its project assessment process, FedDev Ontario requires that all projects conform with the *Canadian Environmental Assessment Act*, 2012.

(m) Funding of the project may be subject to prior consultation with Aboriginal communities by FedDev Ontario.

(n) The Applicant is not in default under any funding agreement with the federal government.

I have read and understand the Certification. I voluntarily consent to the collection, use and disclosure of information as described. (You should keep a copy for your records).

Name: *   Brian Baker

Title: *   Vice President, Finance & Facilities

Date (YYYY-MM-DD): *   2015-06-08

REMINDER:
INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. PLEASE REFER TO THE APPLICATION GUIDE ON THE WEBSITE TO ENSURE YOU HAVE SUBMITTED ALL OF THE REQUIRED DOCUMENTS.

PROJECT APPLICATIONS AND SUPPORTING DOCUMENTATION MUST BE SUBMITTED NO LATER THAN 5:00 P.M. EDT ON June 9, 2015.

Federal Economic Development
Agency for Southern Ontario

Agence fédérale de développement
économique pour le Sud de l'Ontario

Business, Innovation and Community
Development

Innovation, commerciale et
développement communautaire

Mr. Geoff Matthews
Manager, Peterborough Sport and Wellness Centre and Fleming College
Athletics and Recreation
Sir Sandford Fleming College of Applied Arts and Technology
599 Brealey Drive
Peterborough, ON K9J 7B1

Re: CIP150 Project #807883 - Expansion of Fleming College Trail Network

Dear Mr. Matthews:

I am pleased to inform you that the Government of Canada has approved a non-repayable contribution of up to $75,000 for the above-noted project, based on your application submitted to the Canada 150 Community Infrastructure Program (CIP 150).

You will be contacted in the near future to execute the contribution agreement. This agreement will outline the contracting details, claims information, and communication opportunities for your funded project. As well, if you have not already submitted one with your application, a resolution of your Board, duly authorizing or endorsing your project, must be provided along with the signed contribution agreement. Please ensure that the resolution references the Federal Economic Development Agency for Southern Ontario, the contribution agreement through the CIP 150 program, the project title and the funding amount approved through the program, and that the resolution was duly passed.

In the interim, should you have any immediate concerns, please call 1-866-593-5505.
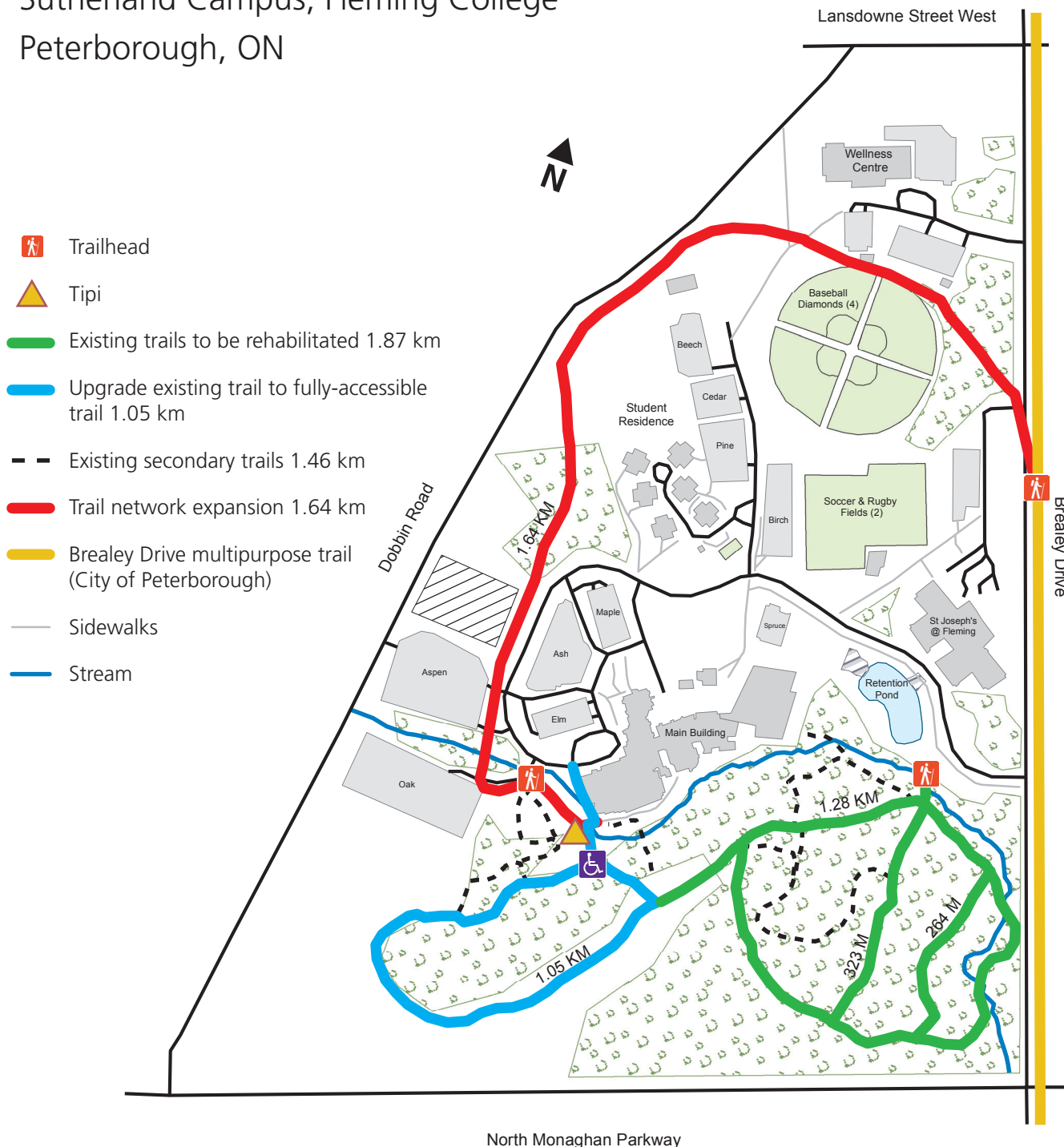
We look forward to working with you on your project.

Yours sincerely,

Richard Séguin
Director General
Infrastructure and Business Development

Canada

Sutherland Campus, Fleming College
Peterborough, ON

Lansdowne Street West

N

Legend

- Trailhead
- Tipi
- Existing trails to be rehabilitated 1.87 km
- Upgrade existing trail to fully-accessible trail 1.05 km
- Existing secondary trails 1.46 km
- Trail network expansion 1.64 km
- Brealey Drive multipurpose trail (City of Peterborough)
- Sidewalks
- Stream

Wellness Centre

Baseball Diamonds (4)

Beech

Cedar

Student Residence

Pine

Birch

Soccer & Rugby Fields (2)

Spruce

St Joseph's @ Fleming

Dobbin Road

1.64 KM

Maple

Ash

Aspen

Elm

Main Building

Retention Pond

Oak

Brealey Drive

1.28 KM

323 M

264 M

1.05 KM

North Monaghan Parkway

0   100   200   300 Meters

1:8,000

BOARD BRIEFING REPORT

Fleming College
LEARN | BELONG | BECOME

SUBJECT: Annual Report on the Program Advisory Committees

Submission to: Public Board Meeting
Meeting Date: October 28, 2015   **Agenda Item 6.1**

ACTION REQUESTED: Discussion or Advice

CONTEXT *(brief statement of the issue or request)*

A report to provide the Board with an overview of the activities undertaken by the Fleming College Program Advisory Committees for the 2014-2015 (previous) academic year.

BACKGROUND *(includes a chronology of events, previous discussions/decisions leading to the recommendation)*

• Framework for Programs of Instruction, Minister's Binding Policy Directive: *The Board of Governors is to ensure that an advisory committee for each program of instruction or cluster of related programs offered at the college is established. The board of governors is to establish in by-law the structure, terms of reference and procedures for program advisory committees.*

• Board By-Law 1-102, s.39 and specifically s.39.3: *The Vice-President Academic shall annually provide the Board with a report detailing advisory committee activities, accomplishments, program objectives, future trends, etc.*

• College Policy #2-202, *Program Advisory Committees*

Attachments:
Program Advisory Committee Annual Report 2014-2015

Analysis
The scope of analysis will depend on the nature of the issue but may include sub-headings such as Legal Analysis; Financial Analysis; Student Impact; HR Implications; Stakeholder Implications; Risk Analysis (strongly encouraged – details may be appended to this Report); Options Considered and Evaluated (pros and cons of each option – details may be appended).

N/A

Implementation Strategy
List any matters to be addressed or steps to be taken to implement the recommendation.

N/A

Decision Point
To facilitate discussion, include specific questions for the Board's consideration in addressing the matter.

Does the Report reflect compliance with the requirements of s. 39.3 of By-Law 1-102?

RECOMMENDATION

Receive the Report of the Vice-President Academic, *Program Advisory Committee Annual Report 2014-2015.*

PREPARED BY: Office of the Vice-President Academic

Program Advisory Committee (PAC) Annual Report 2014/2015

This report is submitted to the Board of Governors on behalf of Laurel Schollen, Vice-President Academic. The Program Advisory Committee Annual report is provided to the Board of Governors on an annual basis and is designed to provide an overview of program advisory committee activity that occurred during the past academic year. The report is divided by School and provides information on number of meetings, membership, notable PAC meeting items and other pertinent school information and activities.

School of Health and Wellness

Number of Meetings for 2014/2015	Membership Updates	Notable PAC Meeting Items
14 of 17 (82%) programs met in 2014/2015	**Incoming** Drug and Alcohol Counsellor - Lynn Thompson (Canadian Health Recovery Centre), Mary Pagani (PARARC, Mississauga), Beth Whalen (John Howard Society), Helen Yazdani (Central East Correctional Centre, Lindsay), Jennifer Wiedenmann (PAARC), Jordan Anderson (Renascent House, Brooklin), Jeff Cadence (CMHA) Esthetician - Simone Dobson (Euphoria), Erin Dolan (Thrive Body Spa), Trish Green (Balnea Institute), Leila Hamwi (Bownmanville Laser and Medical Spa), Kerri Holley (Urban Spa), Angee Morro-Verre (Esthetician's Supply), Brooke Roberts (Alternative Beauty), William Roderick (L'Moor Mud) Fitness and Health Promotion - Juliana Stonehouse (Trent University) Occupational Therapist and Physiotherapist Assistant -	**Esthetician** • Complete revitalization of Esthetician advisory committee membership in 2014/15. **Drug and Alcohol Counsellor** • Complete revitalization of Drug and Alcohol Counsellor advisory committee membership in 2014/15. **Massage Therapy** • Performed a review of outreach opportunities in an effort to promote enrolment growth. • Compressed 5 semester format introduced for the Massage Therapy program. **Patient Navigator** • Focused on identifying pathway opportunities. **Pharmacy Technician** • Increased promotion of the Pharmacy Technician program within the community. • The University of Toronto is considering having their Pharmacy students complete placement at Fleming College.

Cathy Mitchell (PRHC), Emily Roseboom (PRHC), Kathy Thompson (Physio Works, Closing the Gap), Darlene Callan (Five Counties Children's Centre), Stephanie Hansford (Kawartha Therapy Services), Sarah Van de Valk (Closing the Gap), Julie Manley (Active Living Physiotherapy), Kathy McDermid (PRHC) Outgoing Developmental Service Worker - Jamey Coons (Community Living Peterborough) Esthetician - Betty Atkins and Karen Cortesis (BJ's Hair Care/Karen Cortesis Esthetics), Martina Elmhirst (Elmhirst's Resort), Lisa Gibbs (Utopia Esthetics), Lorraine Harnden (City Streaks), Debbie Harvey (Nirvana Hair Studio Spa), Tina Johnston (Fandango), Marlis Lindsay (King Bethune House), Blaine and Donna Pettigrew (Pettigrew), Paula Tickle (Port Hope Medical Esthetic Clinic), Heather Witt (Fellows High School) Fitness and Health Promotion - Leslie Spooner and Deborah Bright-Brundle (Trent University), Heather Stelzer (Protectors Group) Pharmacy Technician - Murad Younis (Westmount Pharmacy), Andy O'Brien (Lakefield IDA Pharmacy) Recreation and Leisure Services - Deb Willette (PVNCDSB), Jim McHardy (Kinark Outdoor Centre)	Practical Nursing • A new evaluation tool for Practical Nursing students was created. • Employment in long-term care facilities is a growing area of interest for graduates. Fitness and Health Promotion • Curriculum was re-designed to promote retention. All Programs • Meetings occurred with placement providers to discuss student opportunities and issues. • Program review questions were discussed at Recreation and Leisure Services, Drug and Alcohol Counsellor, and Educational Assistant program advisory committee meetings. • Additional intakes were added for both Personal Support Worker and Social Service Worker. • Redesigned Anatomy and Physiology I and II for all health science programs.

Other School Information

- Placement Liaisons facilitated regular employer discussion focused on satisfaction with Fleming graduate employees.
- Formed student representative councils within the School of Health and Wellness.
- The Integrated Planning Committee made specific KPIs, and their improvement, a priority for 2014/2015 and onward.
- More highly developed NARS processes were introduced.

Number of Meetings for 2014/2015	Membership Updates	Notable PAC Meeting Items
8 of 10 (80%) programs met in 2014/2015	<u>Incoming</u> Community and Justice Services - Don Chapman (Brookside Youth Centre), Joe Mallory (Kawartha Pine Ridge District School Board), Ryan Allan (Kennedy House) Emergency Management - Gerry Smith, (O.P.P. Peterborough Detachment), Ken Stubbings (Northumberland County) Paralegal / Law Clerk - Theresa Greavette (Judicial Secretary/Assistant Trial Coordinator), Hilary Chase (Law Clerk/Paralegal), Mark Cardy (Licensed Paralegal) Police Foundations - Margaret Hickey (Holy Cross Secondary School), Brandi Kelly (Kawartha Pine Ridge School Board), Police Chief, Kai Liu, (Cobourg Police Services) Sgt. Darren Strongman (Port Hope Police Service), Acting Chief, Bryan Wood (Port Hope Police Service) Pre-Service Fire Fighter - Chad Brown, Deputy Chief (Peterborough Fire Service) Protection, Security and Investigations - Stephanie Lawrence (Sears Canada), Mark O'Connor (Kuehnet + Nagel), Lindsay Redgate (TD Bank Group) <u>Outgoing</u>	Community and Justice Services • Mental health issues addressed across the curriculum. • Program review will be completed in 2015/2016. Customs Border Services • Students now have the option of taking Fitness or Accounting in 4th semester. • Increase in Custom Border Services applicant numbers. Emergency Management • Expanded Emergency Management Ontario courses. • Students planned and conducted an evacuation plan at Victoria Manor in Lindsay. Paralegal / Law Clerk • Changes to the 2015 law society examination occurred; students were tested on substantive law and ethics within the permitted scope of practice. • Website and Facebook program pages for Law Clerk and Paralegal were updated. Police Foundations • The following courses were added to the Police Foundations curriculum: Mental Health Strategies in Policing; Applied Problem Solving; Civilian Policing I and II. • Students and faculty initiated a memorial service to honour Police and Peace Officers who lost their lives in the line of duty.

| | Police Foundations - Inspector Rob Hawthorne (Peterborough Lakefield Police Services)

Pre-Service Fire Fighter - Fire Chief, Max McCauley (North Kawartha), Doug Borton (OPP Northumberland)

Protection, Security and Investigations - Terry Chowanec (Cadillac Fairview) | Pre-Service Fire Fighter
• Fleming achieved National Fire Protection Association compliance.
• Working to increase number of pathway students from Pre-Service Fire Fighter to Paramedic.
• Program continues to increase its number of qualified instructors.

Protection, Security and Investigations
• The Pan Am Games hired 143 Protection, Security and Investigations students as security guards for the games. |

Other School Information

- Acquired articulation agreements with Charles Stuart University, Australia; Justice Institute, British Columbia; Lake Superior State College, U.S.
- The Skills for Justice Scenario Lab opened in September 2014 providing students with a space designed to facilitate scenario based and hands on learning experiences.
- Student representative councils have been formed for Community Development programs.

Number of Meetings for 2014/2015	Membership Updates	Notable PAC Meeting Items
9 of 11 (82%) programs met in 2014/2015	**Incoming** Carpentry Techniques/Technician - Warren Rose (Monaghan Lumber) Computer Engineering Technician/Technology - Amy Simpson, (Microage), Peter Richlark (Erricsson), Thomas Briones (Telus), Sabine McConnell and Richard Branch (Trent University) Heating, Refrigeration and Air Conditioning - Michael Deemert (Apprenticeship Office), Kevin Dupuis (Kelly's Fuel), Jason Lichter (Friendly Fires), Craig MacDonald (JTAC Local 787), Jeremy Salazar (HRAI) Instrumentation and Control Engineering Technician - Ryan Byrne (Andritz Hydro), John Gillis (Measuremax), Sean Murphy (OPG) Mechanical Techniques – Plumbing - Kevin Wong (CWQA), Marty Freeburn (Bardon Supply), Terry Kavanagh (Kavanagh Plumbing), Steve Gould (Ontario Plumbing Inspectors Association), Matt Wiesenfeld (Canadian Institute for Plumbing and Heating), Gaetane Picard (CSA), Brad Sims (MTCU), Mark Evans (Viega) Stephen McBride (KPDSB), Tom Murphy (Ministry of Environment and Climate Change), Matt Girand (M7J Plumbing), Dan Tadic (Canadian Welding Association), Andre Bertrand (Air Liquide Canada Ltd), Glen Kelsh (Praxair Canada Inc); Mark Chartrand (Chemetics); Ryan Farmer (Rolls Royce)	**Mechanical Techniques - Plumbing** • Established a pathway into Advanced Water Systems Operations. **Heating, Refrigeration and Air Conditioning** • The following courses were added to the curriculum: Renewable Energy; Prints and Drafting; and a General Education Elective. **Instrumentation and Control Engineering** • The Mathematics course was redesigned for alignment with the Electrical course learning outcomes. • Reduced Automation and Managing Technical Project courses by 15 hours. **Welding Techniques/Welding and Fabrication** • CWA ACORN Accreditation in progress. • Partnership underway with Rolls Royce to develop an applied project for Welding and Fabrication Technician. • Fourth semester project designed to assist students with skills to a pressure welding course. • Investigation into adding student placements. **Wireless Information Networking (WIN)** • Proposed revised curriculum received expressed support from PAC members. • Over 90 applied projects/field placements were available for WIN students. • Student focus groups were held.

	Wireless Information Networking - Ahmed Refaey Hussein (University of Western Ontario), Kristi McKay (The Learning Disabilities Association of Peterborough), Ryan Moore (Golden Rural High Speed), Mikael Eklund (UOIT), Jesus Venegas (Graduate Student)	
	Outgoing	
	Carpentry Techniques/Technician - Preston Collins (Castle Building Centre), Paul McLoud (Kawartha Capital), Mat Dalren, (Dalren Construction)	
	Heating, Refrigeration and Air Conditioning - Joe Celestini (MTCU)	
	Instrumentation and Control Engineering Technician - Jason McPhee (GE Hitachi), Paul Villeneuve (OPG), Tara Welborn, (Rolls Royce)	
	Mechanical Techniques Plumbing - Brent Youmans (Youman's Plumbing and Heating), Doug Nisbett (Bardon Plumbing Supply)	
	Welding Techniques/Welding and Fabrication Technician - Mike Johnson (GE), Paul Kelly (GE), Tim Payne (Payne Machine), Ray Slaney (Retired Faculty), Josh Thom (CWB), Alan Wilson (McCLoskey International)	

Other School Information

- Trades programs were successfully relocated from Fleming College's McCrae campus to the Brealey Campus's new constructed Kawartha Trades and Technology Centre (KTTC) in 2014.
- The School of Trades and Technology had a 13.6% increase in enrolment in fall 2015 versus fall 2014 (5% increase in new students, 28.3% increase in returning students).
- Skills Work for Women Career Exploration Event – networking event for female secondary students. The event encourages young women to take trades-related programs, and allows them to connect with women working in the trades.
- Developed partnership with Walkerton Clean Water Centre to provide training opportunities and to become the Eastern Ontario training centre.

Number of Meetings for 2014/2015	Membership Updates	Notable PAC Meeting Items
24 of 26 (92%) of programs met in 2014/2015	Advanced Water Systems Operations and Management – Bill Peeples (Town of Cobourg), Pat Devlin (City of Peterborough), Holie Williams (Ministry of Environment and Climate Change), Jeff Murray (Regional Municipality of Durham), Michelle Albert (WSP Group) Earth Resources Technician – Corwin Coe (Tundra Copper Corp) Environmental Technician and Technology – Eric Prevost (Peterborough Utilities) Environmental Visual Communications – Lea Anne Armstrong (Evergreen.ca), Stacey Kerr (ROM), Stephanie Kohls (Environmental Defence) Forestry – Allan Stinson and Ernie Demuth (Bancroft Minden Forest Company), Meghan Taylor (Conservation Halton) Geographic Information Systems – Dr. Bob Ryerson (Kim Geomatics Corp), Robert Sevigny (City of Toronto) Heavy Equipment Operator - Art Van Camp (Consultant), Tim McCullough (Carillion Canada), Donna Wood (Enbridge) Heavy Equipment Techniques – Jerry Curtis (Wajax Corporation)	Advanced Water Systems Operation and Management - Program officially launched in the fall of 2014 with 16 students enrolled. - Certificate program for Water Operations Fundamentals approved and developed for India which ladders into the Advanced Water Operations program. Blasting - Follow-up to occur with NORCAD Training centre in Sudbury regarding use of their underground mine. Ecosystem Management - Pursue University of Guelph graduates for enrolment in Fleming's Ecosystem Management post-graduate program. Environmental Visual Communications - Case studies were added to the program webpage to attract student and encourage further industry participation in the program. - A student directory designed to showcase alumni work, projects, and acquired skills, is under development. Heavy Equipment Operator - Committee members will connect with industry partners to obtain online training material for students. Geographic Information Systems

	Sustainable Agriculture - Wolfgang Pfenning (Pfenning Farms)	• Geographic Information Systems – Applications Specialist will be offered as a remote delivery online program in fall 2015.
	<u>Outgoing</u>	
	Blasting Techniques – Joey Viljoen (Natural Resources Canada)	
	Conservation and Environmental Law Enforcement – Tyler Cameron (Environment Canada)	
	Forestry – John Pineau (FP Innovations)	

<u>Other School Information</u>

- Partnership with Yellow River Conservancy Technical Institute, Kaifeng China. Fleming faculty members met with fellow faculty in China to gather information on programming, curriculum, resources and potential pathways for students.
- Partnership with Anishinabek Educational Institute to deliver Forestry Technician Diploma in Munsee Delaware.
- The Forestry program participated in the MTCU Provincial Program Standards Review process which resulted in an updated vocational learning outcomes program standard.
- More than 100 students from 20 schools came together at Frost Campus to compete for the 2015 Ontario Envirothon Championship.
- The Building Environmental Aboriginal Human Relations (BEAHR) delivered the Environmental Monitoring program in Saugeen Ojibway territory for 6 weeks during the summer of 2015.
- Developed new Arboriculture training programs for municipalities.

Number of Meetings for 2014/2015	Membership Updates	Notable PAC Meeting Items
6 of 12 (50%) programs met in 2014/2015 **2 meetings rescheduled due to retirement**	Incoming Business Admin Accounting - Dennis Croft (Spark Regional Innovation Centre) Culinary Management - Dave Tomlinson (Dave's Diner) Hotel and Restaurant Management - Meagan Persell (Tim Hortons) Sporting Goods Business = Jennifer Murdison (Salomon Canada) Outgoing Business Admin Accounting - Sheena Macdonald, Nexicom Culinary Management - Doug Northey (Chemong Lodge), Ben Samman (Viamede Resort) Human Resources Management - Stephen Smith (Smith and Associates, Linda Vanderwel (AON Inc)	**Business Admin Accounting** • Two year Business Accounting diploma program received approval. • The Auditing course was discontinued. **Culinary Management** • Re-branding of the program for 2015/2016. • Reduction of waste and inefficiencies within the program. **Human Resources Management** • Pursuance of an articulation agreement for a one year advanced degree pathway program with Robert Gordon University, Scotland. • Two year advanced standing diplomas to commence fall 2015. **Hotel and Restaurant Management** • Program name changed to "Hospitality" effective fall 2015. • Increase in certifications offerings. **Sporting Goods Business** • Working towards implementing business simulation cases. **Tourism and Travel** • Program name changed to "Tourism - Global Travel" effective fall 2015.

Other School Information

- The Business Administration – Accounting program established an agreement with the University of Ontario Institute of Technology
- Fleming College's FastStart program afforded student's the opportunity to partner with the Spark Centre, Greater Peterborough Innovation Cluster, and local businesses to refine their entrepreneurial ideas and skills.
- Business Administration - Accounting students offered free income tax clinics at both Brealey and Frost campus's in March 2015.
- Business Administration - Accounting students placed fourth in the Ontario CGA case competition.
- Culinary Management - Students participated in the "pop up' restaurant series at Rare Grill House, Peterborough. Students also competed in the Mac and Cheese competition, Niagara Decadence Chocolate competition, and the Cast Iron Chef competition.
- Tourism and Travel - Students participated in a humanitarian visit to Jamaica working at both a soup kitchen and orphanage.

Number of Meetings for 2014/2015	Membership Updates	Notable PAC Meeting Items
1 of 5 (20%) programs met in 2014/2015	<u>Incoming</u> Community Integration Through Cooperative Education - Clayton Wade (Adam Scott Secondary School), Donna Sanders (Community Living Peterborough), Sean Wilson (Peterborough, Victoria & Northumberland Catholic District School Board), Melissa Cowey (Community Living Campbellford), Deb Reid (Down Syndrome Association of Peterborough), Lesley Banner (Tri-County Community Support Services), Julie Wilson (Alternatives Community Program Services), Silvana Macdonald (Fleming College), Sara Slater (Fleming college), Kari Draker-Fortis (Fleming College)	Community Integration Through Cooperative Education (CICE) • Placement were arranged for nearly all of the CICE students. • Recommended that a transition seminar be developed to help out of town student integrate into the Peterborough Community. • Program Review is underway; program/curriculum changes will be brought forth at the 2015/2016 advisory committee meeting. • Program Coordinator will reach out to high school guidance counsellors, teachers and co-op teachers to discuss methods to improve student preparedness for the CICE program.

<u>Other School Information</u>

- The School of General Arts & Science welcomed Judith Limkilde as their new Dean in January of 2015.
- The School of General Arts and Sciences continues to work on re-establishment of their Program Advisory Committees for 2015/2016.

Number of Meetings for 2014/2015	Membership Updates	Notable PAC Meeting Items
16 of 16 (100%) programs met in 2014/2015	<u>Incoming</u> Integrated Design - Theresa Casey (Casey Design Planning Group), Jason Halter (Wonder Inc/Meka World), Shaun Moore (MADE), Sara Nichelson (Curator, DX), Michael Prokopow (OCADU), Amanda Sebris (KPMB Architects), Michael Taylor (Taylor Smyth Architects), Jeremy Laing (Fashion Design), AnTe Liu (Artist/Architect), Joseph Clement (Designland)	Museum Management and Cultural Heritage • Advisory committee members endorsed the development of a Museum/Gallery Preparator program. Integrated Design • Graphic Design program under development for 2015/2016. Visual and Creative Arts/Certificates/Studio Process Advancement • Advisory committee members endorsed proposed curriculum modifications. • Moving Image Design program under development for 2015/2016. Sustainable Building Design and Construction • Advisory committee members endorsed proposed curriculum modifications. • Protocol to be developed that will effectively evaluate how past buildings (and the systems) perform. Expressive Arts • Recommended that the program be extended to 1 year. The College will investigate implications of the extension.

Other School Information

- Articulation agreement developed with York University for Visual and Creative Arts graduates.
- "A Common Thread" Exhibit was held at the Peterborough Museum and Archives.
- Ceramics alumni Kristen Ciccarelli was selected by "One of a Kind" to represent Fleming College.
- Completed Phase I of the Student Residence Viability Report and received funding for Phase II.
- Completed a sustainable building project in partnership with the Municipality of Bancroft.
- "Day to Play" event hosted at the Haliburton campus.
- Launched an Artist in Residence program titled "Reclaimin" in collaboration with the Municipality of Dysart.
- Internships/placements translated into employment for students. The majority of internship students retained fulltime employment with the internship provider.

BOARD BRIEFING REPORT

Fleming College
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SUBJECT: College Financial Sustainability Metrics

Submission to: Public Board Meeting
Meeting Date: October 28, 2015   **Agenda Item 6.2**

ACTION REQUESTED: Discussion or Advice

CONTEXT *(brief statement of the issue or request)*

The Financial Sustainability Metrics are a new requirement for all colleges and form part of the 2014-2017 Strategic Mandate Agreements.

BACKGROUND *(includes a chronology of events, previous discussions/decisions leading to the recommendation)*

A 2014-2017 Strategic Mandate Agreement (SMA) was signed by each college. The SMA acknowledged the importance of financial sustainability, as indicated in a series of new metrics. The Ministry of Training, Colleges and Universities (MTCU) has worked collaboratively with the Ontario Colleges' finance staff over the past several years to finalize the specific metrics.

On February 13, 2015, the Director of the Postsecondary Finance and Information Management Branch of the Ministry's Postsecondary Education Division issued a memo officially adopting the seven metrics to assess the financial health and sustainability of the colleges. The annual surplus/deficit and the accumulated surplus/deficit were monitored by the Ministry in the past and have been maintained, but in addition, five new metrics have been added. The College's results for the seven metrics will be included for the first time in the 2014-2015 SMA Report Back which is due to the Ministry in November.

Fleming College's Long Range Plan (LRP) was provided to the Board at the Fall 2015 Retreat. As is common in budget development, the LRP model is based on a set of preliminary assumptions that indicate an initial budgetary shortfall or gap between revenues and expenditures is likely to need resolution in order to achieve our objective of exceeding a balanced budget and generating surplus funds to increase our reserves.

The MetaProject is the College's strategic initiative that is intended to resolve this shortfall, and the LRP therefore projects the College will accomplish this – funding $0.5 million in investments and generating an additional $1.0 million of net surplus funds annually to contribute to reserves.
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Attachments:
 • MTCU Financial Sustainability Metrics memo dated February 13, 2015
 • Summary of College Financial Health and Sustainability Metrics

Analysis
The scope of analysis will depend on the nature of the issue but may include sub-headings such as Legal Analysis; Financial Analysis; Student Impact; HR Implications; Stakeholder Implications; Risk Analysis (strongly encouraged – details may be appended to this Report); Options Considered and Evaluated (pros and cons of each option – details may be appended).

The financial sustainability metrics in the chart below are calculated based on the actual audited year end results for 2014-2015, the preliminary budget for 2015-2016 and the anticipated achievement of the MetaProject targets for fiscal 2016-2017, 2017-2018 and 2018-2019.

Fleming College Ratios:

#	Ratio	Benchmark	Actual 2014/15	Budget 2015/16	LRP 2016/17	LRP 2017/18	LRP 2018/19
1	Annual Surplus/(Deficit)	> 0	307	-	1,000	1,000	1,000
2	Accumulated Surplus/(Deficit)	> 0	5,002	5,002	6,002	7,002	8,002
			Pass	Pass	Pass	Pass	Pass
3	Net Assets to Expense Ratio	> 60.0%	80.5%	79.4%	75.9%	72.8%	69.9%
			Pass	Pass	Pass	Pass	Pass
4	Debt Servicing Ratio	< 3.0%	1.6%	1.4%	1.3%	1.3%	1.3%
			Pass	Pass	Pass	Pass	Pass
5	Quick Ratio	> 1.0%	1.3%	1.2%	1.3%	1.4%	1.4%
			Pass	Pass	Pass	Pass	Pass
6	Debt to Assets Ratio	< 35.0 %	29.0%	28.7%	27.1%	27.2%	27.1%
			Pass	Pass	Pass	Pass	Pass
7	Net Income to Revenue Ratio	> 1.5%	0.3%	0.0%	0.9%	0.9%	0.9%
			Fail	Fail	Fail	Fail	Fail

Ratio Analysis:

Ratio 1 and 2

The Annual Surplus/(Deficit) and the Accumulated Surplus/(Deficit) metrics have historically been monitored by MTCU as they are part of O.Reg. 34/03 which stipulates if a college projects both an annual deficit **and** an accumulated deficit, it must seek the Minister's approval of the budget and provide an appropriate recovery plan. The two ratios are assessed together as the benchmark is achieved even if one of the two ratios is met. Historically, Fleming's budget strategy targeted a balanced budget, with revenue matching expenses, which ensured these combined benchmarks were achieved. The LRP with the MetaProject projects a $1.0-million annual surplus and would result in both benchmarks being exceeded each year.

Ratio 3

The Net Assets to Expense Ratio is projected to exceed the benchmark in each year by a significant amount. The ratio does, however, decline through the years mainly due to the recognition into revenue of deferred capital contributions (to offset each corresponding asset's annual amortization expense) which is a component in the calculation of net assets. As well, the projected increase in gross expenses contributes to the decline in this ratio throughout the years.

Ratio 4

The Debt Servicing Ratio benchmark is achieved each year in the above analysis. The Frost Residence mortgage is paid in full during the 2015-2016 fiscal year resulting in lower debt servicing costs and a resulting improvement in the ratio. Debt servicing costs remain flat thereafter as do the ratios because no new debt is projected to be incurred.

Ratio 5

The Quick Ratio is achieved in each year of the analysis and improves as current assets are projected to increase by a greater percentage than current liabilities throughout the period. Cash is a significant component of the current assets and it increases as a result of cash generated from operations, which more than offsets the repayment of long-term debt and other miscellaneous amounts. The current liability projection includes a large decrease of accrued payroll on March 31, 2017 due to the timing of the payroll, resulting in a one-time increase in the ratios. Otherwise, the current liability change is expected to be minimal each year.

Ratio 6

The Debt to Asset Ratio is achieved each year of the analysis. The timing of payroll on March 31, 2017 improves this ratio by reducing the payroll accrual and, therefore, the total debt. After 2016-2017, there is minimal change to this ratio as no new debt is projected to be incurred, and total assets and total debt are projected to change proportionately.

Ratio 7

The Net Income to Revenue Ratio benchmark is 1.5% or greater and is the one ratio that is not achieved. However, 15 of the 24 colleges system-wide did not meet this benchmark in 2014-2015.

Historically the College has prepared budgets on an annual basis with a target of revenue matching expenses (balanced budget approach) which has generated unplanned surpluses. The short-term strategy in the LRP is to invest approximately 0.5% of total revenue and aim for a result of approximately 1.0% in this ratio. The ratio remains below the benchmark with this strategy, but it is a significant improvement as compared to the balanced budget approach. This will still significantly increase the amount of accumulated financial reserves for the College, as well as positioning the College to work toward achieving the 1.5% benchmark in the longer term.

Summary

The Ministry does not require each college to meet all seven benchmarks; however, it does require under Regulation that one of the Annual or Accumulated Surplus/(Deficit) benchmark is achieved. The results of the financial sustainability metrics will be used by the Ministry to monitor trends to better understand individual college and the sector's financial health.

The actual results for the new metrics in 2014-2015 system wide resulted in a total of 30 benchmarks not being achieved. As noted above, 50% relate to the Net Income to Revenue ratio. Fleming achieved all other financial sustainability metric benchmarks in 2014-2015.

Implementation Strategy
List any matters to be addressed or steps to be taken to implement the recommendation.

Achieving the MetaProject targets will be important in maintaining positive financial sustainability metrics in the future and providing the base to achieve the Net Income to Revenue Ratio benchmark.

Decision Point

To facilitate discussion, include specific questions for the Board's consideration in addressing the matter.

1. What actions must the College take to comply fully with the province of Ontario's Financial Sustainability Metrics?

2. Are these actions adequately factored into the College's financial plans?

3. How should performance be tracked in relation to these metrics?

RECOMMENDATION

There are no recommendations as this briefing is provided in response to the Board's request for information.

PREPARED BY: Office of the Vice-President Finance and Administration; Director Finance

Ministry of Training, Colleges and Universities	Ministère de la Formation et des Collèges et Universités
Postsecondary Education Division	Division de l'éducation postsecondaire
Postsecondary Finance & Information Management Branch	Direction des finances et de la gestion de l'information du secteur postsecondaire

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MEMORANDUM TO: Presidents of Colleges of Applied Arts and Technology

INFO COPIES TO: VPs Finance and Administration
Finance Directors
Colleges Ontario

FROM: Didem Proulx
Director

DATE: FEB 1 3 2015

SUBJECT: **Financial Sustainability Metrics**

As you are aware, the financial sustainability metrics, which have been developed in collaboration with the Financial Management Working Group, have been officially adopted. This memo is intended to provide the detailed definitions, as well as providing the details of how these metrics will be calculated using the College Financial Information System (CFIS) Chart of Accounts.

Prior to the signing of the Strategic Mandate Agreements (SMAs), only two financial sustainability metrics had been identified for the college sector: the annual surplus/ deficit and the accumulated surplus/deficit. In accordance with Ontario Regulation 34/03, should a college project an annual deficit that will result in an accumulated deficit, that college must seek the approval of the Minister and submit a plan to recover the deficit. Given the regulatory requirement, these items continue to be monitored by the Ministry.

The 2014-2017 SMAs signed by all colleges acknowledged that financial sustainability and accountability are critical to achieving institutional mandates and realizing Ontario's vision for the postsecondary education system. To that end, seven metrics were identified to assess the financial health and sustainability of each institution:

1. Annual Surplus/Deficit;
2. Accumulated Surplus/Deficit;
3. Net Assets to Expense Ratio;
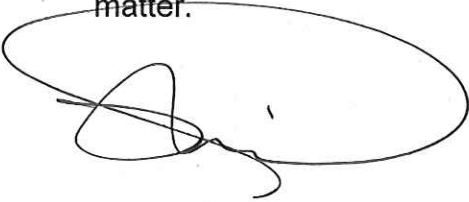4. Debt Servicing Ratio;
5. Quick Ratio;

6. Debt to Asset Ratio; and
7. Net Income to Revenue Ratio.

Further to the SMAs, the enclosed table provides explanations; detailed calculations using the College Financial Information System (CFIS) Chart of Accounts; and benchmarks for each metric. In particular, the attached provides clarification on the calculation of the accumulated surplus/deficit balance for the purposes of the SMAs as well as the regulatory requirements.

Given the evolving nature of accounting standards, reporting requirements, and financial stewardship, the identified metrics and their calculations may need to be refined from time to time. The Ministry will continue to engage with the Financial Management Working Group to review the metrics and discuss potential refinements, as needed.

The inclusion of these metrics in the Strategic Mandate Agreements represents the culmination of years of discussion between the Ministry and the college sector to define, assess and set thresholds for financial sustainability. These consistent and commonly understood indicators will strengthen the Ministry's ongoing engagement with the sector and ensure that future discussions take into account a comprehensive view of financial health. On an ongoing basis, the Ministry commits to monitoring year-over-year trends in these metrics as well as in-year results to develop a nuanced understanding of institutional and sectorial financial health.

I would like to express the Ministry's appreciation to the Financial Management Working Group for their long-standing commitment to the development of financial sustainability metrics for colleges. We look forward to our continuing dialogue on this important matter.

Didem Proulx
Encls.

Summary of College Financial Health and Sustainability Metrics

1.	**Annual Surplus/(Deficit)** (revenue – expenses) **Objective:** Measures the excess of revenues over expenses in a given fiscal year. **Benchmark:** Must be greater than $0. **Rationale:** An annual deficit or declining surpluses may indicate a decline in an institution's financial health. O.Reg. 34/03 stipulates that if a college projects an annual deficit *and* an accumulated deficit, it must seek the Minister's approval of the budget and provide an appropriate recovery plan.
2	**Accumulated Surplus/(Deficit)** (unrestricted net assets + investment in capital assets) **Objective:** Represents the cumulative wealth that an institution has under its own control to assist with ongoing operations and future investment. **Benchmark:** Must be greater than $0. **Rationale:** An accumulated deficit indicates that the college may have borrowed to support its past operations and will have to make up this difference in the future. O.Reg. 34/03 stipulates that if a college projects an annual deficit *and* an accumulated deficit, it must seek the Minister's approval of the budget and provide an appropriate recovery plan.
3	**Net Assets to Expense Ratio** (net assets) / (expenses) **Objective:** This ratio measures the ability of a college to continue operations in the event of a delay in revenue streams.

	Benchmark: A benchmark of 60% or higher was chosen based on historical trend analysis. **Rationale:** A net asset balance that is less than 60% of annual expenses may indicate a lower tolerance for variable or volatile revenues.
4	**Debt Servicing Ratio** (interest expense + principal payments) / (revenue) **Objective:** The percentage of annual revenues that is used to make debt and interest payments. **Benchmark:** A ratio of 3% or lower has been chosen based on historical trend analysis. **Rationale:** A ratio greater than 3% may indicate a reduced or restricted cash flow as the college is spending less than 97% of revenues on core services.
5	**Quick Ratio** (current assets) / (current liabilities) **Objective:** This ratio is a measure of liquidity. It measures the college's ability to pay its short term maturing obligations (e.g. biweekly payroll payments). **Benchmark:** A ratio of 1:1 or higher. **Rationale:** A ratio of 1:1 is a typical business standard. Less than 1 may indicate that a college is not able to meet its short term obligations.
6	**Debt to Assets Ratio** (debt) / [(assets) – (equity adjust)] **Objective:** This ratio measures the proportion of college assets that are financed by debt or other liabilities. A high or increasing value may be predictive of future liquidity problems or a reduced ability to borrow money in the future.

	Benchmark: Trend analysis of college performances and a review of other post-secondary education institutions has led to a benchmark of 35% or lower. **Rationale:** A high debt burden may indicate that the institution is vulnerable to its creditors, or will have reduced liquidity or a reduced ability to borrow in the future.
7	**Net Income to Revenue Ratio** (revenue - expenses) / (revenue) **Objective:** This ratio measures the return an institution generates on each dollar of revenue. **Benchmark:** A ratio of 1.5% or higher has been determined based on historical trend analysis. **Rationale:** A surplus representing less than 1.5% of revenues indicates that small unfavorable changes in expenses or revenues may result in annual deficits for the institution.

BOARD BRIEFING REPORT

Fleming College
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SUBJECT: Postsecondary Enrolment Update	
Submission to: Public Board Meeting	
Meeting Date: October 28, 2015	**Agenda Item 7.1**
ACTION REQUESTED: Information or Update	

CONTEXT *(brief statement of the issue or request)*

A report and related attachment providing insight into our 2015-2016 enrolment performance to date and projected Winter 2016 performance.

BACKGROUND *(includes a chronology of events, previous discussions/decisions leading to the recommendation)*

Postsecondary education in Ontario now appears to be in the midst of a period of falling domestic enrolment based on demographic decline. There will be an opportunity to affirm or refine this general statement once provincial data becomes available in the next few weeks.

Declining enrolment does not diminish enrolment competition. In fact, it increases the level of competition. Core strategies include new programs, more intensive marketing and attention to new markets, particularly international students. The analysis below provides attention to domestic and international enrolments consistent with that strategic focus.

Attachments:
• Slide deck

Analysis

The scope of analysis will depend on the nature of the issue but may include sub-headings such as Legal Analysis; Financial Analysis; Student Impact; HR Implications; Stakeholder Implications; Risk Analysis (strongly encouraged – details may be appended to this Report); Options Considered and Evaluated (pros and cons of each option – details may be appended).

Summer 2015 enrolment at 1261 was our highest summer enrolment ever, 2 students above target and 54 students above last year. This increase was related to a planned shift of intake enrolment of one program from fall to summer, and an expected modest increase in flow through from the previous winter semester.

Fall 2015 enrolment of 5825 is 37 students less than last year and 31 students below target. Overall intake enrolment declined by 121 students. Domestic intake declined by 128 students and international intake grew by 7 students. Half the intake gap was isolated to 2 programs. Our upper semester activity results were more favourable than projections. System results are not yet available.

Domestic applications and confirmations are down by 10% for Winter 2016. At this point, we do not anticipate meeting our Winter 2016 domestic targets. At the same time, we expect that international targets will be exceeded. While we do not anticipate the international increase will close the entire enrolment gap, we do expect given the in-year revenue associated with international enrolment that revenue targets associated with enrolment for Winter 2016 and for the 2015-2016 fiscal year will be exceeded.

Implementation Strategy

List any matters to be addressed or steps to be taken to implement the recommendation.

N/A

Decision Point

To facilitate discussion, include specific questions for the Board's consideration in addressing the matter.

N/A

RECOMMENDATION

There are no recommendations as this report is provided as an update.

PREPARED BY: Brenda Pander-Scott, Registrar

Fall 2014 vs. Fall 2015

Day 10 Enrolment - All Students

	Target	Fall 2014 Total	Fall 2015 Total	% Change Target/15	% Change 14/15
New	3303	3,301	3,180	-3.7%	-3.7%
Returning	2553	2,561	2,645	+3.6%	+3.3%
Total	5856	5,862	5,825	-0.5%	-0.6%

Source: Day 10 All Semester Registration Reports (based on full-time Approved Academic Load)

Fall 2014 vs. Fall 2015

Day 10 Enrolment - Domestic and International Students

	Fall 2014			Fall 2015			% Change New	% Change Returning	% Change Total
	New	Returning	Total	New	Returning	Total			
Domestic	3,120	2,365	5,485	2,992	2,410	5,402	-4.1%	+1.9%	-1.5%
International	181	196	377	188	235	423	+3.9%	+19.9%	+12.2%
Total	3,301	2,561	5,862	3,180	2,645	5,825	-3.7%	+3.3%	-0.6%

Day 10 Enrolment - % of Domestic and International

	Fall 2014			Fall 2015		
	New	Returning	Total	New	Returning	Total
Domestic	94.5%	92.3%	93.6%	94.1%	91.1%	92.7%
International	5.5%	7.7%	6.4%	5.9%	8.9%	7.3%
Total	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Source: Day 10 All Semester Registration Reports (based on full-time Approved Academic Load)

Winter 2015 vs. Winter 2016

Applications Winter 2015 vs. Winter 2016

	Winter 2015 Total	Winter 2016 Total	% Change15/16
Domestic	2898	2608	**-10%**
International	1018	1612	**+58.3%**

Winter 2015 vs. Winter 2016

Confirmations Winter 2015 versus Winter 2016

	Winter 2016 Target	Winter 2015 Confirmed Acceptance	Winter 2016 Confirmed Acceptance	% Change 15/16
Domestic	974	713	644	**-9.7%**
International	118	136	178	**+30.8%**