

# **PUBLIC MEETING of the BOARD OF GOVERNORS**

**Wednesday, March 28, 2012**

**4:30 p.m.**

**Cobourg Campus, Room #321  
Cobourg, 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

<b>AGENDA ITEM</b>	<b>SPEAKER</b>	<b>Est. Time</b>
<b>1. CALL TO ORDER, WELCOME, INTRODUCTION OF GUESTS</b>	Chair	
<b>2. APPROVAL OF AGENDA</b>		
<b>3. CONFLICT OF INTEREST DECLARATION</b>		10 min
<b>4. REPORT OF THE BOARD CHAIR</b> ( <i>Handout, to be received</i> )		
<b>5. REPORT OF THE COLLEGE PRESIDENT</b> ( <i>Handout, to be received</i> )		
<b>6. UNANIMOUS CONSENT AGENDA</b>		
<i>The following items/recommendations have been identified as part of the consent agenda for the public session meeting; 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>		
<b>ITEMS:</b> ( <i>Enclosed</i> )		
6.1 Minutes of the February 22, 2012 public meeting of the Board		
6.2 Report on the Activities of Board Committees for March 2012		
6.3 Program Advisory Committee Meeting Summaries		
6.4 Schedule of Program Advisory Committee Meetings March – June 2012		
6.5 Index of Correspondence for February and March 2012		
<b>MEETING AGENDA</b>		
<b>7. BUSINESS ARISING</b>		
None identified.		
<b>8. BOARD BUSINESS</b>		
8.1 <u>Tuition, Compulsory Ancillary Fees, Student Levied Fees</u> ( <i>Enclosed</i> )	Gov. Nesbitt	15 min
8.2 <u>New Program: Ontario College Graduate Certificate in Project Management</u> ( <i>Enclosed</i> )	Gov. Maki	5 min
8.3 <u>Kawartha Trades and Technology Centre</u> ( <i>Enclosed</i> )	Dr. Tilly	10 min
8.4 <u>Report from the In-Camera Meeting</u>	Chair	1 min
<b>9. STRATEGIC DISCUSSION / DECISION ITEMS</b>		
2012 Provincial Budget	Dr. Tilly	10 min
<b>10. GENERAL LEARNING ABOUT THE COLLEGE / COLLEGE SYSTEM</b>		
10.1 <u>Cobourg Campus Update 2011-2012</u> provided by the Campus Manager ( <i>Enclosed</i> )	Ms. Clifford	15 min
10.2 <u>Liaison Governor Reports</u> • <i>President's Advisory Council</i> , meetings of February 23 and March 22, 2012	Dr. Tilly	3 min
<b>11. OTHER BUSINESS</b> ( <i>includes items removed from the Consent Agenda</i> )		
<b>12. ADJOURNMENT OF MEETING</b> approx. 5:30 p.m.		

	<i>HANDOUT</i>	<b>ACTION REQUIRED:</b>
Board of Governors In-Camera Meeting	<input type="checkbox"/>	<b>Information</b> <input checked="" type="checkbox"/>
<b>Board of Governors Public Meeting</b>	<input checked="" type="checkbox"/>	Decision <input type="checkbox"/>

**SUBJECT:** *Report of the Board Chair*

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

### Supporting Students

Each February, a number of volunteers serve up *spaghetti luncheons* in the cafeterias at the Frost and Brealey locations, with \$1.00 from each sale going to support the student food bank at Fleming. This year's event saw 140 luncheons purchased/sold at the Frost Campus and 100+ at Brealey. There was also a substantial anonymous financial donation at Frost which was used to purchase meals for students who could not afford it. A special thank you to Governor Hayes who has not missed this fundraising event since joining the Board.

Fleming College *accounting students* are providing free tax clinics until April 18, each Monday and Wednesday in the main foyer of the Sutherland (Brealey) Campus. Clinics run from 8:00 a.m. to 3:00 p.m. and appointments are not necessary! Students help qualifying residents (annual income of less than \$25,000; less than \$35,000 for families) prepare and electronically file tax returns.

### Board Recruitment

Applications from interested candidates have been received and reviewed by the Executive Committee. A second round of advertising will focus on seeking candidates in the City of Kawartha Lakes area.

Calls for nominations seeking representatives from the student, support staff and administrative staff constituencies have been issued. Outcomes of the internal process will be announced in the spring.

### Upcoming Events / Key Dates

A series of opportunities to promote our College, students and programs will take place as noted below. Governor attendance at College events is welcome.

- **SOLD OUT!** *Cast Iron Chefs 2012 Competition* on Wednesday, April 11 in Fulford's Restaurant, Room 649 in Peterborough. Three teams, consisting of one Fleming Chef/Professor, Fleming culinary and secondary school students; each guest receives a sample portion of each team's appetizers, main course and desserts then votes for your favourite team course to determine this year's Cast Iron Chefs.
- *5<sup>th</sup> Annual Ecohealth Conference – Big Communities, Little Planet* on Thursday, April 12 at the Frost Campus in Lindsay, presented by 3<sup>rd</sup> year Ecosystem Management Technology students. The event features a number of workshops throughout the afternoon and keynote speakers in the evening. Costs are minimal (workshops only \$15; keynotes only \$15; workshops and keynotes \$20) and payment occurs at the door on the day of the conference. The students will also be accepting donations for the Kawartha Lakes Food Source at the door.
- *Spring Open House* on Saturday, April 14 at all campus locations.
- Convocation is the most important event in the College year. It is a special time for the Board of Governors, College staff, and most importantly, for our graduates, their family and friends. Information for *Convocation 2012* is attached.
- A new signature event in support of student financial assistance will be launched in the fall of 2012 – *Sweet Dreams: Celebrity Chef Competition*

# CONVOCATION 2012

## Sir Sandford Fleming College

### HALIBURTON CEREMONY

Friday, May 25 – 2:00 p.m., Haliburton Campus

### FROST CAMPUS CEREMONY

Friday, June 1, 2012 – 2:00 p.m., Lindsay Recreation Complex

#### School of Environmental and Natural Resource Sciences

Plus Social Service Worker, Early Childhood Education, Personal Support Worker, General Arts and Science-Environmental and Natural Resource Studies

### SUTHERLAND CAMPUS CEREMONIES

Peterborough Sport and Wellness Centre

775 Brealey Drive, Peterborough

#### *TUESDAY, JUNE 5*

##### **10:00 a.m. School of Law, Justice and Community Services**

Computer Security and Investigations, Emergency Management, Pre-Service Firefighter Education and Training, Drug and Alcohol Counsellor, Recreation and Leisure Services, Social Service Worker, Collections Conservation and Management, Museum Management and Curatorship

##### **2:00 p.m. School of Law, Justice and Community Services**

Police Foundations, Biotechnology Technologist – Forensics. Community and Justice Services, Security and Risk Management, Customs Border Services, Law Clerk, Paralegal

#### *WEDNESDAY, JUNE 6*

##### **10:00 a.m. School of Business, Trades and Technology**

Construction Skills, Electrical Techniques, Electrical Engineering Technician, Plumbing Techniques, Welding Techniques, Fire Systems Engineering Technician, Instrumentation and Control Engineering Technician, Electrician Apprentice, Carpenter Apprentice, Computer Engineering Technician and Technology, Internet Applications & Web Development, Internet Applications & Web Development Fundamentals

##### **2:00 p.m. School of Business, Trades and Technology**

Advertising - Marketing Communication, Business Administration Programs, Business, Chef Training, Culinary Management, Cook Apprentice, Event Management, Hospitality Administration, Sporting Goods Business, Tourism and Travel, International Trade, Office Administration

#### *THURSDAY, JUNE 7*

##### **10:00 a.m. School of Education, Health and Wellness**

Practical Nursing, Personal Support Worker

##### **School of General Arts and Sciences**

General Arts and Science Programs, Preparatory Health Science

##### **2:00 p.m. School of Education, Health and Wellness**

Fitness and Health Promotion, Health Information Management, Massage Therapy, Paramedic, Occupational Therapist Assistant and Physiotherapist Assistant, Early Childhood Education, Educational Assistant, Esthetician

	<b>HANDOUT</b>	<b>ACTION REQUIRED:</b>
Board of Governors In-Camera Meeting	<input type="checkbox"/>	<b>Information</b> <input checked="" type="checkbox"/>
<b>Board of Governors Public Meeting</b>	<input checked="" type="checkbox"/>	Decision <input type="checkbox"/>

**SUBJECT:** *Report of the President*

**PRESENTED BY:** Dr. Tilly, President – Fleming College

### Achieving Excellence in Student Learning

Three Fleming College students returned from the *2012 Special Olympics Canada Winter Games* (held in Alberta) with medals. *Richard Byrd* earned a gold and a silver medal for Nordic skiing, *Lisa Butler* a bronze medal for Nordic skiing, and *Kai Freeland* earned gold, silver and bronze medals for speed skating.

During the week of March 5 through 9, *first year students in the Social Service Worker program* hosted a number of events at the Sutherland (Brealey) and Frost Campuses as part of Social Services Week. These events celebrated the theme of “social workers help people get back on track.”

Two Fleming College *Event Management students* gained hands-on experience organizing the 2<sup>nd</sup> Annual Peterborough Speakers Series which was held on March 7 at Market Hall. *Krystal O'Brien* and *Lauren Musgrave* began planning the event for the Greater Peterborough Health Services Foundation in the fall, with responsibilities that included site inspection, volunteer co-ordination, sponsorship and arranging caterers.

Fleming held its fourth *Fleming Day of Pink* on Monday, March 12. Students and staff were encouraged to wear pink in recognition of the International Day against Bullying, Discrimination, Homophobia and Transphobia. A number of information displays were available at all campus locations.

From March 21 to 24, Fleming College hosted the **CCAA Curling Invitational Championships** at the Peterborough Curling Club. There were 16 teams from 12 colleges battling for the titles of Canada’s best men’s and women’s college curling rinks. The Fleming **Women’s Team** was represented by *Alyssa Cornelius* (Skip), *Vanessa Korpi* (Vice), *Kendra Brunton* (Second), *Ann Cornish* (Lead) and *Jaclyn Carr* (Spare); the **Men’s Team** by *Jason Whitehill* (Skip), *Alex Elliott* (Vice), *Alex Jordan* (Second), *Richard Hooper* (Lead) and *Darin Armstrong* (Spare). Congratulations are extended to the athletes, coaching staff (Dave Farnell and Tara Welbourn) as well as our local organizing team (led by Fred Batley). While Fanshawe College took the gold medal in both men’s and women’s play, Fleming’s *Alyssa Cornelius* received the CCAA Curling *Fair Play Award*.

### Providing Superior Services and Facilities

A major *Library System upgrade* was recently completed. The new online catalogue is a more intuitive and powerful tool offering greater search ability.

A new *online job posting site* was recently launched by the Career Services department. Employers interested in hiring Fleming students and graduates have the opportunity to post positions directly to the site. In addition to accessing job postings, students will also be able to access departmental resources and workshops. The site is unique and student-friendly; more information is available at [www.flemingcollegecareerservices.ca](http://www.flemingcollegecareerservices.ca)

### Leading in Sustainability

On March 5, representatives from the Greater Peterborough Innovation Cluster, City of Peterborough, County of Peterborough, City of Kawartha Lakes, Haliburton County, Trent University and Fleming College signed a letter of intent to join together to advance *water technology, research and investment*

*opportunities in the region.* The LOI sets the groundwork for those involved to expand their interactions and collaborations in the fields of water and waste water quality, conservation, research, innovation and commercialization.

Congratulations to *Gordon Balch* who submitted and presented proposals to a worldwide congress on water; the 6<sup>th</sup> World Water Forum was held in Marseille, France March 12 to 17. The Forum is the largest international event in the field of water. Gord had an “opportunity to connect with others who are working on a global scale in an attempt to alleviate many of the hardships caused from a lack of access to proper sanitation. Right now, 2.5 billion people lack proper access to sanitation with 1.1 billion of them having open defecation as the only option available. Sanitation is being seen as a more pressing issue than access to clean drinking water, partially because of the recent advancements in greater provision of drinking water, while similar advances in sanitation are still lagging behind. I believe the CAWT is strategically placed to become an important player in Canada's contribution to this issue, and I am very grateful for the College's foresight and support.”

The importance of fresh water was celebrated at the Frost Campus on March 22, part of the *World Water Day* event. A memorandum of understanding was signed between the Frost Campus and The Ecologos Institute, which is a volunteer environmental research and action network registered by the Canadian government. International Water Day aims to raise awareness of the importance of freshwater and advocates for the sustainable management of freshwater resources.

### **Growing with Positive Results**

A report on growth opportunities, plans and constraints will be presented to the Board in April.

### **Building Community Success**

Over two days, March 13 and 14, *twenty students from the Urban Forestry* program led by instructor Tom Mikel removed dead poplar trees on property belonging to Parks Canada, north of the Peterborough Lift Lock on Ashburnham Drive.

On March 21, Fleming's Health Information Management (HIM) students presented a \$5,000 cheque to the Oshawa Hospital Foundation for the Cancer Centre's Palliative Care Unit in memory of faculty member Linda Elias, who was treated at the Centre before passing away on November 5, 2011. The students raised the money by creating and selling a cookbook, *Our Favourite Recipes*, part of a Service Learning Project where the students volunteer to give back to the community.

The annual *Health Fair* was held in the main foyer of the Sutherland (Brealey) Campus on March 22, with many community agencies on site to share their service information.

On March 26, Fleming College hosted the Peterborough region of the *Bears' Lair Entrepreneurial Competition*, an initiative of the Workforce Development Board to encourage entrepreneurship and small business development in the cities of Peterborough, Kawartha Lakes and the counties of Northumberland, Peterborough and Haliburton. A second regional competition will be held in Cobourg on March 29, with the Grande Finale on May 12 in Peterborough at the Showplace Performance Centre.

### **Developing the Fleming Working Environment**

Maureen McKay, a full-time faculty member with the Royal Conservatory of Music, will instruct beginning and experienced harp students at the Haliburton School of The Arts in July. This course is an elective credit toward the College's Visual and Creative Arts diploma. A well-respect harpist, Maureen brings an added dimension of ergonomic awareness to harp playing, incorporating injury prevention with skill development.

The 2012 *Celebrating Our Winning Spirit Employee Campaign* in support of student financial assistance concluded last week. A number of events were held at all campus location.

One of the important components in efficiently managing our budget is to ensure we effectively manage complement. This year, we are placing more attention on *hiring full-time faculty* while being very discerning in our hiring of administration and support staff. The increase in full-time faculty will have an impact on the available work for contract faculty. We believe the shift to bring a better balance of full-time and contract faculty is the right thing to do to deliver quality student learning.

For several years, Fleming has consistently identified leadership as a foundational element to achieving success. Our institutional frameworks including our Strategic Plan, Core Promise, Leadership Behaviours, Engagement Survey and GRID training reflect this. GRID training introduced the behaviours that we believe lead to success. Now, it is time to move to the next step and introduce a comprehensive *Leader 360 Feedback Program* that will provide feedback on how leaders exhibit these behaviours in their day-to-day work. The Leader 360 survey is a process through which each leader will receive confidential, anonymous and multi-pronged feedback from those with whom they work closely. The feedback will come from direct reports, colleagues and the supervisor. This initiative will be introduced in April. Once surveys are completed, Fleming Data Research will compile individual survey feedback and provide leaders with a confidential summary report that will highlight strengths and areas for improvement. Leaders will summarize the results, meet with their supervisor and identify an individual action plan. One or two of the objectives from the individual action plan will be included in the performance objective setting process for next year. The program will be supported by an external coach (optional) to assist with the development of action plans.

#### **Other**

Part of the provincial government's development of a new credit-transfer system will replace the College University Consortium Council (CUCC) with a new co-ordinating body, the *Ontario Council on Articulation and Transfer* (ONCAT) dedicated to assisting students achieve successful academic and career futures. ONCAT is responsible for developing transfer pathways to optimize postsecondary options for students and reduce duplication of prior learning.

The provincial budget was released on March 27 and will be followed by the release of the federal budget on March 29.

Board of Governors In-Camera Meeting   
Board of Governors Public Meeting

**ACTION REQUIRED:**  
Information/Discussion   
Decision

**SUBJECT: *Unanimous Consent Agenda***

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

#### SOURCE / BACKGROUND

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

#### RECOMMENDATION

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

**Approve the minutes of the**

**6.1 February 22, 2012 public meeting of the Board of Governors; and**

**Receive, for information, the**

**6.2 Report on the Activities of Board Committees for March 2012;**

**6.3 Meeting Summary for the *General Arts and Science* (January 23, 2012) Program Advisory Committee;**

**6.4 Schedule of Program Advisory Committee Meetings for the March – June 2012 timeframe; and the**

**6.5 Index of Correspondence received for February and March 2012.**

# BOARD OF GOVERNORS

## Public (*Open Session*) Meeting

Wednesday, February 22, 2012  
Scholfield Boardroom, Brealey Room #5920  
Peterborough, ON

# MINUTES

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**Present:** Mr. Astell, Mr. Degeer, Dr. Dockstator (via telephone), Mr. Greene, Mr. Gulston, Ms. Hayes, Mr. Lovenuk, Mr. MacDougall, Mr. Mackle, Ms. Maki, Mr. McLean, Mr. Nesbitt, Ms. Ross, Ms. Shill, Ms. Sutcliffe-Geens, and Dr. Tilly for the Board.  
Ms. McFadden.

**Regrets:** Ms. Kalavrias.

**Administration:** Ms. Cameron, Ms. Crook, Mr. Harvey, Mr. Van Parys.

**Guest:** Ms. McEachran, College Communications.

### 1. Call to Order, Welcome and Introduction of Guests

Board Chair, Mr. McLean, called the meeting to order at 4:40 p.m. and welcomed those in attendance. Ms. Leigh McEachran was introduced, joining the College as Communications Officer.

### 2. Approval of Agenda

BoG Feb22-2012 #1

Moved and Seconded by Mr. Lovenuk and Mr. MacDougall  
**THAT the agenda be approved, as circulated.**

Carried

### 3. Conflict of Interest Declaration

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

### 4. Report of the Board Chair

Governor McLean presented his Report, provided as a handout. Attention was drawn to the welcome reception for international students. The Report was received, for information.

### 5. Report of the College President

The President presented his Report, provided as a handout, and highlighted a number of activities referenced in the document. Mr. Van Parys demonstrated a mapping feature (developed by two of his staff) that visually explains the extent to which students will travel to a centre of excellence. The Report was received, for information.

### 6. UNANIMOUS CONSENT AGENDA

There were five items identified on the Unanimous Consent Agenda. Governors were requested to identify those to be removed and placed on the regular public meeting agenda; none were identified.

BoG Feb22-2012 #2

Moved and Seconded by Mr. Lovenuk and Mr. Nesbitt  
**THAT the Board of Governors of Sir Sandford Fleming College**



- approve the minutes of the *Board of Governors public meeting of January 25, 2012, 2011*;
- receive, for information, the
- *Report on the Activities of Board Committees for February 2012*;
- *Meeting Summaries for the Security and Risk Management (December 9, 2011) and Educational Assistant (January 26, 2012) Program Advisory Committees*;
- *Schedule of Program Advisory Committee meetings for the February through May 2012 timeframe*; and the
- *Index of Correspondence* received for the January/February 2012 timeframe.

Carried

## BOARD OF GOVERNORS MEETING AGENDA

### 7. Business Arising from the Minutes

None identified

### 8. Board Business

8.1 2012-2013 Financial Plan Budget Update: Ms. Cameron provided a high level presentation on the initial projections. The College is facing the same challenge as the provincial government and many businesses: increasing costs that are outstripping growth in revenue. The intent is to deliver a budget that maintains overall costs at the same level as the current fiscal year. A brief question and answer period followed, touching on the topics of adjusting program mix and tuition. A revised tuition policy framework is anticipated.

8.2 Quality Assurance: Presented by Governor Maki, the Academic and Student Affairs Committee has over the course of several meetings considered the elements currently in place to measure the overall quality of the student experience; discussions by the Committee included a review of assessment mechanisms and improvement strategies. Clarification was sought as to the areas that fall under the Academic and Student Services division and to define what was to be measured; examples provided were key performance indicators by program and by school, through internal surveys relating to recreation services or counseling.

BoG Feb22-2012 #3

Moved and Seconded by Ms. Maki and Ms. Shill

**THAT the Board of Governors of Sir Sandford Fleming College amend the College's annual Business Plan to include a required annual progress report on quality improvement in the Academic and Student Services division; this report should identify areas of specific concern or risk for the College as well as address progress toward quality improvement goals.**

Carried

8.3 New Program – Ontario College Certificate in Human Services Foundation: Presented by Governor Maki, the program will provide very clear pathways into the College, specific to the School of Law, Justice and Community Services.

BoG Feb22-2012 #4

Moved and Seconded by Ms. Maki and Mr. Astell

**THAT the Board of Governors of Sir Sandford Fleming College approve the *Ontario College Certificate in Human Services Foundation* effective September 2012, for forwarding to the Ministry of Training, Colleges and Universities for funding approval.**

Carried

The next two Fleming College Certificates work with current curricula, repackaged to enable the School of Environmental and Natural Resource Sciences to reach out to new audiences.

#### 8.4 New Program – Fleming College Certificate in Environmental Field Skills

BoG Feb22-2012 #5

Moved and Seconded by Ms. Maki and Ms. Shill

**THAT the Board of Governors of Sir Sandford Fleming College approve the proposal to offer a *Fleming College Certificate in Environmental Field Skills*, effective March 2012.**

Carried

#### 8.5 New Program – Fleming College Certificate in Horizontal Directional Drilling

BoG Feb22-2012 #6

Moved and Seconded by Ms. Maki and Mr. Nesbitt

**THAT the Board of Governors of Sir Sandford Fleming College approve the *Fleming College Certificate in Horizontal Directional Drilling*, effective March 2012.**

Carried

8.6 There were no items to report from the in-camera meeting.

### **9. STRATEGIC DISCUSSION / DECISION ITEMS**

The Commission on the Reform of Ontario's Public Services was released on February 15, 2012; the recommendations contained in the Drummond Report address Ontario's economic challenges while proposing major changes in the way the government delivers service. Dr. Tilly noted that Colleges Ontario would submit a response to the Minister of Finance on behalf of the college sector.

The Report does acknowledge the under funding of postsecondary education in Ontario and that the current model is not sustainable; in this regard, the college sector has affirmed its position of exploring with the Ministry any revisions to funding in a collaborative manner.

It is important to keep in mind that the Drummond Report is not a directive, it is simply a report; the recommendations contained within the document are received by government, then reviewed and debated. Many of the recommendations would require legislative action to implement.

Fleming's strategic directions and budget assumptions are in keeping with the key aspects of the Drummond Report.

### **10. GENERAL LEARNING ABOUT THE COLLEGE / COLLEGE SYSTEM**

Liaison Governor Reports: Governor Mackle attended the January 26, 2012 meeting of the *President's Advisory Council* and provided feedback on the experience. The next meeting of Council is February 23 in Peterborough with a focus on Aboriginal Education and Services; governors interested in attending in the Liaison Governor role are requested to advise Ms. McFadden.

Dr. Dockstator provided a summary of the February 16 meeting of the *Aboriginal Education Council*. Dr. Tilly expressed appreciation to members of Council and staff who sponsored the recent Aboriginal Awareness Day events.

### **11. OTHER BUSINESS**

None brought forward.

**12. ADJOURNMENT OF MEETING** at 5:28 p.m. by Mr. MacDougall and Mr. Lovenuk.

**CONSENT AGENDA**

Board of Governors In-Camera Meeting   
**Board of Governors Public Meeting**

**ACTION REQUIRED:**

**Information**   
 Decision

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

The following report details activities of the Board Committees for meetings held in March 2012.

**Academic and Student Affairs Committee**

*Governor Maki – Committee Chair*

The Committee met on March 14, 2012. Members received two Program Review Reports. The first report was from the school of Law, Justice and Community Services and highlighted the Museum Management and Curatorship, Bio-Technology Forensics and Law Clark programs. The Second report was from the School of Education, Health and Wellness and highlighted the Personal Support Worker and Health Information Management programs.

Items requiring Board approval are listed on the agenda.

**Finance and Property Committee**

*Governor Nesbitt – Committee Chair*

The Committee met on March 14 and March 20, 2012. Attached, for information, is a document outlining the College's financial position for the period ending February 29, 2012. Items requiring Board approval are listed on the agenda.

**Executive Committee**

*Governor Ross – Committee Chair*

The Committee met on March 14, 2012 and received an interim report on the President's objectives for the year. There were no items requiring Board approval.

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

**SIR SANDFORD FLEMING COLLEGE**  
**Statement of Revenue and Expenditures**  
**For the Period Ending February 29, 2012**



	Current Year			Prior Year			Variance
	Actual To 29-Feb-2012	Budget Current Year	YTD/Budget %	Actual To 28-Feb-2012	Actual Prior Year	YTD/Year %	Difference %
<b>Revenue</b>							
Grants and Reimbursements	\$ 35,718	\$ 44,444	80.4%	\$ 35,628	\$ 44,681	79.7%	0.6% F
Student Tuition Fees	21,206	19,498	108.8%	19,643	18,432	106.6%	2.2% F
Contract Training	108	501	21.6%	416	866	48.0%	-26.4% U
Other Income	-	-	-	-	-	-	-
Other Income	6,121	6,842	89.5%	4,513	5,907	76.4%	13.1% F
Ancillary Fees	3,841	3,893	98.6%	3,353	3,809	88.0%	10.6% F
<b>Total Other Income</b>	<b>9,961</b>	<b>10,736</b>	<b>92.8%</b>	<b>7,866</b>	<b>9,716</b>	<b>81.0%</b>	<b>11.8% F</b>
Amortization of Deferred Capital Contributions	3,436	3,748	91.7%	3,340	3,644	91.7%	0.0% U
<b>Total Operating Revenues</b>	<b>70,429</b>	<b>78,927</b>	<b>89.2%</b>	<b>66,894</b>	<b>77,340</b>	<b>86.5%</b>	<b>2.7% F</b>
Investments	-	-	-	-	21	0.0%	F
Skills Programs	3,105	3,340	93.0%	5,292	4,615	114.7%	-21.7% U
Tuition Holdback Bursaries	1,550	2,297	67.5%	1,864	2,040	91.4%	-23.9% U
Ministry Bursaries	878	1,037	84.7%	916	1,079	84.9%	-0.2% U
Special Projects	1,266	1,706	74.2%	1,041	1,458	71.4%	2.8% F
Facilities Renewal and Renovation Projects	706	553	127.7%	2,170	1,808	120.0%	7.7% F
Ancillary Operations	3,736	3,840	97.3%	3,624	3,872	93.6%	3.7% F
Net Asset Adjustment	(137)	(680)	20.1%	-	(1,032)	0.0%	20.1% F
<b>Total Revenue</b>	<b>\$ 81,532</b>	<b>\$ 91,018</b>	<b>89.6%</b>	<b>\$ 81,800</b>	<b>\$ 91,200</b>	<b>89.7%</b>	<b>-0.1% U</b>

**SIR SANDFORD FLEMING COLLEGE**  
**Statement of Revenue and Expenditures**  
**For the Period Ending February 29, 2012**



	Current Year			Prior Year			Variance
	Actual To 29-Feb-2012	Budget Current Year	YTD/Budget %	Actual To 28-Feb-2012	Actual Prior Year	YTD/Year %	Difference %
<b>Expenditures</b>							
<b>Salaries and Benefits</b>							
Salaries, Full Time	\$ 32,822	\$ 35,883	91.5%	\$ 32,540	\$ 35,697	91.2%	0.3% U
Salaries, Part Time	9,250	11,256	82.2%	9,173	11,326	81.0%	1.2% U
Benefits	8,324	9,376	88.8%	8,110	9,219	88.0%	0.8% U
<b>Total Salaries and Benefits</b>	<b>50,396</b>	<b>56,515</b>	<b>89.2%</b>	<b>49,823</b>	<b>56,241</b>	<b>88.6%</b>	<b>0.6% U</b>
<b>Non-Salary Expenses</b>							
Instructional Support Costs	4,119	4,758	86.6%	3,798	4,617	82.3%	4.3% U
Travel and Professional Development	801	1,190	67.3%	890	1,163	76.6%	-9.3% F
Advertising	662	854	77.5%	615	835	73.7%	3.8% U
Telephone, Audit, Legal & Insurance	743	795	93.4%	701	902	77.7%	15.7% U
Equipment Maintenance	335	376	89.0%	363	443	82.0%	7.0% U
Plant and Security	1,907	2,315	82.4%	1,794	2,377	75.5%	6.9% U
Rentals and Taxes	866	952	91.0%	751	837	89.8%	1.2% U
Utilities	1,407	1,991	70.7%	1,372	1,882	72.9%	-2.2% F
Contract Services Trent	(176)	1,717	-10.3%	(103)	1,990	-5.2%	-5.1% F
Services & Other	2,110	2,075	101.7%	1,540	2,044	75.3%	26.4% U
Long Term Debt Interest	111	119	93.3%	137	148	92.3%	1.0% U
Amortization of Capital Assets	5,030	5,487	91.7%	4,718	5,147	91.7%	0.0% U
<b>Total Non-Salary Expenses</b>	<b>12,987</b>	<b>22,629</b>	<b>57.4%</b>	<b>11,964</b>	<b>22,385</b>	<b>53.4%</b>	<b>3.9% U</b>
<b>Total Operating Expenditures</b>	<b>63,383</b>	<b>79,144</b>	<b>80.1%</b>	<b>61,787</b>	<b>78,627</b>	<b>78.6%</b>	<b>1.5% U</b>
Investments	31	75	41.4%	153	256	59.7%	-18.4% F
Skills Programs	2,199	2,947	74.6%	3,500	4,107	85.2%	-10.6% F
Tuition Holdback Bursaries	1,550	2,297	67.5%	1,864	2,040	91.4%	-23.9% F
Ministry Bursaries	878	1,037	84.7%	916	1,079	84.9%	-0.2% F
Special Projects	1,266	1,706	74.2%	1,041	1,447	71.9%	2.3% U
Facilities Renewal and Renovation Projects	706	553	127.7%	2,170	1,808	120.0%	7.7% U
Ancillary Operations	3,165	3,941	80.3%	3,116	3,587	86.9%	-6.5% F
<b>Total Expenditures</b>	<b>\$ 73,177</b>	<b>\$ 91,018</b>	<b>80.4%</b>	<b>\$ 74,546</b>	<b>\$ 91,919</b>	<b>81.1%</b>	<b>-0.7% F</b>
<b>Net</b>	<b>\$ (9,443)</b>	<b>\$ (680)</b>	<b>1388.6%</b>	<b>\$ (6,869)</b>	<b>\$ (313)</b>	<b>2195.3%</b>	<b>-806.7% F</b>


**Fleming College**

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**General Arts & Science**  
**Monday January 23<sup>rd</sup>, 2012**  
**Room 5920, Sutherland Campus**

## MEETING SUMMARY

- Present:** Jennifer Richardson (Trent University); Karen Maki (Trent University); Drew Merrett (Merrett Home Hardware); Elyse Pinder (Durham District School Board); Jim Dick (Sysco Foods); Wayne Caume (Kawartha Pine Ridge District School Board)
- Regrets:** Jane Flynn-Sammut (Peterborough, Victoria, Northumberland & Clarington Catholic District School Board); Lorie Wilson (Kawartha Pine Ridge District School Board); Gene Canning (Ministry of Community and Social Services)
- Fleming Staff:** Ann Drennan (Dean); Silvana Macdonald (Chair); Christopher Shields (Program Coordinator); Helen Bajorek-Macdonald (Program Coordinator)
- Recorder:** Tara Meldrum (School Operations Liaison)

	Key Points / Actions	Follow-up / Status
<b>Non-Action Items</b>		
1.	Dean provided committee members with updates on College and School activities, including but not limited to KPI surveys, changes to curriculum, program updates, enrolment updates. An overview of College Strategic Strategies was provided.	Committee members to receive more information on KPI survey
2.	An update was provided on the status of the current status of School Objectives and how they link to the College Strategic Priorities.	None required.

*A complete set of meeting minutes is available to Governors in the Board Circulation binder*

March 2012

## ADVISORY COMMITTEE MEETING SCHEDULE

### March – June 2012

<b>Business, Trades &amp; Technology</b>	
Business Admin Marketing	<b>March 26, 2012</b> 9:00 a.m. – 12:00 p.m. Room 5920
Electrical Techniques/Fire Systems	<b>May 2, 2012</b> 8:00am – 3:00pm Room 3620
<b>Education, Health &amp; Wellness</b>	
Paramedic	<b>March 23, 2012</b> 10:00 a.m. – 12:00 noon, Room: 5920
Personal Support Worker	<b>April 5, 2012</b> 9:00 a.m. – 11:00 a.m. (Frost Campus)
Pharmacy Technician	<b>April 11, 2012</b> 9:00 a.m. – 11:00 a.m., Room 5920
Early Childhood Education	<b>April 13, 2012</b> 9:00 a.m. – 11:00 a.m. Room 5920
Health Information Management	<b>April 27, 2012</b> 9:00 a.m. – 11:30 a.m., Room 515
<b>Environmental &amp; Natural Resource Sciences (All meetings @ Frost)</b>	
Blasting Techniques	<b>March 22, 2012</b> 10:00 a.m. – 2:00 p.m., Room 252
Fish & Wildlife	<b>April 5, 2012</b> 1:00 p.m. – 4:00 p.m., Room 252
Environmental Visual Communication	<b>April 11, 2012</b> 2:00 p.m. – 4:00 p.m., Room 252
Outdoor Adventure Skills	<b>April 12, 2012</b> 2:00 p.m. – 5:00 p.m., Room 252
Arboriculture/Forestry/Urban Forestry	<b>April 13, 2012</b> 10:00 a.m. – 3:00 p.m., Room 252
<b>Environmental &amp; Natural Resource Sciences</b>	
Geomatics	<b>May 14, 2012</b> 10:00 a.m. – 3:00 p.m., Room 252
GIS	<b>May 15, 2012</b> 10:00 a.m. – 3:00 p.m., Room 252
<b>Haliburton</b>	
Expressive Arts	Postponed to June
<b>Law, Justice &amp; Community Services</b>	
Recreation & Leisure Services	<b>March 29, 2012</b> 10:00 a.m. – 2:00 p.m., Room 5920
Biotechnology Forensics	<b>April 5, 2012</b> 10:00 a.m. – 2:00 p.m., Room 5920
Emergency Management	<b>April 18, 2012</b> 12:00 p.m. – 3:00 p.m., Room 5920
Developmental Service Worker	<b>April 27, 2012</b> 9:30 a.m. – 12:30 a.m., Room 5920
Social Service Worker	<b>May 7, 2012</b> 9:30 a.m. – 12:00 noon, Room 5920
Arts & Heritage	<b>June 15, 2012</b> 10:00 a.m. – 3:00 p.m., Room 5920

**Please contact Mary Jane Jackman ([mjackman@flemingc.on.ca](mailto:mjackman@flemingc.on.ca)) to obtain agenda, meeting material**

**REPORT TO THE BOARD**

**March 28, 2012 – Agenda Item 6.5**

**CONSENT AGENDA**

Board of Governors In-Camera Meeting

Board of Governors Public Meeting

**ACTION REQUIRED:**

Information

Decision

**SUBJECT: *Index of Correspondence for February and March 2012***

A report to detail the correspondence received and available for review in the **Circulation Binder**. 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**

None.

**COLLEGE SYSTEM CORRESPONDENCE**

*The College Dispatch*

- March 2012 issue

*Inside ACCC*

- February 24 and March 9, 2012 issues

**FLEMING “IN THE NEWS”**

*Graduate Report 2010-2011*

**PROGRAM ADVISORY COMMITTEE MINUTES**

- General Arts and Science (January 23, 2012)



Board of Governors In-Camera Meeting	<input type="checkbox"/>	ACTION REQUIRED:	<input type="checkbox"/>
<b>Board of Governors Public Meeting</b>	<input checked="" type="checkbox"/>	Information	<input type="checkbox"/>
		<b>Discussion/Decision</b>	<input checked="" type="checkbox"/>

**SUBJECT:** *Tuition, Compulsory Ancillary Fees, Student Levied Fees*  
**PRESENTED BY:** Governor Nesbitt, Chair – Finance and Property Committee

**SOURCE / BACKGROUND**

- Finance and Property Committee, meeting of March 20, 2012
- As detailed below and in the attached schedules

**DISCUSSION / OPTIONS**

**Tuition 2012/13**

The Ontario government announced on March 8, 2012 that it is extending, for one year, a cap of 5% on overall tuition fees at colleges and universities. This policy continued the existing policy announced in 2006 which sought an additional contribution from students to meet the quality goals of the Reaching Higher Plan. The student contribution was in the context of regulated tuition framework. Increases were capped, predictable and linked to improvements in quality and access. Institutions had more flexibility to set fees, but only within the capped, regulated and predictable framework.

Tuition increases were tied to quality improvements and the student access guarantee. Quality improvements and access for students was ensured through multi-year accountability agreements that every institution was required to sign. The agreement sets out the institutions' commitment to quality, access and included the student access guarantee.

This regulated framework applied to all publicly funded programs. It allowed for tuition fee differentiation based on program and program year. The stated guidelines were based on the principle that annual tuition fees could be increased within specified limits over previous tuition fee levels with the average tuition increase not to exceed 5%.

<b>MAXIMUM ALLOWABLE FEE INCREASE – 2010, 2011 and 2012</b>		
<b>Program Type</b>	<b>Program Year</b>	
	<b>First Year</b>	<b>Continuing Years</b>
<b>Regular Fee programs</b>	Up to the greater of \$100 or 4.5%	Up to 4%
<b>High Demand programs</b>	Up to 8%	Up to 4%
<b>TOTAL TUITION INCREASE</b>	<b>5%</b>	

**Fleming's approach**

Administration believes we need to maximize College revenues and implement increases that will approach the maximum allowed by the new tuition fee policy and is recommending tuition for all programs be increased to the maximum allowed under the Ministry Policy.

Recommendations for **tuition for new programs** will come forward for Board approval as part of the new program proposals. **International programs** need to be competitive with other colleges. The

tuition component will be at projected 2012/13 levels and the international premium will be \$4600 per semester.

The **Academic Fees** relate to field activities for specific courses within programs and are based on the actual cost to the student. The **Supply Fees** relate to specific, full time programs and are also based on the actual cost of supplies used and retained by the student. The College will continue to charge supply fees to students in various part-time courses; these fees recover costs directly related to the supplies provided to the students.

### **Compulsory Ancillary Fees**

The Ministry of Training, Colleges and Universities introduced a new policy for ancillary fees effective September 1, 2009. The new policy required colleges and student governments to amend their protocol agreements.

**Ancillary Fees** are charged to support those services and activities that are not supported by the General Purpose Operating Grant, Capital Grants and Tuition Fees. The college board of governors have the final approval of all ancillary fees.

The proposed fees for 2012/13 have the support of the Student Administrative Council and the Student Association:

- Proposed Alumni Fee: \$13.00 per semester, an increase of 4.0% over 2011/12.
- Proposed Support Services Fee: \$85.25 per semester, an increase of 4.0% over 2011/12.
- Proposed Part-Time Student Support Services Fee: \$ .71 per hour to a maximum of \$45.00 per course, an increase of 6.0% over 2011/12.
- Proposed IT Fee: \$82.00 per semester. Of this fee, \$6.00 will be utilized to replace various equipment, in consultation with student governments.

### **Student Levied Fees**

The two student governments (Student Administrative Council (SAC) – Sutherland and Student Association (SA) – Frost) levy their own student association fees on the student body; these fees require the approval of the Board of Governors of the College. These fees will be per semester (15 weeks) for the 2012/13 academic year (effective September 1, 2012 to August 31, 2013):

- Student Activity Fees – Brealey, Cobourg, McRae: remains unchanged at \$60.50 per semester. This fee includes a Student Transition Project fee of \$2.50.
- Student Activity Fee – Haliburton, ROM: remains unchanged at \$48.50 per semester. This fee also includes a Student Transition fee of \$2.50.
- Student Activity Fee – Lindsay: remains unchanged at \$83.50 per semester. This fee also includes a Student Transition fee of \$2.50.
- Athletic Fee – Brealey, McRae: increased from \$39.75 to \$41.75 per semester.
- Athletic Fee – Lindsay, Haliburton: increased from \$49.00 to \$50.50 per semester.

- Building Fund – Brealey, McRae re Peterborough Sport and Wellness Centre: remains unchanged at \$42.00. A referendum was held and when the Sport and Wellness Centre is paid, this fee will continue for the Sports Field.
- Building Fund – Lindsay re Student Centre Lindsay: remains at \$37.00 per semester.
- Recreational Building Fund – Lindsay re Field house: remains at \$14 per semester.
- Peterborough Sport and Wellness Centre – Brealey, McRae: increased from \$83.50 to \$84.50 per semester.
- Health Insurance (FULL YEAR): will remain unchanged at \$215.00.
- Student Centre Renovation Fund – Brealey: this fee of \$40.00 will fund the Student Centre renovations.
- Lindsay Recreation Complex Fee – Frost: this fee of \$50.00 will provide recreation membership to students.

## **RECOMMENDATIONS**

**THAT the Board of Governors of Sir Sandford Fleming College approve the *Tuition, Academic and Supply Fees for 2012-2013*, as circulated.**

**THAT the Board of Governors of Sir Sandford Fleming College approve the *Compulsory Ancillary Fees for 2012-2013* approved by the Student Administrative Council and Student Association, as circulated.**

**THAT Board of Governors of Sir Sandford Fleming College approve the *Student Levied Fees for 2012-2013*, as circulated.**

**Student Fees**  
**(PER SEMESTER)**  
 Effective September 1, 2012

<b><u>TUITION</u></b>	2010/11	2011/12	2012/13	<b><u>NOTE</u></b>	<b><u>Change</u></b>
<b>High Demand</b>					
<b>First year:</b>					
Motive Power Techniques - Heavy Equipment	4,625	4,625.00	4,833.00		4.5%
Electrical Power Generation	4,625	4,625.00	4,833.00		4.5%
Heavy Equipment Operator (FULL PROGRAM)	8,706	9,402.00	10,154.00		8.0%
Museum Management	1,336	1,443.00	1,558.44		8.0%
Natural Resources Law Enforcement	2,085	2,251.00	2,431.08		8.0%
Outdoor Adventure Skills (1st year)	1,826	1,972.00	2,129.76		8.0%
Blasting Techniques	2,624	2,834.00	3,060.72		8.0%
Sustainable Agriculture	2,746	2,746.00	2,965.68		8.0%
Digital Imaging	2,208	2,384.00	2,574.72		8.0%
Applied Research			1,600.00		
Computer Security & Investigation	2,347	2,440.00	2,635.20		8.0%
Arboriculture		1,210.00	1,306.80		8.0%
GIS Programs		1,149.00	1,240.92		8.0%
Pre-Service Fire Fighter	3,791	3,942.00	4,257.36		8.0%
Ecological Restoration	2,185	2,272.00	2,453.76		8.0%
Paramedic	2,347	2,440.00	2,635.20		8.0%
Practical Nurse ( <i>Five semesters offered over four+ semesters</i> )	1,726	1,795.00	1,938.60		8.0%
Environmental Visual Communication		3,000.00	3,240.00		8.0%
International Business Management		2,108.00	2,276.00		8.0%
<b>Returning Students:</b>					
Electrical Power Generation	4,130	4,295.00	4,466.80		4.0%
Computer Security & Investigation	2,347	2,440.00	2,537.60		4.0%
Pre-Service Fire Fighter	3,791	3,942.00	4,099.66		4.0%
Ecological Restoration	2,185	2,272.00	2,362.88		4.0%
Paramedic	2,347	2,440.00	2,537.60		4.0%
Practical Nurse ( <i>Five semesters offered over four+ semesters</i> )	1,726	1,795.00	1,866.80		4.0%
<b><u>Regular Programs</u></b>					
Certificate Programs – Year One	1,160	1,210.00	1,264.45		4.5%
Diploma Programs - Year One		1,149.00	1,200.70		4.5%
Other Programs - Returning Students	1,105	1,149.00	1,194.97		4.0%
Massage Therapy - Year One	1,413	1,469.00	1,535.10		4.5%
Massage Therapy - Returning Students	1,413	1,469.00	1,527.76		4.0%
Tuition Short Programs (Weekly)	63.33	66.18	68.83		4.0%
All Other Part Time Funded (Hourly)	5.39	5.64	5.89		4.4%
Prior Learning Assessment Fee (per Course)	124.36	129.95	135.80		4.5%
Co-Op Fees	450.00	468.00	486.00		3.8%

**International Tuition - All Programs**

Tuition at 2012/13 est. rate + Fees + Health Plan  
 + \$4600 Cdn ( was \$4550).

## COMPULSORY ANCILLARY FEES

	<u>2010/11</u>	<u>2011/12</u>	<u>2012/13</u>		<u>Change</u>
Alumni	12.25	12.50	13.00		4.0%
Support Services	80.00	82.00	85.25		4.0%
Support Services Part Time per Hour	0.65	0.67	0.71		6.0%
	<b>max \$ 40 per course</b>	<b>max \$ 42 per course</b>	<b>Max \$45 on set hour course</b>		
Information Technology Fee	76.00	79.00	82.00	1	3.8%

## STUDENT LEVIED FEES

Student Activity – <b>B C M</b> *	58.50	60.50	60.50	2	0.0%
Student Activity – <b>H R</b> *	48.50	48.50	48.50	2	0.0%
Student Activity - <b>L</b> *	83.50	83.50	83.50	2	0.0%
Athletic Fee - <b>B M</b>	38.50	39.75	41.75		5.0%
Athletic Fee – <b>L H</b>	47.00	49.00	50.50		3.1%
Peterborough Sport and Wellness Student Membership	82.00	83.50	84.50		1.2%
Building Fund – <b>B M</b> (Sport and Wellness Brealey then Sports Field)	42.00	42.00	42.00	3	0.0%
Student Centre Frost <b>L</b>	37.00	37.00	37.00		0.0%
Recreational Building Fund - <b>L</b> (Fieldhouse)	14.00	14.00	14.00		0.0%
Student Centre Renovation Fund - Brealey		40.00	40.00	4	0.0%
Lindsay Rec Complex Fee - <b>L</b>		50.00	50.00		0.0%
Health Insurance ( <u>Per Year</u> ) <b>ALL</b>	206.00	215.00	215.00		0.0%
Sutherland (ex health)		439.25	449.00		2.2%
Frost (ex health)		407.00	415.25		2.0%
Cobourg (ex health)		234.00	240.75		2.9%
Haliburton (ex health)		271.00	279.25		3.0%
ROM (ex health)			263.75		

**B** = BREALEY. **C** = COBOURG. **H** = HALIBURTON.  
**L** = LINDSAY. **M** = McRAE **R** = ROM

**NOTES:**

- 1 IT fee includes \$6.00 to upgrade as required
- 2 Student Transition Fund of \$2.50 per student is included in this fee
- 3 Referandum for Sports Field when PSW centre paid off
- 4 Reserve fund to be determined

**ACADEMIC FEES**  
**Effective September 1, 2012**

	<u>Course</u>	<u>2011-12</u>	<u>2012-13</u>
Ecosystem Management Technology	APST 21	225	273
Environmental Technician	APST 27	212	195
Environmental Technology	APST 88	82	81
Ecological Restoration	APST 83	681	682
Ecological Restoration	FSTY75	68	69
Forestry Technician	APST 030	432	415
Fish and Wildlife Technology	APST 040	136	136
Fish and Wildlife Technology	APST 018	136	140
General Arts and Science - Environmental & Natural Resource Studies Option	APST96	310	269
Geomatics Technician	APST 64	288	324
Geographic Information Systems - Applications Specialist	APST 87	320	309
Geographic Information Systems - Cartographic Specialist	APST 87	320	309
Natural Resources - Law Enforcement	APST 16	215	228
Outdoor Adventure Skills	APST 77	549	451
Outdoor Adventure Skills	APST 76	114	91
Outdoor and Adventure Education	APST112	0	112
Outdoor and Adventure Education	APST113	0	402
Visual and Creative Arts Diplomas Haliburton	ARTS957	218	332
Fish & Wildlife Technician & Technologist	APST 23	0	453
Recreation & Leisure Services	RECR026	139	143

**SUPPLY FEES**  
**Effective September 1, 2012**

<u>Full-time Programs</u>	<u>2011-12</u>	<u>2012-13</u>
Jewellery Arts Certificate Program	2,689	2,689
Artist Blacksmith Certificate Program	935	935
Photo Arts Certificate Program	742	921
Ceramics Certificate Program	724	724
Fibre Arts Certificate Program	723	723
Glassblowing Certificate Program	3,274	3,274
Visual and Creative Arts Diploma Program	718	718
Visual Arts Fundamentals - Drawing and Painting	849	849
Sculpture Certificate Program	826	826
Digital Image Design	516	516
Personal Support Worker Brealey	33	33
Personal Support Worker Frost	33	33
Paramedic	33	33
Practical Nursing	33	33
Occup Therapist Assist/ Physio Assist	33	33
Resources Drilling Blasting	68	57
Blasting Techniques	110	98
Heavy Equipment Operator	36	36
Heating, Ref & Air Cond	310	455
Electrical Power Generation	-	122
Motive Power Techniques	-	122
Fish & Wildlife Technician	-	30

The College will continue to charge supply fees to students in various part time courses. These fees recover costs directly related to the course.



# COMPULSORY ANCILLARY FEE PROTOCOL AGREEMENT

Between

**THE STUDENT ADMINISTRATIVE COUNCIL, THE STUDENT ASSOCIATION**

and

**SIR SANDFORD FLEMING COLLEGE**

## Background

The intent of this protocol agreement is to define the process of determination, collection and use of mandatory ancillary fees for full time students as prescribed by the Ministry of Training, Colleges and Universities (referred to as MTCU) Revised College Ancillary Fee Policy, Effective 2009-2010. The protocol agreement will be used to facilitate relatively predictable and/or stable resources and service levels over the 5 year duration of the agreement.

The organizations party to this agreement include the Student Administrative Council (referred to as SAC), the Student Association (referred to as the SA) and Fleming College (referred to as the College). The SA and SAC shall be collectively referred to as the Student Government(s).

It is the desire of all parties to maintain a harmonious and positive working relationship and to achieve consensus on the ancillary fees to be charged to students. The fees specifically addressed in this protocol agreement include the following:

- Alumni Fee
- Support Services Fee
- Part Time Student Support Service Fee
- Information Technology Fee

Detailed descriptions of how the fee is used, the materials, services and/or facilities being made available through the payment of the fees are outlined below.

Note: Although fees for the Peterborough Sport & Wellness Centre Fee and the Athletics Fee are collected, and managed primarily by the college on behalf of the Student Government, they are considered to be student levied fees and are exempt from this protocol agreement.

## Description of Compulsory Ancillary Fees

### Alumni Fee

The alumni fee assists in providing a continuous link between Fleming College alumni and the college by providing regular updates through Fleming Ties news magazine and keeping alumni updated on placement statistics, job opportunities and special reunion events. The Alumni Fee is levied by semester.



### Support Services Fee

The support services fee subsidizes a variety of student support services including peer tutoring, health services, counselling services, campus life activities, career and graduate placement services and Convocation ceremonies and receptions. The Support Services Fee is levied by semester.

The Support Services Fee is allocated to the above services at the following *approximate* rates:

Learning Support Services	20%
Orientation and Transition / Campus Life	4%
Counselling Services	34%
Career and Graduate Placement Services	14%
Convocation Ceremonies and Receptions	11%
Health Services	17%

### Information Technology Fee

The Information Technology Fee extends a variety of basic information technology services to students including Help Desk services, Open Access Computing platform, Webmail, Internet Access, Portal Services and applications, initial balance on network printing, wireless access and security software. The Information Technology Services Fee is levied by semester.

### **Determination of Annual Fees (Increases or Decreases)**

On an annual basis, commencing in the fall semester, representatives from the College, the SAC and the SA, will meet to discuss any planned fee increases for the coming academic year. Increases/decreases, expansions, and/or introduction of new fees, will adhere to the MTCU Ancillary Fee Policy and to this Protocol Agreement.

### **Fee and Service Level Increases/Decreases**

In the event that a proposed fee increase or expansion in the rate of compulsory ancillary fees increases the total compulsory ancillary fees by more than 20% in one academic year, the increase and/or new fees must be approved through student referendum. The referendum must itemize each compulsory ancillary fee to be increased or introduced and the amount of the increase contributed by each fee.

In the event that the SA and/or SAC propose a reduction in the fee such that it will result in a reduction of the service level of 20% or more, the decrease must be approved through student referendum. The referendum must describe the level of service reduction in detail.

Students must have the opportunity to vote for/against individual fee increases and significant decreases.

All compulsory ancillary fees, with the exception of program compulsory ancillary fees are included in the annual calculation of total fee increases (i.e. College, and Student Government levied fees). Program compulsory fees are not to be included in a referendum on ancillary fee increases.

### **Referendum Committee**

A joint referendum committee consisting of up to 4 members of the College and up to 2 members of each of the SA and SAC will be established as required to organize details should it be necessary to hold a student referendum for approval of fees.

## **Responsibilities of Fleming College**

On behalf of the parties, the College will prepare and/or revise fee protocol agreements.

The College will compile information regarding increases/decreases and advise the Student Government(s) of any proposed increases, introduction of new fees or changes to existing fees to be charged to students in mid-fall each year.

The College will provide an information package with a consolidated list of all compulsory ancillary fees with a rationale for each new fee or fee increase, including the reason for its compulsory nature.

The College will seek approval of the fees by the Fleming College Board of Governors.

## **Responsibilities of the SAC and SA**

Upon receipt of the proposed fees from the college, the SA and SAC will discuss the fees at a regularly scheduled board meeting and consult with students about the proposed fees.

The SA and SAC will approve any new fees, increases or decreases, if applicable to all compulsory fees. The SA and SAC Board of Directors, through board motion, will indicate their support of the fee. This decision will be made at a regularly scheduled Board meeting consistent with the timelines required for fee approval.

The SA and SAC have final approval of all compulsory ancillary fees as specified in the Ministers Binding Policy Directive on Tuition and Ancillary Fees.

## **Review of Protocol Agreement**

A review of all fees shall take place by the parties to the Agreement at regular 5 year intervals to ensure the reason for introducing a given fee remains current. Based on the review, advice will be provided to the Board of Governors by the College and the Students on the structure of fees. Any fee identified as supporting a service no longer deemed necessary or desirable shall be discontinued with the written approval of all parties to the Agreement.

This Protocol Agreement is to be in effect for the academic years 2009-2010, 2010-2011, 2011-2012, 2012-2013, 2013-2014.

## **Communication to Students**

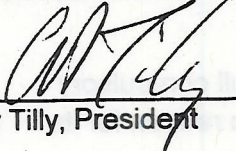
As required by MTCU, information will be provided to students about the ancillary fees outlined above will be announced through the college's calendar, and/or documented on the college website before the deadline for accepting offers of admission. The fee documents will provide a breakdown of all compulsory ancillary fees and explain their purposes in such a way that students clearly understand what materials, services, and/or facilities are being made available through the payment of the fees.

The parties have negotiated in good faith the terms of this protocol agreement. The Agreement will remain in place until such time as a new Protocol Agreement is negotiated by the parties to this agreement.

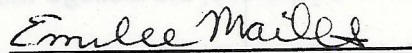
Agreed to this 11 day of March, 2009.



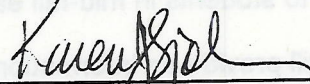
Ben Cordeiro, President  
Student Administrative Council, Sutherland Campus



Tony Tilly, President  
Sir Sandford Fleming College



Emilee Mailes, President  
Student Association, Frost Campus



Karen Sjolva, Executive Director, Student  
Services  
Sir Sandford Fleming College

## **APPENDIX IV – FEE RATES FOR 2012-2013**

*(Note: The motion sheet approved by the Board of Governors will be attached to this agreement annually)*

### Proposed Alumni Fee for 2012-2013

- The Alumni Fee for 2012-13 is set at \$13.00 per semester, an increase of 4.0% over 2011-12.

### Proposed Support Services Fee for 2012-2013

- The Support Services Fee for 2012-13 is set at \$85.25 per semester, an increase of 4.0% over 2011-12.

### Proposed Part Time Student Support Services Fee

- The Part time Student Support Service fee is set at .71 per hour to a maximum of \$45.00 per course, an increase of 6.0% over 2011-12.

### Proposed IT Fee for 2012-2013

- The IT Fee for 2012-13 is set at \$82.00 per semester. Of this fee \$6.00 will be utilized to replace various equipment in consultation with student governments.

**APPENDIX II – FEE RATES FOR 2010-2011**

**APPENDIX III – FEE RATES FOR 2011-2012**

**APPENDIX IV – FEE RATES FOR 2012-2013**

**APPENDIX V – FEE RATES FOR 2013-2014**

## KAWARTHA TRADES AND TECHNOLOGY CENTRE



To our Corporate and Community Partners,

As you know from our discussions, Fleming College is working to develop the Kawartha Trades and Technology Centre, scheduled to open in 2014. Tasks involve constructing an 80,000 square foot facility while ensuring that the programs, services and activities in the Centre meet the needs of employers and students.

The employer focus has involved a team from Fleming visiting more than 40 businesses engaged primarily in manufacturing, which, along with construction trades, is a key focus for the Centre. I want to thank you for participating in these visits, and for providing your perspective and advice relevant to the Kawartha Trades and Technology Centre.

To follow up, we are providing this summary of key themes and insights, plus a focus on how we propose to proceed from here.

While the companies are diverse in many ways, there certainly are common themes. Although a handful of employers are in businesses that are not highly subject to economic cycles, most employers talked about the past four years as a time of challenge arising from the recession, global competition and the strength of the Canadian dollar. Those years generated focus on niches and cost reduction through automation and lean processes.

Most said that the worst of the recession and restructuring is behind them and that there are opportunities ahead, possibly involving a swing back to more production in Canada, given that off-shoring can involve less cost advantage and more complications than many bargained for. Several emphasized that there is a "Canadian brand" internationally, associated with quality, involving a higher price but ultimately good value.

A number referenced a network of suppliers and partners, mainly in Peterborough and the Kawarthas, but extending throughout central eastern Ontario and sometimes beyond. This network is generally considered a vital part of competitive advantage.

At the same time, challenges remain, including (in some instances) aging workforces, skills shortages and difficulty accessing training and development. With respect to apprenticeship, more spoke about difficulties than strengths in Ontario today. In addition, employers are clearly concerned about low cost competitors not just on the other side of the world but also south of the border.

### **What employers want from Fleming**

We asked what CEOs and other leaders want from Fleming. The answers were consistent with a number of our initial assumptions, yet gave much more detail. Basically, there were four asks.

First, give us a bigger talent pool, in part by influencing young people so that more consider and get excited about careers in trades and technology. This is consistent with our commitment to work with our school

boards (KPR, PVNCC and TL), providing a hub for opportunities for students ages 12 to 18. The task here, especially as Canada's capacity to attract skilled workers from elsewhere diminishes, is to develop that talent pool by providing experiences that overcome the reality that trades and tech are out of sight and out of mind for many during these formative years.

Another aspect of the talent pool is attraction of skilled people into the area. For a number of companies, this is critically important, and means to strengthen that attraction and overcome related challenges (e.g. welcoming diversity; finding spousal employment) are high on the priority list. This means that employers want educational opportunities to be a pathway initially to Fleming College and then to employment opportunities in the four counties.

Second, employers want us to continue making Fleming students available for work on "applied projects" and other special assignments that meet employer needs while enriching student learning.

A number pointed to processes, equipment and software that came from such student experience; some introduced key employees whose association with the company started through a student project.

Third, we talked a lot about graduates. While there is not a complete consensus here and employers emphasized different elements in the list below, a set of seven items emerged. Employers said give us graduates who have

- 1) Depth (strong skills in their specialization)
- 2) Breadth (an understanding of related trades and processes)
- 3) Foundation skills (e.g. mathematics)
- 4) A positive attitude and motivation to succeed
- 5) An understanding of lean and a commitment to continuous improvement
- 6) Soft skills, including an ability to work in a team
- 7) A business sense (understanding of sales and what goes into the bottom line)

Fourth, employers want training, and want it on terms that fit with their operational requirements. Several referenced the kind of program Fleming has offered with Flying Colours, indicating the college needs to do more of this type of customized training. Other ideas were raised as well. A discussion with Kawartha Manufacturers Association representatives suggested a "second shift" approach: schedule training in the afternoon and evening once employees finish their day shift. This format is designed to serve multiple employers at the same time. We did not have an opportunity to explore various alternatives and priorities in detail. But the conversations generated some key design features that are worth pursuing.

### **What Fleming needs from employers and partners**

Just as employers have needs that can be addressed by the College, the reverse is true as well. To consider this, a good starting point is to analyze key elements in the challenges that face Fleming. First, like other colleges, we are trying to provide the program elements noted above – such as depth and breadth -- and we

are trying to do it with significantly less revenue than colleges receive in other provinces, and also with less revenue than schools and universities receive per student in Ontario. This is a tall order. But we accept that this circumstance is not going to change dramatically in the next four years, during which we are going to have to find efficiencies and absorb cost increases, particularly as the province deals with a \$16b deficit.

So how can we accomplish this? First, we have to maximize efficiencies. That means we can't afford too many empty seats in our programs. Second, we have to attract students locally but also from farther afield – from across Ontario; even internationally. We have to do this for two reasons: the efficiency imperative (to avoid the empty seats) and the employment imperative (so that graduates from specialized programs spread out beyond the immediate area).

In 2014, we will have a critical resource for attracting students: the Kawartha Trades and Technology Centre. The building will be a complete contrast to our existing facilities. But as attractive as it will be, and as much as the building will itself make a statement about careers in trades and engineering technology, ultimately students come for the program and for the ingredients that set it apart.

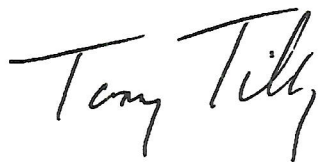
Accordingly, Fleming College will be looking for the following:

- Expert faculty – full-time and part-time, some of whom will teach in non-traditional formats (e.g. intensive one-week program component)
- Intensive applied learning for our students – at the college, in the workplace, on YouTube – using a variety of resources to set the program (and ultimately our graduates) apart
- Support with acquiring the equipment that will be the basis for hands-on learning

It is an exciting time. We have a new opportunity to “crack the nut” on skilled trades and technology education and training and create unique and exciting training opportunities for prospective students in our own region and well beyond. With a new level of engagement, strong partnerships with industry and regional school boards, and a new state-of-the-art facility, we have a rare opportunity to create a new generation of employees.

We seek your commitment to work with us as we build an innovative game plan to capitalize on the opportunity. On behalf of my colleagues and students of today and tomorrow, I want to say that we are excited to work with you and we thank you for supporting Fleming College.

Yours Sincerely,





**REPORT TO THE BOARD****March 28, 2012 – Agenda Item 10.1**

Board of Governors In-Camera Meeting   
**Board of Governors Public Meeting**

**ACTION REQUIRED:**  
**Information**   
 Decision

**SUBJECT: *Cobourg Campus Update 2011-2012*****PRESENTED BY:** Ms. Clifford, Manager – Cobourg Campus

A report to inform the Board of Governors of the activities of the Cobourg Campus since the last Campus Update (January 26, 2011).

**1.0 Achieving Excellence in Student Learning**Esthetician Program

- Of the 20 students who started in the fall of 2011, 20 students remain. The fall 2012 intake target for the 2012-13 year is 24.
- Three current students came into the program through a Dual Credit (Manicure) course pathway in fall 2011 and two students in fall 2010. PVNC Catholic District School Board has requested Dual Credit Manicure courses in fall of 2012 for St. Peter's and Holy Cross Secondary Schools' Hairstyling High Skills Major Program in Peterborough and the Trillium Lakelands District School Board has requested that Dual Credit Manicure courses be offered at the Frost Campus to the area high schools in Winter 2013.

Academic Upgrading

- In 2010-2011 75% of our students identified further training and education as their primary reason for attending upgrading, and our data-to-date this year indicates a slightly higher rate. Over the years, we have helped more and more students reach that goal. This past year has seen graduates of our program go into such varied programs as Practical Nursing, Health Information Systems, Electrical Engineering, HVAC, Drug and Alcohol Counselling, and Blasting Techniques.
- At the mid-year mark, according to our Learner Satisfaction Survey, over 97% of the respondents were satisfied with our program and over 98% said they would tell other people to come to Fleming to take part in the program.
  - During the past year, we have been preparing for the implementation of a new curriculum framework and data collection process. Over the next two years, the Ministry will be collecting student outcomes data from all EO-funded literacy programs with a goal of establishing new benchmarks against which we will be measured.
  - We presently have over 100 registered students, including both full- and part-time, day and evening attendance.

**2.0 Providing Superior Services and Facilities**

- Newly-renovated reception area, meeting room, storage and classroom space create a better environment for both learning and customer service
- Upgrades to front reception area signage create a welcoming, open business environment that welcomes the public and helps direct traffic

**3.0 Leading in Sustainability**

- Provision of water coolers in both the student and staff lounges has significantly decreased the usage/purchase of bottled water on campus.

- Plans are underway to offer the Green Business Management Certificate program (post-graduate) using blended –learning technology beginning fall 2012

#### **4.0 Growing with Positive Results**

##### **Continuing Education:**

- In 2011-12, close to 800 students took Continuing Education courses at the Cobourg Campus
- Largely because of our three new fast-tracked training programs (Food Service Worker, 911 Operator and Solar Design & Installation), our student contact hours on campus were 21,347 this year – an increase of 27% over last year
- Although our numbers are slightly lower than in 2010-11 overall, we are confident that with targeted Northumberland County marketing initiatives in place, we can continue to see increases in enrollment in Continuing Education at the Cobourg Campus.

##### **Contract Training:**

- Training programs are being developed for local manufacturing companies in technical and leadership skills. In the past two years the campus has provided or is currently working to provide training for 15 different companies in Northumberland, Peterborough and Kawartha Lakes.

##### **Skills Training:**

- Launched first offering of Solar Design & Installation Certificate program (382 hrs) in October 2011, following the successful completion of our Solar Installation training project with Alderville Learning Centre in March 2011. This training is currently in the development process for an in-house Solar Design and Installation Certificate.
- Ran first offering of Public Safety Communications Professional (911 Operator-480 hrs) training program in fall 2011
- Ran Food Service Worker fast-track program successfully in spring, fall and winter semesters (three times)
- Total of 45 students attended fast-tracked training programs on campus this year.

#### **5.0 Building Community Success**

##### **Community Partnerships**

1. Municipality of Port Hope - IdeaHub business incubator provides start-up help and entrepreneurship training to small business applicants. Cobourg Campus Manager is Chair of the IdeaHub Board of Directors.
2. In partnership with Northumberland County, the Town of Cobourg, the Municipality of Port Hope, the Township of Alnwick/Haldimand, the Northumberland Human Resources Professional Association, and Northumberland Manufacturers Association, a Training Needs Analysis (Workforce Gap Analysis) was completed. The results now form the cornerstone of work the campus does with community organizations.
3. Plant tours have been completed in nine local manufacturing companies and members of the NMA attended the recent KTTC breakfast event. A presentation was made to the NMA board regarding the KTTC. A representative from the manufacturing sector will sit on the new Advisory Committee.
4. Northumberland Community Futures Corporation – In March 2011, 50 participants attended a Social Media Conference hosted at the Cobourg campus as a joint project between Fleming College and Community Futures Development Corporation, with six guest speakers covering such social media marketing programs as LinkedIn, Face book, Twitter, Blogging and determining the Return-On-Investment on your Social Media Campaign. The conference was a great success, and as a result six

Social Media courses were launched in September on campus. In addition, the college was contracted to deliver six training sessions in various cities across Ontario.

5. Business Advisory Centre and Town of Cobourg - Youth entrepreneurship proposal submitted. Cobourg Campus Manager is a member of both the Business Success Advisory Board, and the Mayor's Economic Development Committee.
6. In partnership with Northumberland United Way, Community Living-Quinte West and the Northumberland Help Centre, the 7<sup>th</sup> Annual "Souper Bowl" fundraiser for the United Way was held in November 2011. \$1,400.00 was raised.
7. Ste. Anne's Spa – This destination spa continues to support the Esthetician program by sponsoring student awards, sponsoring an annual student-developed treatment contest, and hiring our graduates each year.
8. Human Resources Professional Association (HRPA)-Northumberland Chapter – at the request of this association, three HR courses were offered at the Cobourg Campus in 2011-12. The Chapter offered a student bursary to local students aiming to complete courses toward their CHRP designation.

## **6.0 Developing the Fleming Working Environment**

### **Campus Events**

- A Cobourg Campus student "Celebration of Achievement" was held in August at Victoria Hall to celebrate students who successfully completed their studies in 2010-11 at the Cobourg Campus. Community partners, Cobourg Mayor Gil Brocanier, Deans Jim Drennan and Carol Kelsey as well as about 150 family and friends were on hand to congratulate students from the Academic Upgrading (ACE Certificate), Esthetician (Diploma), Food Service Worker (Certificate), Leadership Principles (Corporate Training Certificate) and the Solar Installation & Maintenance training program completed at the Alderville Learning Centre.
- Our 3<sup>rd</sup> Annual Campus Spirit Day event was held on March 9<sup>th</sup>