

**BOARD OF GOVERNORS
PUBLIC MEETING**

Wednesday, March 26, 2014

4:15 p.m.

Frost Boardroom, Room #252

Lindsay, 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 and Action**

1. **Call to Order**

2. **Welcome and Introduction of Guests**

3. **Approval of Agenda**

Pgs 1-2

4. **Conflict of Interest Declaration**

5. Unanimous Consent Agenda

Pgs 3-22

The following items/recommendations have been identified as 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.

ITEMS: *(enclosed)*

- 5.1 minutes of the February 26, 2014 public meeting of the Board of Governors
- 5.2 Activities of the Board Committees for the month of March 2014
- 5.3 Updated 2013-2014 Program Advisory Committee Meeting Schedule and Meeting Summaries
- 5.4 Correspondence for the months of February and March 2014

To approve the minutes and receive the listed items.

10 min **6. Board Education**

Budget Responsibilities and Objectives – Part 2: “Budget Jeopardy”

Guest: Angie Sims, Director of Budget Services

15 min **7. Reports**

7.1 College Activity *(enclosed)*

Pgs 23-25

7.2 From the Board Chair

To be emailed / posted

7.3 From the President

To be emailed / posted

7.4 From the Liaison Governors

- President’s Advisory Council, Open Forum held March 20, 2014

7.5 “Connecting with Our Communities” (a roundtable opportunity for Governors to comment on events they have attended and/or debrief on a recent event)

7.6 Report from the In-Camera Meeting

10 min **8. Business Arising from Previous Meetings**

8.1 KTTC Construction Project Update (*enclosed*)

Pgs 26-27

For information

8.2 Fleming College Strategic Mandate Agreement 2014-2017

To be emailed/posted

To approve the agreement with the Ministry

40 min **9. New Business**

9.1 Partnership Update: Trillium Lakelands District School Board

Guest: Larry Hope, Director of Education

9.2 Tuition Fees (*enclosed*)

Pgs 28-34

To approve the Tuition Fees for 2014-2015

9.3 Compulsory Ancillary Fees (*enclosed*)

Pgs 35-36

To approve the Compulsory Ancillary Fees for 2014-2015

9.4 Student Levied Fees (*enclosed*)

Pgs 37-39

To approve the Student Levied Fees for 2014-2015

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

10 min **11. Private Session**

Members of the Board are reminded of the private session that will take place at the conclusion of the meeting agenda.

12. Adjournment approx. 5:45 p.m.

UNANIMOUS CONSENT AGENDA

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

5.1 the minutes of the February 26, 2014 public meeting of the Board of Governors;

and receive, for information, the

5.2 Report on the Activities of the Board Committees for the month of March 2014;

5.3 Updated 2013-2014 Program Advisory Committee Meeting Schedule and the
Summaries of the *Earth Resources* (January 23, 2014) and *Pre-Service Fire-fighter
Education and Training* (February 19) Program Advisory Committee meetings;

5.4 Correspondence for the months of February and March 2014;

as circulated.

PREPARED BY: Board Office

**BOARD OF GOVERNORS
Public (Open Session) Meeting
Wednesday, February 26, 2014
Scholfield Boardroom, Brealey Room #5920
Peterborough, ON**

Draft Until Approved

MINUTES

Present: Mr. Andrews, Mr. Astell, Mr. Degeer (telephone), Ms. Kerrigan, Ms. Kloosterman, Mr. McLean, Ms. Merrett, Ms. Ross, Ms. Sutcliffe-Geens, and Dr. Tilly for the Board.
Ms. McFadden.

Regrets: Dr. Dockstator, Mr. Krajcar, Ms. Shill, Mr. Stanford, Ms. Watson.

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

Guest: *Item 6* – Ms. Angie Sims, Director of Budget Services.

1. Call to Order

Governor McLean called the meeting to order at 4:42 p.m.

2. Introductions

The Chair extended a warm welcome to the guests and staff attending the meeting; regrets were noted.

3. Agenda

BoG Feb26-2014 #1

Moved and Seconded by Mr. Astell and Ms. Sutcliffe-Geens
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 Feb26-2014 #2

Moved and Seconded by Ms. Merrett and Ms. Kerrigan

THAT the Board of Governors of Sir Sandford Fleming College approve the Consent Agenda for the February 26, 2014 meeting and the minutes of the

- **January 29, 2014 public meeting of the Board of Governors; and**

receive, for information, the

- **Report on the Activities of the Board Committees for the month of February 2014;**
- **Purchase Contracts Awarded for the period October 1, 2013 through January 31, 2014;**

- **Summaries of the *Business Administration – Human Resources Management (November 22, 2013)*; *Culinary (November 27)*; and the *Tourism and Travel (December 6) Program Advisory Committee meetings*; and**
 - **Correspondence for the months of January and February 2014**
- as circulated.

Carried

6. Board Education: Budget Responsibilities and Objectives

The Board welcomed Ms. Sims, Director of Budget Services at Fleming, who provided the Board with an overview of the budget process. The presentation offered the following highlights:

- the budget is built on a series of assumptions that are re-aligned and/or adjusted as matters become known
- Administration brings these assumptions to the Board's attention, for direction
- the 2014-2015 budget will be tight, with little flexibility: two collective agreements expire in August, utility costs are on the rise, deferred maintenance issues
- a Budget Review Committee (new) will meet in late March to review all the operating budgets; the committee will look at the trends, staffing ratios, incorporating Lean practices, resourcing of programs and program mix
- the final budget will be brought to the Board through the April cycle of meetings (Finance and Property Committee on April 16, the public Board meeting on April 30)

In looking at the financial health of the College, without surpluses, it becomes increasingly difficult to invest in capital equipment or address deferred maintenance items; if not addressed provincially, the College will need to find the money within the scarce capital funds available to upgrade and/or repair its aging buildings. It was suggested that as well as exploring ways to grow revenues, it may be necessary for the College to consider establishing a structural reserve fund.

The excellent work by staff to bring in a balanced budget year after year was recognized by the Board.

7. Reports

7.1 The College Activity Report was received, for information.

7.2 The Board Chair's Report was received, for information.

7.3 The President's Report was received, for information.

7.4 The focus of the February 20, 2014 meeting of the President's Advisory Council was on mental health; the challenge is to ensure that points of access are provided across the College in a variety of ways. Governors were encouraged to attend a "PAC" meeting. The Aboriginal Education Council held a meeting on February 6; the focus of this meeting was on strengths and areas of concern in supporting our Aboriginal students. This topic was identified for a future Board education opportunity.

7.5 "Connecting with Our Communities": Appreciation was expressed for the College's support at various events in the community that focussed on mental health.

7.6 Report from the In-Camera Meeting: The Board accepted a transfer of property from the Foundation to the College.

8. Business Arising from Previous Meetings

8.1 The KTTC Construction Project Update report was received, for information.

8.2 Fleming College Strategic Mandate Agreement 2014: Attention was drawn to the addendum to the Report, emailed with the other “just in time” reports. Dr. Tilly reviewed key highlights stemming from further discussion between the senior leaders and the Ministry’s Advisor.

Board approval of a final Agreement will be sought at the March meeting; an opportunity for a governor session will be identified confirmed via email.

9. New Business

9.1 New Program – Gerontology: Presented by Governor Merrett on behalf of the Academic and Student Affairs Committee, this certificate program will be launched in January 2015 as an on-line offering through Continuing Education.

BoG Feb26-2014 #3

Moved and Seconded by Ms. Merrett and Ms. Ross

THAT the Board of Governors of Sir Sandford Fleming College approve the Ontario College Graduate Certificate in *Gerontology* program with an implementation date of January 2015, for forwarding to the Credentials Validation Service for validation of the program and titles and to the Ministry of Training, Colleges and Universities for funding approval.

Carried

9.2 Program Modification – Green Business Management: Presented by Governor Merrett, the program has been unsuccessfully offered on several occasions over three years. As well as curriculum changes to the program and a revision of learning outcomes, industry partners support an change in title that more accurately reflects inclusion of leadership and sustainability components.

BoG Feb26-2014 #4

Moved and Seconded by Ms. Merrett and Mr. Astell

THAT the Board of Governors of Sir Sandford Fleming College approve the modification of the Green Business Management program to *Leadership in Sustainable Business Practices* with an implementation date of September 2014, for forwarding to the Credentials Validation Service for validation of the title.

Carried

9.3 Revisions to College Policies

(a) Presented by Governor Degeer on behalf of the Finance and Property Committee, the Committee has reviewed the College’s three Investment Policy Statements to ensure each remains consistent with the overall objectives of the College and prudent and conservative investment practices. Changes to two policies are required (the Comprehensive IPS #4-419A and the Ministry Endowed IPS #4-419D); the current policies categorize fixed income within one year of maturity as cash and cash equivalents, but the investment manager’s reporting has changed to include these investments with all other fixed incomes regardless of their maturity date. The Operating Account IPS #4-424 is not impacted by this change in reporting, therefore no change is recommended at this time. The Finance and Property Committee also confirms no changes are recommended to Endowment Policy #4-421 as the target award percentage continues to be consistent with investment returns.

BoG Feb26-2014 #5

Moved and Seconded by Mr. Degeer and Ms. Kloosterman

THAT the Board of Governors of Sir Sandford Fleming College approve revisions to the *Comprehensive Investment Policy Statement #4-419A*, as circulated.

Carried

BoG Feb26-2014 #6

Moved and Seconded by Mr. Degeer and Ms. Merrett

THAT the Board of Governors of Sir Sandford Fleming College approve revisions to the *Ministry Endowed Investment Policy Statement #4-419D*, as circulated.

Carried

- (b) Purchasing Policy #4-411 has been in place since 1994. The document has been reviewed and modified to adhere to the new format for College policies; changes to the purchasing thresholds and removal of clearly outdated procedures have been incorporated. Although a full rewrite has not been completed, the Finance and Property Committee notes Administration's commitment to a full review and update of the operating procedures in the future.

BoG Feb26-2014 #7

Moved and Seconded by Mr. Degeer and Ms. Ross

THAT the Board of Governors of Sir Sandford Fleming College approve revised College Policy #4-411 – *Purchasing*, as circulated.

Carried

10. Other Business: None identified or brought forward.

11. Meeting Without Management: The Chair thanked Senior Administration for their attendance at the public meeting. The Board moved into a private session at 5:47 p.m.

12. ADJOURNMENT of the public meeting at 5:50 p.m. by Ms. Merrett and Ms. Kloosterman.

REPORT TO THE BOARD OF GOVERNORS

SUBJECT: *Activities of the Board Committees*

PRESENTED BY: Governor McLean, Chair – Board of Governors

ACTION REQUIRED • For Information • For Consultation • For Discussion • For Approval (include motion)
For Information

EXECUTIVE SUMMARY • Purpose of this report/request • Past History • Other relevant information

A report detailing the activities of the Board Committees at meetings held in the month of March 2014.

Academic and Student Affairs Committee

Governor Merrett – Committee Chair

The Committee received a presentation on the Co-curricular Record (CCR) and on the New Product Development Process.

Finance and Property Committee

Governor Degeer – Committee Chair

Members received an update on the College's financial position for the period ending February 28, 2014 (attached), a project update on the Kawartha Trades and Technology Centre, and updates on matters pertaining to College property. The Committee also reviewed the proposed tuition fees, compulsory ancillary fees and student levied fees for 2014-2015, and recommended all for Board approval.

Naming Committee

Governor Ross – Committee Chair

The Board of Governors is solely responsible for naming or renaming a campus, building, facility or road owned, operated and/or situation on land managed, leased or owned by the College. The Naming Committee is responsible for preparing and forwarding such recommendations to the Board. As such, the Committee meets on an as-needed basis.

At the meeting, chaired by Governor McLean, members reviewed two naming requests which will be formally presented to the Board in April.

Executive Committee

Governor Ross – Committee Chair

The meeting was chaired by Governor McLean. The Committee continues to focus on recruitment of external members and on building depth at the Executive positions.

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

PREPARED BY: Board Office

SIR SANDFORD FLEMING COLLEGE
Statement of Revenue and Expenditures
For the Period Ending February 28, 2014



	Current Year			Prior Year			Variance
	Actual To 28-Feb-2014	Budget Current Year	YTD/Budget %	Actual To 28-Feb-2013	Actual Prior Year	YTD/Year %	Difference %
Revenue							
Grants and Reimbursements	\$ 36,388	\$ 46,566	78.1%	\$ 38,324	\$ 45,520	84.2%	-6.0% U
Student Tuition Fees	25,925	23,796	108.9%	24,245	22,163	109.4%	-0.4% U
Contract Training	378	902	41.9%	333	573	58.0%	-16.1% U
Other Income							
Other Income	6,772	7,245	93.5%	6,988	7,961	87.8%	5.7% F
Ancillary Fees	4,109	4,013	102.4%	3,813	4,044	94.3%	8.1% F
Total Other Income	<u>10,881</u>	<u>11,259</u>	96.6%	<u>10,801</u>	<u>12,005</u>	90.0%	6.7% F
Amortization of Deferred Capital Contributions	3,233	3,527	91.7%	3,460	3,774	91.7%	0.0% F
Total Operating Revenues	<u>76,805</u>	<u>86,050</u>	89.3%	<u>77,162</u>	<u>84,036</u>	91.8%	-2.6% U
Investments	0	0		16	16	100.0%	F
Skills Programs	3,181	3,162	100.6%	2,881	3,059	94.2%	6.4% F
Tuition Holdback Bursaries	2,723	2,358	115.5%	1,846	2,187	84.4%	31.1% F
Ministry Bursaries	519	464	112.0%	543	695	78.2%	33.8% F
Special Projects	1,694	1,808	93.7%	1,591	2,229	71.4%	22.3% F
Facilities Renewal and Renovation Projects	280	453	61.8%	475	546	87.1%	-25.3% U
Ancillary Operations	4,026	3,993	100.8%	3,975	4,008	99.2%	1.7% F
Total Revenue	<u>\$ 89,228</u>	<u>\$ 98,287</u>	90.8%	<u>\$ 88,489</u>	<u>\$ 96,775</u>	91.4%	-0.7% U

SIR SANDFORD FLEMING COLLEGE
Statement of Revenue and Expenditures
For the Period Ending February 28, 2014



	Current Year			Prior Year			Variance
	Actual To 28-Feb-2014	Budget Current Year	YTD/Budget %	Actual To 28-Feb-2013	Actual Prior Year	YTD/Year %	Difference %
Expenditures							
Salaries and Benefits							
Salaries, Full Time	\$ 34,656	\$ 38,496	90.0%	\$ 33,794	\$ 37,358	90.5%	-0.4% F
Salaries, Part Time	10,178	11,940	85.2%	9,161	11,555	79.3%	6.0% U
Benefits	9,318	10,675	87.3%	8,924	10,452	85.4%	1.9% U
Total Salaries and Benefits	54,152	61,110	88.6%	51,878	59,364	87.4%	1.2% U
Non-Salary Expenses							
Instructional Support Costs	4,275	4,604	92.9%	4,028	4,624	87.1%	5.7% U
Travel and Professional Development	864	1,154	74.9%	814	1,037	78.6%	-3.7% F
Advertising	781	1,070	73.0%	752	963	78.0%	-5.1% F
Telephone, Audit, Legal & Insurance	881	925	95.3%	863	966	89.3%	5.9% U
Equipment Maintenance	365	400	91.2%	340	407	83.5%	7.6% U
Plant and Security	2,196	3,544	62.0%	1,875	2,437	77.0%	-15.0% F
Rentals and Taxes	893	1,015	88.1%	893	926	96.4%	-8.4% F
Utilities	1,685	2,208	76.3%	1,433	1,972	72.7%	3.6% U
Contract Services Trent		2,155	0.0%	0	1,808	0.0%	0.0% U
Services & Other	2,305	2,879	80.1%	2,167	2,934	73.9%	6.2% U
Long Term Debt Interest	58	67	87.3%	84	91	93.0%	-5.7% F
Amortization of Capital Assets	4,586	5,003	91.7%	5,084	5,546	91.7%	0.0% U
Total Non-Salary Expenses	18,889	25,024	75.5%	18,335	23,713	77.3%	-1.8% F
Total Operating Expenditures	73,041	86,134	84.8%	70,214	83,077	84.5%	0.3% U
Investments	630	815	77.3%	679	796	85.2%	-7.9% F
Skills Programs	2,439	2,734	89.2%	2,157	2,649	81.4%	7.8% U
Tuition Holdback Bursaries	2,723	2,358	115.5%	1,846	2,187	84.4%	31.1% U
Ministry Bursaries	519	464	112.0%	543	695	78.2%	33.8% U
Special Projects	1,694	1,781	95.1%	1,591	2,229	71.4%	23.7% U
Facilities Renewal and Renovation Projects	280	195	143.8%	475	548	86.7%	57.0% U
Ancillary Operations	3,119	3,807	81.9%	2,873	3,368	85.3%	-3.4% F
Total Expenditures	\$ 84,445	\$ 98,287	85.9%	\$ 80,378	\$ 95,549	84.1%	1.8% U
Net	\$ 4,783	\$ 0		\$ 8,111	\$ 1,226	661.6%	

✓ Mtg held, summary/minutes received

PROGRAM ADVISORY COMMITTEES 2013 – 2014 MEETING SCHEDULE

School of Community Development and Health

Program Name		Length (Yrs)	Credential	Meeting Details (date, time, location, etc.)
1	Child & Youth Worker	3	OCAD	November 21, 2013 ✓
2	Developmental Service Worker	2	OCD	November 22, 2012 ✓
3	Drug & Alcohol Counsellor	2	OCD	November 12, 2013 ✓
4	Early Childhood Education	2	OCD	April 5, 2014
5	Educational Assistant	2	OCD	March 20, 2014
6	Esthetician	2	OCC	November 4, 2013 ✓
7	Fitness and Health Promotion	2	OCAD	October 23, 2013 (cancelled)
8	Health Information Management	2	OCD	November 15, 2013 ✓
9	Massage Therapy	3	OCD	November 19, 2013 ✓
10	Occupational Therapist Assistant and Physiotherapist Assistant	2	OCD	Spring 2014 TBC
11	Personal Support Worker	1	OCD	November 14, 2013 ✓
12	Pharmacy Technician	1	OCD	April 16, 2014
13	Practical Nursing	2	OCD	October 15, 2013 ✓
14	Primary Care Paramedic	2	OCD	November 8, 2013 ✓
15	Recreation & Leisure Services	2	OCD	February 28, 2014
16	Social Service Worker	2	OCD	October 17, 2013 (cancelled)

**PROGRAM ADVISORY COMMITTEES
2013 – 2014 MEETING SCHEDULE**

School of Justice and Business Studies
Business Cluster

Program Name		Length (Yrs)	Credential	Meeting Details (date, time, location, etc.)
1	Business (mtg with BA-Marketing)	2	OCD	January 24, 2014 (cancelled) March 21, 2014 9:00 – 11:30am, Boardroom 5920
2	Business Administration	3	OCAD	January 24, 2014 (cancelled) March 14, 2014 9:00 – 11:30am, Boardroom 5920
3	Business Administration - Accounting	3	OCAD	May 13, 2014 4:00pm – 6:00 pm, Boardroom 515
4	Business Administration – Human Resources Management	3	OCAD	November 22, 2013 ✓
5	Business Administration - Marketing	3	OCAD	March 21, 2014 9:00am – 11:30am, Boardroom 5920
6	Chef Training	1	OCC	November 27, 2013 ✓ January 27, 2014 8:30am – 10:30am, Fulfords
7	Culinary Management	2	OCD	
9	Hospitality Administration – Hotel & Resort	3	OCAD	April 25, 2014 9:00am – 11:00am, Boardroom 5920
10	International Trade	3	OCAD	March 14, 2014 9:00am – 11:30am, Boardroom 5920
11	Office Administration – General	1	OCC	April 25, 2014 12:00pm – 2:00pm, Boardroom 5920
12	Office Administration – Executive	2	OCD	
13	Sporting Goods Business	2	OCD	January 24, 2014 (cancelled)
14	Tourism and Travel	2	OCD	December 6, 2013 ✓
15	International Business Management	1	OCGC	March 14, 2014 9:00am – 11:30am, Boardroom 5920
16	Project Management	1	OCGC	March 14, 2014 9:00am – 11:30am, Boardroom 5920

**PROGRAM ADVISORY COMMITTEES
2013 – 2014 MEETING SCHEDULE**

School of Justice and Business Studies
Justice Cluster

Program Name		Length (Yrs)	Credential	Meeting Details (date, time, location, etc.)
1	Biotechnology Technologist – Forensics	3	OCAD	November 4, 2013 ✓
2	Community and Justice Services	2	OCD	April 3, 2014 9:00am – 11:00am, Room 5920
3	Computer Security and Investigations	3	OCAD	Spring 2014
4	Emergency Management	1	OCGC	Spring 2014
5	Law Clerk	2	OCD	Spring 2014
6	Customs Border Services	2	OCD	November 8, 2013 ✓
7	Protection, Security & Investigation (formerly Security and Risk Mgmt)	2	OCD	November 13, 2013 ✓
8	Paralegal	2	OCD	Spring 2014
9	Police Foundations	2	OCD	November 29, 2013 ✓
10	Pre-Service Fire Fighter Education & Training	1	OCC	February 19, 2014 ✓

**PROGRAM ADVISORY COMMITTEES
2013 – 2014 MEETING SCHEDULE**

School of Environmental and Natural Resource Sciences

Program Name		Length (Yrs)	Credential	Meeting Details (date, time, location, etc.)
1	Applied and Community-Based Research	1	OCGC	TBD
2	Arboriculture	1	OCC	October 11, 2013 ✓
3	Urban Forestry	1	OCC	
4	Aquaculture	1	OCGC	February 4, 2014 (cancelled)
5	Earth Resources Technician	2	OCD	January 23, 2014 - Room 252 12:00pm – 3:00pm
6	Ecological Restoration – Joint Degree/Diploma	4	OCD Honours Bachelors	April 24, 2014 Meeting at Trent
7	Ecosystem Management Technician	2	OCD	March 26, 2014
	Ecosystem Management Technology	3	OCAD	
8	Environmental Technician	2	OCD	May 22, 2014 - Room 252 10:00am – 2:00pm
	Environmental Technology	3	OCAD	
9	Environmental Visual Communications	1	OCGC	TBC in Toronto
10	Fish & Wildlife Technician	2	OCD	March 20, 2014 – Room 252 10:00am – 2:00pm
	Fish & Wildlife Technology	3	OCAD	
11	Forestry Technician	2	OCD	February 21, 2014
12	Geographic Information Systems – Cartographic Specialist	1	OCGC	May 8, 2014 – Room 252 1:00pm – 4:00 pm
	Geographical Information Systems – Applications Specialist	1	OCGC	

**PROGRAM ADVISORY COMMITTEES
2013 – 2014 MEETING SCHEDULE**

School of Environmental and Natural Resource Sciences - cont'd

Program Name		Length (Yrs)	Credential	Meeting Details (date, time, location, etc.)
13	Electrical Power Generation Technician	1.5	OCD	TBC
14	Heavy Equipment Operator	1	OCC	March 19, 2014-Room 506 3:30-6:30 p.m.
15	Heavy Equipment Techniques	1	OCC	TBC
16	Conservation & Environmental Law Enforcement	1	OCG	TBC
17	Outdoor Adventure Skills/Outdoor Adventure Education	1	OCC	April 10, 2014 – Room 252 1:00pm – 4:00pm
18	Resources Drilling & Blasting Technician	2	OCD	February 20, 2014
19	Blasting Techniques	1	OCC	TBD
20	Sustainable Agriculture	1	OCGC	November 27, 2013 ✓

**PROGRAM ADVISORY COMMITTEES
2013 – 2014 MEETING SCHEDULE**

Haliburton School of The Arts

Program Name		Length (Yrs)	Credential	Meeting Details (date, time, location, etc.)
1	Expressive Arts	1	OCGC	TBD
2	Artist Blacksmith	1	OCC	April 10, 2014
3	Ceramics	1	OCC	
4	Drawing & Painting	1	OCC	
5	Fibre Arts	1	OCC	
6	Glassblowing	1	OCC	
7	Jewellery Essentials	1	OCC	
8	Photo Arts	1	OCC	
9	Sculpture	1	OCC	
10	Visual & Creative Arts	2	OCD	
11	Sustainable Building Design and Construction	1	OCC	
12	Sustainable Renovations	2	OCC	November 2014
13	Collections Conservation and Management	2	OCD	May 12, 2014
14	Museum Management and Curatorship	1	OCGC	May 12, 2014
15	Studio Process Advancement (May 2014)	1	OCGC	April 10, 2014

PROGRAM ADVISORY COMMITTEES 2013 – 2014 MEETING SCHEDULE

School of Trades and Technology

The School of Trades and Technology is presently working on re-establishing Program Advisory Committees and a meeting schedule for 2014; see notes below.

Program Name		Length (Yrs)	Credential	Meeting Details (date, time, location, etc.)
1	Computer Engineering Technician	2	OCD	Deferred (see note below)
2	Computer Engineering Technology	3	OCAD	Deferred (see note below)
3	Construction Skills	1	OCC	Deferred (see note below)
4	Electrical Engineering Technician	2	OCD	Deferred (see note below)
5	Electrical Techniques	1	OCC	Deferred (see note below)
6	Heating, Refrigeration & Air Conditioning	2	OCD	Deferred (see note below)
7	Instrumentation & Control Engineering Technician	2	OCD	Deferred (see note below)
8	Mechanical Techniques - Plumbing	1	OCC	Deferred (see note below)
9	Welding Techniques	1	OCC	Deferred (see note below)
10	Wireless Information Networking	1	OCGC	Deferred (see note below)

Note:

All School of Trades and Technology PAC meetings have been deferred due to the following reasons:

- 1) Personnel changes in Dean, Chair, and SOL's
- 2) Cancellations from PAC members in the fall due to business demands
- 3) Unforeseen circumstances occurring late February through march impacting workloads

The School of Trades and Technology plans to replace the once-a-year PAC schedule with one every six months. In addition, the School is working towards increasing membership in most PACs. The School of Trades and Technology commit to a proposed timetable for all PAC bi-annual meetings for the **March** April or May 2014 Board Meeting.

**PROGRAM ADVISORY COMMITTEES
2013 – 2014 MEETING SCHEDULE**

School of General Arts and Sciences

The School of General Arts and Sciences is presently working on establishing Program Advisory Committees and a meeting schedule for 2014.

Program Name		Length (Yrs)	Credential	Meeting Details (date, time, location, etc.)
1	General Arts and Science	1	OCC	TBD
2	General Arts and Science – Environmental and Natural Resource Science Option	1	OCC	TBD
3	General Arts and Science – Health Science Option	1	OCC	TBD
4	General Arts and Science – University Transfer	1	OCC	TBD
5	General Arts & Science – University Science Preparation	1	OCC	TBD
6	Preparatory Health Science	1	OCC	TBD
7	Community Integration through Co- operative Education (CICE)	2	OCC	TBD

**Earth Resources
Program Advisory Committee Meeting
January 23, 2014
Frost Campus, Room 252**

MINUTE SUMMARY SHEET

Present: Brad Malpage (Crone Geophysics & Exploration), Chris Marchildor (Golder Associates Ltd.), Brian Schuyler (MTE Consultants Inc.), Robert Valliant - by phone (Tri Origin Exploration Ltd.), Dwayne Graff (Well Initiatives), Chris Gunning (SGS Lakefield Research Ltd.),

Regrets: Phil Romeril (O'Connor Associates Environmental), Steve Lee (Soil Engineers Ltd.), Shawn Bonneville (Golder Associates Ltd.), Tom Cuthbertson (Geosoft Inc.), Tim Dohey (Vale), Doug Dolby (MMM Group Ltd.), John Goodwin (MTE Consultants Inc.), Tom Grace (Tom Grace & Assoc.), Peter Heitzner (Soil Engineers Ltd.), Joel Kimmett (Geo-Logic Inc.), Felix Lee (ACA Howe International Ltd.)

Fleming Staff:

Mark Dzurko (faculty), Joanna Ettlinger (faculty), Bev Wiseman (Technologist), Terri Geerinck (Curriculum Consultant), Silvana MacDonald (Acting Academic Lead), Grant Bashford (faculty), Brian Gerry (Program Co-ordinator), Marie Walden-Oulahen (Career Services), Cathy Stalkie (faculty), Mary Ann Fader (Acting Dean), Krista Chaney (student)

Recorder: Cathy Alldred.

	Key Points / Actions	Follow-up / Status
1.	<p>College /Campus School Updates</p> <ul style="list-style-type: none"> -SENRS is looking at revamping Common First Semester to better meet the needs of all the programs. -Interest in Co-op opportunities continues to grow within programs at Fleming. Feedback from students is very positive. Approval has been received for a support staff position in the Co-op area. - KPI survey and process is being changed to better reflect students' views. Brian Bates will be working on revamping the process to accurately reflect what's happening, ie if industry nationally is in a slump at time of survey, student employment statistics will be quite low. 	
2.	<p>Career Services Update</p> <ul style="list-style-type: none"> -Marie Walden-Oulahen demonstrated the career portal – how to register as an employer and post job opportunities on our site. Web site is Flemingcollegecareerservices.ca -Fleming Job Fair on Feb 13, 2014 at Frost Campus. -Terri Geerinck suggested that a Co-op tab be added to the site to make the site more useful to students and employers interested in finding or posting co-op opportunities. 	
3.	<p>Student Profile and Student Success</p> <ul style="list-style-type: none"> -The inclusion of co-op in the program puts extra pressure on students. - We have a group of motivated and enthusiastic students. -The co-op component seems to be a great filter for the industry. Students return from co-op very enthusiastic and ready to work hard and excel. - In the present group of students, some are extremely optimistic about their futures, taking advantage of every opportunity offered to them, taking on very 	

**Pre-Service Fire-Fighter Education & Training
Program Advisory Committee Meeting**

February 19, 2014

Room 5920 Sutherland Campus

MINUTE SUMMARY

Present: Chris Barry, (Peterborough County/City Paramedics), John Bowker (Peterborough Fire Services), Ted Morrison (Executive Director, Eastern Ontario Fire Academy), Ray Lazarus (Program Manager, Emergency Management Ontario), Chris Snetsinger (Acting Chief, Peterborough Fire Services), Mike Vilneff (Chief, Cobourg Fire Department)

Regrets: Doug Borton (Commander, Northumberland OPP), Chief Murray Rodd (Peterborough Lakefield Community Police Service), Max McCauley (Fire Chief, North Kawartha Emergency Services)

Student

Reps: Alex DeCunha (January 2013 Intake and Graduate), Eric Winch (September 2013 Intake & Class Representative, George Taylor (January 2014 Intake and Class Representative).

Fleming: Jim Drennan (Dean), Jamie Cowan (Coordinator), Dave Gillespie (Faculty) Deb Holts (Chair)

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

	Key Points / Actions	Follow-up / Status
Action Items		
1.	The proposed smart house is delayed until completion of the Kawartha Skilled Trades building. It was requested that updates be provided to all law programs at Fleming College.	Coordinator to provide updates concerning the smart house facility for law programs within the School of Justice.
2.	Students expressed concern that they did not feel as well prepared for the written tests for fire departments as they would have liked to be; some expressed difficulties with the math portion and oral comprehension.	Coordinator to work with Dean on additional math skill training
3.	Recommendation was put forth for more practice with mock interviews. This will provide interviewing skills, pre-testing information and information on what to expect during actual interview/testing for hiring within a fire service. It was recommend that fire Chiefs be invited as guests to speak within classes.	Coordinator will invite Fire Chiefs to speak to the fire fighting students.
4.	The committee would like to meet in March/April and again in October/November each year.	School Operations Liaison to confirm
Non-Action Items		
1.	A thorough program update was provided by Jamie Cowan. Highlights included updates on hiring, curriculum and community partnerships.	
2.	An update was provided by three Fire Fighting students (past and present) who expressed their views on the program thus far. Overwhelmingly positive response from students regarding the program and their experience.	

	<p>difficult assignments and seeing excellent results.</p> <p><u>Input from Student</u> – Krista Chaney -Really glad I chose this program. I had no Geology courses before coming here. I knew I wanted to be environmentally focused . -The appeal of this program was the combination of co-op and type of work. I felt co-op would give me a chance to get in the door with employers and be able to demonstrate my skills. Co-op looks good on a resume. -I loved the co-op experience.</p>	
3.	<p>Input from Industry Some sectors of industry in a downturn. Employers will take on co-op students as business allows.</p>	
4.	<p>CERTIFICATE PROGRAMS – TYPES OF PROGRAM – DELIVERY MODELS Brian Gerry reviewed an outline of a proposed technical communication short course (previously distributed to committee), which is the first of a series of courses aimed at individuals with at least 1 year of field/lab and reporting experience in the applied geology field, who have been recommended to take the course by the employer. This 7-week course would be presented in a classroom for the first 2 weeks, and the remainder via distance web based mode with several delivery options. The successful completion of the series of courses would result in a College Certificate or a joint industry/college assessment. Possible topics in first course : data collection, reporting to supervisors/clients, data presentation, program design, scopes of work, budget design and management, software, research techniques.</p> <p>Brian Gerry will continue to survey people in the applied geology industry and further develop this course(s). He will communicate with committee members as work continues.</p>	
5.	<p>Next Meeting: Third week of October, 2014 (after students return from co-op term).</p>	

REPORT TO THE BOARD OF GOVERNORS

SUBJECT: *Correspondence for February – March 2014*

PRESENTED BY: Governor McLean, Chair – Board of Governors

ACTION REQUIRED • For Information • For Consultation • For Discussion • For Approval (include motion)
For Information

EXECUTIVE SUMMARY • Purpose of this report/request • Past History • Other relevant information

A report listing the correspondence received in the months of February and March; the material is available in the Circulation Binder for perusal by Governors.

By providing the index in advance, Governors are able to flag items they may wish to have discussed or clarified.

MINISTRY CORRESPONDENCE

None received.

COLLEGE SYSTEM CORRESPONDENCE

COLLEGES ONTARIO

The College Dispatch

- March 3, 2014 issue

ASSOCIATION OF CANADIAN COMMUNITY COLLEGES

Inside ACCC - President's Update

- February 21, 28, March 7, 14 issues

News Releases:

- February 28: ACCC Pleased with Progress in Negotiations Around Canada Job Grant
- March 3: Canada-India Partnership Launched with Colleges and Institutes Promoting Skills Development for Indian Water Sector
- March 5: Private Sector Partnerships with Colleges & Institutes Spike as Applied Research Solutions Fuel Economic Benefits
- March 13: Skilled Trades Benchmarking Agreement Between ACCC and UK NARIC
- March 14: International Gold Rush Continues – ACCC Congratulates Winning Partners

FLEMING IN THE NEWS

PROGRAM ADVISORY COMMITTEE MINUTES

- Earth Resources (January 23, 2014)
- Pre-Service Fire-Fighter Education & Training (February 19, 2014)

PREPARED BY: Board Office

COLLEGE ACTIVITY REPORT

A report to inform the Board of Governors and the community on the College's activities between February 21 and March 21, 2014 and highlight upcoming activities and events.

ACADEMIC

The **Pharmacy Technician students** are participating in Pharmacy Awareness month by educating others on health issues, setting up booths in the main foyer of the Sutherland Campus; they performed heart health checks, blood pressure monitoring, BMI measurements, demonstrated yoga poses for reducing stress, and provided information on how prescription drugs can affect pregnancy and lactation.

February 12

Six **students in the Social Service Worker program** hosted a fundraiser in the Steele Centre. They donated the \$615 raised to PARN, the Peterborough AIDS Resource Network.



(l-r) Anna Brady, FAQs; Gord Vaillancourt, student; Greg Jefford, Manager, Student Life; Jenn Seeley, student; Shawna Smith, student; and Peter Williams, PARN.

March 17 and 24

Practical Nursing students at the Sutherland Campus presented their health promotion projects in the main foyer.

The Fleming Knights **men's curling team** is heading to the Canadian College Athletic Association championships.

April 3

Students spending this semester working on **applied projects** will have

an opportunity to present their projects at the Knowledge and Talent in Action Showcase, part of the Community Innovation Forum taking place at the Peterborough Golf and Country Club.

The **students** in the **Developmental**



Services Worker program promoted a pledge event to stop using the R-word and start promoting the new R-word: Respect.

Earlier in the month, the fourth semester **Paramedic students** participated in the annual Multi-Casualty Incident Training exercise. The students were split between two locations with one group at the Sutherland Campus and the other at Rhema Christian School.

A group of fourth semester **Practical Nursing students** will be heading to Honduras to volunteer as part of a medical brigade from April 21 to 27. They will spend three days working at a medical clinic and two days visiting an orphanage to do some health promotion activities.



Do you know a student interested in design? The Association of Canadian Community Colleges has changed its name and is seeking a new Colleges and Institutes Canada logo. Submission deadline is April 22; information on how students can participate is on the ACCC web site.

Between **March 10 and 21**, the main foyer of the Sutherland Campus featured a special exhibition from the Canadian Language Museum. **Speaking the Inuit Way** introduced viewers to the diversity of the Inuit language.



(l-r) Faculty member Heather Pollock, Canadian Language Museum's Elaine Gold, and students in the Cultural Heritage Conservation and Management program set up the exhibit.

March 29

The Frost Campus will be turning off the lights for **Earth Hour**. During the hour-long blackout starting at 8:30 p.m., the campus will host Survival of the Apocalypse, putting a different spin on Earth Hour by asking "Could you survive during an apocalypse?" Lessons on surviving without electricity and heat, lighting a fire without matches, building shelter and finding water will all be taught on the Loggersports field. The evening will get underway at 6:45 p.m. with a screening of the documentary "Chasing Ice" in Room 250.

HUMAN RESOURCES

Recruitment and Selection

For the February 10 through March 7, 2014 timeframe, the College **posted 14 positions** (a combination of permanent and temporary positions): 9 Support and 5 Academic.

The College hired **5 new permanent (full-time) staff**: 3 Support, 2 Academic 0 new permanent (regular part-time) staff. There was

- **2 internal** full-time Support Staff **transfers**
- **2 temporary full-time** Support Staff **assignments**
- **1** Support Staff **resignation and/or termination**
- **1 retirement**: Administrative.
- **1** Support Staff **leave** (parental)
- **1** Support Staff **return from leave**.

Recognition

Congratulations to the following employees who achieved significant **service milestones** in the month of February:

10 years: Robert Lloyd, Judy Osborne, Sean Johnston

15 years: Wesley Stewart

20 years: Paul Heard

ADVANCEMENT AND ALUMNI RELATIONS

Nominations for the **2014 Premier's Awards** for outstanding college graduates are being accepted. Presented annually by Colleges Ontario, the Premier's Awards honour six outstanding graduates in Business, Community Services, Creative Arts and Design, Health Sciences, Technology, and Recent Graduate. The awards celebrate career success and honour the social and economic contribution that college graduates make to Ontario and around the world. The deadline to submit a nomination package is March 31; contact Fleming's Alumni Officer for more information.

The **Live Art Here** fundraiser takes place on **Saturday, May 3, 2014** at the Haliburton Campus. It's a full day of immersion in the arts – the event runs from 8:30 a.m. to 6 p.m. and includes breakfast, lunch, wine reception, art demonstrations, silent auction, and participation in an arts workshop. The cost is \$175 (it's a \$250 value) and space is limited. For more information or to reserve a space, please call 1-866-353-6464 x 1664. Proceeds from this event will provide bursaries and enhance the studio experience of students attending the Haliburton School of The Arts.

The 2014 Employee Campaign, **Celebrating Everyday Heroes**, is under way. Since 2010, Fleming College employees have contributed more than \$75,000 to the annual campaign. The campaign runs March 3 to 31.



STUDENT SERVICES

March 7

Student Life hosted the second annual *Big Brothers Big Sisters Comes to Fleming* at the Peterborough Sport and Wellness Centre. Eight student leaders took on the role as youth mentors for the day.



Photo by Clifford Skarstedt, Peterborough Examiner.

Proceeds from the second annual Stache Dash fundraising run for prostate cancer research were donated to the Canadian Cancer Society—\$771.60 on behalf of *students in residence*.

Student Government

Congratulations to the following students recently elected to the *2014 Board of Directors for the Student Administrative Council*.

- President Elect: Rob Williams
- Vice President Student Affairs: Valdis Cuvaldin
- Director Communications Elect: Joel Willett
- Director Programming Elect: Nigel Lister
- Director Campuses Elect: Andrew Lucking

Hired Positions on SAC Board:

- Vice President Finance: Tyler Krajcar
- Chairperson: Mark LeSavage

March 13

First Generation students at Fleming's Frost Campus practiced their interviewing skills through Career Services. The students interviewed each other, while enjoying a pizza lunch.



MARKETING, COMMUNICATIONS AND LIAISON

In early March, the College hosted two *Town Hall sessions* on the Strategic Mandate Agreement — one at the Frost Campus and one at Sutherland.

Carving swans out of green apples in Fulford's was one of the activities close to 50 high school students participated in as part of a *March Break Preview event* hosted by Student Recruitment on March 13. Visitors also spent time in the massage therapy clinic.

Fleming's Spring *Open House* takes place on Saturday, April 5 from 10 a.m. to 2 p.m. at all campuses. Prospective students and their families will be on campus to take tours, meet with faculty and students and learn more about financial aid, housing and student services. There will be free transportation to our Sutherland Campus (Peterborough) and Frost Campus (Lindsay) from Oshawa.



The College Activity Report is developed from The Fleming Zone, a website and e-newsletter for Fleming College employees.

REPORT TO THE BOARD OF GOVERNORS

SUBJECT: *From the Board Chair*

ACTION REQUIRED • For Information • For Consultation • For Discussion • For Approval (include motion)

For information

Board Professional Development

The final sessions in the Winter 2014 program offered through the College Centre of Board Excellence are fast approaching. *Introduction to Risk Management Part 2* will be offered as a webinar on April 2 or April 9, noon to 1:30 p.m. A new symposium, *Implementing Enterprise Risk Management*, takes place on April 29; this inter-active all-day session will be held in Toronto. Governors interested in either the webinar or the symposium are asked to contact the Board Office for registration details.

Governors are reminded of the session on *Governance and Property Matters* which takes place on **April 9 at 1:30 p.m. in Room 5920**. Thanks are extended to Governor Degeer for arranging this opportunity.

Celebrating Our Students

- Fleming's Culinary programs will present the *2014 Cast Iron Chef* competition on March 28. All proceeds go toward student awards for the high school participants of the Competition. Guests receive a sample portion of each team's appetizers, main course and desserts. There will be three mixed teams consisting of one Fleming Chef/Professor, Fleming Culinary students and secondary school students. Tickets are \$50/person; please contact Steve Bennis at 704-749-5530 ext. 1235.
- The *Local Chef Series* is almost completed; the last two dinners are planned for April 2 and April 9. The evenings feature a five-course tasting menu with wine accompaniments. Tickets are \$125/person or \$200/couple and may be reserved by contacting Fulford's Restaurant at 749-5530 ext. 1487.
- Sutherland and Frost Campus residences are hosting a *Campus Clean-up* on April 3 from 11:00 a.m. to 1:00 pm. All are welcome to join in the clean-up!
- The series of *free tax clinics hosted by our Business Administration – Accounting students*, offered at both the Sutherland and Frost campuses, will close on March 31.
- John Leonard, a long-time Haliburton School of The Arts instructor and talented artist, has arranged an *exhibition of artwork* from March 31 to April 11 in the Schofield Boardroom at the Sutherland Campus. The exhibition exemplifies the commitment of the McMichael Canadian Collection and Fleming College to our artistic heritage and to supporting the development of contemporary creative expression in Canada.

Opportunities for Governors

- Fleming students spending this semester working on applied projects will have an opportunity to present their projects at the *Knowledge and Talent in Action Showcase*, part of the Community Innovation Forum taking place on Thursday, April 3 at the Peterborough Golf and Country Club starting at 12:30 p.m. For more information and to register (by April 1, 2014) visit www.cif2014.eventbrite.ca.
- *Open House* at all campus locations on Saturday, April 5, 2014 from 10 a.m. to 2 p.m. Prospective students and their families will be on-campus to take tours, meet with faculty and students and learn more about financial aid, housing and student services. Details are at www.flemingcollege.ca/open-house.
- On April 7, the 16th annual *Fleming Tree Climbing Competition* takes place at the Frost Campus starting at 9:00 a.m. Come out and watch the Arboriculture students compete against each other.
- On April 16, students in the *Museum Management and Curatorship* programs will be *opening two exhibits*. The first exhibit will be at the Trent University Anthropology Department; the second at the Peterborough Museum and Archives. More details to follow!

REPORT TO THE BOARD OF GOVERNORS

SUBJECT: *From the President*

ACTION REQUIRED • For Information • For Consultation • For Discussion • For Approval (include motion)

Ministry of Training, Colleges and Universities

- On March 21, met with Sue Herbert, Special Advisor appointed to negotiate the Strategic Mandate Agreements with Ontario's colleges.

Colleges Ontario

- Attended the March 24 meeting of the *Committee of Presidents (COP)* and participated in a conference call meeting of the *COP Executive Committee* on March 14.

Within the System

- On March 18, Premier Kathleen Wynne and the Province of Ontario hosted summit on *Talent and Skills in the New Economy*. The summit brought government, education, business, labour and the not-for-profit communities together to find ways to enhance Ontario's economy by ensuring that people and their skills are developed and used to their fullest potential. Focus was on the latest research and best practices aimed at preparing people to participate in and capitalize on the changing labour market.
- The Higher Education Quality Council of Ontario, or HEQCO, is adding to the *skills gap discussion* through a content analysis of Canadian job advertisements geared toward recent postsecondary education graduates. Research on this is both valuable and timely. Preliminary findings indicate that almost all of the anticipated labour shortages in the next 10 years are in high-skill occupations that require postsecondary education and that some of what has been labelled a skills gap may actually be an "experience gap".

In the Community

- Welcomed the *Kawartha Pine Ridge Student Leadership delegates* to their conference which was held at Fleming's main campus on March 28; the conference theme was "Leaders: Proudly Made in KPR".
- Provided a plenary talk at the first University Transfer *student-led symposium*, held at Fleming College on March 10.
- Attended the March 19 public meeting of the *Peterborough County Council*.
- I am in the process of "winding up" various appointments and commitments with respect to my interim role as Vice-President Academic and, along with the College community, look forward to the arrival of VPA Laurel Schollen on Monday, March 31.

REPORT TO THE BOARD OF GOVERNORS
SUBJECT: Kawartha Trades and Technology Centre Construction Project Update
PRESENTED BY: Governor Degeer, Chair – Finance and Property Committee
ACTION REQUIRED
For Information
EXECUTIVE SUMMARY
• Purpose of this report/request • Past History • Other relevant information

A monthly update is provided to the Board, via the Finance and Property Committee. Overall, the project is on track for classes commencing in September 2014 and is on budget. Detailed tracking information is appended below.

KTTC Update - 7 March 2014
**Progress to date—
Construction site**

Item	% complete This report	% complete last report (4 Nov 2013)	Projected completion date this report	Projected completion date last report	Completion date as per original schedule (26 Sept 2012)
Project Schedule	57	53	15 August 2014	15 August 2014	
Main Building	57	53	7 August 2014	7 August 2014	
Building Structure (foundations, slab, floors, framing, etc.)	100	100	26 July 2013	26 July 2013	18 Jun 2013
Building Envelope (cement fibre panels, cladding, glazing, roofing, skylights, etc.)	81	75	27 March 2014	12 March 2014	31 Jul 2013
Interior Wall Construction	49	41	21 April 2014	7 April 2014	23 Dec 2013
Finishes	4	0	16 July 2014	10 July 2014	7 Mar 2014
Fittings (millwork)	0	0	26 June 2014	2 July 2014	28 Feb 2014
Electrical	48	46	9 July 2014	17 July 2014	7 Mar 2014
Fire Alarm	49	40	9 July 2014	28 May 2014	7 Mar 2014
Mechanical (Plumbing)	64	64	24 June 2014	17 June 2014	28 Feb 2014
Mechanical (HVAC)	65	61	9 July 2014	9 July 2014	7 Mar 2014
Sprinkler and Fire Protection	56	56	9 July 2014	9 July 2014	7 Mar 2013
Exterior work and Landscaping	64	64	6 Jun 2014	7 May 2014	30 Dec 2013
Occupation Permit (substantial Performance)			9 July 2014	9 July 2014	4 Mar 2014

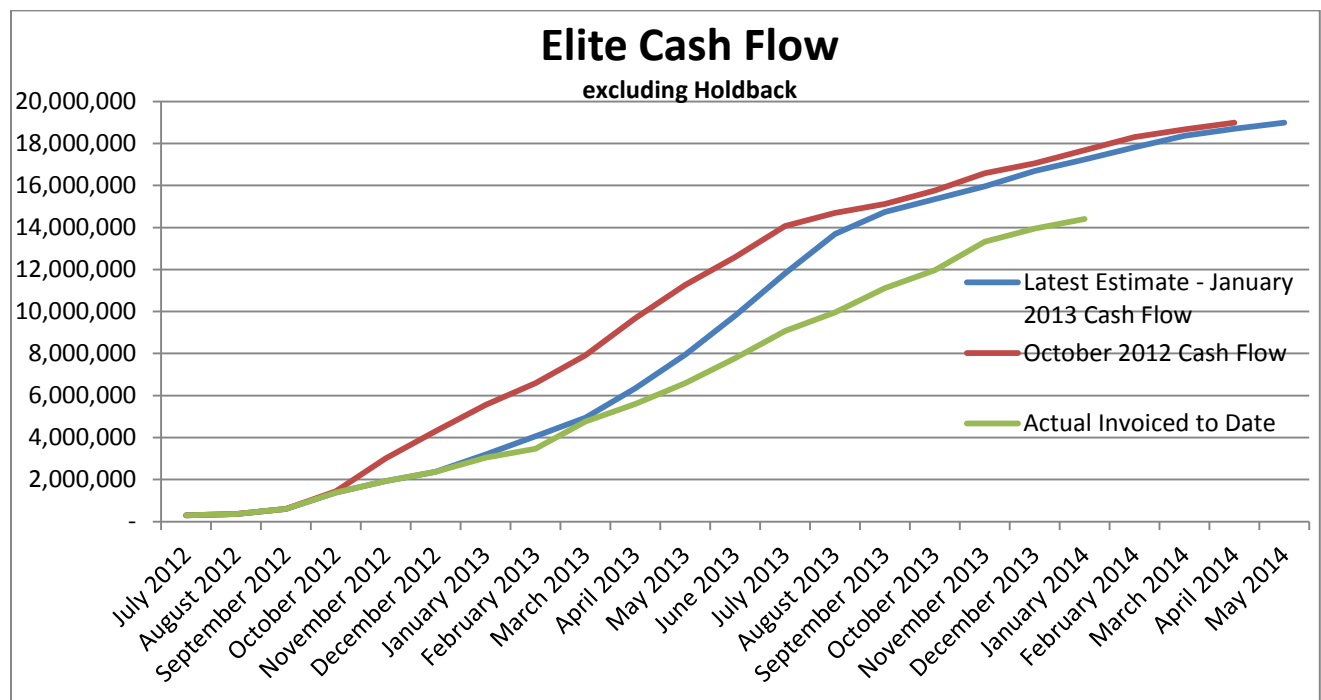
Internal Planning **Contracted Substantial Performance Date 3 March 2014**

Item	% complete this report	% complete last report	Projected completion date	Projected completion date last report
Room allocations and space planning	100	100	complete	15 Mar 2013
Equipment lists	100	100	complete	15 Mar 2013
Furniture lists	100	100	complete	1 Apr 2013
Computer layout and rack design	100	100	complete	1 June 2013
Course Scheduling	0	0	30 June 2014	28 Feb 2014
LEAN design	0	0	1 June 2014	1 Jan 2014
LEED Gold Standard	50	30	7 Jul 2014	7 Apr 2014
Signage	80	70	1 Apr 2014	1 Jan 2014
Move Planning	20	20	1 Apr 2014	1 Mar 2014

FINANCIAL IMPLICATIONS

• Staff, facilities, equipment, legal • Impact on budget

In addition to schedule risk, the financial risk and mitigation strategies for the project will continue to be managed closely and reported monthly to ELT and the Finance and Property Committee.



CONSIDERATIONS/IMPACTS, OPTIONS, RISK ASSESSMENT

• Identify the Pros and Cons

As reported previously, the schedule will continue to be the key risk until the end of the project.

PREPARED BY: Office of the Vice-President, Finance and Administration

SUBMISSION TO THE BOARD OF GOVERNORS
SUBJECT: 2014-2015 Tuition Fees
PRESENTED BY: Governor Degeer, Chair – Finance and Property Committee

ACTION REQUIRED • *For Information* • *For Consultation* • *For Discussion* • *For Approval (include motion)*
For Approval

THAT the Board of Governors of Sir Sandford Fleming College approve the *Tuition Fees for 2014-2015*, as outlined in the attached schedules.

SOURCE

- Finance and Property Committee meeting March 12, 2014
- Ministry of Training, College and Universities Governance and Accountability Framework, Binding Policy Directive on Tuition and Ancillary Fees

SUMMARY • *Purpose of this report/request* • *Past History* • *Other relevant information*

Upon review of the current economic climate and in consultation with the School Deans and back office administrators, it is recommended that Fleming College move to a streamlined tuition fee structure to eliminate the multi-tiered system that past Ministry policy has facilitated.

Increases to tuition fees should be maximized to grow revenues in support of needed investments for future modernization and program growth. However, impacts on enrolment and programs not forecasting sustained growth require further rationalization of the current fee structure.

Fee proposals are outlined as follows and on attached schedules.

CONSIDERATIONS/IMPACTS, OPTIONS, RISK ASSESSMENT • *Identify the Pros and Cons*

The Ontario government tuition fee framework starting 2013-2014 allows for an annual tuition fee increase for all students, however caps the overall average increase at 3 per cent. The tuition policy applies to all publicly-funded programs. As with previous frameworks, colleges will be required to report annual tuition fees to the Ministry, and presidents will be required to sign-off that the tuition policy has been correctly implemented.

Technical details from the policy are summarized below.

MAXIMUM ALLOWABLE FEE INCREASE		
Program Type	Program Year	
	First Year	Continuing Years
Regular Fee programs	3%	Up to 3%
High Demand programs	Up to 5%	Up to 4% (12/13 program starts) Up to 5% (all future years)
Overall Average Cap on TUITION INCREASES	3% (based on enrolment and tuition rates)	

Fleming's Approach and Rationale for Tuition Fee Increases

Domestic Fees: While the Ministry policy allows for 3% increases on regular tuition and a 3% overall cap, it also allows for 5% increases on high demand (HD) programs. Fleming must determine the most appropriate blend of tuition increases in order to stay competitive with the system while taking into consideration the financial need of the college, especially in support of funding investments, modernization and growth plans. In developing this year's tuition fee increase proposal, Fleming reviewed the current fiscal environment, carefully considered cost increases and our investment strategy for the upcoming 2014-2015 budget, and tuition fees across the college system.

Options investigated have included applying a 0% increase across the board on all tuition fees; maximizing all fees to full extent under Ministry Policy; increasing fees to maximum while streamlining the current fee structures.

In addition, the ability to promote growth and increase the quality of education requires investment in new equipment and modernized programs. Progress has been made, for example, with the purchase of modern technology and simulation equipment. To continue modernization efforts, an increase in tuition is our only new source of funds for such investments.

Administration believes we need to maximize college revenues and implement increases to the maximum allowed by the new tuition fee policy. The recommended strategy is a blend of tuition increases to maximize revenue to the 3% allowed cap. In consultation with the school deans, there are a number of HD programs that have recommended a zero per cent increase, as significant investment will not be put into these programs and increases may actually limit growth due to competitive pressures. Where a zero per cent increase is being requested, a review of program contribution margin was performed. Calculations under the complex ministry policy using the recommended 2014-2015 tuition fees and projected enrolment will result in an average College increase of 2.86%, which is just under the 3% cap.

Recommendations for tuition fees on new programs will continue to come forward for Board approval as required for new program proposals; however, these fees are intended to align with the structure of current programs and the new streamlined tuition framework.

International Tuition: As we develop and grow within the international market, it is critical we review programs to be competitive with other colleges. It was noted that our international rates were the highest in the college system.

While the Ministry has introduced a policy that will see a reduction to our base operating grant related to the intake of international students, Administration believes we need to limit increases to international fees to stay competitive. In addition, past policy was to set international fees on the domestic rate and add a premium. This has created a significant administrative burden in maintaining the varying rates and complicated the communications for international agents and students. A more streamlined approach to standardize international tuition, while maintaining an international premium that averages to an amount close to the amounts received from MTCU as grant, is recommended.

Academic Fees: These fees relate to field activities 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.

FINANCIAL IMPLICATIONS • *Staff, facilities, equipment, legal* • *Impact on budget*

As attached.

PREPARED BY: Office of the Vice-President Finance and Administration

Student Fees
(PER SEMESTER)
 Proposal to come into Effect September 1, 2014

TUITION

Domestic Fees

Regular Programs

	<u>2014/15</u>		
	Recommended Fee Option:		
	Streamline fee structure, reduced admin. burden.		
	Does not maximize revenues fully, however maximum where possible while continuing to progress to a streamlined structure with due consideration for student enrolment and program investment requirements		
	\$	\$ change	% change
Certificate Programs – Year One	1343.10	39.10	3.0%
Certificate Programs – Returning Students			
Diploma Programs - Year One	1275.10	37.10	3.0%
Diploma Programs - Returning Students			
Massage Therapy - Year One	1629.40	47.40	3.0%
Massage Therapy - Returning Students			
 <u>High Demand</u>			
First year:			
Advance Water Operations	2966.00	0.00	0%
Applied Research	1866.00	0.00	0%
Aquaculture	3114.30	148.30	5%
Arboriculture	1442.70	68.70	5%
Blasting Techniques	3214.00	153.00	5%
Computer Security & Investigation	2768.00	0.00	0%
Ecological Restoration	2481.15	27.15	1%
Electrical Power Generation	4467.00	-366.00	-8%
Environmental Visual Communication	3402.00	162.00	5%
GIS Programs	1369.20	65.20	5%
Heavy Equipment Operator (FULL PROGRAM)	10661.70	507.70	5%
Hospitality Admin.	2501.10	119.10	5%
International Business Management	2501.10	119.10	5%
Global Business Management	2501.10	119.10	5%
Motive Power Techniques - Heavy Equipment	4467.00	-366.00	-8%
Museum Management	1719.90	81.90	5%
Natural Resources Law Enforcement	2681.70	127.70	5%
Outdoor Adventure Skills (1st year)	2236.50	106.50	5%

Outdoor Adventure Education	2572.50	122.50	5%
Paramedic	2772.00	4.00	0%
Practical Nurse (<i>Five semesters offered over</i>	2097.08	61.08	3.0%
Pre-Service Fire Fighter	4606.16	134.16	3.0%
Project Management	2501.10	119.10	5%
Sustainable Agriculture	1966.00	-1000.00	-34%
Therapeutic Recreation	1695.75	80.75	5%
Wireless Information Networking	2478.00	96.00	4%
Returning Students:			
Electrical Power Generation (year 2)	4467.00	0.00	0%
Electrical Power Generation (year 3)			
Computer Security & Investigation (year 2)	2768.00	128.00	4%
Computer Security & Investigation (year 3)			
Pre-Service Fire Fighter	4477.20	213.20	5%
Ecological Restoration	2481.15	118.15	5%
Outdoor Adventure Education	2572.50	122.50	5%
Paramedic	2772.00	132.00	5%
Wireless Information Networking	2478.00	118.00	5%
Practical Nurse (<i>Five semesters offered over four+ semesters</i>)	2039.10	97.10	5%

Student Fees
(PER YEAR - Two semesters)
Proposal to come into Effect September 1, 2014

International Fees		<u>13/14</u>		<u>14/15 Proposal</u>		
		<u>Tuition</u>	<u>International Premium**</u>	<u>Tuition</u>	<u>%increase - Tuition only</u>	<u>International Premium**</u>
1	Regular Programs	11,800	4,668	12,040	2.0%	4,677
2	High Demand	13,700	range varies	13,970	2.0%	range varies
<i>High Demand with added program costs:</i>						
3	Ecological Restoration	14,000	4,546	14,280	2.0%	4,659
	Natural Resources Law Enforcement	14,000	4,446	14,280	2.0%	4,458
	Outdoor Adventure Education	14,000	4,550	14,280	2.0%	4,568
	Paramedic	14,000	4,232	14,280	2.0%	4,368
	Computer Security & Investigation	15,200	4,832	14,280	-6.1%	4,372
	Wireless Information Networking	14,000	4,618	14,280	2.0%	4,662
4	Advance Water Operations	15,200	4,634	15,500	2.0%	4,784
	Aquaculture	15,200	4,634	15,500	2.0%	4,636
	Blasting Techniques	15,200	4,539	15,500	2.0%	4,536
	Environmental Visual Communication	15,200	4,360	15,500	2.0%	4,348
	Heavy Equipment Operator	15,200	4,215	15,500	2.0%	4,838
5	Pre-Service Fire Fighter	17,600	4,328	18,300	4.0%	4,675
	Sustainable Building Design	17,600		18,300		
6	Electrical Power Generation	19,200	4,767	19,200	0.0%	4,767
	Motive Power Techniques - Heavy Equipment	19,200	4,767	19,200	0.0%	4,525
Intern Fees/Special Placement or Project terms						
	International Business Management - 7 week intern for 1/2 of 3rd	1,000		1,150	15.0%	
	Biotechnology Techn Forensic - 5th Semester work placement	2,000		2,300	15.0%	
	Therapeutic Recreation - workplacement			2,300 new		
	Wireless Info Networking - 4th Semester project term	2,500		2,875	15.0%	

** International Premium intended to offset MTCU grant per student ~ \$4,300 plus additional administrative overheads due to international program. On average College policy was to keep close to \$4,600/per semester.

ACADEMIC FEES
Effective September 1, 2014 Proposed

	<u>Program</u>	<u>Course</u>	<u>2013-14</u>	<u>2014-15</u>
Ecosystem Management Technology	EMX-5	APST 21	284	277
Environmental Technician	ETN-4 & ETY-4	APST 27	200	206
Environmental Technology	ETY-6	APST 88	124	125
Ecological Restoration	ERJ-3	APST 83	673	948
Ecological Restoration	ERJ-3	FSTY75	83	103
Forestry Technician	FT-3	APST 030	445	448
Fish and Wildlife Technology	FW-6	APST 040	124	125
Fish and Wildlife Technology	FW-5	APST 018	114	123
General Arts and Science - Environmental & Natural Resource Studies Option	GSN-1	APST96	290	234
Geographic Information Systems - Applications Specialist	GIA-3	APST 87	303	302
Geographic Information Systems - Cartographic Specialist	GC-3	APST 87	303	302
Natural Resources - Law Enforcement	NRL-1	APST 16	250	251
Outdoor Adventure Skills	OAS-2	APST 77	432	433
Outdoor Adventure Skills	OAS-1	APST 76	124	117
Outdoor and Adventure Education	ODE-3	APST112	122	150
Outdoor and Adventure Education	ODE-4	APST113	385	431
Visual and Creative Arts Diplomas Haliburton	VCA-1 & VCC-3	ARTS957	323	274
Fish & Wildlife Technician & Technologist	BO-3	APST 23	567	595
Recreation & Leisure Services	RLD-2 & RLS-3	RECR026	157	155
Artist Blacksmith	ABS-1	ARTS1950	188	199
Sculpture	SCU-1	ARTS629	235	199
Ecosystem Mgmt Technician	EMT-3	APST22	0	255
Resource Mapping Technician	GMT-1	APST64	0	318
Aquaculture	AQU-3	APST120	0	620
Recreation & Leisure Services	RLS-1	RECR014	0	95
Ceramics	CER-1	ARTS971	0	199
Digital Image Design	DID-1	ARTS1474	0	199
Fibre Arts	FAR-1	ARTS444	0	199
Glassblowing	GBL-1	ARTS1091	0	494
Jewellery Essentials	JWA-1	ARTS526	0	199
Photo Arts	PHA-1	ARTS633	0	199
Visual Arts Fund-Drwg&Painting	VAF-1	ARTS14	0	199
Integrated Design	IND-1	ARTS2037	0	197
Studio Process Advancement	SPA-1	ARTS1921	0	546

SUPPLY FEES
Effective September 1, 2014 Proposed

Full-time Programs	2013-14	2014-15
Jewellery Arts Certificate Program	2,689	2,689
Artist Blacksmith Certificate Program	935	935
Photo Arts Certificate Program	921	921
Ceramics Certificate Program	724	724
Fibre Arts Certificate Program	723	723
Glassblowing Certificate Program	3,274	3,274
Visual and Creative Arts Diploma Program	761	747
Visual Arts Fundamentals - Drawing and Painting	849	849
Sculpture Certificate Program	906	906
Digital Image Design	516	480
Integrated Design	-	723 <i>new</i>
Cultural Heritage Conserv & Mg	-	89 <i>new</i>
Museum Mgmt and Curatorship	-	89 <i>new</i>
Personal Support Worker Brealey	37	37
Personal Support Worker Frost	-	-
Paramedic	37	37
Practical Nursing	37	37
Occup Therapist Assist/ Physio Assist	37	37
Pre-Serv Firefighter Educ&Trng	-	37 <i>new</i>
Health Information Management	-	88 <i>new</i>
Resources Drilling Blasting	57	44
Blasting Techniques	87	81
Heavy Equipment Operator	36	36
Heating, Ref & Air Cond	455	385
Electrical Power Generation	122	166
Motive Power Techniques	128	166
Fish & Wildlife Technology	27	52
Ecosystem Mgmt	-	25 <i>new</i>
Sustainable Agriculture	-	53 <i>new</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.

SUBMISSION TO THE BOARD OF GOVERNORS

SUBJECT: 2014-2015 Compulsory Ancillary Fees

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

ACTION REQUIRED • For Information • For Consultation • For Discussion • For Approval (include motion)
For Approval

THAT the Board of Governors of Sir Sandford Fleming College approve the Compulsory Ancillary Fees for 2014-2015, as circulated.

SOURCE

- Finance and Property Committee meeting March 12, 2014
- Ministry of Training, College and Universities Governance and Accountability Framework, Binding Policy Directive on *Tuition and Ancillary Fees*
- *Compulsory Ancillary Fee Protocol Agreement* between the Student Administrative Council and the Frost Student Association, March 2014

SUMMARY • Purpose of this report/request • Past History • Other relevant information

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 bodies and with the renewal of the Compulsory fees protocol, it is recommended that these fees be kept to levels equivalent to cost of living increases using consumer price index as published by Statistics Canada as a guide to inflation.

The fee structure has the support of the Student Administrative Council and the Student Association and is outlined on the attached schedule.

Proposed Alumni Fee for 2014-2015: is set at \$13.25 per semester, remaining the same as 2013-2014; the Alumni Office costs have not seen recent increases in alumni materials.

Proposed Support Services Fee for 2014-2015: is set at \$86.85 per semester, an increase of 1.0% over 2013-2014.

Proposed Part Time Student Support Services Fee: is set at \$ 0.73 per hour to a maximum of \$45.00 per course, an increase of 1.0% over 2013-2014.

Proposed IT Fee for 2014-2015: is set at \$83.85 per semester, an increase of 1.0% over 2013-2014. Of this fee, \$6.00 is to be utilized to replace various pieces of equipment in consultation with student governments.

Student Fees
(PER SEMESTER)
Effective September 1, 2014

COMPULSORY ANCILLARY FEES

	<u>2011/12</u>	<u>2012/13</u>	<u>2013/14</u>	<u>2014/15</u>	<u>Change</u>
	(\$)	(\$)	(\$)	(\$)	
Alumni	12.50	13.00	13.25	13.25	0.0%
Support Services	82.00	85.25	86.00	86.85	1.0%
Support Services Part Time per Hour	0.67	0.71	0.72	0.73	1.0%
	max \$ 42 per course	Max \$45 on set hour course			
Information Technology Fee	79.00	82.00	83.00	83.85	1.0%

STUDENT LEVIED FEES

Student Activity – B C M *	60.50	60.50	61.25	65.00	6.1%
Student Activity – H R *	48.50	48.50	48.50	48.50	0.0%
Student Activity - L *	83.50	83.50	87.50	88.75	1.4%
Athletic Fee - B M	39.75	41.75	43.00	45.00	4.7%
Athletic Fee – L H	49.00	50.50	51.00	52.00	2.0%
Peterborough Sport and Wellness Student Membership – B, M	83.50	84.50	85.00	85.00	0.0%
Building Fund – B M (Sport and Wellness Brealey then Sports Field)	42.00	42.00	42.00	42.00	0.0%
Student Centre Frost L	37.00	37.00	37.00	37.00	0.0%
Recreational Building Fund - L (Fieldhouse)	14.00	14.00	14.00	14.00	0.0%
Student Centre Renovation Fund - B	40.00	40.00	40.00	40.00	0.0%
Lindsay Rec Complex Fee - L	50.00	50.00	50.00	50.00	0.0%
Lindsay Transit Fee - L (proposal for Fall/Winter only)				25.00	n/a
Health Insurance (<u>Per Year</u>) Domestic	215.00	215.00	215.00	215.00	0.0%
Health Insurance (<u>Per Year</u>) International	693.00	693.00	693.00	693.00	0.0%
Sutherland (ex health)	439.25	449.00	453.50	460.95	1.6%
Frost (ex health)	407.00	415.25	421.75	450.70	6.9%
Cobourg (ex health)	234.00	240.75	243.50	248.95	2.2%
Haliburton (ex health)	271.00	279.25	281.75	284.45	1.0%
ROM (ex health)		228.75	230.75	232.45	0.7%

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

SUBMISSION TO THE BOARD OF GOVERNORS
SUBJECT: 2014-2015 Student Levied Fees
PRESENTED BY: Governor Degeer, Chair – Finance and Property Committee

ACTION REQUIRED • For Information • For Consultation • For Discussion • For Approval (include motion)
For Approval

THAT the Board of Governors of Sir Sandford Fleming College approve the *Student Levied Fees for 2014-2015*, as circulated.

SOURCE

- Finance and Property Committee meeting March 12, 2014
- Ministry of Training, College and Universities Governance and Accountability Framework, Binding Policy Directive on *Tuition and Ancillary Fees*

SUMMARY • Purpose of this report/request • Past History • Other relevant information

The two student governments (Student Administrative Council (SAC) – Sutherland and the Student Association (SA) – Frost) levy their own student association fees on the student body. Many of these fees are set under local agreements (i.e. Membership to Wellness Centre) and remain unchanged from previous years. Ministry policy requires that these fees be approved by the college board of governors.

CONSIDERATIONS/IMPACTS, OPTIONS, RISK ASSESSMENT • Identify the Pros and Cons

These fees will be per semester unless otherwise stated (15 weeks) for the 2014-2015 academic year (effective September 1, 2014 to August 31, 2015); attached is the proposed student levied fees schedule.

Student Activity Fees – Brealey, Cobourg, McRae	Increase on request of the student association from \$61.25 to \$65.00.
Student Activity Fee – Haliburton, ROM	Remains unchanged at \$48.50
Student Activity Fee – Lindsay	Increase on request of the student association from \$87.50 to \$88.75.
Athletic Fee - Brealey, McRae	Increased from \$43.00 to \$45.00 in response to increasing costs in providing athletic activities
Athletic Fee – Lindsay, Haliburton	Increased from \$51.00 to \$52.00 in response to increasing costs in providing athletic activities.
Building Fund – Brealey, McRae re Sport and Wellness Centre	Remains unchanged at \$42.00.
Building Fund – Lindsay re: Student Centre Lindsay	Remains at \$37.00
Recreational Building Fund – Lindsay re Field house	Remains at \$14.00
Peterborough Sport and Wellness Centre – Brealey, McRae	Remains at \$85.00
Health Insurance (FULL YEAR)	Will remain unchanged at \$215.00 for domestic students and at \$693.00 for international students
Student Centre Renovation Fund – Brealey	This fee of \$40.00 remains unchanged and funds the student centre renovations
Lindsay Recreation Complex Fee – Frost	Remains at \$50.00

FINANCIAL IMPLICATIONS • *Staff, facilities, equipment, legal* • *Impact on budget*

A new fee is proposed this year by the Student Association at Frost Campus to address lack of transportation for the Frost students in commuting to the local Go Bus station and into Peterborough. The Student Association scheduled a student referendum on March 13 – required by policy – to introduce new student levied fees to fund a shuttle bus addressing the transportation need. Assessment of student ridership and cost of bus service has determined that this fee should be set at \$25 for the Fall and Winter semester, where the bus will be run as a pilot project.

PREPARED BY: Office of the Vice-President Finance and Administration

Student Fees
(PER SEMESTER)
Effective September 1, 2014

COMPULSORY ANCILLARY FEES

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