

BOARD OF GOVERNORS PUBLIC MEETING

Wednesday, March 27, 2013

4:00 p.m.

Cobourg Campus, Room #321
Cobourg, ON

2010-2015 Strategic Priorities

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

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

Est. Time	Item	A = Approve R = Receive I = Information
1 min	1. Call to Order 2. Welcome and Introduction of Guests 3. Approval of Agenda 4. Conflict of Interest Declaration 5. Unanimous Consent Agenda	Pgs 1-2 Pgs 3-20
	<i>The following items/recommendations have been identified as part of the consent agenda for the public meeting of the Board; Governors are encouraged to call the President/Board Chair/Board Secretary in advance of the meeting if there are questions about a listed consent agenda item.</i> ITEMS: (enclosed) A 5.1 Minutes of the February 27, 2013 public meeting of the Board R 5.2 Activities of the Board Committees for the month of March 2013 R 5.3 Program Advisory Committee Meeting Summaries and Updated Schedule R 5.4 Index of Correspondence for February/March 2013	
10 min	6. Education of the Board: Cobourg Campus	Pgs 21-22
	<i>Deborah Clifford, Manager – Cobourg Campus, will present a report on Campus Activities for the March 2012 to March 2013 timeframe.</i>	
10 min	7. Reports 7.1 Board Chair (<i>verbal</i>) 7.2 a) President (<i>verbal</i>) b) College Activity (<i>enclosed</i>) 7.3 Liaison Governor: President’s Advisory Council <i>March 21, 2013 meeting was held as an Open Forum at the Frost Campus</i> 7.4 “Connecting with Our Communities” <i>This is a roundtable opportunity for Governors to comment on events they have attended and/or debrief on a recent event.</i> 7.5 Report from the In-Camera Meeting (<i>verbal</i>)	Information Pgs 23-25
30 to 45 min	8. Building Community Success	
	One of the Board objectives is to broaden the emphasis on building community success; leaders in key sectors are invited to share their perspective on plans and priorities that could involve the College more extensively. The focus for this session is contract training and the manufacturing needs in Northumberland County . Guest Panel: • Ms. Keri Gray, Executive Director – Alderville Learning Centre • Mr. Ronnie Buttar, Plant Manager – Weetabix	

5 min **9. Business Arising from Previous Meetings**
I 9.1 KTTC Construction Progress Report (*enclosed*) Pgs 26-27

10 min **10. New Business / Board Decision Items**
A 10.1 Centre for Alternative Wastewater Treatment (CAWT)
Lab Expansion (*enclosed*) Pg 28
A 10.2 Fleming College Expenses Directive (*enclosed*) Pgs 29-30

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

10 min **12. Private Session**
Members of the Board are reminded of the *private session* that will take place at the conclusion of the public meeting agenda.

13. Adjournment approx. 5:30 p.m.

Addendum to Package:

- Pgs 31 to 32: *Item 7.1 - Chair's Report*
- Pgs 33 to 39: *Item 7.2 a) - President's Report*

UNANIMOUS CONSENT AGENDA

SOURCE

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

<p>Action Required</p> <ul style="list-style-type: none"> • for Information • for Consultation and/or Discussion • for Approval (motion required) 	<p>THAT the Board of Governors of Sir Sandford Fleming College, by unanimous consent,</p> <p><i>approve the</i></p> <p>5.1 minutes of the February 27, 2013 public meeting of the Board; and</p> <p><i>receive, for information, the</i></p> <p>5.2 Report on the Activities of the Board Committees for the month of March 2013</p> <p>5.3 Meeting Summaries of the Pre-Service Firefighter Education and Training (January 21, 2013) and Law Clerk/Paralegal (February 20) Program Advisory Committees meetings and revised schedule of advisory committee meetings;</p> <p>5.4 Index of Correspondence for February/March 2013</p> <p>as circulated.</p>
<p>Prepared by</p>	<p>Board Office</p>

BOARD OF GOVERNORS
Public (*Open Session*) Meeting
Wednesday, February 27, 2013
Scholfield Boardroom, Brealey Room #5920
Peterborough, ON

MINUTES

Present: Mr. Degeer (phone), Dr. Dockstator, Mr. Gulston (phone), Ms. Kerrigan, Ms. Kloosterman, Mr. Mackle, Ms. Maki (phone), Mr. McLean (Board Chair), Mr. Nesbitt, Ms. Ross, Mr. Sexton (phone), Ms. Sutcliffe-Geens, and Dr. Tilly for the Board.
Ms. McFadden.

Regrets: Mr. Astell, Ms. Merrett, Ms. Shill, Mr. Stanford.

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

Guests: *Item 6* – Dr. Nancy Martin-Ronson, Chief Nursing & Information Officer – Peterborough Regional Health Centre; Mr. Larry Stinson, Director of Public Health Programs – Peterborough County City Health Unit.

Ms. Laura Copeland, College Communications; Ms. Jeanne Pengelly, Axiom News. Dr. Jim Drennan, Dean – School of Justice and Business; Ms. Carol Kelsey, Dean – School of Community Development and Health; Ms. Trudy Heffernan, Director – Centre for Learning and Teaching.

1. Call to Order

The Chair brought the meeting to order at 3:53 p.m.

2. Introductions

A warm welcome was extended to guests (listed above) in attendance.

3. Approval of Agenda

BoG Feb27-2013 #1

Moved and Seconded by Ms. Sutcliffe-Geens and Mr. Nesbitt
THAT the agenda be approved, as circulated.

Carried

4. Conflict of Interest Declaration

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

5. UNANIMOUS CONSENT AGENDA

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

BoG Feb27-2013 #2

Moved and Seconded by Mr. Nesbitt and Ms. Sutcliffe-Geens
THAT the Board of Governors of Sir Sandford Fleming College approve the
• **minutes of the January 23, 2013 public meeting; and receive, for information, the**

- **Purchase Contracts Awarded, September 2012 through January 2013;**
 - **Report on the Activities of the Board Committees for the month of February 2013;**
 - **Meeting Summaries for the *Welding* (January 24, 2013); *Educational Assistant* (January 17), *Applied and Community Based Research* (November 27/12), *Personal Support Worker* (November 14), *Massage Therapy* (November 12), and *Paramedic* (November 9) Program Advisory Committees and the updated schedule of Advisory Committee meetings; and the**
 - **Index of Correspondence for January/February 2013 timeframe**
- as circulated.

Carried

6. Building Community Success

One of the Board objectives is to broaden the College's emphasis on *building community success* by receiving external stakeholder input. In this regard, leaders in various sectors and specializations would be invited to share with the Board their perspective on industry trends, plans and priorities that could involve the College more extensively.

The health sector was the focus of today's generative discussion, represented by Dr. Martin-Ronson from the Regional Health Centre and Mr. Stinson from the City-County Health Unit.

Both organizations identified gaps in training and education. From the hospital, business skills and decision supports (i.e. statistical analysis of clinical information and how to apply it), technology-based data collection, investigating new ways to conduct clinical placements (i.e. use of simulation labs), expansion of skill sets to include opportunities in chronic disease management, allied health, building environmental services specific to health care, and mentoring opportunities. In addition to business skills, the health unit would add learning and competency development, information and data management, and student placements as areas for expansion. There are also opportunities keyed to our Aboriginal communities, specifically in data collection.

7. Reports

7.1 Governor McLean provided the following updates as his Chair's Report:

- The Taste of Italy event raised \$38,000 and was attended by more than 150 people.
- Accounting students are offering free tax preparations to those who have low incomes and simple tax situations; dates and times for the walk-in clinics are posted on the College's web site.
- Nominations for the 2013 Fellowship in Applied Education Award are being accepted by the College Communications Officer through to March 8.
- Copies of the Haliburton School of The Arts calendar were provided.

7.2 (a) Dr. Tilly provided the following updates as his President's Report:

- Colleges Ontario: the Committee of Presidents met on January 28. There were a number of topics covered on issues of importance to the college system and postsecondary education in general. Of particular note is the exploration of savings through the sharing of services in areas such as HR, IT and Finance; Dr. Angel is actively involved with developing opportunities in the information and communications technology area.
- The College has sent congratulations to Premier Kathleen Wynne, Minister Brad Duguid (appointed to Training, Colleges and Universities) and Minister Jeff Leal (Rural Affairs).
- The Board of the Association of Canadian Community Colleges will be meeting in Ottawa on March 14 and interviewing for the CEO position on March 15.
- Closing remarks were provided at the 2013 Wildlife Symposium on February 19. Faculty from both Trent University and Fleming College provided presentations along with representatives from the Ministry of Natural Resources and the Ontario Federation of Anglers and Hunters.

- On February 25, the College presented Carole Finn with a Queen Elizabeth II Diamond Jubilee Medal at a ceremony held at the Haliburton Campus.

(b) The College Activity Report was referenced, for information. In addition to the three “Great Grad” articles published in Peterborough This Week, attention was directed to the fourth article in the series profiling grads who are working at the Peterborough Regional Health Centre. The Peterborough Examiner profiled a national kickboxing champion and Fleming graduate who was one of our nominees for a 2012 Premier’s Award.

7.3 Liaison Governors: The January 24 meeting of the President’s Advisory Council included a debrief on the winter orientation experience and start-up, an enrolment update, and an overview of the annual student satisfaction survey. A presentation on sustainability was a highlight of the February 21 meeting.

7.4 “Connecting with Our Communities”: Members were provided with an opportunity for general comments on events attended since the last meeting. Governor Degeer commented on attending the February 25 event at the Haliburton Campus where Carole Finn was presented with a Diamond Jubilee medal.

7.5 Report from the In-Camera Meeting: The College’s current learning management system will no longer be supported by the developer; the Board awarded the LMS, which is a core piece of the academic delivery model, to Desire2Learn Incorporated.

8. **Generative Discussion: Fleming College Business Plan**

At the fall Retreat, the Board requested an opportunity to engage earlier in developing the 2013-2014 Business Plan. Three questions were provided in advance to facilitate discussion; a summary of comments follows each.

What types of themes do you hope will be addressed in the Business Plan this year that connects to either the Strategic Plan or our Strategic Mandate Agreement?

- start with the financial challenges
- fully promote the KTTC and partnerships growing from it as well as from the Centre of Excellence, international results, Lean processes
- focus on the themes set out in the SMA document as they are in line with the Strategic Plan and our annual objectives

From a Board perspective, what would you identify as the College priorities for the coming year?

- focus on bringing initiatives to fruition and generating results as opposed to introducing new ones
- the SMA is the key to success
- lay the groundwork for future investment – need to link short term with multi-year planning

The Business Plan may need to be adjusted quickly in response to a change in government priorities or even a change in government itself. What mechanisms would the Board want to implement to provide the right combination of advanced planning and flexibility should this circumstance arise?

- contextualize it within the priorities identified in the Throne Speech and as articulated in the platforms of each political party
- regardless of political direction or potential change in government priorities, reiterate the College’s commitment to the objectives outlined in the SMA

Ms. Crook confirmed that the 2013-2014 Business Plan would be presented to the Board for approval at the May 1 meeting.

9. Business Arising from Previous Meetings

9.1 PQAPA Self-Study Report: As identified at the January meeting, the full Board requested an opportunity to review and offer feedback on the self-study document. Draft #2 incorporates comments offered by the Academic and Student Affairs Committee. Ms. Heffernan requested the Board's direction in terms of how to characterize Fleming as a college and how we would assess the maturity of our processes.

Members were impressed with the "green" approach, linking various policies and reports within the document to a web site rather than providing volumes of paper to the audit team. This approach also offers flexibility in responding to inquiries. The self-study document reflects a very comprehensive look across a broad cross-section of the College. It is hoped that this second audit will offer more feedback and recommendations in terms of specific areas for improvement.

Dr. Tilly, along with the Vice-President Academic, agreed to provide Ms. Heffernan with additional feedback pertinent to the front section of the audit.

9.2 Centre of Excellence Update: Dr. Tilly reported that further work on the concept was commissioned; the objective with this aspect of the SMA is to include an "ask" dimension and have the document ready as a presentation to Minister Duguid.

10. New Business / Board Decision Items

10.1 Paths to Prosperity: Higher Learning for Better Jobs: The Colleges Ontario summary of the Ontario PC white paper by this name has been referenced in a number of discussions. The paper is positive to colleges and draws on many of the recommendations already put forward by the college sector. Members were encouraged to review it.

11. Other Business: None brought forward.

12. Private Session: The Chair thanked the guests and Senior Administration for their attendance at the public meeting. The Board then moved into a private session at 5:17 p.m.

13. ADJOURNMENT OF MEETING at 5:32 p.m. by Ms. Kerrigan and Ms. Kloosterman.

REPORT TO THE BOARD OF GOVERNORS

SUBJECT: *Activities of the Board Committees for the Month of March 2013*

PRESENTED BY: Governor McLean, Chair – Board of Governors

Background	A report detailing the activities of the Board Committees at meetings held on March 13, 2013.
Action Required <ul style="list-style-type: none"> • for Information • for Consultation • for Discussion • for Approval (motion required) 	For information.
Prepared by	Board Office

Academic and Student Affairs Committee

Governor Maki – Committee Chair

The Committee received program review reports from the School of General Arts and Sciences (GAS) and the School of Environmental and Natural Resource Sciences, highlighting the College Health Science option of the GAS program, and the Heavy Equipment Techniques and Resource Drilling and Blasting programs respectively.

An update was provided on the upcoming Program Quality Assurance Process Audit (PQAPA), specifically an overview of the website developed to support the audit process.

Members received a presentation on risk assessment concerning student behaviour; a similar presentation on mental health will be offered via the Committee at a future date.

Finance and Property Committee

Governor Degeer – Committee Chair

The financial position for the period ending February 28, 2013 (attached) was reviewed.

The Committee received a number of updates: tuition framework, preliminary budget progress, and progress on the construction of the Kawartha Trades and Technology Centre.

The Fleming College Expenses Directive April 2011 was reviewed; changes were identified for Board approval and incorporation into the document.

Executive Committee

Governor Ross – Committee Chair

The Committee has commenced the recruitment process for the coming year. A call for nominations for the Student representatives has been launched. Succession planning and building depth at the Board Executive remains a key discussion.

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

SIR SANDFORD FLEMING COLLEGE
Statement of Revenue and Expenditures
For the Period Ending February 28, 2013
(\$'000s)



	Current Year			Prior Year			Variance
	Actual To 28-Feb-2013	Budget Current Year	YTD/Budget %	Actual To 29-Feb-2012	Actual Prior Year	YTD/Year %	Difference %
Revenue							
Grants and Reimbursements	38,324	45,609	84.0%	35,718	44,377	80.5%	3.5% F
Student Tuition Fees	24,245	21,808	111.2%	21,206	19,725	107.5%	3.7% F
Contract Training	333	716	46.5%	108	504	21.5%	24.9% F
Other Income							
Other Income	6,988	7,156	97.6%	6,121	7,119	86.0%	11.7% F
Ancillary Fees	3,813	4,004	95.2%	3,841	3,941	97.5%	-2.2% U
Total Other Income	10,801	11,160	96.8%	9,961	11,059	90.1%	6.7% F
Amortization of Deferred Capital Contributions	3,401	3,710	91.7%	3,463	3,778	91.7%	0.0% U
Total Operating Revenues	77,104	83,004	92.9%	70,457	79,444	88.7%	4.2% F
Investments	16	0		0	0		F
Skills Programs	2,881	3,218	89.5%	3,105	3,213	96.6%	-7.1% U
Tuition Holdback Bursaries	1,846	2,220	83.1%	1,550	1,766	87.7%	-4.6% U
Ministry Bursaries	543	623	87.3%	878	1,037	84.7%	-2.6% F
Special Projects	1,654	2,380	69.5%	1,266	1,773	71.4%	-1.9% U
Facilities Renewal and Renovation Projects	412	421	97.7%	706	533	132.4%	-34.7% U
Ancillary Operations	3,975	3,934	101.0%	3,736	3,863	96.7%	4.3% F
Net Asset Adjustment	0	0		137	454	30.2%	F
Total Revenue	\$ 88,430	\$ 95,800	92.3%	\$ 81,834	\$ 92,083	88.9%	3.4% F

SIR SANDFORD FLEMING COLLEGE
Statement of Revenue and Expenditures
For the Period Ending February 28, 2013
(\$'000s)



	Current Year			Prior Year			Variance
	Actual To 28-Feb-2013	Budget Current Year	YTD/Budget %	Actual To 29-Feb-2012	Actual Prior Year	YTD/Year %	Difference %
Expenditures							
Salaries and Benefits							
Salaries, Full Time	33,794	37,297	90.6%	32,822	36,129	90.8%	-0.2% F
Salaries, Part Time	9,161	11,638	78.7%	9,250	11,586	79.8%	-1.1% F
Benefits	8,924	10,274	86.9%	8,324	9,529	87.4%	-0.5% F
Total Salaries and Benefits	51,878	59,209	87.6%	50,396	57,244	88.0%	-0.4% F
Non-Salary Expenses							
Instructional Support Costs	4,028	4,356	92.5%	4,119	4,593	89.7%	2.8% U
Travel and Professional Development	814	1,140	71.4%	801	1,032	77.6%	-6.1% F
Advertising	752	916	82.1%	662	849	78.0%	4.1% U
Telephone, Audit, Legal & Insurance	863	885	97.6%	743	905	82.1%	15.4% U
Equipment Maintenance	340	383	88.9%	335	367	91.2%	-2.3% F
Plant and Security	1,875	2,347	79.9%	1,907	2,405	79.3%	0.6% U
Rentals and Taxes	893	973	91.8%	866	914	94.8%	-2.9% F
Utilities	1,433	2,096	68.4%	1,407	1,906	73.8%	-5.5% F
Contract Services Trent	0	1,804	0.0%	-176	1,750	-10.1%	10.1% U
Services & Other	2,167	3,016	71.8%	2,110	2,516	83.9%	-12.0% F
Long Term Debt Interest	84	91	92.9%	111	120	92.3%	0.6% U
Amortization of Capital Assets	5,164	5,633	91.7%	4,902	5,348	91.7%	0.0% F
Total Non-Salary Expenses	18,415	23,639	77.9%	17,786	22,705	78.3%	-0.4% F
Total Operating Expenditures	70,293	82,849	84.8%	68,182	79,948	85.3%	-0.4% F
Investments	679	882	76.9%	31	38	82.5%	-5.6% F
Skills Programs	2,157	2,798	77.1%	2,199	2,799	78.6%	-1.5% F
Tuition Holdback Bursaries	1,846	2,220	83.1%	1,550	1,766	87.7%	-4.6% F
Ministry Bursaries	543	623	87.3%	878	1,037	84.7%	2.6% U
Special Projects	1,654	2,380	69.5%	1,266	1,756	72.1%	-2.6% F
Facilities Renewal and Renovation Projects	412	421	97.7%	706	549	128.5%	-30.8% F
Ancillary Operations	2,873	3,626	79.2%	3,165	3,617	87.5%	-8.3% F
Total Expenditures	\$ 80,457	\$ 95,800	84.0%	\$ 77,977	\$ 91,510	85.2%	-1.2% F
Net	\$ 7,973	\$ 0		\$ 3,858	\$ 573	673.1%	



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Pre-Service FireFighter Education & Training Advisory Meeting

January 21, 2013

10:00 a.m. – 12:30 p.m.

Room 5920, Sutherland Campus

MEETING SUMMARY

- Present:** Doug Borton (Commander, Northumberland OPP), John Bowker (Peterborough Fire Services), Bob Browning (Executive Director, Eastern Ontario Fire Academy), Ray Lazarus (Program Manager, Emergency Management Ontario), Max McCauley (Fire Chief, North Kawartha Emergency Services), Doug Tennant (Fire Chief, Peterborough Fire Services), Mike Villneff (Deputy Fire Chief, Cobourg Fire Department)
- Regrets:** Dr. Vincent Arcieri (Medical Director Peterborough Regional Base Hospital), Bill Avis, (High School Liaison, Thomas A. Stewart Secondary School), Harry Ansara (Ministry of Transport, Licensing Branch, Ontario), Chief Murray Rodd (Peterborough Lakefield Community Police Service)
- Guests:** Mariano Perini (Fire Protection Adviser, Office of the Fire Marshal), Guy DeGagne (Acting Principal, Ontario Fire College)
- Student Reps:** Alex DeCunha (2013 Class President), Hillary Hawley (2012 Graduate and Student Representative)
- Fleming:** Jim Drennan (Dean), Jamie Cowan (Professor, Pre-Service Fire Fighting, Education & Training), Dave Gillespie (Interim Coordinator), Deb Holts (Chair)
- Recorder:** Janice Miller, (School Operations Liaison, School of Justice & Business Studies)

	Key Points / Actions	Follow-up / Status
Action Items		
1.	The Ontario Association of Fire Chiefs is terminating <i>The Memorandum of Understanding</i> (MOU) with all colleges effective June 5, 2013. The Office of the Fire Marshall is still committed to the firefighter programs at the college level and will be hosting a meeting in February with college representatives to look at strategic planning, building relationships, quality assurance and the role of the Ontario Association of Fire Chiefs.	A report on this meeting will be presented to the committee at the next meeting
Non-Action Items		
2.	Skills for Justice Centre Simulation Training. The Smart Rooms located on the 2 nd floor of the college will be renovated to provide a learning experience for our programs in emergency service programs.	A presentation to the committee on simulation training will be presented at the next meeting

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

Law Clerk / Paralegal Programs Advisory Committee Meeting
Wednesday, February 20, 2013
6:00 pm – 8:00 pm
Room 5920, Sutherland Campus

MEETING SUMMARY SHEET

Present: Abi Adusei (Barrister & Solicitor), Tanya Dunford (Provincial Offences Office), Elizabeth Feltham (Licensed Paralegal), Wendy Joy-Bird (Durham Frontenac District Legal Aid), Juanita Magill (Court Services), Ted Rathwell (Licensed Paralegal), Shannon Smith (Graduate and current law student), Teresa Williams (Northumberland Community Legal Centre).

Regrets: Andrea Rodriguez (Municipal Prosecutor, Region of Durham), Nathan Baker (Barrister & Solicitor), Victoria Sweeney (Graduate)

Student

Reps: Maggie Baxter –Wiggins (Paralegal Program), Lori Ullman (Law Clerk Program)

Fleming: Diana Collis (Coordinator, Law Clerk, Paralegal Programs), Deb Holts (Chair)

Recorder: Janice Miller, (School Operations Liaison, School of Justice & Business Studies)

Key Points / Actions		Follow-up / Status
Action Items		
1.	A field placement manual has been completed for the Law Clerk and Paralegal programs.	Diana Collis will forward a copy of the manual to advisory committee members.
2.	Timing of the licensing examination for Paralegals conflicts with the completion of the programs as final transcripts are not available 30 business days prior to the examination.	Diana Collis will send a request to the Law Society to consider revising the timing of the licensing examinations for Paralegals or allow candidates to write pending receipt of final college transcripts.
Non-Action Items		
1.	<u>Election of Chair</u> Abi Adusei let her name stand for chair.	Abi Adusei is the new chair for the Law Clerk/Paralegal advisory committee.

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

SCHEDULE OF ADVISORY COMMITTEE MEETINGS – 2012-2013

Updated March 2013

	Program Name	Length (Yrs)	Credential See footnote	Meeting Details (date, time, location, etc.)
School of Community Development and Health				
1	Bachelor of Science in Nursing – <i>Joint with Trent University</i>	4	BScN	June 3, 2013 9-11am, Room 5920
2	Child & Youth Worker	3	OCAD	November 1, 2012 ✓ April 11, 2013
3	Developmental Services Worker (September 2013 start)			November 30, 2012 May 31, 2013 9:30 a.m. – 11:30 a.m., Room 515
4	Drug & Alcohol Counsellor	2	OCD	
5	Early Childhood Education	2	OCD	April 5, 2013
6	Educational Assistant	2	OCD	January 17, 2013 ✓ March 20, 2014
7	Esthetician	2	OCD	November 5, 2012 ✓ November 4, 2013
8	Fitness and Health Promotion	2	OCD	April 25, 2013
9	Health Information Management (intake suspended January 2013)	2	OCD	April 26, 2013
10	Human Services (September 2013 start)			
11	Massage Therapy	3	OCAD	November 12, 2012 ✓ March 25, 2013
12	Occupational Therapist Assistant and Physiotherapist Assistant	2	OCD	April 25, 2013
13	Personal Support Worker	1	OCC	November 15, 2012 ✓ November 14, 2013
14	Pharmacy Technician	1	OCD	October 17, 2012 ✓ April 17, 2013
15	Practical Nursing	2	OCD	October 11, 2012 ✓ October 15, 2013

Notes: OCC= Ontario College Certificate; OCD = Ontario College Diploma; OCAD = Ontario College Advanced Diploma; OCGC – Ontario College Graduate Certificate; B = Bachelor's Degree
✓ meeting held as scheduled; date scheduled meeting cancelled

	Program Name	Length (Yrs)	Credential See footnote	Meeting Details (date, time, location, etc.)
16	Primary Care Paramedic	2	OCD	November 9, 2012 ✓ November 8, 2013
17	Recreation & Leisure Services	2	OCD	March 28, 2013
18	Social Service Worker	2	OCD	
19	Spa Management			
School of Environmental and Natural Resource Sciences				
1	Applied and Community-Based Research	New		November 27, 2013
2	Arboriculture	1	OCC	April 12, 2013 10:00 a.m. – 3:00 p.m., Room 252
	Urban Forestry	1	OCC	
3	Earth Resources Technician	2	OCD	November 9, 2012 ✓ Yet TBD for 2013
4	Ecological Restoration – Joint Degree/Diploma	4	OCD Honours Bachelor'	
5	Ecosystem Management Technician	2	OCD	
	Ecosystem Management Technology	3	OCAD	
6	Environmental Technician	2	OCD	
	Environmental Technology	3	OCAD	
7	Environmental Visual Communications	New		September 2013
8	Fish & Wildlife Technician	2	OCD	October 26, 2012 March 21, 2013
	Fish & Wildlife Technology	3	OCAD	

Notes: OCC= Ontario College Certificate; OCD = Ontario College Diploma; OCAD = Ontario College Advanced Diploma; OCGC – Ontario College Graduate Certificate; B = Bachelor's Degree
✓ meeting held as scheduled; ~~date~~ scheduled meeting cancelled

	Program Name	Length (Yrs)	Credential See footnote	Meeting Details (date, time, location, etc.)
9	Forestry Technician	2	OCD	February 21, 2013 10:00 a.m. – 3:00 p.m., Room 252
10	Geographic Information Systems – Cartographic Specialist	1	OCGC	November 8, 2012 ✓
	Geographical Information Systems – Applications Specialist	1	OCGC	May 8, 2013 1:00 p.m. – 4:00 p.m., Room 252
11	Geomatics Technician	2	OCD	Yet TBD for 2013
12	Electrical Power Generation Technician	2	OCD	October 2013; Time and Room TBD (to be combined with Heavy Equipment Techniques)
	Heavy Equipment Operator – NEW Standalone from HET and EPG	1	OCC	March 20, 2013, 3:30 – 6:30pm, Room 506
	Heavy Equipment Techniques	1.5	OCC	October 25, 2012 ✓ October 2013; Time and Room TBD (to be combined with Electrical Power Generation Technician)
13	Conservation & Environmental Law Enforcement	1	OCGC	January 29, 2013 TBD for 2014
14	Outdoor Adventure Skills	1	OCC	April 11, 2013 2:00 p.m. – 5:00 p.m., Room 339
15	Resources Drilling & Blasting Technician	2	OCD	February 13, 2013 April 11, 2013 9:00 a.m. – 2:00 p.m., Room 252
16	Blasting Techniques	1	OCC	January 14, 2013 March 21, 2013 10:00 a.m. – 3:00 p.m., Room TBD
17	Sustainable Agriculture	1	OCGC	November 1, 2012 ✓ October 2013 Time and Room TBD

School of General Arts and Sciences

1	General Arts and Science	1	OCC	November 8
	General Arts and Science – Environmental and Natural Resource Science Option	1	OCC	
	General Arts and Science – Health Science Option	1	OCC	
	General Arts and Science – University Transfer	1	OCC	

Notes: OCC= Ontario College Certificate; OCD = Ontario College Diploma; OCAD = Ontario College Advanced Diploma; OCGC – Ontario College Graduate Certificate; B = Bachelor's Degree
✓ meeting held as scheduled; date scheduled meeting cancelled

	Program Name	Length (Yrs)	Credential See footnote	Meeting Details (date, time, location, etc.)
	General Arts & Science – University Science Preparation	1	OCC	
	Preparatory Health Science	1	OCC	
2	Community Integration through Co-operative Education (CICE)	2	OCC	November 2012
Haliburton School of The Arts				
1	Expressive Arts	1	OCGC	March 8, 2013 10am – 2pm, Room 7A
2	Artist Blacksmith	1	OCC	
	Ceramics	1	OCC	
	Drawing & Painting	1	OCC	
	Fibre Arts	1	OCC	
	Glassblowing	1	OCC	
	Jewellery Essentials	1	OCC	
	Photo Arts	1	OCC	
	Sculpture	1	OCC	
	Visual & Creative Arts	2	OCD	
3	Sustainable Building Design and Construction	1	OCC	
	Sustainable Renovations	2	OCC	
4	Collections Conservation and Management	2	OCD	

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✓ meeting held as scheduled; ~~date~~ scheduled meeting cancelled

	Program Name	Length (Yrs)	Credential See footnote	Meeting Details (date, time, location, etc.)
	Museum Management and Curatorship	1	OCGC	
School of Justice and Business Studies				
<i>Business and Hospitality Cluster</i>				
1	Business	2	OCD	December 17, 2012
	Business Administration	3	OCAD	
2	Business Administration - Accounting	3	OCAD	
3	Business Administration – Human Resources Management	3	OCAD	November 30, 2012
4	Business Administration - Marketing	3	OCAD	
5	Chef Training	1	OCC	November 30, 2012
	Culinary Management	2	OCD	
6	Event Management	1	OCGC	Intake Suspended - September 2012
7	Hospitality Administration – Hotel & Resort	3	OCAD	December 18, 2012
8	International Trade	3	OCAD	
9	Office Administration – General	1	OCC	
	Office Administration – Executive	2	OCD	
10	Sporting Goods Business	2	OCD	December 3, 2012
11	Tourism and Travel	2	OCD	

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✓ meeting held as scheduled; ~~date~~ scheduled meeting cancelled

	Program Name	Length (Yrs)	Credential See footnote	Meeting Details (date, time, location, etc.)
Law and Justice Cluster				
12	Biotechnology Technologist – Forensics	3	OCAD	
13	Community and Justice Services	2	OCD	March 26, 2013 10am – 12pm, Room 5920
14	Computer Security and Investigations	3	OCAD	
15	Emergency Management	1	OCGC	April 11, 2013 10am – 1pm, Fire Hall Annex Building
16	Law Clerk	2	OCD	February 20, 2013 ✓ (with Paralegal) 6 – 8pm, Room 5920
17	Law and Security Administration - Customs Border Services	2	OCD	
18	Law and Security Administration - Security and Risk Management	2	OCD	November 9, 2012
19	Paralegal (formerly Court and Tribunal Agent)	2	OCD	November 27, 2012 February 20, 2013 ✓ (with Law Clerk)
20	Police Foundations	2	OCD	November 23, 2012
21	Pre-Service Firefighter	1	OCC	January 21, 2013 ✓
Trades and Technology				
1	Computer Engineering Technician	2	OCD	February 27, 2013 12 – 3pm, Room 470H
	Computer Engineering Technology	3	OCAD	
2	Construction Skills	1	OCC	March 7, 2013
3	Carpentry Basic, Intermediate Advanced			
4	Electrical Basic, Intermediate, Advanced			

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✓ meeting held as scheduled; ~~date~~ scheduled meeting cancelled

	Program Name	Length (Yrs)	Credential See footnote	Meeting Details (date, time, location, etc.)
5	Electrical Engineering Technician	2	OCD	
6	Electrical Techniques	1	OCC	
7	Fire Systems Engineering Technician	2	OCD	Intake Suspended – September 2013
8	Heating, Refrigeration & Air Conditioning			February 6, 2013
9	Instrumentation & Control Engineering Technician	2	OCD	February 28, 2013 10 -12pm, Room 515
10	Mechanical Techniques - Plumbing			
11	Plumbing Techniques	1	OCC	September 27, 2012 ✓
12	Welding Techniques	1	OCC	November 23, 2012 January 24, 2012 ✓
13	Wireless Information Networking		OCGC	

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✓ meeting held as scheduled; ~~date~~ scheduled meeting cancelled

REPORT TO THE BOARD OF GOVERNORS

SUBJECT: *Correspondence for February/March 2013*

PRESENTED BY: Governor McLean, Chair – Board of Governors

Background	A report to detail the correspondence received and available for review in the Circulation Binder . By providing the index in advance, Governors are able to flag items they may wish to have discussed or clarified.
Action Required • for Information • for Consultation • for Discussion • for Approval (motion required)	For information.
Prepared by	Board Office

MINISTRY OF TRAINING, COLLEGES & UNIVERSITIES CORRESPONDENCE

Programs Approved for Funding:

- *Studio Process Advancement*, Ontario College Graduate Certificate, effective May 2013

COLLEGE SYSTEM CORRESPONDENCE

COLLEGES ONTARIO

The College Dispatch

- March 4, 2013 issue

ASSOCIATION OF CANADIAN COMMUNITY COLLEGES

Inside ACCC: President's Update

- February 15, March 1 and March 18, 2013 issues

ACCC News Release

- March 6, 2013: College Applied Research Investments Top \$217 Million, Delivering Results for Small and Medium Sized Businesses

FLEMING IN THE NEWS

- *Great Fleming Grads*, from the February 27 issue of Peterborough This Week
- Peterbio: Kerri Davies, from the March 20, 2013 issue of Peterborough This Week

PROGRAM ADVISORY COMMITTEE MINUTES

- Pre-service Firefighter Education & Training (January 21, 2013)
- Law Clerk/Paralegal Programs (February 20)

REPORT TO THE BOARD OF GOVERNORS

SUBJECT: *Cobourg Campus Update*

PRESENTED BY: Ms. Clifford, Manager – Cobourg Campus

Background	A report to inform the Board of Governors of the activities of the Cobourg Campus since the last Campus Update (March 28, 2012).
Action Required • for Information • for Consultation • for Discussion • for Approval (motion required)	For information.
Prepared by	Manager, Cobourg Campus

Achieving Excellence in Student Learning

Esthetician Program

- We had 33 students enrol for the fall semester in 2012 which was up from 20 in fall of 2011.
- We continue to offer and partner with the Lakelands District School Board for Dual Credit through our Frost Campus. This dual credit partnership for related courses is on-going in both Bowmanville and Peterborough as well. These dual credit initiatives we hope will continue to build pathways for students interested in our Esthetician Program.

Academic Upgrading Program

- The funding that has been provided for Upgrading has not substantially changed in the past three years.
- Upgrading continues to operate at a level consistent with previous years at the Cobourg Campus, there have been no significant changes in the overall enrolment.

Providing Superior Services and Facilities

- Providing assessment services on employment needs, as is the case with Weetabix, continues. This involves potential employee applicant process assessment.
- Provided expert facilitation advice and services to the Weetabix union-management committee.
- We continue to provide enhanced student experience with annual Spirit Day competition.
- Received positive feedback from students regarding the renovations and upgrades to reception area.

Leading in Sustainability

- The Green Business Management Post-Graduate program was offered in 2012-13. Workshops are also being developed for the manufacturing sector, focused on lean and green value streaming.
- Both the PEAK leadership program and the newly-developed Manufacturing Operations training program have sustainability principles embedded as a core component in their curricula

Growing with Positive Results

- Approximately 400 students attended part-time studies on campus in 2012-13, resulting in 8,757 student contact hours, down 53% from the 18,639 student contact hours in 2011-12.

- A total of 393 area employees participated in customized training programs this year across thirty four regional employer organizations.
- The Manufacturing Operations training program for Weetabix is expected to train 30 local employees for 2013.
- The PEAK Leadership program has a cohort of 17 from the local manufacturing sector with significant interest from other organizations. A second cohort is expected shortly. Two cohorts of this program are also currently running in Peterborough.
- Delivered customer service training to 54 individuals in the Municipality of Port Hope.

Building Community Success

- Dean Jim Drennan was one of the keynote speakers at the launch of the Cobourg Downtown Business Revitalization Plan.
- Key sponsor of the Northumberland Manufacturers Association (NMA) Conference and recommended the keynote speaker resulting in record attendance.
- Campus Manager continues to Chair the Board of IdeaHub Business Incubator, which is now home to 15 new start-up companies.
- Campus Manager continues to be a member of both the Business Success Advisory Board and the Mayor's Economic Development Committee.
- Currently in discussion with the Northumberland Manufacturers Association (NMA) to deliver modules of the Manufacturing Operations training program to their membership.
- A proposal for on-site delivery of the Welding Techniques Certificate, in partnership with Alderville First Nations, has been submitted and is in the final stages of approval.
- Northumberland Community Futures continues to support training proposals with financial incentives.
- Ste. Anne's Spa continues to support the Esthetician program by sponsoring student awards, sponsoring an annual student-developed treatment contest, and hiring our graduates each year.
-

Developing the Fleming Working Environment

- Held 2nd annual Cobourg Campus student "Celebration of Achievement".
- Celebrated 4th Annual Campus Spirit Day event.
- Raised \$1900 in partnership with Northumberland United Way, Community Living-Quinte West and the Northumberland Help Centre.

REPORT TO THE BOARD OF GOVERNORS

SUBJECT: *College Activity*

PRESENTED BY: Dr. Tilly, President

Background	A report to inform the Board of Governors and the community on the College's activities between February 21 and March 20, 2013.
Action Required • for Information • for Consultation • for Discussion • for Approval (motion required)	For Information.
Prepared by	Board Office

Academic

- A group of Tourism and Travel students will be traveling to Jamaica as part of their week-long *Study Abroad Field Experience (SAFE)* in April. SAFE partners with Hanover Charities to encompass interpersonal time with the local community, a chance for students to step away from the mass tourism resort to see the real Jamaica and local culture. Nine Fleming College students participated in the 33rd annual Polar Plunge; they also held an recent event at Boston Pizza. The students are also collecting elastic-waist shorts, T-shirts, washable markers, soap and toys to pack in their suitcases for donation when they arrive in Jamaica.
- An innovative *partnership with EnviroScience Inc.*, an Ohio-based consulting company, was formalized in a signing ceremony at the Frost Campus on March 19. The partners will work together to culture the native milfoil weevil in an attempt to biologically control the spread of the Eurasian watermilfoil found throughout the Great Lakes basin. Culturing facilities will be set up at the Frost Campus this summer and Fleming students will have the opportunity to engage in applied research activities related to their program.
- The 6th annual EcoHealth Conference, *Feeding Our Future*, hosted by the 3rd year Ecosystem Management Technology students, will take place on Thursday, April 11; the purpose of the conference is to promote sustainable agriculture for global change. Workshops will run from 1:00 to 5:00 p.m and there will be a farmers market and info booths from 4:30 to 6:00 p.m., with the keynote speakers starting at 6:00 p.m.
- Students in the *Pharmacy Technician* program celebrated Pharmacist Awareness Month with health information displays and free health checks for the College Community and general public, at the Sutherland Campus, March 5 through 7. Pharmacy Technicians are an essential part of a health care team, providing services related to preparing, labelling and providing medications, interacting with patients and health care providers, medical device training, managing inventories, and assisting in the provision of pharmaceutical care and pharmacy services.

Finance and Administration

Safety and Security

- Students and staff were reminded of the 24/7 services provided by Campus Security Patrols at both the Frost and Sutherland Campuses: safety phones located in every classroom and the hallways, a safe walk service, a battery booster pack, and self-defence courses. The College has also partnered with the Peterborough Lakefield Community Police service to provide the "My Beat" text message alert system.

Human Resources

Recruitment and Selection

For the February 14, 2013 – March 20, 2013 timeframe, the College posted 7 positions (a combination of permanent and temporary positions): 5 Support, 0 Academic and 2 Administrative.

- The College hired no *new permanent (full-time) staff*.
- The College hired no *new permanent (regular part-time) staff*.
- There were no *internal full-time transfers*.
- There were 3 *temporary full-time assignments*: 2 Support, 0 Academic, 1 Administrative.
- There was 1 Support Staff *resignation and/or termination*.
- There was 1 Academic *retirement*.
- There was 1 *leave*: Support (maternity).
- There was 1 *return from leave*: Administrative (maternity).

Recognition

- Congratulations to the following employees who achieve significant *service milestones* in the month of March:
 - 10 years: Jeffery Bartley, Nancy Fox, Stephen Reid
 - 25 years: Paul Atkinson, Mary Ann Meldrum
 - 35 years: Debbie Whalen

With Sadness

- John “Jack” Clancey, a retired Fleming professor who taught carpentry at the College from 1972 to 1996, passed away on March 12, 2013.
- Graham Dean, a former staff member who worked for many years in the Shipping/Receiving and Duplicating departments, passed away on March 5, 2013.

Student Services

Student Life

- *2013 Welcome Days* will be during the week of July 15 to 19, 2013 (Sutherland Campus, Monday/Wednesday/Friday and Frost Campus, Monday/Friday). This is the initial transitional support program for new Fleming students, providing the opportunity to “Get a Jump on September”.
- A new service of the Diversity Office is *The Diversity Network*, an open forum (aka blog) for Fleming employees interested in promoting diversity, equity, accessibility and inclusion at Fleming College. Network members share information and give feedback so that college planning is better informed about barriers to inclusion for students and employees.
- *Aboriginal Awareness Day* took place at the Sutherland Campus during the afternoon of March 12.

Student Government

- A Transportation Committee, under the leadership of the Student Administrative Council (SAC), is looking at *potential changes to the current transportation options at Fleming College*. Students and staff have been invited to participate in a survey designed to gather information about all types of transportation – walking, biking, bussing and driving. The data gathered will assist with long-term transportation planning.

Advancement and Alumni Relations

- The Live Art Here fundraiser is a full day of immersion in the arts taking place on Saturday, April 27 at the Haliburton Campus. Space is limited; for more information or to reserve a space (the cost is \$150), please call 1-866-353-6464 ext 1664.

- To celebrate graduate success, the Alumni Relations Office is accepting nominations (until May 7) for the prestigious *2013 Premier's Awards* for outstanding college graduates. Nominees must demonstrate outstanding achievements related to their college experience as well as significant contribution to their community. Any graduate of a Fleming College program may be nominated. For more details, please contact the Alumni Officer at paulaw@flemingc.on.ca

Marketing, Communications and Liaison

- Launched the post-graduate program campaign – print, web and social media – targeting university students at 10 Ontario universities.
- Recruiting promotions in Lansdowne Place and the Oshawa Centre.
- Special recruiting sessions for mature students.

Presentations and Events

- Open House advertising has begun across the extended catchment area and into the eastern GIA. Fleming's *Open House* for prospective students, families and friends takes place Saturday, April 6 at all campus locations. Check out the clip on Facebook:
<http://www.facebook.com/photo.php?v=10152155935241996>

Media Stories

- A free screening of the documentary, *Switch*, will be part of the Earth Hour celebrations happening at the Frost Campus on Saturday, March 23. The film, a full-length documentary, aims to promote a conversation around energy conservation and efficiency. It will be shown just prior to Earth Hour, at 6:30 p.m. in Room 250. At 8:30 p.m. the lights will go out and a variety of entertainment has been planned for guests to enjoy during Earth Hour.
- Fleming students are trying to win the *Blood 101: Students Saving Lives donor challenge* by competing against other universities, colleges and technical campuses to see which school can bring in the most donors. Blood donated from January 7 to March 31 can be included in the tally.

REPORT TO THE BOARD OF GOVERNORS

SUBJECT: *Kawartha Trades and Technology Centre – Construction Project Update*
PRESENTED BY: Mr. Baker, Vice-President Finance and Administration

Background <ul style="list-style-type: none"> • Purpose of this report/request • History • Other relevant information 	A report to inform the Board of Governors on the progress of the construction of the Kawartha Trades and Technology Centre. A monthly update is provided to the Finance and Property Committee.
Action Required <ul style="list-style-type: none"> • for Information • for Consultation and/or Discussion • for Approval (include motion) 	For information
Prepared by	Office of the Vice-President Finance and Facilities

Highlights:

- Project is on track for classes commencing in September 2014.
- The project is on time and on budget.

KTTC Update 11 March 2013

Progress to date
Construction site

Contracted Substantial Performance Date 3 March 2014

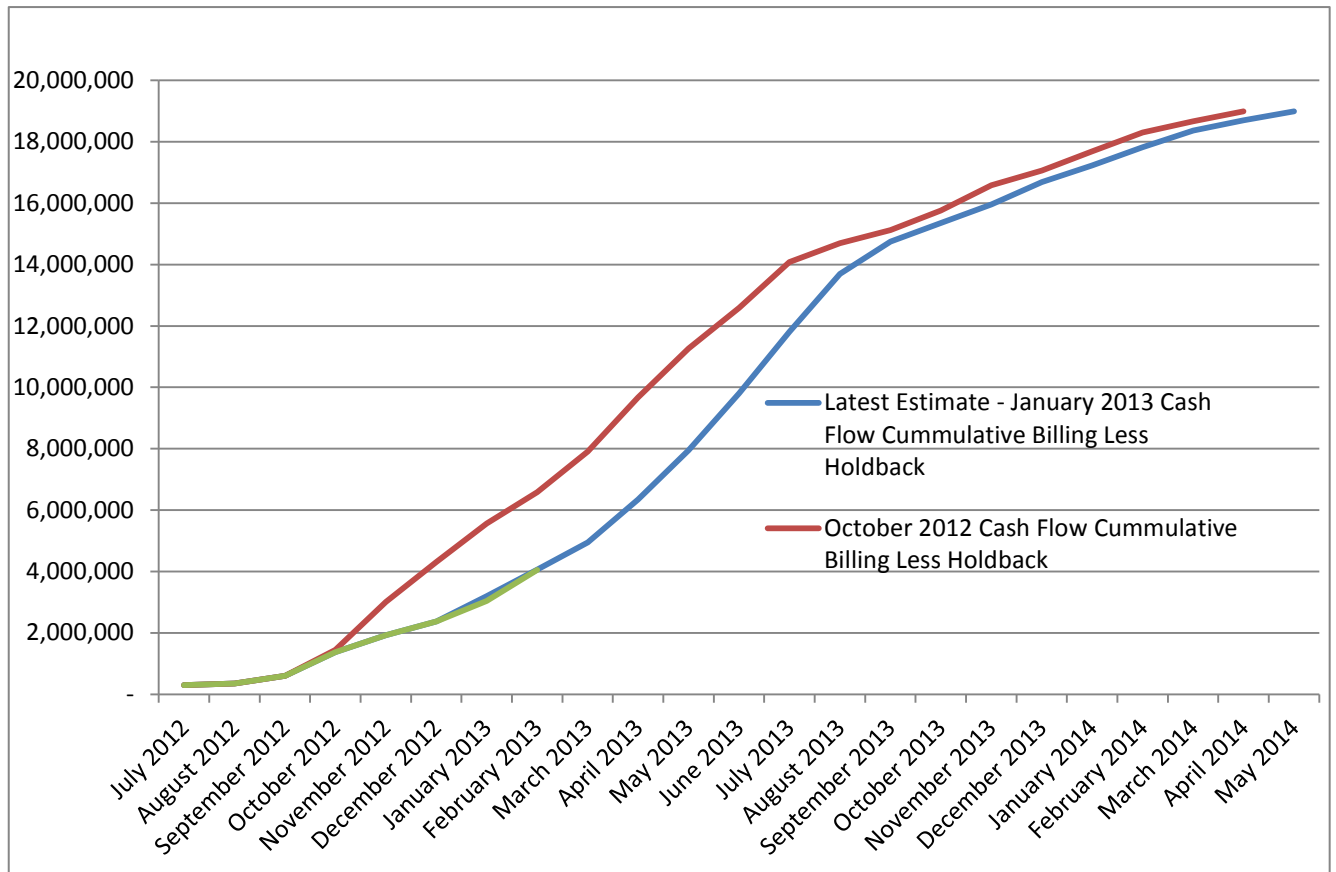
Item	% complete last report (6 Feb 2013)	% complete This report	Projected completion date this report	Projected completion date last report
Project Schedule	8	9	14 May 2014	14 May 2014
Percentage of change order/ contingency expended	7.94	9.81		
Main Building	8	9	6 May 2014	6 May 2014
Building Structure (foundations, slab, floors, framing etc)	45	54	11 July 2013	11 July 2013
Building Envelope (cement fibre panels, cladding, glazing, roofing, skylights etc)	0	0	16 Sept 2013	16 Sept 2013
Interior Wall Construction	0	0	24 Dec 2013	24 Dec 2013
Finishes	0	0	7 Apr 2014	7 Apr 2014
Fittings (millwork)	0	0	31 Mar 2014	31 Mar 2014
Electrical	0	0	7 Apr 2014	7 Apr 2014
Fire Alarm	0	0	10 Mar 2014	10 Mar 2014
Mechanical (Plumbing)	0	0	31 Mar 2014	31 Mar 2014
Mechanical (HVAC)	0	0	7 Apr 2014	7 Apr 2014
Sprinkler and Fire Protection	0	0	7 Apr 2014	7 Apr 2014
Exterior work and landscaping	0	0	14 May 2014	14 May 2014
Occupation Permit (substantial Performance)			7 April 2014	7 April 2014

Internal Planning

Item	% complete last report	% complete this report	Projected completion date	Projected completion date last report
Room allocations and space planning	90	95	15 Mar 2013	30 Jan 2013
Equipment lists	55	65	15 March	28 Feb 2013
Furniture lists	0	0	1 Apr 2013	1 Apr 2013
Computer layout and rack design	0	0	1 June 2013	1 June 2013
Course Scheduling	0	0	28 Feb 2014	28 Feb 2014
LEAN design	0	0	1 Jan 2014	1 Jan 2014
LEED Gold Standard	10	10	7 Apr 2014	7 Apr 2014
Signage	0	5	1 Jan 2014	1 Jan 2014
Move Planning	0	2	1 Mar 2014	1 Mar 2014

Risks

- The final floor plans for the HRAC area are not completed and may interfere with the rebar layouts.
Solution: Architects have set this as a priority in order to minimize the impact on the schedule.
- The architects have agreed to pay for the redesign of the HRAC area and the Welding area. The College is not at fault for this error; however, it is likely that the Architects and the Engineers will try to allocate blame to the College. Their argument will be that the College never provide adequate equipment lists to the engineers at the time of design. The cost of the construction changes will be related to a modification to the existing construction plans as well as a potential delay in the schedule. The modifications are substantial and require a great deal of coordination between the architects, structural engineers, mechanical and electrical engineers. The costs are unknown at this time.
Solution: The College will continue to document all correspondence related to this issue in preparation for a defence.



SUBMISSION TO THE BOARD OF GOVERNORS

SUBJECT: *Centre for Alternative Wastewater Treatment (CAWT) – Lab Expansion*
PRESENTED BY: Governor Degeer, Chair – Finance and Property Committee

SOURCE

- Finance and Property Committee, meeting of March 13, 2013

<p>Background</p> <ul style="list-style-type: none"> • Purpose of this report/request • Past history • Other relevant information 	<p>The Centre for Alternative Waste Treatment (CAWT) has received Canada Foundation for Innovation (CFI) funding to support the expansion of the existing CAWT lab.</p>
<p>Action Required</p> <ul style="list-style-type: none"> • for Information • for Consultation • for Discussion • for Approval (motion required) 	<p>For Approval.</p> <p>THAT the Board of Governors of Sir Sandford Fleming College award the Centre for Alternative Wastewater Treatment Lab Expansion to <i>Twin Contracting</i> of Richmond Hill, ON for the amount of \$766,600.00 plus HST.</p>
<p>Considerations, Impacts and Options</p> <ul style="list-style-type: none"> • pros and cons • risks 	<p>As part of the project, an architect (Perkins+Will Canada) was engaged to conduct the architectural and engineering redesign activities; manage the pre-qualification process of General, Mechanical and Electrical contractors; conduct the tendering process; and provide contract administration during construction.</p> <p>The pre-qualification of General, Mechanical and Electrical contractors yielded 10 pre-qualified General Contractors; 3 pre-qualified Electrical Contractors; and 4 pre-qualified Mechanical Contractors. Pre-qualification submissions were evaluated based on Company Experience, Personnel Experience, References, Health & Safety, Volume of Work, and Quality of Submission.</p> <p>The Construction Tender closed on Tuesday, February 26, 2013 and seven compliant bids were received.</p>
<p>Financial Implications</p> <ul style="list-style-type: none"> • staff, facilities, equipment • impact on budget 	<p>As requested by the College, General Contractors provided Alternate Prices on six items along with their base bid. It is recommended by the architect that the College accept Alternate Price No. 6, to provide emergency power supply feeders and panels in order to include emergency power for the new exhaust fan and make-up air unit. The cost of Alternate Price No. 6 is \$8,600.00.</p> <p>The total cost of the award is \$766,600.00 plus HST (base bid of \$758,000 plus Alternate Price No. 6 in the amount of \$8,600.00).</p>
<p>Prepared by</p>	<p>Office of the Vice-President Finance and Administration</p>

SUBMISSION TO THE BOARD OF GOVERNORS

SUBJECT: *Fleming College Expenses Directive*

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

SOURCE

- Broader Public Sector Accountability Act, 2010
- Broader Public Sector Expenses Directive, Effective April 1, 2011
- College Policy #4-414, ***Travel and Related Expenses***, approved May 25, 2011 #3 and related Fleming College Expenses Directive, April 2011
- Finance and Property Committee, meeting of March 13, 2013

<p>Background</p> <ul style="list-style-type: none"> • purpose of this report/request • past history • other relevant information 	<p>Effective April 1, 2011 the College was required to adhere to the Broader Public Sector (BPS) Expense Directives. At that time, the Fleming College Expenses Directive, April 2011 was developed and the Travel and Related Expenses policy (#4-414) was revised.</p> <p>A review of the Fleming College Expenses Directive, April 2011 has been undertaken. Consideration was given to the experience gained over the past two years, benchmarking of meal rates at other Colleges, as well as the BPS Accountability Act 2010 (which provides Management Board of Cabinet the authority to issue directives requiring BPS organizations to establish expense rules); the BPS Expenses Directive dated April 1, 2011 (which sets out the requirements for BPS organizations as they develop their rules; it also encourages BPS organizations to review the OPS Travel, Meal and Hospitality Expenses directive as they develop their rules, but colleges are not required to comply with the OPS directive); and Colleges Ontario’s Template <i>College Travel and Hospitality Policy</i>.</p> <p>As a result of the review, changes to Fleming’s Directive are recommended. The following are the most significant changes:</p> <ul style="list-style-type: none"> • meal reimbursement • retirement receptions held at the College • clarification of the Claimant, Approver and Finance roles <p>The reimbursement rates for kilometres are based on the collective agreements and terms and conditions of employment currently in force. This Directive does not prevail over collective agreements or terms and conditions of employment, therefore, the reimbursement rates have not been modified.</p>
<p>Action Required</p> <ul style="list-style-type: none"> • for information • for consultation and/or discussion • for approval (motion required) 	<p>For Approval.</p> <p>THAT the Board of Governors of Sir Sandford Fleming College adopt the meal expense reimbursement framework included in the Treasury Board of Canada Travel Directive, for implementation April 1, 2013.</p>
<p>Considerations, Impacts and Options</p> <ul style="list-style-type: none"> • pros and cons • risks 	<p>The April 2011 Fleming Directive uses the Ontario Public Services (OPS) meal rate maximums for travel within Canada at \$8.75 for breakfast, \$11.25 for lunch, and \$20.00 for dinner. Working within the parameters of the BPS Expense Directive, many colleges and other BPS organizations have adopted the meal expense reimbursement framework included in the Treasury Board of Canada Travel Directive.</p>

	<p>The Treasury Board of Canada's rates are reviewed and reset every six months and, therefore, reflect a reasonable cost of meals while travelling. The rates effective April 1, 2013 are \$15.65 for breakfast, \$15.15 for lunch and \$41.75 for dinner.</p> <p>Further clarification has been added to the roles and responsibilities of the Fleming Directive to ensure compliance with the BPS Expense Directive.</p>
<p>Financial Implications</p> <ul style="list-style-type: none"> • staff, facilities, equipment • impact on budget 	<p>The changes in the Expenses Directive are expected to have a financial impact of approximately \$20,000 annually.</p>
<p>Prepared by</p>	<p>Office of the Vice-President Finance and Administration</p>

**REPORT TO THE BOARD OF GOVERNORS**

SUBJECT: *Chair's Report*

PRESENTED BY: Governor McLean, Board Chair

ACTION: For Information

Board Professional Development

- Colleges Ontario and the College Employer Council have organized a risk management symposium, part of the program for college boards and board staff offered through the *College Centre of Board Excellence*. Five representatives from Fleming's Board have been registered for the April 23 event taking place in Toronto.

Strategic Planning

- A reminder that the *April Board meeting* will be held one week later – May 1 – to allow sufficient time for preparation and presentation of the upcoming budget.

Board Recruitment

- Two governor terms will end August 31, 2014; while this is more than a year away, submissions must be to the Ministry by mid-December 2013 as both positions are Order in Council appointments. The first step in the process for seeking candidates for appointment to the Fleming College Board of Governors is to identify any gaps in skills or expertise that will complement Fleming's priorities and strategic direction.
- A call for nominations seeking representation from the *student constituency* for a one-year term commencing September 1, 2013 will be reissued.

Celebrating Our Students

- A reminder that the Alumni Relations Office is accepting nominations for the *2013 Premier's Awards*. If you know a deserving Fleming College graduate, please advise the Alumni Officer.

Opportunities for Governors

- The 4th semester Culinary and Hotel & Restaurant Management students have created a new menu to showcase their culinary skills. Through to April 11, *Fulford's will be open for lunch service* only Tuesdays, Wednesdays and Thursdays, 11:30 a.m. to 1:00 p.m. To make a reservation, please phone 705-749-5520 ext 1487 or email fulfords@flemingc.on.ca
- The most important event in the College year is fast approaching! Information on *Convocation 2013* is attached. Governor attendance is always appreciated by the graduates and their families; please let the Board Office know as soon as possible if you are able to participate in any ceremony.
- Governors received an invitation to attend the *Community Innovation Forum* featuring the applied projects of Fleming College and Trent University students. The Knowledge and Talent in Action Showcase takes place on Thursday, April 4, 2013 at the Peterborough Golf & Country Club (1030 Armour Road). Projects may be viewed between 12:30 and 5 p.m. For more information, please visit www.communityinnovation.ca.

CONVOCATION 2013 Sir Sandford Fleming College

HALIBURTON CEREMONY

Friday, May 31, 2013 at 2:00 p.m. at the Haliburton Campus

FROST CAMPUS CEREMONY

Friday, June 7, 2013 at 2:00 p.m. at the Lindsay Recreation Complex

School of Environmental and Natural Resource Sciences plus Social Service Worker, Early Childhood Education, Personal Support Worker, General Arts and Science-Environmental and Natural Resource Studies

SUTHERLAND CAMPUS CEREMONIES

All take place in Peterborough at the Peterborough Sport and Wellness Centre located at 775 Brealey Drive

Tuesday, June 11 at 10:00 a.m.

School of Justice and Business Studies

Computer Security and Investigations, Police Foundations, Emergency Management, Community and Justice Services, Pre-Service Firefighter Education and Training

Tuesday, June 11 at 2:00 p.m.

School of Justice and Business Studies

Biotechnology Technologist – Forensics; Security and Risk Management, Customs Border Services, Law Clerk, Paralegal

Wednesday, June 12 at 10:00 a.m.

School of Trades and Technology

Construction Skills, Electrical Techniques, Electrical Engineering Technician, Heating, Refrigeration and Air Conditioning, Plumbing Techniques, Welding Techniques, Fire Systems Engineering Technician, Instrumentation and Control Engineering Technician, Electrician Apprentice, Carpenter Apprentice, Computer Engineering Technician and Technology

School of General Arts and Sciences

General Arts and Science Programs, Preparatory Health Science, Community Integration Through Co-operative Education

Wednesday, June 12 at 2:00 p.m.

School of Justice and Business Studies

Business Administration Programs, Business, Chef Training, Culinary Management, Cook Apprentice, Event Management, Hospitality Administration, Hotel & Resort Management, International Business Management, International Trade, Office Administration, Project Management, Sporting Goods Business, Tourism and Travel, Internet Applications and Web Development, Internet Applications and Web Development Fundamentals, Wireless Information Networking

Thursday, June 13 at 10:00 a.m.

School of Community Development and Health

Practical Nursing, Personal Support Worker, Massage Therapy, Drug and Alcohol Counsellor, Esthetician

Arts and Heritage, Haliburton School of The Arts

Collections Conservation and Management, Museum Management and Curatorship

Thursday, June 13 at 2:00 p.m.

School of Community Development and Health

Fitness and Health Promotion, Health Information Management, Paramedic, Pharmacy Technician, Occupational Therapist Assistant and Physiotherapist Assistant, Early Childhood Education, Educational Assistant, Recreation and Leisure Services, Social Service Worker

REPORT TO THE BOARD OF GOVERNORS

SUBJECT: *President's Report*

PRESENTED BY: Dr. Tilly, President

ACTION: For Information

Ministry of Training, Colleges and Universities

- The Minister has approved a new multi-year commitment for *Aboriginal postsecondary education and training*. We expect the guidelines to be distributed shortly. Two types of activities will be funded: Student Success Funds for student services and other activities that were funded through previous multi-year Action Plans, and a competitive Targeted Initiatives Fund (TIF) for time-limited, innovative or pilot initiatives.

Colleges Ontario

- The Committee of Presidents (COP) met on March 25. A summary of the meeting is attached.

Within the System

- Cindy Hazell, professor emeritus and former vice president academic at Seneca College, and Richard Dicerni, former deputy minister of Industry Canada, have joined the Board of Directors of the *Higher Education Quality Council of Ontario* (HEQCO). Both were appointed for one-year terms effective January 23, 2013.
- Fleming College will release its Public Sector Salary information for 2012 later this week.
- Fifty years ago, on March 21, 1963, the Premier of Ontario, John Robarts, announced a plan that shaped Ontario's higher education system. David Trick's observations on this topic are posted on the HEQCO website; a copy is attached.

Association of Canadian Community Colleges

- I am a member of the ACCC Board and was in Ottawa for the Board meeting on March 14. This was followed by a full day of interviews on March 15 to select a CEO for the organization.
- A new study confirms a record number of applied research partnerships between colleges and private companies or community organizations in 2011-2012. More than 24,000 college students and 1,700 faculty and staff collaborated with 4,586 companies across 524 research areas – and 64% of college partnerships supported small- and medium-sized enterprises (SME). At Fleming College, the Centre for alternative Wastewater Treatment, located at the Frost Campus in Lindsay, is currently collaborating with more than 50 Canadian companies, 14 universities and numerous government departments on research and development, commercialization, demonstration, and technology verification projects.

Federal and Provincial Budgets

- The 2013 Federal Budget was released on March 21, and Fleming College was identified as one of the College and Community Innovation Program Success Stories: *Fleming College has increased the capacity of its Centre for Alternative Wastewater Treatment in Lindsay, Ontario, to develop, apply and commercialize new technologies. The applied research capacity of the college will be integrated in student curricula to involve students in research, learning and training. In 2011-12 the Centre pursued research activities with over 15 firms in the natural resources, instrumentation, clean technology and consulting sectors.*

- Provincially, I will be making a submission and participating in one of the pre-budget consultations with Minister Sousa on April 4.

In the Community

- Welcomed participants and provided greetings at the Innovation Information Forum which was held at the Sutherland Campus on February 28.
- Manufacturing visit at General Electric on March 11.
- Speaker at the East Peterborough Lions Club on March 18.
- Brunch on March 21 with two Frost students – Hayden Wilson and Carlos Reddecop – recipients of Garfield Weston Scholarships.
- On March 21, welcomed executives from Nortrax at an event at the Sutherland Campus. Nortrax has donated \$6,000 for the upcoming student-led basketball tournament which will be held at the Peterborough Sport and Wellness Centre on April 6.
- Speaker at the March 26 Northumberland County Economic Development breakfast.
- Signed a Memorandum of Understanding to launch a new partnership between the School of Environmental and Natural Resource Sciences and Atomic Energy of Canada Limited through the Port Hope Area Initiative; this event was held earlier today, March 26.

March 26, 2013

**Summary of Committee of Presidents' meeting
March 25, 2013**

Decision items:

Call for a distinct tuition framework for colleges

The Committee of Presidents have sent a letter signed by all members to Training, Colleges and Universities Minister Brad Duguid that calls for the province to develop a distinct tuition policy for colleges.

The presidents are also calling for government to allow colleges to use up to 20 per cent of the tuition set-aside to meet institutional needs in the short-term, with a longer-term recommendation that the tuition set-aside should be eliminated.

The provincial government is expected to announce its tuition fee policy for colleges and universities within the next few days. Minister Duguid has said in press reports that he doesn't favour allowing college and university tuition fees to increase by as much as five per cent, as has been the case in recent years.

As part of the COP meeting, the presidents discussed the issue with Training, Colleges and Universities Deputy Minister Deborah Newman and ministry officials.

Mohawk College president Rob MacIsaac, the chair of COP, said colleges are frustrated with the fact the tuition policy for colleges is based on issues in the university sector. While universities have high tuition levels, typical tuition fees at Ontario's colleges are among the lowest in the country.

MacIsaac said when the province announces a uniform percentage increase for the sector, it actually means universities are allowed to implement bigger fee increases than colleges (since the universities' starting number is larger). He said the tuition policy for colleges should be based on the reality of colleges' costs and revenues.

Space standards project

The presidents approved a recommendation to submit to government a report by Educational Consulting Services (ECS) on the space requirements at Ontario's colleges. The report shows there is a lack of physical space at colleges. The report will be used by individual colleges to help with their planning. It will also be used by the sector as part of the advocacy effort to pursue funding for capital improvements.

Update on CONNECT

Humber College president Chris Whitaker, the chair of the board of CONNECT, updated presidents on the steps being taken to change the sector's approach to pursuing contract-training arrangements with businesses, government and others.

The presidents voted in January to take a new, more streamlined, approach to pursue contract training opportunities at the regional or provincial level. This includes winding down the current CONNECT Strategic Alliances model.

Whitaker spoke to presidents about the work being done to ensure that existing contracts are fulfilled. He also spoke about the fact that CONNECT acquired a vendor of record status with the Ontario government.

Because the colleges' vendor of record status is represented by CONNECT, the presidents voted to maintain the CONNECT corporation for the 2013-14 fiscal year and re-evaluate the issue again in January 2014. Presidents also directed Colleges Ontario to develop a proposed process for responding to requests for services from the government. That process would be approved by COP before CONNECT responds to any requests.

Colleges Ontario budget for 2013-14

The presidents approved Colleges Ontario's operating budget for 2013-14. The budget includes no fee increases for member colleges.

Discussion items:

Meeting with NDP Leader Andrea Horwath

Ontario NDP Leader Andrea Horwath and MPP Teresa Armstrong, the NDP critic for training, colleges and universities, met with presidents to discuss key issues for the sector.

Horwath said the skills mismatch (the growing numbers of people who can't find work, at the same time that many jobs are vacant because employers can't find qualified people) is a key issue in the province. She said New Democrats recognize that colleges will play an essential part in helping Ontario produce a more qualified and highly skilled workforce to address the skills mismatch.

On the issue of college tuition fees, Horwath said she is concerned about rising tuition levels in the province and students' ability to pay for post-secondary education. However, she said the NDP recognizes that measures to restrict increases in tuition have a financial impact on colleges and affects the colleges' ability to do their work.

Horwath, who has a son attending Fanshawe College, said she understands the need to address the cultural bias favouring university over college.

During the discussion with COP, the presidents asked Horwath to consider policy and funding priorities for the sector such as three-year college degrees, the need to improve the credit-transfer system, and the importance of investing in applied research.

Focus group research on college issues

Jaime Watt, the executive chairman of Navigator Ltd., and Navigator researcher Greg MacNeil presented findings from focus group research conducted in January and February on college issues and concerns about the economy.

The focus group testing built on polling research done last year as part of the preparation of the colleges' Empowering Ontario submission to the province calling for improvements to higher education. The focus group testing was conducted in Timmins, Sudbury, Toronto, London and Ottawa, testing groups of parents, teachers and post-secondary graduates. Sessions were held in both English and French.

Watt said people support the important role played by colleges, particularly in this difficult economy, and are protective of the value of the applied learning taught at colleges. The research found there is support for

three-year degree programs at colleges, provided there are assurances that quality will be maintained and if the change supports the mandate and mission of colleges and does not divert from that mandate.

The research will be used to support the sector's advocacy and communications efforts.

Colleges Ontario's key priorities

Colleges Ontario president and CEO Linda Franklin updated presidents on Colleges Ontario's key priorities for the next six months. She said the key priorities were developed looking at what can be accomplished during the current minority government's term at Queen's Park and looking at the focus group research results that were presented to presidents.

The priorities include advocating for a distinct tuition framework for the college sector, continuing to promote the challenge of the skills mismatch and college sector proposals to help Ontario address the challenge (including three-year college degrees and improvements to the credit-transfer system), seeking greater institutional responsibility, and continuing to pursue changes that would allow colleges to offer their own stand-alone nursing degree programs.

New CEO for OCAS

Jordene Lyttle, of the search firm Promeus Inc., and former Fleming College president Brian Desbiens received input from college presidents to help with the search for a new CEO for the Ontario College Application Service (OCAS).

The current CEO, Greg Hughes, is retiring effective August 31. Lyttle said a new CEO should be selected by the end of June.

From the "Its Not Academic" blog on the Higher Education Quality Council of Ontario website

Fifty years ago, on March 21, 1963, Premier John Robarts announced the plan that shaped Ontario's higher education system as we now know it. His statement was delivered as part of routine proceedings in the Legislature, book-ended by statements about LCBO outlets and the Ontario Food Council. He spoke for about an hour. One looks in vain for a good sound bite in his text.

But in a province that is famous for its aversion to system planning, Premier Robarts' statement was as close as the government came to a plan for creating a mass system of higher education. It set out how many baccalaureate spaces Ontario would need and how many universities we would have. It foreshadowed the creation of the colleges. It established wide accessibility to high-quality education as the government's primary objective for higher education. With the benefit of hindsight, we can make a number of observations about how Premier Robarts handled his task.

He set accessibility and quality as complementary goals. Premier Robarts was proud to say that "no student has been turned away from our universities because of lack of accommodation." He also said, "There is little point in obtaining a university degree unless it indicates academic excellence." He saw no need to trade one of these goals against the other. Without naming them, he chastised Queen's and Toronto for trying to become elite universities by requiring "unreasonably high standards of admission." Admission standards, he said, should be "moderate and reasonable and such as to enable the average student to proceed to a degree."

He looked for good advice. No one in 1963 could be sure how big a university system to plan for. Participation rates were rising, and the first baby-boom students were expected to start university in 1965. Premier Robarts said he sought advice from the research department of the Ontario College of Education, government departments, his Advisory Committee on University Affairs and the university presidents. These sources, working in partnership, projected that enrolments would triple to 91,000-100,000 full-time undergraduate students by 1970. The Premier adopted that target. (The actual figure was 105,000.)

He made contingency plans. The Premier freely acknowledged that there was room for error. He provided a contingency fund in case universities needed to rent temporary space. He left the door open to a controversial proposal from Claude Bissell, then-president of the University of Toronto, to use televised instruction if there were not enough professors and classrooms to meet growing student demand.

He knew when to say yes. Since 1956, Robarts and his predecessor, Leslie Frost, had approved the establishment of Lakehead, Laurentian, Waterloo, Windsor and York universities, some from antecedent institutions. Following the advice of the university presidents, Robarts' statement confirmed the creation of three new stand-alone universities (Brock, Guelph and Trent) as well as new "arts colleges" of the University of Toronto in Scarborough and Erindale (now Mississauga). The older universities had mixed feelings about seeing public funds devoted to new competitors. But Premiers Frost and Robarts recognized that the old campuses could never accommodate all of the students who were to come.

He knew when to say no. Having approved these new universities, Premier Robarts announced that "our present plans, as I have set out, call for sufficient universities to meet our needs for, say, the next 15 years." In doing so, he disappointed a number of communities that had joined the queue for new universities. In late 1962 there were still outstanding requests for universities from community groups in North Bay, Sault Ste. Marie, Oshawa, Chatham, Belleville, Barrie, Oakville and Burlington. The Premier also stood firm against the denominational universities (notably Waterloo Lutheran) that hoped he would breach Ontario's century-old policy of providing funding only to universities with

secular governance. It was a tough stand for a government that would soon face an election, but the government was re-elected six months later with an enhanced margin. The moratorium stood until the elevation to university status of Nipissing in 1992 and Ryerson in 1993.

He took things step-by-step. Premier Robarts was notably silent about colleges, with only an oblique reference to the possibility of “arts and other colleges.” The need for a college system was recognized in 1963 by employers, the university presidents and many others, but there were conflicting views about what it should look like. Rather than make a hasty decision, the Premier left the task of designing the colleges to William Davis, his newly appointed minister of education. Mr. Davis's plan to establish the Colleges of Applied Arts and Technology emerged in 1965.

He supported more funding for postsecondary education, but he knew it would never be enough. Premier Robarts announced a three-year guarantee of capital funding and a 54% increase in the universities' operating grants for the following year, to \$70 million. Leader of the Opposition John Wintermeyer immediately criticised him for not providing the \$97 million that was the university presidents' minimum request. Even in the flush years of the 1960s, there was ongoing tension between what universities thought they needed and what the government thought it could afford.

He said nothing about research. Premier Robarts' statement implies the only significant output of the universities was educated young people. The transformative effects of research and development had been widely recognized at least since the Second World War, but universities were not yet seen as central players in knowledge creation. The challenges of how to provide teaching and research in an affordable way were still to come.

All of us who have attended an Ontario university in the past 50 years owe Premier Robarts some thanks. He did not get everything right but he had the courage to begin. He made decisions, provided leadership and made adjustments as circumstances changed. Fifty years on, his example provides lessons for higher education leaders in Ontario and elsewhere.

David Trick is president of David Trick and Associates Inc., consultants in higher education strategy and management.