

# BOARD OF GOVERNORS PUBLIC MEETING

Wednesday, October 23, 2013

4:00 p.m.

Scholfield Boardroom, Brealey Room #5920  
Peterborough, ON

## 2010-2015 Strategic Priorities

1. Achieving Excellence in Student Learning
2. Providing Superior Services and Facilities
3. Leading in Sustainability
4. Growing with Positive Results
5. Building Community Success
6. Developing the Fleming Working Environment

Highlighted item(s) are flagged as a generative discussion opportunity.

Est. Time	Item and Action	PDF Page
	1. Call to Order	
	2. Welcome and Introduction of Guests	
	3. Approval of Agenda	Pgs 1-2
	4. Conflict of Interest Declaration	
	<b>5. Unanimous Consent Agenda</b>	
	<i>The following items/recommendations have been identified as part of the consent agenda for the public meeting of the Board; Governors are encouraged to call the President/Board Chair/Board Secretary in advance of the meeting if there are questions about a listed consent agenda item.</i>	
	ITEMS: (enclosed)	Pgs 3-25
	5.1 minutes of the June 26 and September 4, 2013 public meetings of the Board of Governors	
	5.2 Activities of the Board Committees for the months of September and October 2013	
	5.3 Summer Decisions by the Executive Committee	
	5.4 Purchase Contracts Awarded for the May to September 2013 timeframe	
	5.5 Program Advisory Committee 2013-2014 Meeting Schedule	
	5.6 Correspondence for the months of July through October 2013	
	<i>To approve the minutes and receive the items listed.</i>	
20 min	<b>6. Enrolment</b>	
	Dr. Brenda Pander-Scott, Registrar, will provide an update on Fall 2013 enrolment and projections for the Winter semester	
15 min	<b>7. Reports</b>	
	7.1 <u>College Activity</u> (enclosed)	Pgs 26-30
	7.2 <u>From the Board Chair</u> document has been added to package	To be emailed / posted
	7.3 <u>From the President</u> document has been added to package	To be emailed / posted
	7.4 <u>From the Liaison Governors</u>	
	President's Advisory Council, meeting of September 26, 2013	
	Aboriginal Education Council, meeting of September 26, 2013	
	7.5 <u>"Connecting with Our Communities"</u> (a roundtable opportunity for Governors to comment on events they have attended and/or debrief on a recent event)	
	7.6 <u>Report from the In-Camera Meeting</u>	

10 min **8. Business Arising from Previous Meetings**

- 8.1 KTTC Construction Project Update (enclosed) Pgs 31-33  
*To provide information*

20 min **9. New Business / Board Decision Items**

- 9.1 New Program: Retail Pharmacy Assistant (enclosed) Pgs 34-35  
*To approve the program*
- 9.2 New Program: Manufacturing Operations (enclosed) Pgs 36-37  
*To approve the program*
- 9.3 Program Modification: Geomatics Technician (enclosed) Pg 38  
*To approve the modification*
- 9.4 Fleming College 2013-2014 Accessibility Plan (enclosed) Pgs 39-59  
*To endorse the College Plan for 2013-2014*

**10. Other Business (includes items removed from the Consent Agenda)**

10 min **11. Private Session**

Members of the Board are reminded of the private session that will take place at the conclusion of the meeting agenda.

**12. Adjournment** approx. 5:20 p.m.

**UNANIMOUS CONSENT AGENDA**

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

**5.1 June 26 and September 4, 2013 public meetings of the Board of Governors**

**and receive, for information, the**

**5.2 Report on the Activities of the Board Committees for the months of September and October 2013;**

**5.3 Report on Summer Decisions by the Board Executive Committee;**

**5.4 Purchase Contracts Awarded for the May to September 2013 timeframe;**

**5.5 Program Advisory Committee 2013-2014 Meeting Schedule;**

**5.6 Correspondence for the months of July through October 2013;**

**as circulated.**

PREPARED BY: Board Office

**BOARD OF GOVERNORS**  
**Public (Open Session) Meeting**  
**Wednesday, June 26, 2013**  
**Scholfield Boardroom, Brealey Room #5920**  
**Peterborough, ON**

## MINUTES

**Present:** Mr. Degeer, Dr. Dockstator, Mr. Gulston, Ms. Kerrigan, Ms. Kloosterman, Ms. Maki, Mr. McLean (Board Chair), Ms. Merrett, Ms. Ross, Mr. Sexton, Mr. Stanford, Ms. Sutcliffe-Geens, and Dr. Tilly for the Board.

Ms. McFadden.

Regrets: Mr. Astell, Mr. Nesbitt, Ms. Shill.

Senior Administration: Dr. Angel, Mr. Baker, Ms. Crook, Mr. Harvey, Ms. Limkilde, Ms. Pawley-Boyd, Mr. Van Parys.

Guests: Incoming Governor – Ms. Watson;  
Mr. Greg McCullough, STAR 93.3

Staff: Ms. Laura Copeland, College Communications.  
Mr. Duley, Human Rights Officer and HR Consultant (*Item 9.1*)  
Mr. Arkell, Projects Assistant – Sustainability (*Item 9.5*); Ms. O'Connor, Academic/HR  
Special Projects Leader (*Items 9.5 and 9.6*)

### 1. Call to Order

The Chair called the meeting to order at 4:50 p.m.

### 2. Introductions

The Chair extended a warm welcome to the guests and staff attending the meeting.

Two members will be leaving the Board. *Ed Sexton's* term as Student Governor ends on August 31; *Lawrie Gulston* retires from the College at the end of the month. On behalf of the Board, the Chair extended thanks and appreciation to both gentlemen, and presented each with a gift.

It is the Board's tradition to invite incoming governors to observe the June meeting. *Patti Watson* was introduced as the incoming Academic staff representative for a three-year term, commencing September 1, 2013.

### 3. Agenda

BoG June26-2013 #1

Moved and Seconded by Mr. Gulston and Mr. Sexton  
**THAT the agenda be approved, as circulated.**

Carried

### 4. Conflict of Interest Declaration

Governors were invited to declare conflict of interest with respect to the agenda; none declared.

## 5. 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 June26-2013 #2

Moved and Seconded by Dan and Ed

**THAT the Board of Governors of Sir Sandford Fleming College**

- **approve the minutes of the May 29, 2013 public meeting;**
- **grant the Executive Committee authority to act on behalf of the Board on decisions that must be taken between June 27, 2013 and the first full meeting of the Board in the Fall 2013, with all such activity publicly reported at the Fall 2013 meeting;**
- **approve the Investment Performance Report for 2012-2013;**

and receive, for information, the

- **Report on the Activities of the Board Committees for the month of June 2013;**
- **the Purchase Contracts Awarded for the February to April 2013 timeframe; and the**
- **correspondence listed on the Index of Correspondence for the month of June 2013 as circulated.**

Carried

## 6. Education: *Harassment and Discrimination Prevention Training*

The College's Human Rights Officer provided an interactive training session specific to governors on workplace harassment and discrimination, which included the resolution process, complaint procedures and mechanisms available under the policy.

## 7. Reports

7.1 Chair's Report: Referring to the report emailed to members, Governor McLean thanked the governors who were able to participate in the 2013 Convocation ceremonies. Thanks were also extended to the senior team, President Tilly and Ms. McFadden for their assistance and support to the Board over the past year.

7.2 (a) President's Report: Referring to the report emailed to members, Dr. Tilly drew attention to the series of working roundtable discussions on postsecondary education established over the summer. Judith Limkilde was welcomed to the Senior Team. The President extended his thanks to all board members for their engagement this past year.

(b) The College Activity Report covering the May 23 through June 25, 2013 timeframe was emailed earlier in the day.

7.3 Liaison Governors: The Aboriginal Education Council and the President's Advisory Council are in summer recess.

7.4 "Connecting with Our Communities": The Chair asked the following question and requested members to email their response: what activities have you been involved in over the past year that has benefited the College?

7.5 Report from the In-Camera Meeting: The Board established the meeting cycle for 2013-2014 including some operational changes; discussed a property item with respect to a proposed project; awarded a two-year contract extension to the current security services provider; and appointed Governor Sutcliffe-Geens as the Chair of the Advancement Committee for a one-year term September 1, 2013 through August 31, 2014.

## 8. Business Arising from Previous Meetings

8.1 Addendum to the 2013-2014 Fleming College Business Plan: Presented by Governor Degeer, the Ministry requires the College's final year end numbers along with the approved budget numbers to be submitted on a prescribed series of templates as an appendix to the Business Plan.

BoG June26-2013 #3

Moved and Seconded by Mr. Degeer and Ms. Kloosterman

**THAT the Board of Governors of Sir Sandford Fleming College approve the *financial templates* as required supplementary information in the 2013-2014 Fleming College Business Plan, for submission to the Ministry of Training, Colleges and Universities.**

Carried

8.2 Addendum to the 2012-2013 Fleming College Annual Report: Presented by Governor Degeer, in addition to the audited financial statements, the Ministry requires inclusion of supplementary information on financial performance within the Annual Report.

BoG June26-2013 #4

Moved and Seconded by Mr. Degeer and Mr. Stanford

**THAT the Board of Governors of Sir Sandford Fleming College approve the *Analysis of Financial Performance* as required supplementary information in the 2012-2013 Fleming College Annual Report, for submission to the Ministry of Training, Colleges and Universities.**

Carried

## 9. New Business / Board Decision Items

9.1 College Policy #3-311 – Harassment and Discrimination Prevention: Presented by Mr. Duly, large components of the policy have been rewritten to reflect legislated requirements, updated language and improved operating procedures.

BoG June26-2013 #5

Moved and Seconded by Mr. Stanford and Ms. Maki

**THAT the Board of Governors of Sir Sandford Fleming College approve *College Policy #3-311 – Harassment and Discrimination Prevention*, as circulated.**

Carried

9.2 New Program – Integrated Design: The Academic and Student Affairs Committee reviewed a proposal to offer a new Ontario College Diploma program, Integrated Design, developed in response to a gap in programming offered at the Haliburton Campus.

BoG June26-2013 #6

Moved and Seconded by Ms. Maki and Ms. Merrett

**THAT the Board of Governors of Sir Sandford Fleming College approve the *Ontario College Diploma in Integrated Design* program with an implementation date of September 2014, for forwarding to the Credentials Validation Service for validation of the program and titles and to the Ministry of Training, Colleges and Universities for funding approval.**

Carried

9.3 New Program – Carpentry Technician: The Academic and Student Affairs Committee reviewed a proposal to offer of new Ontario College Diploma program, Carpentry Technician; the existing construction techniques program has been re-worked and expanded to the diploma level.

BoG June26-2013 #7

Moved and Seconded by Ms. Maki and Mr. Sexton

**THAT the Board of Governors of Sir Sandford Fleming College approve the *Ontario College Diploma in Carpentry Technician* program with an implementation date of September 2014, for forwarding to the Credentials Validation Service for validation of the program and titles and to the Ministry of Training, Colleges and Universities for funding approval.**

Carried

9.4 New Program – Aircraft Interior Techniques: The Academic and Student Affairs Committee reviewed a proposal to offer a new Ontario College Certificate program, Aircraft Interior Techniques. Formal MOUs are needed to support delivery of the program on-site at Flying Colours Corporation, a key partner in development of the program.

BoG June26-2013 #8

Moved and Seconded by Ms. Maki and Ms. Merrett

**THAT the Board of Governors of Sir Sandford Fleming College approve the *Ontario College Certificate in Aircraft Interior Techniques* program with an implementation date of January 2014, for forwarding to the Credentials Validation Service for validation of the program and titles and to the Ministry of Training, Colleges and Universities for funding approval.**

Carried

9.5 The Fleming College Sustainability Plan was presented by Ms. O'Connor and Mr. Arkell. Key features of the five-year plan include a College-wide approach with a focus on both academic programs and facilities/services. The content is detailed and integrates with other strategic documents supporting some or all of the objectives outlined in the Strategic Plan, the Business Plan, the Strategic Mandate Agreement, the Accessibility Plan, and Campus Master Plans.

Implementation of the Sustainability Plan calls for development of an annual action plan with single year actions that move the College toward its five-year goals as well as development of an Office of Sustainability. The College has established a Steering Committee to guide the direction of the sustainability efforts and the action plan.

Fleming is currently rated as a Bronze level institution, a solid foundation to move forward, and has set a goal to achieve Silver or higher rating in the STARS (Sustainability Tracking, Assessment and Rating System) certification program as a means to differentiate the College from other institutions.

BoG June26-2013 #9

Moved and Seconded by Ms. Kerrigan and Ms. Maki

**THAT the Board of Governors of Sir Sandford Fleming College endorse the *Fleming College 2013-2018 Sustainability Plan: Moving From Commitment to Results*, as circulated.**

Carried

9.6 The Lean Report for 2012-2013 was presented by Ms. O'Connor who provided an overview of progress since the introduction of the principles of "Lean Thinking," as well as an update on the three formal Lean initiatives underway. Generally speaking, the Lean program is progressing well. The College is building in-house expertise and has partnered with Algonquin College in sharing best practices, as Algonquin has much experience with Lean and has reported significant savings from efficiency gains.

Members expressed appreciation for the inclusion of corporate story telling as part of the presentation, and confirmed a desire for brief updates on Lean initiatives, on a quarterly basis.

BoG June26-2013 #10

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

**THAT the Board of Governors of Sir Sandford Fleming College receive the 2012-2013 Lean Report, for information.**

Carried

9.7 Mr. Harvey presented his Annual Program Advisory Committee Report. Generally speaking, the Board's previous concerns about the health of the advisory committee system have seen progress made on several counts. However, further discussion may be warranted in the areas of recognition of advisory committee members, forums for Board/chairs of the advisory committee interaction, frequency of meetings. By consensus, the Report was received, for information.

**10. Other Business:** None identified or brought forward.

**11. Private Session:** The Chair thanked the guests and Senior Administration for their attendance at the public meeting. The Board then moved into a private session at 6:08 p.m.

**12. ADJOURNMENT of the public meeting** at 6:22 p.m. by Mr. Stanford and Ms. Kloosterman.



**BOARD OF GOVERNORS**  
**Public (Open Session) Teleconference Meeting**  
**Wednesday, September 4, 2013**

**MINUTES**

**Present:** Mr. Astell, Mr. Degeer, Ms. Kerrigan, Ms. Kloosterman, Ms. Maki, Mr. McLean (Chair), Ms. Merrett, Ms. Ross, Ms. Shill, Mr. Stanford, Ms. Sutcliffe-Geens, Ms. Watson and Dr. Tilly for the Board.

Ms. McFadden.

**Regrets:** Dr. Dockstator.

**Staff:** Dr. Pander-Scott, Registrar & Director, Enrollment Management, International Development and Con Ed Operations (*Items 4.1 and 4.2*)

**1. Call to Order**

The Chair brought the meeting to order at 1:05 p.m. and welcomed guests in attendance.

**2. Agenda**

a) Conflict of Interest Declaration was added to the agenda.

BoG Sept4-2013 #1

Moved and Seconded by Ms. Ross and Ms. Kloosterman  
**THAT the agenda be approved, as amended.**

Carried

**2a) Conflict of Interest Declaration**

None declared.

**3. Report from the In-Camera Meeting**

The Board directly appointed Tyler Krajcar as the Student Governor and Adam Andrews as the Student Observer, each for a one-year term commencing September 5, 2013 through August 31, 2014; assigned Mr. Krajcar to the Academic and Student Affairs Committee and Mr. Andrews to the Finance and Property Committee; accepted the resignation of external governor Jim Nesbitt; and received confirmation from the committee responsible for reviewing the President's performance that a comprehensive review was carried out over the summer.

**4. New Business / Board Decision Items**

4.1 College Policy #2-209: The Staff Tuition Fees policy was implemented in 1993 and updated in 2008. Minor and procedural changes are recommended as an outcome of the 2013 review process.

BoG Sept4-2013 #2

Moved and Seconded by Ms. Kerrigan and Mr. Degeer  
**THAT the Board of Governors of Sir Sandford Fleming College approve revised College Policy #2-209, Staff Tuition Fees.**

Carried

4.2 College Policy #2-201: Minor changes to four sections of the Academic Regulations are required to meet the College's obligations to the faculty union. Over the next year, the Registrar will work with the Academic Division to determine the best approach to putting this document into the new policy format.

BoG Sept4-2013 #3

Moved and Seconded by Ms. Shill and Ms. Watson

**THAT the Board of Governors of Sir Sandford Fleming College approve revised sections 2.3 – Supplemental Evaluations, 8.1 – Appeal Stage 1, 8.2 – Appeal Stage 2 and 8.3 – Final Resolution, in College Policy #2-201, Academic Regulations.**

Carried

**5. Other Business:** Members were reminded of the Retreat, scheduled for Wednesday, September 25, 2013.

**6. ADJOURNMENT of the public meeting** at 1:17 p.m. by Ms. Maki and Ms. Sutcliffe-Geens.

## REPORT TO THE BOARD OF GOVERNORS

**SUBJECT:** *Activities of the Board Committees*

**PRESENTED BY:** Governor McLean, Chair – Board of Governors

**ACTION REQUIRED** • For Information • For Consultation • For Discussion • For Approval (include motion)  
**For Information**

**EXECUTIVE SUMMARY** • Purpose of this report/request • Past History • Other relevant information

A report detailing the activities of the Board Committees at meetings held in the months of September and October 2013.

### **Academic and Student Affairs Committee**

*Governor Maki – Committee Chair*

In addition to the elected Committee Chair, the following governors have been assigned to the Committee: Heather Kerrigan, Tyler Krajcar, Dana Merrett, Mary Anne Shill and Patti Watson. The Committee elected Governor Merrett to serve as its Vice-Chair for the year.

The first meeting of the 2013-2014 year provided an opportunity to review the mandate and processes of the Committee. The Committee reviewed proposals to offer two new programs of instruction and one program modification and recommended all for Board approval. A co-op stream has been added to the Environmental Technician program beginning September 2014.

### **Finance and Property Committee**

*Governor Degeer – Committee Chair*

In addition to the elected committee chair, the following governors have been assigned to the Committee: Adam Andrews, Bill Astell, Sue Kloosterman, Dan Stanford and Lori Sutcliffe-Geens. The Committee elected Governor Sutcliffe-Geens to serve as its Vice-Chair for the year.

The October meeting was an opportunity to review the duties and responsibilities of the committee as well as a work plan outlining key topics over the course of the 2013-2014 year. The Committee received a presentation by the architects for the Kawartha Trades and Technology Centre project, a report in preparation for the disposition of the McRae Campus, and a summary of the Enrolment Audit, noting that a college growth plan is in development.

The financial position for the period ending September 30, 2013 (attached) was reviewed. Administration is tracking the current budget and will present an update budget at the November meeting.

### **Executive Committee**

*Governor Ross – Committee Chair*

The membership of the Executive Committee is defined in By-law 1-102, s.31.1: the elected committee chair, the chair of the board (Peter McLean), the chairs of the standing committees (Karen Maki, Tim Degeer and Mark Dockstator) and the secretary-treasurer of the Board (Dr. Tilly).

Recruitment to fill existing and upcoming governor vacancies remains a focus of the Committee, with the goal of presenting recommendations at the November 2013 meeting.

The Executive Committee was not required to act on the Board's behalf.

PREPARED BY: Board Office

**SIR SANDFORD FLEMING COLLEGE**  
**Statement of Revenue and Expenditures**  
**For the Period Ending September 30, 2013**



	Current Year			Prior Year			Variance Difference %	Comments/Tracking Budget Impact
	Actual To 30-Sep-2013	Budget Current Year	YTD/Budget %	Actual To 30-Sep-2012	Actual Prior Year	YTD/Year %		
<b>Revenue</b>								
	(19,483.50)	(46,656.85)	41.8%	(20,204.22)	(45,520.47)	44.4%	-2.6%	Impact from Timing on cash deposits - Municipal Taxes and Second Career Grant. No risk to budget.
<b>Grants and Reimbursements</b>	(17,278.34)	(23,074.41)	74.9%	(13,750.62)	(22,163.17)	62.0%	12.8%	Improved timing of tuition collections over previous year and International Enrolment growth - Projecting increase tuition over Prelim. Budget ~ \$500K \$500
<b>Student Tuition Fees</b>								
<b>Contract Training</b>	(228.78)	(806.48)	28.4%	(63.33)	(573.06)	11.1%	17.3%	Vendor contracts are up and currently tracking to \$100K over budget. 100
<b>Other Income</b>								
Other Income	(3,483.89)	(7,559.42)	46.1%	(3,193.84)	(7,960.82)	40.1%	6.0%	Timing impact: earlier deposit/collection of provincial grant funds
Ancillary Fees	(2,170.24)	(4,013.17)	54.1%	(2,013.65)	(4,044.10)	49.8%	4.3%	Increase with increased tuition/enrolment
<b>Total Other Income</b>	<u>(5,654.13)</u>	<u>(11,572.58)</u>	48.9%	<u>(5,207.48)</u>	<u>(12,004.92)</u>	43.4%	5.5%	
<b>Amortization of Deferred Capital Contributions</b>	(1,870.50)	(3,741.00)	50.0%	(1,887.01)	(3,774.03)	50.0%	0.0%	
<b>Total Operating Revenues</b>	<u>(44,515.25)</u>	<u>(85,851.32)</u>	51.9%	<u>(41,112.66)</u>	<u>(84,035.64)</u>	48.9%	2.9%	
<b>Investments</b>								
Skills Programs	(1,899.41)	(3,162.09)	60.1%	(1,608.63)	(3,058.65)	52.6%	7.5%	
Tuition Holdback Bursaries	(1,299.81)	(2,301.68)	56.5%	(1,764.81)	(2,187.25)	80.7%	-24.2%	
Ministry Bursaries	(466.13)	(463.66)	100.5%	(493.51)	(695.26)	71.0%	29.6%	
Special Projects	(1,171.34)	(1,580.51)	74.1%	(695.39)	(2,228.76)	31.2%	42.9%	
Facilities Renewal and Renovation Projects	-	(144.19)	0.0%	-	(545.58)	0.0%	0.0%	
Ancillary Operations	(2,161.56)	(4,024.74)	53.7%	(2,071.81)	(4,008.26)	51.7%	2.0%	
<b>Total Revenue</b>	<u>\$ (51,513.51)</u>	<u>\$ (97,528.19)</u>	52.8%	<u>\$ (47,757.18)</u>	<u>\$ (96,775.39)</u>	49.3%	3.5%	

**SIR SANDFORD FLEMING COLLEGE**  
**Statement of Revenue and Expenditures**  
**For the Period Ending September 30, 2013**



	Current Year			Prior Year			Variance Difference %	Comments/Tracking Budget Impact
	Actual To 30-Sep-2013	Budget Current Year	YTD/Budget %	Actual To 30-Sep-2012	Actual Prior Year	YTD/Year %		
<b>Expenditures</b>								
<b>Salaries and Benefits</b>								
Salaries, Full Time	18,450.46	38,854.75	47.5%	17,769.51	37,357.55	47.6%	-0.1%	Full Time Salary on track
	4,187.60	11,789.86	35.5%	3,482.84	11,555.08	30.1%	5.4%	As anticipated with Common Block Development, Increased use of Part Time faculty early in the year. An increase in utilization of Full Time is anticipated for Fall and Winter. This critical cost driver is to be validated through budget update.
Salaries, Part Time Benefits	4,905.79	10,826.92	45.3%	4,540.98	10,261.90	44.3%	1.1%	
<b>Total Salaries and Benefits</b>	<b>27,543.85</b>	<b>61,471.53</b>	<b>44.8%</b>	<b>25,793.33</b>	<b>59,174.52</b>	<b>43.6%</b>	<b>1.2%</b>	
<b>Non-Salary Expenses</b>								
	2,323.28	4,666.36	49.8%	2,123.60	4,624.28	45.9%	3.9%	Large IT projects performed during summer (eg Outlook) creating early expenditures, increase in instructional cost with increase in enrolment. Estimate \$50K budget over run
Instructional Support Costs								
Travel and Professional Development	409.31	1,191.73	34.3%	338.45	1,036.65	32.6%	1.7%	
	306.51	1,070.01	28.6%	344.16	963.03	35.7%	-7.1%	Potential for savings, however larger Ad. Campaign is upcoming. Advertising on staff hires has declined.
Advertising	534.67	965.74	55.4%	458.82	966.42	47.5%	7.9%	Slightly higher legal expense than prior year at September YTD. We will continue to monitor the legal budget, the earlier payments appear to be a change in activity/payment timing.
Telephone, Audit, Legal & Insurance	192.45	372.96	51.6%	163.37	407.46	40.1%	11.5%	Impact from early IT projects, significant IT hardware maintenance performed during summer
Equipment Maintenance	826.15	2,579.60	32.0%	584.05	2,436.91	24.0%	8.1%	Budget over run anticipated, due to impact of work to date in investigation of McRea environmental issue.
Plant and Security	347.08	1,027.81	33.8%	695.97	926.31	75.1%	-41.4%	Timing impact, municipal taxes billing is outstanding
Rentals and Taxes	755.46	2,074.26	36.4%	669.69	1,972.35	34.0%	2.5%	Tracking budget risk with inflating utility billings.
Utilities	-	2,155.06	0.0%	-	1,808.13	0.0%	0.0%	
Contract Services Trent	1,031.51	2,868.13	36.0%	910.32	2,933.91	31.0%	4.9%	Increase in contract teaching offset by increase in contract revenues
Services & Other	33.03	66.81	49.4%	49.68	90.71	54.8%	-5.3%	
Long Term Debt Interest	2,600.00	5,200.00	50.0%	2,773.22	5,546.44	50.0%	0.0%	
Amortization of Capital Assets	9,359.46	24,238.46	38.6%	9,111.33	23,712.59	38.4%	0.2%	
<b>Total Non-Salary Expenses</b>	<b>36,903.32</b>	<b>85,709.99</b>	<b>43.1%</b>	<b>34,904.67</b>	<b>82,887.11</b>	<b>42.1%</b>	<b>0.9%</b>	
<b>Total Operating Expenditures</b>	<b>\$ 41,681.93</b>	<b>\$ 97,528.19</b>	<b>42.7%</b>	<b>\$ 39,747.63</b>	<b>\$ 95,549.44</b>	<b>41.6%</b>	<b>1.1%</b>	
Investments	178.16	820.97	21.7%	271.91	796.01	34.2%	-12.5%	
Skills Programs	1,245.75	2,755.52	45.2%	1,059.89	2,649.35	40.0%	5.2%	
Tuition Holdback Bursaries	684.18	2,301.68	29.7%	494.30	2,187.25	22.6%	7.1%	
Ministry Bursaries	117.45	463.66	25.3%	177.37	695.26	25.5%	-0.2%	
Special Projects	730.76	1,580.51	46.2%	657.17	2,228.76	29.5%	16.7%	
Facilities Renewal and Renovation Projects	116.32	144.19	80.7%	237.33	547.59	43.3%	37.3%	
Ancillary Operations	1,705.99	3,751.67	45.5%	1,944.98	3,368.26	57.7%	-12.3%	
Net Asset Adjustment	-	-		-	189.84	0.0%		
<b>Total Expenditures</b>	<b>\$ 41,681.93</b>	<b>\$ 97,528.19</b>	<b>42.7%</b>	<b>\$ 39,747.63</b>	<b>\$ 95,549.44</b>	<b>41.6%</b>	<b>1.1%</b>	
<b>Net</b>	<b>\$ (9,831.59)</b>	<b>\$ -</b>		<b>\$ (8,009.56)</b>	<b>\$ (1,225.95)</b>			Potential Budget Risk after estimated McRea Environmental costs. - 575.00

## REPORT TO THE BOARD OF GOVERNORS

**SUBJECT:** *Summer Decisions by the Executive Committee*

**PRESENTED BY:** Governor McLean, Chair – Board of Governors

**ACTION REQUIRED** • For Information • For Consultation • For Discussion • For Approval (include motion)

**For Information**

**EXECUTIVE SUMMARY** • Purpose of this report/request • Past History • Other relevant information

The Board grants the Executive Committee authority to act on behalf of the Board on decisions that must be taken between the June meeting and the first full meeting of the Board in the Fall, with all such activity publicly reported at that Board meeting. This action ensures that urgent matters which may arise during the summer months are handled in a timely fashion.

The Board Executive was not required to act on behalf of the Board between June 27 and September 4, 2013.

At the request of the Board Chair, a meeting was called on September 4, 2013 and held via teleconference to handle some time-sensitive items. The Board of Governors

- directly appointed **TYLER KRAJCAR** as the Student Governor for a one-year term September 5, 2013 through August 31 2,14
- directly appointed **ADAM ANDREWS** as the Student Observer for a parallel one-year term
- assigned Governor Krajcar to the Academic and Student Affairs Committee and Governor Andrews to the Finance and Property Committee
- accepted the resignation of **JIM NESBITT**, with regret
- approved revised College **Policy #2-209, Staff Tuition Fees**
- approved revisions to sections of College **Policy #2-201, Academic Regulations**

PREPARED BY: Board Office

**REPORT TO THE BOARD OF GOVERNORS**

**SUBJECT: *Purchase Contracts Awarded***

**PRESENTED BY:** Governor Degeer, Chair – Finance and Property Committee

**ACTION REQUIRED** • For Information • For Consultation • For Discussion • For Approval (include motion)

**For Information**

**EXECUTIVE SUMMARY** • Purpose of this report/request • Past History • Other relevant information

A report detailing the purchase contracts awarded (\$100,000 to \$499,000) for the period May 1, 2013 – September 30, 2013. The Board receives this information through the Finance and Property Committee on a quarterly basis.

**1. C.W. Services**

Description: RFT #RES13-05 - Residence Suites Painting  
 Contract Value: \$276,030.75 tax included  
 Award Date: June 30, 2013  
 # of Bidders: 1  
 Bid Results: C.W. Services \$276,030.75 tax included

Painting for the Residences in Peterborough and Lindsay.  
 Opportunity posted on Merx. Two (2) firms attended the mandatory site visit. One (1) bid received.  
 Three (3) year contract, beginning June 30, 2013 and expiring June 29, 2016.

**2. Rivett Architectural Hardware Ltd.**

Description: Frost Residence Suites Door Hardware Replacement  
 Contract Value: \$134,244 tax included  
 Award Date: June 30, 2013  
 # of Bidders: 1  
 Bid Results: Rivett Architectural Hardware \$134,244 tax included

Upgrade the Frost Residence 20 year old entryway door hardware. Supply and Installation.  
 Single-source award to Rivett Architectural Hardware Ltd. Rivett Architectural Hardware Ltd. Is currently the appointed Sargent Authorized Agent for the supply of components for the SSFC Frost Campus Residence Sargent Master biting system. Rivett is the only vendor authorized to purchase key lock cylinders from Sargent for Frost Residence.

**3. ICI Roofing Limited**

Description: RFT #PP13-03 - Sutherland Campus Roof Repairs  
 Contract Value: \$142,141.62 tax included  
 Award Date: July 8, 2013  
 # of Bidders: 1  
 Bid Results: ICI Roofing Limited \$142,141.62 tax included

Opportunity posted on Merx. Five (5) firms attended the mandatory site visit. Only one (1) bid received. A combination of EPDM and substrate replacement, parapet, equipment curb, perimeter and flashing repair.

**4. Dell Canada Inc.**

Description: Purchase of 205 student lab PC's  
 Contract Value: \$218,941.62 tax included  
 Award Date: July 17, 2013  
 # of Bidders: 1  
 Bid Results: Dell Canada Inc. \$218,941.62 tax included

Lab PC's purchased through the OECM Desktop Technology Products & Services Collaborative Agreement. The Desktop Technology Products & Services Collaborative Agreement was a competitively bid process, through OECM, and open to all BPS agencies to join. The College signed this agreement on May 18, 2012 as it supports the staff and student PC's that we had already standardized on. The agreement expires on January 24, 2015, however it has extension clauses for an additional two (2) years, at our option.

**5. Bell Canada**

Description: RFP #RES13-09 - Frost Residence Network Infrastructure Renewal  
 Contract Value: \$179,903.38 tax included  
 Award Date: August 7, 2013  
 # of Bidders: 1  
 Bid Results: Bell Canada \$179,903.38 tax included

Opportunity posted on Merx, only one vendor showed to the mandatory site visit.

**6. Toromont Industries Ltd.**

Description: RFP #ACAD13-23 - 2013 Caterpillar D3K2 Bulldozer for Heavy Equipment  
 Contract Value: \$102,448.60 tax included  
 Award Date: August 15, 2013  
 # of Bidders: 4  
 Bid Results: Toromont Industries Ltd. \$102,448.60 tax included  
 Nortrax Ltd \$116,740.30 tax included  
 Strongco – Case Division \$117,972.00 tax included  
 Strongco – Volvo Division \$136,391.00 tax included

Awarded to Toromont Industries on the basis of highest overall score based on the stipulated evaluation criteria.

PREPARED BY: Office of the Vice President, Finance and Administration



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# PAC Meeting Schedule 2013/2014

## School of Community Development and Health

Program Name		Length (Yrs)	Credential	Meeting Details (date, time, location, etc.)
1	Bachelor of Science in Nursing – <i>Joint with Trent University</i>	4	BScN	November 21, 2013
2	Child & Youth Worker	3	OCAD	November 22, 2013
3	Drug & Alcohol Counsellor	2	OCD	November 12, 2013
4	Early Childhood Education	2	OCD	April 04, 2014
5	Educational Assistant	2	OCD	March 20, 2014
6	Esthetician	2	OCC	November 04, 2013
7	Fitness and Health Promotion	2	OCAD	October 23, 2013 (cancelled)
8	Health Information Management	2	OCD	November 15, 2013
9	Massage Therapy	3	OCD	November 18, 2013
10	Occupational Therapist Assistant and Physiotherapist Assistant	2	OCD	Spring 2014 TBC
11	Personal Support Worker	1	OCD	November 14, 2013
12	Pharmacy Technician	1	OCD	April 16, 2014
13	Practical Nursing	2	OCD	October 15, 2013
14	Primary Care Paramedic	2	OCD	March 28, 2013
15	Recreation & Leisure Services	2	OCD	TBA
16	Social Service Worker	2	OCD	October 17, 2013

# PAC Meeting Schedule 2013/2014

## School of Justice and Business Studies

Program Name		Length (Yrs)	Credential	Meeting Details (date, time, location, etc.)
<b>Business Cluster</b>				
1	Business	2	OCD	January 24, 2014 12:00pm – 3:00pm, Boardroom 5920
2	Business Administration	3	OCAD	Same as above
3	Business Administration - Accounting	3	OCAD	May 13, 2014 4:00pm – 6:00 pm, Boardroom 515
4	Business Administration – Human Resources Management	3	OCAD	November 22, 2103 8:30am-11:30am, Boardroom 5920
5	Business Administration - Marketing	3	OCAD	March 21, 2014 9:00am – 11:30am, Boardroom 5920
6	Chef Training	1	OCC	October 31, 2013 8:30am – 10:30am, Boardroom 5920
7	Culinary Management	2	OCD	October 31, 2013 8:30am – 10:30am, Boardroom 5920
9	Hospitality Administration – Hotel & Resort	3	OCAD	November 18, 2013 9:00am – 11:00am, Fulfords
10	International Trade	3	OCAD	March 14, 2014 9:00am – 11:30am, Boardroom 5920
11	Office Administration – General	1	OCC	January 28, 2014 3:00pm – 5:30pm, Boardroom 5920
12	Office Administration – Executive	2	OCD	Same as above
13	Sporting Goods Business	2	OCD	October 29, 2013 2:00pm – 4:00pm, Boardroom 515
14	Tourism and Travel	2	OCD	December 6, 2013 10:30am – 12:30pm, Boardroom 5920
15	International Business Management	1	OCGC	March 14, 2014 9:00am – 11:30am, Boardroom 5920
16	Project Management	1	OCGC	March 14, 2014 9:00am – 11:30am, Boardroom 5920

# PAC Meeting Schedule 2013/2014

## School of Justice and Business Studies

Program Name		Length (Yrs)	Credential	Meeting Details (date, time, location, etc.)
<b><i>Justice Cluster</i></b>				
1	Biotechnology Technologist – Forensics	3	OCAD	Monday, November 4, 2013 10:00am – 12:00pm, Room 5920
2	Community and Justice Services	2	OCD	Thursday, April 3, 2014 9:00am – 11:00am, Room 5920
3	Computer Security and Investigations	3	OCAD	Spring 2014
4	Emergency Management	1	OCGC	Spring 2014
5	Law Clerk	2	OCD	Spring 2014
6	Customs Border Services	2	OCD	Fall 2013 (T.B.A.)
7	Protection, Security & Investigation (formerly Security and Risk Management)	2	OCD	Wednesday, November 13, 2013 9:30am to 11:30am, Room 5920
8	Paralegal	2	OCD	Spring 2014
9	Police Foundations	2	OCD	Friday, November 29, 2013 10:00am – 12:00pm, Room 5920
10	Pre-Service Fire Fighter Education & Training	1	OCC	Spring 2014

# PAC Meeting Schedule

## School of Environmental and Natural Resource Sciences

# 2013/2014

Program Name		Length (Yrs)	Credential	Meeting Details (date, time, location, etc.)
1	Applied and Community-Based Research	1	OCGC	TBD
2	Arboriculture	1	OCC	October 11, 2013 - Room 254A & 250 10:00am – 3:00pm
3	Urban Forestry	1	OCC	October 11, 2013-Room 254A & 250 10:00am – 3:00pm
4	Aquaculture	1	OCGC	February 4, 2014 - Room 252 1:00pm- 5:00pm
5	Earth Resources Technician	2	OCD	January 23, 2014 - Room 252 12:00pm – 3:00pm
6	Ecological Restoration – Joint Degree/Diploma	4	OCD Honours Bachelor'	April 24, 2014 - Meeting at Trent
7	Ecosystem Management Technician	2	OCD	March 26, 2014
	Ecosystem Management Technology	3	OCAD	
8	Environmental Technician	2	OCD	May 22, 2014 - Room 252 10:00am – 2:00pm
	Environmental Technology	3	OCAD	
9	Environmental Visual Communications	1	OCGC	January 2014
10	Fish & Wildlife Technician	2	OCD	March 20, 2014
	Fish & Wildlife Technology	3	OCAD	
11	Forestry Technician	2	OCD	February 2014
12	Geographic Information Systems – Cartographic Specialist	1	OCGC	November 21, 2013 - Room 252 1:00pm – 4:00pm
	Geographical Information Systems – Applications Specialist	1	OCGC	

PAC Meeting Schedule  
School of Environmental and Natural  
Resource Sciences

2013/2014

Program Name		Length (Yrs)	Credential	Meeting Details (date, time, location, etc.)
13	Electrical Power Generation Technician	1.5	OCD	TBC
14	Heavy Equipment Operator	1	OCC	March 19, 2014-Room 506, 3:30-6:30
15	Heavy Equipment Techniques	1	OCC	TBC
16	Conservation & Environmental Law Enforcement	1	OCGC	TBC
17	Outdoor Adventure Skills/Outdoor Adventure Education	1	OCC	TBC
18	Resources Drilling & Blasting Technician	2	OCD	With Job Fair in Spring 2014
19	Blasting Techniques	1	OCC	TBD
20	Sustainable Agriculture	1	OCGC	November 2013

# PAC Meeting Schedule 2013/2014

## Haliburton School Of The Arts

Program Name		Length (Yrs)	Credential	Meeting Details (date, time, location, etc.)
1	Expressive Arts	1	OCGC	TBD
2	Artist Blacksmith	1	OCC	April 10, 2014
3	Ceramics	1	OCC	
4	Drawing & Painting	1	OCC	
5	Fibre Arts	1	OCC	
6	Glassblowing	1	OCC	
7	Jewellery Essentials	1	OCC	
8	Photo Arts	1	OCC	
9	Sculpture	1	OCC	
10	Visual & Creative Arts	2	OCD	
11	Sustainable Building Design and Construction	1	OCC	
12	Sustainable Renovations	2	OCC	November, 2013
13	Collections Conservation and Management	2	OCD	May 12, 2014
14	Museum Management and Curatorship	1	OCGC	May 12, 2014
15	Studio Process Advancement (May 2014)	1	OCGC	April 10, 2014

# PAC Meeting Schedule 2013/2014

## School of Trades and Technology

Program Name		Length (Yrs)	Credential	Meeting Details (date, time, location, etc.)
1	Computer Engineering Technician	2	OCD	October 2013 - TBA
2	Computer Engineering Technology	3	OCAD	October 2013 - TBA
3	Construction Skills	1	OCC	November 2014 (PM) - TBA
4	Electrical Engineering Technician	2	OCD	TBA
5	Electrical Techniques	1	OCC	TBA
6	Heating, Refrigeration & Air Conditioning	2	OCD	October 2013 - TBA
7	Instrumentation & Control Engineering Technician	2	OCD	February 2014 (AM) - TBA
8	Mechanical Techniques - Plumbing	1	OCC	November 2013 – TBA
9	Welding Techniques	1	OCC	October 2013 – TBA
10	Wireless Information Networking		OCGC	November 2013 - TBA

# PAC Meeting Schedule 2013/2014

## School of General Arts and Sciences

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*\*\*The School of General Arts and Sciences is presently working on establishing/re-establishing Program Advisory Committees and a meeting schedule for 2013/2014\*\**

Program Name		Length (Yrs)	Credential*	Meeting Details ** (date, time, location, etc.)
1	General Arts and Science	1	OCC	TBD
2	General Arts and Science – Environmental and Natural Resource Science Option	1	OCC	TBD
3	General Arts and Science – Health Science Option	1	OCC	TBD
4	General Arts and Science – University Transfer	1	OCC	TBD
5	General Arts & Science – University Science Preparation	1	OCC	TBD
6	Preparatory Health Science	1	OCC	TBD
7	Community Integration through Co-operative Education (CICE)	2	OCC	TBD



## REPORT TO THE BOARD OF GOVERNORS

**SUBJECT:** *Correspondence for July through October 2013*

**PRESENTED BY:** Governor McLean, Chair – Board of Governors

**ACTION REQUIRED** • For Information • For Consultation • For Discussion • For Approval (include motion)  
**For Information**

**EXECUTIVE SUMMARY** • Purpose of this report/request • Past History • Other relevant information

A report listing the correspondence received for the months of July through October 2013; the material is available in the Circulation Binder for perusal by Governors.

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

### MINISTRY OF TRAINING, COLLEGES & UNIVERSITIES CORRESPONDENCE

#### COLLEGE SYSTEM CORRESPONDENCE

COLLEGES ONTARIO

*The College Dispatch*

- July 8, August 12, September 9 and October 7, 2013 issues

*Research Highlights*

- October 2013 issue

ASSOCIATION OF CANADIAN COMMUNITY COLLEGES

- July 12, August 16, August 30, September 13, September 20 and October 11, 2013 issues

News Releases:

- August 19, 2013: Canada's colleges and institutes seek budget 2014 investments or skills training, infrastructure and applied research
- September 17, 2013: Government of Canada supports international competitiveness of Canadian colleges and institutes

#### FLEMING IN THE NEWS

- Peterborough This Week (September 11, 2013) PETERBIO: *John Lyons*
- Sun Media Guide to Higher Education 2013

PREPARED BY: Board Office

## COLLEGE ACTIVITY REPORT

A report to inform the Board of Governors and the community on the College's activities between June 27 and October 17, 2013.

### ACADEMIC

The *Centre for Alternative Wastewater Treatment* was on the Discovery Science Canada television show, part of a program that aired on July 6. The program featured scientists offering solutions to avoid the global threat of a water shortage over the next centuries.

Business and Culinary students have collaborated on a Trent University *research project* exploring the viability of the food product huitlacoche. Fleming



students, supervised by School of Justice and Business Studies faculty member Tom Phillips, initially partnered with the research team through an applied project in the 2013 winter semester. Within the Culinary department, faculty members Steve Benns, Mike Sterpin and Steve Moghini worked on recipe development and preserving methods. A student team consists of Josh Wheeler, Duncan Lindsay, Doug Whyte, Rebecca Duncan, Philip Young, Louis Carpan, Michael Byrne,

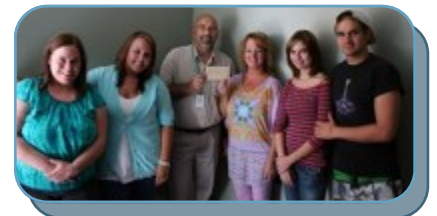
Craig Sidoruk, Lucas Herron, and Damian Dunford. On September 18, a group of representatives from the two institutions gathered in Fulford's Dining Lounge to taste test a menu that included huitlacoche cornbread, huitlacoche risotto, huitlacoche ravioli and huitlacoche succotash. Huitlacoche, considered a delicacy, is a combination mushroom corn product. Originating in pre-European Mexico, huitlacoche results when corn truffle fungus grows inside the kernels of corn.

Fleming College is collaborating with Engage Biomechanics to produce a *wireless monitoring system for the health-care sector*. Since July 2012, the College has assisted Engage Biomechanics with applied research for the product. As a direct result of this collaboration, the College provided the company with a full-time software developer and partnered with the School of Community Development and Health to test the product and conduct further research development.

Students in the *Urban Forestry, Urban Forestry Technician and Arboriculture programs* planted close to 40 trees at the Sutherland Campus between October 8 and 11. The trees have been planted near the new

storm water management pond, along the main driveway (beside the new pedestrian walkway), in recognition of Fleming's 2013 Partial Load Service Award Recipients.

Students from the Social Service Worker program donated \$300 to the Safe Beds Renovation Fund of the Canadian Mental Health Association, Haliburton, Kawartha, Pine Ridge Branch. The money was raised through a bake sale the students held on Wednesday, July 24 at the



Sutherland Campus

### Enrolment

The College welcomed almost 6,000 students this year to all campus locations in Peterborough, the City of Kawartha Lakes, Haliburton and Cobourg.

## FINANCE AND ADMINISTRATION

### Safety and Security

Since 2011, more than 170 employees, students and community members have taken safeTALK training, which prepares individuals to identify persons with thoughts of suicide and ensures they are connected with suicide first aid resources.

### Financial Viability

#### Budget

Next week, the Finance Department will generate the Update budget, making adjustments to revenue targets and expenditures to ensure a balanced budget for 2013-2014.

#### Facilities

Progress continues on the *Kawartha Trades and Technology Centre* project

with 99% of the building structure complete and 19% of the building envelope complete. We remain on-track to have classes commence in the new facility in September 2014 as planned and expect to take full possession of the building on July 9.

The *Sports Fields*, being constructed in partnership with the Student Administrative Council (SAC) and the City of Peterborough, are substantially complete. The first official game will be held on the site Saturday, October 19 when the Fleming Knights varsity men's and women's rugby teams play St. Lawrence College. An official grand opening ceremony will be held shortly thereafter. The building which houses the office, vending and change rooms will open next spring with the start of the new outdoor sports season.

The storm water management pond was completed on time and on budget. The new pathways to the

Campus are now paved.

*Students from our School of Environmental and Natural Resource Sciences planted trees* to assist with the completion of the overall landscaping around the ponds. A new aerial photo of the Sutherland Campus featuring these projects and aerial drone video of the KTTC construction can be seen at: <http://flemingcollege.ca/about-fleming/kawartha-trades-and-technology-centre>



## HUMAN RESOURCES

### Recruitment and Selection

For the June 15, 2013 – October 4, 2013 timeframe, the College posted 41 positions (a combination of permanent and temporary positions): 34 Support, 6 Academic and 1 Administrative.

The College hired

- 19 new permanent (full-time) staff: 10 Support, 7 Academic, 2 Administrative.
- 4 new permanent (regular part-time) Support staff.

There were

- 5 internal full-time Support staff transfers.
- 7 temporary full-time Support staff assignments
- 4 resignations and/or terminations: 2 Support, 2 Administrative.
- 17 retirements: 7 Support, 10 Academic.
- 28 leaves: 20 Support (2 personal, 3 parental, 2 sabbatical, 13 seasonal layoffs), 8 Academic (2 parental, 6 sabbatical).
- 28 returns from leave: 24 Support (3 parental, 21 seasonal layoff), 3 Faculty (1 personal, 2

sabbatical) and 1 Administrative (sabbatical).

### With Sadness

Esther Shaw, an employee from 1973 to 1993, passed away on July 16; Esther was the coordinator of the Fleming pool for many years.

## RECOGNITION—continued

Congratulations to the following employees who achieved significant **service milestones** in the months of July, August and September:

**10 years:** Eva Rees, Stefan Ellery, Wesley Lake, David Gillespie, Drew Van Parys, Nancy Rishor, Kelly McKnight, Kristine Hubers, Brent Wootton, Dennis Vanderspek, Christopher Shields, Kirstin Parry, Barb Bond, Colleen Johnston, Deborah Scott, Michael Rewegan, Red Keating, Travis Doak, Patricia Watson, Randy Prentice, Janice Lee-Foxon, Mary Osinga, Melissa McQuaid, Silvana MacDonald, Matthew Parkhurst, Beatrice Vitorino, Richard Toth, Cecilia Rulli, Melanie Isaac, Kathleen Barnett, Jeff Murray.

**15 years:** Steve Wilkinson, Chris Reher, David Ingram, Lori Payne, Darlene Sherwood, Mark Riemenschneider, Annett Doose, Shirlanne Pawley-Boyd, Indira Wijesinghe, Stanley Smith.

**20 years:** Darlene Bolahood, Dorothy Hopkins, Lawrie Keillor-Faulkner, Leslie Gifford, Gordon Wong, Peter Hughes, Susan O'Toole.

**25 years:** Deborah Godin, Erika Hutter, Liz Mathewson, Roberta Legacy, Cyndy Broughton, Julia Scarlett, Carol Halton, Maryann Farquhar.

**30 years:** Gord Bailey, Gayle McIntyre, Chris Westcott, Bill Yarnell, Eleanora Lagana.

**40 years:** Ray Foster.

## STUDENT SERVICES

### Diversity, Accessibility and International Student Supports

An *Information Fair* on the services offered by the Diversity Office was held on August 29; the office is a service of the Student Life department that supports students on a broad range of human rights issues.

### Student Life

Another busy series of events in July with *Welcome Days 2013*. A total of 894 students participated in the series, approximately 716 incoming students at the Sutherland Campus and 178 at the Frost Campus. In total, there were 1,809 attendees including family and friends.

Fleming students served up 350 hours of volunteer time during the second annual *Fleming Serves* for the United Way Day of Caring on September 21. Forty-five students from the Sutherland Campus spread out across

Peterborough to volunteer with four member agencies – the MS Society of Peterborough, the New Canadians Centre, the Youth Emergency Shelter and PARN/Pride Parade.

Each September, Cystic Fibrosis Canada runs *Shinerama*, the largest postsecondary fundraiser in Canada. This year, Fleming students participated for the first time ever. On



September 7, students from the Sutherland Campus canvassed at FreshCo on Landsdowne Street while Frost students canvassed at the Loblaws in Lindsay. The students raised \$1,361.21.

Approximately 500 first semester students from the Frost Campus contributed one hour of volunteer service to maintain the *on-campus community gardens* located across from the drilling and blasting program, at the south end of the campus. Divided into 13 groups working over the course of two weeks, the students take part in such hands-on activities as digging out and weeding pathways, creating new garden plots and over-hauling compost piles. Their efforts have had a huge impact on the growth of the community garden as well as the individuals and groups who have signed up for plots; over the years more than 2,000 combined hours of work have helped transform the site. As part of their assignment, students must also complete a YouTube video detailing their experience.



## STUDENT LIFE continued

### Health Services

Flu shot clinic for staff will be held on Wednesday, November 6 from 9:00 to 11:30 a.m. in the Scholfield Boardroom. Additional information and locations of other flu shot clinics is on the Peterborough County

## ADVANCEMENT AND ALUMNI RELATIONS

### National Philanthropy Week

A *Philanthropy Reception* has been planned for November 13 in the Dining Hall at the main campus.

### Campaign Updates

The *Building Skills. Shaping Futures.* campaign has surpassed the \$1-million fundraising goal.

## MARKETING, COMMUNICATIONS AND LIAISON

### Recruiting

Welcome to our *Grad Recruiters* for the Fall term: Jason Picard, Stephanie Ferri, Emily Johnston

The *Sutherland Campus United Way Campaign* runs from October 8 to December 2; the goal is to raise \$35,001. Fleming was victorious against Trent University in a tug-of-war battle for the United Way at Bower's Park on October 10. Fleming's strength was no match for Trent's team - we took them down quickly and easily!

### Presentations and Events

On September 17, Fleming was pleased to host the launch of the new *Peterborough Counts: Ontario Health Study Campaign* to get 11,000 residents to sign up in this world-leading health study.



Members of the local business community gathered at the Sutherland Campus on October 1 for a sneak peek at the Kawartha Trades and Technology Centre. The College hosted the Greater Peterborough Chamber of Commerce *Business After Hours* event in the cafeteria's lower level. There were about 50 guests in attendance.

## MARKETING, COMMUNICATIONS AND LIAISON continued

The College hosted the *Kawartha Family Business Group* on October 7 from 4:30 to 6:30 p.m. at the Sutherland Campus. Guests heard from key leaders at the college and learned more about how the local business community and Fleming College can work together. Presentations were made on key initiatives taking place at the college, including an update on the Kawartha Trades and Technology Centre, as well as an overview of Career Services and Corporate Training.

On October 16, Peterborough MPP Jeff Leal announced the Ontario government's new *Youth Jobs Strategy* at the Fleming CREW office. The strategy creates four new funds to help young people find work, build job skills, and start their own business. The Youth Employment Fund helps employers offer four- to six- month job training placements to youth launched in September and has helped 1,200 youth to date.



## UPCOMING EVENTS

November 1: *College Information Program Tour*, Frost Campus

November 23: *Fleming College Open House* at all Campuses 10 a.m. to 2 p.m.

*This report is developed in part from The Fleming Zone, a website and e-newsletter developed exclusively for Fleming College employees.*

*Photos courtesy of Leigh McEachran.*

PREPARED BY: Board Office

## REPORT TO THE BOARD OF GOVERNORS

**SUBJECT:** *From the Board Chair*

**ACTION REQUIRED** • For Information • For Consultation • For Discussion • For Approval (include motion)  
**For Information**

### **Board Leadership**

The Executive, as elected by the Board for one year terms, September 1, 2013 through August 31, 2014:

- *Peter McLean* – Board Chair
- *Joan Ross* – Chair, Executive Committee and Board Vice-Chair
- *Karen Maki* – Chair, Academic and Student Affairs Committee
- *Tim Degeer* – Chair, Finance and Property Committee and Audit Committee; 2<sup>nd</sup> Board Vice-Chair
- *Mark Dockstator* – Chair, Human Resources Committee.

### **Strategic Planning**

The Board began the process of setting objectives for 2013-2014 at its fall Retreat. Once finalized, the objectives will be made public.

### **Recruitment**

The Board is actively seeking three representatives of the external community to serve as members for three-year terms beginning September 1, 2014.

### **Celebrating Our Students**

On August 20, the *Cobourg Campus* celebrated a year of success as *students* graduating from the Academic Upgrading and Esthetician programs as well as the Food Service Worker program were honoured for their commitment to academic work. The Board of Governors was represented by Governor Sutcliffe-Geens.

Margaret Bowen, a 3<sup>rd</sup> year student in the Business Administration Accounting program, was the recipient of a *Student Business Leadership Bursary*. Margaret, along with Trent University Business Administration student Nathan Dinnick, received their awards at the 10<sup>th</sup> annual Peterborough Business Excellence Awards 2013 Gala held on October 18, 2013. The students each received a \$1,000 bursary, which was established on behalf of the Chamber as a way to recognize exceptional business leadership potential in a postsecondary student.

Congratulations to six Fleming College alumni, selected as Fleming's *2013 Premier's Award nominees*:

- Health Sciences: *Paul Rosebush*, Social Services Worker 1981
- Recent Graduate: *Tracey Osborne*, Massage Therapy 2009
- Technology: *Murray Hall*, Fish and Wildlife Technician 1980
- Business: *Mary Babcock*, Business Administration Marketing 1988
- Community Services: *Jon Popple*, Police Foundations 2001
- Creative Arts and Design: *Sarah Beam-Borg*, Museum Management and Curatorship 1997

The Award recipients will be announced at a gala event in Toronto on Monday, November 19, at the conclusion of the Higher Education Summit. Bios on the Fleming nominees are available at <http://flemingcollege.ca/news/2013-premiers-award-finalists-announced/>

### **Opportunities for Governors**

- Fulford's Restaurant will open for *Friday lunches* (11:30am – 1:00pm) starting November 1 through December 13. The 2<sup>nd</sup> year Hospitality students are completing a weekly market-style menu that will highlight the local foods of our region. If you would like to make a reservation, please contact Fulford's Restaurant at 705-749-5520 x1487 or [fulfords@flemingc.on.ca](mailto:fulfords@flemingc.on.ca).
- Governors are invited to attend a meeting of the **President's Advisory Council** as the Board's representative at one of the upcoming meetings: November 28 (Frost Campus), January 23 (Sutherland Campus); February 20 (Sutherland), April 24 (Sutherland), May 22 (Sutherland). Meetings are scheduled from 4:00 to 6:00pm. In addition to meetings, there are two Open Forums scheduled: the first on November 11 at Sutherland from 3:00 to 4pm and the second at Frost on March 20 over the noon hour.
- 9th annual **Cobourg Campus Souper Bowl** – a fundraiser for the Northumberland United Way – on Wednesday, November 6, 2013 at 11:00am. For only \$10, participants can enjoy a bottomless bowl of steaming hot soup or chili, a buttered roll, and a bottle of water - and the bake sale table will also be overflowing as usual with delectable desserts. "Busker Blane" Harvey (VP Academic) will be back, by popular demand, to perform his swan song and entertain our guests over the lunch hour in our Campus Bistro.
- **Celebrating Holidays Around the World Tea and Bazaar** – a day to participate, celebrate and support multi-culturalism in Peterborough – on Saturday, November 16, 2013 from 10:00am to 3:00pm at the Sutherland Campus. The event will feature traditional holiday treats prepared by the students and faculty of Fleming's culinary programs, live entertainment and shopping! Admission is \$5, with net proceeds supporting student financial assistance for International and New Canadian students at Fleming.
- A number of governors will attend Colleges Ontario's 26<sup>th</sup> annual conference, the **2013 Higher Education Summit**, on November 17 and 18 and the Premier's Awards Gala.
- Fleming College **Open House** on Saturday, November 23 from 10:00am to 2:00pm at all Campuses.



## REPORT TO THE BOARD OF GOVERNORS

SUBJECT: *From the President*

**ACTION REQUIRED** • For Information • For Consultation • For Discussion • For Approval (include motion)  
**For Information**

### Ministry of Training, Colleges and Universities

- *Sue Herbert*, a former deputy minister in the Ontario government, has been named the special adviser to negotiate strategic mandate agreements with the 24 colleges. Herbert served as deputy minister in the education, community and social services, and northern development and mines portfolios. She was also on the board of governors at George Brown College. Herbert will aim to finalize the strategic mandate agreements with colleges by the end of the fiscal year. Each college and university submitted a proposed strategic mandate agreement to the Ministry of Training, Colleges and Universities in 2012. Sue visited Fleming College on October 2.
- Minister of Training, Colleges and Universities and Scarborough Centre MPP, *Brad Duguid*, will be the guest speaker during the Rotary Club of Lindsay's meeting on Friday, October 25. Minister Duguid will speak on tuition fees and the debt load of graduating students. He is also scheduled to visit Victoria County Career Services.

### Colleges Ontario

- Attended the annual Committee of Presidents planning retreat September 22 through 24.

### Within the System

- *Pierre Riopel* is the new president of College Boreal, replacing retiring president Denis Hubert-Dutrisac
- On October 4, *Peter Lawlor* resigned his position as President of Cambrian College citing personal reasons for his departure. The Board appointed Vice President Academic Sonia Del Missier as the College's interim president.
- On October 15, hosted an introductory meeting with the incoming CEO of OCAS (Ontario College Application Service), *Karen Creditor*, and key staff.
- Former Ontario cabinet minister *David Tsubouchi* has been appointed registrar and CEO of the Ontario College of Trades. Mr. Tsubouchi, who held a number of high-profile cabinet positions in the Mike Harris and Ernie Eves governments, began his new role September 9. The Ontario College of Trades was established to promote and oversee the skilled trades. It officially opened its doors to members in April.

### Association of Canadian Community Colleges

- Attended meetings of the ACCC Board of Directors on October 20, the National Skills Summit on October 21, and ACCC on Parliament Hill on October 22

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### **In the Community**

- Attended Council meetings of the various Townships and Municipalities related to the Kawartha Trades and Technology Centre.
- Met with Paul O’Krafka, the new CEO of St. Joseph’s at Fleming.
- On September 26, visitors Dr. Gulab Mewani from Mumbai, India and former Seneca College VP International Wayne Norrison met with representatives at the Frost Campus to discuss potential partnerships particularly in Geographic Information Systems programs.
- Guest speaker to the Kawartha Family Business Group on October 7.
- With the Board Chair, attended the International Student Welcome and Game Night on October 8.
- The College launched its United Way Campaign on October 8, running through to December 2; to raise awareness for the Campaign, Fleming and Trent University “pulled together” in support of the United Way with a friendly Tug of War challenge on October 10.

PREPARED BY: Board Office

**SUBMISSION TO THE BOARD OF GOVERNORS**

**SUBJECT: Kawartha Trades and Technology Centre – Construction Project Update**  
**PRESENTED BY: Governor Degeer, Chair – Finance and Property Committee**

**ACTION REQUIRED**  
**For Information**
**SOURCE**

- Finance and Property Committee meeting of October 9, 2013

**EXECUTIVE SUMMARY**

- Purpose of this report/request
- Past History
- Other relevant information

Overall, the project is on track for classes commencing in September 2014 and on budget. Detailed tracking information follows.

In summary, significant progress has occurred on the project over the summer, including completion of the storm water management pond and all connections to the campus and new sport fields. We have also finalized our negotiations with the General Contractor (Elite) on the large change order related to the Welding and HRAC layout. The final cost of that change is now \$1.631M, which is higher than our earlier estimates. As a result, this places higher risk on our contingency funds, so included below is a new tracking schedule outlining the sources of contingency budget available and where it is committed to date. This new schedule will be an on-going addition to this committee report, as well as tracking and recommending options for managing this budget risk.

Due to the significant mechanical system changes required for the Welding/HRAC space, the date of substantial completion has also been adversely impacted, and it is now July 9 (10 weeks later than the last report). This is discussed at length in the risk analysis section below, but we remain confident that with careful planning, coordination and contract management the KTTC will be open and running classes beginning September 2014.

**KTTC Update – 2 October 2013**
**Progress to date – Construction site**

Item	% complete last report (6 Feb/13)	% complete This report	Projected completion date this report	Projected completion date last report	Completion date as per original schedule (26 Sept/12)
Project Schedule	11	29	<b>7 August 2014</b>	<b>14 May 2014</b>	
Percentage of change order/ contingency expended	9.81	n/a	See new KTTC Contingency report		
Main Building	11	29	7 August 2014	22 May 2014	
Building Structure (foundations, slab, floors, framing, etc.)	61	99	26 Jul 2013	26 Jul 2013	18 Jun 2013
Building Envelope (cement fibre panels, cladding, glazing, roofing, skylights, etc.)	0	19	9 Jan 2014	17 Sep 2013	31 Jul 2013
Interior Wall Construction	0	9	28 Feb 2014	27 Dec 2013	23 Dec 2013
Finishes	0	0	9 Jul 2014	23 Apr 2014	7 Mar 2014
Fittings (millwork)	0	0	20 May 2014	8 Apr 2014	28 Feb 2014
Electrical	0	0	2 Jul 2014	23 Apr 2014	7 Mar 2014
Fire Alarm	0	0	12 May 2014	11 Mar 2014	7 Mar 2014
Mechanical (Plumbing)	0	0	11 Apr 2014	1 Apr 2014	28 Feb 2014
Mechanical (HVAC)	0	0	2 Jul 2014	23 Apr 2014	7 Mar 2014
Sprinkler and Fire Protection	0	0	9 Jul 2014	23 Apr 2014	7 Mar 2013
Exterior work and landscaping	0	0	15 Aug 2014	30 May 2014	30 Dec 2013
<b>Occupation Permit (substantial Performance)</b>			<b>9 July 2014</b>	<b>23 April 2014</b>	<b>4 Mar 2014</b>

**Internal Planning**

**Contracted Substantial Performance Date 3 March 2014**

Item	% complete last report	% complete this report	Projected completion date	Projected completion date last report
Room allocations and space planning	95	100	complete	15 Mar 2013
Equipment lists	65	100	complete	15 Mar 2013
Furniture lists	0	100	complete	1 Apr 2013
Computer layout and rack design	0	100	complete	1 June 2013
Course Scheduling	0	0	28 Feb 2014	28 Feb 2014
LEAN design	0	0	1 Jan 2014	1 Jan 2014
LEED Gold Standard	10	30	7 Apr 2014	7 Apr 2014
Signage	15	25	1 Jan 2014	1 Jan 2014
Move Planning	20	20	1 Mar 2014	1 Mar 2014

**CONSIDERATIONS/IMPACTS, OPTIONS, RISK ASSESSMENT** • *Identify the Pros and Cons*

**Risks:** The biggest risk to the construction project is whether we will have the building completed in time for opening and classes in September 2014. Presently the substantial performance for the project is 9 July 2014 and the deficiencies will be completed in a three week time period thereafter. This still allows us to complete the move to the new building on the first week of August 2014. This was the originally scheduled move date. Unfortunately this new schedule does not allow for any slippage on these dates.

**Risk Mitigation:** The contractor is well aware of the importance of having the building completed for September 2014. Given that this is their first project in the post-secondary educational sector they have a reputational risk associated with a late opening. They have assured us that a late opening is not an option and that they will work in concert with the College to ensure that this does not happen. Specifically we are investigating the possibility of completing the deficiencies prior to substantial performance rather than after (as indicated in the present schedule). In addition, there may be an opportunity to take ownership of the building in phases prior to the substantial performance date and we are currently in discussion with Elite on this.

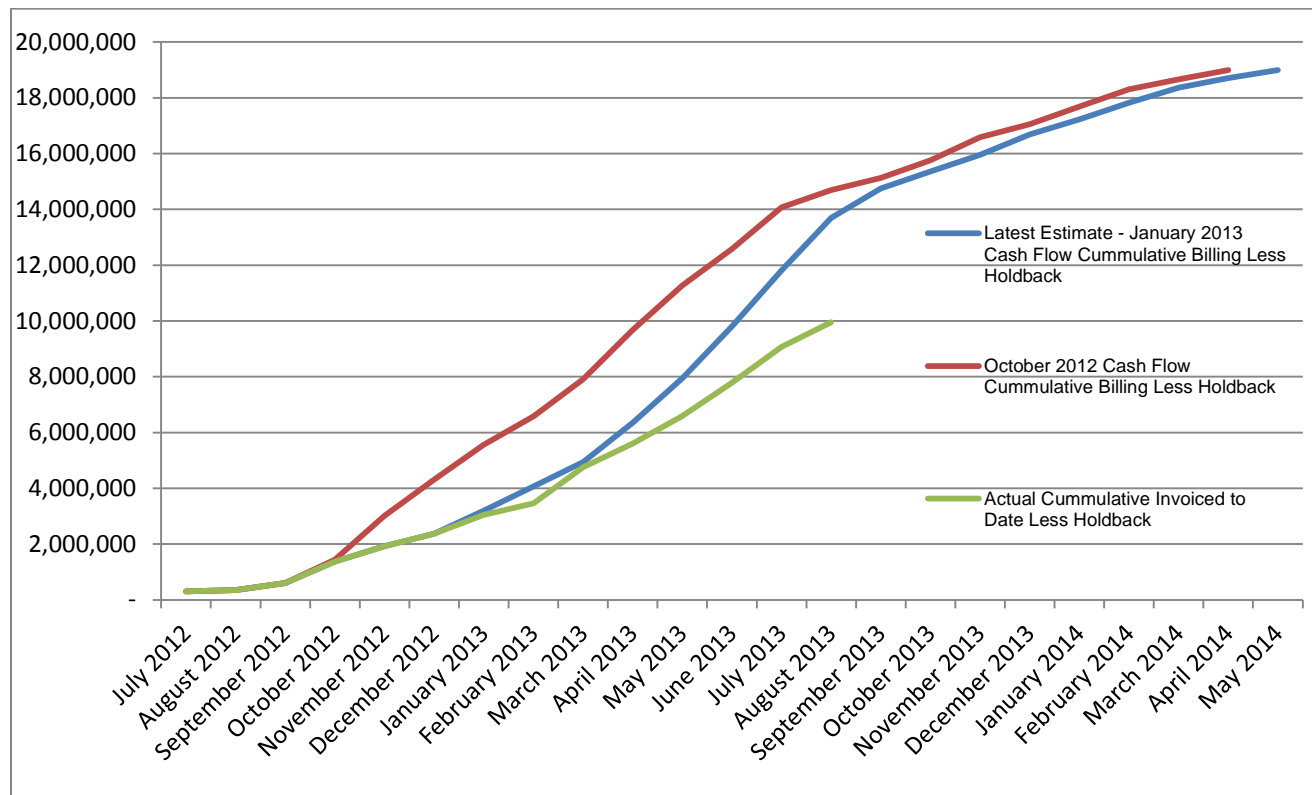
We had initially planned that the students would be responsible for some equipment installation in the building; hooking up and connecting some of the pieces of equipment as part of their programming (i.e. welding benches, HVAC equipment, etc.). All of these items will be included in Elite's (GC) contract so that we are not relying on the school to complete this work. With the initial schedule this may have been a viable option, but with new construction timelines it is no longer feasible.

**FINANCIAL IMPLICATIONS**

• *Staff, facilities, equipment, legal* • *Impact on budget*

In addition to schedule risk, the financial risk and mitigation strategies for the project have been outlined in a new schedule of contingency funds.

### Elite Cash Flow



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

**SUBMISSION TO THE BOARD OF GOVERNORS**

**SUBJECT:** *New Program – Retail Pharmacy Assistant*

**PRESENTED BY:** Governor Maki, Chair – Academic and Student Affairs Committee

**ACTION REQUIRED** • *For Information* • *For Consultation* • *For Discussion* • *For Approval (include motion)*  
**For Approval**

**THAT the Board of Governors of Sir Sandford Fleming College approve the Ontario College Certificate in *Retail Pharmacy Assistant* with an implementation date of September 2015, for forwarding to the Credentials Validation Service for validation of the program and titles and to the Ministry of Training, Colleges and Universities for funding approval.**

**SOURCE**

- New Program Development and Approval Process, endorsed by the Board - January 26, 2011
- Academic Planning and Development Committee meeting October 9, 2013
- Academic and Student Affairs Committee meeting October 9, 2013

**EXECUTIVE SUMMARY** • *Purpose of this report/request* • *Past History* • *Other relevant information*

This hybrid delivery Certificate program will help meet present healthcare industry challenges of recruiting and retaining qualified employees to work with Pharmacists while broadening Fleming College's health and education program selections for students.

There is a demonstrated need for both the program and for graduates of this Certificate to meet industry demands for qualified people to provide services in basic Retail Pharmacy tasks and supports. Currently, there are only three other English speaking Ontario College Pharmacy Assistant Certificate offerings and none with a proposed hybrid delivery model.

This certificate will offer professionals and other interested individuals an opportunity to learn in a convenient and flexible online format with minimal requirement to attend courses on campus.

**CONSIDERATIONS/IMPACTS, OPTIONS, RISK ASSESSMENT** • *Identify the Pros and Cons*

*Credential:* Ontario College Certificate

*Program Length:* One Year

*School:* Education, Health and Wellness

This program offers a "flex" delivery model with a blend of hybrid online and face-to-face course offerings to complete the certificate. The *Retail Pharmacy Assistant* program was created to complement the current offerings in the School of Education, Health and Wellness.

**FINANCIAL IMPLICATIONS** • *Staff, facilities, equipment, legal* • *Impact on budget*

There are no outstanding capital or space requirements for this certificate.

Space Requirements: The College currently houses a Pharmacy Technician Lab that would readily accommodate the applied learning activities required in the Pharmacy Assistant Certificate.

Scheduling: The program will be scheduled at the Sutherland Campus on a variety of Saturdays for the applied skills pieces and a concerted offering of online courses throughout the 3 semesters that enabled the students to proceed through the certificate as a cohort.



## SUBMISSION TO THE BOARD OF GOVERNORS

**SUBJECT:** *New Program – Manufacturing Operations*

**PRESENTED BY:** Governor Maki, Chair – Academic and Student Affairs Committee

### **ACTION REQUIRED** • *For Information* • *For Consultation* • *For Discussion* • *For Approval (include motion)* **For Approval**

**THAT the Board of Governors of Sir Sandford Fleming College approve the Fleming College Certificate in *Manufacturing Operations* with an implementation date of September 2014.**

### **SOURCE**

- New Program Development and Approval Process, endorsed by the Board - January 26, 2011
- Academic Planning and Development Committee meeting October 9, 2013
- Academic and Student Affairs Committee meeting October 9, 2013

### **EXECUTIVE SUMMARY** • *Purpose of this report/request* • *Past History* • *Other relevant information*

The proposed Fleming College Certificate in *Manufacturing Operations* offers a unique opportunity for adult learners employed in our community to advance their abilities by learning how to work toward continuous improvement, building more effective teams, and enhancing individual responsibility for manufacturing processes. In addition, these skills bring added value to the workforce that will assist local businesses in advancing employees from within.

The curriculum is intended to provide those working on the manufacturing floor with the opportunity to better understand and apply the principals of quality assurance and efficiency. Students will learn about the relationship between effective teamwork and an efficient workplace, root cause analysis, waste management, downtime analysis, and performance improvement.

This certificate program aligns with the College's strategic vision to grow with positive result and with the College's commitment to applied learning and increasing industry partnership and opportunity.

### **CONSIDERATIONS/IMPACTS, OPTIONS, RISK ASSESSMENT** • *Identify the Pros and Cons*

*Credential:* Fleming College Certificate

*Program Length:* 215 hours

*School:* Justice and Business Studies

Because this curriculum will be delivered in intensive periods, either on-site at a specific manufacturing company, or on-campus in non-traditional time-blocks (evenings and/or weekends), the content is not presented as formal "courses," but rather, as a series of interconnected modules.

The Fleming College Certificate can be readily and efficiently tailored to a variety of manufacturing companies in a range of delivery modes.



**FINANCIAL IMPLICATIONS** • *Staff, facilities, equipment, legal* • *Impact on budget*

Assumptions: Based on a cohort size of 20, the initial curriculum development costs would be \$5000.

Space Requirements: No new space requirements as program will be either delivered on-site for a specific company or after typical classroom hours to accommodate the work schedules of students.

Scheduling: As with space, scheduling will be arranged by cohort to accommodate on-site delivery or after-hours on campus.

Recruiting Staff: Faculty for this program exist and have been successfully teaching in our Weetabix program – the program that served as the launch point for this proposal.

PREPARED BY: Office of Vice-President Academic

**SUBMISSION TO THE BOARD OF GOVERNORS**

**SUBJECT: *Program Modification – Geomatics Technician***

**PRESENTED BY:** Governor Maki, Chair – Academic and Student Affairs Committee

**ACTION REQUIRED** • *For Information* • *For Consultation* • *For Discussion* • *For Approval (include motion)*  
**For Approval**

**THAT the Board of Governors of Sir Sandford Fleming College approve the modification of the Geomatics Technician program to *Resource Mapping Technician* with an implementation date of September 2014, for forwarding to the Credentials Validation Service for validation of the title.**

**SOURCE**

- New Program Development and Approval Process, endorsed by the Board - January 26, 2011
- Academic Planning and Development Committee meeting October 9, 2013
- Academic and Student Affairs Committee meeting October 9, 2013

**EXECUTIVE SUMMARY** • *Purpose of this report/request* • *Past History* • *Other relevant information*

The program faculty and advisory committee members indicated that the program title “Geomatics” was not understood by prospective students (which may have been a contributing factor to low enrolment) and suggested some curricular changes to make the program more attractive to potential applicants.

The Program Advisory Committee fully endorsed the name change from Geomatics Technician to *Resource Mapping Technician* and the program revisions to a compressed format with more applied learning and inclusion of a co-operative education semester. The committee also provided significant input into the revisions for the program including the co-op component, themes, applied learning and inclusion of new trends for content areas.

**CONSIDERATIONS/IMPACTS, OPTIONS, RISK ASSESSMENT** • *Identify the Pros and Cons*

*Credential:* Ontario College Diploma

*Program Length:* restructured to 3 semesters with the addition of a co-op education semester

*School:* Environmental and Natural Resource Sciences

In addition to a name change, the program will require curriculum revision to a compressed format with more applied learning and inclusion of a co-operative education semester to appeal to prospective students.

**FINANCIAL IMPLICATIONS** • *Staff, facilities, equipment, legal* • *Impact on budget*

There are no financial implications.

PREPARED BY: Office of Vice-President Academic

## SUBMISSION TO THE BOARD OF GOVERNORS

**SUBJECT:** *Fleming College Accessibility Plan for 2013-2014*

**PRESENTED BY:** Ms. Crook, Vice-President Human Resources and Student Services

**ACTION REQUIRED** • For Information • For Consultation • For Discussion • For Approval (include motion)  
**For Information and Endorsement**

**THAT the Board of Governors of Sir Sandford Fleming College endorse *the Fleming College Accessibility Plan for 2013-2014*, which includes the 2012-2013 Annual Report and the 2013-2014 Annual Action Plan.**

### SOURCE

- Accessibility Working Group, July 2013
- Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
- Integrated Accessibility Standard Regulation, June 2011 (IASR)
- Executive Leaders Team

**EXECUTIVE SUMMARY** • Purpose of this report/request • Past History • Other relevant information

Each year, colleges are required to develop and carry out work to address barriers to inclusion for persons with disabilities. A complete copy of this year's plan is attached. It is posted annually on our web site, in compliance with the AODA requirement to make plans publicly available:

<http://flemingcollege.ca/services/accessibility>. A paper copy is also posted on staff and student information boards.

**CONSIDERATIONS/IMPACTS, OPTIONS, RISK ASSESSMENT** • Identify the Pros and Cons

The major challenge presented by the Integrated Standards (IASR) in the coming year will be the work required in the IT and Marketing areas to bring College information systems in line with WCAG 2.0 standards. The long-term goal is to improve the self-serve (conversion-ready) options of our web site, intranet (MyCampus), learning management system (D2L), and student information system (Evolve). Achieving these outcomes will require an investment in the IT area, as well as in Learning Support Services, initially with additional human resources. Building on technological solutions, the College will also need to shift curriculum development culture in the academic area towards the practice of universal design and conversion-ready teaching materials. This process will be managed by a steering group comprised of representatives from the Academic area, the Centre for Learning and Teaching, Learning Support Services, Information Technology, Library, and Follett Bookstore.

**FINANCIAL IMPLICATIONS** • Staff, facilities, equipment, legal • Impact on budget

There are potential conversion costs associated with obtaining alternative formats for training/educational material, in order to meet compliance requirements by January 1, 2015:

- IT/Marketing – new FT resource to assess website compliance in 2014
- Learning Support Services – increase staff complement (from 24 hours to 35 hours) for conversion support in 2014
- 

These departments are currently preparing work plans that will details these costs.

PREPARED BY: Debbie Harrison, Coordinator, Diversity & Accessibility, & International Student Supports

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Accessibility at  
Sir Sandford Fleming College

2013–2014 Annual Action Plan  
and  
2012-13 Annual Report

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**Submitted by:**

*The Fleming Accessibility Working Group*

**Coordinated by:**

*Coordinator, Diversity, Accessibility & International Student Supports*

**Approved by:**

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## SECTION 1: Executive Summary

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### Introduction

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As a public College of Applied Arts and Technology in Ontario, Fleming College ensures that it offers an inclusive learning and working environment and meets all the accessibility standards required by the *Accessibility for Ontarians with Disabilities Act (AODA)*. 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.

Each year, Fleming College develops an annual action plan addressing the AODA accessibility standards, including; the Customer Service Standard (July 2007); the Integrated Standard (June 2011); and most recently (December 2012), the Built Environment Standard: Design of Public Spaces. The Integrated Accessibility Standard Regulation (herein referred to as the IASR) includes requirements for three standards in one integrated compliance timeline; Employment, Information and Communications, and Transportation. It also contains General Requirements that apply to all areas, such as developing accessibility policies and plans, training employees and volunteers, and considering accessibility when purchasing goods or services.

One major requirement of the IASR is the directive to educational institutions (as well as all other institutions and businesses in Ontario) to undertake multiyear accessibility planning, and in 2012, the College established its 2012-15 Multiyear Accessibility Plan. Each year, Fleming College reflects on the multiyear plan and develops annual objectives in order to reach our long term goals. The following document contains a report of the work done in 2012-13 (Section 2), as well as a 2013-14 action plan (Section 3). Both this document and the Multiyear Plan are publicly available on the College web site and internal portal.

In addition to publicly posting an annual report, Fleming files an AODA compliance report. In December 2012, the AODA was amended with the directive to designated public sector organizations to file a report to the Ministry every two years, the first being due December 31<sup>st</sup>, 2013. This report is the responsibility of the Human Resources Department and will be filed in the Fall 2013 and can also be found on our web site.

The 2013-14 annual plan addresses the AODA objectives in the multiyear plan that have a January 1<sup>st</sup>, 2014 compliance deadline, or that require more than one year to achieve compliance (such as s.12; *Provide accessible formats and communication supports by January 1, 2015*). It also contains College objectives that are not mandated by the AODA but that Fleming College feels are important in creating an inclusive learning and working environment.

The following table identifies the major priorities for the coming academic year.

### Overview of 2013-14 Objectives

Related Standard	Objectives (by Regulation #)	Timeline
<b>General Requirements</b>	s.4: Complete annual AODA status report s.5: Support employees in making accessible procurement choices s.6: Ensure new parking entrances are accessible s.7: Launch the human rights/IASR training module ( <i>to be completed by all employees by January 1<sup>st</sup>, 2014</i> )	Ongoing
<b>Information and Communication</b>	s.11: Track feedback and report results annually to the Accessibility Working Group s.12: Develop and implement a work plan to provide accessible formats and communication supports s.14: Ensure websites and web content conform to WCAG 2.0 Level A guidelines s.15: Provide accessible / conversion-ready educational training material or resources. Provide program info and student records in accessible formats s.16: Train all new faculty in Universal Design for Learning (UDL) s.17: Provide accessible format or conversion-ready versions of all Fleming publications s.18: Provide accessible or conversion ready print-based resources in the Library on request	Ongoing Jan. 1 <sup>st</sup> 2015 Jan. 1 <sup>st</sup> 2014 Jan. 1 <sup>st</sup> 2014 Ongoing Jan. 1 <sup>st</sup> 2015
<b>Built Environment</b>	s.80: Review the <i>Built Environment Standard: Design of Public Spaces</i> for implications for new public spaces under construction and develop a work plan Monitor progress of the remaining draft Built Environment Standards and changes to the Ontario Building Code	Jan. 1 <sup>st</sup> 2016 Ongoing
<b>Other Objectives</b>	1. Develop an action plan for implementing accessibility within skilled trades programs and support faculty in developing UDL practices 2. Support Student Accessibility Representatives in gathering student input on college accessibility planning	Ongoing

## The Fleming Commitment to Accessibility

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*At Sir Sandford 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.*

## Description of Sir Sandford Fleming College

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Sir Sandford 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 Community Development and Health, Continuing Education, Environmental and Natural Resource Sciences, Justice and Business, Skilled Trades and Technology, General Arts and Science and Visual Arts. 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 Working Group

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The Accessibility Working Group was constituted in 2003 and is comprised of staff with responsibilities for services to people with disabilities, as well as faculty members, student volunteers and community partners. It is coordinated by the Coordinator, Diversity, Accessibility and International Student Supports, and overseen by the Vice-President, Human Resources and Strategic Development.



### **Members of the 2012 – 2013 Accessibility Working Group:**

Jim Angel, Chief Information Officer

Phylis Baker, Community Living representative

Janice Coughlin, Director of College Facilities

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

Nick Duley, HR Consultant, & Human Rights Officer

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

Trudy Heffernan, Director of Centre for Learning and Teaching

Maxine Mann, Director of Counseling, Learning Support Services, & Disability Services (*now Acting Dean of General Arts & Sciences, Trades & Technology*)

Grant Meadwell, Executive Director, Student Services (*now Director of Counseling, Learning Support Services, & Disability Services*)

Susan Weaver, Coordinator of Disability Services

The committee was also joined periodically by numerous other administrators and staff upon invitation, for input into objectives associated with their areas of responsibility.

### **Accessibility Working Group Planning Objectives**

The following annual report and action plan:

1. Describes the process by which Sir Sandford Fleming College will identify, remove and prevent barriers to people with disabilities.
2. Reviews earlier efforts to remove and prevent barriers to people with disabilities.
3. Describes the measures the College will take in the next year to identify, remove and prevent barriers to people with disabilities.
4. Describes how the College will make this accessibility plan available to the public.

### **Major Successes in 2012-13**

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This year Fleming College achieved some major successes, including being one of the first Ontario colleges to complete multiyear planning. Ontario colleges (HRCC) collaborated again on the development of two new common training modules, this time to address the *accessibility for educators* and *human rights education* requirements of the IASR, and Fleming College participated in the working group. The Centre for Learning and Teaching developed a partnership with Durham College and we were given generous access to their Universal Design for Learning online module for educators. It was adapted for Fleming purposes and has been well received by Fleming faculty. The Purchasing Department carried out changes to procurement procedures in order to address the AODA General Requirements and made Fleming one of the first Ontario colleges to begin this process of changing organizational procurement habits. In June, the College partnered with the Council for Persons with Disabilities and the City of Peterborough in hosting the 2013 Inclusion Conference and the event was a great success.

### **Significant Challenges for 2013-14**

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The major challenge inherent in the IASR in the coming year or two will be the work required in the IT area to bring College information systems in line with WCAG 2.0 standards to improve the self-serve (conversion-ready) options of our web site, intranet (MyCampus), learning management system (D2L), and student information system (Evolve). Achieving these outcomes will require an investment in the IT area as well as in Learning Support Services, particularly



additional human resources. Building on technological solutions, the College will also need to shift curriculum development culture in the academic area towards the practice of Universal Design and conversion-ready teaching materials. This process will be managed by a steering group comprised of representatives from the Academic area, the Centre for Learning and Teaching, Learning Support Services, Information Technology, Libraries, and Folletts Bookstore.

## Beyond AODA Compliance

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While continuing to meet AODA requirements within the specified time lines is critical for all public Ontario colleges, Fleming College is also committed to the broader philosophy of inclusive education. This year we have added two new objectives in the areas of; *accessible education in the skilled trades*; and *student representation in the planning process*. With the opening of the new Kawartha Trades and Technology Centre approaching, the Academic area is preparing to meet the needs of increasing numbers of students with disabilities in the skilled trades. Faculty will need education and support in applying universal design principles to their specific fields.

Earlier in 2013, two new Student Accessibility Representatives joined the Accessibility Working Group and their roles have expanded as they will be supported by the Diversity Office in doing outreach to the student body, gathering student input on accessibility.

The College will also continue to support the integration of the CICE program for adults with intellectual disabilities and mental health barriers within the College, as well as our partnerships with Community Living and other local agencies committed to accessibility. While these priorities do not appear in our multiyear plan, we affirm their importance to the ongoing development of an inclusive learning environment.

## SECTION 2: 2012- 2013 Accessibility Report

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***The Accessibility Working Group reports that the following objectives were addressed in 2012-13:***

### Integrated Standards (IASR)

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#### General Requirements:

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**S. 3: Review the existing Accessibility for Persons with Disabilities Policy and revise to include general, employment, information and communications, and transportation standard regulations.**

***Administrative Responsibility:*** Nick Duley  
***Champion:*** Debbie Harrison

***Status: Met target***

The Accessibility for Persons with Disabilities Policy 3-341 was revised and approved by the Board of Governors in January, 2013. It is available on the external College web site under Services/Accessibility, as well as on the Human Resources web page under Diversity & Accessibility, and is referenced in College communications to employees and students.

**S. 4: Ensure the three year accessibility plan and annual report is approved by the Board of Directors.**

***Administrative Responsibility:*** Nick Duley  
***Champion:*** Debbie Harrison

***Status: Exceeded target***

The 2012-2015 Accessibility Plan, including the 2011-12 Accessibility Report, was approved by the Board of Governors in October, 2012. It is available on the external College web site under Services/Accessibility, as well as on the Human Resources web page under Diversity & Accessibility. It is also posted on all campus staff room bulletin boards and in Learning Support Services. The Accessibility Working Group that oversees consultation and planning was expanded to include new members in order to address the expanded range of objectives, including 2 new student representatives.

**S. 5: Incorporate accessibility criteria and features into purchasing policies and processes, and provide explanation if impracticable.**

***Administrative Responsibility:*** Brian Baker, Sonia Crook  
***Champion:*** Linda Humphries, Cindy English, Debbie Harrison, Nick Duley

***Status: Exceeded target***

An Accessible Procurement Committee was established, including Purchasing, IT/AV, Facilities, Academic, Library, and Follett Bookstore. Purchasing revised all tender documents (RFP's, etc.) to ensure AODA requirements are met by vendors. Small purchase items are addressed through a set of guidelines available on the Purchasing Department web site, as well as

on the Human Resources web site. An annual Department Manager AODA checklist was developed and managers were notified of their responsibility to ensure employees apply the guidelines in all department purchases. All employees received email communications about the requirements and where to access the guidelines.

**s.6: Incorporate accessibility features in self-service kiosks.**

**Administrative Responsibility:** Janice Coughlin  
**Champion:** Facilities

**Status: Met target**

All kiosks were audited to ensure they are compliant, including bank machines and parking access systems. Bank machines were updated previously (Braille, lowered height). The space in front of the Pay & Display kiosk of the Brealey accessible parking lot was cleared for ease of access.

**s.7: Begin development of IASR and human rights training module for compliance by January 1<sup>st</sup>, 2014.**

**Administrative Responsibility:** Shelley Mantik  
**Champion:** Nick Duley, Debbie Harrison, Karen Nolk

**Status: In progress**

Fleming staff participated in the HRCC mandated College AODA Committee and contributed to the development of the training module. Fleming employees will begin training in September, 2013 and results will be tracked through HR systems, as with previous training modules.

## Information and Communications Standard

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**S. 11: Ensure feedback processes are accessible.**

**Administrative Responsibility:** Grant Meadwell  
**Champion:** Maxine Mann, Debbie Harrison

**Status: Exceeded target**

Feedback mechanisms were established in 2011. Links have been updated and feedback reported to the Accessibility Working Group. Student Accessibility Representatives have developed flyers to promote their role to the student body so that students know they have an advocate in voicing their concerns.

**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 1<sup>st</sup>, 2014.**

**Administrative Responsibility:** Jim Angel, Drew Van Parys  
**Champions:** George MacDougall, Julien Feyen, Scott Ramsey

**Status: In progress**

The IT Department has researched audit tools that can assess the accessibility of our web site and intranet and a service has been contracted. This diagnostic tool will allow IT and Marketing to develop a plan of action to address accessibility updates required for January 2014.

**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:** *Blane Harvey, Jim Angel, Brenda Pander-Scott*  
**Champions:** *Trudy Heffernan, George MacDougall, Lois Fleming*

**Status: In Progress**

Upon review, the Academic area determined that an audit was not feasible given the short time lines. In order to reinforce Fleming's existing accommodations processes, the Access and Accommodation for Students with Disabilities Policy #7-701 is currently being revised for consistency with the IASR and students will be notified of any changes.

Student Records and IT have collaborated on identifying the documents that are not currently convertible on a self-serve basis and an implementation plan is being developed to devise and establish a protocol. Other areas responsible for student records (i.e. counselling) were identified and a larger working group will meet in the Fall to assess the scope of the project.

**S. 16: Provide accessibility awareness training to educators.**

**Administrative Responsibility:** *Shelley Mantik*  
**Champions:** *Trudy Heffernan, Jennifer Ramsdale, Debbie Harrison, Karen Nolk*

**Status: In progress**

With the generous support of Durham College, the Centre for Learning and Teaching was able to adapt the Durham Universal Design for Learning module for use at Fleming. This high-quality, interactive learning tool was released to all faculty in February 2013 as a mandatory, self-serve online module. Over 150 faculty members have completed the training to date. A further 20 faculty members participated in a workshop on UDL teaching practices with Sandra Odrowsky from Durham College. Further training and support will be offered, and strategies will be developed particularly addressing the needs of part-time faculty.

## Employment Standard

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**S. 22, 23, 24: Notify all job applicants that accommodations are available upon request and provide accommodations at all stages of the recruitment, selection, and hiring process by January, 2014.**

**Administrative Responsibility:** *Nick Duley*  
**Champions:** *HR consultants*

**Status: Exceeded target**

Recruitment and Selection procedures have been reviewed and revised for compliance with the standard. Changes include; new job posting templates and Careers page updates (including an

accessibility statement); new communications to applicants (phone and email scripts); revised testing procedures; revisions to the Accommodations Policy; updated manager tools (check list); and an updated hiring package (including revised offer letters). An employee accommodations budget should be considered.

**S. 25, 26: Notify employees of policies supporting employees with disabilities. Provide accessible formats and communications supports for all job or workplace information.**

**Administrative Responsibility:** Nick Duley

**Champions:** HR consultants, Debbie Harrison, LSS (support with conversions)

**Status: Met target**

Current employees have received email communications regarding the supports that are available and a statement has been added on the Payroll Information form utilized for all new employees groups. The New Employee Orientation checklist has been updated to remind new employees to complete the Accessibility on-line training module and review the policies and information located on the Accessibility website. The Onboarding process for new employees is also under review and, when completed, may result in the implementation of additional notification mechanisms. Human Resources and Learning Support Services have met to discuss consultations available as support in providing accessible formats as required.

**S. 27: Review individualized workplace emergency response information.**

**Administrative Responsibility:** Nick Duley

**Champions:** John Gallen

**Status: Met target**

Currently there are no employees with disabilities who have requested emergency plans.

**S. 28, 29, 30, 31, & 32: Develop written process for documented individual accommodation plans. Include accessibility considerations in performance management processes, career development and advancement, and redeployment processes.**

**Administrative Responsibility:** Nick Duley

**Champions:** HR consultants

**Status: Exceeded target**

Human Resources has reviewed Fleming Return to Work procedures and updated them to meet the Standard. Accessibility language has been included in Administrator Performance Management documentation. The full-time and contract faculty evaluation processes are currently under review by the Faculty Evaluation Committee and, when finalized, will also include accessibility language.

An accessibility statement has been included in Succession Planning. A statement has also been added to weekly Professional Development reminder emails and calendar about accessing accommodations, including delivery and facilities. PD facilitators will be notified about employee accommodation needs.

Support staff processes for Employment Stability, departmental re-organizations, and assignment to new jobs have been reviewed for accessibility considerations and the documentation used to steer the ES process has been updated (i.e. options worksheet; template for offering options to the employee). Any employee on an Individualized Workplace Emergency Plan or Individualized Accommodation has been advised to inform their manager when their work role or location changes.

### Other Accessibility Objectives

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In addition to IASR action items identified in the Multiyear Action Plan, Fleming College has also completed the following barrier-reduction work in College facilities:

- 1) Accessible washroom upgrades have been made at Frost campus
- 2) An additional 14 adjustable height desks have been purchased to advance Brealey campus towards its goal of one desk per classroom
- 3) An accessible podium has been purchased with adjustable height options

## SECTION 3: 2013-14 Accessibility Plan

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### Barrier Identification Methodology

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The Accessibility Action Plan that follows was developed in consultation with the following College departments; Human Resources, Facilities, Student Services, Academic, Internet Technology, Finance, and Marketing; as well as student council feedback. The plan identifies how each AODA regulation (and other objectives) will be addressed, the time lines for compliance, the champions carrying out the work, and the administrative leaders who are responsible for the outcomes. Planning is carried out annually between April and July: anyone wishing to offer input is invited to contact the Coordinator (contact information available in the section under Communication of the Plan).

### Reviewing and Monitoring Progress

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The Accessibility Working Group will meet once each semester to review progress once the Plan has received Board of Governors approval. It will engage working committees as needed and ask for regular updates from leaders and champions.

### Communication of the Plan & Contact Information

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Copies of this plan 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:

<http://www.flemingc.on.ca/index.cfm/go/fleming/sub/accessibility.cfm>

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 & International Student Supports, at 705-749-5520 ext.1179 or [debharri@flemingc.on.ca](mailto:debharri@flemingc.on.ca)

Part I: General Standards – s.4, s.5

AODA Standards / Regulation Reference O. Reg.191/11, s. 4	I: Multi-year Accessibility Plans Administrative Responsibility: Nick Duley Compliance Deadline: Annual as per college planning cycle				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Prepare annual status report.	An annual report is approved by the Board of Directors.	Review the plan on an annual basis, complete a status report, and post it to the web, portal and campus staff rooms.	None	Debbie Harrison Sept. 2014	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference O. Reg.191/11, s. 5	I: Procuring or Acquiring Goods, Services or Facilities Administrative Responsibility: Brian Baker & Sonia Crook Compliance Deadline: Ongoing				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DUE DATE	STATUS
Incorporate accessibility criteria and features into purchasing policies and processes, and provide explanation if impracticable 1.	Ensure Department Manager accountability for applying accessibility guidelines in procurement.	<ol style="list-style-type: none"> <li>1) Develop and carry out a communication plan to ensure that all managers with budget signing authority are aware of the new accessible procurement procedures and criteria and have signed the Department Manager AODA Checklist.</li> <li>2) Communicate regularly with employees about accessible procurement.</li> <li>3) Continue to monitor accessible procurement practices and update the guidelines as needed, particularly in the Academic area and as related to accessible educational resources (see s. 15, 17, and 18).</li> </ol>	Accessible purchases may impact budgets across the college	Nick Duley Linda Humphries Debbie Harrison ALT, SLT	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

<sup>1</sup> Impracticable: impossible to do in an effective way (Cambridge Dictionary Online)



Part I: General Standards – s.6, s.7

AODA Standards / Regulation Reference O. Reg.191/11, s. 6	I: Self-service Kiosks Administrative Responsibility: Janice Coughlin Compliance Deadline: September, 2014				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due date	STATUS
Incorporate accessibility features in self-serve kiosks.	All self-service kiosks on all campuses will be accessible.	Ensure all new parking access systems are accessible at all College sites.	TBD	Facilities Purchasing Spring 2014	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference O. Reg.191/11, s. 7(1)	I: Training Administrative Responsibility: Shelley Mantik Compliance Deadline: January 1st , 2014				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	STATUS
Provide training on accessibility standards and Human Rights Code.	All employees will be trained in accessibility and the Human Rights Code	1) Implement the HRCC IASR/ Human Rights training module for all employees in September 2013. 2) Develop a tracking system to ensure college compliance by January 1 <sup>st</sup> , 2014.	HRCC will invoice colleges in September 2014	Nick Duley Debbie Harrison Karen Nolk	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

Part II: Information and Communication Standards – s.11

AODA Standards / Regulation Reference O. Reg.191/11, s. 11	II: Feedback Processes Administrative Responsibility: Judith Limkilde Compliance Deadline: January 1, 2014				
	DELIVERABLES	ACTIVITIES	Cost	CHAMPION/ DUE DATE	STATUS
Ensure feedback processes are accessible.	Online feedback mechanisms allow students, employees and the public to offer timely feedback on accessibility issues.	1) Review the external Accessibility page and MyCampus Disability Services page annually for functionality. 2) Compile an annual report summarizing feedback and deliver the report to the Accessibility Working Group each spring.	None	Grant Meadwell Debbie Harrison	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

AODA Standards / Regulation Reference O. Reg.191/11, s. 12	<b>II: Accessible Formats and Communication Supports</b> <b>Administrative Responsibility: Jim Angel</b> <b>Compliance Deadline: January 1st , 2015</b>				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DATE DUE	STATUS
<b>A) Provide accessible formats and communication supports.</b>	All areas of the college provide accessible formats and communication supports in a timely manner, at no additional cost.	1) Hire a resource person in the IT area to develop and implement a work plan. 2) Define the scope of accessibility barriers across all platforms and implement fixes. 3) Ensure all college communications can be provided in accessible formats.	Salary & implementation costs TBD	Jim Angel IT LSS 2013-14 work plan	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
<b>B) Consult with person requesting.</b>	Fleming offers an individualized response to all requests.	1) Inform all employees of the range of formats and supports available and how to provide them in consultation with the client.	None	Jim Angel ALT/SLT Fall 2014	
<b>C) Notify public of availability.</b>	Offer online and print customer service notifications of availability.	1) Identify web and portal locations for key messaging. 2) Identify physical location for signage, such as Registrar's Office and Disability Services.	Signage costs TBD	Jim Angel Facilities Fall 2014	
AODA Standards / Regulation Reference O. Reg.191/11, s. 14	<b>II: Accessible Web Sites and Web Content</b> <b>Administrative Responsibility: Drew Van Parys, Jim Angel, Brenda Pander-Scott, Judith Limkilde</b> <b>Compliance Deadline: January 1st , 2014</b>				
	DELIVERABLES	ACTIVITIES	COST	CHAMPION/ DATE DUE	STATUS
<b>Ensure websites and web content conform to guidelines. New websites and web content to Level A by January 1, 2014.</b>	External web site conforms to WCAG 2.0 level A. MyCampus portal, Web CT and Student Information Systems are assessed for future compliance requirements.	1) Train all key staff on WCAG 2.0 guidelines. 2) Identify appropriate auditor, audit site and develop implementation plans to address problems. 3) Carry out the development of site. 4) Develop policies on site maintenance, including how various departments contribute information (such as HR & Registrar's Office).	Audit & site development costs TBD	Scott Ramsey Julien Feyen George MacDougall Fall 2013	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

AODA Standards / Regulation Reference o. Reg.191/11, s. 15	II: Educational & Training Resources and Materials Administrative Responsibility: Blane Harvey, Jim Angel, Judith Limkilde				
	Compliance Deadline: Ongoing				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	STATUS
<b>A) Provide accessible or conversion-ready electronic format of educational or training resources/ material as needed.</b>	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.	<ol style="list-style-type: none"> <li>1) Create an academic materials conversion steering group comprised of representatives from the Academic area, the Centre for Learning and Teaching, Learning Support Services, Information Technology, Follett Bookstore, and the Library to be responsible for s. 15, 17, and 18.</li> <li>2) Develop and carry out an implementation plan, identifying high registration programs/courses for immediate action.</li> <li>3) Educate faculty how to create/source accessible materials and implement policies and procedures to guide the production of new documents. Align this work with current sustainability and copyright review initiatives.</li> </ol>	Conversion costs TBD Increased salary cost for PT LSS support	Trudy Heffernan Grant Meadwell George MacDougall	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
<b>B) Provide program information and student records in accessible format.</b>	All student records and program information, schedules, and descriptions are available in an accessible format upon request.	<ol style="list-style-type: none"> <li>1) Inventory all Student Records, including Registrar's Office, Continuing Education, Placement, Health, Counselling and Student Rights &amp; Responsibilities, &amp; develop implementation plans for conversion.</li> <li>2) Carry out the required technical changes.</li> <li>3) Develop policies on Records maintenance, including how Schools contribute information.</li> <li>4) Educate employees on providing accessible formats.</li> </ol>	Conversion costs TBD	Lois Fleming George MacDougall Debby Keating Grant Meadwell IT, Records Student Services Academic reps	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference o. Reg.191/11, s. 16	II: Training to Educators Administrative Responsibility: Blane Harvey, Nick Duley				
	Compliance Deadline: Ongoing				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	STATUS
<b>Provide accessibility awareness training to educators.<sup>2</sup></b>	All faculty members will complete the <i>Accessible Instruction for Educators: UDL in Teaching and Learning</i> online module.	Ensure all new faculty complete the online module, including part-time and contract faculty.	None	Trudy Heffernan Jennifer Ramsdale	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

<sup>2</sup> The legislation defines the term “educators” to mean employees who are involved in program or course design, delivery and instruction. Instructors on contract are considered to be employees for the purposes of this regulation.

AODA Standards / Regulation Reference o. Reg.191/11, s. 17	<b>II: Producers of Educational or Training Materials</b> <b>Administrative Responsibility: Blane Harvey</b> <b>Compliance Deadline: January 1st , 2015</b>				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	STATUS
<b>Provide accessible format or conversion-ready textbooks by January 1, 2015.</b>	All College published texts, print-based educational or training supplementary learning resources have accessible or conversion-ready versions available upon request.	See s. 15 above for a description of the conversion steering committee that carries out this objective 1) Develop and carry out an implementation plan to publish conversion-ready texts and materials. 2) Educate faculty how to create accessible materials. Consider issues of sustainability and copyright law.	Conversion costs TBD	Trudy Heffernan George MacDougall Follett Bookstore ALT  2013-14 work plan	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards / Regulation Reference o. Reg.191/11, s. 18	<b>II: Libraries</b> <b>Administrative Responsibility: Judith Limkilde, Jim Angel</b> <b>Compliance Deadline: January 1st , 2015</b>				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	STATUS
<b>Provide accessible or conversion ready print-based resources on request.<sup>3</sup></b>	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.	See s. 15 above for a description of the steering committee 1) Complete an inventory of Fleming libraries current collection and use to benchmark status. 2) Continue to participate in HLLR, an Ontario College Library Services network, and their research and initiatives on accessible library services. 3) Develop and carry out an implementation plan.	Conversion costs TBD	David Luinstra Trudy Heffernan LSS (advising on conversion)  2013-4 work plan	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

<sup>3</sup> Note that special collections such as archival materials, rare books and donations are exempt from this requirement.

AODA Standards/ Reg. 413/12 s. 80	III: Design of Public Spaces Administrative Responsibility: Brian Baker Compliance Deadline: January 1st , 2016				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	STATUS
Provide accessible public spaces.	Newly constructed outdoor public spaces and indoor services areas will meet all requirements.	Assess the implications of this new standard and develop a work plan to address the regulations, in particular; recreational trails (including boardwalks and ramps), outdoor public use eating areas, exterior paths, stairs, curb ramps and depressed curbs, pedestrian signals, rest areas, parking, interior service counters, queue and waiting areas.	TBD	Janice Coughlin Tom Holden Brealey Student Administrative Council Frost Student Association	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>
AODA Standards/ Built Environment Standard in development	III: Built Environment Administrative Responsibility: Brian Baker Compliance Deadline: TBD				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	STATUS
Address requirements of the standard and/or any changes to the Ontario Building Code.	New legislation will be addressed with a work plan.	Monitor the progress of the remaining Built Environment Standard (currently in draft format) and proposed changes to the Ontario Building Code. Develop a work plan to address any new legislation.	TBD	Janice Coughlin	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

Part IV: Other Objectives: Accessibility & the Skilled Trades

Objective	IV: Accessibility & the Skilled Trades Administrative Responsibility: Blane Harvey Compliance Deadline: None				
	DELIVERABLES	ACTIVITIES	Cost	Champion/ Due Date	STATUS
Skilled trades classrooms and curriculum is accessible to persons with disabilities.	The new Kawartha Trades and Technology Centre (KTTC) and its programs consider universal design principles.	1) Educate faculty how to incorporate accessible instructional methods & materials into their teaching practice. 2) Develop an action plan for implementing accessibility within the skilled trades	TBD	Maxine Mann Tom Holden	Incomplete <input type="checkbox"/> In progress <input type="checkbox"/> Complete <input type="checkbox"/>

	<b>IV: Student Representation</b> <b>Administrative Responsibility: Judith Limkilde</b>					<b>Compliance Deadline: Ongoing</b>	
	<b>DELIVERABLES</b>	<b>ACTIVITIES</b>	<b>Cost</b>	<b>Champion/ Due Date</b>	<b>STATUS</b>		
<b>Students with disabilities offer input to Fleming accessibility planning.</b>	Two Student Accessibility representatives share student feedback with the Accessibility Working Group.	Student reps will be regular members of the Accessibility Working Group meetings. With the support of the Diversity Office and Learning Support Services, they will do outreach to the student body to gather feedback, which will be shared at Working Group meetings.	TBD	Debbie Harrison Susan Weaver	Incomplete <input type="checkbox"/>	In progress <input type="checkbox"/>	Complete <input type="checkbox"/>

Appendix: AODA Multi-year Time Line 2012 to 2020

Integrated Standard Objectives						
	2012	2013	2014	2015	2019	2020
s.3: Establish accessibility policies	Yellow					
s.4: Establish multi-year plan; conduct consultation; prepare annual status report	Yellow					
s.5 Incorporate access criteria in procuring/acquiring goods/services/facilities	Yellow					
s.6 Incorporate access features in self-service kiosks	Yellow					
s.7 Provide human rights training	Yellow	Yellow				
s.11 Ensure accessible feedback processes	Green	Green				
s.12 Provide accessible formats and communication supports, notify public about availability	Green	Green	Green			
s.13 Make emergency procedure plans and safety information accessible						
s.14 Make new websites and web content conform to WCAG 2.0 Level A	Green	Green	Green			
s.14 Make all websites and web content conform to WCAG 2.0 Level AA	Green	Green	Green	Green	Green	Green
s.15 Provide accessible / conversion ready educational training material or resources	Green					
s.15 Provide program info and student records in accessible format	Green					
s.16 Provide accessibility awareness training to teachers; keep records	Green					
s.17 Provide accessible format / conversion ready textbooks (if producer)	Green	Green	Green			
s.17 Provide accessible format / conversion ready print-based educational or training resources (if producer)	Green			Green	Green	
s.18 Libraries to provide accessible or conversion ready print-based resources on request	Green	Green	Green			
s.18 Libraries to provide accessible or conversion ready digital or multi-media resources on request	Green	Green	Green	Green	Green	
s.22 Notify employees and public about accommodation available in recruitment process	Orange	Orange				
s.23 Notify job applicants participating in assessment about accommodation available upon request; provide suitable accommodation on request	Orange	Orange				
s.24 Notify successful applicant of accommodation policies	Orange	Orange				
s.25 Inform employees of accommodation policies	Orange	Orange				
s.25 Provide updated information to employees on changes to accommodation policies	Orange	Orange				
s.26 Provide suitable accessible format or conversion ready information needed to do job, or generally available in workplace, upon request	Orange	Orange				
s.27 Provide individualized emergency response information upon request as soon as practicable; review individualized information	Orange					
2.28 Develop written process for developing documented individual accommodation plans	Orange	Orange				
s.29 Develop a documented return-to-work process	Orange	Orange				
s.30 Incorporate accessibility needs and accommodation plans in performance management process	Orange	Orange				
s.31 Incorporate accessibility needs and accommodation plans in career development process	Orange	Orange				
s.32 Incorporate accessibility needs and accommodation plans in redeployment process	Orange	Orange				
<b>Built Environment Standard Objectives</b>						
s.80 Provide accessible public spaces	Blue	Blue	Blue	Blue		

Note: The coloured bar indicates the period of time available to prepare for compliance. For example, accessibility policies (s.3) were established by January 1st, 2013.

- Yellow = General Requirements
- Green = Information and Communication Standards
- Orange = Employment Standards
- Blue = Built Environment Standards