

**BOARD OF GOVERNORS  
PUBLIC MEETING**

**Wednesday, June 25, 2014**

**2:30 p.m.**

**Scholfield Boardroom, Brealey Room #5920  
Peterborough, ON**

**2010-2015 Strategic Priorities**

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

**A G E N D A**

Est. Time	Item and Action	<i>PDF Page</i>
	1. Call to Order	
	2. Welcome and Introduction of Guests	
	3. Approval of Agenda	<i>Pgs 1-2</i>
	4. Conflict of Interest Declaration	
	<b>5. Unanimous Consent Agenda</b>	<i>Pgs 3-31</i>
	<i>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.</i>	
	<b>ITEMS:</b> <i>(enclosed)</i>	
	5.1 minutes of the May 28, 2014 public meeting of the Board of Governors	
	5.2 Summer Authority for Board Decisions	
	5.3 Investment Performance Report for 2013-2014	
	5.4 Activities of the Board Committees for the month of June 2014	
	5.5 Purchase Contracts Awarded	
	5.6 Updated 2013-2014 Program Advisory Committee Meeting Schedule and Meeting Summaries	
	5.7 Correspondence for the month of June 2014	
	<b><i>To approve Items 5.1, 5.2, 5.3 and receive Items 5.4, 5.5, 5.6, 5.7, for information.</i></b>	
	<b>6. Board Education</b>	
	No formal educational session has been identified for the June meeting.	
10 min	<b>7. Reports</b>	
	7.1 <u>College Activity</u>	<i>To be emailed / posted</i>
	7.2 <u>From the Board Chair</u>	<i>To be emailed / posted</i>
	7.3 <u>From the President</u>	<i>To be emailed / posted</i>
	7.4 <u>From the Liaison Governors:</u> Meetings will commence in the Fall.	
	7.5 <u>"Connecting with Our Communities"</u>	
15 min	<b>8. Business Arising from Previous Meetings</b>	
	8.1 <u>KTTC Construction Project Update</u> <i>(enclosed)</i>	<i>Pgs 32-33</i>
	<b><i>For information</i></b>	

20 min **9. New Business**

9.1 Addendum to the Fleming College 2014-2015 Business Plan (enclosed) *Pgs 34-46*  
**To approve the Financial Templates for inclusion in the Business Plan**

9.2 Addendum to the Fleming College 2013-2014 Annual Report (enclosed) *Pgs 47-48*  
**To approve the Analysis of Financial Performance Report for inclusion in the Annual Report**

9.3 New Program: Health, Safety and Environmental Compliance (enclosed) *Pg 49*  
**To approve the program, September 2015 implementation**

9.4 College Policies (enclosed)  
a) Policy #2-204, revised: *Class Cancellation* *Pgs 50-55*  
b) Policy #5-506, revised: *Student Rights and Responsibilities* *Pgs 56-72*  
c) Policy #2-218, new: *Learning Management System Usage* *Pgs 73-76*  
**To approve the College Policies**

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

75 min **11. Move to In-Camera Board Meeting**

11.1 Report from the In-Camera Meeting

10 min **12. Private Session**

**13. Adjournment** approx. 4:45 p.m.

**Governors please note: the Election Meeting will take place at the conclusion of this agenda.**

**UNANIMOUS CONSENT AGENDA**

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

- 5.1 minutes of the May 28, 2014 public meeting of the Board of Governors;**
- 5.2 Summer Authority for Board Decisions;**
- 5.3 Investment Performance Report for 2013-2014;**

**and receive, for information, the**

- 5.4 Report on Activities of the Board Committees for the month of June 2014;**
- 5.5 Report on Purchase Contracts Awarded February through May 2014**
- 5.6 Updated Meeting Schedule and Summaries of the Educational Assistant (March 20, 2014); Early Childhood Education (April 7); Pharmacy Technician (April 16); Fitness & Health Promotion (April 23); and Arts & Heritage (May 12) Program Advisory Committee meetings;**
- 5.7 Correspondence for the month of June 2014;**

**as circulated.**

PREPARED BY: Board Office

**BOARD OF GOVERNORS**  
**Public (*Open Session*) Meeting**  
**Wednesday, May 28, 2014**  
**Scholfield Boardroom, Brealey Room #5920**  
**Peterborough, ON**

*Draft Until Approved*

## MINUTES

**Present:** Mr. Degeer, Dr. Dockstator, Mr. Gillespie, Ms. Kerrigan, Ms. Kloosterman, Mr. Krajcar, Mr. McLean, Ms. Merrett, Mr. Perry, Ms. Ross, Mr. Stanford, Ms. Sutcliffe-Geens, Ms. Watson and Dr. Tilly for the Board.

Ms. McFadden.

**Regrets:** Mr. Andrews, Mr. Astell, Ms. Shill.

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

**Staff:** Dr. Brenda Pander-Scott, Registrar;  
Ms. Laura Copeland, College Communications.

**Guests:** *Items 9.4 and 9.5* – Ms. Trish O'Connor, Academic/HR Special Projects Leader;  
*Item 9.4* – Mr. Rob Arkell, Projects Assistant – Sustainability

### 1. Call to Order

Confirming quorum, Governor McLean called the meeting to order at 3:35 p.m. and noted regrets.

### 2. Welcome and Introduction of Guests

The Chair welcomed those in attendance and introduced *George Gillespie* to the Board. Governor Gillespie was appointed by the Lieutenant Governor in Council to the Fleming College Board for a term April 16, 2014 to August 31, 2016.

### 3. Agenda

To accommodate the presentations, the Chair indicated Item 9.4 – *Sustainability Plan Year 1 Update* and Item 9.5 – *Lean Report Year 2 Update* would follow Item 6 – *Board Education*.

BoG May28-2014 #1

Moved and Seconded by Ms. Watson and Ms. Merrett

**THAT the agenda be approved, as amended.**

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 May28-2014 #2

Moved and Seconded by Mr. Krajcar and Mr. Perry

**THAT the Board of Governors of Sir Sandford Fleming College approve the Consent Agenda for the May 28, 2014 meeting and the**

**• minutes of the April 30, 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 May 2014;**
- updated Schedule of Program Advisory Committee meetings and the Summaries of the Recreation and Leisure Services (February 28, 2014) and the Community and Justice Services (April 4) Program Advisory Committee meetings; and**
- Correspondence for the month of May 2014**

**as circulated.**

Carried

## **6. Board Education**

- (a) Dr. Pander-Scott provided an update on the 2014 Key Performance Indicator results. KPIs are province-wide measures that provide accountability to the public with regards to institutional performance in five key areas: Student Satisfaction, Graduate Satisfaction, Employer Satisfaction, Employment Rate and Graduation Rate. The 2014 results for the five overall scores closely mirror the 2013 results, with all results within 1.5% of last year's performance. Fleming's overall Student Satisfaction result is based on the highest student response rate of all 24 colleges. This year, the Student Satisfaction portion of the survey changed significantly with new questions added, some questions revised, removed and/or placed in a different area of the survey. Students also voiced concern with the timing of the survey and the number of surveys they are asked to complete.

Next steps include further analysis of the data and development of action plans for improvement. To guide future discussion and the Board's consideration of strategic priorities, the Board requested information be provided in a format offering a comparison to similar size colleges and included Administration's observations relative to the data.

- (b) Dr. Pander-Scott presented an update on Enrolment with a focus on Summer 2014 results and anticipated results for Fall 2014. A greater number of students are opting to start programs in January and return for their next semester in the summer, and a large number of international students attend in the summer. Total enrolment for the summer semester reached 1,207 students, exceeding the 2013 summer enrolment by 110 students.

Looking ahead to the fall semester, domestic applications are up slightly (1%) while confirmations have declined (4%); this decline is, in part, related to waitlist offer release timing which will resolve over time. Several marketing and conversion strategies have been put into place, and the College is hopeful these initiatives will have a positive impact. A strong summer performance will result in a greater number of summer students entering their next semester in the fall.

## **7. Reports**

7.1 The College Activity Report was received, for information.

7.2 The Board Chair's Report was received, for information. The Chair extended congratulations to Dr. Dockstator on his recent appointment as President of the First Nations University of Canada (located in Regina, Saskatchewan) commencing July 1, 2014. Convocation 2014 begins with the Haliburton ceremony on May 30, followed by the Frost ceremony on June 6 and six Sutherland ceremonies over the June 10 through 12 timeframe; Governors were requested to advise the Board Office of their availability to attend.

- 7.3 The President's Report was received, for information. The Association of Canadian Community Colleges has a new name – Colleges and Institutes Canada; the new brand and logo were unveiled at the annual conference.
- 7.4 Dr. Tilly provided highlights of the May 22, 2014 meeting of the President's Advisory Council and referenced that meeting minutes were available to governors in the Circulation Binder. Council is now in summer recess and will start up again in the fall; Governors are welcomed to attend any meeting of PAC in the liaison role.
- 7.5 "Connecting with Our Communities": Attention was drawn to the card at each seat inviting Governors to attend a K TTC Campaign touchdown event and BBQ lunch on June 25 at 1:00 p.m. on the Steele Centre Patio.
- 7.6 Report from the In-Camera Meeting: The Board approved a new meeting cycle that will be piloted for the 2014-2015 Board year; dissolved the Human Resources Committee; endorsed a single committee to oversee audit and risk; confirmed the positions for election at the Election Meeting; and appointed Tyler Krajcar as the Student Governor for a second one-year term commencing September 1, 2014.

## 8. Business Arising from Previous Meetings

- 8.1 The K TTC Construction Project Update report was received, for information. Governors expressed appreciation for the tour of the building. The project remains on track for classes commencing in the Fall and is on budget.

## 9. New Business

- 9.1 Fleming College 2013-2014 Financial Statements: Presented by Governor Degeer on behalf of the Audit Committee. The auditors have issued a "clean audit" report.

BoG May28-2014 #3

Moved and Seconded by Mr. Degeer and Mr. Stanford

**THAT the Board of Governors of Sir Sandford Fleming College approve the 2013-2014 Financial Statements indicating net assets as at March 31, 2014 of \$10,911,877.**

Carried

- 9.2 Fleming College 2013-2014 Annual Report: The document charts the College's achievement of the 35 objectives outlined in the 2013-2014 Business Plan. In presenting the report, Ms. Crook noted that the majority of objectives met or exceeded the targets set; some elements would also be achieved by the end of September. Overall, the report documents good accomplishments. It was noted that the Strategic Mandate Agreement framework is reflected throughout the document and that, as an outcome of the provincial election, references to the SMA may require slight re-wording prior to submitting and posting the Annual Report.

BoG May-2014 #4

Moved and Seconded by Ms. Ross and Mr. Stanford

**THAT the Board of Governors of Sir Sandford Fleming College approve the Fleming 2013-2014 Annual Report.**

Carried

- 9.3 New Program – Accounting: Presented by the Vice-President Academic, the addition of this program to the existing suite of business programs complements the current three-year credential. The program would provide graduates with the option of immediate entry into the workforce, pursuit of a professional designation, or continuing their studies. Only minor modifications to the current curriculum would be required; these are underway as an outcome of a recent program review process.

BoG May28-2014 #5

Moved and Seconded by Ms. Merrett and Ms. Kerrigan

**THAT the Board of Governors of Sir Sandford Fleming College approve the *Ontario College Diploma in Accounting* 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

9.4 Sustainability Plan – Year 1 Update: Fleming's first corporate sustainability plan covering five years, 2013 to 2018, called for annual action plans to be developed and executed; the first report covers seven months in order to align reporting cycles with the fiscal year of the College. The Year 1 Action Plan included 52 actions spread across six sustainability plan goals; of these, 28 actions were completed, 18 actions are under way and 6 actions were cancelled or deferred to next year.

9.5 Lean Report – Year 2 Update: Fleming introduced the principles of “lean thinking” in the fall 2011 looking at processes in the service areas and, most recently, has expanded focus to the academic area. The second update provided highlights of activities under each of the six college strategic priorities and represents the breadth of activity across the College. A College Steering Committee is formalizing lean processes and aligning lean initiatives with strategic priorities. This year, the work has included internal processes, academic program design, external partnerships, and work with the community.

9.6 Adjustments to the June Meeting Schedule: There was consensus to implement the requests as outlined on the agenda.

## 10. Other Business

(a) It was noted that communications by a student to individual Board members have ceased.

(b) A governor had raised a question about the Ontario College of Trades and any effect on Fleming College particularly as an outcome of the election. Dr. Tilly clarified that the College of Trades was created by the Liberal government to regulate and promote skilled trades thereby ensuring people are trained to provincial standards. Much of the controversy relates to concerns about the fees and compulsory membership structure, and the Conservative election promise to scrap the College and make the Ministry of Training, Colleges and Universities responsible for regulating skilled trades.

**11. Private Session**: The Chair thanked the guests and senior administration for their attendance at the meeting. The Board moved into a private session at 5:00 p.m.

Returning to the agenda, it was reported that the Board wishes to establish a protocol where each member of the Board of Governors is required to sign a confidentiality and conflict of interest agreement at the commencement of their appointment.

**12. ADJOURNMENT of the public meeting** at 5:36 p.m. by Ms. Merrett and Ms. Ross.

**SUBMISSION TO THE BOARD OF GOVERNORS**

**SUBJECT:** *Summer Authority for Board Decisions*

**PRESENTED BY:** Governor Ross, Chair – Executive 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 grant the Executive Committee authority to act on behalf of the Board on decisions that must be taken between June 26, 2014 and the first full meeting of the Board in the Fall 2014, with all such activity publicly reported at the Fall 2014 meeting.**

**SOURCE**

- By-law 1-102, s.31 *Executive Committee*
- Executive Committee Terms of Reference (e)

**SUMMARY**

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

Meetings of the Board are not scheduled for the months of July and August. With the Board's prior approval, the Executive Committee is designated to conduct the work of the Board during the summer recess thereby ensuring that urgent matters which may arise during the summer months are handled in a timely manner.

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

N/A

**FINANCIAL IMPLICATIONS**

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

N/A

PREPARED BY: Board Office



## SUBMISSION TO THE BOARD OF GOVERNORS

**SUBJECT:** *Investment Performance Report for 2013-2014*

**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 Investment Performance Report for 2013-2014*, as circulated.**

### SOURCE

- Minister's Binding Policy Directive, *Banking, Investments and Borrowing*, and related Operating Procedure
- Finance and Property Committee meeting of June 16, 2014

### SUMMARY

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

The Minister's Binding Policy Directive requires that a college board of governors review and approve, at least annually, an investment performance report. This report is to include a statement signed by the senior financial officer stating that the college is in compliance with relevant legislative requirements and this policy.

### CONSIDERATIONS/IMPACTS, OPTIONS, RISK ASSESSMENT

• Identify the Pros and Cons

Fleming College completes the report annually based on the results for the year ended March 31.

The report for the year ended March 31, 2013 is attached.

### FINANCIAL IMPLICATIONS

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

None noted.

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

To: Sir Sandford Fleming College of Applied Arts and Technology  
Board of Governors  
Re: 2013/14 Investment Performance Report

The Ministry of Training Colleges and Universities (MTCU) Banking, Investments and Borrowing Binding Policy Directive (Policy), must be adhered to by the College. At least annually the Board of Governors is required to review and approve an investment performance report, signed by the senior finance official.

The MTCU Policy requirements differ for College Funds and Externally Restricted and Endowment Funds. Government matching endowment funds are deemed to be College Funds, therefore, all funds that are held by the College, with the exception of donations received through fundraising, are considered College Funds. College Funds are subject to the attached Investment Guidelines, while all other funds are subject to the requirements for organizations handling funds or property in trust under the Trustee Act.

The College has three Investment Policy Statements, the Operating IPS and the Ministry Endowed IPS are comprised entirely of College Funds and they provide a framework for the investment of operating cash not immediately required for operations and endowment funds, respectively. The third IPS is the Comprehensive IPS and provides guidelines to govern the investment of endowment funds which include a mix of College funds and Externally Restricted and Endowment Funds.


The cash not immediately required for operations, which falls under the Operating IPS was held in the College bank account and invested in guaranteed investment certificates with RBC Dominion (\$ 9.0 million). These funds earned 1.25% during the year, both when invested with RBC Dominion and when held in the College bank account.

The Ministry endowment fund (\$ 0.3 million) target asset allocation under the current IPS is 3% cash and equivalents and 97% Fixed Income. The annual market return for the year ended March 31, 2014 was 1.91%.

The Comprehensive (\$ 7.6 million) IPS target asset allocation under the current IPS is 3% Cash and Equivalents, 67% Fixed Income and 30% Canadian Equities. The market return on the combined asset allocations during the fiscal year was 5.29%

On March 31, 2011 an Ontario Hydro Bond (\$ 0.2 million), with a yield of 3.96% was transferred to the College from the Fleming College Foundation and is expected to be held until its maturity in February 2018. There is not a specific IPS for this particular investment, it is consistent with the Trustee Act and is comprised of funds raised from a Foundation donor. Each quarter, its compliance with the Comprehensive IPS Eligible Investments and Quality Guidelines Sections is reviewed.

Sir Sandford Fleming College is in compliance with relevant legislative requirements in force for the fiscal year, as well as the Minister's Banking, Investments and Borrowing Binding Policy Directive

  
\_\_\_\_\_  
Brian Baker  
VP Finance & Administration

June 2, 2014  
Date

## Investment Guidelines for College Funds

A college may only invest its College Funds, as defined in the MTCU Banking, Investments and Borrowing Binding Policy Directive, which are not immediately required to operate the college in the following securities, expressed or made payable in Canadian dollars, subject to the ratings identified in section VI:

I. Bonds, debentures and promissory notes or other evidence of indebtedness, issued or guaranteed by:

- a. Canada or a province or territory of Canada, or
- b. an agency of Canada or a province or territory of Canada.

II. Bonds, debentures, promissory notes or other evidence of indebtedness, issued or guaranteed by:

- a. a municipality in Canada;
- b. a university in Ontario that receives ongoing operating and capital funding from Ontario;
- c. the board of governors of a college established under the *Ontario Colleges of Applied Arts and Technology Act, 2002*;
- d. a board of a public hospital within the meaning of the *Public Hospitals Act*;
- e. a school board in Canada;
- f. Ontario Infrastructure Projects Corporation; or
- g. the Municipal Finance Authority of British Columbia.

III. Bonds, debentures, promissory notes, deposit receipts, deposit notes, certificates of deposit or investment, acceptances, commercial paper or similar instruments, issued, guaranteed or endorsed by:

- a. a bank listed in Schedule I or II or a branch in Canada of an authorized foreign bank under the Bank Act (Canada);
- b. a loan corporation or trust corporation registered under the Loan and Trust Corporation Act; or
- c. a credit union to which the Credit Unions and Caisses Populaires Act, 1994 applies.

IV. Bonds, debentures, promissory notes or other evidence of indebtedness, issued by a corporation that is incorporated under the laws of Canada or a province of Canada; or

V. Promissory notes or commercial paper, other than asset-backed securities, issued by a corporation that is incorporated under the laws of Canada or a province of Canada.

VI. A college is not to invest in a security under subsection IV or V above unless the security has a minimum rating, at the time the investment is made by the college by at least one rating agency of:

- "R-1 (high)" or "AAA" by Dominion Bond Rating Service Limited;
- "Prime-1" or "Aaa" by Moody's Investors Services Inc.;
- "A-1+" or "AAA" by Standard and Poor's; or
- "F1+" or "AAA" by Fitch Ratings.

VII. If an investment falls below the standard required in section VI, the college is to sell the investment within 90 days after the day the investment falls below the standard.

## 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**

**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 June 2014.

### **Academic and Student Affairs Committee**

*Governor Merrett – Committee Chair*

Members at the meeting were offered updates on two programs in development (Graphic Design diploma and Global Business Management post-graduate certificate); program review reports relative to two programs (Electrical Power Generation and Heavy Equipment Operator ) offered in the School of Environmental and Natural Resource Sciences; and key accomplishments in the Student Services area.

Items requiring Board approval are listed on the meeting agenda.

### **Finance and Property Committee**

*Governor Degeer – Committee Chair*

The Committee reviewed and recommended a number of documents for Board approval including the Investment Performance Report and the financial addendums for the Annual Report and for the Business Plan. Members were also briefed on a property matter.

### **Executive Committee**

*Governor Ross – Committee Chair*

The Committee continues to focus on recruitment of external members and recommended the re-appointment of a governor for a second term. The Committee started the process to evaluate the process of evaluating the President's performance over the past year. Members finalized the annual operational review of the Board and evaluation of objectives for the year; one of the recommendations is to pilot a new meeting cycle for the 2014-2015 Board year.

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

### **Advancement Committee**

*Governor Sutcliffe-Geens – Committee Chair*

Members received updates on fundraising, donor recognition, the Legacy Giving Program, and potential 2014-2015 funding priorities. The Committee discussed its ongoing role and confirmed value in retaining some form of committee or advisory council format.

### **Ad Hoc Risk Committee**

*Governor Stanford – Committee Chair*

The Committee reviewed the framework and process components of the system's Integrated Risk Management toolkit and will present a recommendation to the Board on next steps in the process.

PREPARED BY: Board Office

**REPORT TO THE BOARD OF GOVERNORS**

**SUBJECT: *Purchase Contracts Awarded***

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

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

**For Information**

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

A report detailing the purchase contracts awarded (\$100,000 to \$499,000) for the period February 1, to May 31, 2014. The Board receives this information through the Finance and Property Committee on a quarterly basis.

**1. Long View Systems Corporation**

Description: RFP #IT13-08 – Cisco Call Manager  
 Contract Value: \$222,456.51 tax included  
 Award Date: February 5, 2014  
 # of Compliant Bidders: 2  
 Bid Results: Long View Systems Corporation \$222,456.51 tax included  
 Bell Canada \$289,591.37 tax included

This RFP was to engage the services of a company with expertise in upgrading/implementing our phone system with Cisco Call Manager V9. The scope of work included assessing the migration needs of the College, implementing a new solution, and assisting the College in its migration. This opportunity was posted to Merx. Eight (8) firms ordered documents, three (3) firms submitted proposals. One (1) firm's proposal was non-compliant.

**2. Long View Systems Corporation**

Description: RFT #ACAD13-38 – Cisco Equipment & Various Components  
 Contract Value: \$139,721.55 tax included  
 Award Date: February 14, 2014  
 # of Compliant Bidders: 3  
 Bid Results: Long View Systems Corporation \$123,647.39 tax included  
 Onx Enterprise \$140,622.94 tax included  
 Bell Canada \$143,746.63 tax included

This RFT was for the purchase of Cisco Equipment & Various Components to be used in the Fleming College Cisco Networking Academy. This opportunity was posted to Merx. Twenty (20) firms ordered documents, three (3) firms submitted compliant bids.

**3. Dell Canada Inc**

Description: RFT #IT13-10 – GIS Remote Desktop Back Office Environment  
 Contract Value: \$143,559.77 tax included  
 Award Date: February 21, 2014

Single source award to Dell Canada Inc.

As part of a recent funding award – Productivity & Innovation Fund – the College was granted access to funds to provide the GIS curriculum at remote Colleges. Part of this initiative requires the use of Virtual Desktop technology. The funding source required the solution to be built by March 31, 2014. Fleming ITS did not have the time capacity or resources to research, procure and build the solution themselves within the given timelines. Dell Canada has previous experience in designing and deploying these solutions to other Colleges.

#### 4. **Desire2Learn Inc.**

Description: Learning Management System – Licensing Fees – Year 2 of 3  
 Contract Value: \$136,691.02 tax included  
 Award Date: February 21, 2014

Desire2Learn was the successful bidder of an RFP for a new Learning Management System that was issued in late 2012 and awarded in March 2013. This purchase order was to renew licensing fees and services for year two (2) of this agreement.

#### 5. **Honeywell Ltd.**

Description: RFT #PP13-36 - Building Automation System Upgrade Remote Host and Service  
 Contract Value: \$161,514.29 tax included  
 Award Date: February 26, 2014

Fleming College installed Honeywell HVAC Controls in 1995, and a Honeywell Enterprise Building Automation System in 2000. The BAS system is not compatible with Windows 7 or IE 8 and required updating. This was awarded to Honeywell on a single source basis as the system is proprietary to Honeywell.

#### 6. **Perkins + Wills Canada**

Description: Kawartha Trades and Technology Center – Architect fees  
 Contract Value: \$163,848.22 tax included  
 Award Date: March 4, 2014

Architectural and consulting fees to support various design changes to the Kawartha Trades and Technology Center.

#### 7. **Greystone Project Management**

Description: RFP #HAL13-14 – Design Build Haliburton Storage Building  
 Contract Value: \$232,598.07 tax included  
 Award Date: March 7, 2014  
 # of Compliant Bidders: 5  
 Bid Results:

Van Pelt Construction Inc	\$224,757.00 tax included
Greystone Project Management Inc	\$232,598.55 tax included
Beacon Construction Ltd	\$236,011.80 tax included
Mark V Wilson Builder/Contractor Ltd	\$247,671.14 tax included
Mortlock Construction Inc	\$248,600.00 tax included

This RFP was to engage the services of a contractor to provide complete design-build turn-key services for a new storage building for the Haliburton Campus.

This project was awarded to Greystone Project Management Inc on the basis of highest overall score. This project was posted to Merx. Twenty-eight (28) firms ordered documents. Six (6) proposals were received, one (1) was determined to be non-compliant.



**8. Irwin Seating Company**

Description: RFT #KTTC13-05 – Fixed Seating for KTTC  
Contract Value: \$148,202.29 tax included  
Award Date: March 25, 2014

Single source award to Irwin Seating Company.

The fixed seating that was specified by the architect during the design phase of KTTC is manufactured by Irwin Seating Company, and cannot be purchased anywhere else. The supports for these seats had to be cast in concrete during construction of the building, and once the concrete has been poured the supports cannot be relocated. Given this scenario, no competitive bid could be completed and a college standard seating was selected.

**9. Linmac Inc**

Description: Lease for Cobourg Campus, 1005 Elgin Street West, Suite 3000, Cobourg  
Contract Value: \$244,584.30 tax included  
Award Date: April 1, 2014

Lease agreement for the Cobourg Campus for the period of April 1, 2014 through March 31, 2015.

**10. Elite Construction Inc**

Description: Kawartha Trades and Technology Centre – Change Order's  
Contract Value: C.O. #103.3 - \$254,108.88 tax included  
C.O. #103.4 - \$181,716.03 tax included  
Award Date: April 30, 2014

Change Orders for the construction of the KTTC.

CO #103.3 – Changes to the Electrical Scope for the Learning Factory platform as per PCN-103.  
CO #103.4 – Supply & install walls and plywood deck in Learning Factory platform as per PCN-103.

**11. Oracle Canada ULC**

Description: Oracle PeopleSoft – Support Agreement Renewal  
Contract Value: \$206,739.73 tax included  
Award Date: May 6, 2014

Renewal of our existing support agreement. There are no other support options for this solution that will provide updates and patches to our deployed modules. Support term is June 1, 2014 to May 31, 2015.

**12. Long View Systems Corporation**

Description: Sutherland Residence Wireless Infrastructure  
Contract Value: \$290,736.75  
Award Date: May 16, 2014

Vendor of Record - McMaster University issued a Collaborative RFP (open to other PSE's) in 2013 that included Cisco Hardware, Cisco Software, Cisco Maintenance as well as Professional Services for a three (3) year term beginning in August 2013. McMaster University awarded the contract to Long View Systems Corporation and signed their agreement on August 15, 2013. Fleming College signed the agreement on March 10, 2014. Agreement expires August 31, 2016.



**13. Long View Systems Corporation**

Description: Network Infrastructure for KTTC  
Contract Value: \$242,707.74 including tax  
Award Date: May 22, 2014

Vendor of Record - McMaster University issued a Collaborative RFP (open to other PSE's) in 2013 that included Cisco Hardware, Cisco Software, Cisco Maintenance as well as Professional Services for a three (3) year term beginning in August 2013. McMaster University awarded the contract to Long View Systems Corporation and signed their agreement on August 15, 2013. Fleming College signed the agreement on March 10, 2014. Agreement expires August 31, 2016.

**14. City of Peterborough**

Description: Fleming College share of the Sport Field Project costs, January 1, 2014 to May 31, 2014  
Contract Value: \$143,420.56 tax included  
Award Date: May 22, 2014

Fleming College share of the Sport Field Project costs for the period of January 1, 2014 to May 31, 2014.

**15. AON Reed Stenhouse Inc.**

Description: Fleming College Insurance Premiums for the period of April 1, 2014 to March 31, 2015  
Contract Value: \$195,811.44 tax included  
Award Date: May 30, 2014

OECM Collaborative Agreement for Insurance. Fleming College signed April 22, 2014.

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

✓ Mtg held, summary/minutes received

## PROGRAM ADVISORY COMMITTEES 2013 – 2014 MEETING SCHEDULE (Updated June 2014)

### 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) April 23, 2014 ✓
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
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 (Updated June 2014)**

**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
2	Business Administration	3	OCAD	January 24, 2014 (cancelled) March 14, 2014
3	Business Administration - Accounting	3	OCAD	May 13, 2014
4	Business Administration – Human Resources Management	3	OCAD	November 22, 2013 ✓
5	Business Administration – Marketing (meeting with Business)	3	OCAD	March 21, 2014
6	Chef Training	1	OCC	November 27, 2013 ✓
7	Culinary Management	2	OCD	January 27, 2014
9	Hospitality Administration – Hotel & Resort	3	OCAD	April 25, 2014
10	International Trade	3	OCAD	March 14, 2014
11	Office Administration – General	1	OCC	April 25, 2014
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
16	Project Management	1	OCGC	March 14, 2014

**PROGRAM ADVISORY COMMITTEES**  
**2013 – 2014 MEETING SCHEDULE (Updated June 2014)**

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 ✓
3	Computer Security and Investigations	3	OCAD	Spring or Summer 2014
4	Emergency Management	1	OCGC	Spring or Summer 2014
5	Law Clerk	2	OCD	Spring or Summer 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 or Summer 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 (Updated June 2014)

### 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 ✓ December 1, 2014 (tentative)
5	Earth Resources Technician	2	OCD	January 23, 2014 ✓
6	Ecological Restoration – Joint Degree/Diploma	4	OCD Honours Bachelors	April 24, 2014 Meeting at Trent
7	Ecosystem Management Technician	2	OCD	<del>March 26, 2014</del> May 6, 2014
	Ecosystem Management Technology	3	OCAD	
8	Environmental Technician	2	OCD	May 22, 2014
	Environmental Technology	3	OCAD	
9	Environmental Visual Communications	1	OCGC	TBC in Toronto
10	Fish & Wildlife Technician	2	OCD	<del>March 20, 2014</del> To be rescheduled
	Fish & Wildlife Technology	3	OCAD	
11	Forestry Technician	2	OCD	<del>February 21, 2014</del> April 11, 2014
12	Geographic Information Systems – Cartographic Specialist	1	OCGC	May 8, 2014
	Geographical Information Systems – Applications Specialist	1	OCGC	

**PROGRAM ADVISORY COMMITTEES**  
**2013 – 2014 MEETING SCHEDULE (Updated June 2014)**

---

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
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
18	Resources Drilling & Blasting Technician	2	OCD	February 20, 2014 ✓ February 11, 2015 9am – 1pm
19	Blasting Techniques	1	OCC	TBD
20	Sustainable Agriculture	1	OCGC	November 27, 2013 ✓

**PROGRAM ADVISORY COMMITTEES**  
**2013 – 2014 MEETING SCHEDULE (Updated June 2014)**

## 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	<del>April 10, 2014</del> Postponed to June 2014 To be confirmed
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	<del>April 10, 2014</del> Postponed to June, date TBC

## School of Trades and Technology

	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 Program Advisory Committee meetings have been deferred due to the following reasons:

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

The School of Trades and Technology will strive to complete a proposed timetable for all PAC bi-annual meetings for the ~~March-April-May or June 2014 Board package~~ next academic year.



**PROGRAM ADVISORY COMMITTEES  
2013 – 2014 MEETING SCHEDULE (Updated June 2014)**

---

## School of General Arts and Sciences

*The School of General Arts and Sciences is working on establishing Program Advisory Committees and a meeting schedule for 2014 - 2015.*

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

**Educational Assistant Program Advisory Committee**

**Thursday, March 20, 2014**

**9:00 to 11 a.m.**

**Brealey Campus, Room 5920**

**MEETING SUMMARY**

**Present:** Wilma Lynch (Trillium Lakelands District School Board, Chair), Stephanie Hart (Fleming College, Student Representative), Marcus Quin (Student Representative) Heather Thompson (Kawartha Pine Ridge District School Board), Deb Willette (Peterborough Victoria Northumberland and Clarington Catholic School Board)

**Regrets:** Lisa Beaulne (Durham Catholic Board of Education) LouAnne Hanes (Fleming College), Debbie Irish (Geneva Centre for Autism), Brandi Kelly (Kawartha Pine Ridge District School Board)

**Fleming Staff:** Benita Brett (for Sherri Gosselin), Carol Kelsey (Dean, School of Community Development & Health), Ann McDonald (Co-ordinator, Educational Assistant Program), Linda Poirier ( ),

**Recorder:** Cristina McCullough (School Operations Liaison)

	<b>Key Points / Actions</b>	<b>Follow-up / Status</b>
<b>Non-Action Items</b>		
1.	Committee members were provided with a program update i.e. enrolment numbers, graduation rate, program success, and a summary of the 2012/13 key performance indicator results.	
2.	Input from the four school boards included the employment picture for EA's; the assistive technology currently used in the classroom as well as other trends in the field.	
3.	Industry input was provided regarding placement processes, applications and recruitment, and new trends.	
4.	A Dean's report was pre-circulated which highlighted the re-submission of the strategic mandate agreements (SMAs), enrolment for 2013/14 and Common Block Development for full time faculty in May and June.	

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

**Early Childhood Education Advisory Committee**  
**Monday, April 7, 2014**  
**9:00 – 11:00 a.m.**  
**Room 5920**

**MINUTE SUMMARY**

**Present:** Lorrie Baird (Child Care Representative for the City of Kawartha Lakes), Steve Burke (Community Living), Maureen Farris (Fleming Student Representative), Norma MacLeod (Northview Day Care), Jacki Millar (Fleming Student Representative), Sandra Robinson (Children’s Services, City of Peterborough), Moira Vance (Trent Child Care)

**Regrets:** Linda Poirier (Life Long Learning Division Lead), Anne Kuipers (City of Kawartha Lakes)

**Fleming Staff:** Lou Anne Hanes (Career Services), Cheryl Herder (ECE Co-ordinator), Heather Kay (ECE Faculty), Carol Kelsey (Dean, CD&H), Mary Lou Lummiss (ECE Faculty), Molly Westland (Chair, CD&H)

**Recorder:** Cristina McCullough (School Operations Liaison)

	<b>Key Points / Actions</b>	<b>Follow-up / Status</b>
<b>Non-Action Items</b>		
1.	Program Report was circulated announcing Cheryl Herder as the new ECE Co-ordinator. The ECE program update included course development implementation, placement updates, community events and professional development opportunities.	
2.	Input from industry included updates on placement, child and family-centred services for families, Provincial Special Needs Resourcing changes, registry pilot project and industry trends.	
3.	Students provided constructive feedback on the ECE program.	
4.	The Dean’s Report which was pre-circulated highlighted the re-submission of the strategic mandate agreements (SMAs) to MTCU, enrolment for 2013/14, new VPA announcement, and Common Block Development for full time faculty in May and June.	

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

**Pharmacy Technician Advisory Committee Meeting**  
**Wednesday, April 16, 2014**  
**Brealey Campus, Room 5920**

**MINUTE SUMMARY**

**Present:** Cathy Puffer (Remedy's RX); Mark Scanlon (Fadhil Pharmasave), Pat Myall (Shoppers Drugmart)

**Regrets:** Carol Kelsey (Fleming College)

**Absent:** Jeffrey Saliganan (West Park Health Care Centre)

**Fleming Staff:** Katie Bethune, Lou Anne Hanes, Amanda Mushynski, Molly Westland

**Recorder:** Cristina McCullough (School Operations Liaison)

Key Points / Actions		Follow-up / Status
<b>Non-Action Items</b>		
1.	The program update report highlighted enrolment updates, curriculum updates with the introduction of modular process for Anatomy and Physyology, staff and placement updates, as well as Common Block Development activities.	
2.	The Dean's Report which was pre-circulated highlighted the re-submission of the strategic mandate agreements (SMAs) to MTCU, enrolment for 2013/14, new VPA announcement, and Common Block Development for full time faculty in May and June.	
<b>Action Items</b>		
3.	Input from industry included a discussion on PEBCs and the data collected relating to the graduating students. Coordinator will share PEBC reports with committee members.  A discussion on OCP registration followed. Coordinator will contact OCP to inquire about a pseudo login for the OCP website for teaching purposes.	

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

**MINUTE SUMMARY**

**Present:** Bailey Albert (Student Representative, Fleming College), Jennifer Bell (Peterborough Sport & Wellness Centre), Leslie Dalliday (Trent University), Bob Gallagher (Y.M.C.A. of Peterborough, Chair), Evan Gzik (Student Representative, Fleming College) Andra Hughes (AON Inc. and the Gardens of Peterborough), Kenny Hutchinson (Student Representative, Fleming College), Carrie Loucks (Student Representative, Fleming College), Cathy Percy (Osteoporosis Canada) Heather Stelzer (The Protectors Group), Larry Stinson (Peterborough County-City Health Unit)

**Fleming Staff:** Benita Brett, Christopher Craig, Carol Kelsey, Lou Anne Hanes, Mary Stever, Nick Stone, Molly Westland,

**Regrets:** Bill Byrick (Trent University), Geoff Matthews (Peterborough Sport & Wellness Centre), Linda Poirier (Fleming College),

**Recorder:** Cristina McCullough (School Operations Liaison)

	<b>Key Points / Actions</b>	<b>Follow-up / Status</b>
<b>Non-Action Items</b>		
1.	The committee members were provided with Information about the launching of the new Co-Curricular Record (CCR) By Student Services. Coordinator provided information on FHP curriculum changes effective in the Fall 2014, enrolment and certification updates, program marketing, and Common Block Development activities in May and June, 2014.	
2.	Input from industry included a discussion about awareness of demographics, the geriatric population and career opportunities integrated into home care programs and fitness facilities.	
3.	The Dean's Report which was pre-circulated highlighted the re-submission of the strategic mandate agreements (SMAs) to MTCU, enrolment for 2013/14, new VPA announcement, KTTC opening in September 2015, and Common Block Development for full time faculty in May and June.	

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

**Arts & Heritage Advisory committee meeting  
Monday, May 12 - 10 am to 3 pm  
Room 5920, Brealey Campus**

**MEETING SUMMARY**

**Present:** Clare Kennedy (ACM Student Rep), Catherine Machado (CHM Student Rep), Mary Collier (OMA), Iona McCraith (Archives Association of Ontario), Michael Harrington (Retired – Canadian Conservation Institute), , Kim Reid (Peterborough Museum & Archives), Rosaleen Hill (Queens University), Margaret Haupt (AGO), Susan Maltby (University of Toronto), Susan Neale (Peterborough Museum & Archives), Irene Karsten (Canadian Conservation Institute), Ern Bieman (Canadian Heritage Information Network)

**Regrets:** Marie Lalonde (Museums Ontario), Kate Dougherty (Trent University),

**Fleming Staff:** Gayle McIntyre (Program Coordinator), Sharon Archibald (CLT), Sandra Dupret (Dean, Haliburton School of The Arts), Cindy Colford (Faculty), Miriam Harris (Faculty), Deborah Scott (Faculty), Joanne Duffy (Career Services)

**Recorder:** Sheila Rowell (School Operations Liaison, HSTA)

	<b>Key Points / Actions</b>	<b>Follow-up / Status</b>
<b>Key Points</b>		
1.	<ul style="list-style-type: none"> <li>Last year for Collections Conservation Management</li> <li>Aboriginal Heritage Interpretation Program is ending/curriculum has been delivered - with 6 graduates in June, as part of the Fleming Convocation Ceremony</li> <li>Cindy, Deb and Gayle presented a power point presentation to the members, includes: Joint Activities for Orientation, Cross Over Activities, CHM program update, ACM program update</li> <li>Susan Neale gave us an update on the Renovations/lease was to off-site storage – city would fund the off-site storage facility for the Peterborough Museum &amp; Archives (PMA), expected completion for Fall 2014.</li> <li>Lauren Schollen, VPA, stopped in to introduce herself and meet the members. Lauren thanked everyone for attending the meeting and stressed how impressed she is with the number of members in attendance.</li> </ul>	None Required
<b>Non-Action Items</b>		
1.	<ul style="list-style-type: none"> <li>Awards &amp; Convocation ceremonies are on June 11 &amp; 12th. Members are invited and asked to rsvp to Sheila.</li> </ul>	Committee members.
2.	<ul style="list-style-type: none"> <li>CBD (Common Block Development) for Gayle &amp; Deb, thanks to the part time faculty for teaching during the summer semester, New program award from OMA will be awarded at the OMA conference in July</li> </ul>	None required.
3.	<ul style="list-style-type: none"> <li>A Dean/Principal report was presented by Sandra. The report included an update on provincial activity as well as an overview of campus/school activities over the past academic year.</li> </ul>	None required.

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

## REPORT TO THE BOARD OF GOVERNORS

**SUBJECT:** *Correspondence for June 2014*

**PRESENTED BY:** Governor McLean, Chair – Board of Governors

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

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

A report listing the correspondence received in the month of June; 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.

### COLLEGE SYSTEM CORRESPONDENCE

MINISTRY OF TRAINING, COLLEGES AND UNIVERSITIES

- Staffing Announcement – ADM moves to Health and Long-Term Care
- Funding approval received for Welding and Fabrication Technician and Carpentry Technician programs

COLLEGES ONTARIO

*The College Dispatch*

- June 2, 2014 issue

COLLEGES AND INSTITUTES CANADA (FORMERLY ASSOCIATION OF CANADIAN COMMUNITY COLLEGES)

*President's Update*

- May 26 and June 2 issues

*Perspectives*

- June 9 and 16 issues

*News Releases*

- May 26: ACCC Staff Excellence Awards; Student Leadership Awards; Leadership Excellence Awards; Internationalization Awards; Teaching Excellence Awards; Program Excellence Awards; Distinguished Service Awards

FLEMING IN THE NEWS

- Convocation 2014 – Haliburton Campus, Frost Campus and Sutherland Campus Programs

### PRESIDENT'S ADVISORY COUNCIL MINUTES

- Not available

### PROGRAM ADVISORY COMMITTEE MINUTES

- Educational Assistant (March 20, 2014)
- Early Childhood Education (April 7)
- Pharmacy Technician (April 16)
- Fitness and Health Promotion (April 23)
- Arts and Heritage (May 12)

PREPARED BY: Board Office

**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**
**SUMMARY**

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

A monthly update is provided to the Committee. Overall, the project is on track for classes commencing in September 2014 and is on budget.

The schedule has not been amended from the previous month's schedule, therefore the percentage completion dates remain unchanged.

**KTTC Update - 10 June 2014**
**Construction site**

Item	% complete This report	% complete last report (May 14, 2014)	Projected completion date this report	Projected completion date last report	Completion date as per original schedule (26 Sept 2012)
Project Schedule	78	78	15 August 2014	15 August 2014	
Main Building	78	78	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.)	95	95	20 June 2014	20 June 2014	31 Jul 2013
Interior Wall Construction	86	86	20 May 2014	20 May 2014	23 Dec 2013
Finishes	46	46	2 July 2014	2 July 2014	7 Mar 2014
Fittings (millwork)	19	19	9 July 2014	9 July 2014	28 Feb 2014
Electrical	81	81	9 July 2014	9 July 2014	7 Mar 2014
Fire Alarm	90	90	9 July 2014	9 July 2014	7 Mar 2014
Mechanical (Plumbing)	73	73	9 July 2014	9 July 2014	28 Feb 2014
Mechanical (HVAC)	88	88	3 July 2014	3 July 2014	7 Mar 2014
Sprinkler and Fire Protection	71	71	9 July 2014	9 July 2014	7 Mar 2013
Exterior work and landscaping	71	71	13 June 2014	13 June 2014	30 Dec 2013
Kube (three storey structure)	31	31	27 August 2014	27 August 2014	
<b>Occupation Permit (substantial Performance)</b>			<b>9 July 2014</b>	<b>9 July 2014</b>	<b>4 Mar 2014</b>

[Contracted Substantial Performance Date 3 March 2014](#)



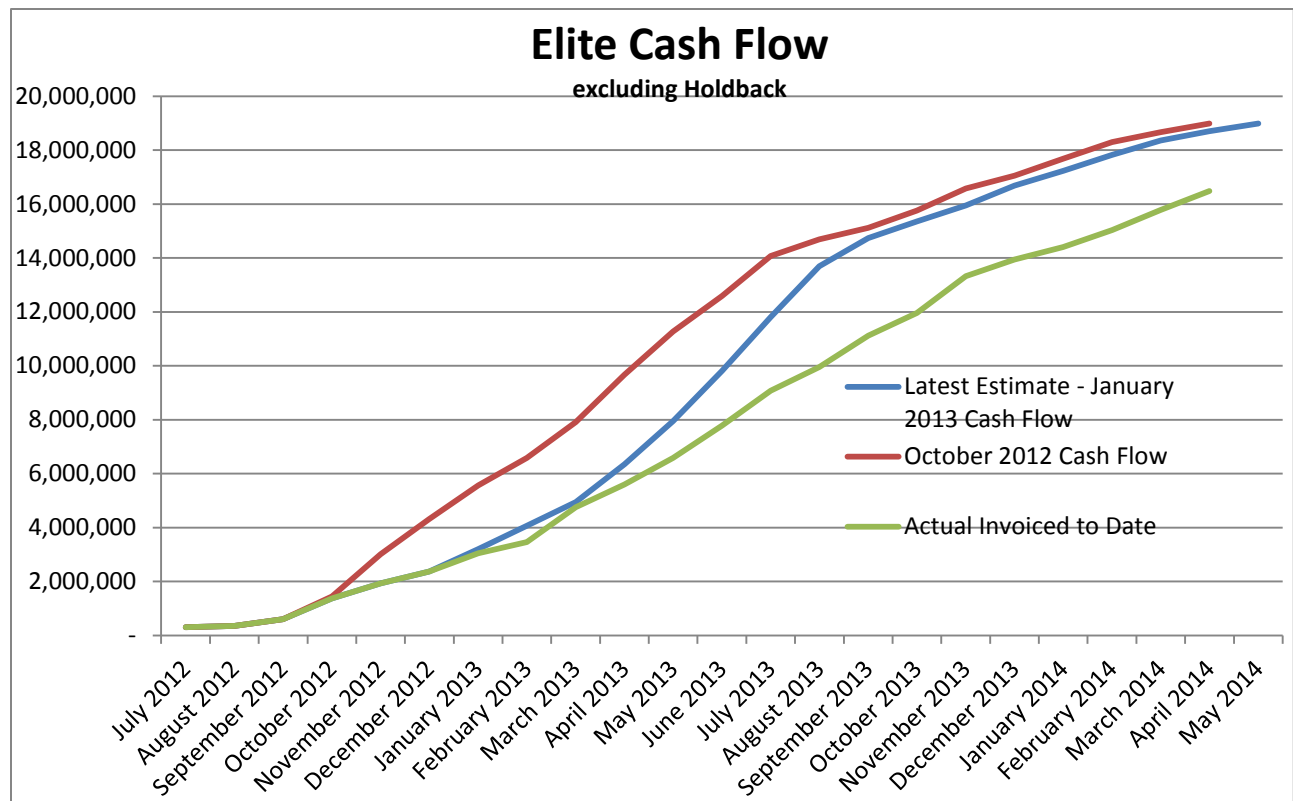
**Internal Planning**

Item	% complete this report	% complete last report	Projected completion date	Projected completion date last report
Room allocations and space planning	100	100	complete	complete
Equipment lists	100	100	complete	complete
Furniture lists	100	100	complete	complete
Computer layout and rack design	100	100	complete	complete
Course Scheduling	100	100	1 July 2014	1 July 2014
LEAN design	30	0	1 July 2014	1 July 2014
LEED Gold Standard	60	50	7 Jul 2014	7 Jul 2014
Signage	100 tendered	100 tendered	1 Apr 2014	1 Apr 2014
Move Planning	100 ready for award	85 ready for award	15 Apr 2014	15 Apr 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

The schedule continues 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:** *Addendum to the Fleming College 2014-2015 Business Plan*  
**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 Ministry Financial Templates for inclusion in the 2014-2015 Fleming College Business Plan, and submission to the Ministry of Training, Colleges and Universities.**

### SOURCE

- Minister's Binding Policy Directive, *Governance and Accountability Framework*
- Ministry Operating Procedure under the Policy Framework, *Business Plan*
- Fleming College 2014-2015 Financial Plan, approved April 30, 2014
- Audited Financial Statements 2013-2014, approved May 28, 2014
- Finance and Property Committee meeting June 16, 2014

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

Under the Governance and Accountability Framework, colleges must submit a number of documents as part of the annual reporting cycle.

Fleming's audited financial statements, as approved by the Board, were submitted to the Ministry on June 15, 2014. The Ministry also requires a prescribed series of templates with the College's final 2013-2014 year end financial results along with the Board-approved 2014-2015 budget details. These are due to the Ministry by June 30 in conjunction with the 2014-2015 Business Plan, included as an appendix. The completed templates are attached.

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

None.

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

The 2014-2015 Fleming College Financial Plan projected a balanced budget with \$103.3-million in both revenues and expenditures. Capital asset acquisitions for 2014-2015 were budgeted and approved at \$14.8-million. The templates reflect these amounts.

In addition, the Ministry submission requires a Statement of Financial Position representing the College's projected balance sheet as at March 31, 2015. The 2014-2015 Financial Plan projected a net asset balance of \$10.638-million. The amount for the Ministry submission has now been adjusted to \$10.912-million which reflects the final audited 2013-2014 year-end balance, including the adjusted year end surplus and a reduction in actual amounts capitalized as assets.

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

# STATEMENT OF FINANCIAL POSITION

## Sir Sandford Fleming College of Applied Arts and Technology

	Actuals	Budget	Interim	Actuals	Budget
	2012-13	2013-14	2013-14	2013-14	2014-15
<b>1 Assets</b>	<b>119,993,880</b>	<b>139,872,855</b>	<b>133,608,854</b>	<b>141,218,652</b>	<b>139,847,601</b>
<b>11 Cash and Cash Equivalents</b>	<b>8,336,220</b>	<b>44,864</b>	<b>4,712,552</b>	<b>13,024,963</b>	<b>3,669,047</b>
111 Cash and Cash Equivalents	8,291,356	-	4,667,688	13,021,651	3,665,735
112 Cash in Trust - Endowments	44,864	44,864	44,864	3,312	3,312
<b>12 Accounts Receivable</b>	<b>9,181,272</b>	<b>22,524,651</b>	<b>13,078,811</b>	<b>8,891,913</b>	<b>8,606,913</b>
121 Accounts Receivable	<b>9,181,272</b>	<b>22,524,651</b>	<b>13,078,811</b>	<b>8,891,913</b>	<b>8,606,913</b>
GRE	5,875,601	16,437,808	6,991,968	5,620,739	5,620,739
Non-GRE	3,305,671	6,086,843	6,086,843	3,271,174	2,986,174
<b>14 Other Current Assets</b>	<b>10,545,612</b>	<b>3,866,011</b>	<b>3,866,011</b>	<b>11,004,409</b>	<b>11,004,409</b>
141 Assets for Sale	4,584	4,584	4,584	3,926	3,926
142 Inventory for Consumption	30,913	30,913	30,913	35,793	35,793
149 Other Current Assets	10,510,115	3,830,514	3,830,514	10,964,690	10,964,690
14930 Prepaid Expenses	700,720	700,720	700,720	894,669	894,669
14940 Investments Greater than 90 Days & Less than 1 Year	9,622,916	2,981,202	2,981,202	9,737,615	9,737,615
14947 Investments Greater than 90 Days & Less than 1 Year - MTM OB	49,859	148,592	148,592	148,592	332,406
14948 Investments Greater than 90 Days & Less than 1 Year - MTM CY	98,733	-	-	183,814	-
14990 Other Current Assets	-	-	-	-	-
<b>15 CIP</b>	<b>9,002,245</b>	<b>29,045,635</b>	<b>26,803,949</b>	<b>23,799,479</b>	<b>0</b>
151 CIP	9,002,245	29,045,635	26,803,949	23,799,479	0
<b>16 Tangible Capital Assets</b>	<b>146,237,109</b>	<b>153,650,819</b>	<b>154,209,194</b>	<b>152,223,673</b>	<b>190,867,818</b>
161 Land	2,424,937	2,424,937	2,424,937	2,479,937	2,479,937
162 Site Improvements	3,703,497	3,776,497	4,190,325	4,327,846	4,490,745
163 Building	103,222,115	105,203,118	105,161,131	104,446,996	137,529,983
164 Furniture and Equipment	21,156,225	25,067,847	22,982,466	23,003,930	26,416,092
165 IT	12,474,548	13,922,633	13,294,548	12,079,547	13,780,645
169 Other TCA	3,255,787	3,255,787	6,155,787	5,885,417	6,170,417
<b>17 Tangible Capital Asset Accumulated Amortization</b>	<b>(68,562,312)</b>	<b>(74,512,859)</b>	<b>(74,315,397)</b>	<b>(72,703,275)</b>	<b>(79,278,076)</b>
172 AA Site Improvements	(2,634,988)	(2,899,625)	(2,914,375)	(2,926,935)	(3,195,076)
173 AA Building	(37,864,078)	(40,476,502)	(40,503,376)	(40,491,567)	(43,504,928)
174 AA Furniture and Equipment	(16,539,487)	(18,588,284)	(18,381,378)	(18,135,816)	(20,259,130)
175 AA IT	(10,662,946)	(11,531,924)	(11,427,243)	(10,067,233)	(10,945,999)
179 AA Other TCA	(860,813)	(1,016,525)	(1,089,025)	(1,081,724)	(1,372,942)
<b>19 Investments and Other Long term Assets</b>	<b>5,253,734</b>	<b>5,253,734</b>	<b>5,253,734</b>	<b>4,977,490</b>	<b>4,977,490</b>
191 Long term Investments	5,253,734	5,253,734	5,253,734	4,977,490	4,977,490
19110 Investments Greater than 1 Year	5,173,086	5,173,086	5,173,086	4,943,312	4,943,312

# STATEMENT OF FINANCIAL POSITION

## Sir Sandford Fleming College of Applied Arts and Technology

Actuals	Budget	Interim	Actuals	Budget
2012-13	2013-14	2013-14	2013-14	2014-15

19117 Investments Greater than 1 Year - MTM OB	202,228	80,648	80,648	80,648	34,178
19118 Investments Greater than 1 Year - MTM CY	(121,580)	-	-	(46,470)	-

### 2 Liabilities

<b>109,405,790</b>	<b>129,284,764</b>	<b>123,020,764</b>	<b>130,306,775</b>	<b>128,935,724</b>
--------------------	--------------------	--------------------	--------------------	--------------------

### 21 Bank Indebtedness

-	4,660,706	-	-	-
---	-----------	---	---	---

#### 211 Bank Indebtedness

-	4,660,706	-	-	-
---	-----------	---	---	---

### 22 Accounts Payable and Accrued Liabilities

<b>18,969,995</b>	<b>19,034,938</b>	<b>18,351,914</b>	<b>24,153,125</b>	<b>19,685,626</b>
-------------------	-------------------	-------------------	-------------------	-------------------

#### 221 Accounts Payable and Accrued Liabilities

17,559,099	17,731,107	17,048,083	22,849,294	18,587,294
------------	------------	------------	------------	------------

##### GRE

-	-	-	-	-
---	---	---	---	---

##### Non-GRE

17,559,099	17,731,107	17,048,083	22,849,294	18,587,294
------------	------------	------------	------------	------------

#### 222 Accrued Interest

106,618	101,957	101,957	101,957	96,347
---------	---------	---------	---------	--------

#### 223 Current Portion of Long term liabilities

1,304,278	1,201,874	1,201,874	1,201,874	1,001,985
-----------	-----------	-----------	-----------	-----------

#### 22310 Current Portion of Long Term Debt

1,304,278	1,201,874	1,201,874	1,201,874	1,001,985
-----------	-----------	-----------	-----------	-----------

##### GRE

1,096,278	1,135,874	1,135,874	1,135,874	932,985
-----------	-----------	-----------	-----------	---------

##### Non-GRE

208,000	66,000	66,000	66,000	69,000
---------	--------	--------	--------	--------

### 23 Deferred Revenue

<b>7,173,946</b>	<b>7,173,946</b>	<b>7,173,946</b>	<b>8,031,565</b>	<b>9,131,565</b>
------------------	------------------	------------------	------------------	------------------

#### 231 Deferred Revenue

2,528,961	2,528,961	2,528,961	2,396,305	2,396,305
-----------	-----------	-----------	-----------	-----------

##### GRE

1,310,814	1,310,814	1,310,814	1,221,767	1,221,767
-----------	-----------	-----------	-----------	-----------

##### Non-GRE

1,218,147	1,218,147	1,218,147	1,174,538	1,174,538
-----------	-----------	-----------	-----------	-----------

#### 232 Deferred Tuition Revenue

4,644,985	4,644,985	4,644,985	5,635,260	6,735,260
-----------	-----------	-----------	-----------	-----------

### 24 Restricted Contribution

<b>2,189,893</b>	<b>2,189,893</b>	<b>2,189,893</b>	<b>2,560,174</b>	<b>2,560,174</b>
------------------	------------------	------------------	------------------	------------------

#### 241 Restricted Contribution

2,189,893	2,189,893	2,189,893	2,560,174	2,560,174
-----------	-----------	-----------	-----------	-----------

##### GRE

110,942	110,942	110,942	151,403	151,403
---------	---------	---------	---------	---------

##### Non-GRE

2,078,951	2,078,951	2,078,951	2,408,771	2,408,771
-----------	-----------	-----------	-----------	-----------

#### 24107 Restricted Contribution - MTM OB

252,087	229,240	229,240	229,240	366,584
---------	---------	---------	---------	---------

#### 24108 Restricted Contribution - MTM CY

(22,847)	-	-	137,344	-
----------	---	---	---------	---

### 25 Deferred Capital Contributions

<b>60,379,314</b>	<b>76,734,514</b>	<b>75,814,243</b>	<b>77,065,626</b>	<b>80,064,059</b>
-------------------	-------------------	-------------------	-------------------	-------------------

#### 251 DCC

60,379,314	76,734,514	75,814,243	77,065,626	80,064,059
------------	------------	------------	------------	------------

##### GRE

54,112,684	70,455,548	66,310,930	67,003,934	70,120,788
------------	------------	------------	------------	------------

##### Non-GRE

6,266,630	6,278,966	9,503,313	10,061,692	9,943,271
-----------	-----------	-----------	------------	-----------

#### 25102 DCC - Additions

8,306,882	20,396,199	19,206,685	20,255,674	7,237,433
-----------	------------	------------	------------	-----------

##### GRE

7,900,570	19,271,399	14,845,321	15,487,035	6,578,405
-----------	------------	------------	------------	-----------

##### Non-GRE

406,312	1,124,801	4,361,364	4,768,639	659,028
---------	-----------	-----------	-----------	---------

#### 25103 DCC - Amortized to Revenue

(3,774,027)	(3,741,000)	(3,526,755)	(3,571,423)	(4,239,000)
-------------	-------------	-------------	-------------	-------------

##### GRE

(2,939,409)	(2,928,535)	(2,647,074)	(2,595,785)	(3,461,550)
-------------	-------------	-------------	-------------	-------------

##### Non-GRE

(834,618)	(812,465)	(879,681)	(975,638)	(777,450)
-----------	-----------	-----------	-----------	-----------

### 27 Debt

<b>15,209,159</b>	<b>14,007,285</b>	<b>14,007,285</b>	<b>14,007,285</b>	<b>13,005,300</b>
-------------------	-------------------	-------------------	-------------------	-------------------

#### 271 Debt

15,209,159	14,007,285	14,007,285	14,007,285	13,005,300
------------	------------	------------	------------	------------

# STATEMENT OF FINANCIAL POSITION

## Sir Sandford Fleming College of Applied Arts and Technology

	Actuals 2012-13	Budget 2013-14	Interim 2013-14	Actuals 2013-14	Budget 2014-15
GRE	14,118,159	12,982,285	12,982,285	12,982,285	12,049,300
Non-GRE	1,091,000	1,025,000	1,025,000	1,025,000	956,000
27102 Debt - Acquired	14,921,000	-	-	-	-
GRE	14,921,000	-	-	-	-
Non-GRE	-	-	-	-	-
27103 Debt Retired/Paid in the Year	(1,301,425)	(1,304,278)	(1,304,278)	(1,304,278)	(1,201,874)
GRE	(673,425)	(1,096,278)	(1,096,278)	(1,096,278)	(1,135,874)
Non-GRE	(628,000)	(208,000)	(208,000)	(208,000)	(66,000)
<b>29 Other Long Term Liabilities</b>	<b>5,483,483</b>	<b>5,483,483</b>	<b>5,483,483</b>	<b>4,489,000</b>	<b>4,489,000</b>
291 <i>Obligation for Pension Plan Benefits</i>	780,483	780,483	780,483	-	-
292 <i>Obligation for Postemployment Benefit &amp; Compensated Absences</i>	4,476,000	4,476,000	4,476,000	4,320,000	4,320,000
299 <i>Derivatives and Other Long term Liabilities</i>	227,000	227,000	227,000	169,000	169,000
GRE	-	-	-	-	-
Non-GRE	227,000	227,000	227,000	169,000	169,000
29917 Derivatives MTM - OB	241,000	227,000	227,000	227,000	169,000
29918 Derivatives MTM - CY	(14,000)	-	-	(58,000)	-
<b>3 Net Assets</b>	<b>10,588,090</b>	<b>10,588,090</b>	<b>10,588,090</b>	<b>10,911,877</b>	<b>10,911,877</b>
<b>31 Unrestricted Net Assets</b>	<b>(9,336,902)</b>	<b>(13,985,332)</b>	<b>(13,387,754)</b>	<b>(11,988,522)</b>	<b>(14,798,827)</b>
311 <i>Unrestricted Net Assets</i>	(9,336,902)	(13,985,332)	(13,387,754)	(11,988,522)	(14,798,827)
<b>32 Internally Restricted Net Assets</b>	<b>1,976,000</b>	<b>2,249,000</b>	<b>2,162,000</b>	<b>1,976,000</b>	<b>1,976,000</b>
321 <i>Internally Restricted Net Assets</i>	1,976,000	2,249,000	2,162,000	1,976,000	1,976,000
<b>33 Investment in Capital Assets</b>	<b>11,937,492</b>	<b>16,312,922</b>	<b>15,802,344</b>	<b>14,708,093</b>	<b>17,518,398</b>
331 <i>Investment in Capital Assets</i>	11,937,492	16,312,922	15,802,344	14,708,093	17,518,398
<b>37 Endowments</b>	<b>6,238,500</b>	<b>6,238,500</b>	<b>6,238,500</b>	<b>6,385,306</b>	<b>6,385,306</b>
371 <i>Endowments</i>	6,238,500	6,238,500	6,238,500	6,385,306	6,385,306
GRE	3,334,861	3,334,861	3,334,861	3,334,861	3,334,861
Non-GRE	2,903,639	2,903,639	2,903,639	3,050,445	3,050,445
<b>38 Accumulated Remeasurement Gain &amp; Losses</b>	<b>(227,000)</b>	<b>(227,000)</b>	<b>(227,000)</b>	<b>(169,000)</b>	<b>(169,000)</b>
381 <i>Accumulated Remeasurement Gain &amp; Losses</i>	(227,000)	(227,000)	(227,000)	(169,000)	(169,000)
38107 <i>Accumulated Remeasurement Gain &amp; Losses - OB</i>	(241,000)	(227,000)	(227,000)	(227,000)	(169,000)
38108 <i>Unrealised Remeasurement - CY Gains/Losses</i>	14,000	-	-	58,000	-
<b>Assets - Liabilities - Net Assets</b>	<b>-</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>0</b>

# STATEMENT OF OPERATIONS

## Sir Sandford Fleming College of Applied Arts and Technology

	Actuals 2012-13	Budget 2013-14	Interim 2013-14	Actuals 2013-14	Budget 2014-15
<b>4 Revenue</b>	<b>96,775,387</b>	<b>97,372,563</b>	<b>98,287,478</b>	<b>101,307,578</b>	<b>103,297,678</b>
<b>41 Grant Revenue</b>	<b>58,078,811</b>	<b>57,729,141</b>	<b>58,006,372</b>	<b>59,439,751</b>	<b>59,435,176</b>
411 Grant Revenue	54,304,784	53,988,141	54,479,617	55,868,328	55,196,176
41110 Grant revenue Operating	52,390,264	53,380,293	53,413,081	53,746,526	54,130,095
GRE	50,922,101	52,546,100	52,541,991	52,866,305	53,210,805
Non-GRE	1,468,163	834,193	871,090	880,221	919,290
41120 Grant revenue Capital	583,671	144,193	602,881	919,501	696,793
GRE	583,671	144,193	602,881	897,567	696,793
Non-GRE	-	-	-	21,934	-
41130 Recognition of Deferred Revenue & Restricted Funds	1,330,849	463,655	463,655	1,202,301	369,288
GRE	977,996	463,655	463,655	604,328	369,288
Non-GRE	352,853	-	-	597,973	-
414 Amortization of Deferred Capital Contributions	3,774,027	3,741,000	3,526,755	3,571,423	4,239,000
GRE	2,939,409	2,928,535	2,647,074	2,595,785	3,461,550
Non-GRE	834,618	812,465	879,681	975,638	777,450
<b>43 Tuition Fees</b>	<b>24,236,168</b>	<b>25,268,709</b>	<b>26,046,150</b>	<b>26,811,648</b>	<b>28,147,046</b>
431 Tuition Fee - Regulated	20,495,431	21,369,397	21,741,487	22,027,149	22,796,445
432 Tuition Fee - Unfunded	3,740,737	3,899,312	4,304,663	4,784,499	5,350,601
<b>44 Other Student Fees</b>	<b>4,106,143</b>	<b>4,062,397</b>	<b>4,044,221</b>	<b>4,362,523</b>	<b>4,380,773</b>
<b>45 Contractual and other fee-for-services</b>	<b>1,052,877</b>	<b>937,477</b>	<b>1,079,677</b>	<b>1,057,624</b>	<b>1,425,345</b>
451 Contractual Services	744,490	804,741	964,877	987,130	1,355,845
452 Other fee-for-services	308,387	132,736	114,800	70,494	69,500
<b>46 Ancillary Revenue</b>	<b>7,387,699</b>	<b>7,465,802</b>	<b>7,213,318</b>	<b>7,434,581</b>	<b>7,628,050</b>
461 Ancillary Revenue	7,387,699	7,465,802	7,213,318	7,434,581	7,628,050
<b>49 Other Revenue</b>	<b>1,913,689</b>	<b>1,909,037</b>	<b>1,897,740</b>	<b>2,201,451</b>	<b>2,281,288</b>
492 Donations	41,003	10,000	10,000	47,522	10,000
493 Gain/Loss on Sale of Assets	-	1,000	1,000	13,200	1,000

# STATEMENT OF OPERATIONS

## Sir Sandford Fleming College of Applied Arts and Technology

	Actuals 2012-13	Budget 2013-14	Interim 2013-14	Actuals 2013-14	Budget 2014-15
494 Gain/Loss on Sale of Inventory and other Assets	13,323	-	-	12,213	
499 Other Revenue	1,859,363	1,898,037	1,886,740	2,128,516	2,270,288
49940 Interest Income	163,277	100,000	100,000	171,728	100,000
GRE	-	-	-	-	
Non-GRE	163,277	100,000	100,000	171,728	100,000
<b>5 Expenses</b>	<b>95,549,441</b>	<b>97,372,563</b>	<b>98,287,478</b>	<b>101,243,597</b>	<b>103,297,679</b>
<b>51 Salaries &amp; Wages</b>	<b>53,199,464</b>	<b>54,601,686</b>	<b>54,211,555</b>	<b>56,304,887</b>	<b>57,058,182</b>
511 Salaries - Full Time & Partial Load Academic	25,109,807	26,553,501	26,334,465	25,122,476	27,133,414
512 Salaries - Part Time & Sessional Academic	2,428,628	1,547,108	1,517,756	3,625,681	1,727,341
513 Salaries - Support Staff	17,096,829	17,914,184	17,740,959	17,849,459	18,620,107
514 Salaries - Administrative Staff	7,302,341	7,361,237	7,461,315	8,115,368	8,119,518
515 Other Salary Costs - Full Time & Partial Load Academic	922,253	1,014,957	903,926	1,206,168	1,171,801
516 Other Salary Costs - Part Time & Sessional Academic	11,460	8,187	9,739	114,021	9,800
517 Other Salary Costs - Support Staff	229,281	180,846	221,721	250,040	274,001
518 Other Salary Costs - Administrative Staff	98,865	21,666	21,674	21,674	2,200
<b>52 Employee Benefits</b>	<b>11,030,268</b>	<b>11,726,220</b>	<b>11,615,300</b>	<b>11,670,838</b>	<b>12,423,313</b>
521 Benefits - Full Time & Partial Load Academic	2,657,829	3,125,471	3,091,949	2,713,070	3,158,475
522 Benefits - Part Time & Sessional Academic	215,934	168,288	169,241	346,743	163,366
523 Benefits - Support Staff	2,569,993	2,586,034	2,602,392	2,585,861	2,704,313
524 Benefits - Administrative Staff	856,545	821,372	848,243	795,529	853,527
525 Pension Plans	5,053,581	5,025,055	4,903,475	5,385,156	5,543,632
526 Postemployment Benefits & Compensated Absences	(323,614)	-	-	(155,521)	



# STATEMENT OF OPERATIONS

Sir Sandford Fleming College of Applied Arts and Technology

	Actuals 2012-13	Budget 2013-14	Interim 2013-14	Actuals 2013-14	Budget 2014-15
<b>53 Transportation &amp; Communication</b>	<b>2,178,665</b>	<b>2,266,743</b>	<b>2,227,916</b>	<b>2,105,655</b>	<b>2,190,686</b>
<b>54 Services</b>	<b>14,632,151</b>	<b>15,229,461</b>	<b>16,430,365</b>	<b>16,491,447</b>	<b>16,758,248</b>
541 Services	7,185,686	7,872,555	7,889,604	8,223,819	8,272,367
542 Utilities & Maintenance	6,406,604	6,296,080	7,495,175	7,227,318	7,456,452
543 Rental Expenditures	1,039,861	1,060,826	1,045,586	1,040,310	1,029,429
<b>55 Supplies &amp; Minor Equipment</b>	<b>3,729,746</b>	<b>3,468,682</b>	<b>3,615,036</b>	<b>3,995,816</b>	<b>3,499,089</b>
<b>57 Amortization Expense</b>	<b>6,271,950</b>	<b>5,950,547</b>	<b>5,753,085</b>	<b>5,669,138</b>	<b>6,574,801</b>
<b>59 Other Expenditures</b>	<b>4,507,197</b>	<b>4,129,224</b>	<b>4,434,221</b>	<b>5,005,816</b>	<b>4,793,360</b>
591 Interest & Insurance Expenses	1,331,121	1,366,672	1,330,040	1,343,808	1,347,651
59120 Interest on Long Term Debt & Demand Loans	575,521	548,629	548,629	544,813	506,008
GRE	384,543	485,142	485,142	481,352	440,808
Non-GRE	190,978	63,487	63,487	63,461	65,200
599 Other Expenses	3,176,076	2,762,552	3,104,181	3,662,008	3,445,709
<b>SURPLUS/(DEFICIT)</b>	<b>1,225,946</b>	<b>(0)</b>	<b>-</b>	<b>63,981</b>	<b>(0)</b>



# CAPITAL ASSETS

## Sir Sandford Fleming College of Applied Arts and Technology

Show acquisitions as positive amounts; show amortization and disposals as negative amounts

	Actual	Forecast				
	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
<b>LAND</b>						
16101 Land - OB	2,424,937	2,479,937	2,479,937	2,479,937	2,479,937	2,479,937
16105 Land - Transfers from CIP1	-					
16102 Land - Additions	55,000					
16103 Land - Disposals	-					
16104 Land - Valuation and Other Adjustments	-					
<b>TOTAL LAND - CLOSING</b>	<b>2,479,937</b>	<b>2,479,937</b>	<b>2,479,937</b>	<b>2,479,937</b>	<b>2,479,937</b>	<b>2,479,937</b>

### BUILDING

16301 Building - OB	103,222,115	104,446,996	137,529,983	136,755,169	137,255,169	137,755,169
16305 Building - Transfers from CIP1	151,382	32,038,587				
16302 Building - Additions	1,073,499	1,044,400	500,000	500,000	500,000	500,000
16303 Building - Disposals	-		(1,274,814)			
16304 Building - Valuation and Other Adjustments	-					
<b>Closing balance</b>	<b>104,446,996</b>	<b>137,529,983</b>	<b>136,755,169</b>	<b>137,255,169</b>	<b>137,755,169</b>	<b>138,255,169</b>

#### Accumulated Amortization:

17301 AA Building - OB	(37,864,078)	(40,491,567)	(43,504,928)	(46,273,588)	(49,693,087)	(53,052,612)
17302 AA Building - Current Year Amortization	(2,627,489)	(3,013,361)	(3,422,946)	(3,419,499)	(3,359,526)	(3,347,346)
17303 AA Building - Disposals	-		654,285			
17304 AA Building - Valuation and Other Adjustments	-					
<b>Closing balance</b>	<b>(40,491,567)</b>	<b>(43,504,928)</b>	<b>(46,273,588)</b>	<b>(49,693,087)</b>	<b>(53,052,612)</b>	<b>(56,399,959)</b>

### BUILDINGS - NET BOOK VALUE

	<b>63,955,429</b>	<b>94,025,055</b>	<b>90,481,581</b>	<b>87,562,082</b>	<b>84,702,556</b>	<b>81,855,210</b>
--	-------------------	-------------------	-------------------	-------------------	-------------------	-------------------

### SITE IMPROVEMENTS

16201 Site Improvement - OB	3,703,497	4,327,846	4,490,745	4,590,745	4,690,745	4,790,745
16205 Site Improvement - Transfers from CIP1	-					
16202 Site Improvement - Additions	624,349	162,899	100,000	100,000	100,000	100,000
16203 Site Improvement - Disposals	-					
16204 Site Improvement - Valuation and Other Adjustments	-					
<b>Closing balance</b>	<b>4,327,846</b>	<b>4,490,745</b>	<b>4,590,745</b>	<b>4,690,745</b>	<b>4,790,745</b>	<b>4,890,745</b>

#### Accumulated Amortization:

17201 AA Site Improvement - OB	(2,634,988)	(2,926,935)	(3,195,076)	(3,420,399)	(3,646,692)	(3,878,499)
17202 AA Site Improvement - Current Year Amortization	(291,947)	(268,141)	(225,323)	(226,293)	(231,807)	(228,772)
17203 AA Site Improvement - Disposals	-					
17204 AA Site Improvement - Valuation and Other Adjustments	-					
<b>Closing balance</b>	<b>(2,926,935)</b>	<b>(3,195,076)</b>	<b>(3,420,399)</b>	<b>(3,646,692)</b>	<b>(3,878,499)</b>	<b>(4,107,271)</b>

### SITE IMPROVEMENT - NET BOOK VALUE

	<b>1,400,911</b>	<b>1,295,668</b>	<b>1,170,345</b>	<b>1,044,053</b>	<b>912,245</b>	<b>783,474</b>
--	------------------	------------------	------------------	------------------	----------------	----------------

# CAPITAL ASSETS

## Sir Sandford Fleming College of Applied Arts and Technology

Show acquisitions as positive amounts; show amortization and disposals as negative amounts

Actual	Forecast				
	2013-14	2014-15	2015-16	2016-17	2017-18

### FURNITURE & EQUIPMENT

16401 Furniture & Equipment - OB	21,156,225	23,003,930	26,416,092	27,576,092	28,506,092	29,406,092
16405 Furniture & Equipment - Transfers from CIP1	-					
16402 Furniture & Equipment - Additions	2,096,889	3,412,162	1,160,000	930,000	900,000	900,000
16403 Furniture & Equipment - Disposals	(249,184)					
16404 Furniture & Equipment - Valuation and Other Adjustments	-					
<b>Closing balance</b>	<b>23,003,930</b>	<b>26,416,092</b>	<b>27,576,092</b>	<b>28,506,092</b>	<b>29,406,092</b>	<b>30,306,092</b>

### Accumulated Amortization:

17401 AA Furniture & Equipment - OB	(16,539,487)	(18,135,816)	(20,259,130)	(22,452,316)	(24,404,799)	(26,108,312)
17402 AA Furniture & Equipment - Current Year Amortization	(1,845,513)	(2,123,314)	(2,193,186)	(1,952,483)	(1,703,513)	(1,423,564)
17403 AA Furniture & Equipment - Disposals	249,184					
17404 AA Furniture & Equipment - Valuation and Other Adjustments	-					
<b>Closing balance</b>	<b>(18,135,816)</b>	<b>(20,259,130)</b>	<b>(22,452,316)</b>	<b>(24,404,799)</b>	<b>(26,108,312)</b>	<b>(27,531,876)</b>

### **FURNITURE & EQUIPMENT - NET BOOK VALUE**

	<b>4,868,114</b>	<b>6,156,962</b>	<b>5,123,776</b>	<b>4,101,293</b>	<b>3,297,780</b>	<b>2,774,216</b>
--	------------------	------------------	------------------	------------------	------------------	------------------

### INFORMATION TECHNOLOGY

16501 IT - OB	12,474,548	12,079,547	13,780,645	14,580,645	15,380,645	16,180,645
16505 IT - Transfers from CIP1	-					
16502 IT - Additions	883,990	1,701,098	800,000	800,000	800,000	800,000
16503 IT - Disposals	(1,278,991)					
16504 IT - Valuation and Other Adjustments	-					
<b>Closing balance</b>	<b>12,079,547</b>	<b>13,780,645</b>	<b>14,580,645</b>	<b>15,380,645</b>	<b>16,180,645</b>	<b>16,980,645</b>

### Accumulated Amortization:

17501 AA IT - OB	(10,662,946)	(10,067,233)	(10,945,999)	(12,153,538)	(13,438,926)	(14,468,447)
17502 AA IT - Current Year Amortization	(683,278)	(878,766)	(1,207,539)	(1,285,388)	(1,029,521)	(862,065)
17503 AA IT - Disposals	1,278,991					
17504 AA IT - Valuation and Other Adjustments	-					
<b>Closing balance</b>	<b>(10,067,233)</b>	<b>(10,945,999)</b>	<b>(12,153,538)</b>	<b>(13,438,926)</b>	<b>(14,468,447)</b>	<b>(15,330,512)</b>

### **INFORMATION TECHNOLOGY - NET BOOK VALUE**

	<b>2,012,314</b>	<b>2,834,645</b>	<b>2,427,106</b>	<b>1,941,718</b>	<b>1,712,197</b>	<b>1,650,132</b>
--	------------------	------------------	------------------	------------------	------------------	------------------

# CAPITAL ASSETS

## Sir Sandford Fleming College of Applied Arts and Technology

Show acquisitions as positive amounts; show amortization and disposals as negative amounts

Actual	Forecast				
	2013-14	2014-15	2015-16	2016-17	2017-18

### OTHER TCA

16901 Other TCA - OB	3,255,787	5,885,417	6,170,417	6,170,417	6,170,417	6,170,417
16905 Other TCA - Transfers from CIP1	118,828					
16902 Other TCA - Additions	2,510,802	285,000				
16903 Other TCA - Disposals	-					
16904 Other TCA - Valuation and Other Adjustments	-					
<b>Closing balance</b>	<b>5,885,417</b>	<b>6,170,417</b>	<b>6,170,417</b>	<b>6,170,417</b>	<b>6,170,417</b>	<b>6,170,417</b>

### Accumulated Amortization:

17901 AA Other TCA - OB	(860,813)	(1,081,724)	(1,372,942)	(1,662,606)	(1,870,901)	(2,066,083)
17902 AA Other TCA - Current Year Amortization	(220,911)	(291,218)	(289,664)	(208,295)	(195,182)	(195,182)
17903 AA Other TCA - Disposals	-					
17904 AA Other TCA - Valuation and Other Adjustments	-					
<b>Closing balance</b>	<b>(1,081,724)</b>	<b>(1,372,942)</b>	<b>(1,662,606)</b>	<b>(1,870,901)</b>	<b>(2,066,083)</b>	<b>(2,261,265)</b>

### **OTHER TCA - NET BOOK VALUE**

	<b>4,803,693</b>	<b>4,797,475</b>	<b>4,507,811</b>	<b>4,299,516</b>	<b>4,104,334</b>	<b>3,909,152</b>
--	------------------	------------------	------------------	------------------	------------------	------------------

### CONSTRUCTION IN PROGRESS

15101 CIP - OB	9,002,245	23,799,479	0	0	0	0
15102 CIP - Additions	15,067,444	8,239,108				
Additions - AFP projects2	-					
15106 CIP - Capitalized Interest	-					
15105 CIP - Transfers to Tangible Capital Asset1	(270,210)	(32,038,587)	-	-	-	-
15103 CIP - Disposals	-					
15104 CIP - Valuation and Other Adjustments	-					
<b>Closing balance</b>	<b>23,799,479</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### **NET TANGIBLE CAPITAL ASSETS**

	<b>103,319,877</b>	<b>111,589,742</b>	<b>106,190,556</b>	<b>101,428,598</b>	<b>97,209,050</b>	<b>93,452,120</b>
--	--------------------	--------------------	--------------------	--------------------	-------------------	-------------------

### **TOTAL ACQUISITIONS (incl. AFP)**

	<b>22,311,973</b>	<b>14,844,666</b>	<b>2,560,000</b>	<b>2,330,000</b>	<b>2,300,000</b>	<b>2,300,000</b>
--	-------------------	-------------------	------------------	------------------	------------------	------------------

### **TOTAL AMORTIZATION**

	<b>5,669,138</b>	<b>6,574,801</b>	<b>7,338,657</b>	<b>7,091,958</b>	<b>6,519,549</b>	<b>6,056,929</b>
--	------------------	------------------	------------------	------------------	------------------	------------------

# CAPITAL PROJECT STATUS AND SOURCES OF FINANCING

Sir Sandford Fleming College of Applied Arts and Technology

Project Status						Tangible Capital Assets Category				
No	Project Name	Project Type (drop down list)	Planned Start Date (MMM-YYYY)	Planned Completion Date (MMM-YYYY)	Total Project Cost	Building	Site Improvements	Furniture & Equipment	Information Technology	Other TCA
1	Kawartha Trades and Technolgy Centre	Major Capital Project	Aug-2012	Aug-2014	36,193,077	32,273,497	434,101	2,685,479	800,000	
2	Centre for Alternative Wastewater Treatment	Major Capital Project	Aug-2011	May-2014	1,769,700	1,048,873		720,827		
3	Student Sports Fields	Major Capital Project	Jun-2013	Jun-2014	2,900,000					2,900,000
4	Annual Projects	Capital Renewal	Apr-2014	Mar-2015	9,669,865	2,024,191	562,899	3,600,678	3,482,098	
5	Annual Projects	Renovation, Modernization, and Adaptation	Apr-2014	Mar-2015	2,496,534	861,529		1,016,005	619,000	
6					-					
<b>Total</b>					<b>53,029,176</b>	<b>36,208,090</b>	<b>997,000</b>	<b>8,022,989</b>	<b>4,901,098</b>	<b>2,900,000</b>

			Sources of Financing							
No	Project Name	Total Project Cost	TCU Capital Grant	Other Provincial Funding	Internal Reserve	OFA Financing	Third Party Funding - Federal	Third Party Funding - Municipalities	Student Bodies	Other Third Party Funding
1	Kawartha Trades and Technolgy Centre	36,193,077	30,581,069			2,290,594		1,300,000		2,021,413
2	Centre for Alternative Wastewater Treatment	1,769,700		776,480	216,741		776,480			
3	Student Sports Fields	2,900,000							2,900,000	
4	Annual Projects	9,669,865	3,686,000		5,983,865					
5	Annual Projects	2,496,534			2,496,534					
6		-								
<b>Total</b>		<b>53,029,176</b>	<b>34,267,069</b>	<b>776,480</b>	<b>10,987,734</b>		<b>776,480</b>	<b>1,300,000</b>	<b>2,900,000</b>	<b>2,021,413</b>

			Additions including Construction in Progress					
No	Project Name	Total Project Cost	2013-14 and Before	2014-15	2015-16	2016-17	2017-18	2018-19
1	Kawartha Trades and Technolgy Centre	36,193,077	24,468,490	11,724,587				
2	Centre for Alternative Wastewater Treatment	1,769,700	1,611,020	158,680				
3	Student Sports Fields	2,900,000	2,615,000	285,000				
4	Annual Projects	9,669,865		1,499,865	2,230,000	2,000,000	1,970,000	1,970,000
5	Annual Projects	2,496,534		1,176,534	330,000	330,000	330,000	330,000
6		-						
<b>Total</b>		<b>53,029,176</b>	<b>28,694,510</b>	<b>14,844,666</b>	<b>2,560,000</b>	<b>2,330,000</b>	<b>2,300,000</b>	<b>2,300,000</b>

## Ministry of Training, Colleges and Universities Annual Borrowing Plan for Section 28 of FAA Approval

### Sir Sandford Fleming College of Applied Arts and Technology

	Loan Requirements for the Year	Purpose of the Borrowing	Month in Which Financing Will Be Required (MMM-YYYY)	Term of the Proposed Loan	Notes
2013-14 and Before					
2014-15					
2015-16	2,290,594	Kawartha Trades and Technology Capital project	Jun-2015	25	The loan requirement is the portion of funds to be contributed by the institution. This balance may change prior to the end of the project
2016-17					
2017-18					
2018-19 and After					
<b>Total</b>	-				

**IDENTIFICATION OF CONTAMINATED SITES**  
**Sir Sandford Fleming College of Applied Arts and Technology**

IDENTIFICATION OF CONTAMINATED SITES	Ref No.	Site	Status	Type of Contamination	Estimated Liability	Liability Recorded in Financial Statements? (y/n)	Fiscal Year liability was booked	Expense Booked or Estimated	CFIS Account Code Used
1		McRae Campus	Confirmed as a contaminated site	Petroleum hydrocarbon in ground	385,000	385,000	2013/14	385,000	54180
2									

## SUBMISSION TO THE BOARD OF GOVERNORS

**SUBJECT:** *Addendum to the Fleming College 2013-2014 Annual Report*  
**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 Analysis of Financial Performance Report, required as supplementary information in the 2013-2014 Fleming College Annual Report, and submission to the Ministry of Training, Colleges and Universities.**

### SOURCE

- Minister's Binding Policy Directive, *Governance and Accountability Framework*
- Ministry Operating Procedure under the Policy Framework, *Annual Report*
- Audited Financial Statements 2013-2014, approved May 28, 2014
- Fleming College 2013-2014 Annual Report, approved May 28, 2014
- Finance and Property Committee meeting June 16, 2014

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

Under the Governance and Accountability Framework, colleges must submit a number of documents as part of the annual reporting cycle.

To wrap up fiscal 2013-2014 year-end, an Annual Report that charts the College's achievement of the operational outcomes established in the 2013-2014 Business Plan is due to the Ministry by July 31. The of the Annual Report must be approved by the Board of Governors.

The approved audited financial statements were submitted to the Ministry on June 15, and these statements are also to be included as an Appendix to the Annual Report. In addition to the audited financial statements, a high level executive overview showing financial performance for the year is also required within the Annual Report.

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

None.

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

The attached *Analysis of Financial Performance* shows how Fleming College's year-end financial results for 2013-2014 compared to the 2013-2014 budget, as well as to the prior fiscal year (2012-2013) actual results.

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

# Analysis of College's Financial Performance

## SIR SANDFORD FLEMING COLLEGE

### COMPARISON OF REVENUES & EXPENSES

	<b>2013-2014 Financial Plan</b>	<b>2013-2014 Actual</b>	<b>2012-2013 Actual</b>
<b>REVENUE</b>			
Operating Grants	\$ 50,543,763	\$ 51,165,916	\$ 49,230,850
Capital Grants	258,267	559,075	405,686
Student Tuition	26,153,530	26,918,148	24,350,419
Ancillary Operations	3,993,258	4,059,413	4,008,261
Other	13,811,661	15,033,603	15,006,144
Amortization of Deferred Capital Contributions	3,527,000	3,571,423	3,774,027
	<hr/>	<hr/>	<hr/>
	98,287,479	101,307,578	96,775,387
<b>EXPENDITURES</b>			
Salary, Wages and Benefits	\$ 65,976,393	\$ 67,927,993	\$ 64,162,830
Service and Supplies	14,928,560	15,058,624	14,663,148
Utilities, Maintenance and Taxes	8,547,968	8,556,325	7,249,776
Other Expense	3,081,011	4,031,517	3,201,737
Amortization of Capital Assets	5,753,547	5,669,138	6,271,950
	<hr/>	<hr/>	<hr/>
	98,287,479	101,243,597	95,549,441
<b>Excess of revenue over expenditure</b>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
	\$ -	\$ 63,981.0	\$ 1,225,946.0



## SUBMISSION TO THE BOARD OF GOVERNORS

**SUBJECT:** *New Program – Health, Safety, and Environmental Compliance*  
**PRESENTED BY:** Ms. Schollen, Vice-President Academic

**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 Ontario College Graduate Certificate *Health, Safety and Environmental Compliance* program with an implementation date of September 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.**

### SOURCE

- New Program Development and Approval Process, endorsed by the Board January 26, 2011
- Academic Planning and Development Committee meeting May 14, 2014

### SUMMARY

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

The need for employees who are knowledgeable and skilled in the areas of health, safety and environmental compliance is on the increase as a result of changing requirements in health and safety as well as laws for environmental responsibility. The Health, Safety, and Environmental Compliance program would provide industry and government with employees trained in all aspects of compliance including inspections, court procedures, audits, providing training, and communication skills to manage a wide variety of challenging situations. This program would add another enforcement program to the suite of programs at the Frost Campus, while also increasing the number of graduate certificates, maintaining an environmental focus and aligning up with Fleming's e-learning strategy with its curriculum design and the Frost Campus vision.

### CONSIDERATIONS/IMPACTS, OPTIONS, RISK ASSESSMENT

• *Identify the Pros and Cons*

*Credential:* Ontario College Graduate Certificate

*Program Length:* 591 hours in total duration

*School:* Environmental and Natural Resource Sciences

The investigation and resulting enforcement of labour and worker protection laws has become a growing field in the past several years. Enforcement laws have become stricter and the resulting fines are heavier for infractions. The Ministry of Labour has over 300 Field Enforcement staff in health and safety and another 100 work with Employment Standards. The Ministry of the Environment has a large enforcement presence in Ontario (approximately 400 officers). Private industry has its own compliance personnel as do municipal governments. Companies tend to expect one person to perform roles in both environmental compliance and worker health and protection. Due diligence, worker protection, media attention, increased WSIB costs, and increased public scrutiny have all led to job creation in these fields in both the public and private sectors. Both environmental and health and safety compliance involve workplaces and employers as the primary targets. This program differs significantly from general law enforcement or natural resource enforcement where often the subject is an individual or small group; this program focuses on industrial and workplace compliance.

### FINANCIAL IMPLICATIONS

• *Staff, facilities, equipment, legal*

• *Impact on budget*

There are no new capital or space requirements for this program.

PREPARED BY: Office of the Vice-President Academic

**SUBMISSION TO THE BOARD OF GOVERNORS**

**SUBJECT:** *College Policy #2-204 Class Cancellation*  
**PRESENTED BY:** Ms. Schollen, Vice-President Academic

**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 revised College Policy #2-204, *Class Cancellation*.**

**SOURCE**

- Consultations with School of Community Development and Health, School Chairs, Academic Leadership Team, Vice-President Academic, Academic Union College Committee
- College Policy #2-204, *Class Cancellation/Faculty Absenteeism* (attached)
- Academic Program and Development Committee meeting May 14, 2014

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

In early 2014, the Executive Leaders Team requested that the Academic Division address the concern that some faculty were cancelling classes during inclement weather before a College-wide decision had been made to do so. As part of the investigation process, it was discovered that although the College has a policy regarding class cancellation, it was outdated, having been approved in March 1992. Since that time, there have been a number of changes at the College which have an impact on the policy including changes in organizational structure, communication methods, and employee roles and responsibilities.

The policy has been modified to adhere to the new format for College policies (attached).

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

While the overall principles of the policy remain unchanged from the 1992 version, the following revisions have been made to the operating procedure:

- Faculty are now responsible for notifying students of cancelled or rescheduled classes via three methods: Class Cancellation System, Learning Management System, group email to students.
- Clarified the process for rescheduling classes.
- Added the requirement for assignments covering the subject material to be provided via the Learning Management System.
- Added the requirement for faculty to notify the off-site liaison if an off-site activity is going to be impacted.
- Clarified that all faculty are responsible for recording their absences in the appropriate system (i.e. My Absences or via an Exception Report).
- Added reference to the HR procedure, “*Employee Attendance at Work and Remuneration in Situations of College/Campus Closure or Cancellation of Classes*”.
- Added the process for cancelling and rescheduling Dual Credit classes.

Once approved, the policy will be communicated to all full-time and non-full-time faculty.

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

N/A

PREPARED BY: Office of the Vice-President Academic; Board Office

# SIR SANDFORD FLEMING COLLEGE

## POLICY MANUAL

POLICY NO. 2-204

~~APPROVED BY: BOARD OF GOVERNORS~~

~~PAGE NO. 1 OF 1~~

SUPERCEDES:

~~DATE APPROVED: March 4, 1992~~

~~Motion #5.3~~

**SUBJECT: CLASS CANCELLATION/FACULTY ABSENTEEISM**

The College is committed to delivering to our students the complete educational package identified in the curriculum and detailed in course outlines.

From time to time, classes may need to be cancelled or rescheduled to accommodate faculty absences. In the event of a faculty member's absence, every attempt will be made to do one of the following:

- provide a substitute professor/faculty
- provide students with a learning an assignment covering the subject material
- reschedule the class

In all cases, the achievement of outcome competencies will be the primary principle used in making decisions.

This policy is not intended to cover instances whereby regular classes are cancelled to enable students and faculty to pursue course projects and curriculum material in non-traditional settings. (i.e., outside the classroom or lab, utilizing community agency environments)

---

### PROCEDURE: CLASS CANCELLATION/FACULTY ABSENTEEISM

---

~~1.0 The faculty member ensures the Centre/Academic Information Services is contacted giving as much notice as possible. The Office Assistant records the faculty member's illness/ absenteeism in the Centre records.~~

~~2.0 In consultation with the faculty member, the Academic Team Leader will determine which of the three alternatives will be implemented: rescheduling, substitute professor, or assignment.~~

~~3.0 If the class is not going to be covered by another professor, and if an assignment is not going to~~

~~be handed out that day in class, Academic Information Services will proceed as follows:~~

~~i) Complete standard class cancellation notice which includes the following information:~~

- ~~○ Name of Centre~~
- ~~○ Name of Program~~
- ~~○ Student Group(s)~~
- ~~○ Professor's Name~~
- ~~○ Class(es) to be cancelled~~
- ~~○ Special instructions to students~~

~~ii) Copies of cancellation notice are distributed as follows:~~

- ~~○ Posted on classroom doors and other locations frequented by students~~
- ~~○ Sent to Academic Team Leader Filed in Academic Information Services~~

4.0 If a class is to be rescheduled:

- ~~i) The faculty member will notify scheduling to determine the availability of a classroom or lab for rescheduled classes.~~
- ~~ii) The faculty member discusses rescheduling with the class, and gives notice of the change, including time and location, to Centre/Academic Information Services. The Office Assistant then posts the notice on the Centre bulletin board and provides notification of rescheduling to the Academic Team Leader.~~

~~— The Office Assistant notes on the absenteeism record that the class was rescheduled so that the faculty member is not penalized.~~

#### 5.0 **AUTHORITY**

~~It is the responsibility of the Vice President, Academic to ensure that these procedures are enforced and to negotiate any alterations as required.~~

~~He/she draws authority for this from the Board Policy on "Class Cancellation/Faculty Absenteeism", 2-204 dated March 4, 1992.~~

## SIR SANDFORD FLEMING COLLEGE POLICY MANUAL

<b>Policy # 2-204 CLASS CANCELLATION</b>	
Classification: <i>Section 2 – Academic Affairs</i>	
Approved by: Board of Governors	Date Approved: <b>TENTATIVE June 25, 2014</b>
Replaces: # 2-204 Class Cancellation / Faculty Absenteeism	
Next Policy Review: <b>2019</b>	Responsibility of: Executive Leaders Team

### Policy Statement

The College is committed to delivering to our students the complete educational package identified in the curriculum and detailed in course outlines.

From time to time, classes may need to be cancelled or rescheduled to accommodate faculty absences. In the event of a faculty member's absence every attempt will be made to do one of the following:

- provide a substitute faculty
- provide students with an assignment covering the subject material
- reschedule the class

### Purpose

The purpose of this policy is to provide guidance in decision making and communication surrounding class cancellations due to faculty absenteeism. This policy does not apply in the case of labour disruption.

### Scope

This policy applies to all full-time and contract faculty.

### Definitions

**School Office Liaison (SOL):** is a support staff employee responsible for providing administrative support to the Academic Leaders, faculty and staff of the School.

**Contract Faculty:** are temporary faculty who are employed on a part-time, partial load or sessional basis.

**Secondary School Liaison:** is the faculty's main point of contact at the secondary school where dual credit courses are being taught.

### General Principles

In all cases of faculty absences, the achievement of outcome competencies will be the primary principle used in making decisions regarding class cancellations.

This policy is not intended to cover instances whereby regular classes are cancelled to enable students and faculty to pursue course projects and curriculum material in non-traditional settings (i.e. outside the classroom or lab, utilizing community agency environments).

## Operating Procedure

1. If a faculty will be absent from class, s/he ensures the School Office Liaison (SOL) is contacted giving as much notice as possible (preferably a minimum of 2 hours prior to the start of class) and provides the reason for the absence. If the class/learning activity is to begin before 8:00 am, the faculty will notify the students that the class is not occurring at its scheduled time via all of the following methods:
  - Class Cancellation System (note that class is being rescheduled)
  - Learning Management System
  - Group email to students (with a copy to the Chair/Dean)
2. If this is an off-site activity faculty must also notify their off-site liaison that the class will not be occurring at this time.
3. The SOL informs the Chair/Dean of the faculty absenteeism.
4. The Chair/Dean and faculty will determine which of the three alternatives will be implemented: substitute faculty, student assignment or rescheduling. Before a decision is made to reschedule, consideration should be given to the practicality of doing so and the impact on students.
5. If a class is to be rescheduled:
  - 5.1 The faculty member, in conjunction with the SOL, will contact Facilities to determine the availability of a classroom or lab for rescheduled classes.
  - 5.2 The faculty member notifies the students of the rescheduled class via all of the following methods:
    - Class Cancellation System (note that class is being rescheduled)
    - Learning Management System
    - Group email to students (with a copy to the Chair/Dean)
6. If a substitute faculty is to be provided the Chair/Dean or SOL, on behalf of the Chair/Dean, will contact alternate faculty and arrange coverage for the class.
7. If the class is not going to be rescheduled or covered by another faculty, then the class will be cancelled by the faculty via all of the following methods:
  - Class Cancellation System
  - Learning Management System
  - Group email to students (with a copy to the Chair/Dean)

An assignment covering the subject material will be provided for the students by the faculty via the Learning Management System. This may be provided the day of the cancellation or on a subsequent day.

8. Full-time faculty record their illness/absenteeism in My Absences. Contract faculty record their absences via an Exception Report that is submitted to payroll.
9. For guidance regarding College decisions to cancel classes or close campuses (e.g. during unfavourable weather conditions), refer to the HR procedure, *Employee Attendance at Work and Remuneration in Situations of College/Campus Closure or Cancellation of Classes*.

## Dual Credit Classes

10. If a faculty will be absent from a dual credit class, s/he ensures the Secondary School Liaison and the Manager, Dual Credit Operations is contacted giving as much notice as possible (preferably a minimum of 2 hours prior to the start of class). S/he will advise the Manager, Dual Credit Operations of the reason for the absence and will record their absence as outlined in step 8.
11. The faculty, in collaboration with the Manager, Dual Credit Operations will work with the Secondary School Liaison to reschedule the class.

## **Related Documents**

- HR Procedure, *Employee Attendance at Work and Remuneration in Situations of College/Campus Closure or Cancellation of Classes*

## **Appendices**

None

## **Monitoring of Operating Procedure**

Next Review: 2017

Responsibility of: Vice-President Academic

Procedure Review Summary:

Section and Month date, year

Section and Month date, year

Person/Department/Committee

Person/Department/Committee

## SUBMISSION TO THE BOARD OF GOVERNORS

**SUBJECT:** *College Policy #5-506, Student Rights and Responsibilities*

**PRESENTED BY:** Ms. Schollen, Vice-President Academic and Ms. Limkilde, Associate Vice-President Student Services

**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 revised College Policy #5-506, *Student Rights and Responsibilities*.**

### SOURCE

- *Developing a Response to Sexual Violence: A Resource Guide for Ontario's Colleges and Universities*, released January 2013
- College Policy #5-506, Student Rights and Responsibilities (May 2006)
- Steering Committee
- Executive Leaders Team and Deans, May 2014

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

Sections of the above-referenced Resource Guide link directly to Fleming's Student Rights and Responsibilities (SR&R) policy, in particular sexual harassment. It was determined in the Spring of 2013 that a review of the SR&R policy should occur to ensure use of appropriate definitions when describing sexual harassment. There were also sections of the policy and operating procedures that required some 'housekeeping' changes to keep up with technology. During discussions that occurred in the fall, it was determined that a complete review of the policy was warranted; a steering committee was developed that included engagement and participation from students, staff, and faculty.

The policy has been modified into the new format for College policies; for ease of review, the attached document uses strikethrough to identify removed text and yellow highlight to identify new or revised language (attached).

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

A steering committee reviewed the current policy and made recommendations for additions, modifications, and deletions. The committee ensured that all groups (students, faculty and staff) were provided an opportunity to give feedback and engage in the process. The committee met throughout the Winter semester with the objective to submit a draft revision of the policy to the Associate Vice-President of Student Services in April 2014. The policy was presented to the Executive Leadership Team and the Deans in May and was accepted with minor changes.

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

N/A

PREPARED BY: Office of the Vice-President Academic; Board Office



## SIR SANDFORD FLEMING COLLEGE POLICY MANUAL

<b>Policy # 5-506 Student Rights and Responsibilities</b>	
Classification: Section 5 – Student Services and Registrar	
Approved by: Board of Governors	Date Approved: <b>TENTATIVE June 25, 2014</b>
Replaces: #3-326; # 5-506 (BoG Sept 1992; May 2006)	
Next Policy Review: 2019	Responsibility of: Vice-President Academic

### Policy Statement

Admission to Fleming College carries with it certain rights and responsibilities. There is an expectation that students will conduct themselves as responsible members of the College Community. The College will create a climate of understanding and mutual respect for individual dignity and worth, in which each person has the opportunity to develop as an individual and contribute positively to the College Community.

### Purpose

The College shall publish a set of procedures regarding the rights and responsibilities of students that shall:

- emphasize **promote** the primary right of the student to learn and to refrain from interfering with the rights of others,
- promote respect for the integrity of the learning process,
- promote a respect for the dignity of all members of the College community,
- articulate **communicate** the responsibilities of **to** all members of the College community,
- ensure **provide** a system of procedural due process to protect the rights of all concerned, and,
- provide an equitable system of enforcement.

### Scope

This policy governs student rights and responsibilities on all campuses, residences and at all College sponsored activities **off-campus**, including activities sponsored by the student governments. It shall not be construed to alter other duties and obligations inherent in law, other College documents, or the basic educational mission and philosophy of Fleming College. Students are strongly encouraged to become familiar with their rights and responsibilities as outlined in this policy.

**Any student who violates any section of the Criminal Code of Canada or any other federal, provincial, municipal statute, College policy or regulations while on College property or at a College activity is subject to this policy.**

**Any student who has a complaint about their program of study or any other academic concern should refer to the Academic Regulations Policy, Policy #2-201 – Academic Regulations.**

### Definitions

None.

### General Principles

Refer to Policy Statement and Purpose.

## Operating Procedure

### 1.0 STUDENT RIGHTS

As with all other individuals in Ontario, students at Fleming College enjoy rights under both the Ontario Human Rights Code and the Canadian Charter of Rights and Freedoms, and Accessibility for Ontarians with Disabilities Act. Fleming College is subject to these statutes and supports the students' right to legitimately and appropriately exercise these rights and freedoms. The extent of a right or freedom may reasonably vary with the circumstances, so that an exercise of a right which may be appropriate in a public place, may not be appropriate at an educational institution. All students have the right to a safe environment that is free from harassment or reprisals.

Within the Fleming Community, the student's most essential right is the right to learn. In this regard, students have a number of specific rights:

#### 1.1 To Learn:

- ~~1. The right to a safe and secure College environment that is free from harassment of any kind.~~
2. 1. The right to receive reasonable accommodation to compensate for a documented physical, learning or psychological disability.
- ~~3.~~ 2. The right to physical conditions within the College facilities that promote learning and well-being
- ~~4.~~ 3. The right to be treated with respect and dignity by College employees.
- ~~5.~~ 4. The right to be considered the owners of any work submitted for which the College does not provide the materials.
5. The right to own any project work when the materials are purchased by the student.
6. The right to see his or her own submitted course work and the right to have the evaluation explained if applicable within the Academic Regulations a reasonable timeframe and impartially graded.
7. The right to receive academic information as may be necessary to understand the requirements to successfully complete their course or program of instruction, including course information sheets for each course of study.
- ~~8. The right to be impartially graded.~~

#### 1.2 To Privacy:

In recognition of students' rights, under the Freedom of Information and Protection of Privacy Act of Ontario (FIPPA), the College shall protect the privacy of student records and will make records available to Students in accordance with the provisions of that statute. Students under the age of majority in Ontario will also fall under FIPPA.

~~These records include papers; projects and other work submitted as well as commentaries made about Students' performance in practicum situations. Grades are part of Students' records. Policy # 5-503: Maintenance of and Access to, Student Records.~~

- ~~1. The right of confidentiality and access to personal records as provided for under the "Freedom of Information and Protection of Privacy Act". Student records, including marks and grades, are considered to be confidential personal information, which will be protected in accordance with Policy # 5-503: Maintenance of and Access to, Student Records.~~

1. The right of confidentiality and access to personal records as provided for under the "Freedom of Information and Protection of Privacy Act". All student records and information, including academic, health, and student conduct are considered to be confidential personal information, which will be protected. Refer to College Policy #5-503: Maintenance of and Access to Student Records.

### 1.3 **To Be Informed:**

1. The right to receive the rules and regulations of the College that affect students, including ~~but not limited to: Post Secondary Academic Regulations, Student Rights and Responsibilities, Harassment and Discrimination Prevention Policy,~~ at the beginning of the academic year all policies, procedures and regulations, at the beginning of the academic year.
2. The right to be informed accessibility of the College's definition of cheating and plagiarism and the consequences for such acts of academic dishonesty.
3. The right to inquire into, and be informed about, the reasons for the rules and regulations which affect students.

### 1.4 **To Be Heard:**

1. The right to ~~make representation to the~~ address appropriate College authority administration for changes to the rules and regulations that affect students.
2. The right to have the Student Government or other student representation be present during a meeting.
2. 3. The right to make a complaint concerning academic or other College matters and to receive a response.
3. 4. The right to be informed of, and be able to respond to, allegations of unacceptable behaviour or any conduct for which sanctions may be imposed.

### 1.5 **To Appeal:**

1. The right to appeal, subject to ~~Post Secondary Academic Regulations,~~ and the Student Rights and Responsibilities policies, any decision/sanction taken or imposed by the College as a result of a formal process affecting his or her academic or personal standing within the Fleming community. For all other College appeals refer to the particular policy for specific procedures.

## 1.6 To Organize:

1. The right to form, join in, or take part in a lawful group or organization for intellectual, religious, social, economic, political, cultural or recreational purposes subject to College policy.

## 1.7 To Use College Facilities:

1. The right, as a member of a student organization body recognized by the College, to use facilities designated by the College as available for student use, including religious and spiritual purposes. Students will abide by any College regulations in regard to such use, including the payment of fees or expenses.

## 2.0 STUDENT RESPONSIBILITIES

Within the Fleming Community, the student's most fundamental responsibility is to actively take responsibility for his/her own learning, supporting and promoting an environment that is conducive to learning for all. The responsibilities listed below and the specific examples of breaches of those responsibilities are designed to educate and to ensure that a safe, equitable and respectful learning environment is maintained at Fleming College. Students who breach any of these responsibilities may receive a sanction according to the associated procedures. Students have a right to expect that all other members of the College Community will meet the standard of behaviour outlined in the following responsibilities.

### 2.1 Respect for Persons

Students have the responsibility to respect the physical and emotional well-being, and the sense of personal worth and dignity of other students and members of the College Community.

Breaches of this responsibility include, but are not limited to the following:

- a) Any student who assaults any person on College property or any member of the College Community, whether on College property or elsewhere (as a result of College-related business) or while at a College activity.
- b) Any student who threatens, communicates or acts in an intimidating manner against any person on College property or any member of the College Community, whether on College property or elsewhere (as a result of College-related business) or while at a College activity.
- c) Any student who sexually harasses another person on College property or any member of the College Community, whether on College property or elsewhere (as a result of College-related business). Complaints of sexual harassment are dealt with through the Harassment and Discrimination Prevention policy established by the College. Any student who commits an act of sexual violence against any other person or threatens another person with sexual violence on College property or elsewhere (as a result of College-related business). This includes, but is not limited to, sexual assault, sexual harassment, stalking, indecent exposure, voyeurism, degrading sexual imagery, distribution of sexual images or video without consent, cyber harassment and cyber stalking.
- d) Complaints of sexual harassment are dealt with through the Harassment and Discrimination Prevention policy established by the College (refer to College Policy #3-311: Harassment and Discrimination Prevention).

- e) Any student who harasses another person on College property or any member of the College Community, whether on College property ~~or elsewhere (as a result of College-related business)~~ or while at a College activity on any grounds, including but not limited to ancestry, place of origin, colour, ethnic origin, citizenship, sex, marital status, family status, disability, race, creed, sexual orientation, age or economic status. Violations of the Ontario Human Rights Act will be dealt with through the Harassment and Discrimination Prevention policy established by the College.
- f) Any student who makes false statements, whether written or spoken, which are damaging to the reputation of another member of the College Community.
- g) Any student who acts in a disrespectful way to another person while on College property or while at a College activity by including but not limited to yelling, swearing, using profanity or by using demeaning speech, communication or gestures.

## 2.2 **Respect for Property and College Facilities**

Students have the responsibility to respect College Property, the property of other members of the College Community and to respect the proper use of College facilities. Acts of theft should also be reported to the police.

Breaches of this responsibility include but are not limited to the following.

- a) Any student who commits an act of theft or is in possession of stolen property while on College property, or engages in an act of theft or possession of stolen property affecting the property of the College or any member of the College Community.
- b) Any student who fails to return borrowed College property after the date for its return and/or demand for its return has been made.
- c) Any student who intentionally or carelessly damages or defaces College property or the property of any member of the College Community.
- d) Any student who litters the campus.
- e) Any student who enters any part of College property where that person has no right to be or who enters College property after having been excluded from entry by a sanction or legitimate order from a College agent or employee is a trespasser.
- f) Any student who ~~accesses or uses College computing facilities for purposes other than those for which they have been provided or who abuses such facilities~~ (violates the Information Technology Appropriate Use Policy).
- g) Any student who disobeys rules and regulations concerning the use of campus buildings and other College owned or operated facilities.
- h) Any student who possesses, duplicates or uses any College key without proper authorization.

## 2.3 **Maintain Orderly Learning and Working Environment**

Students have the responsibility to contribute to an orderly learning and working environment while on campus or any other learning experience associated with the College.

Breaches of this responsibility include but are not limited to the following.

- a) Any student who disrupts a class, laboratory, placement situation, field trip, extra-curricular activity or who is disruptive in a resource centre, whether by sounds or actions, or by failing to follow the directions of any teacher, or person in authority.
- b) Any student who by sounds or actions creates a disturbance anywhere on College property, or otherwise interferes with the peaceful use of College property by others.

- c) Any student who creates a false alarm on College property by any means.
- d) Any student who is in possession of a weapon including a weapon restricted or prohibited by the Criminal Code of Canada on College property or at a College activity (outside of accepted curricular activities related to weapons) for purposes not otherwise approved. Refer to College Policy #4-407: Firearms.

#### 2.4 Observance of Laws, Policies, Procedures and Directions

~~Students have the responsibility to observe the laws of the Land, established College policies and procedures and reasonable directions/requests by College employees.~~

~~Breaches of this responsibility include but are not limited to the following.~~

- a) ~~Any student who violates any section of the Criminal Code of Canada or any other federal, provincial or municipal statute, while on College property or at a College activity.~~
- b) ~~Any student who violates any legitimately established College policy or regulation.~~
- c) ~~Any student who disobeys an order or directive lawfully given by a College employee or agent for the College.~~

#### 2.5 2.4 Alcohol and Prohibited Substances

Students have the responsibility not to abuse alcohol, **medical** or prohibited substances while on College property or at a College-sponsored activity.

Breaches of this responsibility include but are not limited to the following.

- a) Any student who is on College property or is involved in a College activity and is in a state of intoxication due to alcohol consumption or another substance.
- b) Any student who is in possession of alcohol while on College property or while involved in a College-related activity, except where such possession is licensed, authorized or permitted under the laws of the province of Ontario.
- c) Any student who is in possession of any substance prohibited under the Controlled Drugs and Substances Act or the Food and Drug Act while on College property or involved in a College activity or who offers or sells such substances.

#### 2.6 2.5 Honesty

Students have the responsibility to be honest with respect to academic matters and to be honest when dealing with other members of the College Community.

Breaches of this responsibility include but are not limited to the following.

- a) Any student who ~~cheats or plagiarizes in relation to academic work (see Academic Regulations)~~ **breaches academic integrity. Refer to College Policy #2-201: Academic Regulations.**
- b) Any student who misrepresents any fact to the College or fails to disclose a fact, or assists another to do so, where such misrepresentation affects admission, matters of academic standing or another College process.

## **STUDENT RIGHTS & RESPONSIBILITIES** **COMPLAINT PROCESS PROCEDURES**

### **PREAMBLE**

There may be times when students need to express some dissatisfaction about the College, its operations or its employees. Similarly, from time to time, members of the College Community may feel that a student has violated his/her responsibilities as a student at Fleming. The College encourages the resolution of complaints at the lowest level possible **informally** and in a timely manner. Individual circumstances, however, may make an informal resolution impractical or inappropriate.

### **1.0 PROTECTION FROM REPRISALS**

In order to protect individuals who make use of this policy or participate in proceedings as part of the complaint procedure, the College prohibits reprisal or threats of reprisal against these individuals and will take appropriate action against those who disregard this prohibition.

### **2.0 TIME LIMITS**

A complaint may be made by students ~~currently registered at Fleming College~~ and by former students registered at the time of the occurrence of the incident giving rise to the complaint. A complaint must be made within 30 days of the incident(s) giving rise to the complaint except in extenuating circumstances which, in the opinion of the College, would justify an extension. Complaints on behalf of a student by a third party will ~~not be accepted~~ **only be accepted provided the original complainant participates in the complaint process.**

### **3.0 VIOLENT OR POTENTIALLY VIOLENT SITUATIONS**

In order to protect the safety of all members of the College Community, violent or potentially violent situations must be dealt with expediently. This means involving the **College's Threat Assessment Team and/or** proper authorities, including police and security, in a timely way **manner**. ~~This does not preclude the rights of individuals involved to due process, which will be observed following whatever immediate intervention may take place.~~ **Complaints will continue using due process once an immediate intervention has been managed.**

In the event of ~~assault~~ **a violent incident** or imminent danger:

- ~~Remove yourself from immediate danger (warn others)~~ **Move to a safe location**
- ~~Call 911 for police assistance~~ **Contact Police, dial 911**
- ~~Call College security at ext. 8000~~ **where there is a guard service**
- ~~Contact your supervisor~~ **or any manager** (for employees)
- ~~Contact your coordinator~~ **any college employee** (for students)

### **4.0 VIOLATIONS OF STUDENT RIGHTS**

~~A student has the right to lodge a complaint if s/he feels his/her rights have been violated or that an issue needs to be addressed/corrected within the College. There are a number of resource people available to assist the student with procedural information related to the complaint. These resources include, but are not limited to, Student Administrative Council/Student Association members, Counsellors, Student Advisors, Faculty, Coordinators and Administrative staff. Students are encouraged to attempt to resolve complaints at an informal level whenever possible.~~



~~Students wishing to lodge a complaint associated with an academic assessment (final grade), are referred to the Post-Secondary Academic Regulations, Section 8.0).~~

A member of the college community (student, faculty, or staff) has the right to lodge a complaint if they feel their rights have been violated or that a student has violated their responsibilities.

A temporary dismissal is an order made by a College employee directing that a student leave a classroom, laboratory, placement situation, resource centre or other area on campus or where a College-sponsored activity is occurring due to inappropriate behavior.

The College may also suspend a student from academic privileges, including access to College campuses, pending investigation, when in the judgment of the College, the student's action is serious and threatening in nature.

#### 4.1 **Informal Complaints**

If a student has a complaint about the actions of a College employee (faculty, staff support staff or administrator), or a member of the College community feels that a student has violated their responsibilities, they are encouraged to meet with that student or community member in an attempt to resolve the complaint. In cases where the incident precipitating the complaint is of a serious nature (e.g. assault or threatening behaviour) and/or the complainant does not feel comfortable confronting the person directly, s/he the complaint will be dealt with under may pursue the formal complaint process.

If a student has a complaint related to an issue with a College process or College department, the student should first meet with the College employee directly responsible for the issue in an attempt to resolve it. ~~If the matter is academic in nature, but not a grade appeal, the student should meet with the program coordinator in an attempt to resolve the issue.~~ If the issue remains unresolved after a meeting with the employee/coordinator with the College employee the student may pursue the formal complaint process.

~~The procedure for lodging an appeal of a final grade is described in the Post-Secondary Academic Regulations, Section 8.0, Decisions on final marks.~~

#### 4.2 **Formal Written Complaints**

If a complaint cannot be resolved through the ~~I~~informal ~~C~~complaint procedure, the student or ~~College community member~~ can initiate a formal complaint by putting their complaint in writing documenting their complaint and submitting online through the College Portal.

- a) ~~For complaints related to an issue with a course or program (not grade appeal or cheating violation) the written complaint should be submitted to the Dean (or designate) responsible for the student's program/course in question.~~
- b) ~~For complaints relating to issues other than academic, the written complaint should be submitted to the manager responsible for the process or department in question (see 4.0 for student assistance).~~

The written complaint should be submitted on the formal written complaint form. The template can be found in Appendix A – Formal Written Complaint Form.



## **Formal Complaint Procedures:**

The Dean (or designate) or manager will acknowledge receipt of the letter, normally within three (3) working days. The Administrator of the Student Rights and Responsibilities Policy will acknowledge receipt of the complaint, except in exceptional circumstances, within 3 business days.

The Student Rights and Responsibilities Case Manager hearing the complaint shall ensure that there is procedural fairness, taking care to see that all persons affected by the decision of the Tribunal are given a reasonable opportunity to present their case and that the Tribunal listens fairly to all sides and reaches a decision without bias. The Case Manager will follow up on the recommendations of the Tribunal and provide a written response to the complainant and the student in violation. .

The Dean (or designate) or manager will investigate the situation with the stakeholders involved in one of two ways: The Case Manager will investigate the complaint with the stakeholders involved in one of two ways (as determined by the Case Manager) within 15 business days:

1. By conducting an individual investigation with the stakeholders involved and providing a written recommendation or decision, normally within seven (7) working days of receipt of the student's written complaint, or 15 business days except in exceptional circumstances of receipt of the documented complaint, or
2. By appointing a formal Complaint Tribunal which will investigate the complaint and render a decision, normally within ten (10) working days of receipt of the student's written complaint except in exceptional circumstances within 15 business days of receipt of the documented complaint.

The Complaint tribunal is comprised of the following individuals:

- The Dean or designate/manager or designate Case Manager hearing the complaint
- A faculty or staff member from the centre, department or service area involved a different department or service area
- One student chosen by the Student Administrative Council/Student Association

After a decision/recommendation is made, the manager or Dean will follow up by sending a written decision to the complainant outlining the decision and what action is to be taken, if any (normally within 10 working days).

### **4.3 Due Process**

In cases where the complaint has not been dealt with within 15 business days in the manner described in 4.2 above, the complainant can take their complaint to the Associate Vice-President Student Services. This complaint must be made in writing. The Associate Vice-President Student Services will investigate the reasons for the delay and respond to the complainant in writing within 3 business days with a course of action.

### **4.3 Final Resolution**

In those cases where the complaint has not been resolved to the student's satisfaction during the first formal complaint process or where the complaint has not been dealt with within 15 days in the manner described in 4.2 above, the student can take his/her written complaint to either the Vice

~~President Academic, for cases previously dealt with by a Dean or to the appropriate Executive Leader (the administrator to whom the manager who first heard the formal complaint reports). This written complaint must adhere to the format outlined in the template found in Appendix B— Formal Written Complaint Final Stage directed to the Vice President Academic or appropriate Executive Leader (see section 4.0 for student assistance)~~

~~The Vice President Academic (or designate) or the Executive Leader (or designate) receiving the complaint at the second level will acknowledge the receipt of the letter, normally within 3 working days.~~

~~The Vice President Academic or the Executive Leader will investigate the complaint with the stakeholders involved in one of two ways:~~

- ~~1. By conducting an individual investigation with the stakeholders involved and providing a written recommendation or decision, normally within 7 working days of receipt of the student's written complaint, or~~
- ~~2. By appointing a formal Complaint Tribunal which will investigate the complaint and render a decision, normally within ten (10) working days of receipt of the student's written complaint.~~

~~The Complaint Tribunal is composed of the following individuals:~~

- ~~• The Vice President Academic/Executive Leader or designate~~
- ~~• A faculty or staff member~~
- ~~• One student chosen by the Student Administrative Council/Student Association~~

~~After a decision/recommendation is made, the Vice President Academic/Executive Leader will follow up by sending a written decision to the complainant outlining the decision and what action is to be taken, if any (normally within 10 working days). This decision will be final. The administrator(s) responsible for hearing the complaint will keep records of any relevant documentation.~~

#### **4.4 Resolution**

~~After a decision/recommendation is made regarding the violation of a student's rights, the Case Manager hearing the complaint will follow up by sending a written decision to the complainant outlining the decision and what action is to be taken, if any, within 10 business days, except in exceptional circumstances.~~

#### **5.0 Possible Sanctions**

~~If a student is deemed to have violated their responsibilities, sanctions may be imposed by the Case Manager hearing the complaint under the direction of Administrator of the Student Rights and Responsibilities Policy. If sanctions are imposed, they should be fitting and appropriate to the seriousness of the behavior in question, the impact of the behaviour on the College Community and whether there have been previous violations. Any sanction calling for the suspension and/or dismissal of the student must be approved by the Associate Vice-President Student Services.~~

#### ~~**5.0 VIOLATIONS OF STUDENT RESPONSIBILITIES (STUDENT BEHAVIOUR ISSUES)**~~

~~A member of the college community (student, faculty, staff or administrator) has the right to lodge a complaint if s/he feels a student has violated his/her responsibilities.~~

~~A number of resource people are available to provide procedural information related to the complaint. These resources include, but are not limited to, Student Administrative Council/Student Association members, counsellors, student advisors, faculty, coordinators, and administrative staff.~~

~~Members of the college community are encouraged to attempt to resolve complaints at an informal level whenever possible.~~

### ~~5.1 — **Informal Complaint**~~

~~If a member of the College community feels that a student has violated his/her responsibilities, s/he should attempt to bring this to the attention of the student. If the matter is of a serious nature, is a repeated violation, or remains unresolved at this stage, the member of the College community should follow the "formal written complaint" procedure outlined in Section 5.2. Note that violence or threats of violence should always be dealt with using the formal written complaint process after immediate action is taken.~~

### ~~5.2 — **Formal Written Complaint**~~

~~If a complaint cannot be resolved through the Informal Complaint procedure, the complainant can initiate a formal complaint by putting their complaint in writing. The written complaint must follow the format provided in Appendix A — Formal Written Complaint Form. The written complaint should be delivered to the appropriate Student Services Administrator at each campus (see appendix A).~~

~~The Director, Counselling & Learning Support Services or designate will acknowledge receipt of the letter, normally within three (3) working days.~~

~~The Director, Counselling & Learning Support Services or designate will investigate the complaint with the stakeholders involved in one of two ways:~~

- ~~1. — By conducting an individual investigation with the stakeholders involved and providing a written decision, normally within seven (7) working days of receipt of the written complaint, or~~
- ~~2. — By appointing a Tribunal which will investigate the complaint and render a decision, normally within ten (10) working days of receipt of the written complaint.~~

~~The Tribunal is comprised of the following individuals:~~

- ~~• — The Director, Counselling & Learning Support Services or designate~~
- ~~• — A faculty or staff member, usually from the centre, department or service area involved~~
- ~~• — One student chosen by the Student Administrative Council/Student Association~~

~~The Director, Counselling & Learning Support Services or designate shall ensure that there is procedural fairness, taking care to see that all persons affected by the decision of the Tribunal are given a reasonable opportunity to present their case and that the Tribunal listens fairly to all sides and reaches a decision without bias. The Director, Counselling & Learning Support Services or designate~~

will follow up on the recommendations of the Tribunal and provide a written response to the complainant and the student in violation.

### 5.3 Possible Sanctions

If a student is deemed to have violated their responsibilities, sanctions may be imposed by the Director, Counselling & Learning Support Services or designate. Sanctions may be singular or imposed in combination. If sanctions are imposed, they should be fitting and appropriate to the seriousness of the behaviour in question, the impact of the behaviour on the College Community and whether there have been previous violations. This does not preclude suspending a student from academic privileges, pending investigation, when in the judgment of the College, the student's action is serious and inappropriate. Any sanction calling for the suspension and/or dismissal of the student must be approved by the Executive Director, Student Services.

Sanctions in addition to those stated in these Policies and Procedures may be established by the College if, in the judgment of the President or his/her representative, such sanctions are necessary.

The College may take disciplinary action if there is a violation of law or, in the case of offenses occurring within, or affecting people on, property owned or controlled by Fleming College, or when students are in attendance at a College sponsored event. The words "College sponsored event" shall be broadly construed and will include events sponsored by the Student Administrative Council/Student Association and other bodies affiliated with the College.

#### 5.3.1 **5.1** Written Reprimand

A written reprimand is a formal letter to the student that will remain on file for the duration of a student's time at the College. The letter includes the following information:

- a) Description of the behaviour in question;
- b) A Description of the consequences if the behaviour is repeated: i.e. continuation or repetition of conduct found to be in violation of Student Responsibilities may be cause for more severe disciplinary action if another violation occurs within a stated period of time;
- c) Information regarding resources within the College the student may access for assistance with the behaviour problem (if appropriate).

#### 5.3.2 Restitution or Fines

Fines or restitution orders may be imposed to compensate the College or community member(s) in the event of defacement, damage to, or misappropriation of property. Failure to pay restitution or a fine within the time limit prescribed may result in further disciplinary action.

#### 5.3.3 Temporary Dismissal

A temporary dismissal is an order by a College professor, support staff or administrator, directing that a student leave the classroom, laboratory, placement situation, resource centre or other area on campus or where a College sponsored activity is occurring.

#### 5.3.4 **5.3** Behavioural Contract

A behavioural contract is a written agreement between the College and the student which specifies certain behaviours that the student must comply with. If the contract is broken by the student, he/she may be suspended or expelled from the College. It will normally limit campus activities and may include specific terms and conditions.

#### ~~5.3.5~~ **Probation**

~~Probation is an order which is designed to permit the student to attend classes, laboratories and placements. It will normally limit campus activities and may include specific terms and conditions. A student who is on probation is subject to suspension or expulsion if there are any further breaches of College regulations or the probation order.~~

#### 5.3.6 **5.4 Suspension**

Suspension refers to exclusion from classes, field placement and other privileges or activities for a stated period of time. Suspension may will normally include exclusion from the campus and property belonging to the College for a stated period of time. Any sanction calling for the suspension of the student must be approved by the Executive Director, Student Services Associate Vice-President Student Services.

#### ~~5.3.7~~ **5.5 Expulsion**

~~Expulsion refers to the permanent termination of student status. Any sanction calling for the expulsion of a student must be approved by the Executive Director, Student Services. Re-admission may be sought under conditions established by the College at the time of expulsion.~~

~~Students who have been expelled will be required to meet with the Executive Director, Student Services if they wish to re-apply for admission. If the Executive Director, Student Services determines that the student is eligible to return, the Executive Director, Student Services will articulate any conditions that the student must meet in order for their re-application to be considered. This may be in the form of a written behavioural contract which states that the student must adequately conform to the behaviour outlined in the Student Rights & Responsibilities document as well as any other reasonable behavioural restrictions. If a repetition of inappropriate behaviour re-occurs, additional disciplinary sanctions may be imposed, including the possibility of expulsion.~~

Expulsion refers to the termination of a student's access to academic instruction for a defined period of time, including access to College campuses for non-academic conduct. Any sanction calling for the expulsion of a student must be approved by the Associate Vice-President Student Services. Re-admission may be sought under conditions established by the College at the time of expulsion. Re-admission conditions will be documented in writing or the student at the time of the expulsion.

Students who have been expelled will be required to meet with the Associate Vice-President Student Services if they wish to re-apply for admission as outlined in the expulsion letter.

#### **5.6 Adherence to Sanctions**

Failure to adhere to imposed sanctions, including the payment of restitution or a fine within the time limit prescribed, or a behavioural contract is broken, the student will face further disciplinary action, including up to expulsion from the College. No refunds for fees will be issued for any College related activities in accordance to College policies.

## 6.0 APPEAL PROCEDURE

6.1 A student may appeal the following under the Student Rights and Responsibilities policy and procedures:

- a) A decision that a student has been in violation of his/her **their** Student Responsibilities.
- b) A sanction imposed as a result of a violation of Student Responsibilities.

~~To appeal an academic assessment (final grade) students are referred to the Post Secondary Academic Regulations, Section 8.0.~~

6.2 An appeal of the above decisions must be made within ~~five (5) working~~ **10 business** days of the decision being appealed. An appeal not made within the time limit will not be heard unless there are, in the opinion of the College, exceptional circumstances.

6.3 Appeals dealing with ~~academic sanctions of a~~ suspension or expulsion will be ~~dealt with~~ **heard** by the Vice President Academic. All other appeals will be ~~dealt with by the Executive Director, Student Services~~ **heard by the Associate Vice-President Student Services**. ~~Appeal procedures for both routes of appeal will be the same.~~

~~6.4 The student will notify the Executive Director, Student Services or in appeals dealing with suspension or expulsion, the Vice President Academic, in writing of his/her intent to appeal. The written statement of appeal must state: the name of the person appealing, the person or group making the decision being appealed, whether the decision or sanction or both are being appealed, the grounds for the Appeal, and the remedy which the person appealing is requesting from the Appeals Forum. The format of the appeal must adhere to template found in Appendix C – Notice of Intent to Appeal.~~

**6.4 The student will complete an online Appeal Request Form which will include the following information: the name of the student appealing, the decision being appealed, the reason(s) for requesting an appeal, and the solution which the student appealing is requesting from the appeals process.**

**6.5 An Appeals Request will be returned to the student requesting the appeal if there is no reason provided for in requesting the appeal.**

**6.5 .6 The Executive Director, Student Services or designate Associate Vice-President Student Services/Vice President Academic or designate will hear the appeal in one of two ways: in the following way:**

- ~~1. By reviewing the documentation and investigating the grounds for the appeal and providing a written decision, normally within ten (10) working days of receipt of the written appeal, or~~
- 2. 1. By Convening an Appeals Tribunal which will hear the appeal and provide a written decision, normally within ten (10) working days of receipt of the written appeal business days except in exceptional circumstances of receipt of the documented appeal.**

The Appeals Tribunal will consist of the following members:

- The Executive Director, Student Services Associate Vice-President Student Services/Vice President Academic or designate (Committee Chair)
- A faculty member or staff member, usually from the department involved One faculty or staff member, from a different department of service area
- One Student chosen by the Student Administrative Council/Student Association

6.6.7 Any individual who has been involved in or has made a decision with regard to the issue being appealed shall not be part of the appeal process.

6.7.8 The Executive Director, Student Services or designate Associate Vice-President Student Services/Vice President Academic or designate shall co-ordinate the procedures at an appeal ensuring procedural fairness, taking care to see that all persons affected by the decision of the Tribunal are given a reasonable opportunity to present their case and that the Tribunal members listen fairly to both sides and reach a decision without bias.

6.8.9 All parties to the proceedings of the Appeals Tribunal shall be given reasonable notice of the time, place and purpose of the meeting.

6.9.10 A student appealing may:

- Be accompanied by an advisor from the College/ Community member (e.g. counsellor, faculty member, student, etc.). The normal role of such an advisor would be to advise and support the student during the proceedings, not to speak for on behalf of the student.
- Be present at all times during the proceedings (with the exception of deliberations by the Appeals Tribunal)
- Present submissions and call voluntary witnesses as might be required to support his/her argument
- Conduct Present a line of questioning reasonably required for a full and fair disclosure of the facts.

~~6.10 The person who initiated the original complaint of violation may:~~

- ~~Be accompanied by an advisor from the College community~~
- ~~Be present at all times during the proceedings (with the exception of deliberations by the Appeals Tribunal)~~
- ~~Present submissions and call voluntary witnesses as might reasonably be required to support his/her argument~~
- ~~Conduct a line of questioning reasonably required for a full and fair disclosure of the facts.~~

6.11 Other individuals may, subject to advance consultation with the Tribunal Chair, present submissions relevant to the matter in question.

6.12 A student involved in an appeal procedure will have the right of access to all relevant data bearing on the decision being appealed subject to Freedom of Information or other appropriate Policies the College's Access to Privacy Policy or other appropriate policies.

~~6.13 The Appeals Tribunal must normally hear the appeal within ten (10) working days from the date the written appeal is received by the office of the Executive Director, Student Services or Vice President Academic. Extensions may be granted if, in the opinion of the Executive Director, Student Services or designate/Vice President Academic or designate, extenuating~~



circumstances exist.

6.13 Within three (3) working business days of the decision by the Appeals Tribunal, the Executive Director, Student Services or Associate Vice-President Student Services/Vice President Academic or designate shall notify the student of the decision in writing stating the reasons for the decision.

6.15—The decision at this level shall be final and binding.

6.14 The Appeal decision shall be final and binding.

## 7.0 **RECORD KEEPING AND ACCESS TO RECORDS**

All records resulting from formal Student Rights and Responsibilities complaints will be kept in a secure central registry. Keeping these records will be the responsibility of the Director, Counselling and Learning Support Services Administrator of the Student Rights and Responsibilities Policy, under the direction of the Associate Vice-President Student Services. Access to these records will be restricted to Deans and others deciding on appropriate academic sanctions once a determination of guilt has been established appropriate College staff as per the Colleges' Access to Privacy Policy.

### **Related Documents**

- *Academic Regulations*, College Policy #2-201
- *Maintenance of and Access to Student Records*, College Policy #5-502
- *Harassment and Discrimination Prevention*, College Policy #3-311
- *Information and Communications Technology (ICT) Appropriate Use Policy*, College Policy #6-601
- Ontario Human Rights Code
- Freedom of Information and Protection of Privacy Act; College Policy #3-310

### **Appendices**

None.

### **Monitoring of Operating Procedure**

Next Review: June 2017

Responsibility of: Associate Vice-President Student Services

Procedure Review Summary:

August 1999 Motion #3

May 24, 2006 Motion #6



## SUBMISSION TO THE BOARD OF GOVERNORS

**SUBJECT:** *College Policy #2-218, Learning Management System (LMS) Usage*  
**PRESENTED BY:** Ms. Schollen, Vice-President Academic

**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 College Policy #2-218, *Learning Management System (LMS) Usage*.**

### SOURCE

- Academic Program and Development Committee meeting May 14, 2014

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

Sir Sandford Fleming College is committed to providing students with access to essential course materials, resources, student progress / grades, and other relevant information to support their learning process. The College supports the effective use of a Learning Management System to provide organized, consistent and timely course-related information; increased opportunities for student engagement with content and learning communities; and to facilitate communication between faculty and students.

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

This new policy outlines the expectations for the use of the College's learning management system to support the teaching and learning process. It applies to all credit courses offered by Fleming College, where feasible.

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

N/A

PREPARED BY: Office of the Vice-President Academic; Board Office

## SIR SANDFORD FLEMING COLLEGE POLICY MANUAL

<b>Policy # 2-218 Learning Management System Usage</b>	
Classification: Section 2 – Academic Affairs	
Approved by: Board of Governors	Date Approved: <b>TENTATIVE June 25, 2014</b>
Replaces: NEW	
Next Policy Review: 2019	Responsibility of: Vice-President Academic

### Policy Statement

Sir Sandford Fleming College is committed to providing students with access to essential course materials, resources, student progress/grades, and other relevant information to support their learning process. To that end, the College supports the effective use of a Learning Management System to provide organized, consistent and timely course-related information; increased opportunities for student engagement with content and learning communities; and to facilitate communication between faculty and students.

### Purpose

This policy outlines the expectations for the use of the College's learning management system to support the teaching and learning process.

### Scope

This policy applies to all credit courses offered by Fleming College, where feasible. It is the responsibility of the Vice-President Academic and the Deans to ensure adherence to the policy and to interpret the policy.

### Definitions

**Learning Management System (LMS):** the College supported software application(s) that are used by faculty and students to access, plan, implement, supplement, monitor, and/or assess learning or to communicate about learning. The current approved College LMS is Desire2Learn. Open source software is not supported by the College Information Technology Services (ITS).

**Course Page:** a repository or space within the LMS that a faculty member can use to provide course information and communicate with each group of students they are teaching. The basic components of the course page include course name, course number presented within a basic page layout that provides access to the course outline, course content, communication tools, assessment tools and an attendance tool.

**Course Materials:** course content, curriculum materials, or learning activities that are created, purchased or licensed for use, and utilized by college employees in the performance of their duties. Examples could include: lecture notes, presentation slides, assignment guidelines, course handouts etc.

**Student Progress/Grades:** the specific feedback provided to students through the grade book in the LMS and throughout the course regarding their progress on assignments, tests, quizzes, projects etc.

**CLT:** Centre for Learning and Teaching

**ITS:** Information Technology Services

### General Principles

The use of an LMS is intended to enhance the teaching and learning process and can be used for distributing content and teaching material; facilitating communications; fostering interpersonal

connections (between both peers and faculty); providing access and support for different learning styles and needs; supporting group work, collaboration, and reading and writing online; and providing feedback, evaluation, grading and marks management. The College commits to the principles of privacy with regard to the use of an LMS and adheres to the Freedom of Information and Protection of Privacy Act in its' use.

### Operating Procedure

1. The Centre for Learning and Teaching is responsible for providing training and support to faculty in the use of the College LMS.
2. Every postsecondary credit course offering will have a course page created each semester with exceptions approved by the Dean of the School (e.g. week long compressed courses).
3. As a minimum standard, faculty must use the LMS course page to provide students with the following:
  - a. course outline
  - b. faculty contact information
  - c. student progress/grades throughout the term posted to the gradebook within two weeks of an assignment due date
  - d. available course materials and other resources as appropriate
  - e. course announcements and cancellations

**Note: Prior to the start of a semester, faculty may request that the LMS administrator(s) 'roll over' the content from a previous course for use in the upcoming term.**

4. Faculty can refer to the '*Best Practices in the Use of the LMS at Fleming College*' available from the CLT to move beyond the minimum standard.
5. Where faculty are using the LMS beyond the minimum standards noted above, faculty will inform students of their specific expectations regarding the use of the LMS within their course.
6. Where faculty are using the LMS to provide course learning materials, the faculty are responsible for preparing and editing those materials and posting them to the LMS for students to access in accordance with the College Accessibility for Persons With Disabilities Policy #3-341.
7. Faculty are responsible for entering final grades into the grade book within the LMS by the Registrar-determined deadline at the end of each semester. Note that standard practice will be to 'temporarily hide the student's view of their final grade within the D2L grade book two (2) weeks prior to the end of the term.

**Note: Final grades are transferred via an automated process to the Student Information System upon completion of a course. The release of official final grades is from the Registrar's Office and visible through the Student Centre on the Fleming College portal.**

8. Students experiencing technical difficulties that relate to the LMS must notify the ITS Support Service desk for assistance.

### Related Documents

- *Academic Regulations*, College Policy #2-201
- *Guidelines for Professional Practice – Faculty and Students*
- *Program Quality Assurance Policy*, College Policy #2-213

- *Faculty Professional Development*, College Policy #3-335
- *Information and Communications Technology (ICT) Appropriate Use Policy*, College Policy #6-601
- *Accessibility for Persons with Disabilities*, College Policy #3-341
- *Freedom of Information and Protection of Privacy Act*, College Policy #3-310 and FOI Resource Documents

### **Appendices**

None

### **Monitoring of Operating Procedure**

Next Review: 2017

Responsibility of: *Vice-President Academic; Director, Centre for Learning and Teaching*

#### Procedure Review Summary:

Section and Month date, year

Person/Department/Committee

Section and Month date, year

Person/Department/Committee