

PUBLIC MEETING of the BOARD OF GOVERNORS

Wednesday, May 23, 2012

4:45 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

AGENDA ITEM	SPEAKER	Est. Time
1. CALL TO ORDER, WELCOME, INTRODUCTION OF GUESTS	Chair	
2. APPROVAL OF AGENDA		
3. CONFLICT OF INTEREST DECLARATION		10 min
4. REPORT OF THE BOARD CHAIR (<i>Handout, to be received</i>)		
5. REPORT OF THE COLLEGE PRESIDENT (<i>Handout, to be received</i>)		
6. UNANIMOUS CONSENT AGENDA		
<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: (<i>Enclosed</i>)		
6.1 Minutes of the April 25, 2012 public meeting of the Board		
6.2 Report on the Activities of Board Committees for May 2012		
6.3 Index of Correspondence for April and May 2012		
6.4 Meeting Summaries for Program Advisory Committees		
6.5 Schedule of Program Advisory Committee Meetings for May-June 2012		
MEETING AGENDA		
7. BUSINESS ARISING		
None identified.		
8. BOARD BUSINESS		
8.1 <u>New Program: Therapeutic Recreation</u> (<i>Enclosed</i>)	Gov. Maki	5 min
8.2 <u>New Program: Children's Mental Health</u> (<i>Enclosed</i>)	Gov. Maki	5 min
8.3 <u>New Program: Solar Photovoltaic System Planning and Installation</u> (<i>Enclosed</i>)	Gov. Maki	5 min
8.4 <u>An Overview of Community Partnerships</u>	Dr. Tilly	15 min
8.5 <u>Report from the In-Camera Meeting</u>	Chair	1 min
9. STRATEGIC DISCUSSION / DECISION ITEMS		
<u>Annual Key Performance Indicators (KPI)</u>	Dr. Pander-Scott	20 min
10. GENERAL LEARNING ABOUT THE COLLEGE / COLLEGE SYSTEM		
The next meeting of the <u>President's Advisory Council</u> is scheduled for May 24, 2012	Dr. Tilly	
11. OTHER BUSINESS (<i>includes items removed from the Consent Agenda</i>)		
12. ADJOURNMENT OF MEETING approx. 5:45 p.m.		

	HANDOUT	ACTION REQUIRED:
Board of Governors Public Meeting		Information <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

The *Event Management students* of Fleming College have been involved with organizations that raised greater than \$200,000 for the community. Some of the organizations that had applied projects with or the students volunteered with to gain experience were: Fleming Advancement and Alumni Relations; the Greater Peterborough Innovation Cluster; Jamaica Self-Help; Peterborough United Way; Greater Peterborough Health Services Foundation; A Place Called Home; Bridgenorth Ennismore Lakefield Rotary; Canadian Cancer Society; and Habitat for Humanity.

On April 24, 2012, *seven Fleming College students* from the Tourism and Travel, General Business and Office Administration programs travelled to Montego Bay, Jamaica for one week. Throughout the semester, the students raised more than \$1,000 and purchased school supplies, blood pressure monitors, diapers, hygiene and toiletry supplies to take with them to Jamaica. To see the various activities of our students, check out the photos at

<http://www.facebook.com/media/set/?set=a.10150888087528259.432916.5690608258&type=1>

As part of the Peterborough County Recognition Awards, Fleming College student *Spencer Haslehurst* will receive an Act of Heroism Award, presented to individuals who have displayed bravery in the face of personal risk, injury or death, at an incident that took place either in the County of Peterborough or was to the benefit of a County of Peterborough resident. Spencer, along with other 2012 recipients, will receive his award at an event on May 25, 2012. From the media release: *On the morning of January 24/12, Spencer was driving on Mount Pleasant Road on his way to school. The roads were icy and he saw a vehicle in front of him slide off the road and roll over into a swamp. He immediately pulled over, called for help and assisted the driver and her four children from the sinking vehicle to safety. No one suffered injury. "I think they would have gotten out on their own but I helped get them out faster and out of that cold water. I don't think of myself as a hero because I did what anyone else would have done. I'm just a regular guy. I didn't think about it, I just did it."*

Providing Superior Services and Facilities

An overview of *Key Performance Indicator* results will be provided as a separate agenda item. One noteworthy result is that our Athletics and Recreation facilities received the highest student satisfaction rating in the province. Congratulations go to Geoff Mathews and staff!

Each summer, staff undertake a number of *projects* to improve facilities and services. This process is now well underway and many faculty and staff are now located in temporary space. Many projects are slated to be completed in the summer; the board will receive more specific updates in the fall.

ELT has approved *two "lean" projects* designed to streamline processes for students. The "Add/Drop/Swap" project involves course selection; the "Education Plans" project addresses reduction of duplication and waste for plans developed for students with disabilities. The scope of these projects will be determined during the summer using the lean methodology.

Leading in Sustainability

The Canada Foundation for Innovation has announced that the College will receive approximately \$800,000 in funding from the College-Industry Innovation Fund. The Centre for Alternative Wastewater Treatment (CAWT) will use the funding to upgrade equipment used for their research of water and wastewater treatment technologies. In Ontario, for example, it is estimated that 4,000 abandoned mine sites could be hazardous to public health and safety, and to the environment. It is difficult to remove or immobilize highly soluble contaminants, but bacteriological treatment systems offer the promise of a relatively low cost approach for removing trace elements from wastewaters. This new equipment will benefit companies by enabling continued collaborative research projects on removing toxic trace elements in water.

Growing with Positive Results

Growth is a challenge for Fleming and other colleges, particularly given demographics. The primary growth for the College in 2012-2013 will be in international student enrolments. Further information will be provided in the fall.

Building Community Success

The 38th annual *Canadian Association for Conservation of Cultural Property Conference* is under way in Peterborough. The conference theme, the "Power of Preservation," looks at preservation aspects that highlight the significance, value, advocacy, and interpret the tangible and intangible aspects of what preservation specialists do in a wide scope of materials and disciplines. Fleming professors Gayle McIntyre and Cindy Colford are co-chairs of this five day event.

Developing the Fleming Working Environment

This summer Fleming College anticipates hiring 17 full-time faculty, strengthening our faculty complement and expertise.

Other

Warren Craft is on track to reach \$100,000 in pledges for the annual bike-a-thon for Camp Kawartha. Of the 7,700 individual donations over twenty years, Warren estimates over 5,000 are attributed to his Fleming family of supporters. The Green-in-Motion ride is this Sunday morning, May 27, 2012.

MaryLynn West-Moynes has been appointed as President and CEO of Georgian College, effective August 7, 2012. Ms. West-Moynes is currently Vice President of External Relations at the University of Ontario Institute of Technology. Previously, she served as President of Mohawk College and in numerous leadership roles at both UOIT and Durham College.

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 April 25, 2012 public meeting of the Board of Governors; and

Receive, for information, the

6.2 Report on the Activities of Board Committees for May 2012;

6.3 Index of Correspondence received for April and May 2012.

6.4 Meeting Summaries for the *Personal Support Worker* (April 5, 2012), *Early Childhood Education* (April 13, 2012) and *Occupational Therapist Assistant and Physiotherapist Assistant* (April 26, 2012) Program Advisory Committees; and the

6.5 Schedule of Program Advisory Committee Meetings for the May – June 2012 timeframe.

BOARD OF GOVERNORS

Public (*Open Session*) Meeting

Wednesday, April 25, 2012
Scholfield Boardroom, Brealey Room 5920
Peterborough, ON

MINUTES

Present: Mr. Astell, Mr. Degeer (via telephone), Dr. Dockstator, Mr. Greene, Mr. Gulston, Ms. Hayes, Ms. Kalavrias, 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.

Administration: Dr. Angel, Ms. Cameron, Ms. Crook, Mr. Harvey, Mr. Meadwell, Ms. Pawley-Boyd, Mr. Van Parys.

Guests: Ms. McEachran, College Communications; Ms. Blacker-Thomson, Director Budget Services; Mr. Michael Harris, Student Administrative Council President.

1. Call to Order, Welcome and Introduction of Guests

Board Chair, Mr. McLean, called the meeting to order at 4:37 p.m. and welcomed those in attendance.

2. Approval of Agenda

BoG April25-2012 #1

Moved and Seconded by Mr. Lovenuk and Ms. Kalavrias
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. For the 2012 Convocation ceremonies, it was confirmed that the Chair would officiate the Haliburton Campus ceremony on May 25, Governor Nesbitt the Frost Campus ceremony on June 1, and Governor Ross the Sutherland Campus ceremony on June 5. Governors able to officiate at the June 6 and 7 Sutherland ceremonies were encouraged to notify the Board Office. 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. 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 April25-2012 #2

Moved and Seconded by Mr. MacDougall and Mr. Mackle

THAT the Board of Governors of Sir Sandford Fleming College approve the minutes of the March 28, 2012 public meeting of the Board of Governors; and receive, for information, the

- **Report on the Activities of Board Committees for April 2012;**
- **Meeting Summaries for the *Business Administration Marketing* (March 26, 2012), *International Trade* (March 29, 2012) and *Community and Justice Services* (April 4, 2012) Program Advisory Committees;**
- **Schedule of Program Advisory Committee Meetings for the March – June 2012 timeframe; and the**
- **Index of Correspondence received for March and April 2012.**

Carried

BOARD OF GOVERNORS MEETING AGENDA

7. Business Arising from the Minutes

None identified.

8. Board Business

8.1 Notice was served of the intent to amend s. 4.1 of By-law 1-102 for the General Conduct of the Affairs of the College to include a statement required by the Canada Revenue Agency. It was noted that the proposed amendment is minor and routine in nature. For this reason,

BoG April25-2012 #3

Moved and Seconded by Ms. Ross and Mr. Lovenuk

THAT the Board of Governors of Sir Sandford Fleming College waive notice of intent to amend s.4.1 of By-law 1-102.

Carried

BoG April25-2012 #4

Moved and Seconded by Mr. Nesbitt and Mr. Mackle

THAT the Board of Governors of Sir Sandford Fleming College amend s.4.1 of By-law 1-102 to include a statement required by the Canada Revenue Agency, the section to read:

The College is a non-share corporation. The affairs of the College shall be managed by a Board of Governors (hereinafter called the "Board") which shall consist of such persons as are from time to time appointed or elected as governors (hereinafter called the "Governors") in accordance with the provisions of the current Legislation, Regulations, the "Minister's Binding Policy Directives", and in accordance with this By-law. The College shall be carried on without purpose of gain for its members, and any profits or other gains to the College shall be used in promoting its purpose.

Carried

8.2 Requests to Change Meeting Schedule: The Advancement Committee would like to reschedule the May 9 meeting to June 13 to provide for greater progress to have occurred with respect to the Kawartha Trades and Technology Centre Campaign. The Executive Committee would like to reschedule the May 9 meeting to a conference call meeting on May 10 to accommodate participation of all members.

BoG April25-2012 #5

Moved and Seconded by Mr. Lovenuk and Ms. Maki

THAT the Board of Governors of Sir Sandford Fleming College direct that the Advancement Committee meeting originally scheduled for May 9, 2012 be rescheduled to June 13, 2012 at 12:00 p.m. and the Executive Committee meeting originally

scheduled for May 9, 2012 be rescheduled to May 10, 2012 at 9:00 a.m. via teleconference.

Carried

8.3 Governor Nesbitt, Chair of the Finance and Property Committee, presented the 2012-2013 Financial Plan. It is a balanced budget, with projected revenues and expenditures of \$93-million, which is a slight increase from the previous year's budget.

BoG April25-2012 #6

Moved and Seconded by Mr. Nesbitt and Mr. Gulston
THAT the Board of Governors of Sir Sandford Fleming College approve the *Financial Plan 2012-2013* as circulated, which provides for

**Total Revenue of \$93,064,375
Expenditures of \$93,064,375
Capital Expenditure of \$12,435,459 and
Net Assets at March 31, 2013 of \$11,567,000**

The Chair noted that this was the 28th and final College budget for Ms. Blacker-Thomson who will retire later this year, and extended the Board's thanks to her and the staff of the Finance department for their assistance over the years. Thanks were also extended to Ms. Cameron, retiring later this year as well after 21 years at Fleming.

Carried

Dr. Tilly confirmed a media release would be issued following the meeting and expressed his appreciation to staff in bringing the plan forward at the start of the fiscal year.

8.4 Presented by Governor Maki, the Academic and Student Affairs Committee reviewed a proposal to offer a new program, Wireless Information Networking. This is the third in a series of graduate certificates targeted primarily at the international audience; as such, the Committee requested a report back on the overall package of programs developed for the international market within the next year.

BoG April25-2012 #7

Moved and Seconded by Ms. Maki and Mr. Nesbitt
THAT the Board of Governors of Sir Sandford Fleming College approve the *Ontario College Graduate Certificate in Wireless Information Networking* program effective September 2012, for forwarding to the Ministry of Training, Colleges and Universities for funding approval.

There was agreement that providing the Executive Summary and program costing information with the motion sheet was very helpful. Responding to a series of question with respect to how this program integrates within the current IT infrastructure, the Committee Chair reiterated that one of the outcomes of the process for new program development and approval sees proposals coming forward without all the details worked out.

Carried

8.5 The outcome of the internal election process was announced. *Sue Kloosterman*, Manager of Records, was elected by acclamation as the Administrative Staff representative on the Board, for a three-year term commencing September 1, 2012. *Heather Kerrigan*, Marketing Consultant, will serve as the Support Staff representative, also for a three-year term. The student representative, for a one-year term, will be *Ed Sexton*, a mature student in the Environmental Technology program at the Frost Campus. One internal position – the student observer – remains unfilled at this time; there has been limited interest in the role.

- 8.6 Fundraising Outcomes for 2011-2012: Governor Hayes, Chair of the Advancement Committee, announced the Advancement and Alumni Relations Office had surpassed the fundraising goal by securing \$1,609,290 to support student financial assistance and college capital projects. The Report was received, for information.
- 8.7 Governor Maki, Chair of the Academic and Student Affairs Committee, presented a revised College Policy on Ethical Conduct for Research Involving Humans. The Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans (TCPS) is the official human research ethics policy of Canada's three research agencies; this document has been updated and replaced by TCPS 2 which in turn necessitates revisions to Fleming's Policy.

It was questioned whether the policy made reference to Aboriginal-based research and whether the definition of research has been broadened to capture undertakings that may not necessarily be a formally-based research project. The move to graduate certificate level programs with applied project activities could conceivably fall into this broader definition of research.

BoG April25-2012 #8

Moved and Seconded by Ms. Maki and Mr. Mackle

THAT the Board of Governors of Sir Sandford Fleming College approve College Policy #2-216 – *Ethical Conduct for Research Involving Humans*, effective May 2012, as circulated with the proviso that Administration report back to the Board in the fall on the definition of research and implications with respect to Aboriginal-based research.

Carried.

- 8.8 Report from the in-camera meeting: The Chair reported that the Board received information with respect to a property matter and a contract matter.

9. STRATEGIC DISCUSSION / DECISION ITEMS

None identified.

10. GENERAL LEARNING ABOUT THE COLLEGE / COLLEGE SYSTEM

- 10.1 Liaison Governor Reports – President's Advisory Council: Dr. Tilly provided an update on the April 19 meeting of Council which was held in the Learning Support Services area. The key item was a presentation on learning technologies. The roundtable discussion generated a number of comments on activities, initiatives, and issues.

11. OTHER BUSINESS

None identified.

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

CONSENT AGENDA
Board of Governors Public Meeting

ACTION REQUIRED:
Information
Decision

SUBJECT: *Report on the Activities of Board Committees*

Academic and Student Affairs Committee

Governor Maki – Committee Chair

The Committee met on May 9, 2012. Members received, for information, an overview of a framework for enhancing student success and retention at Fleming College. This topic has been flagged as a future learning opportunity for the full Board.

Items requiring Board approval are listed on the agenda.

Advancement Committee

Governor Hayes – Committee Chair

The meeting scheduled for May 9 was rescheduled to June 13, 2012.

Finance and Property Committee

Governor Nesbitt – Committee Chair

The meeting scheduled for May 9 was cancelled.

Executive Committee

Governor Ross – Committee Chair

The meeting scheduled for May 9 was rescheduled to May 10, 2012. Recruitment of governors, specifically candidates representing the City of Kawartha Lakes and in the manufacturing sector, remains a key focus of the Committee.

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

CONSENT AGENDA
Board of Governors Public Meeting

ACTION REQUIRED:
Information
Decision

SUBJECT: *Index of Correspondence for April and May 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

From the Minister of Education and Minister Responsible for Women's Issues, Laurel Broten, a copy of the *Domestic Violence Action Plan Progress Report*, May 2012

COLLEGE SYSTEM CORRESPONDENCE

The College Dispatch

- May 7, 2012 issue

Inside ACCC

- April 27 and May 11, 2012 issues

PROGRAM ADVISORY COMMITTEE MINUTES

- Personal Support Worker (April 5, 2012)
- Early Childhood Education (April 13, 2012)
- Occupational Therapist Assistant and Physiotherapist Assistant (April 26, 2012)



LEARN | BELONG | BECOME

Personal Support Worker Advisory Committee
April 5, 2012
Room 252, Frost Campus

MEETING SUMMARY

- Present:** Carolyn Barber (Student Representative); Dan Clydesdale (Prohome Health Services); Sharon Drew (Victoria Manor); Linda Myers (Kawartha Participation Projects); Laurel Waines (Caressant Care)
- Regrets:** Deborah Peel (Christian Horizons); Pegi Handley (Stewart Homes); Monica Karr (Caressant Care); Renee Nixon (Princess Gardens); Heather Preston (Victoria Manor)
- Absent:** Brendan Sova (Royal Gardens); Kathy Donaldson (Extendicare, Peterborough); Amy Gilson (William Place); Samantha Hogg (Church Hill Retirement Residence); Barbara Huggins (Empress Gardens); Tracy Maw (Para Med); Sonya McMurray (Extendicare, Cobourg); Heather Preston (Victoria Manor); Krista Rutherford (Canterbury Gardens); Joni Wilson (St. Joseph's at Fleming)
- Fleming Staff:** Janice Lee-Foxon (PSW Co-ordinator); Carol Kelsey (Dean); Molly Westland (Chair); Sherry Gosselin (Operations Leader)
- Recorder:** Joanne Brown (School Operations Liaison)

	Key Points / Actions	Follow-up / Status
Non-Action Items		
1.	The committee members were provided with a program update on enrolment, convocation, clinical placements and changes to immunization requirements.	
2.	A draft of the National Education Standards for personal care providers was provided to the Ministry in March 2012 with the goal of moving towards national program outcomes.	
3.	The PSW Registry announced in the Spring of 2011 by the Minister of Health will go live on June 1, 2012. Specifics regarding eligibility criteria, access, privacy, etc. are still being developed.	
4.	The previously-distributed Dean's report highlighting enrolment, budget, and a focus on a more blended learning approaches, was reviewed. Effective September 2012, the Personal Support Worker program will no longer be offered at the Frost Campus. Intake at the Sutherland Campus will be increased.	

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



**Early Childhood Education Advisory Committee
April 13, 2012**

MEETING SUMMARY

Present: Steve Burke (Community Living), Alex Cranfield (Five Counties Children's Centre), Heather Downey (Fleming Student Representative), Patricia Furlani (Fleming Student Representative), Cynthia Francavilla (Fleming Student Representative), Ann Gillespie (Nursery School Representative), Norma MacLeod (Northview Day Care), Niki Pollard (ECE Graduate), Sandra Robinson (Children's Services, City of Peterborough), Mary-Anne Saucier (Trent Child Care Inc.), Jude Tripp (Ontario Early Years Centre), Mary Beth Zeggil (Kawartha Pine Ridge District School Board)

Regrets: Lorrie Baird (Child Care Representative for the City of Kawartha Lakes), Linda Hudson (ECE Co-ordinator)

Absent: Janine Mitchell (City of Kawartha Lakes)

Fleming Staff: Heather Kay (ECE Faculty), Carol Kelsey (Dean), Mary Lou Lummiss (ECE Faculty), Debbie Pennell (Fleming Child Care Centre), Linda Poirier (Continuing Education Lead), Molly Westland (Chair)

Recorder: Joanne Brown (School Operations Liaison)

	Key Points / Actions	Follow-up / Status
Non-Action Items		
1.	Starting September 2012, PSW students will be able to register with the Student Registry Supply List. This registry will be web based and will allow agencies to post their job vacancies.	
2.	Some curriculum changes to the ECE program have been made as a result of program review. The ECE team has worked hard to develop effective strategies for maximizing student retention.	
3.	The Ministry of Training, Colleges and Universities is in the process of revising the ECE program standards.	
3.	Advisory committee members provided us with local and provincial updates in the field of ECE.	
4.	ECE students gave constructive feedback on the ECE program.	
5.	The Dean's report which was pre-circulated highlighted enrolment, the "Lean Project" as well as Applied Research.	
6.	A Children's Mental Health Certificate which may be of interest to those working in the ECE field is being developed through Continuing Education.	

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

MEETING SUMMARY

Present: Jeanette Boersma (Riverview Manor), Darlene Callan (Five Counties Children’s Centre), Sue Ferguson (Therapacc), Kylie Gibson (Trent Health in Motion) Jill Gilders (Fleming College, Student Representative), Kathy McDermid (Peterborough Regional Health Centre), Kim Zoldy (Northumberland Hills Hospital)

Regrets: Emilie Embrey (Kawartha Therapy Services Inc.), Judith Harper (Northumberland Hills Hospital), Charlene Perrin (Lakeridge Health Corporation (Bowmanville))

Absent: Leanne McNevin (Peterborough Regional Health Centre), Diane Trafford (Ross Memorial Hospital)

Recorder: Joanne Brown (School Operations Liaison)

	Key Points / Actions	Follow-up / Status
Non-Action Items		
1.	The POA program will be going through accreditation in 2013. Committee members were provided with a brief overview of what is involved with the accreditation.	
2.	An update on field placement outlined the various hospitals, clinics and private agencies that were able to provide shadowing experiences and placements for our students.	
3.	Self assessment is now being introduced in the second semester Field Experience Preparation course. This includes placement expectations, communication, confidentiality, introduction to portfolio development, developing professional competencies and setting professional goals. These changes were well received by the students and placement agencies.	
4.	Input from industry included a discussion on student placement evaluation and the agency’s internal processes that need to take place before a student can start their placement.	
5.	The Dean’s report which was pre-circulated highlighted enrolment, the “Lean Project” and the new Kawartha Trades and Technology Centre scheduled to open in the fall of 2014.	

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

May 2012

ADVISORY COMMITTEE MEETING SCHEDULE

May – June 2012

Business, Trades & Technology	
Electrical Techniques/Fire Systems	May 2, 2012 8:00 a.m. – 3:00 p.m., Room 3620
Instrumentation & Control Engineering Technician	May 2, 2012 8:00 a.m. - 12:00 p.m., Room 3620
Hotel and Resort Management	May 28, 2012 8:00 a.m. – 11:00 a.m., Room 5920
Tourism and Travel	May 30, 2012 TBD
Culinary Management	June 1, 2012 8:00 a.m. – 3:00 p.m., Room 5920
Computer Engineering Tech/Technologist	June 12, 2012 2:00 p.m. – 4:00 pm, Room 5920
Accounting	June 12, 2012 4:00 p.m. – 6:00 pm, Room 5920
Construction Skills	June 14, 2012 8:00 a.m. - 3:00 p.m., Room 5920
Human Resource Management	June 26, 2012 3:00 p.m.- 6:00 p.m., Room 5920
Education, Health & Wellness	
Environmental & Natural Resource Sciences (All meetings @ Frost)	
Geomatics	June 8, 2012 10:00 a.m. – 3:00 p.m., Room 252
Haliburton	
Expressive Arts	May 1, 2012 10:00 a.m. – 2:00 p.m., Room 8
Law, Justice & Community Services	
Social Service Worker	May 29th, 2012 9:00 a.m. – 12:00 p.m., Room 5920
Arts & Heritage	June 15, 2012 10:00 a.m. – 3:00 p.m., Room 5920

Please contact Mary Jane Jackman (mjackman@flemingc.on.ca) to obtain agenda, meeting material

Board of Governors Public Meeting

ACTION REQUIRED:
Information
Discussion/Decision

SUBJECT: *New Program – Therapeutic Recreation*

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

- **RESOURCE:** Mr. Harvey, Vice-President Academic

SOURCE / BACKGROUND

Links with College Strategic Priority #1 and #4

Links with Board Objective #1

- New Program Development and Approval Process, endorsed by the Board January 26, 2011
- Academic Planning and Development Committee – May 9, 2012
- Academic and Student Affairs Committee – May 9, 2012

DISCUSSION / OPTIONS

Credential: *Ontario College Graduate Certificate*

Program Length: 3 semesters

School: Law, Justice and Community Services

Proposed Start Date: Fall 2013

Therapeutic Recreational professionals assist individuals in a variety of clinical settings, assisting in reducing or eliminating the effects of their illness or disability.

The graduate certificate program has been developed in response to the tremendous growth that has been experienced in both scope of practice as well as the employment opportunities available for graduates of the program. Aligned with the needs of the community service sector, courses have been designed to reflect both theory and practice and will be offered through blended learning and online formats. The first and second semester consist of seven courses per semester incorporating many of the required subject areas required for entry into the credentialing body of Therapeutic Recreation Ontario. A placement in the final semester will also provide students with the applied learning experience.

FINANCIAL AND OTHER IMPLICATIONS / IMPACTS

Attached, for information, are the Executive Summary and Financial Projection documents from the program proposal.

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College approve the *Ontario College Graduate Certificate in Therapeutic Recreation*, effective September 2013, for forwarding to the Ministry of Training, Colleges and Universities for funding approval.

Executive Summary

Proposal to Offer an Ontario College Graduate Certificate in Therapeutic Recreation

Therapeutic recreation is a process that utilizes functional intervention, education and recreation participation to enable persons with physical, cognitive, emotional and/or social limitations to acquire and/or maintain the skills, knowledge and behaviours that will allow them to enjoy their leisure optimally, function independently with the least amount of assistance and participate as fully as possible in society. Therapeutic recreation intervention is provided by trained professionals in clinical, residential and/or community settings. (TRO, 2011)

Therapeutic Recreation (TR) professionals also referred to as Recreational Therapists, Activities or Activation Staff, Therapeutic Recreation Programmers and Planners or Life Enrichment Workers; provide recreational treatment services and activities for individuals with disabilities or illnesses. Using a variety of techniques, including arts and crafts, animals, sports, games, dance and movement, drama, music, and community engagements, Therapeutic Recreation professionals provide personalized services to maximize independent leisure functioning and enhance the well-being of their clients. Specifically, Therapeutic Recreation professionals help individuals reduce depression, delirium, stress, and anxiety; recover basic motor functioning and reasoning abilities; build confidence; and socialize effectively so that they can enjoy greater independence and reduce or eliminate the effects of their illness or disability. In addition, Therapeutic Recreation professionals help people with disabilities integrate into the community by teaching them how to use community resources and recreational activities. Therapeutic Recreation professionals are different from Recreation & Leisure Workers, who organize recreational activities primarily for enjoyment.

The field of Therapeutic Recreation has grown tremendously in relation to scope of practice as well as in the employment opportunities available. Career opportunities in TR can be found in long-term care facilities, hospitals, outdoor recreation/education centers, not for profits organization including social service agencies, organizations that support children, youth or people with developmental disabilities, addictions and other types of rehabilitative centers, educational and correctional institutions. With the increased momentum for this field to professionalize, there is a growing trend for TR professional's to become self-employed. The development of this program is opportune with excellent employment prospects for TR graduates; the alignment with future program accreditation initiatives and regulatory industry standards that are currently being created in order to respond to the shortage of skilled employees for this field. Employment opportunities are good locally, provincially and nationally.

The program is aligned with needs in the community service sector and compliant with MTCU program standards for courses and placements. Courses have been designed to reflect both theory and practice required for the CAAT Graduate Certificate level. Many of the courses will be offered in the classroom through blended learning as well as through online formats which reflects what local employers have indicated through Fleming Data Research's Employer Survey of the DSW Sector. A placement in the final semester has been designed to give students the applied learning experience required to successfully gain employment in the field as a TR professional.

The program fits well with the other community service related programs at Fleming including Recreation and Leisure Services, Social Service Worker, Child and Youth Worker, Developmental Service Worker, Community Justice Services, Drug and Alcohol Counsellor, and Practical Nursing. Strong support and direction for the program has been provided by the Program Advisory Committee. This community believes that the Therapeutic Recreation program is essential and is delighted to be partnering with Fleming students for placements and Fleming graduates as employees.

Sir Sandford Fleming College - Program Costing

Program Name: Therapeutic Recreation

Net Tuition (per semester)	\$ 1,475
BOG (per yr)	\$ 4,358
Attrition	5%
WFU	1.20

(All values expressed in current dollars)

	Startup	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
First Semester		30	30	30	30	30	30
Second Semester		29	29	29	29	29	29
Third Semester		27	27	27	27	27	27
Revenues							
Tuition Fees	\$ -	\$ 126,850	\$ 126,850	\$ 126,850	\$ 126,850	\$ 126,850	\$ 126,850
MTCU Operating Grant Received		-	-	49,972	99,943	149,915	149,915
Total		126,850	126,850	176,822	226,793	276,765	276,765
Expenses							
Academic Direct		116,850	116,850	116,850	116,850	116,850	116,850
Program Coordinator		14,848	14,848	14,848	14,848	14,848	14,848
Part Time Support		3,420	3,420	3,420	3,420	3,420	3,420
Course Supplies and Instructional Costs		1,000	1,000	1,000	1,000	1,000	1,000
Dean & Other academic costs		7,357	7,357	10,256	13,154	16,052	16,052
Total	\$ -	\$ 143,476	\$ 143,476	\$ 146,374	\$ 149,273	\$ 152,171	\$ 152,171
Net Contribution or (Cost) of Proposed New Program before Overheads							
		(16,626)	(16,626)	30,447	77,521	124,594	124,594
Contribution %		(13.1%)	(13.1%)	17.2%	34.2%	45.0%	45.0%
Startup and Replacement Capital Costs							
Development Costs		0					
College Overhead		41,353	41,353	57,644	73,935	90,225	90,225
Net Contribution or (Cost) of Proposed New Program							
	\$0	(\$92,979)	(\$57,979)	(\$27,197)	\$3,586	\$34,369	\$34,369
Cumulative Cash Flow	\$0	(\$51,626)	(\$68,252)	(\$37,805)	\$39,716	\$164,310	\$288,904

Assumptions:

1. Dean and other academic administrative expenses allocated at 5.8% of revenue
2. Academic delivery costs are comprised of 43.9% FT Faculty and 56.1% PT/PL Faculty
3. College overhead is allocated at 32.6% of revenue

Board of Governors Public Meeting

ACTION REQUIRED:

Information

Discussion/Decision

SUBJECT: *New Program – Children’s Mental Health*

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

- **RESOURCE:** Mr. Harvey, Vice-President Academic

SOURCE / BACKGROUND

Links with College Strategic Priority #1 and #4

Links with Board Objective #1

- New Program Development and Approval Process, endorsed by the Board January 26, 2011
- Academic Planning and Development Committee – May 9, 2012
- Academic and Student Affairs Committee – May 9, 2012

DISCUSSION / OPTIONS

Credential: *Fleming College Certificate*

Program Length: five courses, designed as a part-time online offering through OntarioLearn

School: Education, Health and Wellness

Proposed Start Date: Fall 2012

The certificate would be of interest to a variety of interdisciplinary health-care providers responsible for front-line clinical and consultation services within the children’s mental health environment as well as individuals who are interested in increasing their understanding of paediatric mental health.

This program will assist the healthcare industry in its challenge to recruit and retain qualified employees to work with the complex and complicated mental health diagnoses in infant, child and adolescents populations

The program provides a laddering opportunity for current Education, Health and Wellness health care provider and education graduates.

FINANCIAL AND OTHER IMPLICATIONS / IMPACTS

Attached, for information, are the Executive Summary and Financial Projection documents from the program proposal.

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College approve the *Fleming College Certificate in Children’s Mental Health*, effective September 2012.

Executive Summary

Proposal to Offer an Online Fleming College Certificate in Children's Mental Health

The School of Education, Health and Wellness is proposing to launch a part-time Fleming College Certificate in Children's Mental Health online through Ontario Learn commencing in September, 2012.

This certificate complements the current offerings in the school because it broadens the health and education program selection for students. This program will help to meet the healthcare industry challenge of recruiting and retaining qualified employees to work with infant, child and adolescent populations. These populations are presenting in greater numbers with complex and complicated mental health diagnoses.

In the past, mental health issues were rarely associated with the pediatric population and generally thought of as a disease attributed to adults. This assumption has been challenged in recent years according to current research and to our community partners working with this population. Depressive and anxiety disorders are among the 10 leading causes of disabilities that can be detected in early childhood. A recent study found that difficult infant temperament at 5 months of age and lifetime maternal depression are the two most important risk factors for atypically high levels of depressive and anxiety symptoms. It also showed that depression and anxiety tend to increase in intensity over the preschool years (*Krakow 4*).

This certificate would appeal to a broad base of interdisciplinary (health) care providers who are responsible for front-line clinical and consultation services in children's mental health environments. The intention of this certificate will be to enrich current practice, and to develop the skills to work effectively within the practitioners disciplines. It would also be open to parents with a vested interest in the mental health of their family. The curriculum would be focused on infant, child and adolescent populations.

Currently, no other Children's Mental Health Certificate is offered at the college level through Ontario Learn.

Sir Sandford Fleming College - Program Costing

Program Name: Children's Mental Health Certificate - Part time through Ontario Learn

Net Tuition (per 45 hour course)	\$243.00
BOG (per 45 hour course)	\$227.25

(All values expressed in current dollars)

	Year 1 2012/13	Year 2 2013/14	Year 3 2014/15	Year 4 2015/16	Year 5 2016/17	Year 6 2017/18
Fleming Enrolment:						
Fall enrolment two courses *	40	40	40	40	40	40
Winter two courses *	40	40	40	40	40	40
Summer one course *		20	20	20	20	20
	80	100	100	100	100	100
Revenues						
Tuition Fees	\$ 19,440	\$ 24,300	\$ 24,300	\$ 24,300	\$ 24,300	\$ 24,300
MTCU Operating Grant Received	-	-	6,060	13,635	21,210	22,725
Other Income - Other College Enrolment *	5,280	6,600	6,600	6,600	6,600	6,600
Total Revenue	19,440	24,300	30,360	37,935	45,510	47,025
Expenses						
Academic Direct	8,788	10,985	10,985	10,985	10,985	10,985
Course Supplies	200	200	200	200	200	200
Dean & Other academic costs	1,128	1,409	1,761	2,200	2,640	2,727
Total	\$ 10,115	\$ 12,594	\$ 12,946	\$ 13,385	\$ 13,824	\$ 13,912
Net Contribution or (Cost) of Proposed						
New Program before Overheads	9,325	11,706	17,414	24,550	31,686	33,113
Contribution %	48.0%	48.2%	57.4%	64.7%	69.6%	70.4%
Development Costs						
College Overhead	10,000					
Net Contribution or (Cost) of Proposed						
New Program	(\$7,528)	\$3,140	\$6,712	\$11,178	\$15,643	\$16,536
Cumulative Cash Flow (excluding o/h)	(\$675)	\$11,031	\$28,445	\$52,995	\$84,681	\$117,793

* Enrolment per course = 20 Fleming Students + 10 Students from Other Colleges

Assumptions:

1. Dean and other academic administrative expenses allocated at 5.8% of revenue.
2. College overhead is allocated at 32.25% of revenue
3. Ontario Learn embednet fee is ignored as revenue should equal expense.

Board of Governors Public Meeting

ACTION REQUIRED:

Information

Discussion/Decision

SUBJECT: *New Program – Solar Photovoltaic System Planning and Installation*

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

- **RESOURCE:** Mr. Harvey, Vice-President Academic

SOURCE / BACKGROUND

Links with College Strategic Priority #1 and #4

Links with Board Objective #1

- New Program Development and Approval Process, endorsed by the Board January 26, 2011
- Academic Planning and Development Committee – May 9, 2012
- Academic and Student Affairs Committee – May 9, 2012

DISCUSSION / OPTIONS

Credential: *Fleming College Certificate*

Program Length: 14-weeks

School: Business, Trades and Technology

Proposed Start Date: June 2012

Graduates will be prepared with skills and expertise to accurately assess a project's feasibility from a variety of perspectives and, using industry tools and standards, prepare, design, layout and install both free-standing and roof mount solar photovoltaic systems. Graduates will also be able to troubleshoot and assess existing solar project performance.

Fleming's program is the first developed with both the theory and applied project experience.

The number of new solar projects being proposed (both provincially and nationally) has created a demand for skills labour in designing, planning, installing and maintaining solar projects. There are currently very few comprehensive training programs specific to planning and installation skills in the solar sector for roof mounted and free standing panels.

FINANCIAL AND OTHER IMPLICATIONS / IMPACTS

Fleming College has access to appropriate facilities and equipment as well as trained staff to offer the program.

Attached, for information, is the Executive Summary document from the program proposal.

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College approve the *Fleming College Certificate in Solar Photovoltaic System Planning and Installation*, effective June 2012.

Executive Summary

Proposal to Offer a Fleming College Certificate in Solar Photovoltaic System Planning and Installation

This proposal recommends the launching of a comprehensive Solar Photovoltaic (PV) System Planning and Installation program. The program will offer a Fleming College Certificate of Completion. This certificate program will offer a full curriculum of solar photovoltaic (PV) system theory, PV system planning, design and installation best practices, system assessment and system maintenance following the standards of training required for certification as a Photovoltaic Installer by the North American Board of Certified Energy Practitioners (NABCEP) and the standards of the Canadian Solar Industry Association (CanSIA). The curriculum also reflects the Association of Canadian Community Colleges (ACCC) incorporating Modules A-G of Installer Level I.

The training offered in this program will prepare graduates with the industry skill set and expertise to accurately assess a site for a project's feasibility, determine a project's return on investment (ROI) using industry tools and standards, prepare a structural report for the structural engineer, design, layout and install a solar PV system from engineering drawings, select system components based on electrical schematics, assess an existing solar project's performance and troubleshoot underperforming systems. Graduates will work with both engineers and electricians in their capacity as qualified installers.

In 2010, Ontario ranked second for solar PV installations amongst US states and Canadian provinces and territories. This activity is expected to continue and Ontario is projected to remain the second largest solar PV market in North America. Coupled with the installation activity, at the end of 2011 there were more than two dozen solar PV module and inverter manufacturers in the province. This number is likely to increase as the need for panels increases with accompanying needs for qualified and certified installers.

The number of new solar projects that are being proposed both provincially as well as nationally is expected to drive significant job creation. This has created a demand for skilled labour in designing, planning, installing and maintaining solar projects. A Solar Planning and Installation Certificate will meet the emerging demand for these skills and includes the sustainability and safety required in this emerging field.

Currently, there are very few comprehensive training programs specific to planning and installation skills in the solar sector for roof mounted and free standing panels. Individuals interested in undertaking this type of work had to be trained on the job by personnel that had been inadequately trained. It is essential that more people be trained for employment in this skilled profession by competently trained people using the correct tools in a properly outfitted facility. Fleming College has access to the required facilities, equipment, and trained staff to offer this program.