

SIR SANDFORD FLEMING COLLEGE BOARD OF GOVERNORS PUBLIC MEETING AGENDA

Wednesday, September 26, 2018
1:00 p.m.

Sutherland Campus
Scholfield Boardroom, Room B3330
Peterborough, ON

	Topic	Presenter	Time	Pg
1.	Call to Order, Confirmation of Quorum • Welcome to the Traditional Territory <i>The Board of Governors will hold this meeting on the traditional lands of the Mississauga and Anishinaabe peoples.</i> • Introduction of Guests	D. Marinigh	2 min	
2.	Approval of the Agenda <i>MOTION: To approve the agenda for the September 26, 2018 Public meeting.</i>	D. Marinigh		1-2
3.	Declarations of Conflict	D. Marinigh		
4.	Consent Agenda <i>MOTION: To approve the Consent Agenda as presented and through this consent,</i> 4.1 approve the minutes of the June 27, 2018 Public Board meeting	D. Marinigh		3 4-6

REGULAR AGENDA

5.	Business Arising from the Previous Meetings (not otherwise covered) None identified.			
6.	Decision Items 6.1 New College Policy: Cannabis Possession and Use (enclosed)	B. Baker, K. Kerford	15 min	7-16
	<i>MOTION: To approve the draft College Policy #4-429, Cannabis Possession and Use</i>			
7.	Discussion Items, Reports and Information Items 7.1 Fall 2018 Enrolment Report	S. Kloosterman	15 min	17-27
	7.2 Year to Date Financial Statement (enclosed)	B. Baker	10 min	28-29
	7.3 Report from the Board Chair	D. Marinigh	5 min	
	7.4 Report from the President (enclosed)	M. Adamson	15 min	30-39
8.	Other Business			
9.	Roundtable: "Community Connections"	D. Marinigh	10 min	
	On the Table, for Circulation: • 2018-2019 Board Excellence Program Brochure			

Invitations Extended to the Board:

- *Stomp Out Stigma for Mental Illness Awareness Day*, Frost Campus Auk Lodge/ Patio on October 4, 11:30 a.m. – 2:30 p.m.
- *Installation of President Adamson* – **Hold the Date:** November 1 late afternoon/early evening
- *Fall Open House* on November 17 from 10:00 a.m. to 2:00 p.m. all Fleming campuses

10. Move to Committee-of-the-Whole

11. Adjournment of the Public Meeting (approx. 2:15 p.m.)

Next Public Board Meeting: **Wednesday, October 24, 2018**
 Room 252, Frost Campus, Lindsay
 Time tbc

CONSENT AGENDA

Public Board Meeting
September 26, 2018

Agenda Item 4

CONTEXT / PURPOSE

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

BACKGROUND

- Board Procedure BP-009, *Consent Agenda*

Attachments:

As listed below

RECOMMENDATION

THAT the Board of Governors of Sir Sandford Fleming College

- 4.1 approve the minutes of the June 27, 2018 Public Board meeting**

Board of Governors PUBLIC MEETING**Wednesday, June 27, 2018****Sutherland Campus, Scholfield Boardroom – Room B3330****Peterborough, ON***Draft Until Approved***MINUTES**

Present: Mr. Fred Clifford
 Ms. Dana Empey, Board Chair
 Ms. Shelley Knott Fife
 Mr. George Gillespie
 Ms. Nicole Grady
 Ms. Sue Kloosterman
 Ms. Katherine MacIver
 Mr. Dan Marinigh
 Ms. Angela Pind
 Dr. Tony Tilly

Regrets: Mr. Paul Downs
 Dr. Aaron Grant
 Ms. Rosemarie Jung
 Mr. Mike Leonard
 Mr. Mike Perry
 Ms. Cathy Praamsma

Ms. Michele McFadden, Board Secretary

Senior Administration:

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

Staff Presenting:

- Item 5.2: Dr. David Francis, Dean – Flexible Delivery and Contract Training
- Item 5.4: Mr. Terry Williams, Director Physical Resources

Guests: Ms. Sara O'Halloran, College Communications

Mr. Brent Raymond and Ms. Megan Torza, DTAH Architects

1. Call to Order

The Chair called the meeting to order at 3:16 p.m. and acknowledged holding the meeting on the traditional lands of the Mississauga and Anishinaabe peoples. Staff and guests were **welcomed**.

Declarations of Conflict: Members were invited to disclose any conflicts concerning items on the agenda; none were declared.

2. Additions/Deletions/Approval of Agenda

It was moved by Mr. Clifford, seconded by Mr. Marinigh and carried to approve the agenda.

3. CONSENT AGENDA

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

Moved and Seconded by Mr. Gillespie and Ms. Grady

THAT the Board of Governors of Sir Sandford Fleming College approve the Consent Agenda for the May 23, 2018 meeting and, through this consent, 3.1 approve the minutes of the May 23, 2018 Public Board meeting;

- 3.2 delegate to the Executive Committee authority to act on behalf of the Board on decisions that must be taken between June 28, 2018 and the first full meeting of the Board in the Fall 2018, with all such activity publicly reported at that meeting;
- 3.3 receive the summary of the investment performance of the portfolios for the period ended March 31, 2018 provided by RBC Dominion Securities;
- 3.4 receive and approve the Investment Performance Report for 2017-2018.

Motion Carried
(Resolution BoG June27-2018 #1)

Regular Agenda

4. **Business Arising from Previous Meetings:** There were no items tabled.

5. Decision Items

- 5.1 **Draft 2018-2019 Board Schedule:** The proposed schedule incorporates recommendations arising from the annual operational review. Board Day will remain the fourth Wednesday afternoon with no meetings scheduled in the months of December, July and August.

Moved and Seconded by Mr. Marinigh and Ms. MacIver

THAT the Board of Governors of Sir Sandford Fleming College approve the 2018-2019 Board Schedule

Motion Carried
(Resolution BoG June27-2018 #2)

- 5.2 **New Program – Restorative Practices and Alternative Dispute Resolution:** Vice-President Weegar and Dean Francis presented the post-graduate certificate program. It is a very unique program expected to generate high interest across the colleges because of its broad application and approach within many communities of practice. A Governor questioned how the proposed program relates/connects to the Alternative Dispute Resolution (ADR) Institute of Ontario; Dean Francis agreed to investigate.

Moved and Seconded by Ms. Kloosterman and Ms. MacIver

THAT the Board of Governors of Sir Sandford Fleming College approve the Ontario College Graduate Certificate in *Restorative Practices and Alternative Dispute Resolution* offered through Ontario Learn with an implementation date of January 2019, for submission to the Ministry of Advanced Education and Skills Development for funding approval.

Motion Carried
(Resolution June27-2018 #3)

- 5.3 **Draft 2017-2018 Annual Report:** Vice-President Crook presented the Report, a companion document to the 2017-2018 Business Plan. The College completed 82% of projects identified within the business plan. Seven projects that were not completed were moved into the 2018-2019 plan.

Moved and Seconded by Mr. Marinigh and Mr. Clifford

THAT the Board of Governors of Sir Sandford Fleming College approve the Fleming College 2017-2018 Annual Report.

Motion Carried
(Resolution June27-2018 #4)

- 5.4 **Sutherland Campus Master Plan:** Vice-President Baker began the presentation with an overview of the working document presented by DuToit Allsopp Hillier (DTAH) Architects in April 2018. The adoption of a master site plan for the Sutherland Campus creates a solid road map

for future campus development. The document identifies a total of 15 strategies with a menu of choices. Governors were afforded an opportunity to ask questions of the Architects.

Moved and Seconded by Mr. Gillespie and Mr. Marinigh

THAT the Board of Governors of Sir Sandford Fleming College approve the Sutherland Campus Master Plan.

Motion Carried
(Resolution June27-2018 #5)

6. Discussion Items, Reports and Information Items

6.1 Summer Semester Enrolment / Fall Outlook: Mr. Drew Van Parys provided a brief update. Summer enrolment was the largest summer intake ever. For the fall, the College is down in applications; this decline is rooted in the direct from high school segment. Applications and confirmations are also down in the province.

6.2 Chair's Report to the Board: The President's Performance Evaluation has been completed. Thanks and appreciation were expressed to the members of the Presidential Search Committee; Maureen Adamson officially assumes the role of President on August 20 with Frank Soroichinsky providing coverage July 3 through to August 17.

Chair Empey noted that **recognition of outgoing members** is typically carried out at the June meeting but, in light of mid-term resignations and other commitments, proposed this take place at a later date, i.e. a Board dinner in the fall. She thanked members for their service, and wished everyone a good summer break.

6.3 President's Report / College Initiatives Update: Board Chairs and Presidents are in receipt of correspondence from OPSEU President Warren Thomas strongly recommending appointment of a labour representative to each college board. There are no regulations or binding directives that place any obligation on board appointments with the exception of the four internally elected members. The majority of college boards – including Fleming – do not designate any external board positions to be filled by a representative group.

Dr. Tilly acknowledged the work of the Board over the past year and expressed his thanks and appreciation to all.

6.4 Community Connections: Participation in a variety of events were noted by members. Convocation ceremonies were a highlight.

7. Other Business

No further business was identified.

8. Report from the In-Camera Meeting

At a meeting held earlier in the afternoon, the Board received final reports on its objectives and the annual operational review, and authorized the College to utilize funds from reserves in order to proceed with the Sutherland Geothermal Project.

9. Adjournment: There being no further business, the meeting adjourned at 3:59 p.m. on a motion by Mr. Clifford, seconded by Ms. Knott Fife and carried.

SUBMISSION TO THE BOARD OF GOVERNORS

Agenda Item 6.1

Report Title: New College Policy – Cannabis Possession and Use Report to: Public Board Meeting Requested Action: Decision / Approval Prepared and Submitted by: Brian Baker, Vice-President Finance and Administration	Date: September 26, 2018
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OVERVIEW / BACKGROUND

The Government of Canada's Bill C45, "An Act respecting cannabis and to amend the Controlled Drugs and Substances Act, the Criminal Code and other Acts" has received Royal Assent and will become law on October 17, 2018.

Upon coming into force of the Cannabis Act, adults in Canada (18+) will be allowed to legally engage in the following activities:

- Purchase fresh or dried cannabis, cannabis oil, plants and seeds for cultivation from either a provincially or territorially regulated retailer, or where this option is not available, directly from a federally licensed producer;
- Possess up to 30 grams of dried legal cannabis or equivalent in public;
- Share up to 30 grams or equivalent of legal cannabis and legal cannabis products with other adults;
- Cultivate up to 4 plants in their own residence (4 plants total per household); and
- Alter cannabis at home in order to prepare varying types of cannabis products (e.g., edibles) for personal use provided that no dangerous organic solvents are used in the process.

Note - The Government has indicated that it intends to add cannabis edible products and cannabis concentrates to the list of products permitted for legal sale following the coming into force of the proposed legislation, once appropriate regulatory controls are developed.

On December 12, 2017, the Ontario government received Royal Assent to enact Bill 174, "Cannabis, Smoke-Free Ontario and Road Safety Statute Law Amendment Act, 2017"

Bill 174 includes the following relevant points:

- You will need to be 19 and older to buy, use, possess and grow recreational cannabis.
- You will only be able to use recreational cannabis in:
 - a private residence
 - your unit or on your balcony, if you live in a multi-unit building like an apartment or condo, but that depends on your building's rules or your lease agreement
- You will not be allowed to use recreational cannabis in: any public place, workplaces, motorized vehicles
- You will be able to have a maximum of 30 grams (about one ounce) of dried cannabis in public at any time.
- You will be able to grow up to four plants per residence (not per person).
- Medical cannabis is subject to different rules than recreational cannabis. The production and sale of medical cannabis is regulated exclusively by the federal government. If a health care professional has already authorized you to use cannabis for medical reasons, your access will not change when recreational cannabis is legal.

Rules for the workplace - Ontario currently has strict rules in place to make sure workplaces are safe.

- Consuming recreational cannabis in the workplace is illegal and will continue to be after legalization on October 17, 2018.
- Employers (and supervisors):

- need to know the rules for medical cannabis
- will be required to address workplace hazards, under the *Occupational Health and Safety Act* (OHSA)
- Employees and workers:
 - who are unable or unfit to work safely could be a hazard to themselves or to others in the workplace
 - have a duty to perform work safely and to report any hazards to their supervisor or employer under the OHSA

Fleming's Recommended Approach

College Administration has been following these developments closely in consultation with its provincial colleagues through Colleges Ontario subcommittees and University and Ministry representatives, including the Attorney General's Office. Across the College sector, institutions are taking different approaches to the legalization. As examples, some are taking a campus wide zero tolerance approach, while others are looking at limited use of edibles in private residence rooms.

Campus-Wide Policy

At this time, we are developing a campus-wide stand-alone policy that uses a similar approach to our alcohol and smoking policies. This policy will prohibit the smoking, inhalation, vaping, ingestion, and growing of cannabis or cannabis products on all College property including residences. A stand-alone policy both highlights the importance of the policy, allows it to be easily accessible to the campus community, and provides us with a mechanism to comply with the legislation. The development has been led by the Security and Safety department, in consultation with Human Resources, Health and Safety, Counselling and Accessible Education Services and Residence. Consultation with our student associations; Student Administrative Council and Frost Student Association, have also been completed.

Medical Accommodations

Medical cannabis is already exempted and will continue to be – the College already has processes in place to accommodate medical requirements and a designated space at Sutherland campus (medical lounge). These processes will be included as an appendix under the operating procedure for the Cannabis policy.

Communications and Education

Communications will be drafted advising staff, faculty, leaders, and students that cannabis consumption will be prohibited where it will impact the safe and effective working and learning environment at the College. A campus wide group, led by Accessible Education and Counselling and including Residence, Health Services and Student Rights and Responsibilities, is developing an overall strategy for harm reduction for students.

Residence

The Residence Team has developed draft operating procedures that will be implemented once the legalization is officially law. The approach will focus on harm reduction and be similar to existing Alcohol/Smoking/Guest policies. The Residence Team's interpretation is that legislative compliance can require not permitting cannabis to be consumed within a residence room as the residence is considered to be both a public space, a workplace and is a multi-unit building with its own building rules.

In accordance with the proposed policy, Residence will adopt the following rules:

- Possession of cannabis on Residence property by persons under the age of 19 is not permitted.
- The possession of cannabis and cannabis products (i.e. baked goods, oils) by individuals over the age of 19, in quantities approved under legislation, is permitted on Residence property,

provided that the cannabis or cannabis products are for personal use and not for the purpose of distribution.

- The smoking, inhalation, vaping or ingestion of cannabis or cannabis products is not permitted in Residence or on Residence property, including Residence parking lots.
- The possession or growing of cannabis plants is not permitted in Residence. Residents are not permitted to possess products for the purpose of growing cannabis plants (i.e. seeds, hydroponic lighting).
- The making of cannabis products (i.e. baked goods, oils) is not permitted in Residence.
- Individuals over the age of 19 may only store legal quantities of cannabis in scent-proof containers in their bedroom.
- To transport cannabis, it must be in a box/bag/knapsack/etc. so that it is not easily accessible.

Medical Cannabis

- Consistent with the operating procedure for medical marijuana within the proposed policy, students who require an accommodation for the use of medical cannabis on Residence property must contact the Residence Manager to seek accommodation.

The residence draft procedure has been developed based on feedback from other post-secondary institutions and by participating in conferences and webinars. Specifically, the Team attended a conference hosted by the Ontario Association of College and University Housing Officers (which had guest speakers from government agencies) as well as a number of webinars and conference calls. The Residence Team are awaiting the final release of a recommendations paper from the Ontario Association of College and University Housing Officers.

Although consuming cannabis in residence would not be permitted, Residence will be engaging in other efforts to educate and ensure that students make safe choices related to cannabis. This includes shifting sanctions to focus more on education related to cannabis, where in the past, possession or use of cannabis on Residence property would result in eviction. This will fit within a larger harm reduction strategy that Residence is developing.

ANALYSIS / PROPOSED OPTIONS

We are proposing a stand-alone policy for Fleming College that will prohibit the smoking, inhalation, vaping, ingestion, and growing of cannabis or cannabis products on all College property including residences.

This approach will allow for a clear and accessible policy for the College community. We will plan to review this policy within one year.

RISK CATEGORY

Select all that apply

- | | | | |
|--|---|--------------------------------------|---|
| <input checked="" type="checkbox"/> External Environment | <input type="checkbox"/> Internal Environment | <input type="checkbox"/> Financial | <input checked="" type="checkbox"/> Human Resources |
| <input type="checkbox"/> Information Technology | <input checked="" type="checkbox"/> Legal | <input type="checkbox"/> Operational | <input type="checkbox"/> Strategic |
| | | | <input type="checkbox"/> N/A |

RECOMMENDATION AND/OR MOTION

It is recommended the Board of Governors of Sir Sandford Fleming College:

Approve draft College Policy #4-429, *Cannabis Possession and Use*.

SUPPORTING DOCUMENTATION

- Draft College Policy #4-429, *Cannabis Possession and Use*
- For Information: Draft Administrative Operating Procedure OP #4-429, *Cannabis Possession and Use*

COLLEGE POLICY: Cannabis Possession and Use***DRAFT***

Policy ID:	#4-429
Manual Classification:	Section 4 – Finance and Administration
Approved by Board of Governors:	<i>SCHEDULED September 26, 2018</i>
Revision Date(s):	n/a
Effective Date:	<i>SCHEDULED September 27, 2018</i>
Next Policy Review Date:	2019
Administrative Contact for Policy Interpretation:	Manager – Security, Parking & Emergency Management
Linked to an Operating Procedure:	OP #4-429, <i>Cannabis Possession and Use</i>

Policy Statement

The smoking, inhalation, vaping, ingestion and growing of cannabis or cannabis products is prohibited:

1. Inside all College buildings, including residences.
2. Inside any vehicle stopped, parked or in motion on College Property.
3. On all College Property including but not limited to parking lots, trails and pathways.

The possession of cannabis and cannabis products, in quantities approved under legislation, is permitted on College Property, provided that the cannabis or cannabis products are for personal use and not for the purpose of sale or other distribution with or without payment.

The possession of cannabis and cannabis products in the Residence Buildings are subject to the conditions of this policy as well as those of the Residence Agreement. Where this policy and the Residence Agreement are in conflict the Residence Agreement shall take precedence.

The possession and use of medical cannabis on campus is permitted subject to the conditions established in this policy and the associated Operating Procedure.

Purpose

Provide a clear set of campus guidelines, sanctions and an appeal process for the possession and use of cannabis and cannabis products that are consistent with the College's commitment to creating a healthy and safe environment for all employees, students and visitors.

Scope

This policy applies to all employees, students, contractors and visitors to all Fleming College campuses.

Definitions/Acronyms

Cannabis – for the purpose of this policy the definition of cannabis shall be the same as the definition contained in the Controlled Drugs and Substances Act.

Cannabis Product – includes edibles that contain cannabis and any other substance or mixture of substances that contains cannabis

General Principles

As a postsecondary institution and employer, Fleming College has a moral and legal obligation to provide a safe and healthy environment for our community members to study, work and live.

The physical effects caused by the consumption of cannabis or cannabis products is not conducive to post-secondary teaching and learning and poses serious safety risks in our experiential learning labs and while operating a variety of equipment.

Individuals who are found to have ingested marijuana without having previously received approval for a medical accommodation or who appear to be under the influence of marijuana prior to or while engaging in safety-sensitive work or learning activities may be removed from class or their workplace. Such consumption of marijuana which is not related to an approved medicinal marijuana accommodation may result in significant disciplinary action being taken against the individual.

In addition to the enforcement of this policy an education program related to the safe use of cannabis will be implemented with a focus on harm reduction. This education program will include visual media, social media, online resources and face to face education where appropriate.

Related Documents

- Operating Procedure #XXX
- Criminal Code of Canada
- Controlled Drugs & Substances Act (Canada)
- Cannabis Act 2017 (Ontario)
- Cannabis Act (Canada)
- Applicable Municipal By-laws

Appendices

N/A

Review/Revision Log

Summary of Changes	Date
New policy established (Resolution TBC)	2018

ADMINISTRATIVE OPERATING PROCEDURE: Cannabis Possession and Use**DRAFT**

Procedure ID:	#OP 4-429
Approved by Senior Management Team:	<i>Original:</i> September 18, 2018
Revision Date(s):	n/a
Effective Date:	<i>SCHEDULED</i> September 27, 2018
Next Review Date:	2019
Monitoring Responsibility:	Campus Security; Manager – Security, Parking & Emergency Management
Linked to a College Policy:	#4-429, <i>Cannabis Possession and Use</i>

Procedure Statement

The smoking, inhalation, vaping, ingestion and growing of cannabis or cannabis products is prohibited:

1. Inside all College buildings, including residences.
2. Inside any vehicle stopped, parked or in motion on College Property.
3. On all College Property including but no limited to parking lots, trails and pathways.

The possession of cannabis and cannabis products, in quantities approved under legislation, is permitted on College Property, provided that the cannabis or cannabis products are for personal use and not for the purpose of sale or other distribution with or without payment.

The possession of cannabis and cannabis products in the Residence Buildings are subject to the conditions of this policy as well the as those of the Residence Agreement. Where this policy and the Residence Agreement are in conflict the Residence Agreement shall take precedence.

The possession and use of medical cannabis on campus is permitted subject to the conditions established in Appendix A of this Operating Procedure.

Definitions/Acronyms

Cannabis – for the purpose of this policy the definition of cannabis shall be the same as the definition contained in the Controlled Drugs and Substances Act.

Cannabis Product – includes edibles that contain cannabis and any other substance or mixture of substances that contains cannabis.

Reasonable Accommodation - Those accommodations which do not impose undue hardship on the College. Examples of undue hardship may include but are not limited to significant alteration to the fundamental nature of the learning outcomes and/or the academic standards of a program or course; significant alteration to a work process that would disadvantage other employees; substantial economic hardship to a College program or department that would affect its economic viability; significant adverse impact on learning opportunities for other students; the health and safety of other students or employees and/or safety hazards to other persons or property; or significant disruption of College operations. What is reasonable must be determined objectively on a case-by-case basis, based on all the circumstances of the case. Where there is more than one reasonable approach to accommodation, the College reserves the right to choose the approach that is best suited to its operational and academic requirements.

Operating Procedure

1.0 Enforcement

- 1.1 Campus Security has primary responsibility for the enforcement of the Cannabis Possession and Use Policy.
- 1.2 Campus Security will take the following action with individuals they find in violation:
 - a. Inform the violator of the College Policy.
 - b. Request the person cease the prohibited behaviour.
 - c. Verify if the person will be operating a motor vehicle.
 - d. Request identification for the purpose of documentation.
 - e. Complete a report regarding the violation for follow-up action.
- 1.3 Once identified as being in violation of this Policy, students and employees are subject to such sanctions as determined by Administration.
- 1.4 Persons that refuse to provide identification to Campus Security shall be deemed to be trespassers and shall be dealt with accordingly.

2.0 Violation Management

- 2.1 All violations will be documented and kept on file by Campus Security and forwarded to the appropriate school, department or administrators as required.
- 2.2 Employees found in violation of this policy or operating procedure shall be subject to the following actions:

1 st Offence	Written Warning	Issued by Campus Security
2 nd Offence	Supervisor	Incident report forward to immediate supervisor
3 rd Offence	Executive	Incident report forwarded to Executive leader

- 2.3 Students found in violation of this policy or operating procedure shall be subject to the following actions:

1 st Offence	Written Warning	Issued by Campus Security
2 nd Offence	\$50.00 Penalty Fee	Billed to Student Account
3 rd Offence	Refer to SR&R	Student Rights & Responsibilities complaint

3.0 Appealing a Violation

- 3.1 Appeals will only be considered if they meet the appropriate grounds for an appeal. The College will only consider an appeal based on the following grounds:
 - a) Personal Bias / Unfair Treatment: perceived unfair treatment based on not following the process as outlined in this policy. Perceived unfair treatment based on the sanction not fitting or appropriate based on the policy violation.

b) New information / Extenuating Circumstances: If the complainant or respondent has new information, or documentation of extenuating circumstances that was not available at the time the sanction was issued.

3.2 Appeals must be submitted in writing to the Manager, Security, Parking & Emergency Management within 10 business days of the sanction being issued. If an online appeal system is made available then online appeals will be the only accepted method for appeals.

3.3 An appeal not made within the time limit will not be heard unless there are, in the opinion of the Manager, Security, Parking & Emergency Management, exceptional circumstances.

3.4 The decision of the Manager, Security, Parking & Emergency Management is final.

4.0 Education & Harm Reduction

4.1 Student Services has primary responsibility for the creation, distribution and delivery of education about safe cannabis use to students.

4.2 Human Resources has primary responsibility for the creation, distribution and delivery of education about safe cannabis use to employees.

4.3 Education programs related to the safe use of cannabis will focus on harm reduction. Educational programs will include visual media, social media, online resources and face to face education where appropriate.

Related Documents

- Criminal Code of Canada
- Controlled Drugs & Substances Act (Canada)
- Cannabis Act 2017 (Ontario)
- Cannabis Act (Canada)
- Applicable Municipal By-laws
- College Policy #x-xxx, Cannabis Possession and Use

Appendices

- Appendix A: Medical Cannabis Use

Review / Revision Log

Summary of Changes	Date
• New procedure established	2018

Medical Use of Cannabis

Introduction

The College affirms the rights of all persons, including those with disabilities, to have access to equal opportunity in employment, education, accommodation or business dealings with the College and will make efforts to provide reasonable accommodations to those who may request them, including for accommodations related to medical cannabis.

How to Request an Accommodation for Medicinal Cannabis

Students, Visitors, and Community Members

Students, visitors or community members requesting accommodations have a responsibility to communicate their needs in sufficient detail and sufficiently in advance of their actual need for accommodation to enable the College to give reasonable consideration to their request. Individuals requesting accommodation are also responsible for cooperating in the consultation process which will enable the College to conduct appropriate due diligence in responding to their request. This will involve the individual requesting accommodation providing appropriate documentation to support their request which demonstrates an approved medical need to possess and/or ingest cannabis. Typically, a licensed producer-issued client label in the individual's name will suffice, although the College may request additional supporting documentation as necessary.

Students who are living in or visiting a Fleming College residence and are requesting accommodations to use medicinal cannabis in or on the property nearest the residence, and/or to store medicinal marijuana in their residence room, must make their request for accommodation to the appropriate Residence Manager:

Sutherland Campus, Peterborough

Drew Simon (Manager, Sutherland Residence)
drew.simon@flamingcollege.ca
 705-749-5520 ext. 1102

Frost Campus, Lindsay

Rob Marsh (General Manager, Housing Services)
rob.marsh@flamingcollege.ca
 705-324-9144 ext. 3329

Students, visitors, or community members who are requesting accommodations to use medicinal marijuana elsewhere on College property must make their request to:

Sutherland Campus, Peterborough
 Frost Campus, Lindsay
 Cobourg Campus

Kim English (Manager, Health & Safety)
kim.english@flamingcollege.ca
 705-749-5520 ext. 1224

Haliburton Campus

Sandra Dupret (Dean / Principal)
sandra.dupret@flamingcollege.ca
 705-457-1680 ext. 6708

The Human Rights Officer is also available for consultation and assistance in making requests for accommodation for medicinal marijuana:

Nick Duley
nick.duley@flamingcollege.ca
 705-749-5520 ext. 1982

Students may also contact their Student Administrative Council (Sutherland) or Student Association (Frost) representative for support. Once the request has been received, the responding manager will meet with and consult with the individual requesting accommodation, review the request and request and review any appropriate supporting documentation. The manager will consult with others as appropriate including Faculty or Academic Leadership, the Human Rights Officer and/or Campus Security to discuss potential accommodations and to arrange implementation. A decision will be communicated in writing with respect to the accommodation request.

Individuals who are not able to resolve their accommodation request directly through this process may choose to pursue a complaint under the College's Harassment and Discrimination Prevention Policy complaint procedures.

Employees

Requests for accommodation related to medicinal marijuana for employees will be reviewed in accordance with the College's Return to Work and Medical / Disability Accommodation Policy and the [Return to Work / Medical Accommodation Procedure](#). Disputes arising will be addressed according to that procedure. Employees may contact their Union representative for support if they have one.

SUBMISSION TO THE BOARD OF GOVERNORS

Agenda Item 7.1

Report Title: Fall 2018 Enrolment Report Report to: Public Board Meeting Requested Action: Consultation / Discussion Prepared and Submitted by: Sue Kloosterman, Registrar	Date: September 26, 2018
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OVERVIEW / BACKGROUND

Fall Enrolment numbers reflect a continued downward trend of new domestic students. Additionally, new international student numbers are down significantly as we took a different approach on offers to ensure targets were not exceeded. The overall registration numbers show a slight increase due to the significant flow-through from previous semesters, especially with international students.

There have been challenges as we attempt to re-construct the data from past reports and plans. A new reporting format is being built as we go through the first fall registration period that is continually being refined and will reflect consistent, comparable and transparent information. We are expending some time and resources to substantiate data and will continue to do so as we move forward. We have also instituted a period of time from close of day on Day 10 to allot two days to finalize data for the Day 10 report. This should ensure that we have more accurate numbers as it takes the staff time to complete 'clean-up'. We will continue to see students withdraw as well as drop to part time up to the audit date and beyond although activity will be minimal.

ANALYSIS / PROPOSED OPTIONS

The Enrolment Report is reflective of Day 10 and still includes some students who have paid deposits or full fees and not attended. This will be cleaned up as refunds requests during the registration period are completed and withdrawals are finalized.

Domestic intake student numbers are -.063% at 2848 from our target of 3039. This number includes 12 Heavy Equipment Operating (HEO) students who are still being processed as they begin their semester in October. We do expect to reach a total of 56 HEO students.

International intake numbers are down 19%. This is reflective of several reasons including; A change to our International English Language Testing System (IELTS) scores, a change in offer methodology, as well as a conservative response to the over enrolment in January 2018.

Our overall fall semester registration numbers are up by 2% which reflects the significant flow through from January as well as May intake overages.

The narrative for fall reporting includes efforts to give clean and transparent information. From the first report to the new president in late August where our domestic numbers were -13%, to a point where domestic intake numbers were up to -2% and then moved downward as we built our report and found some inconsistencies. For instance, we did find out recently that some of our numbers included students who had applied to two programs. The cleanup process was missing so numbers were inflated. We have been collecting business process changes needed that will ensure clean data. We also intend to ensure consistent language and definitions in our reporting that should be similar from year to year. This will help stakeholders understand data and comparisons.

These reports represent our initial efforts to show fall numbers as well as comparative numbers.

RISK CATEGORY

Select all that apply (to check a box, double click; from drop-down menu, select "checked" under Default Value)

☒ External Environment ☒ Internal Environment ☒ Financial ☐ Human Resources
☐ Information Technology ☐ Legal ☒ Operational ☒ Strategic ☐ N/A

RECOMMENDATION AND/OR MOTION

It is recommended the Board of Governors of Sir Sandford Fleming College:

Receive this Report for information and discussion.

SUPPORTING DOCUMENTATION

- Enrolment Report Fall 2018
- Three-year Comparisons

	Fall 2018 - September 19, 2018																							FT Withdrawn			
	Domestic Semester 1							International Semester 1							Upper Sem. - Dom.			Upper Sem. - Int.			Upper Sem Totals				Totals - All Sems		
	Target	Open Offers	Confirmed	Deposit Paid	Full Fees Paid	Actual FT TT Built	Anticipated FT	Target	Open Offers	Confirmed	Deposit Paid	Full Fees Paid	Actual FT TT Built	Anticipated TT Built	Budget Target	Actual FT TT	Anticipated FT TT	Budget Target	Actual FT TT	Anticipated FT TT	Budget Target Total	Actual FT TT Built	Anticipated TT Built		Total Budget	Actual FT TT Built	Anticipated FT
Business	216	8	1	1	1	210	211	250	3	0	11	5	196	196	196	214	218	314	461	461	510	675	679	976	1081	1086	28
Environmental & NR Sciences	797	21	8	20	0	811	813	88	2	0	1	1	68	68	627	664	667	99	142	142	726	806	809	1611	1685	1690	86
General Arts & Sciences	233	2	4	1	1	196	196	2	1	0	0	0	0	0	19	18	19	0	0	0	19	18	19	254	214	215	3
Haliburton School of the Arts	176	3	1	0	0	152	152	0	0	0	1	0	2	2	33	34	34	0	0	0	33	34	34	209	188	188	4
Health & Wellness	499	12	2	4	1	439	441	86	0	1	1	4	60	60	377	410	414	87	114	115	464	524	529	1049	1023	1030	17
Justice & Community Development	667	9	8	8	1	568	570	41	1	1	1	1	47	47	493	523	529	131	162	166	624	685	695	1332	1300	1312	29
Trades & Technology	451	7	6	9	2	460	462	83	0	2	1	2	72	72	219	208	209	402	496	497	621	704	706	1155	1236	1240	28
COLLEGE TOTAL	3039	62	30	43	6	2836	2845	550	7	4	16	13	445	445	1964	2071	2090	1033	1375	1381	2997	3446	3471	6586	6727	6761	195

	Fall 2018 - September 19, 2018																								FT Withdrawn		
	Domestic Semester 1							International Semester 1							Upper Sem. - Dom.			Upper Sem. - Int.			Upper Sem Totals			Totals - All Sems			
	Target	Open Offers	Confirmed	Deposit Paid	Full Fees Paid	Actual FT TT Built	Anticipated FT	Target	Open Offers	Confirmed	Deposit Paid	Full Fees Paid	Actual FT TT Built	Anticipated TT Built	Budget Target	Actual FT TT	Anticipated FT TT	Budget Target	Actual FT TT	Anticipated FT TT	Budget Target Total	Actual FT TT Built	Anticipated TT Built	Total Budget		Actual FT TT Built	Anticipated FT
School of Business																											
Business	40	1	0	0	0	35	35	10	0	0	0	0	12	12	15	15	15	8	27	27	23	42	42	73	89	89	5
Business - Accounting	24	0	0	0	0	28	29	6	0	0	0	1	2	2	22	17	18	15	16	16	37	33	34	67	64	65	0
Business Admin	20	1	0	0	0	25	25	3	0	0	0	0	2	2	29	33	34	8	5	5	37	38	39	60	65	66	2
Business Admin - Accounting	9	0	0	0	0	10	10	1	0	0	0	0	1	1	19	19	19	5	6	6	24	25	25	34	36	36	2
Business Admin - Human Resources Mgmt	11	0	0	0	0	12	12	0	0	0	0	0	2	2	26	28	29	1	1	1	27	29	30	38	43	44	1
Business Admin - HR Mgmt (Adv Std)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	1	0	1	1	0
Business - HR	0	1	0	0	0	9	9	0	0	0	0	0	3	3	0	6	6	0	4	4	0	10	10	0	22	22	0
Nutrition Management	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Business Admin - Marketing	20	1	0	1	0	15	15	1	1	0	1	0	1	1	35	38	38	1	3	3	36	41	41	57	57	57	3
Chef Training	10	0	1	0	0	10	10	8	0	0	1	0	6	6	0	0	0	0	0	0	0	0	0	18	16	16	0
Culinary Management	13	1	0	0	0	6	6	7	0	0	0	0	15	15	1	13	14	13	11	11	14	24	25	34	45	46	1
Culinary Management (Winter Intake)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	13	13	0	14	14	0	14	14	0
Culinary Management Appr Diploma Co-op	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Global Business Management	0	0	0	0	0	0	0	70	0	0	2	0	40	40	0	0	0	115	131	131	115	131	131	185	171	171	5
Food and Nutrituion Management	10	2	0	0	1	3	3	0	0	0	0	0	0	0	8	2	2	0	0	0	8	2	2	18	5	5	0
Hospitality	10	0	0	0	0	6	6	20	2	0	1	2	21	21	9	5	5	38	5	5	47	10	10	77	37	37	1
Hospitality (HTT)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	0	2	2	0	2	2	0
Hospitality (Winter Intake)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	46	46	0	47	47	0	47	47	2
International Business Management (Post Grad)	0	0	0	0	0	0	0	50	0	0	1	2	33	33	0	0	0	0	0	0	0	0	0	50	33	33	1
Office Administration Executive	17	0	0	0	0	17	17	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	18	17	17	0
Office Administration General	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Project Management (Post Grad)	0	0	0	0	0	1	1	70	0	0	5	0	57	57	0	0	0	107	187	187	107	187	187	177	245	245	5
Sporting Goods Business	12	1	0	0	0	10	10	0	0	0	0	0	0	0	12	11	11	0	0	0	12	11	11	24	21	21	0
Tourism - Global Travel	20	0	0	0	0	23	23	3	0	0	0	0	1	1	20	15	15	3	1	1	23	16	16	46	40	40	0
Tourism - Global Travel (Adv Std)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	1	1	0	3	3	0	3	3	0
Tourism - Global Travel (Winter Intake)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	5	0	4	4	0	9	9	0	9	9	0
School of Business	216	8	1	1	1	210	211	250	3	0	11	5	196	196	196	214	218	314	461	461	510	675	679	976	1082	1086	28

	Fall 2018 - September 19, 2018																								FT Withdrawn		
	Domestic Semester 1							International Semester 1							Upper Sem. - Dom.			Upper Sem. - Int.			Upper Sem Totals			Totals - All Sems			
	Target	Open Offers	Confirmed	Deposit Paid	Full Fees Paid	Actual FT TT Built	Anticipated FT	Target	Open Offers	Confirmed	Deposit Paid	Full Fees Paid	Actual FT TT Built	Anticipated TT Built	Budget Target	Actual FT TT	Anticipated FT TT	Budget Target	Actual FT TT	Anticipated FT TT	Budget Target Total	Actual FT TT Built	Anticipated TT Built	Total Budget		Actual FT TT Built	Anticipated FT
School of Enviromental & NR Sciences																											
Advanced Water Systems Operations & Mgmt	10	0	0	0	0	13	13	15	1	0	0	0	6	6	0	17	17	0	0	0	0	17	17	25	36	36	23
Applied Planning - Environmental	7	0	0	1	0	11	11	15	0	0	0	0	11	11	0	0	0	0	0	0	0	0	0	22	22	22	1
Aquaculture	30	0	0	1	0	33	33	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	30	34	34	1	
Arboriculture	0	0	0	0	0	0	0	0	0	0	0	0	0	0	41	45	45	0	0	0	41	45	45	41	45	45	0
Blasting Techniques	33	1	0	1	0	29	29	0	0	0	0	0	1	1	7	5	5	1	0	0	8	5	5	41	35	35	0
Conservation & Environmental Law Enforcement	32	0	0	0	0	28	28	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	32	28	28	1	
Earth Resources Technician	20	1	0	0	0	12	12	0	0	0	0	0	0	0	13	7	7	3	4	4	16	11	11	36	23	23	4
Ecological Restoration (Joint Diploma/Degree)	35	1	0	0	0	47	47	0	0	0	0	0	0	0	19	18	18	0	0	0	19	18	18	54	65	65	3
Ecosystem Mgmt Technician	30	0	1	0	0	27	27	5	0	0	0	0	2	2	60	60	62	1	4	4	61	64	66	96	93	95	7
Ecosystem Mgmt Technology	14	0	1	0	0	23	23	0	0	0	0	0	0	0	50	47	48	1	1	1	51	48	49	65	71	72	3
Ecosystem Mgmt Technology (Adv Std)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	16	16	0	1	1	11	17	17	11	17	17	0
Electrical Power Generation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	5	5	7	7	7	12	12	12	12	12	12	0
Environmental Health and Safety	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Environmental Technician	30	2	0	0	0	24	24	8	0	0	0	1	10	10	40	37	37	4	21	21	44	58	58	82	92	92	1
Environmental Technician (Adv Std)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	16	10	10	3	7	7	19	17	17	19	17	17	0
Environmental Technician Co-op	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	2	0	3	3	0	5	5	0	5	5	0
Environmental Technology	25	1	0	0	0	25	26	10	0	0	0	0	0	0	41	46	46	4	5	5	45	51	51	80	77	77	6
Environmental Visual Communication	0	0	0	0	0	0	0	0	0	0	0	0	0	0	17	15	15	0	1	1	17	16	16	17	16	16	1
Fish & Wildlife Technician	134	0	0	0	0	114	114	1	0	0	0	0	3	3	93	78	78	0	0	0	93	78	78	228	195	195	22
Fish & Wildlife Technology	34	0	0	0	0	57	57	1	1	0	0	0	0	0	57	72	72	0	1	1	57	73	73	92	130	130	2
Fish & Wildlife Technician (Co-op)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	5	0	0	0	0	5	5	0	5	5	0
Forestry Technician	38	1	0	0	0	44	44	0	0	0	0	0	1	1	32	56	56	0	2	2	32	58	58	70	103	103	0
Forestry Technician (Co-op)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	1	0	1	1	0
Gen Arts & Science - Environ & NR Studies	25	1	0	0	0	32	32	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26	32	32	0
GIS - Applications Specialist	20	1	0	0	0	24	24	10	0	0	0	0	3	3	0	0	0	0	0	0	0	0	0	30	27	27	1
GIS - Cartographic Specialist	13	0	0	0	0	12	12	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	15	12	12	1
GIS - Remote	23	4	1	1	0	21	21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23	21	21	2
Health, Safety and Envir Comp	19	0	0	0	0	27	27	10	0	0	0	0	8	8	0	0	0	0	0	0	0	0	0	29	35	35	0
Heavy Equipment Operator***	50	0	4	14	0	44	44	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	44	44	0	
Heavy Equipment Techniques	30	0	1	1	0	22	22	0	0	0	0	0	0	0	35	33	33	0	0	0	35	33	33	65	55	55	3
Outdoor Adventure Education	40	1	0	0	0	37	37	1	0	0	0	0	0	0	27	29	29	0	1	1	27	30	30	68	67	67	2
Outdoor Adventure Skills	5	2	0	0	0	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	12	12	0	
Resources Drilling Technician	22	2	0	0	0	27	27	4	0	0	1	0	1	1	40	34	34	5	11	11	45	45	45	71	73	73	2
Resources Drilling Technician (Co-op)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	1	1	0	2	2	0	2	2	0
Sustainable Agriculture	0	0	0	0	0	0	0	0	0	0	0	0	0	0	5	4	4	107	72	72	112	76	76	112	76	76	0
Sustainable Waste Management	10	0	0	0	0	6	6	5	0	0	0	0	17	17	0	0	0	0	0	0	0	0	0	15	23	23	0
Urban Forestry (Certificate)	45	1	0	1	0	33	34	0	0	0	0	0	4	4	0	0	0	0	0	0	0	0	0	45	38	38	0
Urban Forestry Technician (Diploma)	23	2	0	0	0	27	27	0	0	0	0	0	0	0	18	21	21	0	0	0	18	21	21	41	48	48	0
School of Environmental & NR Sciences	797	21	8	20	0	811	813	88	2	0	1	1	68	68	627	664	667	99	142	142	726	806	809	1611	1687	1690	86

	Fall 2018 - September 19, 2018																							FT Withdrawn			
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School of General Arts & Science																											
Community Integration (CIC)	20	0	0	0	0	18	18	0	0	0	0	0	0	0	19	18	19	0	0	0	19	18	19	39	36	37	1
English Language - Bridging	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gen Arts & Science - College Health Sci Opt	80	0	2	0	0	69	69	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	69	69	1
Gen Arts & Science - Univ Science Prep	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gen Arts & Science - Univ Transfer	78	2	2	0	0	74	74	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	80	74	74	0
Preparatory Health Science	55	0	0	1	1	35	35	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	55	35	35	1
School of General Arts & Science	233	2	4	1	1	196	196	2	1	0	0	0	0	0	19	18	19	0	0	0	19	18	19	254	214	215	3

Haliburton School of The Arts																												
Artist Blacksmith	15	0	0	0	0	16	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Ceramics	14	0	0	0	0	16	16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Cultural Heritage Conserv & Mgmt	20	0	0	0	0	13	13	0	0	0	0	0	0	0	18	17	17	0	0	0	18	17	17	38	30	30	0	0
Digital Imaging Design	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Expressive Arts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fibre Arts	9	0	0	0	0	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Glassblowing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Graphic Design - Visual Communication	25	2	0	0	0	26	26	0	0	0	0	0	0	0	15	17	17	0	0	0	15	17	17	40	43	43	0	0
Jewellery Essentials	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Integrated Design	15	0	0	0	0	12	12	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	15	12	12	1	1
Moving Image Design	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	7	0	0	0	0
Museum Management & Curatorship	28	0	0	0	0	30	30	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	28	30	30	0	0
Photo Arts	8	0	1	0	0	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	7	7	0	0
Sculpture	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Studio Process Advancement	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sustainable Building Design	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Visual & Creative Arts	24	1	0	0	0	18	18	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	24	20	20	1	1
Visual Arts Fund - Drawing & Painting	11	0	0	0	0	7	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	11	7	7	0	0
Haliburton School of The Arts	176	3	1	0	0	152	152	0	0	0	1	0	2	2	33	34	34	0	0	0	33	34	34	209	188	188	4	4

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School of Health & Wellness																											
Biotechnology Advanced	65	0	0	0	0	74	74	25	0	0	0	0	10	10	51	63	66	41	60	61	92	123	127	182	207	211	6
Esthetician	24	0	0	0	0	24	24	0	0	0	0	0	0	0	16	11	12	0	0	0	16	11	12	40	35	36	1
Fitness & Health Promotion	29	1	0	2	0	27	27	6	0	0	1	0	3	3	24	21	21	8	9	9	32	30	30	67	60	60	2
Health Information Management	23	0	1	0	0	14	14	12	0	0	0	2	9	9	11	11	11	13	16	16	24	27	27	59	50	50	2
Massage Therapy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Massage Therapy - Compressed	48	2	0	0	0	37	37	0	0	0	0	0	1	1	24	23	23	0	0	0	24	23	23	72	61	61	1
Occupational Therapist Asst/Physiotherapist Asst	40	1	1	1	1	29	30	8	0	0	0	0	8	8	23	22	22	7	8	8	30	30	30	78	68	68	0
Paramedic	40	2	0	0	0	36	36	0	0	0	0	0	0	0	29	23	23	0	0	0	29	23	23	69	59	59	1
Personal Support Worker	43	3	0	0	0	40	40	17	0	0	0	0	13	13	14	8	8	8	9	9	22	17	17	82	70	70	1
Personal Support Worker (Cobourg)	20	0	0	0	0	12	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	12	12	1
Pharmacy Technician	20	0	0	0	0	19	19	10	0	0	0	2	8	8	21	16	16	8	11	11	29	27	27	59	54	54	0
Practical Nursing	100	3	0	0	0	98	99	0	0	0	0	0	0	0	150	192	192	0	0	0	150	192	192	250	291	291	2
Recreation & Leisure Services	25	0	0	1	0	16	16	0	0	0	0	0	1	1	12	15	15	0	0	0	12	15	15	37	32	32	0
Recreation & Leisure Services (Adv Std)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	5	5	2	1	1	4	6	6	4	6	6	0
Therapeutic Recreation	22	0	0	0	0	13	13	8	0	1	0	0	7	7	0	0	0	0	0	0	0	0	0	30	20	20	0
School of Health & Wellness	499	12	2	4	1	439	441	86	0	1	1	4	60	60	377	410	414	87	114	115	464	524	529	1049	1025	1030	17

School of Justice & Community Development																											
Child & Youth Care	60	1	0	0	0	43	43	0	0	0	0	1	0	0	49	42	43	1	4	4	50	46	47	110	89	90	5
Community & Justice Services	35	1	0	2	1	31	31	0	0	0	0	0	2	2	40	46	46	1	1	2	41	47	48	76	80	81	1
Customs Border Services	65	0	1	0	0	60	60	0	0	0	0	0	0	0	58	59	59	0	0	0	58	59	59	123	119	119	1
Developmental Services Worker	30	0	0	1	0	21	21	0	0	0	0	0	0	0	13	20	20	1	0	0	14	20	20	44	41	41	2
Mental Health & Addictions	75	1	2	1	0	65	65	0	0	0	0	0	4	4	40	31	32	8	10	10	48	41	42	123	110	111	4
Mental Health & Addictions (Dual-Pathway - SW)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	31	31	0	0	0	0	31	31	0	31	31	0
Early Childhood Education	60	1	0	1	0	54	56	10	0	0	0	0	6	6	40	26	30	30	17	17	70	43	47	140	105	109	2
Educational Support	25	1	1	0	0	21	21	0	0	0	0	0	0	0	18	20	20	0	14	16	18	34	36	43	55	57	2
Educational Support (Adv Std)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	8	8	0	0	0	10	8	8	10	8	8	0
Emergency Management	20	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	0	0	0
Law Clerk	15	0	0	0	0	10	10	5	0	0	0	0	0	0	11	8	8	0	0	0	11	8	8	31	18	18	3
Paralegal	37	0	1	0	0	27	27	5	0	0	0	0	1	1	41	45	45	3	6	6	44	51	51	86	79	79	0
Police Foundations	95	2	1	2	0	84	84	1	0	0	0	0	1	1	76	75	75	0	0	0	76	75	75	172	160	160	3
Police Foundations (Adv Std)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	6	6	0	0	0	0	6	6	0	6	6	0
Pre-Service Firefighter Educ & Training	48	0	0	0	0	47	47	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	48	47	47	0
Pre-Service Firefighter Educ & Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	10	13	13	0	0	0	10	13	13	10	13	13	0
Protection, Security & Investigation	22	1	1	0	0	20	20	0	0	0	0	0	0	0	20	20	20	0	0	0	20	20	20	42	40	40	1
Social Services Worker	80	1	1	1	0	85	85	20	1	1	1	0	33	33	67	53	53	87	110	111	154	163	164	254	281	282	5
Social Service Worker (Dual-Pathway - DA)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	20	0	0	0	0	20	20	0	20	20	0
School of Justice & Community Development	667	9	8	8	1	568	570	41	1	1	1	1	47	47	493	523	529	131	162	166	624	685	695	1332	1302	1312	29

	Fall 2018 - September 19, 2018																								FT Withdrawn		
	Domestic Semester 1							International Semester 1							Upper Sem. - Dom.			Upper Sem. - Int.			Upper Sem Totals			Totals - All Sems			
	Target	Open Offers	Confirmed	Deposit Paid	Full Fees Paid	Actual FT TT Built	Anticipated FT	Target	Open Offers	Confirmed	Deposit Paid	Full Fees Paid	Actual FT TT Built	Anticipated TT Built	Budget Target	Actual FT TT	Anticipated FT TT	Budget Target	Actual FT TT	Anticipated FT TT	Budget Target Total	Actual FT TT Built	Anticipated TT Built	Total Budget		Actual FT TT Built	Anticipated FT
School of Trades & Technology																											
Carpentry Techniques	12	1	1	1	0	20	20	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	1	12	21	21	1
Carpentry Technician	39	0	0	2	0	39	39	0	0	0	0	0	1	1	27	24	24	0	0	0	27	24	24	66	64	64	1
Computer Engineering Technician	12	1	0	0	0	15	15	12	0	0	0	0	19	19	5	5	5	5	6	6	10	11	11	34	45	45	3
Computer Engineering Technology	19	0	0	1	0	22	22	7	0	0	0	0	2	2	21	15	15	7	5	6	28	20	21	54	44	45	3
Computer Security & Investigations	39	1	0	0	1	36	36	1	0	1	0	0	0	0	57	56	57	3	15	15	60	71	72	100	107	108	3
Construction Engineering Technician	15	1	0	0	0	8	8	8	0	0	0	0	11	11	12	16	16	3	4	4	15	20	20	38	39	39	1
Electrical Engineering Technician	83	1	1	2	0	76	77	16	0	1	0	1	11	11	44	37	37	70	80	80	114	117	117	213	205	205	6
Electrical Techniques	43	0	0	1	0	24	25	1	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	44	26	26	1
Heating Refrigeration & Air Conditioning	36	1	1	0	0	43	43	4	0	0	0	0	0	0	27	22	22	18	9	9	45	31	31	85	74	74	3
Instrumentation & Control Eng Technician	13	0	1	0	0	19	19	4	0	0	0	0	3	3	4	10	10	4	5	5	8	15	15	25	37	37	1
Instrumentation & Control Eng Technician Co-op	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	3	0	0	0	0	3	3	0	3	3	0
Mechanical Techniques - Plumbing	43	1	0	1	0	48	48	0	0	0	1	0	2	2	0	0	0	0	0	0	0	0	0	43	50	50	1
Trades Fundamentals	60	0	1	1	1	53	53	0	0	0	0	0	4	4	0	0	0	0	0	0	0	0	0	60	57	57	0
Welding Techniques	15	0	1	0	0	21	21	0	0	0	0	0	2	2	0	0	0	0	0	0	0	0	0	15	23	23	2
Welding & Fabrication Technician	22	0	0	0	0	36	36	0	0	0	0	0	0	0	22	19	19	0	0	0	22	19	19	44	55	55	1
Wireless Information Networking (Post Grad)	0	0	0	0	0	0	0	30	0	0	0	1	16	16	0	0	0	292	372	372	292	372	372	322	388	388	1
School of Trades & Technology	451	7	6	9	2	460	462	83	0	2	1	2	72	72	219	208	209	402	496	497	621	704	706	1155	1238	1240	28
COLLEGE TOTAL	3039	62	30	43	6	2836	2845	550	7	4	16	13	445	445	1964	2071	2090	1033	1375	1381	2997	3446	3471	6586	6727	6761	195

Prepared by: Fleming Contact Centre September 10, 2018		DAY 10 COMPARATIVE REPORT BY SCHOOL															
		Target = Full-time Post-secondary Enrollment Plan Day (Final Edit). Actual = Includes ALL students with a Full-time status only (based upon Approved Academic Load - not Actual Academic Load) as of Day 10 of each															
		Fall 2015				Fall 2016				Fall 2017 (Post Strike)				Fall 2018			
		Intake		Upper Sem		Intake		Upper Sem		Intake		Upper Sem		Intake		Upper Sem	
		Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Business	Domestic	262	252	301	294	234	250	248	280	245	174	257	235	216	210	196	214
	International	39	56	24	32	80	86	45	48	98	179	57	120	250	196	314	461
Environmental & Natural Resource	Domestic	841	795	772	780	825	841	690	690	849	700	680	649	797	811	627	664
	International	26	13	2	17	17	17	17	19	39	71	46	94	88	68	99	142
General Arts & Sciences	Domestic	227	187	14	11	194	230	11	13	225	179	18	26	233	196	19	18
	International	11	11	2	0	11	20	0	0	30	4	0	38	2	0	0	0
Haliburton	Domestic	146	134	18	17	179	154	11	13	166	137	33	38	176	152	33	34
	International	0	1	0	1	1	5	1	0	0	0	3	3	0	2	0	0
Health & Wellness	Domestic	535	522	453	441	540	523	425	420	508	412	411	372	499	439	377	410
	International	36	37	29	39	29	50	34	38	57	69	59	64	86	60	87	114
Justice & Community Development	Domestic	675	648	582	632	628	578	612	549	627	544	517	444	667	568	493	523
	International	0	3	0	9	3	8	9	10	12	16	9	34	41	47	131	162
Trades & Technology	Domestic	455	454	244	235	500	470	245	252	480	349	206	212	451	460	219	208
	International	50	67	111	137	82	64	134	129	69	134	142	176	83	72	402	496
Totals	Domestic	3141	2992	2384	2410	3100	3046	2242	2217	3100	2495	2122	1976	3039	2836	1964	2071
	International	162	188	168	235	223	250	240	244	305	473	316	529	550	445	1033	1375
Total		3303	3180	2552	2645	3323	3296	2482	2461	3405	2968	2438	2505	3589	3281	2997	3446

		Winter 2016				Winter 2017				Winter 2018			
		Intake		Upper Sem		Intake		Upper Sem		Intake		Upper Sem	
		Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Business	Domestic	67	55	464	462	61	47	431	473	60	51	372	362
	International	45	52	52	62	81	159	80	92	243	618	191	228
Environmental & Natural Resource	Domestic	293	257	1189	1270	212	228	1213	1281	213	223	1166	1182
	International	6	17	15	26	22	102	24	33	89	170	72	103
General Arts & Sciences	Domestic	45	33	153	164	23	28	185	190	0	0	167	174
	International	2	6	6	2	8	29	9	5	30	25	21	33
Haliburton	Domestic	44	50	71	72	62	42	99	94	45	40	115	111
	International	0	2	0	1	0	0	1	3	0	0	2	3
Health & Wellness	Domestic	101	94	853	846	120	124	815	773	127	114	661	702
	International	14	11	55	67	14	41	63	77	35	85	99	126
Justice & Community Development	Domestic	212	169	1065	1094	167	179	935	942	174	161	849	943
	International	0	7	4	9	2	29	10	14	68	167	19	41
Trades & Technology	Domestic	150	140	538	540	124	129	564	529	117	120	476	499
	International	58	62	171	189	73	101	178	189	132	269	250	305
Totals	Domestic	912	798	4333	4448	769	777	4242	4282	736	709	3806	3973
	International	125	157	303	356	200	461	365	413	597	1334	654	839
Total		1037	955	4636	4804	969	1238	4607	4695	1333	2043	4460	4812

		Summer 2016				Summer 2017				Summer 2018			
		Intake		Upper Sem		Intake		Upper Sem		Intake		Upper Sem	
		Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
Business	Domestic	2	7	40	50	5	2	42	41	14	4	40	67
	International	23	37	49	50	30	63	133	142	116	194	525	596
Environmental & Natural Resource	Domestic	75	38	144	184	58	60	159	190	59	43	136	168
	International	2	0	10	12	2	4	32	39	3	1	80	87
General Arts & Sciences	Domestic	0	1	24	25	0	0	15	12	0	0	0	1
	International	4	3	1	0	15	39	1	0	0	0	0	0
Haliburton	Domestic	35	34	42	41	38	34	65	68	25	15	82	86
	International	0	1	1	0	0	0	3	3	0	0	2	3
Health & Wellness	Domestic	18	17	167	170	17	17	203	184	75	55	163	148
	International	2	1	24	29	3	4	47	47	10	4	100	99
Justice & Community Development	Domestic	24	12	233	270	12	13	246	234	12	13	222	259
	International	1	3	4	7	8	17	17	22	20	32	134	140
Trades & Technology	Domestic	40	13	140	140	17	15	131	133	13	8	127	125
	International	24	23	74	89	24	47	98	112	112	131	263	300
Totals	Domestic	194	122	790	880	147	141	861	862	198	138	770	854
	International	56	68	163	187	82	174	331	365	261	362	1104	1225
Total		250	190	953	1067	229	315	1192	1227	459	500	1874	2079

SIR SANDFORD FLEMING COLLEGE**Statement of Revenue and Expenditures****For the Period Ending August 31, 2018**

	Current Year			Prior Year			Variance
	Actual To 31-Aug-2018	Budget Current Year	YTD/Budget %	Actual To 31-Aug-2017	Actual Prior Year	YTD/Year %	Difference %
Revenue							
Grants and Reimbursements	\$ 20,275	\$ 49,520	40.9%	\$ 16,771	\$ 47,093	35.6%	5.3% F
Student Tuition Fees	37,885	56,694	66.8%	22,004	43,414	50.7%	16.1% F
Contract Training	183	1,006	18.2%	454	1,166	38.9%	-20.7% U
Other Income							
Other Income	3,966	10,170	39.0%	2,935	9,665	30.4%	8.6% F
Ancillary Fees	2,821	5,671	49.7%	2,226	5,023	44.3%	5.4% F
Total Other Income	6,787	15,842	42.8%	5,161	14,688	35.1%	7.7% F
Amortization of Deferred Capital Contributions	1,854	4,450	41.7%	1,710	4,104	41.7%	0.0% F
Total Operating Revenues	66,984	127,512	52.5%	46,099	110,465	41.7%	10.8% F
Investments	-15	0		0	-209	0.0%	F
Skills Programs	1,796	3,650	49.2%	1,439	3,752	38.4%	10.8% F
Tuition Holdback Bursaries	574	3,050	18.8%	503	2,123	23.7%	-4.9% U
Ministry Bursaries	161	282	57.0%	104	595	17.5%	39.5% F
Special Projects	1,178	4,140	28.5%	887	2,954	30.0%	-1.6% U
Facilities Renewal and Renovation Projects	184	810	22.7%	518	623	83.2%	-60.5% U
Ancillary Operations	2,133	5,698	37.4%	2,423	5,632	43.0%	-5.6% U
Total Revenue	\$ 72,995	\$ 145,141	50.3%	\$ 51,973	\$ 125,935	41.3%	9.0% F

SIR SANDFORD FLEMING COLLEGE
Statement of Revenue and Expenditures
For the Period Ending August 31, 2018



	Current Year			Prior Year			Variance
	Actual To 31-Aug-2018	Budget Current Year	YTD/Budget %	Actual To 31-Aug-2017	Actual Prior Year	YTD/Year %	Difference %
Expenditures							
Salaries and Benefits							
Salaries, Full Time	\$ 18,539	\$ 47,824	38.8%	\$ 15,399	\$ 41,309	37.3%	1.5% U
Salaries, Part Time	5,931	18,750	31.6%	3,665	13,514	27.1%	4.5% U
Benefits	5,409	14,336	37.7%	4,442	11,249	39.5%	-1.8% F
Total Salaries and Benefits	29,879	80,910	36.9%	23,507	66,073	35.6%	1.4% U
Non-Salary Expenses							
Instructional Support Costs	2,893	5,762	50.2%	2,337	5,299	44.1%	6.1% U
Professional Development	92	612	15.1%	95	310	30.7%	-15.6% F
Travel	322	1,267	25.4%	231	1,031	22.4%	3.0% U
Advertising	246	1,069	23.0%	248	938	26.4%	-3.4% F
Telephone, Audit, Legal & Insurance	904	3,746	24.1%	582	2,633	22.1%	2.1% U
Equipment Maintenance	297	643	46.2%	250	595	42.0%	4.2% U
Renovations	2	232	1.1%	0	36	0.3%	0.7% U
Plant and Security	569	2,765	20.6%	634	2,619	24.2%	-3.6% F
Rentals and Taxes	581	1,053	55.2%	587	708	82.9%	-27.7% F
Utilities	794	2,557	31.0%	871	3,167	27.5%	3.5% U
Contract Services Trent	0	2,280	0.0%	0	2,295	0.0%	0.0% U
Bursaries and Scholarships	13	386	3.5%	4	30	13.2%	-9.7% F
Services & Other	3,548	7,748	45.8%	1,685	7,065	23.9%	21.9% U
Long Term Debt Interest	18	188	9.8%	20	47	43.0%	-33.2% F
Amortization of Capital Assets	2,684	6,442	41.7%	2,332	5,596	41.7%	0.0% U
Total Non-Salary Expenses	12,964	36,749	35.3%	9,876	32,369	30.5%	4.8% U
Total Operating Expenditures	42,843	117,659	36.4%	33,382	98,442	33.9%	2.5% U
Investments	603	2,424	24.9%	123	3,415	3.6%	21.3% U
Skills Programs	1,220	3,650	33.4%	1,107	3,752	29.5%	3.9% U
Tuition Holdback Bursaries	574	3,050	18.8%	503	2,123	23.7%	-4.9% F
Ministry Bursaries	161	282	57.0%	104	595	17.5%	39.5% U
Special Projects	1,178	4,140	28.5%	887	2,913	30.4%	-2.0% F
Facilities Renewal and Renovation Projects	184	919	20.0%	518	1,682	30.8%	-10.8% F
Ancillary Operations	2,044	5,635	36.3%	1,880	5,200	36.1%	0.1% U
Total Expenditures	\$ 48,807	\$ 137,759	35.4%	\$ 38,504	\$ 118,122	32.6%	2.8% U
Net	\$ 24,189	\$ 7,383	327.6%	\$ 13,469	\$ 7,813	172.4%	

PRESIDENT'S REPORT TO THE BOARD

Public Board Meeting – September 26, 2018

Agenda Item 7.4

PURPOSE

The purpose of this Report is to provide the Board with a summary of key matters from the Office of the President during the summer meetings with the interim President and to date.

BACKGROUND

The lead for each of the core businesses of the College has provided a brief summary of key activities which are included for the Board's information. These are intended to promote transparency for the Board and will not include any decisions required by the Board. Decisions will be addressed by a separate document/management report. The Academic and Student Services reports will be included in the package for the next Board meeting.

The CEO Report highlights key matters and is not intended to repeat the business unit information notes.

OVERVIEW

The President met several times over the summer with the interim President (Frank Sorochinsky) and also travelled to the Haliburton Campus on August 7 to meet with the Dean (Sandra Dupret), former Dean (Barb Bolin) and staff. Timing of this visit was important as part of the busiest season for this Campus. This is included in the 100 Day Entry Plan.

Key observations for the Board's review are as follows:

- enrollment requires a complete review and reconstruction including establishing evidence based targets with associated capacity and immediately addressing significant gaps in student processing;
- international enrollment requires a complete review with a view to setting realistic balanced targets that align with capacity;
- accountability structures and responsibilities need to be strengthened along with capacity in some areas;
- applied research needs to be showcased and integrated across programs, as appropriate;
- new program development must be aligned with market demand and an overall program review;
- relationships with internal Indigenous leaders must be repaired and the College's commitment to Indigenous learning must be publically declared and capacity built;
- an action plan to address the recent program quality audit is under development and will be presented to the Board this fall. This will include a proposed Board oversight process and tool; and
- strategic planning must include a comprehensive consultation with students, partners, stakeholders, businesses, government and all staff, faculty and leaders. A proposed approach will be brought to the October or November Board meeting for consideration.

A process to search for a new Vice President Academic will ensue in the coming months, along with the search for a Vice President of Human Resources. The Deans and other direct reports of the former VPA will report directly to the President in the interim. It is important to note that there has been a clear support for these recent changes, at all levels within the College.

The departure of David Francis, Dean of Flexible Learning and Contract Training, offers an opportunity to not replace that position and explore opportunities to expand and/or enhance this business of the College.

CONCLUSION/RECOMMENDATION/MOTION

To receive the CEO Report, for information.

SUPPORTING DOCUMENTATION

Senior Management Reports:

- Finance and Administration
- Marketing and Advancement
- Registrar
- Applied Research
- Strategic Planning

Senior Management Report: Finance and Administration Division

Finance and Budget Services:

- First quarter analysis of the College financial results (incorporating summer enrolment) indicates the College is on target for a year-end surplus exceeding budget. The College will complete a detailed review of fall enrolment results and departmental budgets throughout the month of October and will present an updated budget for board approval at the November meeting.
- **Update to Ministry Directive on Banking, Investments and Borrowing in 2018**
 - The Ministry directive has been revised to provide Colleges an exemption to “Section 28” of the Ontario Financial Administration Act (FAA), for certain classes of college transactions. As a requirement of this revisions, starting this coming year-end, the Board Chair will be required to provide an (annual) attestation that the college was in compliance with Section 28 of the FAA and related processes as set out in the revised Banking, Investment and Borrowing Binding Policy Directive.
 - The key statements of responsibility are that the College has assessed contingent liabilities, governance is in place to manage contingent liabilities, limited the liabilities of the Crown where possible, sought appropriate legal advice prior to signing all contracts, been in compliance with Section 28 of the FAA, and submission of a report of annual total values of its financing, operating and capital contracts.
 - This revised directive is currently being reviewed for implementation and we are seeking clarity from the Ministry – a full briefing is being planned for the October or November Board meeting.

Information Technology Services:

- Wireless network upgrade now completed across the College – enterprise grade 10G service (complete campus coverage with 10 times bandwidth of previous WIFI).
- Fall projects include core infrastructure capital upgrades that will encompass ongoing maintenance/renewal with implementing recommendations from 2018 Cyber Security audit.
- Student software image upgrade very successful this year; launch of Office 365 underway with faculty and students to improve services.

Physical Resources:

- SIF Sutherland Project – interior spaces completed for full use for September start-up; siding and grounds to be complete in October; working with contractor to resolve deficiencies.
- SIF Frost Project – all interior and exterior work complete for full use for Sept start-up; working with contractor to resolve deficiencies.
- Sutherland student services realignment in process as planned – Health Services now in new renovated space; Counsellors space ready to move later in September followed by construction of new International Student Services Center in October.

Procurement/Legal:

- Housing Long Range Master Plan – Request for Proposal has been issued, closes October 9.
- Monitoring Canada Post labour negotiations for impacts on College operations – alternate service plans in place across College should strike or lockout occur after September 26.

Senior Management Report: Marketing and Advancement

Marketing and Recruitment

- Fall recruitment cycle preparations underway. A new team of recruiters is currently going through our training program which includes visits to all campuses and a comprehensive overview of programs and services. New this year, we are including five international recruiters in our program.
- Key recruitment dates include:
 - Metro Toronto College Fair, at the Enercare Centre, October 23 and 24
 - Fall Open House on November 17 from 10:00 a.m. to 2:00 p.m. at all campuses.
- Undertaking a strategic review of digital communications, tools and processes. Our goal is to map the digital touchpoints through the student experience during the recruitment process and identify gaps, improvements and integration opportunities.

Communications

- Held introductory all-employee meetings introducing our 6th College President. The Sutherland Campus meeting can be viewed here: <https://flemingcollege.ca/fleming-all-staff>
- Introductory meetings were also held with the Honorable Maryam Monsef and Mayor Daryl Bennett. Meetings were combined with a tour of the renovated A-Wing. Mayor Bennett participated in the College's official opening of its new Rainbow Crosswalk.
- Launched a new Twitter account **@Fleming_Pres** for President Maureen Adamson as part of a larger plan to introduce President Adamson to key stakeholders and build engagement with all of our communities

Advancement

Fleming's nominees for the 2018 Premier's Awards recognizing have been announced. Representing Fleming College are:

- Business — Tim McClure (Sporting Goods Business, 1986)
- Community Services — Kathi Curtin-Williams (Social Service Worker, 2009)
- Creative Arts and Design — Bill Deba (Parks and Forest Recreation, 1985)
- Health Sciences — Graham Bashford (Personal Support Worker, 2002)
- Recent Graduate — Dylan Trepanier (Business Administration, 2018)
- Technology — Brian Coones (Electronics Engineering Technologist, 1994)

2018 PREMIER'S AWARDS NOMINEES

Business: Tim McClure – Sporting Goods Business, 1986



McClure & Partners.

Tim McClure is a seasoned marketing professional with over 25 years of senior management experience. Tim has successfully managed teams to record-breaking results throughout his storied career. Much of Tim's success has come from his ability to electrify teams and develop them into highly respected, winning organizations. After a life altering experience with cancer, Tim refocused his energy on the creation of the Great Next Chapter Foundation, an organization committed to offering emotional assistance to people coping with life threatening illnesses. Currently, Tim is a highly sought-after motivational speaker and business and brand consultant at Tim

Creative Arts & Design: Bill Deba – Parks and Forest Recreation, 1985



Bill Deba is an entertainer, creator and leader in the international loggersports industry. Owner of The Lumberjacks Company and producer, director and host of the LUMBERJACKS TV series, Bill is instrumental in using film to highlight the accomplishments of loggersport competitors across North America. Producing more than 230 episodes, the show has traveled to Ireland, Switzerland and Germany, in addition to destinations across Canada and the U.S. Bill is a household name within the loggersports industry and his dedication to keeping the sport active through TV film has greatly contributed to its continued programming at colleges and universities across Canada.

Health Sciences: Graham Bashford – Personal Support Worker, 2002



Graham Bashford has been serving seniors in various capacities since 1994. With his extensive experience in both facility and home care, he could see certain aspects within the system were flawed. He wanted to make a difference, and in 2012 Graham decided to reinvent home care and began his passionate journey with Castle Keep Retirement. Castle Keep has received various awards including Employer of the Year. His motto, "The answer is yes, now what's your question", gives you a clear vision of his unique services offering personalized home care and companionship for seniors in the City of Kawartha Lakes.

Recent Graduate: Dylan Trepanier – Business Administration, 2018



Dylan Trepanier is ambitious and determined to solve the vision-loss crisis occurring in Ontario, and beyond. He has dedicated the last 5 years of his life to learning the scope of the industry, how it performs, how it could be more efficient, and where market trends are predicting shifts in health care services. His business Alexander Optical, uses a business model that could be referred to as "uber for optometrists" with clients lined up in, waiting for service in an orderly fashion. Alexander Optical is a procurement platform of ready to be serviced clients available to our expertly trained optometrists.

Community Services: Kathi Curtin-Williams – Social Service Worker, 2009



Kathi Curtin-Williams is a social worker and community organizer, specializing on issues of homelessness, poverty and food security in the City of Peterborough. A recipient of two Civic Awards from the City of Peterborough for her volunteerism, Kathi consistently goes beyond the job of a social worker, emerging herself in social issues and becoming a leader who has a vision for change. Co-founder of the Peterborough Pet Food Bank (which has assisted over 20,000 pets since its inception in 2013), and The Livingroom drop in centre, Kathi is able to bring community partners together to work towards a common goal.

Technology: Brian Coones – Electronics Engineering Technologist, 1994



Brian Coones is a successful entrepreneur and technology professional who is the co-founder and Chief Technology Officer of Ikkuma, a wellness platform for companies and workplaces. Ikkuma uses gamification to engage employees and believes that every organization can energize their culture by authentically helping employees get healthier and happier. As no one-shoe-fits-all, it is Ikkuma's mission to be agile, responsive, and engaged in their clients' success. Brian's work to develop, support and update this software (available as an app or on desktop) has directly led to Ikkuma's success, and they have supported company giants like Mattel Canada and Magna International.

Senior Management Report: Registrar

Start-up and Registration period – September 4 to September 17

- Re-directed International Student Registration/Check-in at the Sutherland Campus to separate space along with IT service staff to enhance the check-in experience – less line ups and more service in one place.
- Conducted a drop-in lab across from the Registrar's Office to help students use the self-service add/drop/swap.

Financial Aid

- Fleming has a high percentage of students that apply for OSAP.
- As of September 9, 2018: 4,501 students applied for OSAP; 3,966 were awarded loans with an average debt per student of \$4,903.

Records and Registration

- Timetables built – full- and part-time: 6685 (estimated) full-time...220 part-time.
- Student Centre:
 - Self-service enrollment transactions have increased over the past year

Enrolment

- Continuing to review data for report building.
- Regular meetings with the President to assist her in understanding both current data and processes.
- Starting the process of enrolment plan building with Academic Schools and Finance.
- Participating in a Strategic Enrolment Management conference in November to learn and enhance our design methodology.

Systems and Resources Review

- Focus on Admissions systems in the coming year.
- High priority on communications including phone and face-to-face service – project plan for short, medium and longer term solutions.
- Clean transparent data is dependent on current and accurate processing – ongoing review and upgrades.
- OCAS International module ongoing implementation: first level complete; second level will need some project time and resources to ensure we have accurate and accessible transactional abilities for staff, international staff and agents.

Admissions

- Conversion and admissions processes are being reviewed for gaps and improvements.
- Working with Marketing and Recruitment to update messaging, contact scripts and alternative ways of communication.
- In process of hiring International and Domestic Admissions Managers.
- Construction almost complete within the Registrar's Office to accommodate new leaders and additional support staff when needed.

Senior Management Report: Applied Research

Centre for Advancement of Water and Wastewater Technologies (CAWT)

Applied research projects: Active projects: 25; Projects in development or pending: 10

Lab operations and services:

To expand and improve the services provided by the CAWT to the water/wastewater sector, the Centre has undertaken a number of initiatives, which include:

- A written proposal was submitted to the Township of Minden Hills in July 2018 to establish a testing facility at Minden's wastewater treatment plant. Brent Wootton made a formal delegation to the Township's Council on August 30. Initial feedback was positive; the Township passed a by-law in support of the initiative on Sept 14. The CAWT, in partnership with NSF International, is proposing to use the location as a test site for three international standards. Once approved by all stakeholders, work will begin immediately to create the facility which will be comprised of two customized mobile containers purchased with NSERC funding for testing.
- The CAWT is currently working with Trent University researchers to co-develop methods for pharmaceuticals using the LC-MS/MS. The methods are scheduled to be included in the CAWT's 2019 CALA and ISO/IEC 17025:2005 assessment.
- CAWT staff are preparing for an on-site assessment by the Standards Council of Canada in December. The assessment will include a review of documents and an inspection of equipment and processes to determine conformance to the ISO 14034 Environmental Technology Verification Standard.

NSERC Technology Access Centre (TAC):

The CAWT is in its fifth and final year of NSERC TAC funding (2014-2019; \$1,750,000). OAR and CAWT staff are preparing five-year final reports and a renewal application for 2019-2024 funding. Both the progress report and the renewal application are due to be submitted to NSERC by November 1, 2018. The CAWT reported to the TAC Advisory Board in August that it projects cash revenue from all sources to be \$2.42 million by March 31, 2019.

Southern Ontario Water Consortium (SOWC):

On September 20, the SOWC held the Advancing Water Technologies (AWT) Showcase in Mississauga. The event highlighted 35 water technology companies and academic research centres that participated in the AWT program (of which Fleming College was the lone college participant and received the most funding) to over 300 guests that included government officials from all levels. Fleming College had a display at the event, as well as participated in delivering a mini-workshop with one of the CAWT's industry partners. Fleming/CAWT was featured in a video highlighting the work done with industry partners.

Centre for Sustainable Municipalities (CSM)

Applied research projects: Active projects: 3; Projects in development or pending: 1

Training programs/contracts: Active programs/contracts: 2; Programs in development or pending: 1

The CSM has been busy implementing research and training activities arising from >\$1 million in funding secured last year. More funding proposals are continually submitted. The most recent award was \$25k for development of LPWAN telegram splitting technology.

Brent Wootton attended the Ontario East Municipal Conference in Cornwall Sept 12-14, 2018 where he was an invited speaker: "Importance of Education & Business Collaborations". He has been invited to attend IBM's Innovation Forum, October 2018 in Toronto.

Office of Applied Research (OAR)

Applied research projects (other than CAWT or CSM): Active projects: 2 (aquaculture); Projects in development or pending: 3+ (aquaculture)

Strategic Planning: The OAR is preparing for a new Applied Research Strategic Plan in alignment with College-wide strategic planning efforts led by President Adamson. This work includes summarizing current opportunities for expansion into new disciplines as well as opportunities for more student and faculty engagement.

The *Institutional Biosafety Committee* (Brent Wootton, Brett Goodwin, Kim English) is undertaking an inventory of all biohazards and biorisks in the College. This inventory will be presented to senior leadership after which a review of protocols and measures will take place.

Senior Management Report: Strategic Planning

Project Management Office

- **Strategic Mandate Agreement:** Comparative Analysis of all Ontario Colleges' SMA2 metrics and differentiation plans
- Review and evaluate Project Plans for **2018-2019 Business Plan Objectives** (38 objectives) towards project performance tracking and analysis (to be utilized in Interim Report January 2019 and Annual Report March 2019)
- **Change Fund Initiative** requests (analyzing and processing proposals submitted): \$1M in innovation seed funding for 2018-2019
- **Career Ready Fund** Project: managing two-year (2017-2018 and 2018-2019), \$350K project (funds received from government) towards government goal of all students having an 'Experiential Learning' opportunity by April 2019 (Sponsor: VPA)
- Key support and participant in the development of a **Data Governance Framework** Project – working with a cross-college project team to conduct a current state analysis of all data and data systems in the college towards a future state of improved data integration, utilization, and access of business intelligence to service all areas of the college
- Managing **Integrated Planning for Services** project, Phase II (involving HR, IT, Finance and Facilities departments)

Institutional Research Office

- **2017-2018 Key Performance Indicators (KPIs)** – there is a continued Ministry embargo and no release of complete data set for analysis (all Ontario Colleges in this situation)
 - Key support and participant in the "**Journey of the Student**" project to investigate declining KPI results in student satisfaction (student focus groups, surveys etc.)
- Manage project with EMSI Inc. on an **Economic Impact Study** of Fleming College on the Central Ontario Region (Sponsor: Executive Director of Marketing and Advancement) – final report release early fall
- **Annual Cycle** Surveys, Focus Groups and Research (35 discrete projects annually)
- **Program Coordinator Model** Survey of all faculty (Sponsor: VPA)
- **Institutional Research Policy** – toward better co-ordination of survey activity across the College and to reduce 'survey fatigue'
- Development of a new **Faculty/Course Evaluation** instrument Project (Sponsor: VPA)
- Proof-of-concept project in **Predictive Analytics** Models to assist in better prediction of enrolment conversion and student success (i.e. retention, graduation and employment rates). Project (Operations) – This project will build on pilot project work published in 2017 by the HEQCO and Mohawk College collaboration
- Providing employee training sessions on **Accessing Business Intelligence** through data dashboard system