

BOARD OF GOVERNORS

PUBLIC MEETING

Wednesday, November 23, 2011

4:30 p.m.

Scholfield Boardroom, Brealey Room #5920

Peterborough, ON

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

A G E N D A

Est. TIME	ITEM	SPEAKER
1 min	1. CALL TO ORDER, WELCOME, INTRODUCTION OF GUESTS	Board Chair
	2. APPROVAL OF AGENDA	Board Chair
	3. CONFLICT OF INTEREST DECLARATION	
15 min	4. REPORT OF THE BOARD CHAIR (Handout, to be received)	Gov. McLean
	5. REPORT OF THE COLLEGE PRESIDENT (Handout, to be received)	Dr. Tilly
1 min	6. UNANIMOUS CONSENT AGENDA <i>The following items/recommendations have been identified as part of the consent agenda for the closed 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> ITEMS: (Enclosed) 6.1 Minutes of the October 26, 2011 public meeting of the Board 6.2 Report on the Activities of Board Committees for November 2011 6.3 Purchase Contracts Awarded, March through September 2011 6.4 Program Advisory Committee Meeting Summaries 6.5 Schedule of Program Advisory Committee meetings for Fall 2011 6.6 Index of Correspondence for October/November 2011	
	MEETING AGENDA	
1 min	7. BUSINESS ARISING	
	7.1 <u>Key Postsecondary Trends in Ontario</u>: suggestion to place this as a strategic discussion at the January 2012 meeting	Dr. Tilly
20 min	8. BOARD BUSINESS	
	8.1 <u>Appointment of External Auditor (Enclosed)</u>	Gov. Nesibtt
	8.2 <u>New College Policy #4-423: Campus Security (Enclosed)</u>	Gov. Nesbitt
	8.3 <u>New Program: Ontario College Diploma in Hotel and Restaurant Management (Enclosed)</u>	Gov. Maki
	8.4 <u>New Program: Ontario College Diploma in Outdoor Adventure Education (Enclosed)</u>	Gov. Maki
	8.5 <u>Proposal to Increase Fleming College Certificate Offerings via OntarioLearn (Enclosed)</u>	Gov. Maki
	8.6 <u>Report from the In-Camera Meeting</u>	Board Chair
20 min	9. STRATEGIC DISCUSSION / DECISION ITEMS <i>Fleming College Aboriginal Education Council</i> Introductions by Grant Meadwell, Executive Director – Student Services Greg Jefford, Manager of Student Life, along with a community representative serving on Council, will provide an overview of our <i>Aboriginal Education Council</i>	

Est.
TIME

ITEM

SPEAKER

10. GENERAL LEARNING ABOUT THE COLLEGE / COLLEGE SYSTEM

None identified

11. OTHER BUSINESS (includes items removed from the Consent Agenda)

For information, provided to Governors in the November mailing

- *College Administrator*, Fall 2011 issue

12. ADJOURNMENT OF MEETING approx. 5:30 p.m.

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

SUBJECT: *Report of the Board Chair*

PRESENTED BY: Governor McLean, Chair – Board of Governors

Recognizing Students

Fall Open House was held on Saturday, November 19 at all our campus locations. Attendance was strong, with higher attendance compared with last fall. These opportunities to connect are very meaningful and are an important element in a student's decision to choose Fleming. Thanks are extended to the many staff and students who contribute to the success of this event.

Supporting Students

The *Emerging Leaders* program is now being delivered. The series supports the development of student leaders on campus, providing them with an opportunity to enhance their teambuilding and leadership skills, discover who they are as leaders, and gain knowledge of the College and its student demographic. The Board of Governors wishes to support development of student leadership as an important aspect of collaboration and decision-making at Fleming.

Speaking of student leadership, the Student Administrative Council held a referendum on November 16 and 17 for Brealey Campus students to support continuing the per semester building fee for approximately 10 to 15 years in order to pay off the balance of the Peterborough Sport and Wellness Centre as well as develop two on-campus Sport/Turf Fields in a financial partnership with the City of Peterborough. Almost 91% of the votes cast were in favour. This student commitment is consistent with the Board's support for expanding the City/College partnership to include a sports field initiative.

Board Development

Each year, Colleges Ontario offers a workshop for newly-appointed governors. The 2011 *Governor Orientation Program* takes place this Saturday, November 26 and Sunday morning, November 27. Governors Degeer, Lovenuk, Mackle and Sutcliffe-Geens are all attending.

A number of governors are also attending the *Higher Education Summit* in Toronto this Sunday and Monday, November 27 and 28. The highlight of the annual conference is the announcement of this year's recipients of the Premier's Awards. Four of our six nominees will be at the ceremony.

Board Recruitment

It is with regret that the Board accepted the resignation of Nancy Dennis. Nancy was initially appointed to the Board in January 2008 and was mid-way into her second term. Nancy brought a number of perspectives to the table, in the manufacturing sector as well as human resources. The Board will be recruiting to fill two positions for terms commencing September 1, 2012.

Upcoming Events / Key Dates

A reminder that the Board does not meet in the month of December; our *next meeting* is January 25, 2012 at the Frost Campus in Lindsay.

The *Fall 2011 term ends* Friday, December 16, 2011.

The *College* closes at 1:00 pm on December 23 and *re-opens* January 2, 2012; the Winter term begins January 9.

A number of events will be held in our communities for *Alumni Appreciation Week*, February 13 to 17, 2012; details will be forwarded as plans are confirmed.

Spring Open House takes place April 14, 2012 at all campus locations.

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

SUBJECT: *Report of the President*

PRESENTED BY: Dr. Tilly, President – Fleming College

Supporting Students

For the remainder of this semester, a group of third Semester Culinary students have created *The Corner on Sixth*, offering a quick lunch menu for students and staff to enjoy each Monday and Wednesday from 11:30 a.m. through 1:00 p.m. This week, the students prepared Smoked Turkey Club Wraps with Cream of Mushroom Soup and Raspberry Almond Mousse Cake. The Corner on Sixth is located directly across from Fulfords and accepts debit and cash transactions.

Community Linkages

The Sutherland Campus kicked-off the *2011 United Way campaign* on October 31 with a Halloween theme and pumpkin carving contest over the lunch hour. We thank Charwells for the donation of Festive Vegetable Medley Soup and Fresh Bread. This year's campaign runs from October 31 through to November 30 with monetary goal of \$37,000.

Thanks to staff, students and the community, the *7th Annual 'Souper Bowl' Luncheon, Bake Sale and Raffle* raised over \$1,400 for Northumberland United Way. The November 10 event was held at Fleming's Cobourg Campus and organized by Fleming College staff in partnership with Community Living and the Help Centre. A bistro area offered a place for customers to dine in style while they listened to live entertainment provided by Vice-President Academic Blane Harvey. Thanks go to the amazing team of Fleming College volunteers who donated their time and energy to make soup, chili and baked goods, help with set-up and ran the event, in particular the staff and students from Academic Upgrading, Esthetician, Food Service Worker, 911 Operator, and Solar Installation and Maintenance programs, and the fundraiser planning team of David Palmer (The Help Centre), Jenn Lean (Community Living), Pat Sheldrick, Beth Bellaire, Colleen Johnston, Tracey Partridge and Karen Foster (all Fleming College).

Blood donor clinics were held at the Sutherland Campus on November 7 and 8, and a total of 136 units of blood were collected. This means that 408 lives will be helped as one unit can save up to three lives. The next clinic on campus will be February 14 and 15, 2012.

Thank you to Governors Hayes and Lovenuk and Student Administrative Council President Cameron Bradley for attending the November 9 *Peterborough Remembers* event held at the Armouries along with a number of senior college staff. Guest speaker for the evening was General Rick Hillier (Retired), former Chief of the Defence Staff for Canadian Forces. This is the third tribute gala that honours local fallen soldiers and their families; proceeds from last year's event established the Fallen Heroes' Endowed Bursary at Fleming College.

College News

The Frost Campus was buzzing with the sound of saws on Saturday, November 5, as the campus hosted the *29th Annual Loggersports Competition*. Teams from Canada and the United States took part in various events including crosscut saw, log decking, axe throw, chain saw and pole climb competitions. This day-long competition featured team and singles events.

Fleming held *Remembrance Day ceremonies* at both Frost and Brealey Campuses at 11:00 a.m. Ceremonies were well attended by employees and students.

A new *mural with embedded video screens* has been installed outside of the Whetung Theatre (Brealey Room 519) at the Sutherland Campus. Currently running on the screens is a collection of photos featuring students and employees in a variety of program settings.

International

The 5th annual *Fair Trade Sale with Ten Thousand Villages* took place on November 16th and 17th at the Sutherland Campus. This holiday sale of unique, handcrafted gifts, including fair trade coffee and tea, jewelry, holiday decorations, home décor, toys and textiles, is an opportunity for students, staff and the local community to come out and support fair trade. All proceeds from the Fleming sale are returned to Ten Thousand Villages to help improve the quality of life for people in Latin America, Africa and Asia.

This year, the sale is a part of *International Education Week*, as the College celebrates the development of a partnership in India to recruit international students. Other events included films and displays in the main foyer at Sutherland campus with a special focus on India. Fleming welcomed 66 students from 19 different countries.

The Globe and Mail recently issued a 'Report on Colleges' and included an article on Fleming College. *Growth, for colleges, means the world* is attached.

Provincial Updates

The Board of Governors of Georgian College has announced that *Brian Tamblyn* will be retiring from Georgian on June 29, 2012, completing 13 years as President and CEO. A national search to find a new President will begin shortly.

Recognizing Staff

It is with regret and sadness that the College community learned of the *passing of* a colleague and friend, *Linda Elias*, on November 5. Linda was a faculty member in our school of Education, Health and Wellness, in the Health Information Management program.

ONE ON ONE TONY TILLY, PRESIDENT, FLEMING COLLEGE

Growth, for colleges, means the world

The Peterborough, Ont., school's head talks about what areas are hot and why he's in India

RICK PILGER

In the past five years, Ontario's Fleming College, which has campuses in Lindsay, Haliburton and Peterborough, has seen its overall enrolment rise by 20 per cent. Dr. Tony Tilly, Fleming's president, elaborates on the implications of that growth for his institution, as well as the evolving role of colleges. He spoke over the phone from India, where he was travelling in support of Fleming's recruitment of Indian students.

Let's begin with a brief description of your institution and its mission.

We are a college of applied arts and technology focused on our local community. We want to ensure that local students have the opportunity to become nurses, educational assistants, police officers, chefs – in other words, a whole array of career opportunities that are needed in the community. At the same time, we try to balance being a college that serves a much broader area. For example, in our environmental and natural resource cluster 80 per cent of our students come from outside the area – so that means we have, in effect, a magnet campus that draws people from far and wide and a set of specializations that contribute to fields more broadly. We are a mid-sized college and we like to take advantage of that. With about 6,000 students, we can offer a good array of programs but, nevertheless, ensure that the environment is highly personalized for students. Applied learning is a student preference and a college priority. The challenge is to take it from a very good level to a level of excellence.

Can you talk about growth at Fleming?

In terms of our priorities, we have identified three key growth areas. These are the environment and natural resources; the health and social services; and skilled trades, in particular. We do believe in growth, because that contributes to institutional vitality because you are always renewing your programs to make sure that they are current and appealing. And, ultimately, growth contributes to financial stability.



Dr. Tony Tilly FLEMING COLLEGE

What's your strategy for growth?

It requires new programs – new programs really contribute to the revitalization of the program mix. We also have to think about what the college is specifically known for and what we wish to say to potential students. We focus on what we call a core promise: that students will not only learn at the college but that they will belong to a tightly knit community while having a chance to work toward their career and personal goals. The catch phrase encapsulating those three components is “learn, belong, become.”

Are the growing enrolments you've experienced straining your resources in any way?

There are always growing pains involved in growth so I wouldn't be dismissive of those; however, we have to look objectively at the resources we have in comparison to, for example, colleges that have grown considerably over longer periods of time and therefore have much greater space restrictions. On a comparative basis, we are in reasonable shape there, not having those space pressures some of the larger colleges in the system have.

This year, some of your extra students are from India. How does the recruitment of students from India fit in with your college's priorities?

It's a responsibility of a college to look outward toward the world, and connect the community and the world more broadly. Having international students come to Fleming is important to us as it enriches the experience for all students and helps expand opportunities toward a more global horizon. I'm in India because we have had our first group of students come from India this past fall and have quite a large number of applications for January and I think it is important that we have a really significant understanding of their educational backgrounds and aspirations and how to best explain the opportunities to them so that there is a good match between the students, the program and the college opportunities at Fleming.

Are there plans to broaden your recruitment of international students?

Right now, India is a particular focus, and we are very grateful that we are able to work with Centennial College in Toronto, which is very experienced in international education and is an excellent partner both in Canada and India. But a healthy approach will be one that is diverse. As our initiatives in India mature, we would like to take some of the same approaches and focus on other parts of the world.

During your experience working in Ontario colleges have you seen the role of colleges evolving?

The role has evolved but it can – and should – evolve farther and faster. I do believe that colleges can play a broader role in post-secondary education. In particular, there is a greater societal need for applied education. Much of that requires education at the degree level, so we welcome much greater work with universities – collaborative work that allows students to combine more effectively the best of college education and the best of university education. Personally, I don't believe that we are there yet, despite the fact that we, for example, have an excellent working relationship with our local partner, Trent University. There is a distance to go along this path, and I would welcome a faster pace of evolution.

Special to The Globe and Mail

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

- By-law 1-102, s. 32.7: Board committees meet in-camera; minutes are reviewed and approved by the full Board at the next succeeding Board meeting as part of the Closed Session Consent Agenda.
- 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 October 26, 2011 public meeting of the Board of Governors; and

Receive, for information, the

6.2 Report on the Activities of Board Committees for November 2011;

6.3 Report on Purchase Contracts Awarded for the period March 1, 2011 through September 30, 2011.

6.4 the Meeting Summaries for the *Paramedic* (October 7, 2011); *Massage Therapy* (October 13); *Developmental Service Worker* (October 21); *Social Service Worker* (October 24); *Health Information Management* (October 28); *Pharmacy Technician* (October 28); *Early Childhood Education* (November 4); *Practical Nursing* (November 10); and *Esthetician* (November 14) Program Advisory Committees;

6.5 Schedule of Program Advisory Committee meetings for the November 2011 through April 2012 timeframe;

6.6 Index of Correspondence received for the October/November 2011 timeframe.

BOARD OF GOVERNORS

Public (*Open Session*) Meeting

Wednesday, October 26, 2011

Scholfield Boardroom, Brealey Room #5920

Peterborough, ON

MINUTES

Present: Mr. Astell, Mr. Greene, Mr. Gulston, Ms. Hayes, Ms. Kalavrias, Mr. MacDougall, Mr. McLean, Mr. Nesbitt, Ms. Ross, Ms. Sutcliffe-Geens, and Dr. Tilly for the Board.

Ms. McFadden.

Regrets: Mr. Degeer, Ms. Dennis, Dr. Dockstator, Mr. Lovenuk, Ms. Maki, Ms. Shill.

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

Guests: Dr. Pander-Scott, Registrar; Ms. Grady, Advancement/Alumni Officer; Ms. Walton, College Communications.

1. Call to Order, Welcome and Introduction of Guests

Board Chair, Peter McLean, called the meeting to order at 4:43 p.m. and welcomed those in attendance.

2. Approval of Agenda

To facilitate the late start, the presentation under Agenda Item 10 was moved ahead on the agenda, to follow the consent agenda. Dr. Tilly requested the addition of *Key Postsecondary Trends* to Agenda Item 9.

BoG Oct26-2011 #1

Moved and Seconded by Ms. Hayes and Mr. Nesbitt
THAT the agenda be approved as amended.

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. Hon. Glen Murray has been named as the new Minister of Training, Colleges and Universities. The recent Peterborough Business Excellence Awards event was well-attended by Fleming. The Report was received, for information.

5. Report of the College President

The President presented his Report, provided as a handout. Attention was drawn to the College's enhanced "Viewbook" a copy of which was provided to governors in their packages. Student enrolment remains strong, a reflection of new academic programs, ongoing marketing and recruitment efforts, and new initiatives targeting the international student market. The Report was received, for information.

6. UNANIMOUS CONSENT AGENDA

Governors were requested to identify any items to be removed from the Unanimous Consent Agenda for placement on the regular Committee of the Whole meeting agenda; none were identified.

BoG Oct26-2011 #2

Moved and Seconded by Ms. Kalavrias and Mr. Gulston

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

- minutes of the *Board of Governors public meetings of June 22 and September 15, 2011*; receive, for information, the
- *Report of the Summer Decisions by the Executive*;
- *Report on the Activities of Board Committees for September and October 2011*;
- *Meeting Summaries for the Community Integration through Cooperative Education (February 25), Biotechnology Technologist Forensic (April 7), Outdoor Adventure Skills (April 14), Ecological Restoration Joint Degree (May 5), Geographic Information Systems (May 17), Educational Assistant (May 19) and Blasting Techniques (July 11) Advisory Committees*;
- *Schedule of Program Advisory Committee meetings for October through December 2011*; and the
- *Index of Correspondence received for the June through October 2011 timeframe.*

Carried

BOARD OF GOVERNORS MEETING AGENDA

7. Business Arising from the Minutes

7.1 Financials for the Ontario College Graduate Certificate in International Business Management Program: The proposal to offer this graduate certificate was approved by the Board at the September 14, 2011 meeting; however the detailed financial projections associated with the program were not available at that time. Mr. Harvey noted a January intake of 30 students was anticipated. **There was consensus to receive the financial projections for the *International Business Management* program, as circulated.**

8. Board Business

8.1 Ms. Crook presented the Fleming College 2011-2012 Accessibility Plan, noting that the Plan differs from previous years as the focus is now on how to meet the integrated standards; for information, a document outlining Fleming's timelines for compliance with the accessibility standards was handed out. **There was consensus to endorse the *2011-2012 Fleming College Accessibility Plan*, as circulated.**

8.2 New Program – Ontario College Diploma in Developmental Services Worker: Presented by Mr. Harvey, this is a well-established program across the system. A number of legislative and regulatory changes are occurring that in turn drive curriculum standards; the College is looking to broaden the whole social services program suite.

BoG Oct26-2011 #3

Moved and Seconded by Ms. Hayes and Mr. Astell

THAT the Board of Governors of Sir Sandford Fleming College approve the *Ontario College Diploma in Developmental Services Worker* program effective September 2012, for forwarding to the Ministry of Training, Colleges and Universities for funding approval, as circulated.

Carried

8.3 New Program – Ontario College Graduate Certificate in Environmental Visual Communications: Presented by Mr. Harvey, this unique program concept moves the College into a one-of-a-kind

signature program with a high reputational value within the market place. In response to an observation around heavy reliance on information technology in a compressed timeframe, the Board was assured that consultations with IT were part of proposal development.

BoG Oct26-2011 #4

Moved and Seconded by Mr. Nesbitt and Ms. Hayes

THAT the Board of Governors of Sir Sandford Fleming College approve the *Ontario College Graduate Certificate in Environmental Visual Communications* program effective May 2012, for forwarding to the Ministry of Training, Colleges and Universities for funding approval, as circulated.

Carried

8.4 Report from the In-Camera Meeting: The Board set *five objectives for 2011-2012* with a focus on Fleming's unique attributes, partnerships, the working environment, strategies for growth, and improvement in student satisfaction and success as indicated in key performance indicators.

Three community representatives were appointed to serve on the *Board's Advancement Committee*: Tim Barrie (Peterborough), Barb Bolin (Haliburton), and Lorna Plunkett (Ennismore). Community representatives serve two-year terms for a maximum of six years.

The Board received a presentation with respect to development of *sport fields on College property* and authorized Administration to enter into an agreement with the City conditional upon a positive outcome of a student referendum vote on fees. A presentation and similar request will be made to the City in early November.

9. STRATEGIC DISCUSSION / DECISION ITEMS

Attention was drawn to the *Key Postsecondary Trends in Ontario* handout. There was consensus to defer discussion with respect to key trends in enrolment, graduate and labour market outcomes to the November meeting.

10. GENERAL LEARNING ABOUT THE COLLEGE / COLLEGE SYSTEM

The Board welcomed Nicole Grady, Advancement/Alumni Officer.

The *Premier's Awards* honour the important social and economic contribution college graduates make to their communities. Each year, Ontario's 24 community colleges are invited to submit nominees in six categories: Creative Arts and Design; Community Services; Business; Health Sciences; Technology; Recent Graduate. A summary of Fleming's submission was provided in the package. Recipients will be announced at the awards gala held to be held at the conclusion of the Higher Education Summit in November.

A number of alumni activities were referenced. The New Year will see a *Backpacks to Briefcases Lecture Series* offered to upper year students on topics that will serve them in the professional world. A revitalized *Alumni Mentorship Program* is also in the works. The annual *Alumni Appreciation Week* is February 13 to 17, 2012 with additional and events being planned. A new *Alumni Advisory Council* is in place, providing input to the Alumni Relations Office on programs, services, events and other alumni projects.

11. OTHER BUSINESS

None brought forward.

12. ADJOURNMENT OF MEETING at 5:33 p.m. by Mr. Nesbitt and Mr. MacDougall.

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 November 2011.

Advancement Committee

Governor Hayes – Committee Chair

The Advancement Committee was established as a result of the transition from a Foundation-based model of operations to integrating fundraising and alumni relations within the College organizational structure. It is through this Committee that the Board provides oversight governance of advancement and alumni relations. This is also the first Board committee to be populated with non-board members. The Committee works in partnership with the Advancement and Alumni Relations department of the College to secure funds to support student success at Fleming.

There were no items requiring Board approval.

Academic and Student Affairs Committee

Governor Maki – Committee Chair

The makeup of the committee reflects a mix of new and returning governors. With this in mind, a comprehensive orientation specific to the Academic and Student Affairs Committee was the first order of business. Committee members agreed to hold a December meeting in order to review Key Performance Indicator results in relation to the overall student experience.

Items requiring Board approval are listed on the agenda.

Audit Committee

Finance and Property Committee

Governor Nesbitt – Committee Chair

Members also received orientation specific to the role and responsibilities of the Audit Committee and the Finance and Property Committee.

Attached, for information, is a document outlining the College’s financial position for the period ending October 31, 2011. Items requiring Board approval are listed on the agenda.

Executive Committee

Governor Ross – Committee Chair

A key responsibility of the Executive Committee is to assist with governor recruitment. In this respect, the Committee commenced the 2012 governor recruitment cycle by reviewing the skills matrix/profile with a view to identifying necessary skill sets that would complement the College’s strategic direction thereby ensuring a membership that reflects and represents the communities we serve.

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 October 31, 2011



	Current Year			Prior Year			Variance
	Actual To 31-Oct-2011	Budget Current Year	YTD/Budget %	Actual To 31-Oct-2010	Actual Prior Year	YTD/Year %	Difference %
Revenue							
Grants and Reimbursements	21,235	44,713	47.5%	22,613	44,681	50.6%	-3.1% U
Student Tuition Fees	12,051	19,583	61.5%	12,076	18,432	65.5%	-4.0% U
Contract Training	61	756	8.0%	88	866	10.2%	-2.1% U
Other Income							
Other Income	3,203	7,234	44.3%	2,963	5,907	50.2%	-5.9% U
Ancillary Fees	1,897	3,935	48.2%	1,870	3,809	49.1%	-0.9% U
Total Other Income	5,100	11,170	45.7%	4,833	9,716	49.7%	-4.1% U
Amortization of Deferred Capital Contributions	2,186	3,748	58.3%	2,126	3,644	58.3%	0.0% F
Total Operating Revenues	40,633	79,969	50.8%	41,735	77,340	54.0%	-3.2% U
Skills Programs	2,067	3,481	59.4%	4,310	4,615	93.4%	-34.0% U
Tuition Holdback Bursaries	384	2,297	16.7%	569	2,040	27.9%	-11.2% U
Ministry Bursaries	337	1,037	32.5%	384	1,079	35.6%	-3.1% U
Special Projects	781	1,510	51.7%	603	1,458	41.4%	10.4% F
Facilities Renewal and Renovation Projects	555	562	98.9%	1,494	1,808	82.6%	16.2% F
Ancillary Operations	1,840	3,871	47.5%	2,022	3,872	52.2%	-4.7% U
Total Revenue	\$ 46,597	\$ 92,726	50.3%	\$ 51,117	\$ 92,232	55.4%	-5.2% U

SIR SANDFORD FLEMING COLLEGE
Statement of Revenue and Expenditures
For the Period Ending October 31, 2011



	Current Year			Prior Year			Variance
	Actual To 31-Oct-2011	Budget Current Year	YTD/Budget %	Actual To 31-Oct-2010	Actual Prior Year	YTD/Year %	Difference %
Expenditures							
Salaries and Benefits							
Salaries, Full Time	19,618	36,474	53.8%	19,857	35,697	55.6%	-1.8% F
Salaries, Part Time	4,447	11,169	39.8%	4,435	11,326	39.2%	0.7% U
Benefits	4,887	9,528	51.3%	4,856	9,219	52.7%	-1.4% F
Total Salaries and Benefits	28,953	57,170	50.6%	29,148	56,241	51.8%	-1.2% F
Non-Salary Expenses							
Instructional Support Costs	2,466	5,105	48.3%	2,636	4,617	57.1%	-8.8% F
Travel and Professional Development	407	1,375	29.6%	452	1,163	38.9%	-9.3% F
Advertising	358	830	43.1%	321	835	38.4%	4.7% U
Telephone, Audit, Legal & Insurance	443	758	58.5%	517	902	57.3%	1.2% U
Equipment Maintenance	196	352	55.8%	240	443	54.1%	1.7% U
Plant and Security	1,015	2,123	47.8%	917	2,377	38.6%	9.3% U
Rentals and Taxes	698	949	73.6%	576	837	68.9%	4.7% U
Utilities	769	2,043	37.7%	697	1,882	37.1%	0.6% U
Contract Services Trent	0	1,844	0.0%	-	1,990	0.0%	0.0% U
Services & Other	917	2,039	45.0%	1,076	2,044	52.6%	-7.7% F
Long Term Debt Interest	73	119	61.5%	90	148	60.9%	0.5% U
Amortization of Capital Assets	3,201	5,487	58.3%	3,003	5,147	58.3%	0.0% U
Total Non-Salary Expenses	10,545	23,022	45.8%	10,525	22,385	47.0%	-1.2% F
Total Operating Expenditures	39,498	80,192	49.3%	39,673	78,627	50.5%	-1.2% F
Investments							
Skills Programs	18	103	17.7%	85	256	33.3%	-15.6% F
Tuition Holdback Bursaries	1,341	3,053	43.9%	2,469	4,107	60.1%	-16.2% F
Ministry Bursaries	384	2,297	16.7%	569	2,040	27.9%	-11.2% F
Special Projects	337	1,037	32.5%	384	1,079	35.6%	-3.1% F
Facilities Renewal and Renovation Projects	781	1,510	51.7%	603	1,447	41.7%	10.1% U
Ancillary Operations	555	562	98.9%	1,494	1,808	82.6%	16.2% U
Net Asset Adjustment	1,760	3,972	44.3%	2,292	3,587	63.9%	-19.6% F
	-	(680)	0.0%	-	(1,032)	0.0%	0.0% U
Total Expenditures	\$ 44,674	\$ 92,046	48.5%	\$ 47,569	\$ 91,919	51.8%	-3.2% F
Net	\$ 1,922	\$ 680	282.7%	\$ 3,547	\$ 313	1133.7%	

CONSENT AGENDA

Board of Governors In-Camera Meeting

Board of Governors Public Meeting

ACTION REQUIRED:

Information

Decision

SUBJECT: *Purchase Contracts Awarded*

A report to inform the Board of Governors of the Purchase Contracts (\$100,000 to \$499,000) awarded for the period March 1, 2011 through September 30, 2011.

1. Sheridan Gymnasium Equipment

Description: Basketball standards at Frost Field House

Contract Value: \$103,338.50

Award date: May 17, 2011

of Bidders: 1

Bid Results:

Sheridan Gymnasium Equipment \$103,338.50 tax incl

Tender awarded to the lowest bidder.

2. Mortlock Construction Inc.

Description: Pharmacy Lab Renovation

Contract Value: \$414,710

Award date: May 25, 2011

of Bidders: 5

Bid Results:

Mortlock Construction Inc.	\$468,622.30 tax incl
Dalren Limited	\$492,117.26 tax incl
Elite Construction	\$509,693.28 tax incl
Ross Clair Contractors	\$543,831.71 tax incl
MJ Dixon Construction Ltd.	\$592,481.60 tax incl

Tender awarded to the lowest bidder.

3. Gaspard & Sons

Description: Convocation Gowns

Contract Value: \$197,548.30

Award Date: March 15, 2011

of Bidders: 3

Bid Results:

Gaspard and Sons	\$197,548.30 tax incl
D. Milne	\$263,085.19 tax incl
Ricart	\$364,825.87 tax incl

Tender awarded to the lowest bidder

4. McWilliams Leas Holdings

Description: Lease of building space for the carpentry/plumbing program

Contract Value: Year 1 – \$84,750.00 tax incl.
 Year 2 – \$93,401.28 tax incl.
 Year 3 – \$95,950.56 tax incl.

 Total – \$274,101.84

Award Date: August 1, 2011

End Date: July 31, 2014

Location selected based on availability and operational aspects of the facility. Direct negotiation.


Fleming College

LEARN | BELONG | BECOME

Paramedic Advisory Committee
October 7, 2011
Room 5920, Sutherland Campus

MEETING SUMMARY

Present: Rob Acheson (MOH LTC Emergency Health Services), Christopher Barry (Peterborough EMS), Larry Blanchard (Haliburton EMS), Phil Clark (Peterborough EMS), Craig Jones (Northumberland EMS), Sam Langton (PMD Graduate), Ron McMillian (Kawartha Lakes EMS), Kevin Payne (Student Representative)

Regrets: Dr. Vince Arcieri (PRHC), Robert English (Peterborough EMS), Trent Gervais (City of Peterborough), Keith Kirkpatrick (Kawartha Lakes EMS), Paul Mathers (Peterborough EMS), Don Oettinger (Peterborough EMS), Michael Patterson (Student Representative)

Fleming Staff: Bob Cranley (Faculty), John Fader (Faculty), Sherry Gosselin (Operations Leader), Carol Kelsey (Dean), Mary Osinga (Faculty), Colleen Rafton (Coordinator), Jodi Van Engen (Faculty), Molly Westland (Chair)

Guests: Doug Ferkol (Hastings Quinte EMS)

Recorder: Ashlea Jefford (School/Academic Operations Liaison).

Key Points / Actions		Follow-up / Status
Action Items		
1.	Committee members requested a synopsis of the Paramedic focused program Jody Van Engen offers to her class at the Wellness Centre.	Jody Van Engen to provide further details.
Non-Action Items		
1.	A representative from the Eastern Deputy Chiefs committee attended and presented the Committee with an update regarding the preceptorship initiative with the goal of formalizing paramedic education in preceptorship.	Doug Ferkol to provide update on initiative once further details are available.
2.	The Committee was provided with a program update including current activity, enrolment and graduate feedback. EMS Services provided the College with updates regarding their equipment upgrades, hiring numbers and service updates.	
3.	The Dean's report was pre-circulated highlighting the Strategic Plan, the KSTI building project, Applied Learning experiences and the de-centralization of Continuing Education and Contract Training.	

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

Massage Therapy Advisory Committee
October 13, 2011
Room 515, Sutherland Campus

MEETING SUMMARY

- Present:** Rhonda-Marie Avery (MST Graduate), Claire Bradley (Clinic 288), Sara Elliot (Student Representative), Melanie Kheidr (Clinic 288), Dana Marshall (Peterborough Naturopath), Sarah McIlquham (Student Representative), Sarah Sharpe (Student Representative), Jim Smyth (Synergystix Partners in Health), Ravi-Inder Soligo (Stillpoint Therapies), Zoe Stewart (Clinic 288)
- Regrets:** Renee Brochu (RMT), Patricia Butts (Kawartha Massage Therapy Centre), Simone Dobson (Spa on Hunter at Euphoria), Geoffrey Honey (RMT), Terra Kaufman (MST Student), Erin Ladd (RMT), Yvette Maxwell, Brian Quesnelle (Fleming MST Grad)
- Fleming Staff:** Jennifer Chambers (Coordinator), Annette Doose (Faculty), Sherry Gosselin (Operations Leader), Carol Kelsey (Dean), Kim Quigley (Career Services), Molly Westland (Chair)
- Recorder:** Ashlea Jefford (School/Academic Operations Liaison)

	Key Points / Actions	Follow-up / Status
Non-Action Items		
1.	The Committee was provided with a program update of current activity including positive feedback regarding new program curriculum.	
2.	The Committee discussed the recent release of the CMTO's Advertising Policy and its relation to RMTs. The impacts if this Policy to the RMT field were discussed.	
3.	The Dean's report was pre-circulated highlighting the Strategic Plan, the KSTI building project, Applied Learning experiences and the de-centralization of Continuing Education and Contract Training. Committee Members offered suggestions for future ConEd training opportunities within the RMT realm.	
4.	The Committee was provided with an overview of Rhonda-Marie Avery's accomplishments and upcoming presentation at the American Massage Therapy Association Conference. Rhonda-Marie's case study will be published in the Journal of Bodywork and Movement Therapies.	Rhonda-Marie to provide update at the March 2012 Advisory Meeting.

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

Developmental Service Worker Program Advisory Committee
October 21, 2011
Room 5920, Sutherland Campus

MEETING SUMMARY

- Present:** Christine Crough (Alternatives Community Program Services), Vikki Etchells (Alternatives Community Program Services), Pegi Handley (Stewart Homes), Martin Kerstens (Kawartha Pine Ridge District School Board), Rosemary Kitney (Canadian National Institute for the Blind), Rick Lucas (Christian Horizons), Sandra McAlpine (Tri-County Community Support Services), Merla McGill (Community Living Kawartha Lakes), Kristi McKay (The Learning Disabilities Association of Peterborough)
- Regrets:** Deb Reid (Down Syndrome Association of Peterborough), Sandra Scott (Crisis Response Network – CMHA), Melissa Ray (Abuse Prevention of Older Adults Network), Yvonne Roy (Tri-County Community Support Service), Liz DeCarlo (Community Living Peterborough), Shari Warfield (Canadian Mental Health Association)
- Fleming Staff:** Tammy Christie (CICE Integration Facilitator), Deb Holts (Chair), Holly Jessup (CICE Integration Facilitator), Jennifer Langenberg (CICE Integration Facilitator), Paul Legacy (Dean), Tiffany McDavid (CICE Integration Facilitator), Ronda Monahan (CLT Consultant), Angela Pind (CICE Coordinator)
- Recorder:** Ashlea Jefford (School/Academic Operations Liaison)

Key Points / Actions		Follow-up / Status
Action Items		
1.	The Committee formally endorsed and supported Fleming College to seek Training Delivery Agent (TDA) status within the Developmental Service Worker sector.	
2.	The Committee provided its support for the Curriculum model presented, with the acknowledgment that course descriptions can be further modified if required, and recommended that the College proceed to develop the curriculum, for approval.	
3.	The Committee formally endorsed the exploration of the Human Service Worker Certificate and recommended that the College proceed with further development work.	
4.	The College will be moving forward with curriculum development and requested champions from the Community to provide expertise in course development.	Interested individuals are to contact Paul Legacy.
5.	Committee members elected a Chair who will begin Chair duties at the April 2012 meeting.	
Non-Action Items		
1.	Committee members were provided with a program status update on the development thus far of the Developmental Service Worker program.	
2.	A review of program pathways, curriculum design and course descriptions was provided and feedback sought from Committee members.	

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



Social Service Worker Program Advisory Committee
October 24, 2011
Room 5920, Sutherland Campus

MEETING SUMMARY

- Present:** Kim Dolan (Peterborough Aids Resource Network), AJ McNaught (Community Living Peterborough), Kathy Neill (John Howard Society of Peterborough), Juliane Noye (WP Archibald Centre – Salvation Army), Laura Sullivan (Mon Ami Children’s Services), Zita Devan (A Place to Call Home), Kristi McKay (Learning Disability Association of Peterborough)
- Regrets:** Vicki Barrow (St. Joseph’s at Fleming), Theresa Forson (Kawartha Sexual Assault Centre), Ann Manley (Community Living Kawartha Lakes), Casey Ready (Housing Resource Centre), Jill Sadler (Hospice Kawartha Lakes), Shari Warfield (Canadian Mental Health Association Peterborough), Linda Mitchelson (City of Peterborough), Jennifer Kalus (Housing Resource Centre), Lisa Smith (United Way of Peterborough & District)
- Student Reps:** Mandi Shea, Adam Van Den Broek, Joe Cormier, Stephanie Lavallo, Tracy Kidd
- Fleming Staff:** Paul Legacy (Dean), Deb Holts (Chair), Kim Quigley (Career Services), Jill Stocker (Coordinator/ Faculty)
- Recorder:** Janice Miller, School Operations Liaison

Key Points / Actions		Follow-up / Status
Action Items		
1.	The Committee formally endorsed the exploration of the Human Service Worker Certificate and recommended that the College proceed with further development work.	
2.	During the 2012 winter semester, an internal curriculum renewal will be completed to look at the courses to ensure validity and evaluate the changes or modifications that have been made.	
3.	Revised field placement manual and evaluation forms will be distributed electronically during the winter 2012 field placements.	
Non-Action Items		
1.	Committee members were provided with a program status update on the development thus far of the Developmental Service Worker program.	

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

MEETING SUMMARY

Present: Brooke Martin (Process Fusion), Cameron Berry (Student Representative, Year 2), Anson Trinh (Student Representative, Year 1), Jody McKie (Lakeridge Health), Joy Fletcher (Canadian Institute for Health Information), Janet Adams (Lakeridge Health), Lori Richey Peterborough Family Health Team)

Regrets: Sherrilyn Allison (Ontario Shores Centre for Mental Health Sciences), Pam Armstrong (Central East Community Care Access Centre), Bojay Hansen (Peterborough Regional Health Centre), Shelagh Maloney (Canada Health Infoway), Kevin McComomy (E-Health Ontario), Maria Muia (North York General Hospital), Paul Scobie (Central East Community Access Centre)

Fleming Staff: Brenda Hill (Faculty), Pat Hewes (Faculty), Paula Weisflock (Co-ordinator), Kim Quigley (Career Services), Molly Westland (Chair), Carol Kelsey (Dean), Sherry Gosselin (Operations Leader)

Recorder: Joanne Brown, School Operations Leader

	Key Points / Actions	Follow-up / Status
Non-Action Items		
1.	The committee was provided with a program update of current activity highlighting the national exam results. 87% of Fleming students passed and three Fleming students received over 85% on the July 2011 exam (total of 5 in Ontario).	
2.	The Dean's report was pre-circulated highlighting the Strategic Plan, the KSTI building project, Applied Learning experiences and the decentralization of Continuing Education and Contract Training. Committee members offered suggestions for future Continuing Education training opportunities.	
3.	The sector presentation was provided by Lori Richey on the Peterborough Family Health Team.	
4.	The CCHIM program recognition team will recommend to the Council on Education and Professional Practice that the full program recognition status of six years is granted to the Fleming College HIM program. This recommendation will go forward to the Council on November 9 th , 2011.	
4.	Committee members provided positive feedback on the hiring of HIM graduates. A discussion on emerging trends in the field of Health Information Management followed.	

Pharmacy Technician Advisory Committee
October 28, 2011
Room 5920, Sutherland Campus

Meeting Summary

Present: Maryanne Babcock, Tracy Ferguson (Peterborough Regional Health Centre), Kathleen Greer (Student Representative), Pat Myall (Shoppers Drug Mart), Cathy Puffer (Remedy's RX) – lost participation via teleconference, Mark Scanlon (Fadill Pharmasave) via teleconference, Murad Younis (Westmount Pharmacy)

Regrets: Shelley McKinney (Lakeridge Health), Jeffrey Saliganan (West Park Health Care Centre)

Fleming Staff: Sherry Gosselin (Operations Leader), Carol Kelsey (Dean), Amanda Mushynski (Co-ordinator), Kim Quigley, (Career Services), Molly Westland (Chair)

Recorder: Joanne Brown (School Operations Liaison)

	Key Points / Actions	Follow-up / Status
Non-Action Items		
1.	There are 23 students enrolled in the first semester of the new Pharmacy Technician Program, seven of which are international students from India. Students will be starting a 4 week community placement in December 2012. Partnership opportunities and field placement opportunities were discussed.	
2.	The Pharmacy Technician Program had applied for qualifying status with CCAPP Accreditation but was verbally offered provisional status (which is one step greater than qualifying status). The final announcement is expected in February 2012.	
3.	Remote dispensing is a new trend in pharmacy. As a marketing strategy, Fleming has been advised to use the wording "new self regulated health profession" as we are facing a new creation of the profession.	
4.	The Dean's report was pre-circulated highlighting the Strategic Plan, the KSTI building project, Applied Learning experiences and the de-centralization of Continuing Education and Contract Training.	

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

Early Childhood Education Advisory Committee
November 4, 2011
Room 5920, Sutherland Campus

MINUTES SUMMARY

- Present:** Steve Burke (Community Living Kawartha Lakes), Alex Cranfield (Five Counties Children’s Centre), Ann Gillespie (Nursery School Representative), Norma MacLeod (Northview Day Care), Sandra Robinson (Children’s Services, City of Peterborough), Mary-Anne Saucier (Trent Child Care Inc.)
- Regrets:** Lorrie Baird (Child Care Representative, City of Kawartha Lakes), Janine Mitchell (City of Kawartha Lakes), Niki Pollard (ECE Graduate), Jude Tripp (Ontario Early Years Centre), Mary Beth Zeggil (Kawartha Pine Ridge District School Board)
- Fleming Staff:** Sherry Gosselin (Operations Manager), Linda Hudson (Co-ordinator, Early Childhood Education Program), Heather Kay (Faculty), Carol Kelsey (Dean), Mary Lou Lummiss (Faculty)
- Recorder:** Joanne Brown (School Operations Liaison)

	Key Points / Actions	Follow-up / Status
Non-Action Items		
1.	The committee was provided with a program update including enrolment data, course development and a discussion on mentoring. Congratulations to Teresa Burke, a former ECE graduate, who was presented with the Prime Minister’s Award for Excellence in Early Childhood Education.	
2.	As part of the program review process, committee members provided valuable feedback in response to discussion questions regarding new trends in the workplace, job readiness, strengths of Fleming graduates and the use of technology.	
3.	The provincial program standards for ECE are currently under review. A draft revision of the outcomes will be released in January 2012.	Revised program outcomes document will be sent to committee members for comment.
4.	The Dean’s report was pre-circulated highlighting the Strategic Plan, the KSTI building project, Applied Learning experiences and the de-centralization of Continuing Education and Contract Training.	

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

MEETING SUMMARY

- Present:** Wendy Smith (Fairhaven), Sue Harper (P.R.H.C.), Lisa McConkey (VON), Sarah Gillis (Extendicare, Lakefield), Renee Nixon (Princess Gardens), Steven Lofkrantz (Caessant Care), Karen Brunton (Northumberland Hills Hospital), Brett Edgerton (Fleming PN Student), Kerri Dentinger, (Fleming PN Student)
- Regrets:** April Coulter (Centennial Place), Susan Grant (Ross Memorial Hospital), Liz Vosburgh (Northumberland Hills Hospital)
- Absent:** Linda Burr (Frost Manor), Shelley Moloney (Thomas A. Stewart Secondary School), Colleen Ryan (St. Peter's Secondary School)
- Fleming Staff:** Betty Deschenes (Faculty), Iris Gravel (Co-ordinator), Carol Kelsey (Dean)
- Recorder:** Joanne Brown (School Operations Liaison)

Key Points / Actions		Follow-up / Status
Non-Action Items		
1.	The committee was provided with a program update on enrolment, the Provincial Co-ordinator's Network, the PN to BScN Bridging Program with Trent University as well as achievements and successes.	
2.	The PN National Registration Examination results for the Fleming College 2011 PN graduates indicated that 96% passed.	
2.	As part of the program review process, committee members provided valuable feedback in response to discussion questions regarding new trends in the workplace, job readiness, strengths of Fleming graduates, the use of technology and regional issues.	
3.	The Dean's report was pre-circulated highlighting the Strategic Plan, the KSTI building project, Applied Learning experiences and the de-centralization of Continuing Education and Contract Training. An update was also provided on recent meetings of the Heads of Health Science and Heads of Nursing.	

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

Esthetician Program Advisory Committee
November 14, 2011
Cobourg Campus

MEETING SUMMARY

Present: Karen Cortesis (BJ's Hair Care/Karen Cortesis Esthetics), Lisa Gibbs (Utopia Esthetics), Natalie Kellar (Ste. Anne's Haldimand Hills Spa Village), Blaine Pettigrew (Pettigrew Massage & Spa), Donna Pettigrew (Pettigrew Massage & Spa), Kayla Russell (Fleming Student Representative)

Regrets: Lorraine Harnden (City Streaks), Tina Johnston (Fandango Hair & Nail Design & Day Spa)

Absent: Betty Atkins (BJ's Hair Care), Martina Elmhirst (Elmhirst's Resort), Debbie Harvey (Nirvana Hair Studio-Spa), Marlis Lindsay (King Bethune House), Paula Tickle (Port Hope Medical Esthetic Clinic), Heather Witt (Fellows High School)

Fleming Staff: Carol Kelsey (Dean), Molly Westland (Chair), Sherry Gosselin (Operations Leader), Tracy Partridge (Program Co-ordinator)

Recorder: Joanne Brown (School Operations Liaison)

	Key Points / Actions	Follow-up / Status
Non-Action Items		
1.	The committee was provided with a program update on current enrolment, graduate employment and marketing strategies. An introduction to medical esthetics will be offered to 3 rd semester students.	
2.	Advisory committee members provided valuable feedback on emerging trends in the field of esthetics which included a discussion on social networking (texting, facebook), work flexibility and infection control in the workplace.	
3.	The Dean's report was pre-circulated highlighting the Strategic Plan, the KSTI building project, Applied Learning experiences and the de-centralization of Continuing Education and Contract Training. Suggestions were made as to possible offerings through Continuing Education.	

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

November 2011

ADVISORY COMMITTEE MEETING SCHEDULE November – April 2012

School of Environmental & Natural Resource Sciences (All meetings @ Frost)	
Geomatics	November 7, 2011 11:00 am – 2:00 pm, Room 252
Geographic Information Systems	November 16, 2011 10:00 am – 2:00 pm, Room 252
School of Education, Health & Wellness	
Early Childhood Education	November 4, 2011 9:00 am – 11:00 am, Room 5920
Practical Nursing	November 10, 2011 9:00 – 11:00 am, Room 5920
Esthetician	November 14, 2011 9:30 am – 11:30 am Room: 319 Cobourg Campus
Personal Support Worker	November 18, 2011 10:00 am – 12:00 Noon, Room 515
Fitness & Health Promotion	November 28, 2011 8:30 am – 10:30 am, Room 5920
Massage Therapy	March 1, 2012 8:00 am – 10:30 am, Room: 515
Paramedic	March 23, 2012 10:00 am – 12:00 Noon, Room: 5920
Pharmacy Technician	April 11, 2012 9:00 am – 11:00 am, Room 5920
Health Information Management	April 27, 2012 9:00 am – 11:30 am, Room 515
School of Law, Justice & Community Services	
Police Foundations	November 25, 2011 9:30 am – 1:00 pm, Room 5920
Customs Border Services	December 2, 2011 10:00 am – 12 noon, Room 515
Security & Risk Management	December 9, 2011 10:00 am – 12 noon, Room 515

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

CONSENT AGENDA

Board of Governors In-Camera Meeting

Board of Governors Public Meeting

ACTION REQUIRED:

Information

Decision

SUBJECT: *Index of Correspondence for October and November 2011*

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

No items.

COLLEGE SYSTEM CORRESPONDENCE

The College Dispatch

- November 2011 issue

Inside ACCC

- November 11, 2011 issue

FLEMING “IN THE NEWS”

No items.

PROGRAM ADVISORY COMMITTEE MINUTES

- Paramedic (October 7, 2011)
- Massage Therapy (October 13)
- Developmental Service Worker (October 21)
- Social Service Worker (October 24)
- Health Information Management (October 28)
- Pharmacy Technician (October 28)
- Early Childhood Education (November 4)
- Practical Nursing (November 10)
- Esthetician (November 14)

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

ACTION REQUIRED:

Information/Discussion
Decision

SUBJECT: *Appointment of External Auditor*

PRESENTED BY: Governor Nesbitt, Chair – Audit Committee

SOURCE / BACKGROUND

- Audit Committee, meeting of November 9, 2011
- Audit Committee mandate, Policy 1-102J under Bylaw 1-102, Attachment 5: (c) *Each fall, review and recommend the appointment of the external auditor to the Board after obtaining and considering management's evaluation of the incumbent auditors.*

DISCUSSION / OPTIONS

Administration is recommending the firm of KPMG be appointed as the College's External Auditors for the fiscal year ended March 31, 2012.

FINANCIAL AND OTHER IMPLICATIONS / IMPACTS

None identified.

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College appoint *KPMG* as the College's External Auditors for the fiscal year ended March 31, 2012 at a fee of \$75,438; this fee includes the annual audit, enrolment audit and five special engagements.

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

SUBJECT: *New Policy: Campus Security*

PRESENTED BY: Governor Nesbitt, Chair – Finance and Property Committee

SOURCE / BACKGROUND

- Finance and Property Committee, meeting of November 9, 2011

DISCUSSION / OPTIONS

As a postsecondary institution and employer, the College has a moral and legal obligation to provide a safe and healthy environment for our community members to study, work and live. As a result, a policy for security has been developed.

This is a new policy. *College Policy #4-423 – Campus Security* is attached.

FINANCIAL AND OTHER IMPLICATIONS / IMPACTS

None identified.

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College approve *College Policy #4-423 – Campus Security*, as circulated.

**SIR SANDFORD FLEMING COLLEGE
POLICY MANUAL**

POLICY NUMBER: #4-423	APPROVED BY: Board of Governors
DATE APPROVED:	SUPERSEDES:
CAMPUS SECURITY	

Sir Sandford Fleming College (hereafter the College) is committed to fostering a safe and welcoming working & learning environment for all students, employees and visitors.

The College is a publicly accessible institution, however, all campuses of the College are private property and as such access to the College may be restricted by the Board of Governors and/or its nts in order to ensure the safety of the College community and to prevent undesirable behaviour and/or the loss of assets due to theft.

1.0 PRINCIPLES OF THE POLICY

The College is determined to ensure that access to the College is adequate for students, employees and visitors to pursue their respective work, study and business; balanced with the responsibility to maintain a safe and secure campus.

This policy and associated procedures will be based on the following principles:

1. Providing for the safety of employees and students as required under various legislation including but not limited to the Occupational Health & Safety Act.
2. Providing adequate access to the appropriate facilities so staff and students may complete their work or academic assignments.
3. Deter undesirable behaviour and protect the College facilities and property from theft and vandalism.

2.0 SECURITY SERVICES MANADATE

Security Services supports the academic mission of the College by creating a safe and secure environment for all members of the College Community and works in a receptive and genuine collaboration with other departments to provide:

- A service delivery model that places emphasis on customer service;
- A highly visible security presence on campus 24 hours a day;
- Security for all College buildings and property and special events;
- A reliable response to both routine and emergency calls for security service;
- The promotion of security, crime prevention and safety awareness.

2.1 Objectives

The objectives of Security Services as it relates to security and public safety are:

- To prevent crime, maintain the peace, resolve conflicts and promote good order
- To respond to emergencies and provide assistance to all persons
- To provide effective security for the assets of Fleming College;
- To ensure College policies and regulations are followed;
- To protect persons and property by developing proactive programs that promote safety and security by managing, broadly communicating and delivering these programs to the community on an ongoing basis;
- To investigate suspected criminal activity and to apprehend offenders in cooperation with local police services;
- To enforce the Criminal Code and applicable Provincial and Municipal Statutes and other legislation as necessary;
- To co-ordinate the installation, maintenance and operation of effective security systems for emergency notification, access control and alarm monitoring.

2.2. Values

Security Services is accountable to its community and is guided by the following principles and values:

- Respect for the dignity, privacy, worth and diversity of all persons;
- Fair and impartial treatment of all individuals;
- Equality of access and protection of constitutional rights and liberties;
- Reliability, competence, accountability, teamwork and open communication.
- An approach to campus security that welcomes and encourages community involvement and promotes safety and security as a shared responsibility.

3.0 FACILITY HOURS

All students, employees and visitors are required to access the buildings, rooms, labs, and other facilities at the College in accordance with this Policy, the associated procedures or any shared use agreement that has been entered into by the College.

The Director of College Facilities is responsible for determining the opening and closing hours of the College buildings (See Appendix A).

Use of College facilities is limited to the business of the College. Use of College facilities to work on personal vehicles or other personal projects is a conflict of interest and is therefore prohibited.

4.0 ACCESS CONTROL

It is the responsibility of Security Services to control access to campus property/facilities in compliance with all College Policies and related procedures. This includes maintaining up to date Access Control Procedures (See Appendix B) and records of all keys and access cards issued.

The Security Guards employed by Security Services may act as agents of the owner to control access and have the authority to ask any person to leave a room, lab, building or the campus property for 24 hours, if the situation warrants.

The Facilities Department shall be responsible for installing or supervising the installation of all lock hardware in compliance with College Policies and required legislation including but not limited to the Ontario Fire Code, Ontario Building Code and the Accessibility for Ontarians with Disabilities Act.

All students, employees and visitors are required to provide photo identification when requested by Security Services staff.

6.0 CLOSED CIRCUIT TELEVISION CAMERAS

The purpose of using closed circuit television (CCTV) cameras at the College is to deter crime and to assist Security Services in protecting persons and College assets.

Security Services is the only department at the College authorized to oversee and coordinate the use of video recording for safety and security purposes. All College areas using video recording are responsible for implementing this policy in their operations.

The Manager, Security & Safety must authorize all CCTV camera installations and recording for safety and security purposes at the College. All new installations will follow Security Services guidelines (See Appendix C).

RELATED POLICIES

- 4-402 Community Access to College Facilities
- 4-413 Safety
- 4-420 Violence Prevention

6.0 POLICY REVIEW

This policy has been approved by the Board of Governors and is under the authority of the President of the College and Vice-President Finance and Administration. It will be reviewed as often as is necessary, and at least annually, to ensure on-going compliance with existing and emerging legislation, statutes and collective agreements, and to ensure a College environment that meets the principles and intent of this policy and its procedures.

APPENDIX A FACILITY HOURS

Determination of Opening/Closing Hours

- Final determination of the opening and closing hours of College buildings is the responsibility of the Director, College Facilities in consultation with campus leaders.
- Determination of opening and closing hours of individual departments or schools is the responsibility of each departmental manager within their operational needs but must be within the set building hours.

After Hours Access

- In order to ensure the safety of students, employees and visitors, access to the campus buildings and facilities outside of the schedule building hours is prohibited.
- Employees that are responding to emergencies, outside of scheduled building hours, must have authorization from a manager before accessing the building. After hours, all employees are required to notify College Security that they are on site.

APPENDIX B ACCESS CONTROL PROCEDURES

Access Card Systems

- Any card access system being installed on campus must conform to the standards and recommendations made by Security Services and will be installed by or under the supervision of the Facilities Department and/or Information Technology Services where applicable. Access Card Systems that do not meet the specifications identified will be removed or standardized at the expense of the department using them.
- Administrative control of all card access systems shall be the responsibility of Security Services. This includes determination the priority of locations for installation, setting access levels for all users and issuing of cards. All access cards issued will be entered into the database by those persons designated with the authority to issue cards.
- New construction or renovations to existing doors will include the proper set up, wiring and necessary infrastructure for card access as per the College Standard set by the Facilities Department.

Lock Hardware and Keys

- The key system and lock hardware used at Fleming College will be in compliance with the standards as recommended and set by the Facilities Department. Keys and lock hardware that does not meet the specifications identified will be removed or standardized at the expense of the department using them.
- All keys/cards issued shall remain the property of Fleming College and must be returned when requested.

Issuing of Keys/Cards

- The issuing of keys and/or access cards must be approved by a persons immediate Supervisor and the Manager, Security & Public Safety or Designate. All keys (including blanks) and lock hardware shall be stored in a secure room.

After Hours Access

- In order to ensure the safety of students, employees and visitors, access to the campus buildings and facilities outside of the schedule building hours is prohibited.
- Employees that are responding to emergencies, outside of scheduled building hours, must have authorization from a manager before accessing the building. After hours, all employees are required to notify College Security staff that they are on site.

APPENDIX C CLOSED CIRCUIT TELEVISION CAMERAS

Responsibilities

- Security Services is the only agency at Fleming College authorized to oversee and coordinate the use of video recording for safety and security purposes. All Fleming College areas using video recording are responsible for implementing this policy in their respective operations.
- The Manager, Security & Safety must authorize all video recording for safety and security purposes at Fleming College. All new installations will follow Security Services operating principles. All existing video recording systems will be evaluated for compliance with this policy.
- Schools or Departments considering the purchase and installation of video equipment must first contact the Manager, Security & Safety for assistance in evaluating and assessing security concerns.
- In determining whether video recording is advisable, the Manager, Security & Safety will consider whether other security or safety measures may better address a particular concern.
- Security Services will monitor new developments in the relevant law and in security industry practices to ensure that video recording at Fleming College is consistent with any such developments.
- The Manager, Security & Safety will review all requests to release recordings. No release of video recordings will occur without authorization by Manager, Security & Safety. Excluded from this review are those recordings directly related to a criminal investigation or arrest or release required under a validly issued subpoena or other lawfully issued court order. Any request for release of recordings must be made in writing.

General Guidelines

- Security Services has the primary responsibility for crime prevention, law enforcement and other public safety and security matters on campus. In furtherance of this responsibility Security Services is committed to enhancing public safety efforts through the use of digital video recording and/or surveillance under appropriate circumstance.
- Video recording for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in video recording will be appropriately trained in the responsible use of this technology.
- Images of activities performed by employees in the workplace and that are captured/recorded by Security Services CCTV will not be used for any disciplinary or other labour relations purpose as specified within the confines of any/all collective agreements in force between

Fleming College and its employees. This does not preclude the use of video recordings/captured images of the workplace for violations of provincial or federal laws including, but not limited to, the Occupational Health & Safety Act, Trespass to Property Act or the Criminal Code of Canada.

- To maintain an informed College Community, Security Services will post the purpose and location of video equipment and the guidelines for its use in a prominent location.
- The use of imitation or “dummy” cameras is prohibited under this policy as they result in a false sense of security.
- All existing users of video recording and surveillance on campus will be brought into compliance with this policy within 12 months of approval of this policy. All departments, schools and other agencies on campus with existing equipment must work with Security Services to integrate their CCTV systems with the Security Services standards and provide Security Services with a written compliance plan within 6 months of approval of this policy.

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

SUBJECT: *New Program – Ontario College Diploma in Hotel and Restaurant Management*
PRESENTED BY: Governor Maki, Chair – Academic and Student Affairs Committee

SOURCE / BACKGROUND

Links with Strategic Priority #4

Links with Board Objective #1

- New program development process, endorsed by the Board January 26, 2011
- Academic Planning and Development Committee – November 9, 2011

DISCUSSION / OPTIONS

Three (3) colleges (including Fleming) currently offer the three (3) year program. Due to a variety of factors associated with declining enrolment, the current three-year offering is no longer a viable program option for students. Most colleges within the system have switched to (or offer) a two-year program.

The two-year offering will include a renewed focus and commitment to the new trends within the three major areas in the hospitality industry (culinary, hotel and the travel sector) and will provide graduates with a wider variety of skills required in the marketplace. Students will be prepared for a range of entry-level jobs, while possessing the skills to ultimately elevate to management level positions.

FINANCIAL AND OTHER IMPLICATIONS / IMPACTS

With a shared first semester, the program provides a learning pathway to other program offerings within the school (i.e. Travel and Tourism; Culinary Management). The program will be one of several which will ladder into a new Hospitality Management Ontario Graduate Certificate.

Many of the current courses will remain the same and/or have few modifications other than necessary curriculum modifications to reflect changing trends in the hospitality industry. The addition of several certifications is seen as a value-add by employers and more fully prepares the student for the workplace.

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College approve the *Ontario College Diploma in Hotel and Restaurant Management* program effective September 2012, for forwarding to the Ministry of Training, Colleges and Universities for funding approval.

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

SUBJECT: *New Program – Ontario College Diploma in Outdoor Adventure Education*
PRESENTED BY: Governor Maki, Chair – Academic and Student Affairs Committee

SOURCE / BACKGROUND

- Links with Strategic Priority #4 Links with Board Objective #1
- New program development process, endorsed by the Board January 26, 2011
 - Academic Planning and Development Committee – November 9, 2011

DISCUSSION / OPTIONS

Responding to a need identified in the knowledge and skills of emerging outdoor leaders, the two-year program adds a second year of skills and training specific to the field of adventure education and learning. Building upon the success of the current Ontario College Certificate program, the two-semester offering would be a unique program offering within the system; no other program currently exists that provides a connection between outdoor skills, the environment and education.

FINANCIAL AND OTHER IMPLICATIONS / IMPACTS

A natural fit with the School of Environmental & Natural Resource Sciences, the program will also be attractive to graduates of either the Recreation and Leisure or Travel and Tourism programs who may wish to gain an additional skill set.

Both a regular intake and direct entry into third semester will be offered.

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College approve the *Ontario College Diploma in Outdoor Adventure Education* program effective September 2012, for forwarding to the Ministry of Training, Colleges and Universities for funding approval.

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

SUBJECT: *Proposal to Increase Fleming College Certificate Offerings via OntarioLearn*
PRESENTED BY: Governor Maki, Chair – Academic and Student Affairs Committee

SOURCE / BACKGROUND

Links with Strategic Priority #4
• Academic Planning and Development Committee – November 9, 2011

Links with Board Objective #1

OntarioLearn refers to a consortium of 22 Ontario community colleges who have partnered to develop and deliver web-based courses. This partnership approach has allowed member colleges to optimize resources, avoid duplication and increase the availability of online learning opportunities for students. OntarioLearn is a highly successful initiative, now attracting over 60,000 course enrolments annually. The initiative also allows for registrants from different parts of the province to take courses that they enrol in at their local community college.

DISCUSSION / OPTIONS

Fleming currently offers 11 certificates via Ontario Learn. An analysis of enrolment activity in OntarioLearn courses at consortium colleges suggests that colleges that offer more programs are more likely to have higher numbers of students enrolling in OntarioLearn courses.

FINANCIAL AND OTHER IMPLICATIONS / IMPACTS

By increasing Fleming certificates, it is anticipated that we will encourage students to register for these courses in pursuit of certification.

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College approve the proposal to increase Fleming College online certificate offerings delivered via OntarioLearn, effective January 2012, in the following program areas:

- **Creative Writing (7 courses)**
- **Event and Conference Planning (7 courses)**
- **Fundraising Management (8 courses)**
- **Office Administration (9 courses)**
- **Project Management (8 courses)**
- **Records and Information Management (7 courses)**
- **Writing for Professionals (7)**