



**Eastern Lakeshore Regional Planning Team (ELRPT)**

**MINUTES OF MEETING: TUESDAY, JANUARY 24, 2017**

Location: **PVNCCDSB**

Lunch: 12:30pm

Meeting Time: 1:00pm

Present:

Robert Wager

Sue Hawkins

Adriana McDonough

Trudy Heffernan

William Howe

Edina Cappuccitti

Stephen Hughes

Stephen McBride

Alex Duketow

Claudia Goncalves

Heather Hamilton

Larry Archibald

	<b>Agenda Item</b>	<b>Discussion Notes</b>	<b>Action / Follow-Up</b>
	<b>Welcome and Introductions</b>	Co-Chairs – Trudy Heffernan and Stephen McBride Welcome to Heather Hamilton	Updated contact list attached to minutes. Please update your contact lists.
1	Review of Minutes from previous meeting	Minutes accepted	
2	Agenda Review	<p>Additions to the agenda:</p> <p>1. SWAC Staffing Models: Stephen McBride asked members to share information on their staffing approaches in School Within A College programs.</p> <p>At PVNC, the classes come as a cohort from each secondary school so the staffing comes from the in-school allotment.</p> <p>At DCDSB, SWAC is regional; students come from all schools and are integrated. All CFS students are transferred to the alternative school site and the staffing comes from their allotment.</p> <p>At KPR, Peterborough SWAC is regional. Staffing comes from the top</p> <p>At Durham C, students are a cohort from a school so staffing comes from the school allotment.</p>	

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		<p>2.Alex Duketow: Adult Education Environmental Scan</p> <p>Alex Duketow, in collaboration with the Ministry of Education/MADSE, is participating on a working group that is looking at examining the learning needs of adults (services, gaps...). He is asking the colleges to be included in participating with this consulting group and would like permission to provide contact information.</p>	<p>Durham, Fleming and Loyalist Colleges to provide Alex with contact information regarding the people who are involved with adult education at their respective institutions.</p>
3	<p>Ministry/SCWI Update</p> <p>a. Heather Hamilton, Ministry of Education</p> <p>b. Larry Archibald, SCWI</p>	<p>Larry Archibald: No updates at this time.</p> <p>Heather Hamilton: No updates at this time.</p>	
4	OYAP Update	<p>-Indenturing ceremonies were held and there was an excellent turnout at all of them</p> <p>-Many reps from MADSE and provincial offices were present</p> <p>-Significant change in relationship with MADSE noted; more positive and flexible</p> <p>-OYAP transportation was requested in Cycle 4 and <b>all</b> requests were approved</p> <p>-March 9 OYAP Math forum is proceeding; funds will come from unused forums/activities from Durham and Fleming colleges. Budget details need to be sent to Trudy Heffernan/Adriana McDonough as soon as possible. A Cycle 5 contract change to request these funds would need to be sent to Adriana McDonough by February 16, 2017.</p>	<p>-OYAP coordinators to send a detailed budget and agenda for this OYAP forum asap to Trudy Heffernan and Adriana McDonough</p>
5	Vulnerable Sector Check	<p>-Will Howe's update: All colleges are committed to proceeding with the VSC; however there is still uncertainty how to proceed if the VSC comes back with an issue. Also not sure if boards are willing to accept the colleges as the service provider.</p> <p>-Colleges would welcome Board input regarding Board guidelines and parameters around VSC issues to ensure that boards and colleges are somewhat consistent in terms of</p>	<p>-Board reps to ask their HR departments to share their VSC guidelines with William Howe for the development of the protocol that the subcommittee is working on.</p>

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		<p>interpretation and implementation. .</p> <p>-Last minute college hires would need to sign an affidavit indicating their VSC should be clean.</p>	
6	Forums and Activities	<p>1.ELRPT Regional Forum – ‘Marketing and Communication Roadshow’</p> <p>-Committee meeting taking place Thurs Jan 26 so an update will be provided at the February ELRPT meeting</p> <p>-Costs to be determined</p> <p>2. Review of current forums/activities</p> <p>-Colleges are asked to review all of their forums/activities. If cancelled or costing adjustments needed, cycle 5 change requests must be put it by the deadline.</p>	<p>-Update to be provided at the February meeting</p> <p>-Colleges to submit any changes to forums/activities by February 16, 2017 (Cycle 5)</p>
7	Data Collection Semester 1	<p>1.Establish data collection dates for February</p> <p>-Feb 15 @Fleming with Loyalist</p> <p>-Feb 17 @ Fleming</p> <p>2.General instructions and meeting details will be sent out with the minutes along with a board worksheet to help board reps calculate their data by project</p> <p>3.Semester 2 Data: # of students who started</p> <p>This meeting will take place the morning of the Loyalist meeting, March 21, 2017, 9:30am.</p>	<p>-Semester 2 data collection meeting information, general instructions and board worksheet attached to minutes</p> <p>-Will Howe and Sue Hawkins will advise of room numbers.</p> <p>-Parking code for Fleming will be 1515 3827</p> <p>-Loyalist to book a meeting room for the entire day on March 21, 2017, 9:30am-3:30pm</p>
8	Cycle Change Updates	<p><u>1.Updates</u></p> <p><i>Cycle 4 approvals</i></p> <p>-All cycle 4 change requests were approved with the exception of 6.07 (additional classroom costs.) Trudy Heffernan will be following up with David Armstrong regarding this change request.</p> <p>-Cycle 4 Approvals spreadsheet to be posted on earndualcredits.ca</p> <p><i>Cycle 5 change requests</i></p> <p>-All of Semester 2 changes should be resolved in this cycle change ***</p> <p>**Alex asked about the possibility of offering a culinary class within a restaurant or a catering business. Issues of liability, transportation...would need to be looked at.</p>	<p>-Cycle 5 changes due February 16, 2017</p> <p>-Cycle 6 (final) changes due April 6, 2017</p>

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		<p><i>Cycle 6</i>  -A reminder that Cycle 6 (<b>final</b>) changes are due April 6, 2017 (including all dual credit requests that have a late start and summer school)  -This last cycle change will also be used to move unused transportation and to balance project numbers where possible</p> <p><u>2.Contract change principles</u>  In anticipation of having to make some cuts when the 2017-2018 proposals come through, brainstorming some ideas around contract change principles was completed.</p> <p>Ideas were as follows:</p> <ol style="list-style-type: none"> <li>1. meet as a group to review all approvals and make decisions together</li> <li>2. review past data to ensure we are keeping appropriate dual credits</li> <li>3. look at new requests to determine priorities</li> <li>4. Is an operating principle to be to maintain traditional seats and to remove new requests or is this left up to the Boards?</li> <li>5. Boards to do some prioritizing now, to ensure decisions can be made in a timely manner.</li> </ol>	
9	Budget – ELRPT	<p><u>1.Invoicing</u>  -The first two invoices are based on Cycle 4 approvals.</p> <p>-Invoice 1 will include all Semester 1 dual credit, admin and forums/activities costs. Adriana McDonough will be happy to meet with you to review the invoice. In the meantime, please collect all of your transportation/miscellaneous invoices, receipts from Semester 1. Once you have completed your invoice, it must be sent to and approved by Adriana McDonough before you submit it to your Finance department for processing.</p> <p>-The first invoice will be due to Adriana McDonough by <b><u>Friday, February 24, 2017</u></b> (the official invoice from your Accounting Department)</p>	<p>Please arrange a time to meet with Adriana McDonough to review invoices.</p> <p>Official invoices prepared by your finance department are due to Adriana McDonough (preferably by email) as follows:</p> <p>Invoice 1 due Friday, February 24, 2017.</p>

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		<p>-The second invoice will be due <u>Friday, March 10, 2017</u> and will simply represent 50% of your semester 2 dual credits. This can be discussed when meeting with Adriana McDonough.</p> <p>-The second invoice for the colleges will be set up to accommodate their fiscal year end.</p> <p>These deadlines are very important as the college's fiscal year-end is March 31 and we need to give Durham College enough time to get these invoices processed in their system.</p>	<p>nvoice 2 due Friday, March 10, 2017.</p>
10	Planning Time	Standing agenda item to leave final 15-30 minutes of each meeting for members to connect as needed	

**Next Meeting:** Tuesday, February 21, 2017 @ Durham Catholic DSB