

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

**Wednesday, March 28, 2018
4:00 p.m.
Frost Campus
Boardroom, Room 252
Lindsay, ON**

2015-2018 Strategic Priorities

1. Deliver Outstanding Student Learning and Experiences
2. Collaborate and Prosper with Our Communities
3. Excel as an Organization
4. Enhance Financial Health and Sustainability

A G E N D A

Pages

1. Call to Order	
<ul style="list-style-type: none"> • Confirmation of Quorum • Welcome to the Traditional Territory, Introduction of Guests • Conflict of Interest Declarations (if any) 	
2. Additions/Deletions/Approval of the Agenda	1-2
3. Consent Agenda	3
<i>The following items have been identified for the Consent Agenda; any Governor may request any item be removed from this section by advising the President/Board Chair/Board Secretary in advance of the meeting or before approval of the agenda at the meeting. Items not moved will be considered adopted by consent without debate.</i>	
3.1 Approve the minutes of the January 24, 2018 Public Board meeting	4-7
3.2 Receive for information the Financial Position at February 28, 2018	8-10
3.3 Receive for information the Audited Financial Statements – Student Governments (Frost Student Association (11-24) and Student Administrative Council (25-44))	11-44
Regular Agenda	
4. REPORT: Frost Campus Update (enclosed)	45-47
10 min. Presenter: Brett Goodwin, Dean/Campus Principal	
5. REPORT: Partnership Update – Student Governments (enclosed)	48-59
<i>Frost Student Association (FSA) and Student Administrative Council (SAC)</i>	
15 min. Introduced by Kristi Kerford with Rob Marsh (FSA Liaison), Drew Simon (SAC Liaison) and Student Leaders	
6. DECISION: Protocol Agreements for Ancillary Fees (enclosed)	60-76
10 min. Presenter: Vice-President Baker with Kristi Kerford (Associate Vice-President Student Services), Student Leaders (Madeline Williams – FSA President, Joel Willett – SAC President)	
7. DECISION: 2018-2019 Fee Schedules	
10 min. Presenter: Vice-President Baker with Angie Sims, Kristi Kerford and Student Leaders	
a) Compulsory Ancillary Fees (enclosed)	77-79
b) Student Levied Fees (enclosed)	80-82
c) Program Compulsory Fees (enclosed)	83-86

8. **REPORT: Centre for Sustainable Municipalities / Applied Research / CAWT Tour (enclosed)**

87-90

20 min. Presenter: Dr. Brent Wootton, Associate Vice-President Business Development, Applied Research, Government & Partner Relations

9. **REPORT: Chair's Report to the Board**

College Centre of Board Excellence (CCBE): The goal of this program is to provide board members and staff who work with boards an understanding of the key elements of good governance in the postsecondary sector. The program offers two accreditations. The *Good Governance Certificate* is awarded upon completion of the full Saturday session on Good Governance and the half-day Board Orientation Session on the Sunday morning prior to the Higher Education Summit. The *Advanced Good Governance Certificate* is awarded upon completion of the Good Governance certificate in addition to the Introduction to Risk Management (parts 1 and 2) and three additional elective credits. **Angela Pind** and **Catherine Praamsma** have completed the requirements for the *Good Governance Certificate* and **Dan Marinigh** has completed the requirements for the *Advanced Good Governance Certificate*. Congratulations, Governors!

Upcoming Events

- *Spring Open House:* Saturday, April 7, 2018 at 10:00 a.m. at all Fleming Campus locations
- *Innovation and Technology Showcase:* Thursday, April 12 at 11:00 a.m., Kawartha Trades and Technology Centre
- *Liaison Governor Opportunity:* President's Advisory Council meeting Thursday, April 19 at 4:00 p.m. at the Sutherland Campus
- *Next Public Board Meeting:* Wednesday, April 25 at the Sutherland Campus
- *Convocation Ceremonies:* May 25 – Haliburton Campus; June 1 – Frost Campus; June 5 to 7 – Sutherland Campus

10. **REPORT: President's Report to the Board**

11. **INFORMATION: "Community Connections" Roundtable**

12. **Other Business**

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

14. **Adjournment of the Public Meeting** approx. 5:15 p.m.

Private Session (Governors Only)

CONSENT AGENDA

Public Board Meeting
March 28, 2018

Agenda Item 3

CONTEXT / PURPOSE

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

BACKGROUND

- Board Procedure BP-009, *Consent Agenda*

Attachments:

As listed below

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College

- 3.1 approve the minutes of the January 24, 2018 Public Board meeting**
- 3.2 receive, as information, the Financial Position at February 28, 2018**
- 3.3 receive, as information, the Financial Statements of the Frost Student Association and the Student Administrative Council as at March 31, 2017**

Board of Governors PUBLIC MEETING**Wednesday, January 24, 2018****Sutherland Campus, Scholfield Boardroom – Room B3330****Peterborough, ON***Draft Until Approved***MINUTES**

Present: Mr. Fred Clifford
 Mr. Paul Downs
 Ms. Dana Empey, Chair
 Mr. George Gillespie
 Dr. Aaron Grant
 Ms. Heather Kerrigan
 Ms. Sue Kloosterman
 Mr. Mike Leonard
 Ms. Katherine MacIver
 Mr. Dan Marinigh
 Ms. Angela Pind
 Ms. Cathy Praamsma
 Ms. Ellen Valter
 Dr. Tony Tilly

Regrets: Ms. Shelley Knott-Fife
 Ms. Rosemarie Jung
 Mr. Mike Perry

Ms. Michele McFadden, Board Secretary

Senior Administration:

Mr. Brian Baker, Vice-President Finance and Administration
 Ms. Sonia Crook, Vice-President Planning, Human Resources and Student Services
 Ms. Judith Limkilde, Vice-President Academic
 Mr. Drew Van Parys, Executive Director Marketing and Advancement

Staff Presenting:

- Items 5.1 and 5.2: Ms. Angie Sims, Director Budget Services
- Item 5.3: Ms. Sue Sanders, Director Finance; Mr. Mark Morden, Manager Accounting Operations
- Item 5.4 Ms. Linda Poirier, Director Strategic Planning and Development Department

Guests:

- Laura Copeland, College Communications

1. Call to Order

Confirming quorum, the Chair called the meeting to order at 2:58 p.m. and acknowledged holding the meeting on the traditional lands of the Mississauga and Anishinaabe peoples.

Staff and guests were **welcomed**.

Conflict of Interest Declaration: Members were asked to disclose any conflicts concerning items on the agenda; none were declared.

2. Additions/Deletions/Approval of Agenda

It was moved by Mr. Downs, seconded by Mr. Marinigh and carried to approve the agenda as circulated.

3. CONSENT AGENDA

Governors were requested to identify those items to be removed from the Consent Agenda and placed on the regular Public meeting agenda.

Moved and Seconded by Mr. Clifford and Ms. Valter

THAT the Board of Governors of Sir Sandford Fleming College approve the Consent Agenda for the January 24, 2018 meeting and, through this consent,

3.1 approve the minutes of the November 22, 2017 Public Board meeting;

3.2 receive, for information, the Investment Performance Report for the period ended September 30, 2017;

3.3 receive, for information, the Report on Procurement Contract Awards between \$500,000 and \$999,999 for the October 1, 2017 through December 31, 2017 timeframe;

3.4 receive, for information, the Report on the Financial Position at December 31, 2017.

Motion Carried
(Resolution BoG Jan24-2018 #1)

4. Business Arising from Previous Meetings

Items have been addressed or captured elsewhere on the agenda; no items tabled.

5. Decision Items

5.1 2017-2018 Financial Plan Update: Colleges are required to submit to the Ministry each January a Board-approved interim year-end projection based on the actual information as at the end of November. This year, as a result of extra demands placed on colleges due to the strike, the deadline to submit interim budgets was extended to January 26, 2018. The update budget projects a \$6.0 million contribution to reserves for the 2017-2018 fiscal year which is greater than the original budget. However, the budget is not without risk.

Moved and Seconded by Mr. Gillespie and Ms. Kloosterman

THAT the Board of Governors of Sir Sandford Fleming College approve the updated Fleming College Financial Plan 2017-2018 including adjustments to the Internal Restricted Reserve within net assets, which provides for

**Total Revenue of \$124,512,000
Expenditures of \$118,420,000
Capital Expenditure of \$18,291,535
Net Assets at March 31, 2017 of \$24,525,000 AND**

THAT the Budget Update be submitted to the Ministry of Advanced Education and Skills Development.

Motion Carried
(Resolution BoG Jan24-2018 #2)

5.2 Student Tuition Fees 2018-2019: College boards are required to approve tuition and ancillary fees for all programs of instruction and courses operated by the college. The proposed schedule of tuition fees for the academic year beginning September 1, 2018 includes both international and domestic fees; this process is earlier than in previous years in response to the redesign of the Ontario Student Assistance Program (OSAP) that provides students the ability to see all offers in a comparative format. The proposed schedule was developed in accordance with the Tuition Fee Framework Guidelines which allows a maximum 3% increase on regular tuition and a maximum 5% increase on high demand programs. While there is no Ministry policy directing international tuition, the College's competitive position is taken into consideration when setting international fees.

Moved and Seconded by Mr. Downs and Ms. Praamsma

THAT the Board of Governors of Sir Sandford Fleming College approve the Domestic and International Student Tuition Fee Schedules for 2018-2019.

Motion Carried
(Resolution BoG Jan24-2018 #3)

5.3 Meal Allowances / Revision to College Policy on Travel & Related Expenses: The Broader Public Sector Expenses Directive was revised in 2017 which in turn provides an opportunity for the College to implement meal allowances. The current process is reimbursement with original itemized receipts and is labour intensive relative to the total annual amount of meal expenses (approx. \$15,000). The Executive Leaders Team supports the recommendation of \$13.00 for breakfast, \$17.00 for lunch and \$30.00 for dinner (for a daily total of \$60.00) which are in-line with other Ontario colleges. The principle area of revision removes the Expenses Directive from the policy document and into operating procedure, and renaming of the documents to reflect travel and expenses in general.

Moved and Seconded by Mr. Leonard and Mr. Clifford

THAT the Board of Governors of Sir Sandford Fleming College endorse implementation of meal allowances commencing April 1, 2018 AND

THAT the Board of Governors of Sir Sandford Fleming College approve revised College Policy #4-414, *Travel and Other Expenses*.

Motion Carried
(Resolution BoG Jan24-2018 #4)

5.4 New Program – Autism and Behavioural Science: This one-year post-grad program has been designed for students who have completed recognized diploma or degree programs in a related field and wish to acquire a specialization in the field of Autism and Behavioural Science. The program will be offered both in-class and online, and includes two field placement courses.

Moved and Seconded by Ms. MacIver and Ms. Kerrigan

THAT the Board of Governors of Sir Sandford Fleming College approve the *Autism and Behavioural Science Ontario College Graduate Certificate* program, to be delivered part-time and online through OntarioLearn with an implementation date of May 2018, for submission to the Ministry of Advanced Education and Skills Development for funding approval.

Motion Carried
(Resolution BoG Jan24-2018 #5)

6. Discussion Items, Reports and Information Items

6.1 Chair's Report to the Board: The Chair provided a verbal update on the 2017 Higher Education Summit, pre-conference workshops, Premier's Awards event and post-conference meetings.

6.2 President's Report to the Board: Dr. Tilly referenced the Committee of Presidents' meeting which included discussion with both the Deputy Minister and Assistant Deputy Minister, the many challenges facing the system including post-strike, Bill 148 implementation, and enrolment. A Fleming media release and an email to staff were issued on January 18 announcing the President's third contract would end on June 30, 2018.

6.3 Interim Report – Collective Bargaining: Dr. Tilly provided an overview of the issues associated with collective bargaining and the strike of 2017. These issues fall into three categories: impact on students and recovery from the strike; re-establishing relationships following the labour disruption; and addressing issues that lead to a breakdown at the negotiating table/failure to reach a negotiated settlement.

Following the return to work, semester completion plans were put into place; however, further analysis of student success in the Fall 2017 semester is still needed. Union local leaders noted Fleming's decision to issue revised workload statements was an important factor in re-establishing relationships, a step not taken at other colleges. Under the new collective agreement, a multi-stakeholder government-facilitated Task Force was created to make recommendations, for example, on appropriate staffing models including faculty complement; Fleming will continue to make modest adjustments to our complement mix by identifying the priority areas for new faculty positions and hiring into these positions.

6.4 Community Connections Roundtable: Members were afforded an opportunity to note participation in a variety of events within their communities. Dr. Tilly referenced the upcoming *Staff Innovation Conference* taking place March 7 and 8 at the Sutherland Campus with dynamic speakers and workshop facilitators and invited Governors interested in attending to advise the Board Office.

6.5 Upcoming Events: Chair Empey drew attention to list of events provided on the agenda. The next business meeting of the Board is March 28 at Frost Campus. A liaison governor opportunity is available for the February 15 meeting of the President's Advisory Council; the Board Chair volunteered to attend the meeting as the Board's representative.

7. Other Business

No further business was identified.

It was noted that Governor Kerrigan was retiring from the College on February 14, 2018 making this her final meeting as the Support Staff Governor. On behalf of the Board, the Chair expressed thanks and appreciation to Heather for her contributions as the Support Staff representative for the past five-and-a-half years.

8. In-Camera Meeting: Presenters and guests were thanked for attending the meeting. It was moved and seconded by Mr. Marinigh and Mr. Clifford to move into the In-Camera meeting.

9. Report from the In-Camera Meeting

The Board moved out of the In-Camera meeting at 4:46 p.m. The Chair reported the Board approved an increase to the non-executive administrative salary ranges; supported applications to the Public Appointments Secretariat of two members for second terms; awarded a contract for an Executive Search firm for the Presidential Search; and confirmed the composition of the Presidential Search Committee.

10. Adjournment: There being no further business, the meeting adjourned at 4:47 p.m. on a motion by Mr. Downs, seconded by Mr. Clifford and carried.

BOARD REPORT

SUBJECT: Financial Position as at February 28, 2018

Submission to: Public Board Meeting

Meeting Date: March 28, 2018

Requested Action: For Information

Consent Agenda Item 3.2

CONTEXT / PURPOSE

A report outlining the financial position of the College as at February 28, 2018, as presented through the Statement of Revenue and Expenditure.

BACKGROUND

This statement represents the revenues collected and expenditures made as at February 28, 2018 in comparison to the 2017-2018 Update Budget, along with comparative amounts from the same time period of the previous fiscal year.

Attachments:

- Statement of Revenue and Expenditures as at February 28, 2018

ANALYSIS / PROPOSED OPTIONS

The overall assessment of the financial position as at February 28, 2018 is that the College remains on track to over achieve its target of building its operating surplus / contribution to reserves for year-end.

The College fully expects to exceed its revenue projections in tuition and other student fees. With winter enrolment activity now known, we can confirm that we are projecting a \$1.5 million increase in international tuition from the Budget Update.

Overall, expenditures continue to track favourably while including added costs associated with the added enrolment activity.

ASSESSMENT OF POTENTIAL RISK

Category (select all that apply):

Strategic Reputational Operational Financial People Compliance N/A

CONCLUSION

This Report is provided for information.

AUTHORED BY: Office of Vice-President Finance and Administration; Director Budget Services

SIR SANDFORD FLEMING COLLEGE
Statement of Revenue and Expenditures
For the Period Ending February 28, 2018



	Current Year			Prior Year			Variance
	Actual To 28-Feb-2018	Budget Current Year	YTD/Budget %	Actual To 28-Feb-2017	Actual Prior Year	YTD/Year %	Difference %
Revenue							
Grants and Reimbursements	\$ 38,964	\$ 47,740	81.6%	\$ 37,361	\$ 47,529	78.6%	3.0% F
Student Tuition Fees	48,274	40,996	117.8%	34,312	31,655	108.4%	9.4% F
Contract Training	829	1,170	70.9%	936	1,389	67.3%	3.6% F
Other Income							
Other Income	7,653	8,603	89.0%	6,675	7,638	87.4%	1.6% F
Ancillary Fees	4,876	4,870	100.1%	4,453	4,461	99.8%	0.3% F
Total Other Income	12,529	13,473	93.0%	11,129	12,099	92.0%	1.0% F
Amortization of Deferred Capital Contributions	3,866	4,218	91.7%	4,584	5,001	91.7%	0.0% U
Total Operating Revenues	104,463	107,596	97.1%	88,321	97,673	90.4%	6.7% F
Skills Programs	3,400	3,375	100.7%	3,420	3,735	91.6%	9.2% F
Tuition Holdback Bursaries	2,010	2,900	69.3%	1,703	2,660	64.0%	5.3% F
Ministry Bursaries	480	702	68.4%	548	735	74.6%	-6.2% U
Special Projects	2,128	3,340	63.7%	1,717	2,305	74.5%	-10.8% U
Facilities Renewal and Renovation Projects	1,648	952	173.1%	188	278	67.9%	105.2% F
Ancillary Operations	5,532	5,647	98.0%	5,453	5,597	97.4%	0.5% F
Total Revenue	\$ 119,661	\$ 124,512	96.1%	\$ 101,350	\$ 112,981	89.7%	6.4% F

SIR SANDFORD FLEMING COLLEGE
Statement of Revenue and Expenditures
For the Period Ending February 28, 2018



	Current Year			Prior Year			Variance
	Actual To 28-Feb-2018	Budget Current Year	YTD/Budget %	Actual To 28-Feb-2017	Actual Prior Year	YTD/Year %	Difference %
Expenditures							
Salaries and Benefits							
Salaries, Full Time	\$ 35,359	\$ 40,888	86.5%	\$ 36,143	\$ 41,531	87.0%	-0.5% F
Salaries, Part Time	10,432	12,807	81.5%	9,065	11,587	78.2%	3.2% U
Benefits	9,919	11,740	84.5%	9,759	10,902	89.5%	-5.0% F
Total Salaries and Benefits	55,711	65,436	85.1%	54,967	64,020	85.9%	-0.7% F
Non-Salary Expenses							
Instructional Support Costs	4,952	5,390	91.9%	4,337	4,841	89.6%	2.3% U
Travel and Professional Development	869	1,229	70.7%	835	1,053	79.4%	-8.7% F
Advertising	680	1,171	58.1%	658	963	68.4%	-10.3% F
Telephone, Audit, Legal & Insurance	1,679	2,312	72.6%	1,442	1,626	88.7%	-16.0% F
Equipment Maintenance	514	567	90.7%	430	564	76.3%	14.4% U
Plant and Security	2,110	2,537	83.2%	1,774	2,298	77.2%	6.0% U
Rentals and Taxes	721	841	85.7%	763	787	97.0%	-11.3% F
Utilities	2,195	3,065	71.6%	2,043	2,647	77.2%	-5.6% F
Contract Services Trent	0	2,229	0.0%	11	2,063	0.5%	-0.5% F
Services & Other	4,223	6,047	69.8%	3,199	4,732	67.6%	2.2% U
Long Term Debt Interest	43	47	91.9%	47	51	91.8%	0.0% U
Amortization of Capital Assets	5,436	5,930	91.7%	5,446	5,942	91.7%	0.0% U
Total Non-Salary Expenses	23,421	31,367	74.7%	20,987	27,566	76.1%	-1.5% F
Total Operating Expenditures	79,132	96,802	81.7%	75,954	91,586	82.9%	-1.2% F
Investments	1,695	3,926	43.2%	796	1,588	50.2%	-7.0% F
Skills Programs	2,805	3,375	83.1%	2,777	3,735	74.4%	8.8% U
Tuition Holdback Bursaries	2,010	2,900	69.3%	1,703	2,660	64.0%	5.3% U
Ministry Bursaries	480	702	68.4%	548	735	74.6%	-6.2% F
Special Projects	2,128	3,404	62.5%	1,717	2,305	74.5%	-12.0% F
Facilities Renewal and Renovation Projects	1,648	1,863	88.5%	188	278	67.9%	20.6% U
Ancillary Operations	4,327	5,448	79.4%	4,416	5,331	82.8%	-3.4% F
Total Expenditures	\$ 94,225	\$ 118,420	79.6%	\$ 88,100	\$ 108,217	81.4%	-1.8% F
Net	\$ 25,436	\$ 6,092	417.5%	\$ 13,250	\$ 4,764	278.1%	

Financial Statements of
FROST STUDENT ASSOCIATION
March 31, 2017

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McCOLL TURNER LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

INDEPENDENT AUDITORS' REPORT

To the Members of
Frost Student Association

Report on the Financial Statements

We have audited the accompanying financial statements of Frost Student Association, which comprise the statement of financial position as at March 31, 2017 and the statements of changes in net assets, operations and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Frost Student Association as at March 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

McCull Turner LLP

Licensed Public Accountants

Peterborough, Ontario
December 5, 2017

FROST STUDENT ASSOCIATION

STATEMENT OF FINANCIAL POSITION

March 31, 2017

	2017	2016
	\$	\$
ASSETS		
CURRENT ASSETS		
Cash	19,484	30,196
Accounts receivable	828	1,370
Due from Sir Sandford Fleming College (note 4)	248,302	181,238
Inventory	6,131	3,988
Prepaid expenses	10,499	11,943
	<u>285,244</u>	<u>228,735</u>
CAPITAL ASSETS (note 5)	<u>1,283,607</u>	<u>1,344,377</u>
	<u>1,568,851</u>	<u>1,573,112</u>
LIABILITIES		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities (note 6)	52,188	46,227
Loan payable to Sir Sandford Fleming College (note 4)	85,866	207,583
Current portion of long term debt (note 7)	1,830	-
	<u>139,884</u>	<u>253,810</u>
LONG TERM DEBT (note 7)	<u>3,066</u>	<u>-</u>
	<u>142,950</u>	<u>253,810</u>
NET ASSETS		
Unrestricted net assets	223,056	172,508
Invested in capital assets	1,192,845	1,136,794
Capital reserve	10,000	10,000
	<u>1,425,901</u>	<u>1,319,302</u>
	<u>1,568,851</u>	<u>1,573,112</u>

See accompanying notes to the financial statements

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FROST STUDENT ASSOCIATION
STATEMENT OF CHANGES IN NET ASSETS
Year Ended March 31, 2017

	Unrestricted Net Assets \$	Invested in Capital Assets \$	Capital Reserve \$	2017 Total \$	2016 Total \$
NET ASSETS - beginning of year	172,508	1,136,794	10,000	1,319,302	1,238,756
Purchase of capital assets	(7,531)	7,531	-	-	-
Purchase of capital assets financed by long term debt	4,896	(4,896)	-	-	-
Excess of revenue over expenses for the year	53,183	53,416	-	106,599	80,546
NET ASSETS - end of year	223,056	1,192,845	10,000	1,425,901	1,319,302

See accompanying notes to the financial statements

FROST STUDENT ASSOCIATION

STATEMENT OF OPERATIONS

Year Ended March 31, 2017

	2017	2016
	\$	\$
REVENUE		
Student activity fees - General	337,348	308,502
Recreation and athletics (schedule A)	405,490	397,055
Capital operations (schedule B)	123,759	121,934
Auk's Lodge (schedule C)	122,881	160,362
Student transit	81,465	79,781
Contribution from student health plan for wages and benefits	-	14,157
ATM and other income	4,420	9,323
Event income	1,968	3,322
Interest	2,411	1,816
	<u>1,079,742</u>	<u>1,096,252</u>
EXPENSES		
Salaries and benefits	143,201	139,040
Recreation and athletics (schedule A)	351,917	340,097
Capital operations (schedule B)	70,343	86,296
Auk's Lodge (schedule C)	150,289	191,743
Student transit	82,217	84,760
Professional fees	57,995	32,233
Honoraria	43,296	42,162
Social and sporting events	28,064	45,916
Office	10,708	11,052
Utilities	19,323	19,323
Dues and membership fees	1,182	1,325
Insurance	7,411	6,985
Conferences and travel	2,174	2,452
Telephone	3,432	3,096
Advertising	340	4,069
Interest and bank charges	1,251	5,157
	<u>973,143</u>	<u>1,015,706</u>
EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR	<u>106,599</u>	<u>80,546</u>

See accompanying notes to the financial statements

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FROST STUDENT ASSOCIATION
STATEMENT OF CASH FLOWS
Year Ended March 31, 2017

	2017	2016
	\$	\$
CASH PROVIDED FROM (USED FOR)		
OPERATING ACTIVITIES		
Excess of revenue over expenses for the year	106,599	80,546
Add amortization, an item not requiring an outlay of cash	68,302	83,030
	174,901	163,576
Changes in non-cash working capital items:		
Accounts receivable	542	(1,370)
Due from Sir Sandford Fleming College	(67,064)	(2,546)
Inventory	(2,143)	2,261
Prepaid expenses	1,444	(2,757)
Accounts payable and accrued liabilities	5,960	(53,803)
	113,640	105,361
FINANCING ACTIVITIES		
Loan repayment to Sir Sandford Fleming College	(121,717)	(118,688)
Repayments on long term debt	(736)	-
	(122,453)	(118,688)
INVESTING ACTIVITIES		
Purchase of capital assets	(1,899)	(2,550)
DECREASE IN CASH FOR THE YEAR	(10,712)	(15,877)
CASH POSITION - beginning of year	30,196	46,073
CASH POSITION - end of year	19,484	30,196

See accompanying notes to the financial statements

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FROST STUDENT ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2017

1. PURPOSE OF ORGANIZATION

Frost Student Association (the Association) is a non-profit organization which provides services to the students, carries out various activities and operates the Auk's Lodge for the benefit of the students of Sir Sandford Fleming College (the College) - Frost Campus. The Association is not subject to corporation income taxes and, as provided by its Letters Patent, the Association is prohibited from distributing any of its earnings to, or for the personal benefit of, its members.

2. SIGNIFICANT ACCOUNTING POLICIES

The Association has followed Canadian accounting standards for not-for-profit organizations in preparation of these financial statements. A summary of significant policies is presented below:

(a) *Fund accounting*

The Association follows the restricted fund method of accounting for contributions.

- (i) Unrestricted Net Assets accounts for the Association's program delivery and administrative activities.
- (ii) Invested in Capital Assets reports the assets, liabilities, revenues and expenses related to capital assets and restricted resources for capital purchases.
- (iii) Capital Reserve accounts for internally restricted funds established by the Board of Directors to be set aside to ensure adequate funds are available for future capital expenditures. These funds are not available for other purposes without formal approval of the Board of Directors.

(b) *Revenue and expenditure recognition*

Revenues and expenditures are recorded on the accrual basis of accounting.

The Association receives revenue from a variety of sources and applies the following recognition policies:

- (i) Fee revenue is recognized annually based on the school period attended by the students.
- (ii) Sales revenue is recognized at the date of the sale to the customer.

(c) *Valuation of inventory*

Inventory is valued at the lower of cost and net realizable value, with cost being determined substantially on a first-in, first-out basis.

(d) *Capital assets and amortization*

Capital assets are stated at acquisition cost. Amortization is provided on a straight-line basis over the estimated useful lives of the assets as follows:

Buildings	40 years
Furniture and equipment	5 years
Computer equipment	3 years

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(e) Financial assets and liabilities

Financial assets and liabilities are originally measured at fair value and are subsequently measured at amortized cost. Transaction costs incurred on the recognition of financial assets and liabilities are recognized over the life of the instrument.

(f) Use of estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make certain estimates and assumptions that affect the reported amount of assets and liabilities and the disclosure of contingencies at the date of the financial statements and the reported amount of revenue and expenses during the year. A significant item subject to such estimates and assumptions is the estimated useful life of capital assets. Actual results could differ from those estimates.

3. FINANCIAL ASSETS AND FINANCIAL LIABILITIES

(a) Measurement

The Association's financial assets and liabilities consist of cash, accounts receivable, due from Sir Sandford Fleming College, accounts payable and accrued liabilities, loan payable to Sir Sandford Fleming College and long term debt. The cash, accounts receivable, due from Sir Sandford Fleming College and accounts payable and accrued liabilities are recorded at original cost, which approximates fair value due to their short term maturities. The loan payable to Sir Sandford Fleming College and long term debt are also recorded at cost which approximates fair value due to the market rates of interest being charged on the instruments.

(b) Risks

The Association is exposed to various risks associated with its financial instruments as described below. Unless otherwise noted, there has been no change in risk exposure from the prior year.

(i) Liquidity risk

Liquidity risk is the risk that the Association will not be able to meet its obligations associated with financial liabilities. Cash flow from student levied fees provide a substantial portion of the Association's cash requirements. The Association manages liquidity to ensure there are adequate sources of cash continually available to satisfy its current and prospective financial commitments. In the prior year, the Association was operating in a negative working capital position, resulting in high liquidity risk, as the Association must rely on the College to continue to extend credit. In the current year, it is management's opinion that the liquidity risk has changed to low given the improvement of the working capital position.

FROST STUDENT ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2017

3. FINANCIAL ASSETS AND FINANCIAL LIABILITIES (continued)

(b) *Risks (continued)*

(ii) Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge the obligation. The Association is exposed to credit risk in the event of non-performance by counterparties in connection with its accounts receivable. The maximum exposure to credit risk is the carrying value of accounts receivable. It is management's opinion that the credit risk is low.

(iii) Interest rate risk

Interest rate risk is the risk that the value of the financial instruments will fluctuate due to changes in market interest rates. The Association is subject to interest rate risk on its interest-bearing financial instruments, consisting of the loan payable to the College and long term debt. The loan payable has a floating interest rate, therefore changes in the bank's prime lending rate can cause fluctuations in interest payments and future cash flows. The Association's long term debt obligations have fixed interest rates. Consequently, the exposure to fluctuations in future cash flows as a result of changes in market interest rates, is limited. It is management's opinion that the interest rate risk is low.

4. RELATED PARTY TRANSACTIONS

The Association is related to the College and is economically dependent on the College as the College collects all student fees on behalf of the Association. The funds are maintained by the College and transferred to the Association upon request. At year end the net amount due from the College consists of the following:

	2017	2016
	\$	\$
General fund	38,641	32,891
Transition fund	3,492	1,137
Fieldhouse building fund	166,390	114,862
Haliburton SA general fund	3,489	4,624
Haliburton SA recreation and athletics complex fund	16,622	11,499
Transit fee fund	19,668	16,225
	248,302	181,238

Included in accounts payable are amounts due to the College of \$3,427 (2016 - \$3,266).

During the year, the Association paid \$36,423 (2016 - \$36,423) to the College for utilities and cleaning services. These transactions were in the normal course of operations and were measured at the exchange amount.

FROST STUDENT ASSOCIATION

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2017

4. RELATED PARTY TRANSACTIONS (continued)

A renovation to Food Services was undertaken in 2012 for which the College loaned the Association the funds to pay for their share of the costs. The outstanding amount of the loan is \$85,866 (2016 - \$207,583), with interest being charged at a rate of prime less 1.75% per annum.

Annual payments are made on March 31 equal to the balance collected annually from student fees for the building fund account.

If the building loan agreement between the College and the Student Association is terminated otherwise by an expiry of the initial term, the College shall be entitled, at its option, to maintain and operate the Auk's Lodge.

Interest paid in the year to the College for the above noted loan was \$2,041 (2016 - \$3,266).

5. CAPITAL ASSETS

The major categories of capital assets and accumulated amortization are as follows:

	March 31, 2017		March 31, 2016	
	Cost \$	Accumulated amortization \$	Cost \$	Accumulated amortization \$
Building	1,987,293	713,824	1,987,293	664,142
Furniture and equipment	238,067	227,929	230,535	209,309
Computer equipment	25,806	25,806	25,806	25,806
	2,251,166	967,559	2,243,634	899,257
Net book value		<u>1,283,607</u>		<u>1,344,377</u>

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Included in accounts payable and accrued liabilities are government remittances payable of \$5,652 (2016 - \$6,733).

FROST STUDENT ASSOCIATION
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2017

7. LONG TERM DEBT

Long term debt consists of the following:

	\$
RBC equipment loan, bearing interest at 4.48%, repayable in blended monthly payments of \$168, due October 2019, secured by equipment	4,896
Less principal payments due within one year	1,830
	3,066

Minimum payments under long term debt are as follows:

	\$
2018	1,830
2019	1,913
2020	1,153
	4,896

8. COMMITMENTS

- (i) In fiscal 2000, the Association entered into an agreement with Sir Sandford Fleming College to lease land used for the Student Centre for a 99 year term of \$1 per year.

This agreement was updated on April 28, 2017 extending to August 31, 2116. This new agreement stipulates a Facility Fee payable to Sir Sandford Fleming College at a monthly rate of: \$2,319.42 for the period September 1, 2016 to August 31, 2017; \$927.75 for the period September 1, 2017 to August 31, 2018; and \$463.92 for the period September 1, 2018 to August 31, 2019.

- (ii) The Association entered into an agreement with a transportation company to provide bus transportation services to the Association effective September 1, 2014 for a three year period expiring on August 31, 2017. The agreement stipulates a fixed all inclusive daily rate of \$306.90 plus applicable HST for these services.

This agreement was extended on April 15, 2017 effective September 1, 2017 for a two year period expiring on August 31, 2019. The new agreement stipulates a fixed all inclusive daily rate of \$316.10 plus applicable HST during the 2017-2018 service period and \$319.25 plus applicable HST during the 2018-2019 service period.

- (iii) Subsequent to year end, the Association entered into an agreement with a third party to provide fitness facility services to the Association effective September 1, 2017 for a one year period expiring on August 31, 2018. Both parties have the option to renew this agreement for an additional one year period. The agreement stipulates a fixed rate of \$40.00 per student per semester, inclusive of HST.

FROST STUDENT ASSOCIATION
SCHEDULE OF RECREATION AND ATHLETICS OPERATIONS
Year Ended March 31, 2017

SCHEDULE A

	2017	2016
	\$	\$
REVENUE		
Student activity fees		
Athletics	191,947	181,764
Recreation complex	163,657	166,300
Fieldhouse	49,886	48,991
	<u>405,490</u>	<u>397,055</u>
EXPENSES		
Athletic charges	188,260	173,797
Recreation complex	163,657	166,300
	<u>351,917</u>	<u>340,097</u>
	<u>53,573</u>	<u>56,958</u>

FROST STUDENT ASSOCIATION
SCHEDULE OF CAPITAL OPERATIONS
Year Ended March 31, 2017

SCHEDULE B

	2017	2016
	\$	\$
REVENUE		
Student building fees	123,052	121,257
Interest	707	677
	<u>123,759</u>	<u>121,934</u>
EXPENSES		
Amortization	68,302	83,030
Loan interest	2,041	3,266
	<u>70,343</u>	<u>86,296</u>
	<u>53,416</u>	<u>35,638</u>

FROST STUDENT ASSOCIATION
SCHEDULE OF AUK'S LODGE OPERATIONS
Year Ended March 31, 2017

SCHEDULE C

	2017	2016
	\$	\$
REVENUE	98,301	140,198
COST OF SALES	53,420	72,175
GROSS PROFIT	44,881	68,023
OTHER REVENUE		
Food services commission	17,539	15,425
Hall rental	1,366	1,780
Games and other	5,675	2,959
	69,461	88,187
EXPENSES		
Wages and benefits	56,740	81,019
Utilities	17,100	17,100
Security	5,891	6,986
Insurance	10,225	9,250
Repairs and maintenance	6,913	5,213
	96,869	119,568
	(27,408)	(31,381)

Financial Statements of

**SIR SANDFORD FLEMING COLLEGE
STUDENT ADMINISTRATIVE COUNCIL**

March 31, 2017

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INDEPENDENT AUDITORS' REPORT

To the Members of
Sir Sandford Fleming College Student Administrative Council

Report on the Financial Statements

We have audited the accompanying financial statements of Sir Sandford Fleming College Student Administrative Council, which comprise the statement of financial position as at March 31, 2017 and the statements of operations and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Sir Sandford Fleming College Student Administrative Council as at March 31, 2017, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

McCull Turner LLP

Licensed Public Accountants

Peterborough, Ontario
September 26, 2017

SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL
STATEMENT OF FINANCIAL POSITION
March 31, 2017

	General Fund \$	Capital Asset Fund \$	2017 Total \$	2016 Total \$
ASSETS				
CURRENT ASSETS				
Cash	342,322	-	342,322	484,968
Accounts receivable	10,539	-	10,539	10,133
Due from Sir Sandford Fleming College of Applied Arts and Technology (note 4)	3,732,054	301,752	4,033,806	1,866,401
Inventory	3,227	-	3,227	5,661
Prepaid expenses	25,717	-	25,717	25,121
	4,113,859	301,752	4,415,611	2,392,284
CAPITAL ASSETS (note 5)	-	1,762,283	1,762,283	1,973,737
	4,113,859	2,064,035	6,177,894	4,366,021
LIABILITIES				
CURRENT LIABILITIES				
Accounts payable and accrued liabilities (note 6)	316,651	-	316,651	136,115
Deferred revenue	461,194	-	461,194	471,469
Scheduled cash repayments for promissory notes payable (note 7)	198,000	841,119	1,039,119	396,000
	975,845	841,119	1,816,964	1,003,584
PROMISSORY NOTES PAYABLE (note 7)	1,695,864	-	1,695,864	2,955,320
	2,671,709	841,119	3,512,828	3,958,904
FUND BALANCES				
Invested in capital assets	-	921,164	921,164	814,223
Restricted (note 8)	1,470,372	301,752	1,772,124	316,815
Unrestricted	(28,222)	-	(28,222)	(723,921)
	1,442,150	1,222,916	2,665,066	407,117
	4,113,859	2,064,035	6,177,894	4,366,021

Commitments (note 10)

See accompanying notes to the financial statements

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SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL
STATEMENT OF OPERATIONS
Year Ended March 31, 2017

	General Fund \$	Capital Asset Fund \$	2017 Total \$	2016 Total \$
REVENUES				
Student activity fees	1,286,046	368,215	1,654,261	1,474,204
Student activities (Schedule A)	30,870	-	30,870	28,411
Steele Centre (Schedule B)	179,309	-	179,309	181,873
Health plan (Schedule C) (note 9)	1,086,870	-	1,086,870	1,103,635
Student transit program (Schedule D)	1,700,881	-	1,700,881	-
Athletic and Sport and Wellness Centre membership fees	1,370,591	-	1,370,591	1,351,970
Student transition program	32,485	-	32,485	23,283
Interest earned - Sir Sandford Fleming College of Applied Arts and Technology	16,729	3,475	20,204	15,366
	<u>5,703,781</u>	<u>371,690</u>	<u>6,075,471</u>	<u>4,178,742</u>
EXPENDITURES				
Student activities (Schedule A)	70,983	-	70,983	80,707
Steele Centre (Schedule B)	254,082	-	254,082	265,583
Health plan (Schedule C) (note 9)	1,124,007	-	1,124,007	1,118,448
Student transit program (Schedule D)	369,534	-	369,534	3,996
Athletic and Sport and Wellness membership	1,370,591	-	1,370,591	1,351,970
Administrative (Schedule E)	259,040	-	259,040	312,383
Student transition program	20,710	-	20,710	46,088
Interest on long term debt	84,043	45,113	129,156	152,456
Amortization	-	219,419	219,419	230,502
	<u>3,552,990</u>	<u>264,532</u>	<u>3,817,522</u>	<u>3,562,133</u>
EXCESS OF REVENUES OVER EXPENDITURES FOR THE YEAR	2,150,791	107,158	2,257,949	616,609
INTERFUND TRANSFER	(74,473)	74,473	-	-
FUND BALANCES - beginning of year	(634,168)	1,041,285	407,117	(209,492)
FUND BALANCES - end of year	1,442,150	1,222,916	2,665,066	407,117

See accompanying notes to the financial statements

SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL
STATEMENT OF CASH FLOWS
Year Ended March 31, 2017

	General Fund \$	Capital Asset Fund \$	2017 Total \$	2016 Total \$
CASH PROVIDED FROM (USED FOR)				
OPERATING ACTIVITIES				
Excess of revenues over expenditures for the year	2,150,791	107,158	2,257,949	616,609
Add items not requiring an outlay of cash:				
Amortization	-	219,419	219,419	230,502
Interfund transfer	(74,473)	74,473	-	-
	2,076,318	401,050	2,477,368	847,111
Changes in non-cash working capital items:				
Accounts receivable	(406)	-	(406)	(5,999)
Due from Sir Sandford Fleming College of Applied Arts and Technology	(2,092,715)	(74,690)	(2,167,405)	(301,510)
Inventory	2,434	-	2,434	1,383
Prepaid expenses	(596)	-	(596)	265
Accounts payable and accrued liabilities	180,536	-	180,536	(24,132)
Deferred revenue	(10,275)	-	(10,275)	2,023
	155,296	326,360	481,656	519,141
FINANCING ACTIVITIES				
Repayment of promissory notes	(297,942)	(318,395)	(616,337)	(786,009)
INVESTING ACTIVITIES				
Purchase of capital assets	-	(7,965)	(7,965)	(6,669)
DECREASE IN CASH FOR THE YEAR	(142,646)	-	(142,646)	(273,537)
CASH POSITION - beginning of year	484,968	-	484,968	758,505
CASH POSITION - end of year	342,322	-	342,322	484,968

See accompanying notes to the financial statements

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SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2017

1. PURPOSE OF ORGANIZATION

Sir Sandford Fleming College Student Administrative Council (Sutherland Campus) is a non-profit organization which provides services to the students, carries out various activities and operates the Steele Centre for the benefit of the students of Sir Sandford Fleming College. Its objectives include insuring the rights of students as free individuals; promoting extra-curricular activities; promoting student body interests in the community; serving as a medium of communication between student body, administration and faculty; serving as a bond between the student body and alumni; and administering the assets of the Council in an effective and prudent manner. The Council is not subject to corporation income taxes and, as provided by its Letters Patent, the Council is prohibited from distributing any of its earnings to, or for the personal benefit of, its members.

2. SIGNIFICANT ACCOUNTING POLICIES

The Council has followed Canadian Accounting Standards for Not-for-Profit Organizations in the preparation of these financial statements. A summary of significant policies is presented below:

(a) *Fund accounting*

The Council follows the restricted fund method of accounting for contributions.

- i) The General Fund accounts for the Council's program delivery and administrative activities.
- ii) The Capital Asset Fund reports the assets, liabilities, revenues and expenses related to capital assets and restricted resources for capital purchases.

(b) *Revenue and expenditure recognition*

Revenues and expenditures are recorded on the accrual basis of accounting.

(c) *Valuation of inventory*

Inventory is valued at the lower of cost and net realizable value, with cost being determined substantially on a first-in, first-out basis.

SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2017

2. SIGNIFICANT ACCOUNTING POLICIES (continued)

(d) *Capital assets and amortization*

Capital assets are stated at acquisition cost. Amortization is provided on a straight-line basis over the estimated useful lives of the assets as follows:

Leasehold improvements	15 years
Furniture and equipment	5 years
Computer equipment	5 years

(e) *Use of estimates*

The preparation of financial statements in accordance with Canadian Accounting Standards for Not-for-Profit Organizations requires management to make certain estimates and assumptions that affect the reported amount of assets and liabilities and the disclosure of contingencies at the date of the financial statements and the reported amount of revenue and expenses during the period. A significant item subject to such estimates and assumptions is the estimated useful life of capital assets. Actual results could differ from those estimates.

3. FINANCIAL ASSETS AND FINANCIAL LIABILITIES

(a) *Measurement*

Financial assets and liabilities are originally measured at fair value and are subsequently measured at amortized cost. Transaction costs incurred on the recognition of financial assets and liabilities are recognized over the life of the instrument.

The Council's financial instruments consist of cash, accounts receivable, due from Sir Sandford Fleming College of Applied Arts and Technology, accounts payable and accrued liabilities and promissory notes payable.

SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2017

3. FINANCIAL ASSETS AND FINANCIAL LIABILITIES (continued)

(b) *Risks*

The Council is exposed to various risks associated with its financial instruments as described below. Unless otherwise noted, there has been no change in risk exposure from the prior year.

(i) Liquidity risk

Liquidity risk is the risk that the Council will not be able to meet its obligations associated with financial liabilities. Cash flow from student levied fees provides a substantial portion of the Council's cash requirements. It is management's opinion that the liquidity risk is low.

(ii) Credit risk

The Council is exposed to credit risk in the event of non-performance by counterparties in connection with its accounts receivable. The maximum exposure to credit risk is the carrying value of accounts receivable. It is management's opinion that the credit risk is low.

(iii) Interest rate risk

Interest rate risk is the risk that the value of the financial instruments will fluctuate due to changes in the market interest rates. The Council is subject to interest rate risk on its interest-bearing financial instruments, consisting of promissory notes payable. The promissory notes payable have floating interest rates, therefore changes in bank's prime lending rate can cause fluctuations in interest payments and future cash flows. It is management's opinion that the interest rate risk is low.

SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2017

4. RELATED PARTY TRANSACTIONS

The Council is related to Sir Sandford Fleming College. The College collects all student fees on behalf of the Council. The funds are maintained by the College and transferred to the Council upon request. At year end, the balances (due to)/due from the College consist of the following:

	2017	2016
	\$	\$
General fund	1,341,674	833,722
Health plan fund	633,411	641,544
Transition fund	17,129	5,576
Building reserve fund	106,429	105,390
Building renovation fund	195,323	121,672
Brealey building fund	287,594	158,696
Transportation fund	1,452,245	-
Accounts receivable	-	3,275
Accounts payable	(454)	(378)

During the year, the Council paid \$70,798 (2016 - \$58,823) to the College for utilities and cleaning services and the College paid \$nil (2016 - \$14,125) to the Council for expense reimbursements. The Council received \$5,000 from the College to assist in funding a student transit program.

The Council is also related to Frost Student Association (FSA). During the year, the Council contributed \$nil (2016 - \$13,496) to FSA as a reimbursement of wages and benefits expense incurred by FSA to administer the health plan at the Frost campus.

These transactions were in the normal course of operations and were measured at the exchange value which is the amount of consideration established and agreed to by the related parties.

SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2017

5. CAPITAL ASSETS

The major categories of capital assets and related accumulated amortization are as follows:

	March 31, 2017		March 31, 2016	
	Cost \$	Accumulated amortization \$	Cost \$	Accumulated amortization \$
Steele Centre				
Leasehold improvements	2,493,192	960,479	2,493,192	790,187
Furniture and equipment	132,778	130,395	132,778	115,271
Administration offices				
Leasehold improvements	299,966	89,990	299,966	69,992
Furniture and equipment	83,461	67,496	75,495	55,610
Computer equipment	25,758	24,512	25,758	22,392
	<u>3,035,155</u>	<u>1,272,872</u>	<u>3,027,189</u>	<u>1,053,452</u>
Net book value		<u>1,762,283</u>		<u>1,973,737</u>

6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

Included in accounts payable and accrued liabilities are government remittances of \$9,490 (2016 - \$1,612).

SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2017

7. PROMISSORY NOTES PAYABLE

Promissory notes consist of the following:

	2017	2016
	\$	\$
Bank of Nova Scotia non-revolving demand promissory note, bearing interest at a floating rate of 1.25% plus the bank's prime lending rate payable monthly, minimum principal repayments of \$99,000 due semi-annually on February 15th and October 15th, due October 2017	841,119	1,159,514
Bank of Nova Scotia non-revolving demand promissory note, bearing interest at a floating rate of 1.25% plus the bank's prime lending rate payable monthly, minimum principal repayments of \$99,000 due semi-annually on February 15th and October 15th, due March 2019	1,893,864	2,191,806
	2,734,983	3,351,320
<u>Less scheduled cash repayments</u>	<u>(1,039,119)</u>	<u>(396,000)</u>
	1,695,864	2,955,320

In addition to the scheduled instalments of principal, an annual lump sum cash payment equal to surplus cash flow is to be applied as a permanent reduction to the loans. Surplus cash flow is defined as total Student Activity Fees received by the Council during the year related to student levied food services and building renovation fees less total interest and principal payments made to the Bank of Nova Scotia during the year. This payment is to be made no later than November 30th of each year.

The promissory notes were used to reimburse Sir Sandford Fleming College for the costs associated with the renovation of the Steele Centre food services and student areas and to assist with the cost of the sports field complex. As a general security agreement, a letter of undertaking and an agreement were made between the College and the Council whereby the Council agrees that if they default on any of their payments, the College may remit the Student Centre Renovation student fees collected by the College to the Bank of Nova Scotia for payment.

SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL
NOTES TO THE FINANCIAL STATEMENTS
March 31, 2017

7. PROMISSORY NOTES PAYABLE (continued)

Principal repayments of the term loans are due as follows:

	\$
2018	1,039,119
2019	1,695,864
	2,734,983

8. RESTRICTED FUND BALANCES

Restricted balances in the general fund are comprised of the following:

	\$
Health plan	143,021
Student transit program	1,327,351
	1,470,372

9. HEALTH PLAN OPERATIONS

The Council administers a health care plan for students at both the Brealey Campus and the Frost Campus. Students who participate in the plan pay their premiums to the College on behalf of the Council. Actual health care costs are underwritten by the plan's insurer as costs are incurred.

SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2017

10. COMMITMENTS AND CONTINGENCIES

- (i) In fiscal 1997 the Council entered into an agreement to lease an area of the Brealey Campus of Sir Sandford Fleming College for a 50 year term for \$1 per year. The leased space consists of a lounge, student activity centre and the Council's office (known as the Steele Centre). By agreement with the College, the Council is responsible for the cost of services for the student activity centre provided by the College.

During the year, the Council entered into a new agreement with the College to lease approximately 11,850 square feet for the area known as the Steele Centre and Council offices, which replaces the previous agreement as described above. The agreement is for a 99 year term ending March 31, 2115 with basic rent payable during the term in the amount of \$10, payable on the commencement date of April 1, 2016. In addition to basic rent, the Council is responsible for an annual facility fee to cover office, cleaning and other related maintenance costs.

- (ii) The Council's food services have been contracted out to a third party with commission revenues being earned at a rate 17% of net sales.
- (iii) In the prior year, the Council entered into an agreement with the City of Peterborough to establish a Universal Transit Pass Program for students of the Sutherland Campus. The agreement stipulates a commencement date of June 1, 2016 for a three year term ending June 1, 2019, with the option to extend for an additional two years ending June 1, 2021. The cost of the program will be covered by student transit fees.
- (iv) During the year, the Council entered into an agreement with Zagster, Inc. for the use and maintenance of bicycles for a Bike Share Program. The agreement is effective from the program's launch date of April 2017 for a two year term ending April 2019. The annual service fees amount to approximately \$39,000. The cost of the program will be covered by student transit fees.

11. ALLOCATION OF EXPENSES

The Council allocates a certain portion of their administrative expenses to the Steele Centre and health plan operations each year.

Salaries and wages are allocated to the Steele Centre and health plan based on the estimated work performed on these functions. The amounts allocated during the year to the Steele Centre and health plan are \$30,337 (2016 - \$26,400) and \$77,662 (2016 - \$20,262), respectively.

Commercial insurance is allocated to the Steele Centre based on the estimated usage of space. The amount allocated during the year was \$14,027 (2016 - \$14,829).

Other administrative expenses, including computer, rent, travel and employee training, are allocated to the health plan based on the estimated usage. The amount allocated during the year was \$6,627 (2016 - \$4,075).

12. COMPARATIVE FIGURES

Certain of the comparative figures have been reclassified to conform with the financial statement presentation adopted for the current year.

SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL
SCHEDULE OF REVENUES AND EXPENDITURES ON STUDENT ACTIVITIES
Year Ended March 31, 2017

SCHEDULE A

	2017	2016
	\$	\$
REVENUES		
Advertising	10,301	6,508
Special events	4,628	1,925
Graduation photographs	3,850	2,920
Food bank	2,974	1,825
Transition	-	14,125
Miscellaneous	9,117	1,108
	30,870	28,411
EXPENDITURES		
Special events and promotions	51,441	62,939
School agendas	14,132	14,842
Divisional representatives	5,410	2,926
	70,983	80,707
EXCESS OF EXPENDITURES OVER REVENUES FROM STUDENT ACTIVITIES	(40,113)	(52,296)

SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL
SCHEDULE OF STEELE CENTRE OPERATIONS
Year Ended March 31, 2017

SCHEDULE B

	2017	2016
	\$	\$
REVENUES		
Bar operations	96,017	86,868
Food commissions	69,661	70,670
Hall rental, catering and pool table	10,728	17,116
Miscellaneous	2,903	7,219
	<u>179,309</u>	<u>181,873</u>
EXPENDITURES		
Salaries and wages	114,533	128,165
Bar purchases and supplies	38,671	37,575
Repairs and maintenance	56,662	47,946
Music and entertainment	7,523	17,290
Insurance	16,394	16,982
Telephone	489	1,147
Memberships, licenses and fees	2,935	1,845
Professional fees	9,160	8,318
Travel	3,099	2,924
Advertising and promotion	4,116	1,201
Other	500	2,190
	<u>254,082</u>	<u>265,583</u>
EXCESS OF EXPENDITURES OVER REVENUES FROM STEELE CENTRE OPERATIONS	<u>(74,773)</u>	<u>(83,710)</u>

SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL
SCHEDULE OF HEALTH PLAN OPERATIONS
Year Ended March 31, 2017

SCHEDULE C

	2017	2016
	\$	\$
REVENUES		
Student premiums net of refunds	1,080,131	1,097,374
Interest income	6,739	6,261
	<u>1,086,870</u>	<u>1,103,635</u>
EXPENDITURES		
Health coverage costs	1,036,774	1,079,913
Wages and benefits	77,662	30,658
Administrative	9,571	7,877
	<u>1,124,007</u>	<u>1,118,448</u>
EXCESS OF EXPENDITURES OVER REVENUES FROM HEALTH PLAN OPERATIONS	<u>(37,137)</u>	<u>(14,813)</u>

SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL
SCHEDULE OF STUDENT TRANSIT OPERATIONS
 Year Ended March 31, 2017

SCHEDULE D

	2017	2016
	\$	\$
REVENUES		
Student fees	1,687,187	-
Bike Share program	5,000	-
Interest income	8,694	-
	<u>1,700,881</u>	<u>-</u>
EXPENDITURES		
City of Peterborough transit services	357,639	-
Rideshare	7,656	-
Operations	4,239	3,996
	<u>369,534</u>	<u>3,996</u>
EXCESS OF REVENUES OVER EXPENDITURES (EXPENDITURES OVER REVENUES) FROM STUDENT TRANSIT OPERATIONS	<u>1,331,347</u>	<u>(3,996)</u>

SIR SANDFORD FLEMING COLLEGE STUDENT ADMINISTRATIVE COUNCIL
SCHEDULE OF ADMINISTRATIVE EXPENDITURES
Year Ended March 31, 2017

SCHEDULE E

	2017	2016
	\$	\$
Salaries and benefits	112,412	137,870
Honoraria, bursaries and donations	17,892	41,853
Office supplies	1,648	9,404
Repairs and maintenance	12,554	9,777
Travel and conferences	23,497	25,785
Telephone	2,380	3,351
Professional fees	22,971	13,083
Interest and bank charges	4,082	3,750
Insurance	17,506	18,973
Promotions	8,029	2,738
Board of Directors expenses	4,906	4,001
Memberships, licenses and fees	25,444	25,209
Student meetings and training	5,719	14,825
Miscellaneous	-	1,764
	259,040	312,383

BOARD REPORT

SUBJECT: Frost Campus Update
Submission to: Public Board Meeting
Meeting Date: March 28, 2018
Requested Action: For Information

Agenda Item 4

CONTEXT / PURPOSE

A report to the Board on the activities of the Frost Campus since the last Campus Update (June 22, 2016)

Deliver Outstanding Student Learning and Experiences

- *Programming*
 - New graduate certificate in Applied Environmental Planning launched in September 2017. Successful launch with an inaugural class of 30 students.
 - New graduate certificate in Sustainable Waste Management set to launch September 2018. Originally planned for a September 2017 launch but was delayed a year to build more interest.
 - First class in the Ecosystem Management semester abroad in South Africa (at Pidwa Wilderness Reserve and in partnership with University of the Witwatersrand) occurred during the Winter 2018 semester.
 - First international trip (Costa Rica) added to Outdoor and Adventure Education program as an optional trip.
 - Established optional international trips continue (Ecosystem Management Program to South Africa, Costa Rica; Environmental Technician Program to Iceland; GIS Program to China – though cancelled this year due to timing of strike).
 - Ecosystem Management students attended and presented at the Science, Business, and Education of Sustainable Infrastructure: Building Resilience in a Changing World conference in Washington, DC.
 - Substantial growth in international students at Frost particularly in Sustainable Agriculture and Advanced Water Systems Operations and Management.
- *Faculty and staff*
 - Hired four new faculty for August 2017 start (Fish and Wildlife; Forestry; Health, Safety and Environmental Compliance; Heavy Equipment Operator).
 - In the process of hiring a full-time faculty for Sustainable Agriculture.
- *New Articulation/Pathways Agreements*
 - Renewed MOU with Trent (a pathway for graduates from Environmental Technology, Ecosystem Management Technology, and Fish and Wildlife Technology Advanced Diplomas into Trent's BSc. ERSC or BA ERST degrees)
 - New articulation agreement with Wilfrid Laurier University (a pathway for students from a number of our programs to enter BA Environmental Studies at Wilfrid Laurier University)
- *Co-op*
 - First offering of optional co-op for Fish and Wildlife and Health and Safety Environmental Compliance students.
 - Recently awarded Career Ready Fund to the College will support a look at co-op to standardize and improve the co-op experience across the College (almost all programs with co-ops are currently at Frost).

Collaborate and Prosper with Our Communities

- *Fleming College's 50th Anniversary celebrations*
 - Arboretum ground-breaking including planting trees and placing a boulder with a plaque recognizing the support of Tree Canada.
 - Loggersports demonstrations.
 - Moveable feast. A unique 100-mile dining experience hosted at Frost through the Friends of Frost Committee which opened up the campus to the local community.
- *Kawartha Trans Canada Trail Association*
 - Love Your Trail Days Celebrations along the trail to celebrate Canada's 150th anniversary, including the stretch that runs through Frost campus.
 - Burial of a time capsule in front of the main building at Frost.
 - Frost campus hosted a celebration of the trail with live music provided by trail-enthusiast David Archibald and a question and answer period with filmmaker Dianne Whelan, who joined live from the trail via Skype.
 - Photography workshops along the trail for seniors. Based out of Frost.
- *90th OFAH Annual General Meeting and Conference*
 - Students from the Conservation and Environmental Law Enforcement program created an interactive crime-scene simulation that invited the public to investigate either an ice-fishing or duck hunting scene and look for violations. This was well received at the conference.
- *Student projects*
 - Students in Ecosystem Management and GIS Programs provide work for local organizations as part of their course work.
- *Events on campus*
 - 10th Annual EcoHealth Conference. This conference is organized and ran by students of the Ecosystem Management Program.
 - Woodlot Association Meeting
 - Resource Drilling Technician Program hosted the Association of Drilled Shaft Contractors – International Association of Foundation Drilling Anchor and Micropile Installation School in September. This is the first time this event has been held outside of the United States and had attendees from around the globe.
 - Hosted the Ontario Envirothon, a secondary school level environmental skills competition.
 - Hosted the Stewardship Youth Rangers for a two day intensive experience learning natural resource management skills.
- *United Way*
 - Fund raising activities such as the Soup Cook Off and Parking Pass raffle.
 - Support for United Way of Lindsay community garden projects provided by Sustainable Agriculture students.
- *Bioblitz*
 - Frost hosted 120 students in grades 2 to 7 from Leslie Frost Public School. Frost students led them through different ecosystems and taught them basic species identification skills.
 - A professional bioblitz was conducted on our campus utilizing Frost students and led by experts from our own faculty, Ministry of Natural Resources and Forests, and the University of Toronto.
- *Community garden*
 - Ongoing relationship with Lindsay Community Garden group. In the process of renewing the agreement to provide space for the garden on Frost campus.
- *Nature Explorer Summer Camp*
 - In partnership with Kawartha Conservation, we offered 5 weeks of nature based, camp programming to elementary school aged children. Camp was very successful with all spots taken and a wait list.

- *Alternatives Journal*
 - Signed an MOU with Alternatives Journal and Trent University to work with Alternatives. Alternatives offices will be housed at Trent but will provide opportunities for Frost students to be involved in environmental journalism.
- *Youth Leadership in Sustainability*
 - Frost is a partner in this innovative, environmentally focused secondary school curriculum for grade 11 and 12 students. We will provide some technical support and learning experiences for the students and, in turn, students with a 70% or higher will earn credit for one common first semester course.

Excel as an Organization

- Partnered with the Frost Student Association (FSA) to add PT Counsellor to support mental health four days/week. Year-to-date 136 additional appointments were provided to 72 different students. This initiative is continuing into 2018/2019 through continued support of the FSA and students.
- Peterborough-Kawartha-Haliburton has been designated as a Regional Centre of Expertise (RCE) on Education for Sustainable Development by the United Nations University as endorsed by UNESCO. One of the launch events occurred at Frost and members of the campus have been involved in the RCE work.
- Alumni Duane Parnham was awarded the 2017 Premier's Award.

Enhance Financial Health and Sustainability

- Record student enrollments in 2017-18 academic year [Fall 2017 day 10 enrollment: 1534 domestic and 172 international students; Winter 2018 day 10 enrollment 1405 domestic and 273 international students].
- GeoCentre and Environmental Sciences Renewal. Renovation of the GeoCentre wing through a SIF grant. Project is expected to be completed in June 2018 and will improve teaching spaces as well as increasing energy efficiency.
- Ongoing sustainability efforts including preparing to place bee hives on campus.
- Some members of the Frost faculty are engaged in applied research projects with the Centre for Sustainable Municipalities, lending their expertise to projects supporting innovation in sustainable municipal asset management.
- The CAWT had a year of impressive growth: growth in revenue, number of new industry and community partners, and in high-caliber research staff

AUTHORED BY: Brett Goodwin, Ph.D., Dean of SENRS & Principal at Frost

Partnership Update: Student Governments

FROST STUDENT ASSOCIATION





FROST STUDENT ASSOCIATION (FSA)

- PRIORITIES
- ACTIVITIES
- CHALLENGES
- ACHIEVEMENTS



PRIORITIES

THE FSA ESTABLISHES THEIR PRIORITIES ON THREE MAIN PILLARS; *ENVIRONMENTAL, SOCIAL AND FINANCIAL.*

➤ **ENVIRONMENTAL**

GOOD FOOD BOX, SHUTTLE BUS;

➤ **SOCIAL**

STRONGER ADVOCACY, MARKETING AND BRANDING, HALIBURTON CAMPUS, MENTAL HEALTH AWARENESS, FSA PROMOTION OF CAMPUS EVENTS;

➤ **FINANCIAL**

BUDGET CONSISTENCY, FOOD BANK, FUNDRAISING INITIATIVES;



ACTIVITIES

ORIENTATION

SNOWFEST

STRIKE ADVOCACY

DIRTY BINGO

FALL FAIR

FROST 5K (STILL TO COME)

STOMP OUT STIGMA

FROST VS. SUTHERLAND HOCKEY GAME

STRESS HAPPENS



CHALLENGES

BOARD CHANGEOVER

STRIKE

INTERNAL RESTRUCTURING

STUDENT INVOLVEMENT – COMMUNICATION

INTERNATIONAL STUDENT INFLUX

FROST 5K (STILL TO COME)



ACHIEVEMENTS

MENTAL HEALTH FEE

FITNESS FACILITY

STUDENT ADVOCACY

AGM

LOAN DEBT PAID OFF ON STUDENT CENTRE

STRENGTHENED POLICIES AND CONSTITUTION



Fleming SAC

Priorities

SAC builds its yearly priorities on the success, challenges, and recommendations from previous years boards. SAC's Mandate is student success through our four Pillars Awareness, Services, Social development and Skill Development

- ▶ The 2017 Faculty Strike
- ▶ Transportation
- ▶ Transportation Lounge
- ▶ Corporate Documents



Activities

- ▶ Healthy Breakfasts (currently developing a larger program)
- ▶ The Strike
- ▶ The Strike Aftermath
- ▶ Strategic Plan
- ▶ Food Security



Challenges

- ▶ A-wing Renovations
- ▶ Communications
- ▶ The Strike
- ▶ International Student Enrollment



Achievements

- ▶ Compulsory Ancillary Fee Protocol and Athletics Fee updated
- ▶ Provincial Advocates through the College Student Alliance
- ▶ Strike Advocacy wins (Strike Relief Fund & Tuition Refunds)
- ▶ Corporate Documents



BOARD REPORT

SUBJECT: Protocol Agreements for Ancillary Fees

Submission to: Public Board Meeting

Meeting Date: March 28, 2018

Requested Action: Decision / Approval

Agenda Item 6

CONTEXT / PURPOSE

A report seeking Board approval of the *Compulsory Ancillary Fee Protocol Agreement* and the *Athletics & Recreation Fee Protocol Agreement* for the period of 2018–2023.

BACKGROUND

The Ministry of Advanced Education and Skills Development (MAESD) requires all colleges to have agreements that document the protocol to be followed to levy, raise or decrease ancillary fees that are over and above programs fees. The directive states that the protocol agreements must be approved by college administration, the student associations, as well as the board of governors.

The *Compulsory Ancillary Fee Protocol Agreement* and the *Athletics & Recreation Fee Protocol Agreement* for the 2014-2019 period were approved by the Board on March 26, 2014. The agreements are in place for a five-year period until new agreements are negotiated.

Attachments:

- Compulsory Ancillary Fee Protocol Agreement
- Athletics & Recreation Fee Protocol Agreement

ANALYSIS / PROPOSED OPTIONS

Fleming College has two agreements that speak to the protocols for fee approvals.

The Compulsory Ancillary Fee Agreement covers how the College's mandatory ancillary fees will be determined and communicated to students. This agreement includes the following fees: Alumni, Information Technology, Support Services (Counselling, Health, Student Life, Career Services, Tutoring and Academic Skills, Convocation) and the Part-time Student Support Fee.

The Athletics and Recreation Fee Protocol Agreement covers how the Athletics Fee will be determined and communicated to students.

The new agreements have a duration of five years, running from 2018–2023. They have been approved and signed by both the College Administration and student associations.

The key changes from the current agreements to the new agreements are:

- updated organizational names and logos
- referenced the new Ministry Fees Policy
- added descriptions of Support Services Fees and minor changes to other fee descriptions
- added an annual review schedule
- clarified language about student association role in fee approval

ASSESSMENT OF POTENTIAL RISK

Category (select all that apply):

Strategic Reputational Operational Financial People Compliance N/A

Risks that would impact or jeopardize the success of the proposal or project	Likelihood High / Medium / Low	Impact High / Medium / Low
As these are required by the Ministry and determine our internal practice for ancillary fees, they are a valuable and necessary agreement. Not having these in place would be an operational risk.	LOW	LOW

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College approve the *Compulsory Ancillary Fee Protocol Agreement* and the *Athletics and Recreation Fee Protocol Agreement* for the period of 2018 – 2023, as circulated.

AUTHORED BY: Kristi Kerford, Associate Vice-President Student Services



Fleming College
LEARN | BELONG | BECOME



COMPULSORY ANCILLARY FEE PROTOCOL AGREEMENT

Between

THE STUDENT ADMINISTRATIVE COUNCIL

And

THE FROST STUDENT ASSOCIATION

And

SIR SANDFORD FLEMING COLLEGE OF APPLIED ARTS AND TECHNOLOGY

1. Background

The intent of this protocol agreement is to define the process of determination, collection and use of mandatory ancillary fees for students as prescribed by the Ministry of Advanced Education and Skills Development (referred to as MAESD) Ministers Binding Policy Directive, Tuition and Ancillary Fees Revised December 2013. The protocol agreement will be used to facilitate relatively predictable and/or stable resources and service levels over the five (5) year duration of the agreement.

The fees specifically addressed in this protocol agreement include the following:

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

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

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

The organizations party to this agreement include the Student Administrative Council (referred to as SAC), the Frost Student Association (referred to as the FSA) and Sir Sandford Fleming College of Applied Arts and Technology (referred to as the College). The FSA and SAC shall be collectively referred to as the Student Association(s).

It is the desire of all parties to maintain a harmonious and positive working relationship and to achieve consensus on the ancillary fees to be charged to students.

2. Description of Ancillary Fees

a. General Definitions

Ancillary fees: Fees charged to support services and activities distinct from academic programming or general overhead for the institution. Examples of ancillary fees include convocation fees, student activity fees, athletic fees, health care and insurance fees, field trip fees and fees associated with the cost of buildings such as student centres.

Compulsory ancillary fees: Ancillary fees that a student is required to pay in order to enroll in or successfully complete any course or program of instruction. There are two types of compulsory ancillary fees: 1. Program ancillary fees which are compulsory for students in applicable programs; and 2. Institutional ancillary fees which are compulsory for all students. This protocol applies to institutional ancillary fees which are compulsory for all students.

b. Fleming College Ancillary Fees

Alumni Fee: The alumni fee provides a lifetime of alumni benefits including professional development, networking opportunities and access to alumni discounts and services. It provides an opportunity for graduates to remain connected with the College and other graduates through a free subscription to Fleming Ties alumni magazine, monthly e-news, and social media networks. An alumni pin is provided to each graduate at Fleming's Convocation days, which

signifies their membership to the Fleming College Alumni. The Alumni Fee is levied by semester.

Support Services Fee: The support services fee supports a variety of student support services including:

- Counselling services which offers mental health supports through on-line self-serve resources, walk-in appointments, psycho-educational groups and workshops, and short-term supportive counselling.
- Tutoring & Academic Skills which provides course specific tutoring offered in small groups, one-on-one, or on a drop-in basis.
- Career Services which provides assistance with career planning and job search skills, access to valuable online resources, as well as connecting students with work opportunities on and off campus through the online job board.
- Health Services which provides on-site nursing by a Registered Nurse, who supports physician clinics on-campus, health education and promotion and referrals to specialists and community agencies.
- Convocation ceremonies & reception and the production and mailing of diplomas and certificates.
- Student Life which coordinates Fall and Winter Orientation activities, assistance with co-curricular record development, and the free online Student Health 101 magazine.

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

Counselling Services	34%
Tutoring & Academic Skills	20%
Career Services	14%
Health Services	17%
Convocation	11%
Student Life	4%

The Support Services Fee is levied by semester.

Information Technology Fee: The Information Technology Fee extends a variety of basic information technology services to students. The fee is a mix of equipment investment and renewal (non-lab e.g. wireless), a portion of contracts, and a portion of salaries. A mix that aligns with services students use and where we anticipate that we will see significant future investment. The IT Fee is levied by semester.

3. Determination of Annual Fees (Increases or Decreases)

On an annual basis, representatives from the College, the SAC and the FSA, will meet to discuss any planned fee increases/decreases for the coming academic year. Increases/decreases, expansions, and/or introduction of new fees, will adhere to the MAESD Ministers Binding Policy Directive, Tuition and Ancillary fees and to this Protocol Agreement.

Annual Review Schedule

Spring/Summer Term

- SAC/FSA Presidents/Vice Presidents/Chair Orientation, including Ancillary Fee Education

Fall Term

- Ancillary Fee Education (possibly SAC and FSA combined)
- Ancillary Fee Holders – Student Association Board Meeting Agenda Item – Discussion

Winter Term

- Ancillary Fee Holders – Student Association Board Meeting Agenda Item - Decision

4. Fee and Service Level Increases/Decreases

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

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

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

Referendum Committee

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

5. Responsibilities

a. Fleming College

- The College will compile information including a consolidated list of all compulsory ancillary fees, any fee increases/decreases, introduction of new fees including a rationale for each new fee or fee increase and the reason for its compulsory nature and advise the Student Association(s).
- The College will convene individual meetings with the FSA and SAC at least once in the fall, winter and spring semesters, to provide ancillary fee education, report on expenditures, and to plan for the next academic year. The following College staff will be included at these meetings as required: AVP Student Services, Chief Information Officer, Director, Advancement & Alumni Relations, Student Services Directors/Managers, Registrar, FSA and SAC College Liaisons and a representative from the finance department of the College. Additional staff may be asked to attend as required by the agenda items. The agenda will be jointly developed.
- The College will seek approval of the fees by the Fleming College Board of Governors.
- On behalf of the parties, the College will prepare and/or revise fee protocol agreements.

b. SAC and FSA

- The FSA and SAC will commit to assisting with agenda setting and attendance at the three (or more) meetings scheduled to provide ancillary fee education, report on expenditures and plan for the next academic year.
- Upon receipt of the proposed fees from the College, the FSA and SAC will discuss the fees at a regularly scheduled board meeting and consult with students about the proposed fees.
- The FSA and SAC have final approval of all compulsory ancillary fees, as specified in the Minister's Binding Policy Directive on Tuition and Ancillary Fees. Approved changes to the College's compulsory ancillary fees will be indicated by the SAC and FSA Board of Directors through a Board motion.

All approved changes to the College's compulsory ancillary fees shall be presented to the College Board of Governors for approval.

6. Review of Protocol Agreement

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

7. Communication to Students

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

This Protocol Agreement is to be in effect for the academic years 2018-19, 2019-20, 2020-21, 2021-22, 2022-2023.

The parties have negotiated in good faith the terms of this protocol agreement. This Agreement shall remain in effect for a five (5) year period, or until such time as a new Protocol Agreement is negotiated by the parties to this agreement.

Agreed to this 7th day of March, 2018.

Original Signed By

Joel Willett, President
Student Administrative Council
Sutherland Campus

Original Signed by

Madeline Williams, President
Student Association
Frost Campus

Original Signed By

Tony Tilly, President

Sir Sandford Fleming College of
Applied Arts & Technology

Original Signed by

Kristi Kerford, Associate VP, Student
Services
Sir Sandford Fleming College of
Applied Arts & Technology

APPENDIX I – Referendum Guidelines FSA & SAC

Referendum guidelines will follow the current SAC and FSA Constitutions and By-laws. Details about current guidelines can be found on the respective student association web sites below:

<http://flemingsac.ca/>

<http://www.frostsac.ca/>

APPENDIX II – FEE RATES FOR 2018 - 2023

All Fee Rates will be posted to website annually upon Board of Governors approval.

<https://department.flemingcollege.ca/avp-ss/sapartnership/ancillary-fees/>



Fleming College

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AGREEMENT

Between

THE STUDENT ADMINISTRATIVE COUNCIL

And

THE FROST STUDENT ASSOCIATION

And

SIR SANDFORD FLEMING COLLEGE OF APPLIED ARTS AND TECHNOLOGY

Regarding the Levying of an Athletics & Recreation Fee

(Referred to as the Athletics Fee)

1. Background

The intent of this protocol agreement is to define the process of determination, collection and use of the Athletics Fee for Sir Sandford Fleming College of Applied Arts and Technology full-time students at the Frost and Sutherland campuses. The Athletics fee is a compulsory fee; however as it is collected by the student associations it is not covered by the Ministry of Advanced Education and Skills Development, Ministers Binding Policy Directive, Tuition and Ancillary Fees Revised December 2013 and is therefore exempt from the Compulsory Ancillary Fee Protocol Agreement. This protocol agreement will be used to facilitate relatively predictable and/or stable resources and service levels over the five (5) year duration of the agreement.

The organizations party to this agreement include the Student Administrative Council (referred to as SAC), the Frost Student Association (referred to as the FSA) and Sir Sandford Fleming

College of Applied Arts and Technology (referred to as the College). The FSA and SAC shall be collectively referred to as the Student Association(s).

It is the desire of all parties to maintain a harmonious and positive working relationship and to achieve consensus on the Athletics fees to be charged to students.

2. Description of the Fee

The Athletics fee is levied by the Student Associations to all full time students at Fleming College and is used to provide recreational, intramural and varsity programming. For Sutherland and Frost Campuses, this fee is collected, and managed by the College on behalf of the Student Association.

Funds collected through the Athletics fee will provide for the following:

- Varsity and intramural programs, recreational and special event programming such as varsity operations
- Purchase and maintenance of Athletics and Recreation equipment and operating supplies
- Transportation expenses in support of Athletic and Recreational programming
- Fixed staffing and/or non-salary costs associated with the operation of the Athletics and Recreation departments

3. Determination of Annual Fees (Increases or Decreases)

On an annual basis, representatives from the College, the SAC and the FSA, will meet to discuss any planned fee increases/decreases for the coming academic year. Increases/decreases, expansions, reductions and/or the introduction of new fees related to Athletics and Recreation programming will adhere to this Protocol Agreement.

Annual Review Schedule

Spring/Summer Term

- SAC/FSA Presidents/Vice Presidents/Chair Orientation, including Ancillary Fee Education

Fall Term

- Ancillary Fee Education (possibly SAC and FSA combined)
- Ancillary Fee Holders – Student Association Board Meeting Agenda Item – Discussion

Winter Term

- Ancillary Fee Holders – Student Association Board Meeting Agenda Item - Decision

4. Fee and Service Level Increase/Decrease Process

In the event that a proposed fee increases by more than 20% in one academic year, the increase must be approved through a student referendum. The referendum must itemize each compulsory ancillary fee to be increased or introduced and the amount of the increase contributed by each fee. See Appendix I for referendum guidelines.

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

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

Referendum Committee

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

5. Responsibilities

a. Fleming College

Ancillary Fee Review

- The College will compile information regarding increases/decreases and engage the Student Association(s) in a discussion of any proposed increases or decreases in support of Athletics and Recreation programming including a detailed rationale for any proposed fee increase or decrease.
- The College will collect and manage the Athletics and Recreation fee on behalf of the Student Association(s) and provide regular detailed reporting.

- The College will convene individual meetings with the FSA and SAC at least once in the fall, winter and spring semesters, to provide ancillary fee education, to report on expenditures and to plan for the next academic year. These meetings will pertain to both the Compulsory Ancillary Fee Protocol and the Athletics Fee Protocol. The following College staff will be included at these meetings as required: AVP Student Services, Director/Manager of Athletics and Peterborough Sports and Wellness, Chief Information Officer, Director, Advancement & Alumni Relations, Student Services Directors/Managers, Registrar, FSA and SAC College Liaisons and a representative from the finance department of the College. Additional staff may be asked to attend as required by the agenda items. The agenda will be jointly developed.
- The College will seek approval of the fees by the Fleming College Board of Governors.
- On behalf of the parties, the College will prepare and/or revise fee protocol agreements.

Annual Budget Planning

- The budget associated with the Athletics fee will be developed in collaboration with, and presented to the Student Associations for approval. The operation of the Athletics and Recreation departments, programs and services provided, will be managed by the College, with reporting to the Student Associations once per semester. Year-end budget reports will be provided to the Student Associations.
- Acquisition of goods and services shall be by the College through its normal purchasing processes. Signing authority for purchases in Athletics and Recreation is delegated by the Student Association to the Director/Manager of Athletics and Recreation. Expenditures are accounted for through regular detailed reporting.
- The College will flag the potential for year-end surplus and engage in a discussion with the FSA and SAC. Any unspent balance remaining at the end

of the fiscal year will be allocated for the following: to reduce the College contribution subsidy of Athletics and Recreation services, applied to support the purchase and/or repair of equipment and facilities, and lastly, carried forward for use in the subsequent year. In the event of a significant unspent balance of uncommitted funds, a review of the potential uses of the funding including fee reductions will be carried out in consultation with the SAC and the FSA.

b. SAC and FSA

- The FSA and SAC will commit to assisting with agenda setting and attendance at the three (or more) scheduled meetings to review expenditures and to plan for the next academic year.
- Upon receipt of the proposed fees from the College, the FSA and SAC will discuss the fees at a regularly scheduled board meeting and consult with students about the proposed fees.
- As a student levied fee, the FSA and SAC have final approval of the Athletics fee. Approved changes to the Athletics Fee will be indicated by the SAC and FSA Board of Directors through a Board motion.

All approved changes to the College's compulsory ancillary fees shall be presented to the College Board of Governors for approval.

6. Review of Protocol Agreement

A review of the Athletic Fee Agreement shall take place by the parties to the Agreement at regular five (5) year intervals. Based on the review, changes may be made to the Agreement with the approval of all parties to the Agreement.

7. Communication to Students

As required by MAESD, information will be provided to students about the ancillary fees outlined above and will be announced through the College's calendar, and/or documented on the College website before the deadline for accepting offers of admission. The fee documents will provide a breakdown of all compulsory ancillary fees and explain their

purposes in such a way that students clearly understand what materials, services, and/or facilities are being made available through the payment of the fees.

This Protocol Agreement is to be in effect for the academic years 2018-19, 2019-20, 2020-21, 2021-22, 2022-2023.

The parties have negotiated in good faith the terms of this protocol agreement. This Agreement shall remain in effect for a five (5) year period, or until such time as a new Athletics Fee Agreement is negotiated by the parties to this agreement.

Agreed to this 7th day of March, 2018.

Original Signed By

Joel Willett, President
Student Administrative Council
Sutherland Campus

Original Signed by

Madeline Williams, President
Student Association
Frost Campus

Original Signed By

Tony Tilly, President

Sir Sandford Fleming College of
Applied Arts & Technology

Original Signed by

Kristi Kerford, Associate VP, Student
Services
Sir Sandford Fleming College of
Applied Arts & Technology

APPENDIX I – Referendum Guidelines FSA & SAC

Referendum guidelines will follow the current SAC and FSA Constitutions and By-laws. Details about current guidelines can be found on the respective student association web sites below:

<http://flemingsac.ca/>

<http://www.frostsac.ca/>

APPENDIX II - FEE RATES FOR 2018 - 2023

All Fee Rates will be posted to website annually upon Board of Governors approval.

<https://department.flemingcollege.ca/avp-ss/sapartnership/ancillary-fees/>

BOARD REPORT

SUBJECT: 2018-2019 Compulsory Ancillary Fees

Submission to: Public Board Meeting

Meeting Date: March 28, 2018

Requested Action: Decision / Approval

Agenda Item 7a)

CONTEXT / PURPOSE

A report seeking Board approval of Compulsory Ancillary Fees for the 2018-2019 academic year.

BACKGROUND

The report aligns with the Minister's Binding Policy Directive on Tuition and Ancillary Fees and has been developed in consultation with the Student Administrative Council and Frost Student Association.

Attachments:

- Appendix A: Compulsory Ancillary Fees

ANALYSIS / PROPOSED OPTIONS

Compulsory Ancillary Fees are described as part of the Ministry policy and are charged to support those services and activities that are not supported by the General Purpose Operating Grant, Capital Grants and tuition fees.

Through consultation with our Student Governments and with the renewal of the Compulsory Fees Protocol, Administration has recommended the majority of these fees should be kept to levels equivalent to cost of living increases, using the Consumer Price Index as published by Statistics Canada as a guide to inflation.

The attached fee structure has the support of both the Student Administrative Council and the Frost Student Association.

Proposed Alumni Fee: The Alumni Fee for 2018-2019 is set at \$14.33 per semester, an increase of 2.0%.

Proposed Support Services Fee: The Support Services Fee for 2018-2019 is set at \$94.02 per semester, an increase of 2.0%.

Proposed Part Time Student Support Services Fee: The Part Time Student Support Service fee is set at \$.77 per hour to a maximum of \$45.00 per course. There is no proposed increase to this fee.

Proposed IT Fee: The IT Fee is set at \$97.85 per semester, an increase of 2.0%. Of this fee \$6.00 is to be utilized to replace various pieces of equipment in consultation with student governments

ASSESSMENT OF POTENTIAL RISK

Category (select all that apply):

Strategic Reputational Operational Financial People Compliance N/A

Risks that would impact or jeopardize the success of the proposal or project	Likelihood High / Medium / Low	Impact High / Medium / Low
Increasing student fees too high may put the College at a competitive disadvantage; however fees set too low creates a risk of the college subsidizing non-core services	Low	Low

Additional risks may be identified here: N/A

Proposed actions to prevent / reduce the likelihood of the risk occurring or to reduce the severity of / manage the risk: Services paid for by student compulsory fees are outlined with a Student College Protocol Agreement and revisited every five years. Increases to fees are reviewed annually by student governments and the schedule of fees are available and transparent to the student body.

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College approve the *Compulsory Ancillary Fees for 2018-2019* as presented in Appendix A.

AUTHORED BY: Office of the Vice-President Finance and Administration; Director Budget Services

Ancillary and Student Levied Fee Schedule					
(PER SEMESTER)					
Effective September 1, 2018					
					Appendix A
COMPULSORY ANCILLARY FEES					
		<u>2016/2017</u>	<u>2017/2018</u>	<u>Proposed 18/19</u>	Change
Alumni		13.77	14.05	14.33	2.0%
Support Services		90.37	92.18	94.02	2.0%
Information Technology Fee		87.21	95.93	97.85	2.0%
<i>Accumulated Fee Total</i>		191.35	202.16	206.20	2.0%
Support Services Part Time	per hour	\$.75/hr	0.77/hr	0.77/hr	0.0%
		max \$ 45 per course	max \$ 45 per course	max \$ 45 per course	
STUDENT LEVIED FEES					
Student Activity – S/C		95.00	95.00	95.00	0.0%
Student Activity – H		49.00	54.00	54.00	0.0%
Student Activity - F		97.71	120.21	120.21	0.0%
Athletic Fee - S		50.00	51.00	52.02	2.0%
Athletic Fee – F		55.00	65.00	65.00	0.0%
Athletic Fee – H		52.50	53.55	53.55	0.0%
Peterborough Sport and Wellness Student Membership - S		82.50	84.15	85.83	2.0%
Student Centre Renovation Fund - S		40.00	40.00	40.00	0.0%
Building Fund – S (Sport and Wellness and Sports Field)		42.00	42.00	42.00	0.0%
Building Fund - F (Student Centre Frost)		37.00	37.00	35.00	-5.4%
Recreational Building Fund - F (Fieldhouse)		15.00	15.00	15.00	0.0%
Lindsay Rec Facility Fee - F		50.00	40.00	45.20	13.0%
Lindsay Transit Fee - F (Fall/Winter)		25.00	32.00	38.00	18.8%
Sutherland Transit Fee - S (Full Year)		365.00	365.00	365.00	0.0%
Health Insurance (Per Year) ALL		225.00	242.00	248.50	2.7%
International Health Fees		675.00	705.00	705.00	0.0%
S = SUTHERLAND H = HALIBURTON					
F = FROST C = Cobourg					
Total per campus excluding Health Fees					
Sutherland		865.85	879.31	886.05	0.8%
Frost		471.06	511.37	524.61	2.6%
Haliburton		292.85	309.71	313.75	1.3%
Cobourg		286.352	297.16	301.20	1.4%

BOARD REPORT

SUBJECT: 2018-2019 Student Levied Fees
Submission to: Public Board Meeting
Meeting Date: March 28, 2018
Requested Action: Decision / Approval

Agenda Item 7b)

CONTEXT / PURPOSE

A report seeking Board approval of Student Levied Fees for the 2018-2019 academic year.

BACKGROUND

This report aligns with the Minister's Binding Policy Directive on Tuition and Ancillary Fees.

Attachments:

- Appendix A: Student Levied Fees

ANALYSIS / PROPOSED OPTIONS

Fleming College's two student governments (Student Administrative Council (SAC) - Sutherland; Frost Student Association (FSA) – Frost) levy their own student association fees on the student body. Many of these fees are set under local agreements and remain unchanged from previous years. Ministry policy requires these fees be approved by the Board of Governors of the College.

These fees will be per semester (15 weeks) unless otherwise stated for the 2018-2019 academic year (effective September 1, 2018 to August 31, 2019).

- Student Activity Fee – Sutherland – Will remain the same at \$95.00.
- Student Activity Fee – Haliburton – Will remain the same at \$54.00.
- Student Activity Fee – Frost: Lindsay – Will remain the same at \$120.21
- Athletic Fee - Sutherland - Increased from \$51.00 to \$52.02.
- Athletic Fee – Frost: Lindsay - Will remain the same at \$65.00.
- Athletic Fee – Frost: Haliburton – Will remain the same at \$53.55.
- Peterborough Sport & Wellness Centre – Sutherland – 2% Increase from \$84.15 to \$85.83.
- Student Centre Renovation Fund – Sutherland – This fee of \$40.00 (unchanged) funds the student centre renovations.
- Building Fund - Sutherland re: Sport and Wellness Centre –Remains unchanged at \$42.00.
- Building Fund - Lindsay re: Student Centre Lindsay – Decreases from \$37.00 to \$35.00 in response to student referendum to continue the fee at reduced rate.
- Recreational Building Fund - Lindsay re: Field house - Remains at \$15.00.
- Lindsay Recreation Facility Fee – Frost – Will increase from \$40.00 to \$45.20 in response to fees charged from the recreation facility.
- Transit Fee – Frost – Will increase from \$32.00 to \$38.00 to cover the cost of the new contract and increased price of buses.

- Transit Fee – Sutherland (FULL YEAR) – Remains as \$365.00
- Health Insurance (FULL YEAR) – Will increase from \$242.00 to \$248.50 for domestic students. Rates for international students will remain at \$705.00 based on insurance provider rates.
-

ASSESSMENT OF POTENTIAL RISK

Category (select all that apply):

Strategic Reputational Operational Financial People Compliance N/A

Risks that would impact or jeopardize the success of the proposal or project	Likelihood High / Medium / Low	Impact High / Medium / Low
If student governments set fees too high, the College may be put at a competitive disadvantage	Low	Low

Additional risks may be identified here: N/A

Proposed actions to prevent / reduce the likelihood of the risk occurring or to reduce the severity of / manage the risk: Student governments are required to be open and transparent with the student body to ensure their fees are fully understood.

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College approve the Student Levied Fees for 2018-2019 as presented in Appendix A.

AUTHORED BY: Office of the Vice-President Finance and Administration; Director Budget Services

Ancillary and Student Levied Fee Schedule					
(PER SEMESTER)					
Effective September 1, 2018					
					Appendix A
COMPULSORY ANCILLARY FEES					
		2016/2017	2017/2018	Proposed 18/19	Change
Alumni		13.77	14.05	14.33	2.0%
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Student Activity – H		49.00	54.00	54.00	0.0%
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Athletic Fee - S		50.00	51.00	52.02	2.0%
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Cobourg		286.352	297.16	301.20	1.4%

BOARD REPORT

SUBJECT: 2018-2019 Program Compulsory Fees
Submission to: Public Board Meeting
Meeting Date: March 28, 2018
Requested Action: Decision / Approval

Agenda Item 7c)

CONTEXT / PURPOSE

A report seeking Board approval of Program Compulsory Fees for the 2018-2019 academic year.

BACKGROUND

This report aligns with the Minister's Binding Policy Directive on Tuition and Ancillary Fees.

Attachments:

- Appendix B: Academic Fees
- Appendix C: Supply Fees

ANALYSIS / PROPOSED OPTIONS

In addition to tuition fees, the Ministry allows for programs to offset specific program costs by adding fees to student tuition. These include the following:

Academic Fees: These fees relate to field activities and overnight camps for specific courses within programs and are based on the actual cost of the activity. By policy, these fees do not include any cost recovery for staff salary.

Supply Fees: These fees relate to specific, full time programs and are also based on the actual cost of supplies used and retained by the student. The College will also charge supply fees to students in various part time courses where there is a direct cost related to the supplies provided to the students.

ASSESSMENT OF POTENTIAL RISK

Category (select all that apply):

Strategic Reputational Operational Financial People Compliance N/A

Risks that would impact or jeopardize the success of the proposal or project	Likelihood High / Medium / Low	Impact High / Medium / Low
Fees set too high may create a competitive disadvantage for the College	Low	Low

Additional risks may be identified here: N/A

Proposed actions to prevent / reduce the likelihood of the risk occurring or to reduce the severity of / manage the risk: All Program fees are deemed reasonable, and the College is required to be open and transparent with the student body to ensure these fees are fully understood.

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College approve the Program Compulsory Fees for 2018-2019 as presented in Appendices B and C.

AUTHORED BY: Office of the Vice-President Finance and Administration; Director Budget Services

ACADEMIC FEES

Effective September 1, 2018 Proposed

Appendix B

	Program	Course	2017-18	2018-19
Aquaculture	AQU-1	APST 120	397	404
Aquaculture	AQU-2	APST 162	-	506
Ecological Restoration	ERJ3	FSTY 75	81	77
Ecological Restoration	ERJ3	APST 83	1,032	1,054
Ecosystem Management Technology	EMX5 & EMD5	APST 21	315	306
Ecosystem Management Technology	EMX6 & EMD6	ECOS 6	470	464
Ecosystem Mgmt Technician	EMT3 & EMX3	APST 22	290	292
Environmental Technician	ETN4 & ETY4 & ETC5 & ETD4	APST 27	279	269
Environmental Technology	ETY6	APST 88	167	175
Fish & Wildlife Technician & Technologist	BO3, BOC4 & FW3	APST 143	539	544
Fish and Wildlife Technology	FW6	APST 40	163	163
Fish and Wildlife Technology	FW5	APST 18	168	163
Forestry Technician	FT3 & FTA3 & FTC4	APST 30	519	483
General Arts Resource Studies Option	GSN1	APST 96	408	442
Geographic Information Systems - Applications Specialist	GIA-1	APST 87	390	374
Geographic Information Systems - Cartographic Specialist	GC-1	APST 87	390	374
Natural Resources - Law Enforcement	NRL1	APST 16	244	240
Outdoor Adventure Skills	OAS2 & ODE2	APST 77	501	463
Outdoor Adventure Skills	OAS1 & ODE1	APST 76	58	83
Outdoor and Adventure Education	ODE3	APST 112	548	560
Outdoor and Adventure Education	ODE4	APST 113	61	27
Sustainable Agriculture	SAG1	AGRI 4	230	-
Recreation & Leisure Services	RLD-2 & RLS-3	FLPL82	176	316
Artist Blacksmith	ABS-1	ARTS1948	245	199
Ceramics	CER-1	ARTS971	203	206
Cultural Heritage Conserv & Mg	CHM-1	MUSM39	162	213
Digital Image Design	DID-1	ARTS1474	188	267
Fibre Arts	FAR-1	ARTS444	208	226
Glassblowing	GBL-1	ARTS1091	725	725
Graphic Design - Visual Commun	GDV-4	DESN29	413	455
Integrated Design	IND-1	DESN3	331	375
Jewellery Essentials	JWA-1	ARTS526	222	187
Moving Image Design	MID-1	DESN37	253	439
Photo Arts	PHA-1	ARTS981	208	242
Sculpture	SCU-1	ARTS629	224	-
Studio Process Advancement	SPA-1	ARTS1921	427	498
Visual and Creative Arts Diplomas Haliburton	VCA-1 & VCC-3	ARTS957	308	255
Visual Arts Fund-Drwg&Painting	VAF-1	ARTS2152	188	202

SUPPLY FEES
Effective September 1, 2018 Proposed

Appendix C

Full-time Programs	2017-18	2018-19	
Jewellery Arts Certificate Program	2,689	2,689	
Artist Blacksmith Certificate Program	1,139	1,139	
Photo Arts Certificate Program	1,096	1,147	
Ceramics Certificate Program	836	836	
Fibre Arts Certificate Program	929	929	
Glassblowing Certificate Program	3,327	3,327	
Visual and Creative Arts Diploma Program	774	839	
Visual Arts Fundamentals - Drawing and Painting	891	891	
Sculpture Certificate Program	906	906	
Digital Image Design	480	480	
Integrated Design	745	745	
Graphic Design - Visual Communication	477	505	<i>Arts supplies, container, portfolio</i>
Cultural Heritage Conserv & Mg	134	139	
Museum Mgmt and Curatorship	160	164	
Personal Support Worker Brealey	38	38	
Paramedic	38	38	
Practical Nursing	38	38	
Occup Therapist Assist/ Physio Assist	38	38	
Pre-Serv Firefighter Educ&Trng	38	38	
Health Information Management sem 1	126	126	
Health Information Management sem 3	88	88	
Pharmacy Technician	38	38	
Resources Drilling Blasting sem 2	45	51	<i>2018-19 ear protection increased by \$5</i>
Resources Drilling Blasting sem 3	93	93	
Resources Drilling Blasting sem 4	19	21	<i>2018-19 slight increase in Multimeter cost</i>
Blasting Techniques	84	89	<i>2018-19 ear protection increased by \$5</i>
Heavy Equipment Operator	49	87	<i>2018-19 added keys-students keep for use in industry; increase in hard hat</i>
Heating, Ref & Air Cond sem 1	433	433	
Heating, Ref & Air Cond sem 3	376	376	
Electrical Power Generation sem 1	230	231	<i>2018-19 removed hard hat; added more gloves and vest</i>
Electrical Power Generation sem 4	152	150	<i>2018-19 decrease in coveralls; increase in glasses and gloves</i>
Motive Power Techniques	230	231	<i>2018-19 removed hard hat; added more gloves and vest</i>
Fish & Wildlife Technician	56	62	<i>2018-19 increase in preservative and jars</i>
Outdoor & Adventure Education	126	126	<i>2018-19 changed from ODE4 to ODE 3</i>
Urban Forestry Technician sem 4	134	-	<i>Remove 2018-19 changed to sem 5</i>
Urban Forestry Technician sem 5		126	<i>2018-19 Custom manual semester 5 now</i>
GIS Application Specialist	100	100	<i>Students retain software</i>
GIS Cartographic Specialist	100	100	<i>Students retain software</i>
Culinary Management	900	900	<i>2017-18 Increase cost of Culinary Knives & Uniforms added</i>
Chef Training	900	900	<i>2017-18 Increase cost of Culinary Knives & Uniforms added</i>
Protection, Security & Investigation	36	0	<i>Remove 2018-19</i>
Biotechnology Techn Forensic sem 2	4	4	<i>Coverall suit & fingerprinting kit</i>
Biotechnology Techn Forensic sem 4	36	36	<i>DNA profile kit, lab manual, fingerprint slide</i>
Community and Justice Services	36	36	
Construction Skills	125	111	<i>18-19 quantity discount - wood, nails, glue project & WHMIS certification</i>
Carpentry Technician	125	111	<i>18-19 quantity discount - wood, nails, glue project & WHMIS certification</i>
Electrical Engineering Technician	15	15	<i>WHMIS certification</i>
Electrical Techniques	15	15	<i>WHMIS certification</i>

Instrumentation & Control Eng	15	15	<i>WHMIS certification</i>
Plumbing Techniques	15	15	<i>WHMIS certification</i>
Trades & Technology Fundamentals sem 1	33	33	<i>Wood & nails project & WHMIS certification</i>
Trades & Technology Fundamentals sem 2	80	69	<i>Wood, nails, glue for project</i>
Welding Techniques	15	15	<i>WHMIS certification</i>
Welding and Fabrication Technician	15	15	<i>WHMIS certification</i>
Construction Engineering Technician	-	15	<i>New 2018-19-WHMIS certification</i>
Health, Safety, and Envir Comp	-	117	<i>New 2018-19-Police duty belt and handcuffs for conflict</i>

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

BOARD REPORT

SUBJECT: Update on Applied Research at Fleming College

Submission to: Public Board Meeting

Meeting Date: March 28, 2018

Requested Action: For Information

Agenda Item 8

CONTEXT / PURPOSE

A report to the Board as a follow-up to the April 26, 2017 update on Applied Research at Fleming College.

Applied research at the College-level involves working with a client (often an industry or community partner) to apply scientific inquiry and methods in the pursuit of a solution to the client's specific problem. Fleming College has been engaging in applied research activities since what was then known as the Centre for Alternative Wastewater Treatment – now the *Centre for Advancement of Water and Wastewater Technologies* (CAWT) – began operation in 2004. Applied research is a component of the College's Strategic Plan (2015-2018), Academic Plan (2015-2018), and the Strategic Mandate Agreement (2017-2020). All applied research activities at the College are administered by the Office of Applied Research (OAR).

Applied research at Fleming College provides opportunities for:

- developing partnerships with government, industry, and other academic institutions;
- institutional distinction; and
- enhanced student learning and experiences.

The following, in conjunction with a presentation at the meeting, given by Dr. Brent Wootton, Associate Vice-President Business Development, Applied Research, Government and Partner Relations, is an update of the applied research activity at Fleming College.

BACKGROUND

Applied Research Context

College applied research best serves small and medium-sized enterprises (SMEs) that lack the funding, capability, or knowledge to complete internal research and development. These innovative companies often have technologies or processes that are not market-ready and that require some degree of problem solving in order to reach commercialization. Colleges leverage their expertise, equipment, and infrastructure to meet the research and development needs of governments, SMEs, and other segments of industry.

The Office of Applied Research (OAR)

The Office of Applied Research, located at the Frost campus, oversees the College's applied research and development activities. The OAR offers guidance and support to Fleming faculty that are interested in doing research, as well as providing applied research and business development services to business, industry, and community organizations in fields related to the college's academic programs. The applied research activities of the CAWT and the Centre for Sustainable Municipalities (CSM) fall under the administration of the OAR. The OAR also supports the CAWT and CSM in their marketing and communications activities.

In December 2017, the OAR submitted two Natural Sciences and Engineering Research Council (NSERC) College and Community Social Innovation Fund proposals (\$240,000 each):

- (1) "Ecotherapy - Fostering Healthy People for a Healthy Planet" in the School of Health and Wellness; and
- (2) "Energy Efficiency and Sustainable Building - Advancing Skill Development &

Partnership Building to Reduce Greenhouse Gas Emissions” a joint project with the School of Trades and Technology and the Office of Sustainability. The funding decision is due in spring 2018.

The Centre for Advancement of Water and Wastewater Technologies (CAWT)

When its doors opened in 2004, the CAWT was primarily focused on researching treatment wetland systems and phytoremediation technologies for cold climates. No longer focusing on just alternative technologies, in the last decade the CAWT has gained an international reputation for engaging in innovative water and wastewater applied research and offering technology development services to the private sector, governments, non-governmental agencies, and to universities. The CAWT is now the Centre for Advancement of Water and Wastewater Technologies (CAWT), a name that reflects the growth and development the Centre has undergone.

Located at the Frost Campus in Lindsay, the CAWT’s advanced research amenities include an indoor greenhouse research facility and a high-level analytical laboratory. Because of a grant from the Canadian Foundation for Innovation (CFI) in 2002, the CAWT acquired state-of-the-art analytical instrumentation. The CAWT has continued to enhance its lab infrastructure thanks to (NSERC) grants and other awards. In February 2018, the CAWT received final notification that it was successful in its proposal to the CFI for a \$2.5 million expansion of infrastructure and equipment. This is the third major award infrastructure award from CFI for the CAWT. Work is underway to finalize the details of the expansion. An official announcement will be made in the upcoming months.

The CAWT has been working to develop a suite of services that are in demand from innovative water and wastewater companies. The CAWT’s technical services, including technology verification, are what draws most clients to the CAWT, and what make the Centre unique in Ontario (not just in relation to other colleges, but in services offered to industry).

Fast Facts

Operational Achievements

- To date, the CAWT has received over \$17-million of cash funding from Federal, Provincial, and private sector sources since inception.
- The CAWTs projected spending activity for the 2017-2018FY will be approximately \$1,711,200.
- Long history of partnerships with industry (over 100 to date), all levels of government, and with recognized expertise in unique areas (e.g. wastewater treatment in Arctic and Far North communities).
- The CAWT was rebranded in 2017 in conjunction with its name change. The new <http://cawt.ca> website was launched in 2018. (Fleming College Business Plan Strategic Goal 1.7.1)
- The CAWT provides opportunities for students to engage in applied research; the Centre regularly hires students and interns to work part-time during the school year as well as during the summer. For the period of April 2017 to March 2018, the CAWT hired a total of 13 students, including one Water Research Intern hired under the Colleges and Institutes Canada (CICan) Clean Tech Internship program.

Academic Achievements

- The CAWT has created 1 software application, published over 20 journal articles, co-authored 4 books, and has participated in dozens of conference presentations.
- The CAWT has collaborated with over 20 universities on projects.

Other Milestones and Achievements

- Fleming College's CAWT laboratory is fully accredited under the international standard ISO/IEC 17025:2005. The ISO 17025 standard formally identifies laboratories that offer testing services that operate at a level that ensures quality, competency, and reliability.
- Fleming is the only college in Ontario, and one of only a handful of colleges nationally, listed in the Canadian Association for Laboratory Accreditation (CALA) Directory (having a fully accredited ISO 17025 laboratory).
- Since accreditation, the CAWT has been following scheduled internal audits and management reviews, including a formal audit in February 2018.
- In February 2018 the CAWT was granted a Certificate of Authorization from the Professional Engineers of Ontario.
- Fleming is the only college member in the Southern Ontario Water Consortium (SOWC), which is otherwise composed of 9 universities. Among the 10 members, Fleming ranks near the top for most projects undertaken and most funding received from the SOWC Advancing Water Technologies (AWT) program (>\$2 million to date).
- The CAWT is the only Ontario provider of technology certification services from NSF International.
- Member of the GLOBE Performance Solutions Consortium, which has provided Environment Canada's Environmental Technology Verification (ETV) program.
- Member of the VerifiGlobal Alliance, a Copenhagen, Denmark based not-for-profit organization that evaluates environmental technologies under the standard ISO 14034.
- Working with the Ministry of Environment and Climate Change (MOECC) as a tester and verifier for their Innovative Technology Verification Program (ITV).
- In 2014 the CAWT became an NSERC Technology Access Centre (TAC). TAC grants provide five-year renewable funding of \$350,000 per year. The CAWT TAC Advisory Board meets several times a year to oversee the TAC operation. The CAWT is entering year five of the funding and will be undergoing the renewal process in the fall.

Future Plans

The CAWT Strategic Business Plan (2015-2018) outlines the Centre's goals and plans for the future; it is being updated for 2019-2021. The plans for the future include:

- Leveraging ISO/IEC 17025:2005 accreditation to increase the services offered to industry partners. The CAWT currently offers NSF/ANSI 350 and 350-1 certification; discussions and planning are underway to add CSA 128.3 as well as NSF/ANSI 40 and CAN/BNQ 3680-600 standards.
- Expanding the areas of specialization and analytical services offered to include testing for pharmaceuticals and emerging contaminants. CAWT is currently partnering with MOECC to evaluate technologies for their effectiveness in removing these emerging contaminants.

The Centre for Sustainable Municipalities (CSM)

The Centre for Sustainable Municipalities provides municipalities with the know-how to achieve financial and environmental objectives associated with infrastructure and infrastructure services. Core activities of the CSM fall into four pillars:

- education and training,
- demonstration,
- innovative technology and practice support, and
- applied research for technology advancement.

Launched in 2017 (Fleming College Strategic Goal 1.7.2), the CSM at Fleming College has begun activities in all four pillars, quickly becoming a centre for municipalities and industry to collaborate and address the needs of Canada's infrastructure owners and operators. The Centre draws on Fleming's

expertise in computer engineering technology, geographic information systems, sustainability, water and wastewater, and wireless information networking.

Fast Facts

Operational Achievement

- Successfully secured > \$1,000,000 in cash resources for activities in first year of operation including \$500,000 from Ontario Centres of Excellence for a \$1 million portfolio of applied research projects (funding matched 1:1 by industry. This is to be announced April 4, 2018).
- A website for the CSM was launched in 2017-2018. sustainablemunicipalities.ca
- The CSM provides opportunities for students to engage in applied research and experiential learning; three students are currently involved in CSM applied projects. As the Centre grows, so will the opportunities for student involvement.

A Burgeoning Centre of Excellence

- On March 5, 2018, CSM hosted a working committee meeting with Asset Management Ontario for local municipal infrastructure asset managers at the Kawartha Trades and Technology Centre. AMOntario was very happy with the venue and support provided by CSM.
- In February, the CSM was invited by the County of Peterborough to join their corporate asset management working committee.
- CSM has offered to provide municipal infrastructure asset management training services to Peterborough County staff and Council members. Training would be delivered for a fee, in both on-line and on-site workshop formats. The County of Peterborough has been granted funding from the Federation of Canadian Municipalities (FCM) under the Municipal Asset Management Program. Discussions are ongoing.
- In the spring of 2018, CSM will be responding to other opportunities with the Federation of Canadian Municipalities to provide fee for service training related to asset management or working with municipalities on Municipal Asset Management Program funding proposals.
- In partnership with GM Blue Plan Consulting, the CSM is delivering online and onsite workshops to employees of the Ontario Clean Water Agency (OCWA).
- The CSM is developing and delivering onsite training in partnership with Ontario Clean Water Agency and funded by Independent Electricity System Operator (IESO) through the Education and Capacity Building Program 5.0. The pilot training program is expected to be delivered in April 2018.

Office of Applied Research Business Development Activity (New Awards 2017-18)*

Funder/Program	Amount	Department
Research Grants	\$1,036,078	CAWT
Research Grants	\$875,000	CSM
Research Grants	\$37,228	OAR
Training Contracts	\$189,000	CSM
Fee For Service	\$419,092	CAWT
Infrastructure Grants	\$2,485,796	CAWT
Total New Awards in 2017-2018	\$5,042,194	combined

*funding to be spent according to individual grant conditions which may be over multiple fiscal years. Figures are indicative of business development success in 2017-2018.

National Context

The Federal 2018 budget contained an announcement of \$140-million for the NSERC College and Community Innovation Program which has been the CAWT's primary funder over the years. The CAWT and CSM can expect to benefit from this funding. Plans are underway to apply for funding.