

MISSION STATEMENT

Transforming lives and strengthening communities through high quality and accessible educational experiences that support career-readiness, innovation, and life-long learning.

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

479th FULL BOARD MEETING

of the

BOARD OF GOVERNORS

NOTICE OF MEETING

DATE: Tuesday, February 25, 2020

TIME: 6:30 p.m. – Meeting

PLACE: President's Board Room #342

**** NOTE:** Dinner will be served for Senior Management and Constituent Representatives in the Staff Lounge at 5:45 p.m., prior to the meeting.

AGENDA

1.0 ADOPTION OF THE AGENDA AND DECLARATION OF CONFLICT OF INTEREST

[2.0](#) APPROVAL OF THE MINUTES OF THE FULL BOARD MEETING HELD ON NOVEMBER 26, 2019

3.0 CONSTITUENT REPORTS

4.0 PRESIDENT'S REPORT
(Policy – Executive Limitations Communication & Counsel #2003-21)

Information Item – The President will provide her report to the Board apprising the Board of any new developments since the last meeting.

5.0 CONSENT AGENDA

5.1 Demonstrate Academic Excellence – Program Rationalization

Information Item – Administration has provided a report on Strategic Direction #1 – Academic – Communicate metrics and implement program rationalization monitoring, attached as [Item #5.1.](#)

5.2 Expand Advanced Learning Horizons for Students – Increase Degree Offerings by 2020

Information Item – Administration has provided a report on Strategic Direction #1 – Academic – Commence work for the implementation of Degree by September 2019, attached as [Item #5.2.](#)

5.3 Increase Enrolment – Maintain Domestic Enrolment Numbers

Information Item – Administration has provided a report on Strategic Direction #2 – Students (Success, Grad Rate, Entrepreneurial, International) – Utilizing the corridor model, maintain 7,900 postsecondary full-time enrolment levels (+3%/-7% corridor), attached as [Item #5.3](#).

5.4 Increase Community Engagement

Information Item – Administration has provided a report on Strategic Direction #3 – Communities (Leadership, Communication and Partnership) – Continue to encourage, foster and document annual contributions in our community by staff and students, attached as [Item #5.4](#).

5.5 Honours Bachelor of Business Administration (Information Communication Technology) Degree Program

Information Item – Administration has provided the Board with an update regarding the student tuition and the related budget, attached as [Item #5.5](#).

6.0 INFORMATION ITEMS

6.1 Program Advisory Committees

Information Item – Administration will provide an update regarding the Program Advisory Committee (PAC) 2018-2019 academic year, attached as [Item #6.1](#).

6.2 2020 CIGan Conference

Information Item – The Board Chair will provide information about the CIGan Conference being held May 3 – 5, 2020, attached as [Item #6.2](#).

7.0 POLICY REVIEW

7.1 Policy 2003-10 – 2nd Reading

Approval Item – The Board will review policy 2003-10 for 2nd reading, attached as [Item #7.1](#).

7.2 Policy 2003-11 – 1st Reading

Approval Item – The Board will review policy 2003-11 for 1st reading, attached as [Item #7.2](#).

8.0 DATE OF THE NEXT MEETING

8.1 The next meeting is scheduled for Tuesday, March 24, 2020 in the President's Board Room.

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES OF THE

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held on November 26, 2019 at 6:45 p.m., in the President's Board Room #342, Windsor, ON

PRESENT:

Mr. K. Beaudoin
Mr. W. Beck
Ms. T. Bendo
Ms. M. DeSchutter
Ms. P. France, **President**
Mr. J. Gutierrez Calzada
Ms. R. Khosla
Ms. J. Piccinato
Mr. R. Renaud
Mr. E. Sovran, **Vice Chair**
Ms. M. Watters
Ms. M. Wickham
Ms. T. Wonsch

REGRETS:

Ms. N. Jammu-Taylor, **Chair**

Also Present:

Ms. K. Adams, Board Secretary
Mr. E.P. Chant, Editor, SAINT, Student Newspaper
Ms. K. Clement, SRC President
Mr. J. Fairley, Vice President, College Communications & Community Relations
Ms. S. Favaro, Executive Director, President's Office, Corporate Secretary & Ministry Compliancy
Mr. W. Habash, Vice President, Academic
Mr. B. Jones, Retirees' Association Observer
Mr. M. Jones, Vice President, Finance & Chief Financial Officer
Ms. K. Parrinello, Support Staff Observer
Mr. R. Seguin, Vice President, International Relations, Training & Campus Development
Mr. J. Sirianni, Vice President, Human Resources, Safety & Facilities Management
Mr. G. Vratsidis, Faculty Observer

Having a quorum of Governors in attendance, the Notice of Meeting and the Agenda having been duly sent to all Board members, the meeting was declared regularly constituted. A copy of the Notice of Meeting/Agenda is attached as [Appendix 'A'](#).

Mr. E. Sovran chaired the meeting and Ms. Adams was the recording Board Secretary.

1.0 **Adoption of the Agenda and Declaration of Conflict of Interest**

Hearing no declarations of conflict of interest and no changes to the agenda, it was

RESOLVED THAT the Board
of Governors adopt the Full
Board agenda as presented.

2.0 **Approval of the Minutes of the Full Board meeting held on Tuesday, October 22, 2019 in Windsor, ON**

Hearing no amendments, errors or omissions to the minutes, it was

RESOLVED THAT the Board of
Governors approve the Full Board
minutes of the October 22, 2019
meeting.

3.0 **Constituent Reports**

Student Representative Council (SRC):

Ms. Clement reported the following on behalf of the SRC:

- A successful Fall semester is coming to a close.
- The SRC reported on the following events:
 - “An Evening with Antoni Porowski” of the Netflix show “Queer Eye” was held in the Student Life Centre on November 20, 2019 as part of Pride Week. The event featured a cooking demonstration and conversation with more than 450 people in attendance.
 - “Tell Us Your Wishes” Week is being held November 25 – 29, 2019. Students are being asked what they wish to receive or give during the holidays and the SRC will be granting some of the wishes.
 - The Toy and Food Drive is currently underway and the SRC is accepting wrapped toys, gift cards and food for students who apply to receive donations.
 - Planning for Relay for Life 2020 is underway and \$900 has been raised to date. There are currently twenty-two participants and four teams registered. Andrew Croll, Youth Specialist for Post-Secondary Relay for Life, met with the committee earlier today and toured the SportsPlex. He provided encouragement and commented that the event is on track for success.
- The SRC is pleased with the Ontario Divisional Court’s decision overturn the Student Choice Initiative and is awaiting confirmation if the Ontario government will appeal the ruling. Overall, the majority of St. Clair College students saw the value of the services provided by the SRC with only approximately 5% choosing to opt-out in the Fall semester. The SRC is committed to providing excellent services to support the needs of all students in whatever framework is provided.

- A Governor congratulated Ms. Clement as a recipient of an Athena Award Scholarship on November 1, 2019 at the Athena luncheon held at the St. Clair College Centre for the Arts.

Faculty

Mr. Vrantsidis reported the following on behalf of the Faculty:

- Students in the Marketing programs competed in the annual Ontario Colleges Marketing Competition (OCMC) held at Niagara College on November 21 – 22, 2019. The team won four medals; silver in the Job Interview and Retail Case competitions, and bronze in the Sales Presentation and Quiz Bowl competitions. Nicole Rourke, Faculty member, received the OCMC Award of Excellence, presented in recognition of her contribution to the continuance and success of the OCMC and the consistent demonstration of overall care of students' needs with regard to the OCMC event.
- Faculty member Nicole Rourke co-authored and published a marketing text book entitled "The ABC's of Relationship Selling Through Service".
- Fashion Design students and graduates participated in the Artisan Market held on November 16, 2019 in Walkerville. The students had five booths at the event, selling items, networking and promoting the program.
- The Protection, Security and Investigation and Police Foundations (PSI/PF) Society has been highly successful in their recent fundraising efforts:
 - Wonton Soup/Chili Fundraiser raised \$600, donated to Windsor-Essex Victim Services.
 - Random Acts of Kindness were performed at four homes in the community on Friday November 22, 2019 and November 29, 2019.
 - November 28 and 29, 2019 the PSI/PF Society will be participating in the annual Goodfellows paper drive on campus. Members of the Senior Operations Group will be joining the students and faculty with the goal of raising \$10,000.
- Interior Design students have also been busy in the community:
 - Decoration of Willistead Manor and the Fogolar Furlan Club for the holidays.
 - Donation to the fundraiser by Women Making a Difference, which will provide 300 book bags to a school in Ghana.
 - Contributions to the Windsor Women's Shelter "Fill the Purses" project for homeless individuals and blankets to the Downtown Mission and Street Help.
 - Eight St. Clair College students have proceeded to the next phase of the Interior Design Educators Council's Design competition.

- The Music Theatre Performance and Entertainment Technology programs will present the annual St. Clair Christmas show over the first two weeks of December at the Chrysler Theatre.

Support Staff

Ms. K. Parrinello reported the following events on behalf of the Support Staff:

- The College held the annual Halloween Office Decorating Contest on October 31, 2019. Administration toured offices on the Windsor Campus, Downtown Campuses, Chatham Campus and Wallaceburg Employment Centre. The Registrar's Office rendition of "Invasion of the Space Cadets" won this year's contest.
- The College Wellness Committee held a Mindful Movement Session on November 11, 2019, led by Faculty member Kelly Henley. There were 18 participants in attendance.
- The College Wellness Committee is hosting organized activities at noon, Monday – Thursday. The current offerings include boot camp and basketball and all have been well attended.
- The Charlie Brooks Appreciation Dinner was held on November 15, 2019 at the Ciociaro Club. This year's recipient of the Charles E. Brooks Labour Community Service Award was Brian Hogan, Chair of the Windsor and District Labour Council.
- The St. Clair College Cares Committee hosted a bowling night on November 22, 2019. There were approximately 70 staff in attendance for an evening of bowling and refreshments. The committee will also be hosting Bad Axe Throwing on December 2, 2019 and the event is sold out.
- The OPSEU Census is in progress with Phase Two of the Social Mapping Project. The aim of the census is to continue the union's dedication to equity and services and is being conducted by a third party.
- OPSEU Locals 137 and 138 are hosting a combined Holiday Social on December 6, 2019 at the St. Clair College Centre for the Arts. Ticket cost is \$15.

Retirees' Association

Mr. Jones reported the following on behalf of the Retirees':

- The latest Retirees' newsletter was provided in the Board portfolios:
 - Mr. Fairley attended the November Retirees' Association meeting and discussion focused on the new Sports Park.
 - A Scholarship Committee has been formed to move forward with the selection process for two annual scholarships.
 - Planning for activities for January through June 2020 has been completed.

- Renewal of parking passes for members of the Retirees' Association are available for 2020.
- Updates to the Retirees' website are underway and archives will now be available on the website.
- A trip to Cuba has been planned for January 2020 and fourteen retirees' will be participating.
- The Retirees' Association is looking forward to the fellowship at the President's Holiday Brunch on Friday, December 20, 2019.

On behalf of the Retirees' Association, Mr. Jones expressed wishes to the Board for a Merry Christmas and Happy New Year!

Mr. Sovran thanked the constituents for their informative reports.

4.0 **President's Report**

The Vice Chair called on the President to provide her report to the Board.

The President stated that a copy of the President's Report can be found in the Board portfolios and she highlighted the following:

- On October 30, 2019 the Honourable Ross Romano, Minister of Colleges and Universities, announced the cutting of red tape for colleges and universities to help post-secondary institutions offer new programs faster.
- On Wednesday, October 30, 2019 a ribbon-cutting ceremony took place at the Winston Churchill Public School in Chatham for the opening of the Early Learning Lab. The Early Learning Lab is a unique partnership between St. Clair College, the local public school board and the Municipality of Chatham-Kent. The Municipality donated \$20,000 to furnish the lab where the College's ECE students will interact with fifteen kindergarten students and their educators.
- On Thursday, October 31, 2019, the President met with the women enrolled in the sixth intake of WEST's CNC – Industrial Mechanic Millwright Pre-Apprenticeship program. There have been 130 women who have gone through the program since 2014.
- On Friday, November 1, 2019 two St. Clair College students received the Athena Leadership Award, honouring them as outstanding and dedicated leaders in our community:
 - Ms. Kiara Clement is a graduate of the Protection, Security and Investigation program and is the current SRC President.
 - Ms. Jessica Glazewski is a graduate of the University of Windsor and is currently enrolled in the Child and Youth Care Accelerated program at our Chatham Campus.

The President congratulated both Kiara and Jessica on their well-deserved awards.

- The tenth session of the 52nd Annual Convocation will be held on Wednesday, January 29, 2020 at 2:00 p.m. at the WFCU. Following the Fall semester, there will potentially be 941 students eligible to graduate.
- On Friday, November 8, 2019 the SRC announced the kick-off of the Safe Walk program located at the Windsor and Downtown campuses. The service will be available 5:00 p.m. – 10:30 p.m., Monday – Friday. The program operates with the assistance of 40 student volunteers who have received Management of Aggressive Behaviour (MAOB) training through the College's security provider.
- On Wednesday, November 13, 2019 a press conference was held at Caesar's Windsor to announce the beneficiaries of the 2019 S'Aints Sleighing Hunger concert, which will be held on Friday, December 20, 2019 at the Colosseum. The fundraiser will benefit 16 local foodbanks in partnership with Windsor-Essex Food Bank Association and Chatham Outreach for Hunger.
- On Tuesday, November 12, 2019, Minister Romano announced that Ontario is introducing a new policy to support Public College-Private Partnerships that will allow colleges to be more competitive.

The President stated that the [media report](#) was sent out electronically, has been posted on the Board portal and is attached.

The President's Report is attached as [Item #4.1](#).

5.0 Consent Agenda

The Vice Chair noted the following items that have been provided on the Consent Agenda:

- 5.1 Internal Reserves
- 5.2 English for Academic Purposes, Board of Governors' Certificate
- 5.3 Annual Report on the Sexual Violence and Assault Policy, Reporting and Prevention Strategies

RESOLVED THAT the Board of
Governors receive and approve
the contents of the
November 26, 2019
Consent Agenda, as presented.

6.0 Monitoring Reports

6.1 Mid-Year Review 2019/2020

The Vice Chair introduced Mr. Jones who outlined the information contained in the Mid-Year Review 2019/2020 and provided a PowerPoint presentation which highlighted the following:

Budget Income Statement

The annual surplus is projected to be \$11.1 million, consistent with the original budget projection.

Revenues:

Revenue has increased across the main revenue categories, with the exception of Contract Income.

- MCU Operating Grants have increased by \$1.5 million, which can mostly be attributed to the following:
 - Lower actual international enrolment which resulted in the College realizing less of an impact from the International Student Recovery Grant.
 - To be conservative during the budget planning process, the College did not account for Special Purpose Grants as it was unknown whether the funds would flow through to the Colleges. The College has now received some Special Purpose Grants this fiscal year and the budget has been adjusted accordingly.
- Contract Income has decreased by \$693,000 over the original budget, primarily due to the following:
 - A decrease in grant funding for Pre-Apprenticeships than originally planned.
 - A decrease in funding for the Canada Ontario Jobs Grant.
 - Discontinued Youth Job Link Grant.

Total Tuition

- Total Tuition revenue increased by \$14.5 million which can be attributed to how the College is now recording the Ace Acumen tuition. If this allocation were removed from the budget, the Tuition Revenue has decreased by \$3.4 million, which can be attributed to lower Domestic and International Tuition than originally budgeted for.
- Total “Other” Income has increased by \$5.7 million over the original budget. This increase is largely due to the following:
 - An increase in Investment Income of \$1.4 million.
 - An increase in Ace Acumen revenue of \$1 million due to increased enrolment.
 - An increase in Other revenue of \$1.2 million due to funds for unplanned ancillary fees being received.

Expenditures:

- Total Salary and Benefits are largely consistent with original budget projections.
 - The decrease in Full Time Salaries is a result of delayed hires and unplanned absences.
 - The increase in Part Time Salaries is a result of increased resources needed to assist with student retention and support current enrolment levels.
- Total Non-Salary Expenditures increased by \$21.6 million, primarily due to the following increased expenses:
 - An increase in Contracted Educational Services of \$18.9 million which is due to the College collecting tuition revenues from students attending Ace Acumen Campus.
 - An increase in Contracted Services Other due to higher agent commissions as well as higher costs to provide on-campus Health Centres.
 - An increase in Insurance due to higher premiums for the College's corporate insurance program as well as remitting payment of health and dental benefit coverage for Ace Acumen students.
 - An increase in Municipal Tax.
 - An increase in Stipends and Allowances to provide support to International students.
- Ancillary Operations overall surplus has increased over the original budget by \$426,000, primarily due to a higher surplus from the Windsor Residence and a surplus position from St. Clair College Centre for the Arts.

Balance Sheet Projection:

Assets are projected to be at \$343 million at the end of the fiscal year with Capital Assets representing \$347 million, which is still reflective of the capital budget approved by the Board.

Liabilities are projected to be at \$220 million. The Debt projection decreased by \$15 million from the original budget, which can be attributed to the timing of Section 28 approval for the Academic Tower.

Net Assets are projected to be \$123 million, which does not include the Internally Restricted funds of \$20 million, approved by the Board.

Non-Committed Cash Projection:

The Non-Committed Cash projection has decreased to \$23 million, a variance of \$8.3 million from the original budget, which can mostly be attributed to Capital Outlay, Long-Term Debt, the timing of Section 28 approval for the

Academic Tower project and the \$20 million flowed to Internally Restricted funds.

Financial Sustainability Metrics:

The College is still reporting that there are no flags at Mid-Year Budget review as the Metrics are still in a strong position and the College is projected to exceed Ministry benchmarks.

The Mid-Year Budget review was provided to the Audit Committee at the meeting of November 11, 2019 and was supported.

Discussion following the presentation included a question from a Governor regarding the attrition rates used for budget projections and the variance between actual and budgeted attrition rates.

Mr. Jones explained that while preparing the budget the College took a conservative approach. Traditionally International students have a lower rate of attrition as their student Visa and Post Graduate Work Permit are tied to their program of study and the College. The attrition rate assigned for budget purposes for Domestic student tuition was a bit higher than normal as part of more conservative approach.

After a brief discussion it was,

RESOLVED THAT the Board of Governors receive the report on the 2019/2020 Mid-Year Budget review, as information.

Mr. Jones PowerPoint presentation is attached as [Item #6.1](#)

6.2 Business Plan Budget Accrual Template (MCU Format)

Mr. Jones stated that this agenda item is a requirement of the Ministry of Colleges and Universities (MCU) each January, with the intent to provide an indication of the College's projected financial position at March 31, 2020 based on information known to the College. Because of the timing of the mid-year budget review process, this information is utilized to complete the template.

RESOLVED THAT the Board of Governors approve the Business Plan – Accrual Budget Template (MCU Format) for the period ending March 31, 2020 for submission to the Ministry.

7.0 Policy/By Law Review

7.1 Policy 2003-9 – 2nd Reading

After a brief discussion, it was,

RESOLVED THAT the Board of
Governors approve the 2nd reading
of Policy 2003-9, as presented.

7.2 Policy 2003-10, 1st Reading

After a brief discussion, it was,

RESOLVED THAT the Board of
Governors approve the 1st reading
of Policy 2003-10, as presented.

8.0 Date of the Next Meeting

8.1 The next meeting is scheduled for Tuesday, January 28, 2019 in the President's Board Room.

The Full Board meeting adjourned at 7:15 p.m.

MISSION STATEMENT

Transforming lives and strengthening communities through high quality and accessible educational experiences that support career-readiness, innovation, and life-long learning.

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

478th FULL BOARD MEETING

of the

BOARD OF GOVERNORS

NOTICE OF MEETING

DATE: Tuesday, November 26, 2019

TIME: 6:30 p.m. – Meeting

PLACE: President's Board Room #342

**** NOTE:** Dinner will be served for Senior Management and Constituent Representatives in the Staff Lounge at 5:45 p.m., prior to the meeting.

AGENDA

- 1.0 ADOPTION OF THE AGENDA AND DECLARATION OF CONFLICT OF INTEREST
- 2.0 APPROVAL OF THE MINUTES OF THE FULL BOARD MEETING HELD ON TUESDAY, OCTOBER 22, 2019 IN WINDSOR, ON
- 3.0 CONSTITUENT REPORTS
- 4.0 PRESIDENT'S REPORT
(Policy – Executive Limitations Communication & Counsel #2003-21)

Information Item – The President will provide her report to the Board apprising the Board of any new developments since the last meeting.

- 5.0 CONSENT AGENDA

- 5.1 Internal Reserves

Information Item – Administration has provided a recommendation regarding the revision of Board policies and the College's Internal Reserves, attached as Item #5.1.

5.2 English for Academic Purposes, Board of Governors' Certificate

Information Item – Administration has provided an update regarding the English for Academic Purposes (EAP) Board of Governors' Certificate, attached as Item #5.2.

5.3 Annual Report on the Sexual Violence and Assault Policy, Reporting and Prevention Strategies

Information Item – Administration has provided the Annual Report on the Sexual Violence and Assault Policy, Reporting and Prevention Strategies, attached as Item #5.3.

6.0 MONITORING REPORTS

6.1 Mid-Year Review 2019/2020
(Required by the Ministry – Reg. 34/03, Article 8)

Approval Item - Administration will provide the Board with the 2019/2020 Mid-Year Budget Review, attached to the agenda as Item #6.1.

6.2 Business Plan Budget Accrual Template (MCU Format)

Approval Item – The rationale attached as Item #6.2 is being provided for Board approval.

7.0 POLICY/BY LAW REVIEW

7.1 Policy 2003-9 – 2nd Reading

Approval Item – The Board will review policy 2003-9 for 2nd reading, attached as Item #7.1.

7.2 Policy 2003-10 – 1st Reading

Approval Item – The Board will review policy 2003-10 for 1st reading, attached as Item #7.2.

8.0 DATE OF THE NEXT MEETING

8.1 The next meeting is scheduled for Tuesday, January 28, 2020 in the President's Board Room, Windsor Campus.



TO: THE BOARD OF GOVERNORS

FROM: PATRICIA FRANCE, PRESIDENT

DATE: NOVEMBER 26, 2019

RE: INTERNAL RESERVES

SECTOR: FINANCE
MARC JONES, VICE PRESIDENT & CHIEF FINANCIAL OFFICER

AIM:

Administration has provided a final report to the Board on the revised Board Policies and the one-time \$20,000,000 transfer from the College's unrestricted net assets to internally restricted net assets during the 2019-2020 fiscal year.

BACKGROUND:

At the June 7, 2019 Audit Committee meeting, it was discussed that Administration develop a recommendation to restrict a portion of the College's reserves to address potential sustainability challenges. As a result, the Finance department performed the following activities:

- Analyzed the College's Statement of Operations and Statement of Financial Position to model financial scenarios;
- Discussions with the College's Senior Operations Group regarding long-term strategic initiatives, cash requirements, and risk exposures;
- Reviewed internal reserve practices across the college sector; and,
- Discussion with the College's external auditors.

The above efforts resulted in the proposed amendments to the Board Policies – Budget Development and Fiscal Condition.

The Audit Committee of the Board of Governors met on Tuesday, September 24, 2019 to review the recommendation from Administration to restrict a portion of College reserves to address potential sustainability challenges.

The Audit Committee also reviewed the proposed changes to the Board Policies (attached as Appendix A and B). These policies will continue to be Board of

Governors Policies under Executive Limitations. There will be a corresponding College Policy (Internally Restricted Funds Policy) to reflect the process and annual review that falls under the responsibility of the Vice President, Finance & Chief Financial Officer. These policies establish the following:

- Types of reserves (operating and capital);
- Purpose of each reserve;
- Procedures in order to establish and modify reserves;
- Authority to spend from reserves; and,
- Reporting to the Board of Governors.

In addition, the Internally Restricted Funds Policy establishes an operating reserve that must be maintained at a minimum of 3% of budget revenues with flexibility to establish higher reserve amounts and a mandatory review as part of the budget presentation to the Board of Governors.

According to the Internally Restricted Funds Policy, College Administration must establish a minimum operating reserve during the 2019-20 fiscal year of \$5,645,970 (3% of the \$188,199,000 revenue budget). However, based on the analysis undertaken by the College, Administration recommends that operating reserves be established at \$20 million to address potential sustainability challenges and that this be reviewed annually, along with any generated income, as part of the budget and mid-year processes for Board approval. With internal reserves designated for sustainability at \$20 million, St. Clair College will likely have one of the largest reserves for this purpose in the college sector, based on 2018 – 2019 published financial statements.

At the October 22, 2019 In Camera meeting, the Board of Governors and the Audit Committee of the Board supported the following recommendations:

RECOMMENDATIONS:

IT IS RECOMMENDED to the Board of Governors that the amendments to Executive Limitation #2003-18, Budget Development Policy be approved (this approval constitutes 1st and 2nd reading).

IT IS RECOMMENDED to the Board of Governors that the amendments to Executive Limitation #2003-19, Fiscal Condition Policy be approved (this approval constitutes 1st and 2nd reading).

IT IS RECOMMENDED to the Board of Governors, the approval of a one-time \$20,000,000 transfer from the College's unrestricted net assets to internally restricted net assets during the 2019-2020 fiscal year.



POLICY TYPE: Executive Limitations **NUMBER:** 2003-18.
POLICY TITLE: Budget Development **DATE:** May 2003
REVISED: ~~May 2009~~
September 2019

Budget development or expenditures during any fiscal year or the remaining part of any fiscal year will not deviate from Board Ends priorities, risk fiscal jeopardy, fail to be derived from a multi-year plan nor fail to show a generally acceptable level of foresight.

The President shall not cause or allow a budget to be developed which:

1. Contains too little information to enable credible projection of revenues and expenses, separation of capital and operational items and disclosure of planning assumptions.
2. Does not provide the annual operating funds for Board prerogatives such as Board development, Board and Committee meetings and Board professional fees.
3. Projects the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
4. Endangers the fiscal soundness of future years or ignores the building of organizational capability sufficient to achieve Ends in future years.
5. Incorporates a forecast deficit.

The President will:

- i) Present a budget that takes into account the Board's directions and the Strategic Directions.
- ii) Propose a budget which includes reasonable expected outcomes, anticipated returns on expenditures, and processes of accountability for new projects and initiatives.
- iii) Propose a budget which sets a reasonable level of expenditure for travel and accommodation commensurate with the directions of the Board and with the economic realities of the day.
- iv) Review and recommend the current condition of the internally restricted Board Reserves which includes related generated income.



POLICY TYPE:	Executive Limitations	NUMBER:	2003-19.
POLICY TITLE:	Fiscal Condition	DATE:	May 2003
		REVIEWED:	May 2009
<u>September 2019</u>			

With respect to the actual, ongoing condition of the organization's financial health, the President may not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board Ends priorities or fail to comply with legislation or regulations.

Accordingly, the President shall not:

1. Cause or allow any conflict of interest in awarding purchases or other contracts.
2. Allow policies or practices which are in conflict with generally accepted accounting principles.
3. Make purchases without due consideration to quality, after purchase service, value for dollar, and opportunity for fair competition.
4. Access ~~long-term reserves internally restricted funds and related generated income~~ without Board approval.
5. Allow untimely handling of accounts payable and accounts receivable.

Accordingly, the President will provide, no less than three times a year, financial statements, and commentary on the fiscal health of the College.



TO: BOARD OF GOVERNORS

FROM: PATRICIA FRANCE, PRESIDENT

DATE: NOVEMBER 26, 2019

RE: ENGLISH FOR ACADEMIC PURPOSES (EAP), BOARD OF GOVERNORS' CERTIFICATE

SECTOR: INTERNATIONAL RELATIONS, CAMPUS DEVELOPMENT & STUDENT SERVICES
RON SEGUIN, VICE PRESIDENT

AIM:

To update the Board of Governors with respect to the English for Academic Purposes (EAP), Board of Governors' Certificate regarding the addition of a Level 0 to commence in January 2020.

BACKGROUND:

The Board of Governors approved the EAP program at the Full Board meeting, held on January 31, 2017. The Board of Governors' EAP Certificate is currently comprised of Levels 1 through 8 delivered in intensive, seven-week modules (two per semester in the Fall, Winter and Spring). The EAP program is designed as an entry point to the College for International students who require English reading, writing, listening and speaking skills with an academic focus. These students ultimately register in post-secondary courses upon completing the EAP requirements.

It is proposed that the EAP program be expanded to include Level 0, in order to accommodate those students who have been tested for English aptitude and the resulting skill level is below Level 1 placement, requiring foundational level English training.

The proposal will require no additional full-time staffing complement as Level 0 will be instructed by part-time instructors and will be offered based on demand/need.

RECOMMENDATION:

IT IS RECOMMENDED THAT the Board of Governors receive the EAP program delivery update as information.



ST. CLAIR

C O L L E G E

TO: THE BOARD OF GOVERNORS FROM:
PATRICIA FRANCE, PRESIDENT

DATE: NOVEMBER 26, 2019

**RE: ANNUAL REPORT ON THE SEXUAL VIOLENCE AND
ASSAULT POLICY, REPORTING AND PREVENTION
STRATEGIES**

**SECTOR: HUMAN RESOURCES, SAFETY AND FACILITIES MANGEMENT
JOSEPH SIRIANNI, VICE PRESIDENT**

AIM:

To provide the Board with an update regarding the College's sexual violence reporting and sexual violence prevention efforts undertaken in the 2018/2019 academic year.

BACKGROUND:

The intent is to provide an update to the Board of Governors, in accordance with the requirements set out in Bill 132, on the number of reports of sexual violence as well as the number of times that supports were provided to students who reported sexual violence. This report covers the 2018/2019 academic year and provides 2017 statistics for the purpose of comparison. An update on the prevention activities promoted by the Sexual Violence Prevention Committee during the same time has also been provided for information.

Commencing in 2020, a report to the Board is required by June 1 of each year for the prior academic year. This report must also be made public and as such, will be posted on the College's Sexual Assault and Sexual Violence Policy and Protocol webpage at <http://www.stclaircollege.ca/svp/>.

RECOMMENDATION:

IT IS RECOMMENDED THAT the Board of Governors receive the attached Annual Report Sexual Violence and Sexual Assault Policy, Reporting and Prevention Strategies, 2018/2019, for information.

Annual Report on the Sexual Violence and Sexual Assault Policy Reporting and Prevention Strategies 2018/2019

Background

The MCU scheduled conference calls with all colleges this past summer on the implementation of initiatives to combat sexual violence. St. Clair College's teleconference with MCU was held on August 21, 2019 at which time the Ministry confirmed that, pursuant to subsection 17(7.1) of the *Ministry of Training, Colleges and Universities Act* (MTCU Act), St. Clair College is required to provide an annual report to its Board of Governors for the 2018-19 academic year, prior to December 31, 2019. Beginning in 2020, the report will be due on or before June 1st. For transparency purposes, the Ministry also requires that the report be publicly available. It was further communicated that the annual report should include the following information:

- Number of times supports, services and accommodations relating to sexual violence are requested and obtained by students enrolled at the college or university, and information about supports, services and accommodations.
- Number of incidents and complaints reported by students and about such incidents and complaints.
- Any initiatives and programs established by the college or university to promote awareness of the supports and services available to students.

As previously reported in 2016, St. Clair College initiated a stand-alone policy related to sexual violence entitled "Sexual Assault and Sexual Violence Policy and Procedure." At that time, a webpage was designated to communicate supports, initiatives and reporting information so that students could easily access this information. This Policy was established under the Health and Safety umbrella and a College lead was appointed to ensure a consistent approach.

Since 2017, the College has been tracking the number of sexual violence cases that are reported to Security, the College Resolution Office and the Sexual Violence Lead for the College. Disclosures to the Health Centre staff, Counsellors, Faculty, student representatives or other areas may not be fully represented if not communicated to any of the three key points of contact. In 2019, the practice was implemented that all disclosures must be reported, if only by "disclosure" and not by name should the student wish to remain anonymous and have no action taken.

It is also important to note that sexual assault can include a wide variety of sexual misconduct including inappropriate touching to rape.

In all cases, College representatives inform the victim of supports and services, internal and external, as well as, options for investigation.

Supports, Services, Accommodations, Incidents and Complaints

	2017/2018	2018/2019
Number of Informal Reports (Disclosures – Not Investigated by College)	2	7
Number of Formal Reports (Investigated by College)	7	3
Incidents that occurred off campus	1	1
Incidents that occurred on campus	6	2
Unknown where incidents occurred	2	7
Services or Accommodations Provided	5	6

Proactive Measures and Processes

The following Proactive Measures and Process outlines the initiatives and programs implemented in 2017 and 2018 to promote awareness of the supports and services available to all St. Clair College students.

- St. Clair College has a Sexual Violence Policy and Protocol.
- The College has a Sexual Violence Prevention Committee who:
 - Reviews and provides suggestions on the Sexual Assault and Sexual Violence Policy and Protocol;
 - Reviews/maintains information on Sexual Violence, Prevention and Awareness on the College's website;
 - Coordinates activities and training initiatives for the prevention and awareness of Sexual Violence.
- A consent video is shown to students at all Orientation sessions.
- A tracking system is maintained for disclosures and/or reports of sexual assault/violence.
- The student repository has been updated to document incidences/reports of sexual assault/violence.
Note: Authorized access to the information is limited for confidentiality purposes.
- The reporting process for incidences of sexual assault/violence has been streamlined, and continues to be streamlined, to minimize the impact on the complainant and the number of times he/she/they have to present their story.
- The Code has been updated to align with the Sexual Assault and Sexual Violence Policy and Protocol.

- *Toolbox for Help and Resources to Increase Value and Empower Students (THRIVES)* - online training for new students has a module on Sexual Assault & Sexual Violence which deals with the issue of consent and disclosure of sexual assault, as well as, giving students internal and external resources for helping to deal with an assault.
- *Student Health 101 Online Student Newsletter* has a self-care plan for survivors of sexual assault and harassment.
- Posted throughout campus are the “*Your Rights, Your Responsibilities*” posters which outline a person’s rights and responsibilities, including information on reporting emergencies with references advising where to find electronic copies of the College’s policies and protocols.
- The Health Centre, in conjunction with the Student Representative Council (SRC), ran the Date Safe Project in Fall 2018 to provide information on healthy relationships.
- The Sexual Assault Crisis Centre (SACC) provided Consent training with some of the athletic teams based on the Ontario Hockey League (OHL) training.
- Administration has re-written the Sexual Assault and Sexual Violence Policy and Procedure, with input from legal Counsel, to provide clarity, to ensure best practices and to ensure ongoing compliancy in accordance with Ministry directives.
- **Residence:**
 - During orientation week the Residence provided multiple programs around consent. Programs that have a fun aspect drew students in and taught them about sexual violence and consent. They also asked a guest from the school Health Centre to speak to students and provide a presentation.
 - In addition to the above, mandatory Floor meetings are conducted for team building. The Floor meetings include the presentation of the consent video to students and a discussion about consent.
 - A “sexy trivia” program is provided that addresses topics about sexual health and sexual violence.
- **Counselling Services:**
 - A St. Clair College counsellor is on the Sexual Violence Committee.
 - A Canadian Mental Health Association (CMHA) Counsellor is on both Windsor and Chatham Campuses. The counsellor has regular office hours on campus and in residence for walk-in counselling.
- **Health Services:**
 - In 2018/19 the Windsor Family Health Team and the College had both a Registered Nurse and Social Worker onsite who were available to provide emergency and therapeutic services.

TO: THE BOARD OF GOVERNORS

FROM: PATRICIA FRANCE, PRESIDENT

DATE: NOVEMBER 26, 2019

**RE: FINANCIAL MONITORING REPORT
2019-20 MID-YEAR BUDGET REPORT**

**SECTOR: FINANCE
MARC JONES, VICE PRESIDENT & CHIEF FINANCIAL OFFICER**

AIM:

To obtain Board approval for the 2019-20 Mid-Year Budget Report.

BACKGROUND:

It is the practice of St. Clair College to review its revenue and expenditure patterns at mid-year to ensure the financial plan is being achieved and to assist in the preparation of financial plans for subsequent years.

The proposed 2019-20 Mid-Year Budget Report incorporates the following:

1. Statement of Operations Budget
2. Statement of Financial Position Projection
3. Non-Committed Cash Projection
4. Financial Sustainability Metrics

RECOMMENDATION:

IT IS RECOMMENDED THAT the Board of Governors approve the 2019-20 Mid-Year Budget Report.

STATEMENT OF OPERATIONS BUDGET

EXECUTIVE SUMMARY (Schedule I)

The purpose of the mid-year budget is to review our financial plan based on six months activity and to project whether the planned year-end results will be achieved without significant adjustments to operations. If adjustments are required, appropriate action steps are developed as part of the review process.

The 2019-20 budget approved by the Board on March 26, 2019 provided for a surplus position of \$11,133,000. At that time, the College had not yet received announcements with respect to its 2019-20 operating and capital grants, and was continuing to work through the Student Fee Structure given the government's revised Ancillary Fee Directive.

Administration continues to move forward with capital expenditures and operational requirements within the framework of the current Strategic Directions. Based on the mid-year review analysis, the College is projecting a surplus position of \$11,134,000 at March 31, 2020, which is consistent with the original budget surplus position.

The revised projection for total operating and ancillary revenue for 2019-20 is \$209,496,000, representing an increase of \$21,297,000 or 11.3% over the original budget of \$188,199,000.

The revised projection for total operating and ancillary expenditures for 2019-20 is \$198,362,000 representing an increase of \$21,296,000 or 12.0% over the original budget of \$177,066,000.

CHANGES TO REVENUE (Schedule II)

Overall, revenues increased by \$21,297,000 or 11.3% over the original budget. The following highlights compare the original budget approved by the Board to some of the major changes in revenue:

- Total MCU Operating Grants increased by \$1,535,000 or 3.7% over the original budget, primarily due to a decrease in the MCU International Student Recovery program as a result of lower international student enrolment than planned, and receiving Special Purpose Grants that were not originally budgeted.
- Total Contract Income decreased by \$693,000 or 5.3% over the original budget due to the following:
 - Decrease in Pre-Apprenticeship grant funding than originally planned.
 - Decrease in funding for the Canada Ontario Jobs Grant.
 - Discontinued Youth Job Link Grant.

- Total Tuition revenue increased by \$14,494,000 or 14.7% over the original budget due to the following:
 - To support recommendations to enhance quality assurance and minimize risk, beginning in the Spring 2019 semester, the College began collecting tuition revenue for students attending Ace Acumen. As a result, these transactions are recorded in the same manner as tuition revenues from students attending the College's Windsor and Chatham Campuses. With the College collecting tuition revenues from students attending the Toronto Campus, the budget was adjusted to reflect a fiscal year's activity.
 - Decrease in the International Tuition revenue of \$3,000,000 due to lower student retention and lower enrolment for the Fall 2019 semester than planned. The current year's "Day 10" international enrolment totaled 4,188 compared to a budget assumption of 4,729, and a further intake is planned for the Winter semester. International Tuition revenue is subject to adjustments for dismissals, withdrawals, student VISA denials, and immigration matters.
 - Decrease in the Domestic Tuition revenue budget of \$400,000 due to lower enrolment. The current year's "Day 10" enrolment totaled 7,552 full-time domestic students compared to a budget assumption of 7,600 students. Domestic Tuition revenue is subject to adjustments for dismissals, withdrawals, and new students enrolling in the Winter semester.
- Total "Other" income increased by \$5,777,000 or 23.2% over the original budget due to the following:
 - Increase in Investment Income of \$1,400,000 due to higher cash and temporary investment balances, higher than expected investment returns, and cash flows associated with International Tuition and Ace Acumen Tuition revenue.
 - Increase in Ace Acumen revenue of \$1,000,000 due to increasing enrolment at the Toronto Campus by 500 students.
 - Increase in Other revenue of \$1,234,000 due to funds for unplanned ancillary fees being received.
 - Increase in Technology Access Fee revenue from unplanned contributions.
 - Increase in Divisional Income of \$2,666,000 primarily due to the following:
 - Increase in OCAS application fees from international students.
 - Increase in Ace Acumen ancillary fees due to collecting revenue.

CHANGES IN EXPENDITURES (Schedule III)

Overall, expenditures increased by \$21,296,000 or 12.0% over the original budget. The following highlights compare the original budget approved by the Board to some of the major changes in expenditures:

- Total Salaries & Benefits decreased by \$104,000 or 0.1%. The decrease is primarily due to the following:
 - Decrease in Full-Time Faculty salaries: \$360,000
 - Decrease in Full-Time Support salaries: \$641,000
 - Increase in Part-Time Faculty salaries: \$467,000
 - Increase in Part-Time Administrative salaries: \$394,000

The increase in Part-Time Salaries is a result of increased resources needed to assist with student retention and support current enrolment levels. The decrease in Full-Time Faculty and Support salaries is a result of delayed hires and unplanned absences.

- Total Non-Salary Expenditures increased by \$21,642,000 or 30.4%. The increase is primarily due to the following:
 - Increase in Contracted Educational Services of \$18,922,000 due to the College collecting tuition revenues from students attending the Toronto Campus, and flowing the applicable funds to Ace Acumen.
 - Increase in Contracted Services Other of \$737,000 due to higher agent commissions related to recruiting international students, and higher costs to provide on-campus Health Centres.
 - Increase in Equipment Rentals of \$312,000 due to re-alignment of the budget from Instructional Supplies.
 - Increase in Insurance of \$983,000 due to the College remitting payment of health and dental benefit coverage for Ace Acumen students and higher insurance premiums related to the College's corporate insurance program.
 - Increase in Municipal Tax of \$205,000 due to the higher student enrolment in the City of Windsor.
 - Increase in Office Supplies of \$220,000 due to supports required for the College's new Student Success Centre.

- Increase in Stipends & Allowances of \$296,000 to provide support to international students.

Administration continues its on-going efforts of managing expenditures in order to achieve the overall expenditures budget.

CHANGES IN ANCILLARY OPERATIONS (Schedules IV - A & B)

The Ancillary Operations overall surplus has increased over the original budget by \$426,000. This is due to higher surplus from the Windsor Residence and a surplus position from St. Clair College Centre for the Arts.

PLANNING FOR 2020-21

The results of this mid-year review will be incorporated into our planning for 2020-21. We will continue to inform the Board as new information is available and our plans are developed.

SCHEDULE I

**St. Clair College of Applied Arts and Technology
Statement of Operations Summary: 2019-20
(\$ in 000's)**

	A Budget Income Statement 2019-20 \$	B MYR Income Statement 2019-20 \$	B - A Variance \$	
<u>REVENUE</u>				
MCU Operating Grants	41,372	42,907	1,535	
Contract Income Tuition	13,147	12,454	(693)	
Other	98,417	112,911	14,494	
	24,924	30,701	5,777	
Total Operating Revenue	177,860	198,973	21,113	
Total Ancillary Revenue	10,339	10,522	183	
TOTAL REVENUE	188,199	209,496	21,297	11.3%
<u>EXPENDITURES</u>				
Salaries & Benefits	96,167	96,063	(104)	
Non Salary Expenditures	71,247	92,889	21,642	
Total Operating Expenditures	167,414	188,952	21,538	
Total Ancillary Expenditures	9,652	9,410	(242)	
TOTAL EXPENDITURES	177,066	198,362	21,296	12.0%
TOTAL SURPLUS / (DEFICIT)	11,133	11,134	1	

SCHEDULE II

St. Clair College of Applied Arts and Technology Statement of Revenue: 2019-20 (\$ in 000's)				
	A Budget Income Statement 2019-20 \$	B MYR Income Statement 2019-20 \$	B - A Variance \$	
REVENUE				
Enrollment Based Envelope: see note 1	42,772	42,767	(5)	
Differentiation Envelope: see note 2	2,216	2,216	-	
Other MCU Grants and Recoveries: see note 3	(3,616)	(2,076)	1,540	
Total MCU Operating Grants	41,372	42,907	1,535	3.7%
Apprenticeship	4,327	3,680	(647)	
Canada Ontario Jobs Grant	662	560	(102)	
Employment Ontario	3,087	3,186	99	
Youth Job Connection	1,344	1,354	10	
Literacy & Basic Skills	1,344	1,386	42	
School College Work Initiative	1,760	1,731	(29)	
Second Career	420	420	-	
Other: see note 4	203	138	(65)	
Total Contract Income	13,147	12,454	(693)	-5.3%
Post Secondary - Domestic	24,300	23,900	(400)	
Post Secondary - International	71,750	68,750	(3,000)	
Post Secondary - Acumen	-	17,926	17,926	
Continuing Education	2,227	2,135	(92)	
Tuition Short	140	200	60	
Total Tuition	98,417	112,911	14,494	14.7%
Investment Income	1,800	3,200	1,400	
Contract Training	450	324	(127)	
International Projects	2,300	1,014	(1,286)	
Acumen	6,000	7,000	1,000	
Other: see note 5	646	1,880	1,234	
Technology Access Fee	-	630	630	
Divisional Income	8,413	11,079	2,666	
Amortization of DCC	5,315	5,575	260	
Total Other	24,924	30,701	5,777	23.2%
Total Revenue Before Ancillary	177,860	198,973	21,113	
Ancillary Revenue	10,339	10,522	183	1.8%
TOTAL REVENUE	188,199	209,496	21,297	11.3%

SCHEDULE III

St. Clair College of Applied Arts and Technology Statement of Expenditures: 2019-20 (\$ in 000's)				
	A Budget Income Statement 2019-20 \$	B MYR Income Statement 2019-20 \$	B - A Variance \$	
EXPENDITURES				
Administrative: Full-Time	6,989	7,080	91	
Administrative: Part-Time	1,198	1,592	394	
Faculty: Full-Time	32,344	31,984	(360)	
Faculty: Part-Time	16,074	16,541	467	
Support: Full-Time	15,875	15,234	(641)	
Support: Part-Time	6,265	6,235	(30)	
Fringe Benefits	17,422	17,396	(26)	
Total Salaries & Benefits	96,167	96,063	(104)	-0.1%
Advertising & Promotion	2,898	2,897	(1)	
Contracted Cleaning Service	2,870	2,986	116	
Contracted Educational Services	1,448	20,370	18,922	
Contracted Services Other	15,580	16,317	737	
Equipment Maintenance & Repairs	3,037	2,901	(136)	
Equipment Rentals	2,695	3,007	312	
Instructional Supplies	5,080	5,081	1	
Insurance	4,530	5,513	983	
Janitorial & Maintenance Supplies	500	505	5	
Memberships & Dues	571	589	18	
Municipal Taxes	710	915	205	
Office Supplies	719	939	220	
Premise Rental	1,836	1,767	(69)	
Professional Development	596	557	(39)	
Security Services	1,965	2,045	80	
Stipends & Allowances	2,369	2,665	296	
Student Assistance: 30% Tuition	1,932	1,932	-	
Travel	1,217	1,241	24	
Utilities	4,850	4,895	45	
Other: see note 6	5,447	5,370	(77)	
Amortization	10,397	10,397	-	
Total Non-Salary Expenditures	71,247	92,889	21,642	30.4%
Total Operating Expenditures	167,414	188,952	21,538	12.9%
Ancillary Expenditures	9,652	9,410	(242)	-2.5%
TOTAL EXPENDITURES	177,066	198,362	21,296	12.0%

SCHEDULE IV A

St. Clair College of Applied Arts and Technology Statement of Ancillary Revenue and Expenditures: 2019-20 (\$ in 000's)				
	A Budget Income Statement 2019-20 \$	B MYR Income Statement 2019-20 \$	B - A Variance \$	
<u>Ancillary: Revenue</u>				
Beverage Supplier	50	50	-	
Bookstore - Windsor & Chatham	280	280	-	
Cafeteria - South Campus	-	31	31	
Green Giants	150	150	-	
IRCDSS Special Events	100	100	-	
Lockers Administration	48	48	-	
Parking Lots	1,627	1,399	(228)	
Residence - Windsor	3,176	3,176	-	
Saints Store	22	23	1	
Sky Volleyball	80	80	-	
Basketball Project	2	2	-	
St. Clair College Centre for the Arts	3,574	3,983	409	
Varsity Sports- Windsor	905	925	20	
Sports Park	30	-	(30)	
Woodland Hills Golf Course	295	275	(20)	
Total Revenue	10,339	10,522	183	1.8%
<u>Ancillary: Expense</u>				
Green Giants	150	150	-	
IRCDSS Special Events	100	100	-	
Parking Lots	1,220	1,230	10	
Residence - Windsor	2,876	2,476	(400)	
Residence - Chatham	60	60	-	
Saints Store	16	16	-	
Sky Volleyball	80	80	-	
St. Clair College Centre for the Arts	3,791	3,903	112	
Varsity Sports- Windsor	1,034	1,150	116	
Sports Park	30	-	(30)	
Woodland Hills Golf Course	295	245	(50)	
Total Expenditures	9,652	9,410	(242)	-2.5%

SCHEDULE IV B

**St. Clair College of Applied Arts and Technology
Statement of Ancillary Operations Surplus/(Deficit): 2019-20
(\$ in 000's)**

	A	B	
	BUDGET	MYR	
	INCOME	INCOME	
	STATEMENT	STATEMENT	B - A
	2019-20	2019-20	VARIANCE
	\$	\$	\$
Beverage Supplier: Revenue	50	50	-
Bookstore - Windsor & Chatham: Revenue	280	280	-
Cafeteria - South Campus: Revenue	-	31	31
Sky Volleyball: Revenue	80	80	-
Sky Volleyball: Expenditures	80	80	-
	-	-	-
Basketball Project: Revenue	2	2	-
Green Giants: Revenue	150	150	-
Green Giants: Expenditures	150	150	-
	-	-	-
Lockers Administration: Revenue	48	48	-
IRCDSS Special Events: Revenue	100	100	-
IRCDSS Special Events: Expenditures	100	100	-
	-	-	-
Parking Lots: Revenue	1,627	1,399	(228)
Parking Lots: Expenditures	1,220	1,230	10
	407	170	(237)
Residence - Windsor: Revenue	3,176	3,176	-
Residence - Windsor: Expenditures	2,876	2,476	(400)
	300	700	400
Residence - Chatham: Expenditures	60	60	-
Saints Store: Revenue	22	23	1
Saints Store: Expenditures	16	16	-
	6	7	1
St. Clair Centre for the Arts: Revenue	3,574	3,983	409
St. Clair Centre for the Arts: Expenditures	3,791	3,903	112
	(217)	79	296
Varsity Sports - Windsor: Revenue	905	925	20
Varsity Sports - Windsor: Expenditures	1,034	1,150	116
	(129)	(225)	(96)
Sports Park: Revenue	30	-	(30)
Sports Park: Expenditures	30	-	(30)
	-	-	-
Woodland Hills Golf Course: Revenue	295	275	(20)
Woodland Hills Golf Course: Expenditures	295	245	(50)
	-	30	30
Total Revenue	10,339	10,522	183
Total Expenditures	9,652	9,410	(242)
Surplus	687	1,113	425

STATEMENT OF FINANCIAL POSITION PROJECTION

The intent of this report is to provide the Board with a forecast of our financial position at the end of the College's fiscal year in regards to Assets, Liabilities and Net Assets, based on information known when the Mid-Year Budget was developed.

St. Clair College of Applied Arts and Technology
Statement of Financial Position
(\$ in 000's)

	6/25/2019		11/26/2019
	Actual	Budget	Mid-Year
	2018-19	2019-20	2019-20
1 Assets	314,138	341,330	343,275
11 Cash and Cash Equivalents	111,524	121,324	128,636
12 Accounts Receivable	12,000	12,263	11,384
14 Other Current Assets	2,805	2,805	3,009
15 CIP	189	10,077	5,174
16 Tangible Capital Assets	329,491	347,128	347,266
161 Land	7,058	7,058	7,058
162 Site Improvements	9,957	15,580	14,913
163 Building	226,858	232,140	232,868
164 Furniture and Equipment	80,442	87,175	87,252
165 IT	-	-	-
169 Other TCA	5,175	5,175	5,175
17 Tangible Capital Asset Accumulated Amortization	(151,823)	(162,220)	(162,220)
172 AA Site Improvements	(7,350)	(7,976)	(8,757)
173 AA Building	(70,667)	(76,399)	(75,915)
174 AA Furniture and Equipment	(72,080)	(75,338)	(75,615)
179 AA Other TCA	(1,725)	(2,506)	(1,932)
18 Long Term Receivable	-	-	-
19 Investments and Other Long term Assets	9,951	9,951	10,027
2 Liabilities	212,732	228,790	220,155
21 Bank Indebtedness	-	-	-
22 Accounts Payable and Accrued Liabilities	19,471	19,539	21,748
221 Accounts Payable and Accrued Liabilities	18,222	18,222	20,472
222 Accrued Interest	20	20	46
223 Current Portion of Long term liabilities	1,229	1,297	1,229
23 Deferred Revenue	51,783	52,019	56,271
231 Deferred Revenue	14,414	14,650	14,618
232 Deferred Tuition Revenue	37,369	37,369	41,654
24 Restricted Contribution	1,182	1,182	1,182
25 Deferred Capital Contributions	124,892	120,714	120,549
26 Capital Lease	-	-	-
27 Debt	11,635	31,567	16,635
29 Other Long Term Liabilities	3,770	3,770	3,770
3 Net Assets	101,406	112,539	123,120
31 Unrestricted Net Assets	51,187	50,902	39,710
32 Internally Restricted Net Assets	1,000	1,000	20,550
33 Investment in Capital Assets	40,103	51,521	53,666
36 Restricted Contributions	-	-	-
37 Endowments	9,117	9,117	9,194
38 Accumulated Re-measurement Gain & Losses	-	-	-
Assets - Liabilities - Net Assets	-	-	-

NON-COMMITTED CASH PROJECTION

The intent of this report is to provide the Board with an indication of our non-committed cash surplus position at the end of the College's fiscal year. The report also identifies the capital projects that are funded from operating reserves.

St. Clair College of Applied Arts and Technology
Non-Committed Cash Projection
(\$ in 000's)

	Budget 2019-20 \$	MYR 2019-20 \$	Variance \$
Unrestricted Net Assets, Prior Year ^{1}	41,524	52,187	10,663
Operating			
Budget Surplus	11,133	11,134	1
Amortization (net)	5,082	4,822	(260)
Adjusted Budget Surplus	16,215	15,956	(259)
Capital			
Grant Revenues ^{2}	-	1,232	1,232
Grant Expenditures ^{2}	-	(1,232)	(1,232)
Funded by Operating (Reserves)	(16,500)	(16,500)	-
Funded by Loan Facility	(20,000)	(5,000)	15,000
Net Outlay for Capital	(36,500)	(21,500)	15,000
Debt			
Repayment of Long-Term Debt	(1,959)	(1,229)	730
Proceeds from Long-Term Debt	20,000	5,000	(15,000)
Net Change in Long-Term Debt	18,041	3,771	(14,270)
iii. Other:			
Internally Restricted	(1,000)	(20,550)	(19,550)
Net Change in Other	(1,000)	(20,550)	(19,550)
Unrestricted Net Assets, End of Year ^{1}	38,280	29,864	(8,416)
Unrestricted Net Assets Adjustment^{1}	(6,707)	(6,641)	66
Non-Committed Cash Projection ^{1}	31,573	23,223	(8,350)

^{1} The College uses its unrestricted net assets balance from the prior fiscal year-end (after post-employment and vacation pay adjustments), as a planning benchmark for projecting non-committed cash. Adjustments by management are made to the projected unrestricted net assets balance to account for other estimates and assumptions for reported asset and liability amounts (i.e. collectability of student receivables).

FINANCIAL SUSTAINABILITY METRICS

The intent of this report is to provide the Board with an estimate of the MCU Financial Indicators (as identified within the Strategic Mandate Agreement) and based on information known when the Mid-Year Budget was developed.

St. Clair College of Applied Arts and Technology Financial Sustainability Metrics

		<u>Actual</u> <u>3/31/2019</u>	<u>Budget</u> <u>3/31/2020</u>	<u>MYR</u> <u>3/31/2020</u>
Annual Surplus / Deficit	greater than \$0	\$ 40,237,770	\$ 11,132,516	\$ 11,133,733
Accumulated Surplus / Deficit	greater than \$0	\$ 92,289,248	\$ 73,737,400	\$ 113,926,784
Quick Ratio	greater than 1	6.49	4.71	6.58
Debt to Asset Ratio	less than 35%	11.46%	18.42%	12.62%
Debt Servicing Ratio	less than 3%	0.90%	1.08%	0.59%
Net Assets to Expense Ratio	greater than 60%	137.43%	110.56%	118.21%
Net Income to Revenue Ratio	greater than 1.5%	20.30%	5.92%	5.31%
Number of Flags		0	0	0



ST. CLAIR

C O L L E G E

TO: THE BOARD OF GOVERNORS

FROM: PATRICIA FRANCE, PRESIDENT

DATE: NOVEMBER 26, 2019

**RE: BUSINESS PLAN ACCRUAL BUDGET TEMPLATE
(MCU FORMAT)**

SECTOR: FINANCE
MARC JONES, VICE PRESIDENT & CHIEF FINANCIAL OFFICER

AIM:

To provide the Board with a “Business Plan Accrual Budget Template – Ministry of Colleges and Universities Format” (Pro-Forma Financial Statements) for the year ending March 31, 2020.

BACKGROUND:

The intent is to provide the readers of the submission with an indication of our projected financial position as at March 31, 2020 based on information known to the College as at November 26, 2019.

Provided is the following:

- Statement of Operations
- Statement of Financial Position

RECOMMENDATION:

IT IS RECOMMENDED THAT the Board of Governors approve the Business Plan Accrual Budget Template (MCU Format).

St. Clair College of Applied Arts and Technology
Statement of Operations
(\$ in 000's)

	6/25/2019	11/26/2019
	Original Budget	Mid-Year Budget
	2019-20	2019-20
4 Revenue	188,199	209,496
41 Grant Revenue	59,834	60,936
411 <i>Grant Revenue</i>	54,519	55,361
414 <i>Amortization of Deferred Capital Contributions</i>	5,315	5,575
43 Tuition Fees	98,417	94,985
431 <i>Tuition Fee - Regulated</i>	24,440	24,100
432 <i>Tuition Fee - Unfunded</i>	73,977	70,885
44 Other Student Fees	420	1,545
45 Contractual and other fee-for-services	8,750	26,264
46 Ancillary Revenue	10,339	10,522
49 Other Revenue	10,439	15,245
5 Expenses	177,066	198,362
51 Salaries & Wages	78,745	78,667
511 <i>Salaries - Full Time & Partial Load Academic</i>	33,364	33,197
512 <i>Salaries - Part Time & Sessional Academic</i>	15,054	15,328
513 <i>Salaries - Support Staff</i>	22,140	21,469
514 <i>Salaries - Administrative Staff</i>	8,187	8,672
52 Employee Benefits	17,422	17,396
521 <i>Benefits - Full Time & Partial Load Academic</i>	4,057	4,043
522 <i>Benefits - Part Time & Sessional Academic</i>	1,743	1,736
523 <i>Benefits - Support Staff</i>	2,569	2,560
524 <i>Benefits - Administrative Staff</i>	1,001	998
525 <i>Pension Plans</i>	7,796	7,788
526 <i>Postemployment Benefits & Compensated Absences</i>	256	271
53 Transportation & Communication	1,963	2,056
54 Services	41,072	61,501
541 <i>Services</i>	24,093	44,199
542 <i>Utilities & Maintenance</i>	12,448	12,528
543 <i>Rental Expenditures</i>	4,531	4,774
55 Supplies & Minor Equipment	6,121	6,366
56 Ancillary Services - Expenditures	9,652	9,410
57 Amortization Expense	10,397	10,397
59 Other Expenditures	11,694	12,570
591 <i>Interest & Insurance Expenses</i>	5,483	5,725
599 <i>Other Expenses</i>	6,211	6,845
SURPLUS/(DEFICIT)	11,133	11,134

St. Clair College of Applied Arts and Technology
Statement of Financial Position
(\$ in 000's)

	6/25/2019		11/26/2019
	Actual	Budget	Mid-Year
	2018-19	2019-20	2019-20
1 Assets	314,138	341,330	343,275
11 Cash and Cash Equivalents	111,524	121,324	128,636
12 Accounts Receivable	12,000	12,263	11,384
14 Other Current Assets	2,805	2,805	3,009
15 CIP	189	10,077	5,174
16 Tangible Capital Assets	329,491	347,128	347,266
161 Land	7,058	7,058	7,058
162 Site Improvements	9,957	15,580	14,913
163 Building	226,858	232,140	232,868
164 Furniture and Equipment	80,442	87,175	87,252
165 IT	-	-	-
169 Other TCA	5,175	5,175	5,175
17 Tangible Capital Asset Accumulated Amortization	(151,823)	(162,220)	(162,220)
172 AA Site Improvements	(7,350)	(7,976)	(8,757)
173 AA Building	(70,667)	(76,399)	(75,915)
174 AA Furniture and Equipment	(72,080)	(75,338)	(75,615)
179 AA Other TCA	(1,725)	(2,506)	(1,932)
18 Long Term Receivable	-	-	-
19 Investments and Other Long term Assets	9,951	9,951	10,027
2 Liabilities	212,732	228,790	220,155
21 Bank Indebtedness	-	-	-
22 Accounts Payable and Accrued Liabilities	19,471	19,539	21,748
221 Accounts Payable and Accrued Liabilities	18,222	18,222	20,472
222 Accrued Interest	20	20	46
223 Current Portion of Long term liabilities	1,229	1,297	1,229
23 Deferred Revenue	51,783	52,019	56,271
231 Deferred Revenue	14,414	14,650	14,618
232 Deferred Tuition Revenue	37,369	37,369	41,654
24 Restricted Contribution	1,182	1,182	1,182
25 Deferred Capital Contributions	124,892	120,714	120,549
26 Capital Lease	-	-	-
27 Debt	11,635	31,567	16,635
29 Other Long Term Liabilities	3,770	3,770	3,770
3 Net Assets	101,406	112,539	123,120
31 Unrestricted Net Assets	51,187	50,902	39,710
32 Internally Restricted Net Assets	1,000	1,000	20,550
33 Investment in Capital Assets	40,103	51,521	53,666
36 Restricted Contributions	-	-	-
37 Endowments	9,117	9,117	9,194
38 Accumulated Re-measurement Gain & Losses	-	-	-
Assets - Liabilities - Net Assets	-	-	-

POLICY TYPE:	Governance Process	NUMBER:	2003-9.
POLICY TITLE:	Board Standards, Procedures and Self-Policing	DATE:	May 2003
		REVISED:	January 2015
		REVIEWED:	October 2019

The Board shall institute standards and procedures as well as enforce sanctions in the endeavor to govern with excellence. These standards, procedures and methods of self-policing shall apply to participation/attendance at meetings, visibility at College functions, linkage activities with the community, speaking with one voice, and self-policing of a Board's tendency to stray from rigorous governance.

1. Governors shall make every effort to attend and participate in Board meetings. Attendance guidelines for such Board business require a member to notify the Chair of the Board, through the Secretary, in advance of the meeting of his or her inability to attend. The Board may terminate a Governorship, based on attendance record, as prescribed in the Board of Governors' Operating By-laws.
2. Governors shall make every effort to attend at least two (2) College functions during a twelve (12) month period.
3. Governors shall make every effort to attend Board linkage activities with the community, as apprised of such activities.
4. Governors shall, in all instances, speak with one voice on issues that concern the College. The Governors' sole voice shall be the Chair of the Board of Governors, or someone formally designated by the Chair who is authorized to speak on such issues.

POLICY TYPE: Governance Process

NUMBER: 2003-10.

POLICY TITLE: Advocacy

DATE: May 2003

REVISED: May 2009

REVIEWED: November 2019

Background

The St. Clair College Board of Governors identified the importance of developing an Advocacy Policy, strategy, and action plan. The Board indicated the need for a formal process that would allow it to respond to political, economic and social issues impacting the College, the Ontario college system and post-secondary education. The Board also identified the importance of lobbying appropriate stakeholders on key issues affecting post-secondary education.

The Board recognized that lobbying on specific issues may involve joint action with College Administration, Colleges Ontario, or other interested parties. The Board also may lobby on its own.

The Policy

The Board of Governors will advocate on behalf of the College, post-secondary education and training system on issues of concern as needed. This advocacy may be undertaken in partnership with others. The purpose of the activity is to inform, educate and persuade governments and other stakeholders.

Goals of advocacy may include:

- to raise the profile of St. Clair College, its programs and services with members of the community, governments, business, industry, students, media and other key stakeholders;
- to position the College as a major force and a valuable partner in employment, economic and community development and technological innovation in the Windsor/Essex and Chatham/Kent communities;
- to advocate for adequate funding and resources to enable the College to continue to provide for post-secondary education and training;
- to establish and maintain effective relationships with the community, business, industry, government, other educational sectors and others who can assist the Board and the College in achieving its goals; and
- to promote and market the College and its position on issues.

Relationship of Board and Colleges Ontario in Advocacy

Colleges Ontario is responsible for advocating system-wide college issues. Certain advocacy issues may require collaboration with college boards, college administrators and other organizations.

Role of the St. Clair College Board of Governors

Annually, the Board will identify and prioritize issues that require an advocacy strategy, will formulate appropriate action plans and will develop a statement of key messages concerning these issues. These key messages will serve as position statements for individual board members when representing St. Clair College's Board of Governors in speaking engagements or other advocacy activities.

Role of Individual Board Members

St. Clair College's Board of Governors is a legal corporate entity and, as such, individual Board members must represent the views of the Board as a whole when speaking on an advocacy issue, rather than presenting their individual positions.

Role of the President and the College Administration

Although the Board and College Administration will collaborate on strategic advocacy issues, the President of St. Clair College and other senior administrative staff will advocate on an ongoing basis on emerging issues.

Criteria and Process for Identification of Advocacy Issues

Colleges Ontario, through its Advocacy and Communications Committee, identifies system-wide college advocacy issues and develops strategies to deal with these issues on an annual basis. These advocacy issues are communicated to colleges through various publications and committees.

St. Clair College advocacy issues will be identified at the Board's annual planning workshop. Board members will prioritize these advocacy issues based on the needs of the College and will determine which issues the Board should focus its attention in the upcoming year.

Advocacy issues identified by a sub-committee of the Board are referred to the Board for action.

Input on advocacy issues will be sought from employees, student and alumni groups, employers of our graduates and others in the community when appropriate.

St. Clair College In The News

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St. Clair men's cross-country team looks to defend its OCAA title at Malden Park

Windsor Star - October 24, 2019

After delivering the school's first-ever national men's cross-country title a year ago, the St. Clair Saints will be looking for back-to-back OCAA titles for the first time since 1990-91 on Saturday.

St. Clair will host the OCAA championships at Malden Park with the women taking the course for the 6km race at 11 a.m. and the men's 8km race scheduled for 12 noon.

"I didn't imagine, in year four, winning the national championship as the guys did," Saints head coach Paul Boots said of last year's title. "That was a shocker."

The Saints still have pieces back from last year's championship, but freshman Carter Free has led the way and is unbeaten this season.

"I've got goals," the 19-year-old Free said. "I want to win it."

The late Gary Malloy, who was head coach of the University of Windsor Lancers, played a role in getting Free to Windsor.

"I got him in conjunction with Gary Malloy," Boots said. "Gary brought in recruit from his area and Carter was friends with him and wanted to come down and visit St. Clair College and we teamed up." Free, who is from Napanee has had no regrets about the decision.

"St. Clair seemed like the place for me," Free said. "It was really impressive. It's helped me this year because It's a really competitive team and I'm really competitive."

"The team's super nice and the coaches are super good. There are really no weaknesses and I can see why they were national champions."

Sandwich high school product Tyler Jones, who is a two-time All-Canadian, returns along with Holy Names high school grad Ricky Nepomuceno for the Saints, who figure to battle Fanshawe for the men's team title.

"It's a good group," the 20-year-old Jones said. "We're all close, but it's going to be tight."

"If we beat (Fanshawe), it's going to be tight, but it's good to have competition. Eight guys in the low 25 minutes and that's unheard of. It's great."

OCAA rookie of the year Thador Tekhli, General Amherst product Tyler Tofflemire and Riverside grad Justin Fokeringa round out the St. Clair squad.

The men's team is ranked No. 2 in the country behind Fanshawe while the women's team carries are also ranked nationally at No. 10.

It's a young St. Clair women's squad that has gotten big results from four freshmen in General Amherst grad Mya Palumbo, Holy Names product Natasha Atherton, Massey grad Trinity Davis and Massey's product Hailey Jones.

"It's such a great group of girls and we're really supportive of each other," the 18-year-old Palumbo said. "We've all improved so much over the course of the season."

Sandwich grad Jessica Hodgkin and Beth Horrobin round out St. Clair's team as the Saints aim for a podium finish at the event and qualify for nationals, which will be Nov. 9th in Alberta.

"I would like to finish in the top 10 and have our team make it to nationals," said Palumbo, who said the young team must overcome some nervousness of the event. "You've just got to take a deep breath and give it 100 per cent. As long as you do that, I can be happy with the outcome."

St. Clair Moves Forward With Additional Residence Building

WindsoriteDOTca News – October 24, 2019



St. Clair College is moving forward with a second residence building on the main Windsor campus.

The College has signed a 49-year land lease with Global Education Mihome Corporation (GEM) that allows GEM to proceed with the building and development process. They will also manage the building once completed.

GEM has signed a design and engineering agreement with Z-Modular Corporation that will incorporate approximately 512 beds with associated residential amenities. It will be built to the north of the existing residence building.

The College plans to apply the new College branding to the building with a large steel College Gryphon, including the structural steel required for its base.

Production of building units will commence at Z-Modular, in mid to late October at their Kitchener plant with plans for construction to be completed on the main campus for a September 2020 opening.



Police investigate a fatal collision on Oil Heritage Road south of Oil Springs, October 4, 2019. (Photo courtesy of the OPP via Twitter)

Charges laid in crash that killed three Windsor students

Blackburn News - October 25, 2019

A 22-year-old man now faces charges after a crash near Sarnia that killed three of his passengers.

The three, Harpreet Kour, Gurvinder Singh and Tanveer Singh, all died when [the vehicle they were in went off Oil Heritage Road](#) between Aberfeldy Line and Gum Bed Line in Dawn-Euphemia Township in the early morning hours of October 4.

The Ontario Provincial Police said all three were 19-year-old international students from India living in Windsor, and none of them were wearing seatbelts.

The driver of the vehicle was taken to the hospital.

The OPP laid nine charges against 22-year-old Jovanpreet Singh.

He faces one count of obstructing a peace officer, one count of criminal negligence causing bodily harm, and one count of dangerous operation of a motor vehicle causing bodily harm. He is also charged with three counts each of dangerous operation of a motor vehicle causing death, and three counts of criminal negligence causing death.

The charges have not been proven in court.

Police said he is expected to appear in court in Sarnia Friday.

Windsor driver charged in triple-fatal crash outside Petrolia

Windsor Star / London Free Press
October 25, 2019



Police investigate a rural crash of a single vehicle Oct. 4 in Lambton County south of Petrolia. Three people were pronounced dead and one other rushed to hospital. (Louis Pin/The Sarnia Observer)

A 22-year-old man is facing a string of charges, including criminal negligence causing death, after a single-vehicle crash southeast of Petrolia that killed three St. Clair College students.

Jövanpreet Singh, 22, of Windsor is charged with three counts each of dangerous operation of a motor vehicle causing death and criminal negligence causing death.

He is also charged with one count each of dangerous operation of a motor vehicle causing bodily harm, criminal negligence causing bodily harm and obstructing a peace officer.

Singh was held in custody and is scheduled to appear in Sarnia court Friday.

The fatal crash happened Oct. 4 at about 1:30 a.m. on Oil Heritage Road between Gum Bed Line and Aberfeldy Line on a stretch of road that sharply curves east before continuing due south toward Chatham-Kent.

The battered car came to rest in a grassy field beside Oil Heritage Road.

Tanveer Singh, Gurvinder Singh and Harpreet Kour, all 19 years old, were killed in the crash.

They were from India's Punjab state and were in Canada studying business at St. Clair College.

Driver Charged in Crash that Killed Three St. Clair Students

AM800 CKLW - October 25, 2019



An OPP officer works at the scene of a crash that left three people dead in Oil Springs, Ont. on Friday, Oct. 4, 2019.

A Windsor man has now been charged in a fatal crash in Lambton County that killed three St. Clair College students.

On October 4, 2019, emergency crews were called to Oil Heritage Rd. for a single vehicle crash.

Three people in the vehicle were pronounced dead at the scene.

The three victims were international students from India, who were studying at St. Clair College.

Police say they were not wearing seatbelts.

The victims were identified as Harpreet Kour, Gurvinder Singh and Tanveer Singh. All were 19-years-old

The driver was taken to the hospital as a precaution.

22-year-old Jovanpreet Singh has now been charged with three counts of dangerous operation of a motor vehicle causing death, three counts of criminal negligence causing death, one count of dangerous operation causing bodily harm, one count of criminal negligence causing bodily harm and one count of obstructing a peace officer.

He is being held in custody and is scheduled to appear in court in Sarnia on October 25, 2019

Driver charged in fatal collision that killed three Windsor students

The Sarnia Observer - October 25, 2019



Police investigate a rural collision Friday morning after an overnight, single-vehicle collision in Lambton County south of Petrolia. Three people were pronounced dead and one other rushed to hospital. (Louis Pin/The Observer)

A 22-year-old student from Windsor is facing several charges, including criminal negligence causing death, after a single-vehicle crash southeast of Petrolia that killed three business students from St. Clair College.

Jovanpreet Singh, 22, also studying at St. Clair College, is charged with three counts each of dangerous operation of a motor vehicle causing death and criminal negligence causing death.

He is also charged with one count each of dangerous operation of a motor vehicle causing bodily harm, criminal negligence causing bodily harm and obstructing a peace officer.

The last charge was due to multiple incidents of fraudulent information given to police following the incident, according to the court.

Singh, an international student and member of Windsor's Sikh community, was held in custody and spoke through a Punjabi interpreter in Sarnia bail court Friday morning.

The case was put over because a surety could not be assigned immediately. A bail hearing will take place Thursday, Oct. 31, as requested by Singh's Brampton-based lawyer.

A publication ban was ordered on information presented at the bail hearing.

The college refused to comment on Singh or his registration at the school, but a member of a Sikh temple in the border city confirmed the 22-year-old is enrolled there.

The Sikh temple member, Ekam Grewal, added Singh had visited the temple in the past but was not a regular attendee.

The fatal crash happened Oct. 4 at about 1:30 a.m. on Oil Heritage Road between Gum Bed Line and Aberfeldy Line on a stretch of road that sharply curves east before continuing due south toward Chatham-Kent.

The battered car came to rest in a grassy field beside Oil Heritage Road. A number of vehicles stopped by the side of the road to help the investigation.

Singh is not to communicate with any witnesses as ordered by the court.

Tanveer Singh, Gurvinder Singh and Harpreet Kaur, all 19 years old, were killed in the crash.

They were from India's Punjab state and were in Canada studying business at St. Clair College.

The Sikh temple in Windsor will host a toned-down Diwali celebration tomorrow, omitting some aspects of the festival out of respect for the three students who died in the crash.

St. Clair women's volleyball team aims high while men's squad ready for a reset

Windsor Star - October 25, 2019

The St. Clair Saints volleyball season gets underway on Saturday with the women's team looking for redemption while the men's team prepares for a reset.

The women open on Saturday against Cambrian College at 2 p.m. at the SportsPlex and will stay at home on Sunday to face College Boreal at 12 p.m. The men follow the women with a 4 p.m. match with Cambrian on Saturday and a 2 p.m. match with College Boreal on Sunday.

"Very motivated by last season," said St. Clair women's head coach Jimmy El-Turk, who begins his fifth season. "We will continue to work on being ready to perform with a target on our back."

St. Clair posted a solid 15-3 record to finish in second place in the West Division, but the team was upset in the quarter-finals.

"This group is working harder than any group we've had during my tenure," El-Turk said. "Hopefully, we can be mentally prepared down the stretch to get over the hump."

Eight players return this season led by third-year outside hitter Te-Anna Stephenson, who paced the West Division in scoring, along with fifth-year libero Julie Ann Milling, who was a first-team all-star.

"Te-Anna's offensive presence will be relied on again as well as her growing leadership in the locker room," El-Turk said. "Julie Ann's steady reception, defence and veteran presence will be very key."

The Saints are also counting on the setting duo of Kim Quintanilla, who is a St. Joseph high school product, and Rileigh Davis while the club hopes to get contributions from a trio of first-year players in outside hitter Chantal DeVlugt, middle blocker Keyome Ellis and outside hitter Baylee Mailloux, who is a St. Anne high school grad.

"Our goal is to be an elite blocking team and I think we have the personnel to do so," El-Turk said. "Our strength is on the offensive side of the ball. If we can improve our soft skills, especially defensively, that will help us to be more balanced."

"Winning is always the goal. Those are the goals of our program and the team, this year, has mirrored that with their goals. I expect us to grow as the season goes and battle our way through some of our inconsistencies in hopes of being sharper and healthy in February."

While the women have high expectations, first-year head coach Shawn Reaume will try to point the Saints in a new direction.

"The biggest challenge has been getting a mixed group of older and younger athletes, with a wide range of experience and volleyball knowledge, onto one system of play," Reaume said. "The learning curve has been steep in a short time and won't slow down much."

Rob Lynch stepped down as head coach after 10 seasons a year ago following a 5-13 season for the Saints, which saw the club finish eighth in the East Division and exit in the first round of the playoffs.

Six-foot-six outside hitter Frankie Friesen, from Tilbury, and outside hitter Ryan Acott, who is a Kennedy high school product are two key returnees. Middle Ubert Batista and outside hitter Julien Miletic, who is also a Kennedy grad, return after a two-year absence.

Reaume is also relying on freshmen Simran Pahal and six-foot-six middle Logon Ondricko, who is from St. Anne.

“The key to success will be to focus on controlling what we can control and play our game, no matter what’s happening on the other side of the net,” Reaume said.

Free community mediation service launches in Windsor-Essex

Windsor Star - October 29, 2019



Joyce Zuk, executive director, Family Services Windsor-Essex, is joined by St. Clair's Randy Seneniuk, left, chair, School of Community Studies, and Elizabeth Strutt-MacLeod, centre, social justice and legal studies co-ordinator, as she announces the launch of Community Mediation Windsor-Essex, Tuesday, Oct. 29, 2019. The free service helps individuals and families resolve conflicts or disagreements. Dax Melmer / Windsor Star

Need help settling a dispute, but don't want lawyers involved? A new, free mediation service in Windsor and Essex County is ready to lend a hand.

Community Mediation Windsor-Essex launched Tuesday with an arsenal of 20 trained volunteers ready to clear up disagreements at no cost to the parties butting heads.

"We're here to teach folks how to resolve a conflict," Family Services Windsor-Essex executive director Joyce Zuk said at the organization's launch event. "Instead of litigating an issue, we can bring two parties together in a way that might preserve their relationship."

The new organization was born from a collaboration between Family Services Windsor-Essex, the Windsor-Essex Bilingual Legal Clinic, and St. Clair College. It's been five years in the making, and no other free service like it exists in the region, Zuk said.

"This is very different in that it's a community clinic," Zuk said. "Our clinic is a voluntary clinic — the decisions and the support of the mediators would not be binding on the two parties."



Joyce Zuk, executive director, Family Services Windsor-Essex, announces the launch of Community Mediation Windsor-Essex, Tuesday, Oct. 29, 2019. The free service helps individuals and families resolve conflicts or disagreements. Dax Melmer / Windsor Star

How it works: the organization first decides whether mediation is right for an inquiring person and for his or her problem. If it's determined mediation is the way to go, a paralegal student from St. Clair College will walk the person through a short intake process over the phone. Then, a volunteer mediator listens to each party separately, arranges a convenient time and location to meet with both sides together, and helps them identify a satisfactory solution.

This is very different in that it's a community clinic

"It takes hours, but it really does work," said volunteer mediator Jody Bridgewater, also a social worker with Family Services Windsor-Essex. She's seen the need for free mediation services in her clients' experiences, and decided to take the training to help on her own time.

"My client might be a little bit apprehensive about approaching a landlord because there's a power differential there," Bridgewater said. "They might feel they need an advocate. That's a reason I wanted to volunteer."

She added, "I think people just want to be heard, and quite often when two people try to resolve conflict on their own, they don't hear each other."

In addition to performing the intake process, the nearly 120 students in the St. Clair College paralegal program will also do administration for the organization behind the scenes, and gain practical experience shadowing mediators.

Zuk said one aim of the organization is to divert cases from court, and therefore alleviate stress from the justice system.

Mediators might help resolve disagreements between neighbours, roommates, colleagues, homeowners and contractors, and more, Zuk said. She gave the specific example of seniors suffering financial elder abuse, who are hesitant to take legal action against a son or daughter.

“We have found in those cases, mediation can be very effective to stop the abuse from taking place to resolve the conflict, but also to maintain the relationship.”

Mediation will be offered in English and French, with interpreter services available upon request.

To inquire about the mediation service, email info@cmwe.ca or call 519-946-3277. The organization’s website is cmwe.ca.

'An alternative to going to court': Family Services Windsor-Essex launches new community mediation program

The volunteer-driven program will provide mediation services as a way of resolving all manners of conflict

CBC News · Oct 30, 2019



Family Services Windsor-Essex executive director Joyce Zuk says the new community mediation program will help families, friends, co-workers and even landlords and tenants resolve disputes. (Tahmina Aziz/CBC)

A community mediation service five years in the making launched Tuesday, promising to help Windsor-Essex residents resolve conflicts with family members, friends, as well as co-workers, roommates and even landlords.

Run by Family Services Windsor-Essex (FSWE) in collaboration with St. Clair College, the new program relies on 20 community volunteers to help residents resolve interpersonal conflict.

"Folks can reach out to us by phone or by email. A brief intake process takes place, where we're going to ask a few questions about what that conflict is to make a determination whether the type of conflict ... is appropriate for mediation," said Joyce Zuk, executive director at FSWE.

If the conflict is deemed program-appropriate, two volunteer co-mediators will get in touch with all involved parties in order to set up a time and place for mediation.

Zuk said volunteer mediations are "from many different walks of life," and aren't necessarily individuals with legal expertise.



Elizabeth Strutt-MacLeod is coordinator of the paralegal program and the social justice legal studies program at St. Clair College. (Tahmina Aziz/CBC)

Elizabeth Strutt-MacLeod, coordinator of the paralegal program and the social justice legal studies program at St. Clair College, explained that the volunteers are "well-established in the community and [have] all kinds of different roles and capacities with all kinds of different backgrounds from different cultures with different languages."

Additionally, though St. Clair College students will aid in administrating some aspects of the program — and will also be able to shadow mediation sessions with permission — Strutt-MacLeod said that none of the current roster of mediators are existing students.

"Our current students will have the opportunity of taking part in training at a future date also to become mediators," she added.

Before embarking on any mediation, however, volunteers must undergo approximately 21 hours of training to handle conflict.

Jody Bridgewater, a social worker, volunteer trusteeship worker and volunteer mediator with FSWE said she was excited to go through program training.

Our current students will have the opportunity of taking part in training ...- *Elizabeth Strutt-MacLeod, St. Clair College*

"It was at times overwhelming ... because the skills that you need to be a mediator are pretty vast," she said. "You need to be able to look for signs and cues and be able to step in and take breaks."

Bridgewater added that it's not uncommon for mediation to take several hours, even for a single session, because working through conflict requires time and patience.

"And when necessary, sometimes it needs to be stopped and you might have to reconvene on a different date, and that's OK," she said.

Though Zuk said she's not sure how many people will utilize the service, she said the program is nonetheless necessary because it eliminates the need for genuine legal intervention — something that isn't always an option for those seeking conflict resolution.

She pointed to instances of elder abuse or financial abuse as examples of situations when legal intervention isn't always the best solution to interpersonal issues.



Jody Bridgewater wears a number of hats at Family Services Windsor-Essex, but she's also one of 20 volunteer mediators. (Tahmina Aziz/CBC)

"Oftentimes ... the senior parent is very reluctant to take legal action against their son or daughter, and we found in those cases mediation can be very effective to stop the abuse from taking place, to resolve the conflict, but also to maintain the relationship," Zuk said.

Strutt-MacLeod echoed Zuk's comments.

"People need an alternative to going to court ... because not all disputes have a legal basis even to them," said Strutt-MacLeod. "Our feeling is that it's important to be able to help build relationships and rebuild relationships."

She said that mediation is able to facilitate rebuilding fractured relationships.

"Even if you don't come to a [resolution] that day over that specific dispute, even if people agree to disagree, the positive part of having had that mediation is that we're now empowered those individuals with skills and the ability to be able to communicate again with each other."

FSWE's mediation services are free, and the organization began accepting requests for mediation on Tuesday.



Joyce Zuk at the launch of Community Mediation Windsor-Essex, October 29, 2019. (Photo by Maureen Revait)

New avenue for conflict resolution in Windsor-Essex

Blackburn News - October 30, 2019

A new community collaboration is giving residents an opportunity to solve conflicts outside of the legal system.

Community Mediation Windsor-Essex is a free service offered by St. Clair College, Windsor-Essex Bilingual Legal Clinic and Family Services Windsor-Essex.

“It’s giving Windsor and Essex County an opportunity for individuals who may be in a conflict or trying to resolve that conflict,” said Joyce Zuk, executive director at Windsor-Essex Family Services.

Anyone in need of a mediator can contact the service, whether it be neighbours, co-workers, or family members. After a short intake process to determine if the conflict is appropriate for the service, the parties involved would be assigned a mediator. Mediators are community volunteers from all walks of life who have been trained to facilitate communication between the two parties.

“Our clinic is a voluntary clinic, the decisions and the support of the mediators would not be binding on the two parties,” said Zuk.

Funding for the program comes from the three organizations involved. St. Clair College students will be responsible for the administration of the program.

Elementary school provides on-site learning lab for ECE students

Kindergarten students at Winston Churchill Public School and students in the St. Clair College early childhood education are spending a lot of time together in an on-site early learning lab.

Chatham Daily News - October 30, 2019



Winston Churchill Public School kindergarten students Zeynap Kahya, 5, left and Archer Birkin, 5, and principal Sandi Cook, showoff the new early learning lab that is key to a partnership that has students in the St. Clair College early childhood education gaining experience while working with kids at the Chatham elementary school. (Ellwood Shreve/Chatham Daily News)

Kindergarten students at Winston Churchill public school and students in the St. Clair College early childhood education are spending a lot of time together in an on-site early learning lab.

Details of a partnership between the college, the Lambton-Kent District school board and the Municipality of Chatham-Kent were shared Wednesday during a media conference at the Chatham elementary school.

Chatham-Kent has donated \$20,000 to furnish a classroom provided by the board at Winston Churchill that serves as an early learning lab for St. Clair College early childhood education students to gain valuable experience working with both kindergarten students and teachers.

Principal Sandi Cook was excited when approached about hosting this partnership.

“I really felt that it would be win-win for our students as well as the (early childhood education) students,” she said. “Our students are really benefiting from the rich learning that is happening through those (early childhood education) students, as well as an opportunity to play and learn and explore in that wonderful, beautiful classroom.”

St. Clair College president Patti France said the partnership represents a “marvellous win” for the early childhood education students.

“Nothing is more essential for an effective post-secondary education than obtaining practical, real-world experience that can only be acquired in a workplace setting,” she said.

Mayor Darrin Canniff said this type of arrangement only works if you have willing partners, which he added is the case in Chatham-Kent.

“The beauty is we have a number of willing partners saying, ‘Let’s partner up, that’s where we’re going to get the most bang for buck and deliver great services,’ he said.

“I’m confident this will come out with some wonderful results and people across the country are going to start implementing what we’ve just done here. That is tremendous. It really makes a statement for us here in Chatham-Kent with the (school) board, the college, the municipality. ... I’m excited.”

Kelly Emery, Chatham-Kent’s director of child care and early years division, said the Ministry of Education is asking that a presentation on the partnership be made throughout the province to show other schools what partnerships look like in Chatham-Kent.

“We have such collaboration here. It’s highly looked upon from other areas,” she said.

Emery said the same type of partnership that is at Winston Churchill exists with the St. Clair District Catholic school at St. Ursula School in Chatham.

She noted it’s not just the students and families at the school who benefit because the early learning labs can be used to serve the community.

“Our EarlyON Child and Family Centres will be able to come into this setting and do ‘pop-up’ programs for children and families from 0-6,” Emery said.

She said parents and children can come to get education on such things as toileting and sleeping or to do a baby weigh-in.

“It’s set up to meet the needs of everyone,” Emery said.

If the school has some special needs students who require occupational or physical therapy needs, she noted “the clinicians can actually come in ... and offer services to children in this room.”



Officials from Chatham-Kent, the Lambton-Kent District School Board, and St. Clair College cut the ribbon to open an early learning lab at Winston Churchill Public School in Chatham. (Photo courtesy of St. Clair College)

\$20,000 donated to create early learning lab

Blackburn News - October 31, 2019

A donation from Chatham-Kent has led to a unique partnership between St. Clair College and the local public school board.

The municipality donated \$20,000 to furnish an early learning lab at Winston Churchill Public School in Chatham for students in the Early Childhood Education (ECE) program at the college.

The Lambton-Kent District School Board donated the classroom space, which was unveiled at a ribbon-cutting ceremony on Wednesday.

The program sees up to 15 kindergarten students brought in with their educators to interact with the ECE students. The college students then go to the kindergarten classrooms to work with the children.

“We are thrilled to be able to offer this learning space at Winston Churchill Public School and to partner with St. Clair College’s ECE program,” said Ben Hazzard, Superintendent of Education, Early Years/Elementary at Lambton Kent District School Board. “Our staff and students in the Kindergarten program greatly benefit from having young and enthusiastic ECE students in their classrooms each week. We know this partnership will provide wonderful learning opportunities for both the ECE students at St. Clair College and the Winston Churchill Public School staff and students for years to come.”

Brenda Huff, the ECE coordinator at St. Clair College’s Chatham campus, said building relationships is a big part of the work that’s done by Early Childhood Educators. “You have relationships with children. You have relationships with teachers. If you’re in a school setting, you have relationships with the principal and other personnel in the school. So they’re just getting to practice that relationship-based part of our profession. And that’s not minor in our work.”

The municipality said it was happy to help fund the initiative because it is responsible for providing early years programs and services in Chatham-Kent.

The classroom at Winston Churchill will also be used for pop-up EarlyOn Child and Family Centres Program, which is geared to parents and children 0-6.



Officials from Chatham-Kent, the Lambton-Kent District School Board, and St. Clair College attend the opening of an early learning lab at Winston Churchill Public School in Chatham. (Photo courtesy of St. Clair College)

Essex County's tropical, forgotten fruit ready for revival

Windsor Star - October 31, 2019



St. Clair College chef and culinary instructor Michael Jimmerfield shows off pawpaw fruit Wednesday Oct. 30

Tracey Colenutt is waiting for the pawpaw, a forgotten fruit of Southwestern Ontario, to make a comeback.

"It's our most tropical fruit we have in Essex County or all the way up to Niagara Falls in the Carolinian forest," Colenutt said. "Most people don't even know a pawpaw tree is a fruit tree."

The Leamington man has thousands of seeds and pawpaw tree seedlings and says he has no problem selling the native trees once people sample the sweet fruit that tastes like a banana custard. The fruit was used by the First Nations and early settlers but now there are only about a dozen stands of the rare pawpaw trees left in the Essex region, he said.

St. Clair College chef and culinary instructor Michael Jimmerfield said he thinks people would like the fruit that is like a custard and gets all your taste buds going.

"It's pretty unique," Jimmerfield said Wednesday after working with the pawpaw for the first time. "Like a lot of the exotic fruits, when you think of quince, guava, even mangosteens, it's really got a unique feel."

Jimmerfield is using the pawpaw fruit for a marinade for pork kebobs for a Sunday event with tree-expert and author Diana Beresford-Kroeger.



Tracey Colenutt of Leamington is growing thousands of pawpaw tree seedlings and hoping someone will eventually start an orchard of them. Courtesy of Tracey Colenutt / Windsor Star

Colenutt helped another local man harvest 35 pounds of fruit for the special event. The fruit becomes ripe in mid-September and the season lasts about three weeks. Colenutt said if kept cool the fruit will last another month and he also removes the large seeds and freezes the creamy flesh. He uses the sweet fruit as a substitute for bananas in smoothies and loaves.

At first he liked the look of the tree with large leaves.

“It’s our one tropical-looking tree that we have in Essex County,” he said. “It’s nice to watch on a hot summer day because you can kind of think you’re down in the tropics.”

Colenutt collected seeds and planted about 1,300 pawpaws per year for the last three years in large containers. He moves some of the seedlings to their own pot, puts a sign up and sells them from his yard on Highway 77 north of Highway 3 in Leamington during the summer. He still has thousands of the seedlings — they stay small if he doesn’t move them to their own pot — and he hopes someone will start a pawpaw orchard. There are pawpaw orchards and festivals in the United States including in Ohio.

“It’s organic and I think that’s what people are going for right now.”

While some places charge \$40 for one seedling, he said he sells them for \$10 during the summer to get people growing them and cover some of his hobby’s expenses.

The Pelee Island Bird Observatory is holding a special pre-event reception for Beresford-Kroeger Sunday at 5:30 p.m. at St. Clair College where the pawpaw pork will be one of the appetizers inspired by the early First Nations diet. Tickets are \$30 each. Email education@pibo.ca or visit pibo.ca to buy tickets.

The website also has tickets for the main event at 6 p.m. which includes pawpaw trees for sale and the 7 p.m. speech.



PHOTOS: St. Clair College Packed For A Green Carpet Event With Diana Beresford-Kroeger

WindsorDOTca News – Sunday, November 3, 2019



Canadian botanist, biochemist and author Diana Beresford-Kroeger filled the Student Life Centre at St. Clair College with a crowd excited to hear her insights into the life of trees and wisdom.

Diana spoke of her life and how it led her to the crucial ideas she's written about, showing the audience how forests can "not only heal us but save the planet".

She is the author of multiple books, including: *To Speak for The Trees: My Life's Journey from Ancient Celtic Wisdom to a Healing Vision of the Forest*, *The Sweetness of a Simple Life: Tips for Healthier, Happier and Kinder Living Gleaned from the Wisdom and Science of Nature* and *The Global Forest: Forty Ways Trees Can Save Us*.

Attendees were also able to enjoy a "green carpet" of faux grass at the entrance of the Student Life Centre for photo opportunities, giving the event a green feel from start to finish.





Windsor Muslim community raising money for new elevator

Elevator needed for disabled youth, elderly, strollers

CBC News · Nov 04, 2019



Mohamad Nadi, left, and Ahmad Bazzi, right, of the Iman Hussain Foundation pose in front of the elevator that needs replacing. (Dale Molnar/CBC)

Nineteen-year-old Mohamad Nadi was born with cerebral palsy and has been in a wheelchair all his life. Nadi was always able to use the elevator at the Imam Hussain Foundation on Janette Avenue, until approximately two years ago when the elevator broke down.

Since then, friends have had to help him use the winding staircase to the basement to attend the youth group in which he participates.

Now, Nadi is involved in a fundraising campaign to replace the elevator.

"This isn't about me. This is about the future generations of people who want to come here and learn and perform their practices," said Nadi, a St. Clair College student. "But if they can't do that, again we'd be excluding so many members of the community."

The Muslim community has turned to social media, as well as community members, to raise approximately \$180,000 needed to replace the elevator.

"So you need the elevators. You need the ramps. You need to be able to give people the full degree of movement and ability to come to the mosque itself to benefit and benefit others as well," said Ahmad Bazzi, a youth group coordinator and student at the foundation who serves as the chair of the fundraising campaign.

Bazzi and Nadi say the elevator is necessary for three students in the youth group, as well as elderly worshipers and people with strollers who want to access lecture halls on the second floor and basement, in addition to the library on the second floor.



A winding staircase is the only way members of the Imam Hussain Foundation have to access the building's basement and second floor. (Dale Molnar/CBC)

"I need time to go upstairs. The elevator is better for me, 100 per cent," said Abdo Abdel Hussain, 76, who had knee surgery four months ago.

While the mosque has until 2025 to comply with accessibility regulations under the Accessibility for Ontarians with Disabilities Act, Bazzi wants the money raised by next April, with work completed on the elevator three or four weeks after that.

So far, they have raised \$25,000 from members and an additional \$1,600 through online donations.

"Everybody has the right to fulfill their religious obligations or perform their religious practices," said Nadi, adding without the elevator, many are being denied their rights.

Building film culture takes community: CBC WIFF filmmakers panel

'It's the community that makes it possible' says one filmmaker

CBC News · Nov 05, 2019



A panel of local filmmakers joined CBC Windsor host Chris Ensing Monday at the St. Clair Centre for the Arts as part of the Windsor International Film Festival. (Simon Rice/CBC)

With a live audience, the discussion looked at how the community helps bring films to life and the benefits of making films in Windsor rather than places like the Greater Toronto Area.

"After all this hard work, to see it on the screen ... it's the community that makes it possible," said Asil Moussa, one of the panelists.

Professor and filmmaker Kim Nelson moved to Windsor from Vancouver and praised the climate and cost of living in Windsor for why more films should be made locally.

WIFF executive director Vincent Georgie agreed, but said there needs to be more here for filmmakers — tax breaks, rental shops and more.

"You need a basic infrastructure to make [filming] physically possible ... what services exist in Windsor that you can rent? Those things have to be part of it," said Georgie.

As the chief programmer, Georgie said seeing WIFF come to life each year makes the team proud of the platform they're providing to local filmmakers.

"We're really proud to support [filmmaking]," said Georgie. "To build film culture, you have to have festivals."

The Windsor International Film Festival is an annual Windsor staple.

Saints Remain Unbeaten in OCAA Hoops

AM800 CKLW – November 6, 2019



St Clair College Saints logo (AM800 file photo)

The St. Clair College men's basketball team has improved to 5-0 on the season with a 91-85 win over Lambton College in Sarnia Tuesday in OCAA action.

David Gomez Jr. led the Saints' attack with 32 points, three rebounds, three assists and two steals. Glynn Willis-Paris added 18 points and nine rebounds.

St. Clair trailed 45-43 at the half and by eight points after three quarters, but the Saints outscored the Lions 31-17 in the final quarter to complete the comeback.

The Saints are ranked #2 in Ontario and #11 in Canada, according to the latest rankings.

In the women's game, Logan Kucera and Jana Kucera each scored 21 points.

St. Clair is now 3-1 and ranked #3 in Ontario and #11 in Canada.

Educating children together

November 6 , 2019



Chatham-Kent Mayor Darrin Canniff and St. Clair College President Patti France get down to kid level at Winston Churchill School in Chatham recently. The municipality donated \$20,000 to help create a partnership between the college and the Lambton-Kent District School Board to fuel the Early Childhood Education program.

A \$20,000 donation by the Municipality of Chatham-Kent has allowed St. Clair College and the Lambton Kent District School Board (LKDSB) to create a unique partnership involving students in the Early Childhood Education (ECE) program and Kindergarten students at Winston Churchill Public School.

A classroom was donated by the school board to be used as an early learning lab, and the municipal funds were used by the college to furnish the room.

The program focuses on building positive relationships between the children and the college students. Up to 15 kindergarten pupils are brought into the ECE classroom with their educators to interact with the college students. The scenario is then rotated, and the college students head over to the kindergarten classrooms to work with the children.

“We are thrilled to be able to offer this learning space at Winston Churchill Public School and to partner with St. Clair College’s ECE program,” said Ben Hazzard, Superintendent of Education, Early Years/Elementary at LKDSB, in a media release. “Our staff and students in the Kindergarten program greatly benefit from having young and enthusiastic ECE students in their classrooms each week. We know this partnership will provide

wonderful learning opportunities for both the ECE students at St. Clair College and the Winston Churchill Public School staff and students for years to come.”

Brenda Huff, the ECE co-ordinator at St. Clair College’s Chatham campus, said building relationships is a big part of the work that’s done by Early Childhood Educators. “You have relationships with children. You have relationships with teachers. If you’re in a school setting, you have relationships with the principal and other personnel in the school. So they’re just getting to practice that relationship-based part of our profession. And that’s not minor in our work.”



Kelly Emery, the director of Child Care and Early Years Division in Chatham-Kent, said the municipality was happy to help fund the initiative because it is responsible for providing early years programs and services that meet the needs of the community.

She said it not only makes sense for the college and the school board to form a partnership, but it helps the municipality with the development of its own programs for young children and families.

The classroom at Winston Churchill Public School will also be used for pop-up EarlyOn Child and Family Centres Program, which is geared to parents and children aged 0-6.

“I love the concept of it,” Emery said. “It’s a great collaboration and it just shows Chatham-Kent as being a leader in continued integration of seamless services for families,” Emery said.

St. Clair College President Patti France praised the program as one that will benefit students of all ages.

“The school children will enjoy enhanced services to foster their intellectual, emotional and social development, while the College’s ECE students will obtain the workplace experience and professional mentorship that is so essential to their education,” she said. “We thank Chatham-Kent’s municipal government and the Lambton-Kent District School Board for including us in this innovative new partnership.”

Mark Benoit, Chair, School of Academic Studies Chatham-Kent, said he is proud of the leadership shown by those behind this initiative.

“I have witnessed firsthand the positive impact the new ECE learning lab has had on the elementary students and the college students. The partnership is setting an example for the province by providing an innovative approach to educating ECE students.”

Surge in international students forcing colleges to step up anti-cheating campaigns

London Free Press - November 7, 2019



International students are boosting the bottom lines of Ontario's community colleges, but they also are forcing schools to pay closer attention to cheating.

St. Clair College, based in Windsor with a campus in Chatham, created the position of academic integrity co-ordinator after a surge in enrolment of international students was accompanied by a spike in cases of academic misconduct including plagiarism and using prohibited materials on exams.

Fanshawe College plans to create a similar position to educate students about the school's rules for assignments and exams.

Officials at both schools say cheating isn't limited to international students, but they face different pressures than Canadian students and come from different backgrounds.

Waseem Habash, vice-president of academics at St. Clair, said the school has experienced "tremendous growth" in international students who make up about a third of St. Clair's 12,800 full-time students.

When the influx began about three years ago, the school had about 500 cases of academic misconduct, half involving plagiarism, he said. The number included international and Canadian students.

"After considerable research, we determined that international students did not really understand that copying material from the internet or other sources is considered cheating," Habash said in an email.

"International students have a lot of pressure to succeed when they are sent abroad to study," he said. "It is a very heavy financial investment for their families and failing is not an option. The motivation for them to cheat is simply a matter of doing everything they can to pass."

The students caught cheating three years ago had to repeat their work and five students were suspended, Habash said. The school appointed an academic integrity co-ordinator to run mandatory workshops for students.

"Our number of incidents has declined considerably," he said. "We are at less than 200 incidents now with no suspensions in the last two years."

At Fanshawe's main campus in London, more than a third of the 18,000 students are international students from 83 countries.

"It's been a gradual growth over the last 10 years. Five or six years ago we had a real bump in growth," said Mary Pierce, dean of the faculty of business and chair of the school's academic integrity advisory group.

"There are definitely cultural issues from a variety of countries where people have different types of understanding of what plagiarism is," she said. "That's why it's so important to provide all kinds of education and support for those students."

The college has modified its policies to ensure students understand "what academic integrity is," Pierce said.

Students are required to complete a mandatory educational module on academic integrity.

Discipline for students caught cheating is gentle at first, Pierce said.

"Their first offence is generally a warning, then they get a whole bunch of educational supports to help them know where they went wrong," she said. "Quite often it is a misunderstanding."

Fanshawe had 852 academic offences in 2016-17, with 907 the following year, Pierce said.

About 75 per cent of those were plagiarism-related incidents while the next largest type of offence was using unauthorized materials as aids during exams.

The executive director of the Canadian Federation of Students said the onus is on universities and colleges to provide more support for international students who are coveted by schools because they pay much more in tuition than Canadian students.

Cheating is not necessarily "a cultural misunderstanding" for international students who are "often students of colour," Hildah Otieno said.

"One of things we advocate for is they are not given the proper supports to succeed," she said. "They are not given the proper tools and advice. If you are to call various student unions that help students advocate for themselves when they are caught plagiarizing or poorly quoting things, (you will find) they are not given the supports before they get to that point."

An expert's take

James M. Lang, a professor of English at Assumption College, in Worcester, Mass., and author of *Cheating Lessons*, a book exploring the root causes of student cheating, said research points to higher rates of cheating among international students.

One of the reasons may be that plagiarism is easier to detect in students writing in a second language, he said.

"A shift in register from less complex to very complex prose style often signals plagiarism to a teacher, and that shift can look more dramatic in second-language prose. So, it might be the case that plagiarism among international students is just easier to spot, rather than more prevalent," Lang said.

Another form of cheating is what is known as "unauthorized collaboration," he said.

"International students often cluster together on campus to help and support one another, so it's understandable that they would want to help each other with their academic work," Lang said. "They are far from home, under immense pressure to succeed, working in a second language, and sometimes those things can tip into academic dishonesty."

Benefits of 4,000 students finally felt in downtown

Windsor Star - November 7, 2019



Ricky Terry, an independent contractor, lays tile down inside House of India Restaurant on Ouellette Avenue in Windsor on Thursday, November 7, 2019. Taylor Campbell / Windsor Star

After several years of college and university programs moving downtown it appears the student population has reached a critical mass — close to 4,000 — where businesses are finally opening up to serve them.

A prime example are two hip vintage clothing stores, Interrobang Vintage and Low End Co., about to open a block apart on Pelissier Street. Interrobang co-owner Cole Fortier said he and partner Ryan Champagne were operating the store in Walkerville, they noticed many customers were students and young people who complained about travelling so far east.

“We decided, why not move into the heart of that student demographic,” said Fortier, who said they were helped by incentives from the Downtown Windsor Business Improvement Association. Low End, a store with a similar cool aesthetic, is moving from Sandwich to Park Street and Pelissier.

“I’m really happy we’re going to create a new little vintage shopping area on Pelissier,” said Fortier.

It’s not one thing that can change it, it’s a myriad of things and I think these are steps making it better

These are just some of the examples of businesses opening or expanding at least in part because of the student influx.



Ricky Terry, an independent contractor, lays tile down inside House of India Restaurant on Ouellette Avenue in Windsor on Thursday, November 7, 2019. Taylor Campbell / Windsor Star

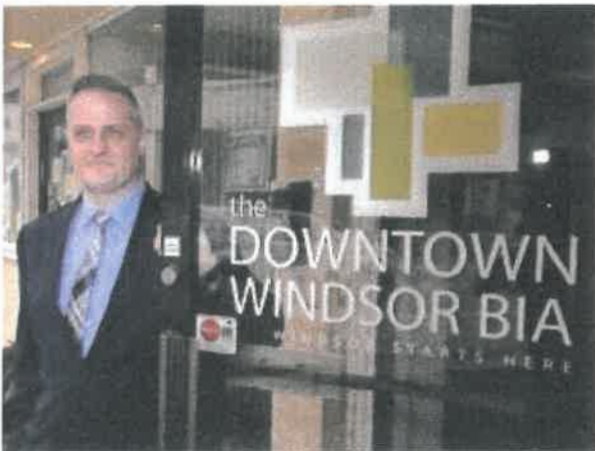
BIA chairman Brian Yeomans said “there are some really exciting changes happening,” downtown, countering the bad news earlier this year of prominent names like Starbucks and BB Branded moving out.

There are still many vacant storefronts along Ouellette and University avenues, but BIA executive director Debbie Croucher says downtown is on the upswing.

Maiden Lane Wine and Spirits and Whiskyjack Boutique, a Canadian-made souvenir shop, recently opened on Maiden Lane. A West African restaurant is coming, as is a photography business and a new Indian food outlet on Chatham Street. On Ouellette, the existing House of India restaurant is in the midst of an expansion to almost double its size.

Owner Rajinder Bains said business really starting picking up six or seven months ago, so he’s taking over the vacant store next door and completely renovating so he can provide a buffet for the busy lunch crowd.

“Now, there’s a lot of international students,” he said.



Brian Yeomans, chair of the Downtown Windsor BIA. Nick Brancaccio / Windsor Star

The number of downtown students has roughly tripled in the last few years. The university has a total of roughly 1,000 students, faculty and staff. The college has 2,828 students, with 400 more expected during the winter term. Croucher said that in just the last six or seven weeks there have been news of four or five new businesses announced downtown.

“I think it is a response to the influx of students in the core,” she said, explaining that having “more boots on the ground” has only been felt in recent months.

“We’re actually getting quite a few inquiries (from prospective businesses), so the uptick is definitely there.”

Windsor’s first legal cannabis store is about to be located on Ouellette, as is a new law firm. There are a couple of shared workspace businesses on the way, offering office facilities in the works. There is also serious talk about a new coffee shop on Ouellette to fill the void left by Starbucks’ departure. A new bar called the the Chelsea Coal Fired Pizza and Ultra Pub is set to open later this month on Ouellette, and the owners of Phog Lounge have a new second-floor live music venue called Meteor on University.

Nearby, at Pelissier and University, Craft Heads Brewing Company owners Bryan Datoc and Steve Fabischek are starting a major expansion, taking over and renovating two vacant storefronts a short distance south on Pelissier.

“There’s stuff going on downtown,” said Datoc, who is tightlipped about details of his expansion until the required approvals are acquired. “If the media is focused on homelessness and drugs, it kind of overshadows the fact things are coming down here.”

With all the students “there’s people on the street walking around,” he said. “Are the students spending a lot? No, but it creates a better vibe downtown.”



Craft Heads Brewing Company co-owner Bryan Datoc sits at the bar at his downtown brew pub in this file photo.
Tyler Brownbridge / Windsor Star

Datoc said the area around University/Pelissier is turning into a cultural hub, with several bars offering live music, students from the university’s SOCA and the college’s MediaPlex, and the Capitol Theatre offering live performances and serving as the home base of the Windsor International Film Festival, which is currently underway.

“It’s not one thing that can change it, it’s a myriad of things and I think these are steps making it better,” said Datoc, a member of the BIA board.

One of the big challenges to filling up vacant stores is landlords choosing to let them stay vacant if they can’t get exorbitantly high rent, said Yeomans. “I’ve heard it from several people,” he said. He said he’s heard of landlords seeking \$45 per square foot monthly, an “astronomical” amount when the going rate should be more like \$13.

“I don’t want to call out specific buildings, these are our members as well. I just wish that everybody would play nicely in the sandbox,” he said.

City council recently got rid of a program that provided property tax breaks to owners of vacant downtown commercial property, to get rid of something that incentivized landlords to keep their properties empty. But the situation has only improved a little, said a “frustrated” Yeomans, whose BIA has programs including one that

offers up to a 50 per cent break on rent for a business's first year. He said the BIA would like to talk to the city about other incentives.

Landlords for years were given an incentive to keep their properties vacant, he said. "Why not give them an incentive to fill it?"

He said what downtown needs now are specific services for students, such as a print and stationary store, and a bookstore. Looking forward, he hopes the BIA can have conversations with downtown landlords. "I'm not saying it's easy, but it's definitely on our radar," he said.

"There's nothing you can do to make it mandatory to fill their space — it's their property."



The exterior of House of India Restaurant is seen on Thursday, November 7, 2019. The restaurant is expanding into the neighbouring unit. Taylor Campbell / Windsor Star

St. Clair Saints varsity team will compete in cross country race in -20 C temperature

The 2019 CCAA Cross Country Running National Championship will take place in Grande Prairie, Alberta

CBC News · Posted: Nov 09, 2019 7

Student athletes, who are part of the St. Clair College Saints varsity cross country team, will be donning warm long-sleeve shirts, insulating pants, hats and gloves Saturday, in order to safely compete in this year's national cross country championships.

The annual Canadian Collegiate Athletic Association's (CCAA) Cross Country Running National Championship takes place in Grande Prairie, Alta., where temperatures with a wind chill are expected to reach -20 C.

In addition to braving sub-zero temperatures and icy winds, runners will also be forced to wade through 30 to 40 centimetres of snow.

According to Beth Horrobin, a runner with St. Clair College's women's cross country team, the fall season means athletes can race in weather ranging from high heat to rain.

"It's chilly, but not usually lots of snow," said Horrobin.

Paul Boots, head coach for St. Clair College's varsity cross country team, said the insulating clothing runners will be required to wear likely won't have a great impact on their performance.

"When it comes to this stage, they've been told throughout the season that you can only control what you can control, and when it's the Canadian championships, they're all going to be pretty amped and pretty excited," he said. "It comes down to mental preparation, and during the race, it's mostly mental."

Even though some teams from exceptionally cold-temperature provinces like Alberta will have more experience competing in snowy weather, Boots said he doesn't expect any team to have an advantage in Saturday's conditions.

"They're going to be as warm as anybody else for sure," said Boots. "As far as the other teams having more prep, I don't know, I think it's unseasonably cold."

Additionally, Boots said athletes won't be changing their diets to compete.

"They're told to eat healthy all year long, so a balanced diet is what it's all about," he said. "The joke is you stay away from any foods that you haven't eaten before ... [for] a significant race."

St. Clair Men Win National Cross Country Silver

AM800 CKLW - Sunday, November 10th 2019



The St. Clair College men's Cross Country team seen on November 9, 2019 at the national championship in Alberta (Photo courtesy of the Canadian Collegiate Athletic Association via Twitter)

The St. Clair College men's Cross County Team battled heavy snow and frigid temperatures to bring home the silver medal at the Canadian Colleges Athletic Association National Championship in Alberta.

Two Saints stood out from the pack — Carter Free and Tyler Jones were named to the All-Canadian Team.

With the honour, Jones becomes the only three time All-Canadian athlete St. Clair has had in any sport.

The St. Clair women's team placed tenth overall out of 15 teams at the meet.

Free leads Saints to team silver at CCAA cross-country championship

Windsor Star - November 11, 2019

Freshman Carter Free claimed the silver medal and helped the No. 2-ranked St. Clair College Saints men's team to a silver medal at the CCAA cross-country championships in Grande Prairie, Alta. on Saturday.

Free finished the 8km race in 27 minutes and 16 seconds, which was just four seconds behind the leader while Saints' teammate Tyler Jones finished fourth overall in 27:16. That earned both runners All-Canadian status.

Ricky Nepomuceno finished 18th in 30:17 and Thador Tekhil rounded out St. Clair's four scoring runners with a 47th-place finish in 31:41.

The women's team finished 10th overall in the team competition led by Natashia Atherton, who was 37th overall over the 6km course in 29:03.

Overhaul of bus routes urged in \$353K Transit Windsor review

Windsor Star - November 12, 2019



Riders board a Transit Windsor bus in downtown Windsor, Wednesday, August 21, 2019.

The city's bus system needs a massive overhaul to get people where they're going faster, says an exhaustive \$353,000 review of the transit system.

"It's about providing a higher level of service — more frequency, longer hours and shorter seat time," Transit Windsor executive director Pat Delmore said Tuesday of the essential aim of the 18-month service review which goes public next week when it's presented to council's environment, transportation and public safety standing committee.

If ultimately approved by council, the biggest change will be converting from the current radial route system — where most buses travel from downtown to points throughout the city — to a grid system. There would be a number of primary and secondary bus routes running with high frequency north/south and east/west on main arterial roads. In addition, there would be neighbourhood routes running within areas like east Riverside and west Forest Glade, collecting and depositing riders at bus stops on main arterials where they transfer to the primary buses.

You might see the bus route you've been riding for decades disappear, but Transit Windsor officials believe that the new routes will be better, said Delmore, who is currently in Calgary attending the Canadian Urban Transit Association's annual conference, where the Windsor transit review was the topic of two presentations.

This will be something that will take a number of years to implement, it won't happen overnight

A big component of the review is the use of data purchased from a firm that mines location information collected whenever a you allow a smartphone app to determine your location. That enabled Dillon Consulting to plot where people throughout Windsor start and finish their daily trips — by bus or any other means — to work, school, shopping or anywhere else.



Pat Delmore, executive director of Transit Windsor, discusses proposals for the More Than Transit project during an open house at City Hall, Wednesday, June 19, 2019. Dax Melmer / Windsor Star

The consultants also sought copious public feedback on the transit system.

“One of the biggest things we saw through the data and through our public consultations was the struggle some of our riders experience trying to get where they need to go,” said Delmore. Transit Windsor simply doesn’t go to some places that people need to travel to, such as Tecumseh. In other cases, people must take the bus far out of their way to get to their destination.

The big problem is that most buses take you downtown to transfer to another bus. “In a city like Windsor, where the downtown isn’t in the centre of the city, it poses a challenge, it poses additional riding time,” Delmore said. The new route system was designed based on where people are travelling, according to the data. It will continue to provide the same level of service to downtown while cutting the unnecessary downtown trips, he said.

“Residents living in the east end of Windsor and you want to go to St. Clair College, you shouldn’t need to go downtown. This plan recognizes that.”

Many of the current routes are “circuitous,” snaking all over the place in time-consuming fashion, after years of adding service to a new subdivision or shopping area. The new system of routes is a fresh look at what the city needs, said Delmore.

For example, the neighbourhood routes could use smaller more efficient buses. Service to outlying areas with infrequent demand like the Oldcastle industrial park may employ an “on demand” approach, where people use a phone app to notify when they’re ready to be picked up at a stop and the bus goes to collect them.



A Transit Windsor bus leaves the bus depot in downtown Windsor, Wednesday, August 21, 2019. Dax Melmer / Windsor Star

“We want to put people in the centre of where we go — you’re going to hear me say that more and more over the coming months,” Delmore said.

Also up for change is the “old and outdated” Transit Windsor logo, featuring backward-leaning lettering and a peculiar image that looks like three people sitting one atop the other. Some commenters said the logo doesn’t make sense, while many thought the logo depicted an overcrowded bus, as though people are “shoved in like a can of sardines.”

The plan is to table the current review so people can make suggestions for any changes. Delmore said the new system will cost more money. (Fares currently pay roughly half the \$29-million annual cost of running the transit system, with the City of Windsor and government gas tax revenue paying much of the rest.) He said the dollar amounts will be determined in the coming months as the new system is debated.

“This will be something that will take a number of years to implement, it won’t happen overnight,” said Delmore, who expects that ridership — last year there were 18.1 million trips — will rise gradually as people realize that taking the bus is fast and efficient.

“We should be able to get you there without having to go all over the entire city in order to get you to your destination,” he said.

New training program is customized to fit AarKel's needs

Wallaceburg Courier Press - November 12, 2019



Karen Gill-Gore (left), St. Clair College's associate vice-president of employment and training services, Lambton-Kent-Middlesex MPP Monte McNaughton, and AarKel's president Larry Delaey cut a ribbon at the opening of AarKel's new training room on Nov. 11. Standing behind them are new employees. Jake Romphf

AarKel Tool and Die opened its new training room on Nov. 11 after partnering with the St. Clair College Skilled Trades Regional Training Centre to provide new, local hires with a customized, on-site training program that's unique to AarKel's manufacturing.

The 15-week intensive training program will be taught by St. Clair College instructors at AarKel's Elm Drive head office and helps new hires become proficient in math, blueprint reading, computer skills and safety.

The training also gives new hires "hands-on, practical training on a wide variety of state-of-the-art equipment, including CNC machines," according to an AarKel release.

“There is a lot of skill and talent in the local area, we just have to get them trained to the specific skills that we need,” said Larry Delaey, AarKel’s president.

The training program hopes to encourage local youth to get into the trades and also stay with local employers, said Karen Gill-Gore, St. Clair College’s associate vice-president of employment and training services.

“We have to service the labour market that we’re in,” she said.

The program hopes to thwart people coming to the area for training, but then leaving to find work in bigger cities and centres. Since travelling to Windsor may have been a barrier for local youth, AarKel hopes having the program in Wallaceburg will fit the needs of local youth and rural employers.

“We do find that when the people are here, they tend to stay,” Delaey said.

He said it can be difficult for new hires to get the most out of their training when they’re surrounded by 200 employees on the busy shop floor.

“Sometimes the apprentices don’t get the one-on-one training they need to be successful,” Delaey said. “This is where the college can really help us out.”

The college’s instructors will work with classes of six, in a room adjacent to the shop floor, as they train the new hires to operate the machines.

Lambton-Kent-Middlesex MPP Monte McNaughton was at the opening on Monday and said that by 2020, one in every five jobs created will be in the skilled trades.

“This is the number one concern that businesses raise, they are having trouble recruiting workers with the proper skills,” McNaughton said, adding that the Ontario government’s focus has been to build a workforce needed “today and down the road.”

Ninth Version of Sleighing Hunger Set

AM800 CKLW - Wednesday, November 13th 2019



The S'Aints perform a mini concert to promote their Ninth version December 20, Caesars Windsor, November 13, 2019 (by AM800's Peter Langille)

An amazing ninth year of the Sleighing Hunger fundraiser is set for December 20, 2019 at the Colosseum at Caesars Windsor.

The Windsor supergroup, the S'Aints is performing and will also release an album.

The event supports 16 foodbanks across Windsor-Essex and Chatham-Kent and has raised over \$250,000.

Drummer Jeff Burrows calls it a labour of love.



S'Aints Drummer Jeff Burrows, Caesars Windsor, November 13, 2019 (by AM800's Peter Langille)

"Anytime you're in a situation where you can do something that you love, that raises money and awareness and funds for anyone and everyone within your community" say Burrows. "That's the only way to go."

Brenda Leclair of Chatham Outreach for Hunger says the fundraiser is a huge help.

"It makes a tremendous difference, you have no idea" says Leclair. "Getting our word out there, telling our story and then of course the funds that are raised throughout, it just really helps and supports."

Unemployed Help Centre CEO June Muir says the support is overwhelming and critical.

"There's not words that can say or explains what that means to food banks" says Muir. "Because in Windsor, one on five children live in poverty, we're the highest in Canada so we know there's going to be a need this Christmas season we know there's going to be a need throughout the year."

Tickets are available at the Caesars Windsor Box Office, St. Clair College campuses and Guest Services at Devonshire Mall.

Food bank to benefit from 'Sleighting Hunger' charity concert



The S'Aints offer a sneak peek for upcoming Sleighting Hunger charity concert. (Photo Courtesy: Caesars Windsor)

CTV Windsor - Wednesday, November 13, 2019

The S'Aints offered a sneak peek Wednesday at what to expect for the annual Sleighting Hunger charity concert.

The Dec. 20 fundraising concert will be held at the Colosseum at Caesars Windsor.

16 local foodbanks will benefit from the proceeds, including the Windsor-Essex Food Bank Association and Chatham Outreach for Hunger.

The event has raised more than \$250,000 to feed those in need since 2013.

This year's concert has special meaning and those involved are eager to address Windsor's growing child poverty problem.

"It just makes a huge difference because we're going to be able to put food on the shelves of foodbanks and feed people in need that are food insecure so, it means a lot," says June Muir with the Unemployed Help Centre.

Sleighting Hunger concert continues local holiday tradition

Windsor Star - November 14, 2019

The local holiday tradition that is the Sleighting Hunger concert by the S'Aints is all set to raise money to fight hunger for food banks in Windsor-Essex County and Chatham-Kent.

The band held an acoustic sneak peek at Cosmos Lounge at Caesars Windsor on Wednesday ahead of the all-ages concert on Dec. 20 at 8 p.m. at the Colosseum at Caesars.

"On behalf of Caesars Windsor Cares and the entertainment team, we are incredibly proud to collaborate with St. Clair College and The S'Aints on the Sleighting Hunger concert once again," said Tim Trombley, Director of Entertainment at Caesars.

This year's concert will benefit 16 local foodbanks in partnership with the Windsor-Essex Foodbank Association and Chatham Outreach for Hunger.

The foodbanks include the Downtown Mission, Drouillard Place, Community Food Pantry Lakeshore, three Salvation Army locations, the Unemployed Help Centre, The Well-Come Centre, Windsor Homes Coalition and more.



Kelly Hoppe, left, and Jody Raffoul, members of The S'aint's give the media a preview performance for their upcoming annual Sleighting Hunger fundraising concert at Caesars Windsor on Wednesday, November 13, 2019. Dan Janisse / Windsor Star

In 2018 the WEFBA provided goods to nearly 128,000 people in need daily, while the COH served more than 3,800 households in crisis in 2017.

This is the sixth year The S'Aints, St. Clair College and Caesars Windsor have teamed up and more than \$250,000 has been raised since 2013.

"St. Clair College is happy to once again join forces with Windsor's favourite charitable musical group, The S'Aints, to help support food banks in Windsor and Essex County," St. Clair President Patti France said. "This

unique holiday concert, with so many talented musicians from across our region, serves to inspire us both musically and philanthropically.”

This year’s media sponsors are the Windsor Star, AM800 Bell Media and Devonshire Mall.

There will be a sneak peak concert held at the mall on a date to be determined.

Tickets are \$25 plus applicable taxes and are on sale now at the Caesars Windsor box office on Fridays, Saturdays and Sundays from noon to 8 p.m. and on additional show days until midnight.

Tickets are also available at Devonshire Mall Guest Services and at [ticketmaster.ca](https://www.ticketmaster.ca).



Jeff Burrows of the The S’Aint’s speaks at a press conference for their upcoming annual Sleighing Hunger fundraising concert at Caesars Windsor on Wednesday, November 13, 2019. Dan Janisse / Windsor Star

College roundup: St. Clair men's basketball team improves to 7-0

Windsor Star - November 18, 2019

The St. Clair Saints men's basketball team remains unbeaten after taking a pair of weekend games from the Sault College Cougars at the SportsPlex.

The Saints, who are ranked No. 9 nationally, beat the Cougars 116-64 on Sunday to improve its OCAA record to 7-0 on the season. On Saturday, the Saints beat Sault College 105-99.

On Sunday, the Saints led by as many as 56 points at one stage of the game. David Gomez Jr. had 20 points for the Saints with Jesiah Deerr netting 15 points, Daelyn Davis adding 11 points and Miles Hall chipping in with 10 points.

On Saturday, Gomez Jr. finished with 29 points, Jalen Harmon had 26 points while Darnelle Peddie added 11 points and Deerr another 10 points to the offence.

The women's team, which is ranked No. 13 nationally, also swept a pair of weekend games with the Cougars to improve to 5-1 on the season.

On Sunday, Jana Kucera had 23 points in a 69-42 win over Sault College with Noor Bazzi, Keirsten Tomkins and Logan Kucera adding 11 points each while Kholoud Ahmad chipped in 10 points.

On Saturday, Bazzi finished with 25 points, which included seven triples, in a 67-44 victory while Jana Kucera added 16 points.

Saints volleyball

The St. Clair Saints women's volleyball team moved to 4-1 on the OCAA season with a 3-1 win over Conestoga College on Sunday in Kitchener.

The Saints took the match 25-22, 25-21, 20-25 and 25-23 with rookie outside hitter Chantal DeVlugt finishing with 11 kills, three service aces, a stuff block and five digs.

The men fell 3-0 to Conestoga by scores of 25-15, 25-23 and 25-20 with outside hitter Frankie Friesen finishing with 20 kills and 10 digs.

St. Clair College 3D lab helps students and startups

Windsor Star - November 21, 2019



St. Clair College biomedical students Yacoub Abudalam, left, Abdullah Almahdi and Charmaine Lopez work on 3D printed hand project at the school on Thursday, November 21, 2019. Dan Janisse / Windsor Star

Textbook accounts of building a prosthetic hand fell short of detailing all the complexities of such a project for some of the St. Clair College students taking Malak Damdoun's biomedical mechanics class.

The intricacies were quite vividly brought to life once they actually started making a prosthetic hand in the college's 3D innovation lab.

"Learning how it functions and how to make it was a little overwhelming," said Charmaine Lopez, a third-year student in the biomedical engineering program. "This was my first time working with a 3D printer so it was exciting and something new for us too."

Fellow third-year student Hadi Habib gained a whole new appreciation for "how difficult they are to manufacture and how you have to keep the consumer in mind."

Such insights were just what Damdoun was hoping the lab experience would provide.

There's never a shortage of proposals

"It's so nice to actually apply the knowledge to something you can touch instead of just hearing about it in a lecture," Damdoun said. "This is the first time we're using the lab and I hope to do even more with it next year."



St. Clair College biomedical student Yacoub Abudalam tries on a 3D printed hand at the school on Thursday, November 21, 2019. Dan Janisse / Windsor Star

The 3D innovation lab has been a beehive of activity since it debuted inside the Ford Centre two years ago.

“There’s never a shortage of proposals,” said Linsey Kerkhove, the lab’s research program manager.

In addition to providing leading edge opportunities for students, the lab is available to community partners as well.

“Essentially what we do is partner with local companies,” Kerkhove said. “We help them with their research and development needs. Maybe they don’t have the personnel or the funding to do the R&D so they come to us and tell us what they want to do.”

Kerkhove and others in the applied research and development program even help companies with grant applications for government funding.

“Then once we’re successful in securing funding we’ll target the programs that seem applicable and hire the students to do the research,” Kerkhove said. “We’ve had nothing but success stories from this.” The partnership was crucial to a venture by Aviot Industries, a local startup formed by three University of Windsor students.

The university students used the lab to print a cover for Aviot’s environmentally friendly, lightweight lawnmower.

“It was a really big plastic piece that would normally be injection moulded,” explained Nigel Christian, Aviot’s founder and CEO.

The St. Clair lab was able to print several pieces that were then put together to form the lawnmower housing.



St. Clair College biomedical students Sergey Glisic, left, and Philip Doyle work on 3D printed hand project at the school on Thursday, November 21, 2019. Dan Janisse / Windsor Star

“We had to do some post finishing work on in like sanding it down and primer but once that work was done, it turned out really well,” Christian said.

Post-secondary student services in limbo during opt-out appeal period

'I think it's great that they've done what they've done' says CJAM manager about student federation

CBC News · Nov 22, 2019



The University of Windsor's student-run radio station is "cautiously optimistic" after Ontario's Divisional Court ruled to reverse allowing students to opt out of non-essential fees. (Stacey Janzer/CBC)

The University of Windsor's student-run radio station is "cautiously optimistic" after Ontario's Divisional Court ruled to reverse allowing students to opt out of non-essential fees.

"I've been cautiously optimistic about this for a little while," said CJAM station manager Brady Holek, who has been following the fight through Ontario courts.

"I think it's great the CFS has taken this up to that level."

The Canadian Federation of Students (CFS) launched a court challenge against the Student Choice Initiative last spring, arguing it unfairly targeted student unions. Announced in January, the Student Choice Initiative allowed students to opt out of some fees, many of which were related to campus newspapers, radio stations and food banks.

Holek said it's the first time in his tenure at CJAM that the CFS has had to do something like this.

"I think it's great that they've done what they've done," said Holek. "They're standing up for students and the decisions that they've made for these ancillary fees."

When the Student Choice Initiative was announced last spring, CJAM held an emergency fundraiser to head off some of the loss of funding. They lost about \$15,000 in the first semester of this school year, but Holek isn't sure what will happen with second semester's funding. The total loss for the year was expected to be more than \$31,000.

St. Clair College's Student Representative Council had about 600 students opt out of paying SRC fees, for a loss of about \$25,000.



St. Clair College's Student Representative Council had about 600 students opt out of paying SRC fees, for a loss of about \$25,000. (Melissa Nakhavoly/CBC)

"When the Student Choice Initiative first presented itself, it created new obstacles but we worked around it to still provide as many services and supports as we could," said SRC president Kiara Clement. "We kept the students our main focus."

Right now, student services are in limbo while the appeal period works itself out.

"Today's [challenge] is understanding what the next step really is, what the outcome will look like when this is all complete," said Clement.

The station is going to wait until the end of the appeal period before celebrating the possible reversal or posting for position openings.

Student groups await province's next fees move

Court quashes Ford government attempt to let students opt out of some services

Windsor Star - 23 Nov 2019

Student groups at some Southwestern Ontario colleges and universities say they're pleased an Ontario court struck down an order from the Ford government that allowed college and university students to opt out of some fees.

An Ontario Divisional Court ruled Thursday the so-called Student Choice Initiative is inconsistent with the autonomy of schools and student associations.

The government has said the goal of the initiative is to give students more control over how they spend their money by allowing them to opt out of fees for campus clubs, services and programs that previously had been mandatory. The change was announced in January at the same time the government unveiled a 10 per cent cut to tuition and cuts to student aid.

"We are pleased with the court decision, and we'll be awaiting the government's decision about whether it will appeal the ruling," Kiara Clement, student president at St. Clair College, based in Windsor with a campus in Chatham, said in an email. "We will work within whatever framework we are provided in order to continue to provide excellent services and support to our students."

The decision follows a legal challenge by the Canadian Federation of Students and York Federation of Students, who argued the province's changes to the system were a calculated attack on students and services.

Campus organizations such as student unions, newspapers and radio stations, food banks, clubs and LGBTQ support centres were forced to lay off staff or reduce services because they received less funding this year due to the optout provisions.

Jeremiah Bowers, student union president at the University of Windsor, called the decision "a huge victory for students.

"We always thought the situation in general was unlawful because it interfered with autonomy of student unions."

About 30 per cent of Windsor students opted out of paying optional fees, putting Pride, peer support centres and food pantries in "jeopardy," Bowers said.

But he predicts the government will likely appeal the ruling.

"We're not unaware of their tactics to push their way through."

Ciara Byrne, a spokeswoman for the Ministry of Colleges and Universities, said the government is reviewing the decision.

Bardia Jalayer, president of Western University's student council, said the decision "validates the importance of always consulting students on student-related issues."

Opt-out fees amounted to about \$220 for the current school year, while mandatory fees for 30,000 undergraduate students were roughly \$740.

"We are still awaiting the government's response to the court decision, including their next steps," Jalayer said. "This decision upheld the autonomy of both universities and student associations, which is critical in allowing us to truly represent the interests of our students."

PRESIDENT'S REPORT

Meeting of the Board of Governors Full Board – November 26, 2019

1. Chatham Ribbon-Cutting

On Wednesday, October 30, 2019, a ribbon-cutting event was held to celebrate a unique partnership between St. Clair College, the local public school board and the municipality of Chatham-Kent. The municipality donated \$20,000 to furnish an early learning lab at Winston Churchill Public School in Chatham for students in the Early Childhood Education (ECE) program at the College. The program sees up to 15 kindergarten students brought in with their educators to interact with the ECE students. The College students then go to the kindergarten classrooms to work with the children.



2. WEST

On Thursday, October 31, 2019, the President met the latest group of women in WEST's CNC/Industrial Mechanic Millwright Pre-Apprentice program. It is the program's sixth intake at St. Clair College, with 130 women now having gone through since 2014. The province funds the program, which means the students do not have to pay tuition. The program is designed to facilitate the entry of women into the millwright/machining trade, but it can also lead to careers in the tool and mold industry, as well as welding and electrical apprenticeships.



3. ATHENA Awards

In 1996 Windsor became the first Canadian city to present the ATHENA Leadership Award and it continues today with the support of the Windsor-Essex Regional Chamber of Commerce. Each year, the ATHENA Leadership Award honours an outstanding and dedicated leader in our community and the College is proud and honoured to support these amazing young women. On Friday, November 1, 2019 two St. Clair College students were awarded this honour.

Kiara Clement graduated from the College this past Spring with a Protection, Security and Investigation Diploma with academic distinction. Kiara is the recipient of the 2019 St. Clair College Student Leadership Medal. She is currently President of the Student Representative Council for the 2019-20 academic year. Kiara's leadership, community involvement and volunteer activities are vast, and as a result, she was awarded the 2018 Leamington Chamber of Commerce "Youth Excellence Award" and the 2017 OPP Community Award. Kiara's career goal is to become a police officer and a role model for youth.



2019 ATHENA Scholarship recipients (left to right) Kiara Clement and Jessica Glazewski (St. Clair), Katherine Hirsch (U of W).

Jessica Glazewski graduated from the University in 2018 and is now registered in the College's Child and Youth Care Accelerated program at the Chatham Campus. Jessica is an active volunteer and is passionate about community involvement. In her role as a St. Clair College Campus Outreach Advisor, Jessica shares her passion for women's issues, including the prevention of sexual violence. Jessica's career goal is to become a certified art therapist or counsellor to assist survivors of sexual violence and to create a primary prevention program for youth in our community.

Congratulations to both Kiara and Jessica on their well-deserved awards!

4. 52nd Annual Convocation – Session #10

Due to the 941 potential graduates this December, a decision was made to hold a special convocation session as an extension of the 52nd Annual Convocation (Session #10). The WFCU Arena has been secured for Wednesday, January 29, 2020 for the event.



5. Nighttime Safety

On Friday, November 8, 2019, the Student Representative Council (SRC) announced the kick-off of the Safe Walk program at both the Windsor and Downtown campuses, running from 5 p.m. to 10:30 p.m., Monday to Friday (hours may vary based on volunteer availability). The Safe Walk program operates with the help of 40 student volunteers, who have received management of aggressive behaviour (MAOB) training through the College's security provider, Paladin Security.

The need for the Safe Walk program stems from the large influx of students at both the Downtown and Windsor campuses, which has resulted in classes running until 9 p.m. In addition, as the population of St. Clair College students has grown, so has the campus' footprint. The College has added a number of new buildings during the past several years, and there are some rather distantly located parking lots/facilities at the Windsor and Downtown campuses.

The Safe Walk program provides a great resume addition to many students who are completing their schooling in related fields of study. Programs such as Police Foundations, Protection, Security and Investigation, and Border Services have taken a keen interest in being involved, as it will provide them with meaningful volunteer experience.



6. S'Aints "Sleighbing Hunger" Concert

On Wednesday, November 13, 2019, a Press Conference was held at Caesar's Windsor to announce the beneficiaries of the 2019 S'Aints Sleighbing Hunger concert. The fundraising concert, which will be held on Friday, December 20, 2019 at 8 p.m. at The Colosseum, will benefit 16 local foodbanks once again in partnership with Windsor-Essex Food Bank Association (WEFBA) and Chatham Outreach for Hunger (COH).



This is the 6th year The S'Aints, St. Clair College and Caesars Windsor have partnered to raise funds through the holiday concert. With 100% of ticket sale proceeds going back to the community, they have successfully raised over \$250,000 to feed those in need since 2013.

7. New Provincial Policy on Private Partnerships

On Tuesday, November 12, 2019, the Ontario government announced that they are cutting red tape and removing barriers so Ontario's publicly assisted colleges can create innovative and entrepreneurial partnerships to provide all students with high-quality education and training that prepares them for Ontario's workforce.

Minister Romano announced that Ontario is introducing a new policy to support public college-private partnerships that allow colleges to be more financially competitive. In return, the economic advantages from delivering their programs to more students in more locations can be invested back into the colleges' main campuses and local communities. The new policy on college partnerships will give colleges more flexibility to meet strong demand from international students for Ontario's high-quality postsecondary education.



Financial Monitoring Report: Mid Year Budget Report 2019-20

Presentation to the Board of Governors
Full Board Meeting
November 26 ,2019

START **HERE** GO ANYWHERE

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- Statement of Operations Budget
- Statement of Financial Position Projection
- Non-Committed Cash Projection
- Financial Sustainability Metrics
- Recommendation

START **HERE** GO ANYWHERE

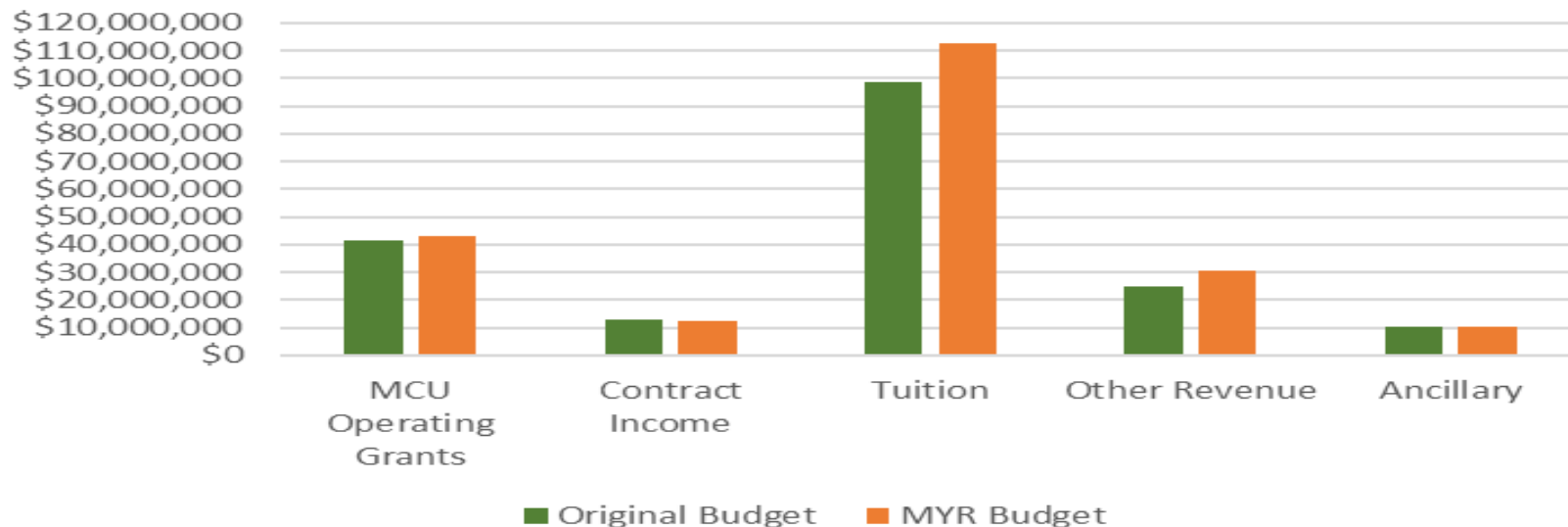
Budget Statement of Operations

Schedule I (in 000s)			
Line Item	Original Budget	MYR Budget	Variance
Revenue	\$188,199	\$209,496	\$21,297
Expenditures	\$177,066	\$198,362	\$21,296
Surplus / (Deficit)	\$11,133	\$11,134	\$1

START **HERE** GO ANYWHERE

Revenues

Mid-Year Review: Revenues



START HERE GO ANYWHERE

Revenues



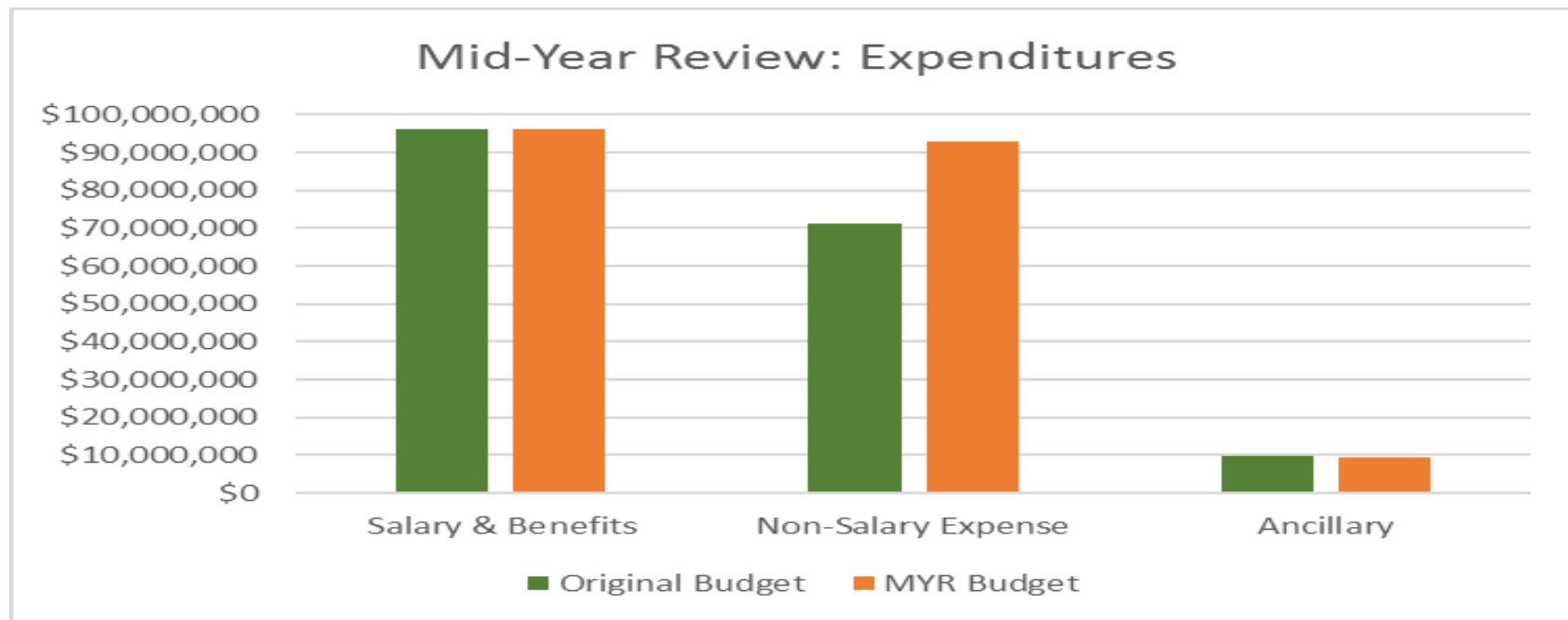
- *MCU Operating Grants
- *Acumen Tuition
- *Investment Income
- *Acumen Commission
- *Incidental Fees

- *Int'l Student Recovery
- *Contract Income
- *Domestic Tuition
- *International Tuition



START **HERE** GO ANYWHERE

Expenditures



START HERE GO ANYWHERE

Expenditures



- *Part-Time Admin
- *Part-Time Faculty
- *Cont. Educational Services
- *Cont. Services Other
- *Insurance
- *Municipal Taxes
- *Stipends & Allowances

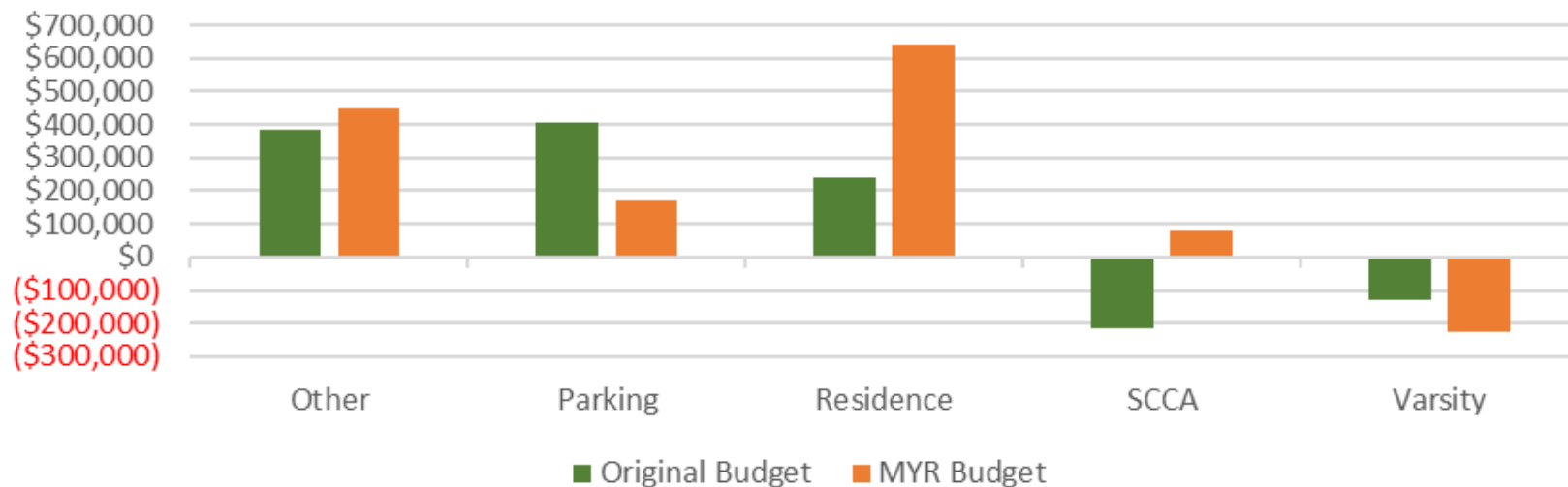
- *Full-Time Faculty
- *Full-Time Support



START **HERE** GO ANYWHERE

Ancillary Operations

Mid-Year Review: Ancillary Surplus/(Deficit)



START HERE GO ANYWHERE

Balance Sheet

- Assets \$343M
 - Cash and Cash Equivalents \$128M
 - Capital Assets \$347M
- Liabilities \$220M
 - Deferred Revenue \$56M
 - Debt \$16M
- Net Assets \$123M
 - Unrestricted \$39M
 - Internally Restricted \$20M

Non-Committed Cash Projection (in 000s)

Line Item	Original Budget	MYR Budget	Variance
Prior Year Balance	\$41,524	\$52,187	\$10,663
Operating Surplus	\$16,215	\$15,956	(\$259)
Capital Outlay (net)	(\$36,500)	(\$21,500)	\$15,000
Long-Term Debt	\$18,041	\$3,771	(\$14,270)
Internally Restricted	(\$1,000)	(\$20,550)	(\$19,550)
Adjustment	(\$6,707)	(\$6,641)	\$66
Non-Committed Cash Projection	\$31,573	\$23,223	(\$8,350)

START HERE GO ANYWHERE

Financial Sustainability Metrics

Metric	2018-19 Actual	Original Budget	MYR Budget
Annual Surplus / Deficit	\$40,237,770	\$11,132,516	\$11,133,733
Accumulated Surplus / Deficit	\$92,289,248	\$73,737,400	\$113,926,784
Quick Ratio	6.49	4.71	6.58
Debt to Asset Ratio	11.46%	18.42%	12.62%
Debt Servicing Ratio	0.90%	1.08%	0.59%
Net Assets to Expense Ratio	137.43%	110.56%	118.21%
Net Income to Revenue Ratio	20.30%	5.92%	5.31%
Number of Flags	0	0	0

Recommendation

- IT IS RECOMMENDED THAT the Board of Governors:
Approve the 2019-20 Mid-Year Budget Report.



Questions?

START **HERE** GO ANYWHERE



Business Plan Accrual Budget Template (MCU Format)

Presentation to the Board of Governors
November 26, 2019

START **HERE** GO ANYWHERE

Business Plan Accrual Budget Template (MCU Format)

Statement of Operations (in 000s)			
Line Item	Board Approved 2019-20 Budget	MCU Format Accrual 2019-20 Budget	Actual 2018-19
Revenue	\$188,199	\$209,496	\$198,263
Expenditures	\$177,066	\$198,362	\$158,026
Surplus	\$11,133	\$11,134	\$40,237

START HERE GO ANYWHERE

Business Plan Accrual Budget Template (MCU Format)

Statement of Financial Position (in 000s)

Line Item	MCU Format Accrual 2019-20 Budget: June 2019	MCU Format Accrual 2019-20 Budget: Nov. 2019	Actual 2018-19
Assets	\$341,329	\$343,275	\$314,138
Liabilities	\$228,790	\$220,155	\$212,732
Net Assets	\$112,539	\$123,120	\$101,406

START HERE GO ANYWHERE



Questions?

START **HERE** GO ANYWHERE



TO: BOARD OF GOVERNORS

FROM: PATRICIA FRANCE, PRESIDENT

DATE: FEBRUARY 25, 2020

RE: PROGRAM RATIONALIZATION

SECTOR: WASEEM HABASH, VICE PRESIDENT, ACADEMIC

AIM:

To provide the Board with an update on the current Strategic Directions (2019 – 2020). This update pertains to Strategic Direction – #1 – Academic – Program Rationalization. Specific details include the following:

Goal	Objective	Measure	Deadline
Demonstrate Academic Excellence.	Program Rationalization.	Communicate metrics and implement program rationalization monitoring.	February 2020

BACKGROUND:

St. Clair College has had a robust process for selecting, developing, and launching new programs.

There are 120 Ministry-approved programs offered at St. Clair College. There has been a shift in demographics and provincially, the system has seen a reduction in domestic student enrolment, impacting our weighted funding units. In addition, the Ministry has made modifications to policy framework that has impacted College funding and revenue. These changes have necessitated a thorough review of existing programs that are facing declining student interest and reduced provincial funding. To help determine the feasibility of our existing programs, the College developed a policy and procedure for program sustainability.

Program Sustainability

The intent of program sustainability is to identify programs that are not meeting the College contribution margin of 40%; however, even though financial viability is crucial, there are other factors that must be analyzed when a program is identified for a sustainability review (growth, quality, community need, etc.). Those factors include the current job market, community interest and need, Key Performance Indicators (KPIs), retention rates, human resource impact, strategic mandate agreement (SMA) metrics, and dependency of other programs within the institution.

Phase I

In order to encompass all of the above factors, a set of criteria was established and utilized to develop a formula that provides an aggregate score for each program. Please refer to Appendix A.

Each of the programs at St. Clair College are provided a Program Sustainability Metric Summary (PSMS) score and then ranked according to their PSMS score.

In 2018 – 2019, based on the PSMS score, the contribution margin and the WFU, six programs were selected for a sustainability review. The selected programs were:

- H915 – Dental Assisting
- H800 – Dental Hygiene
- B877 – Fashion Design
- T146 – Interior Design
- T866 – Landscape Horticulture
- H812 – Pharmacy Technician

Phase II

In 2019 – 2020, Phase II was completed for five of the six programs. Interior Design was delayed due to the fact it was undergoing a full cyclical review.

A meeting was held with the Vice President, Academic's Office; Centre for Academic Excellence (CAE); appropriate faculty, and program chairs. The objective of the sustainability review was discussed with faculty. Outcomes of the six sustainability reviews with recommendations were submitted to the Sector Head and Quality Assurance Panel in Fall 2019.

Summary

Based on the new Ministry guidelines around SMA3 and the new measurables, St. Clair College will have to review and modify its existing PSMS to align with the new metrics.

RECOMMENDATION:

IT IS RECOMMENDED THAT the Board of Governors receive this update, for information, on Strategic Direction #1 as it pertains to “Demonstrate Academic Excellence,” as it relates to program rationalization.

APPENDIX A

Program Sustainability Metric Summary (PSMS) Definitions and Ranking Outline

<u>Variable</u>	<u>Name</u>	<u>Definition</u>	<u>Source</u>
K	KPI Overall	Average of KPI overall satisfaction rate of program from three academic years preceding year of review.	CAE
R	Retention Rate	Average of AAL 1 to AAL2 retention rate of program from three academic years preceding year of review.	CAE
C	Conversion Rate	Average of enrollment to offer rate of program from three academic years preceding year of review.	CAE
G	KPI Graduation	Average of KPI graduate rate of program from three academic years preceding year of review.	CAE
P	Provincial Labour Rate	Average of MAESD Employment Profile employment rate of the MTCU code to which the program belongs from three academic years preceding year of review.	CAE
L	Local Labour Rate	Average of KPI program related employment rate from three academic years preceding year of review.	CAE
PS	Process Score	$PS = \frac{1}{3}(K + \sqrt{RG} + \sqrt{LE})$	Calculated
T	Tuition	Total tuition to program during the academic year of review.	AI
F	Funding	Total grant funding to program during the academic year of review.	AI
TC	Teaching Costs	Total teaching costs of program during the academic year of review.	AI
I	Instructional Costs	Total instructional costs of program during the fiscal year preceding year of review.	SOA
A	Teaching Cost Adjustment	Adjustment in teaching costs of program due to situational factors during the fiscal year preceding year of review.	SOA
R	Other Program Revenue	Total additional revenue to program during the fiscal year preceding year of review.	SOA
NC	Net Contribution	$NC = 1 - \frac{(TC + I + A)}{(T + F + R)}$	Calculated
S	Overall Score	$S = 100 * (\ln C + PS + NC - 0.4)$	Calculated

Outline for Ranking Procedure

- 1) Each chair will receive a PSMS for the school pre-populated with data needed for the calculation of the process score and the portion of net contribution coming from AI.
- 2) Each chair will complete the net contribution portion coming from SOA.
- 3) Each school's PSMS will be forwarded to AVPA to: a) verify teaching cost adjustment, and b) collate all school PSMS into an academic sector PSMS.
- 4) AVPA will forward the selected programs to CAE for full analysis.



TO: BOARD OF GOVERNORS

FROM: PATRICIA FRANCE, PRESIDENT

DATE: FEBRUARY 25, 2020

RE: INCREASING DEGREE OFFERINGS

SECTOR: WASEEM HABASH, VICE PRESIDENT, ACADEMIC

AIM:

To provide the Board of Governors with an update on the current Strategic Directions (2019 – 2020). This update pertains to Strategic Direction #1 – Academic – Expand Advanced Learning Horizons for Students. Specific details include the following:

Goal	Objective	Measure	Deadline
Expand Advanced Learning Horizons for Students.	Increase degree offerings by 2020.	Commence work for the implementation of Degree by September 2019.	February 2020

BACKGROUND:

On November 24, 2015, the Board of Governors approved the submission and launch of two degrees:

- Honours Bachelor of Applied Arts in Social Justice and Legal Studies; and
- Honours Bachelor of Business Administration (Information Communication Technology).

PROGRAM APPROVAL:

St. Clair College submitted both proposals to the Postsecondary Education Quality Assessment Board (PEQAB) and subsequently to the Ministry of Training, Colleges and Universities, and we are excited that both degrees received approval for launch.

Based on a multitude of factors, College Administration decided to stagger the launch of the two degrees over a two-year period. The Honours Bachelor of Applied Arts in Social Justice and Legal Studies degree launched in Fall 2019 and the Honours Bachelor of Business Administration (Information Communication Technology) [BBA ICT] degree is set to launch in Fall 2020.

MARKETING PLAN

The College's marketing plan for the launch of the new Honours Bachelor of Applied Arts in Social Justice and Legal Studies was a broad media mix throughout Windsor-Essex and Chatham-Kent. The advertising plan included billboards print campaigns in local newspapers, monthly community papers and magazines, tabletop displays at open houses, handbills distributed at local malls, high school visits and promotion at various community events. There was a strong emphasis in digital media platforms including video and static ads on Facebook, Instagram, Twitter and purchased web advertising. The marketing plan for the BBA ICT program is duplicating the same strategy.

PROGRAM PATHWAYS

Pathways have been created from multiple programs at St. Clair College to have entry into both degrees after successful completion of two bridging courses. The bridging courses for entry into both degrees are developed and will be offered in the spring semester.

RECOMMENDATION:

IT IS RECOMMENDED THAT the Board of Governors receive this update, for information, on Strategic Direction #1 as it pertains to "Academic – Expand Advanced Learning Horizons for Students", as it relates to increasing degree offerings by 2020.

TO: THE BOARD OF GOVERNORS

FROM: PATRICIA FRANCE, PRESIDENT

DATE: FEBRUARY 25, 2020

RE: MAINTAIN DOMESTIC ENROLMENT

SECTOR: SENIOR OPERATIONS GROUP

AIM:

To provide the Board of Governors with an update on Strategic Direction #2 – Increase Enrolment. Specific details include the following:

Goal	Objective	Measure	Deadline
Increase Enrolment	Maintain domestic enrolment numbers.	Utilizing the corridor model, maintain 7,900 post-secondary full-time enrolment levels (+3% / -7% corridor).	Annually

BACKGROUND:

Utilizing the corridor model, 7,900 post-secondary domestic students equates to a +3% of 8,137 and -7% of 7,347. For the Fall 2019 semester, the College's enrolment count date with the Ministry is November 1, 2019. For that count date, the College reported 7,222 post-secondary domestic students. In keeping with historical reporting to the Board of Governors, the domestic student registration at the 10 day add/drop date for September 2019 was 7,552.

From a 2019-20 budget perspective, the College's domestic tuition revenue is on target. In addition, we do not anticipate the Fall 2019 semester decline to impact our enrolment operating grant for 2020-21, specifically, 7% below our 10,287 mid-point. This is due to the corridor funding model operating under a 3-year average / 2-year slip basis. However, for the Fall 2020 semester, the college sector and St. Clair College is experiencing an approximate 7% and 0.1% decline respectively in domestic student applications.

To address the above, we are:

1. Resurrecting the Student Retention Committee and analyzing retentions rates; and,
2. Continuing to have the Enrolment Management Committee focus on identifying new opportunities to attract domestic students.

RECOMMENDATION:

IT IS RECOMMENDED THAT the Board of Governors receive this update on Strategic Direction #2 – Increase Enrolment for information.

TO: THE BOARD OF GOVERNORS

FROM: PATRICIA FRANCE, PRESIDENT

DATE: FEBRUARY 25, 2020

**RE: STRATEGIC DIRECTIONS 2019-2020
INCREASE COMMUNITY ENGAGEMENT**

**SECTOR: JOHN FAIRLEY, VICE PRESIDENT
COLLEGE COMMUNICATIONS AND COMMUNITY RELATIONS**

AIM:

To provide the Board of Governors with an update on Strategic Direction # 3 - Increase Community Engagement. Specific details include the following:

Goal	Objective	Measure	Deadline
Increase Community Engagement	Strengthen the connection between the College and the community to reinforce College brand and image through volunteerism by students and staff.	Continue to encourage, foster and document annual contributions in our community by staff and students.	February - Annually

BACKGROUND:

As an outcome of the Strategic Directions 2019-2020, Administration provides an annual report to the Board that contains information provided from College students and staff on a voluntary basis of their involvement in our communities.

RECOMMENDATION:

IT IS RECOMMENDED THAT the Board of Governors receive this update on Strategic Direction # 3 – Increase Community Engagement for information.

AREA	VOLUNTEER ACTIVITIES
Marketing	Students in Business Admin-Marketing were interns as social media managers for "Play For A Cure" hockey tournament.
Autism & Behavioural Science Graduate Program	<p>Our St Clair College students worked with Autism Ontario, volunteering their time throughout their academic school year and beyond graduation. Current and past students participated in:</p> <ul style="list-style-type: none"> • Volunteering at their annual Autism Gala. • Volunteering at the Autism Ontario office. • Annual holiday party. • Annual summer picnic.
Recreational Services	<ul style="list-style-type: none"> • Windsor Essex County Health Unit - Working Towards Wellness Committee Member. • Special Olympics - Polar Plunge Committee Member. • Canadian Mental Health Association - Suicide Prevention Awareness Committee Member. • Colleges Ontario Occupational Health & Safety Association Member.
Pre Service Firefighter	<p>Our students volunteer at:</p> <ul style="list-style-type: none"> • Tecumseh Fire Open House. • Windsor Fire - Sparky's Toy Drive. • Goodfellows Paper Drive. • LaSalle Fire and Essex Fire - Open Houses.
Sport & Recreation Management	<p>Sport & Recreation Management Program assisted in administering:</p> <ul style="list-style-type: none"> • Legacy Fun Run/Walk. • Canada's Largest Sports Card & Collectible Show in Toronto.
Carpentry	<ul style="list-style-type: none"> • Students from the Carpentry program built signage for the Ojibway Nature Centre that included the College Logo.
Hairstyling	<p>Hairstyling services were provided to the following community groups:</p> <ul style="list-style-type: none"> • Residents of the Glengarry Unity Partnership. • The Princess Ball for Cystic Fibrosis. • The House of Sophrosyne. • Downtown Mission. • MOPS - Mothers of Preschoolers.
ECE Faculty	<ul style="list-style-type: none"> • Students attended Lakeview Montessori School to observe and learn teaching techniques.
SRC	<p>Promote various awareness weeks:</p> <ul style="list-style-type: none"> • Mental Health, Suicide Prevention. • Hats On For Healthcare. • Katelyn Bedard Bone Marrow Association. • Polar Plunge for Special Olympics. • Cancer Society's Relay For Life.

AREA	VOLUNTEER ACTIVITIES
SRC	<ul style="list-style-type: none"> • Operates a Student Food Bank. • Christmas Food & Toy Drive. • Organize and Administer Campus clubs. • Annual "Volunteer Fair" for the community.
Liberal Arts	<p>Liberal Arts students researched gaps that exist in current community support systems to find ways to fill the gaps while supporting already existing agencies in Windsor/Essex County. Some of the non-profits and charities that have been directly impacted by our student efforts are:</p> <ul style="list-style-type: none"> • The Downtown Mission. • Hiatus House. • Windsor Essex Children's Aid Society. • Canadian Mental Health Association.
ECE Faculty	<p>Partnerships include:</p> <ul style="list-style-type: none"> • Greater Essex County District School Board. • University of Windsor. • Windsor Essex County Health Unit-Healthy Schools. • Victoria Order of Nurses-Ontario Southwest Region Student Nutrition Program. • St. Clair College Early Childhood Education to create an in class food literacy program for schools identified through the United Way Prosperous Initiative. • Partnership with the Chase Hazel Foundation and St. Clair College Early Childhood Education Department to provide a play group that allows parents and children who have Down Syndrome to come together on a bi-monthly basis to engage in community connection and resource sharing. • Students in the Early Childhood Education program provide activities, set up and provide care to children with Down Syndrome and their peers.
Fashion Design Technician Program	<p>SCC Fashion Design students are exhibiting their work and involved with:</p> <ul style="list-style-type: none"> • Artisan Market and Show Gallery in Walkerville. • River Lights Festival charity event in Amherstburg - Fashion Design students designed three Christmas tree holiday displays for the charity event tour. After the event, the student designer trees were on display at Windsor Crossings for the month of December. • Attended the "Fashion Speaks" Conference and hosted a fashion design booth at Twelve Oaks Mall in Michigan. • Designed hospital pants for MRI patients at Windsor Regional Hospital. • Promoted the program at Devonshire Mall collaborating with the mall on numerous marketing strategies for the show, including selling fashion show tickets.

AREA	VOLUNTEER ACTIVITIES
Police Foundations	<ul style="list-style-type: none"> • Member of the "Holiday with a Hero" organizing committee. This event celebrates those who have served our country.
Nursing	<ul style="list-style-type: none"> • Students and staff attended two separate in-services/educational offerings at Hospice of Windsor Essex. • Second-year PN students toured Windsor's Downtown Mission. Students participated in engagement activities with the residents and also were given a tour.
Music Theatre Performance	<ul style="list-style-type: none"> • Students performed with the Windsor Symphony Orchestra concerts. • Hosted local public schools for productions at our Chrysler Theatre for our performances – "Into the Woods" , "A St. Clair Christmas" and "Anything Goes". • Hosted various musical theatre performance workshops in at local high schools.
Border Services Community & Justice Services	<ul style="list-style-type: none"> • Goodfellows Holiday Paper Drive with the Border Services Club assisted the PSI Society and covered downtown intersections raising over \$3000. • Introduced the "Change for Christmas" campaign where students collected donations throughout the downtown campus raising over \$200 for the Children's Aid Society. • Students spent a day at Superstore Leamington assisting the OPP with their "Lock-It-Up" campaign. In addition to raising awareness for shoppers to keep items locked in their vehicles, students asked shoppers for food donations for the Salvation Army. A police cruiser and an SUV was filled with food donations, along with \$600 in cash. • Students volunteered to assist organizers of the Town of Leamington and Tecumseh Christmas Parades
OAE- Chatham	<ul style="list-style-type: none"> • St. Clair College students supported Chatham's "Big Gathering on Poverty Reduction" event.
Community & Justice Services	<ul style="list-style-type: none"> • Students raised money to sponsor tables for the Downtown Mission's Thanksgiving and Christmas holiday meals and organized a can drive in the Fall. • Social Justice and Legal Studies classes volunteered at Street Help.
Committee Member	<ul style="list-style-type: none"> • Member of the Workforce Windsor Essex's Service Provision Working Group.
Event Management	<ul style="list-style-type: none"> • Events Management students participated in public fundraising events to benefit the Windsor-Essex Child/Youth Advocacy Centre (WECYAC).
Academic Studies - Chatham	<p>Students volunteered at:</p> <ul style="list-style-type: none"> • Outreach for Hunger in Chatham. • St. Joseph's Hospitality Center in London. • West Elgin Arena.
Police Foundations	<p>Police Foundation students participated in:</p> <ul style="list-style-type: none"> • "Northern Birthday Box Program" sent birthday party supplies to Northern Quebec. Sponsors are matched with children who live in remote areas and they send boxes full of birthday party supplies. Students sent a cake mix, party hats and decorations, gifts and non-perishable items. Some of the communities are so remote that a simple box of cake mix can cost \$15. Hosting a child's party is out of reach for most families. Our students made it happen for children that otherwise would never have a party. • Collected and donated toiletries and food items to St. Leonard's House. • Donated to Group Hug Apparel.

AREA	VOLUNTEER ACTIVITIES
Police Foundations	<ul style="list-style-type: none"> • Collected and delivered food and clothing for the Downtown Mission. • Clean up program for the local parks and waterfront and the South Campus. • Held a clothing drive for Street Help. <p>Collected food donations for:</p> <ul style="list-style-type: none"> • Unemployed Help Centre. • LaSalle Youth Hang Out. • Local church food programs. • Collected and donated care packages for Tilbury's "Ashley's Place Community Help Centre". <p>Charities support includes:</p> <ul style="list-style-type: none"> • Solid Rock Café Youth Centre. • Chatham-Kent Children's Services. • Chatham-Kent Women's Centre. • The Chatham Refuge. • Street Help Homeless Shelter. • Chatham Hope Haven Men's Shelter. • Windsor Downtown Mission. • The Welcome Centre Women's Shelter. • Inn of Windsor.
Esports	<ul style="list-style-type: none"> • Esports students helped start an Esports team at Essex High School. This is the region's first high school Esports team.
Dental Hygiene	<ul style="list-style-type: none"> • Students provided dental hygiene services to individuals at Huron Lodge and Schlegel Villages at St. Clair and community members at the Downtown Mission. ☐ • Dental screening days conducted at an elementary school, in collaboration with a public health dental hygienist from the Windsor-Essex County Health Unit. ☐ • For the past 20 years, we have partnered with the Windsor Essex Catholic District School Board (WECDSB), creating our "Preventive Dental Health Program". This initiative permits elementary students to participate in and attend our clinics.☐
Practical Nursing	<ul style="list-style-type: none"> • The second-year Practical Nursing students at South Campus partnered with the Windsor Essex County Health Unit (WECHU) to provide vision screening for the kindergarten students in the Windsor/Essex area.
Culinary	<ul style="list-style-type: none"> • Culinary students and Professor, Chef Jimmerfield, cooked food for Camp Brombal during a week long camp for low-income children that is run by local police services.

AREA	VOLUNTEER ACTIVITIES
TSI - Chatham	<p>TSI participated in:</p> <ul style="list-style-type: none"> • "Your Roots Are In Chatham-Kent" tree planting on the St. Clair College grounds. This ceremony allows the municipality and the Lower Thames Conservation Authority to promote growing roots after a student's education in the Chatham-Kent community. • Monday Farmers' Market - Local businesses come to the Andrew J. Faas Student Centre to share the goods and services that they have to offer in our community. • Family Fun Day hosted by the College Alumni Association brings many people from the community of Chatham Kent to the College grounds to participate in free family-friendly activities. • Supported Chatham Kent Health Alliance Oncology department by raising \$2,500 towards the Oncology unit at the hospital. • "Walk A Mile In Her Shoes" event which a program to end violence against men and women and \$11,000 was raised for the Women's Shelter in Chatham. • Chatham Polar Plunge for Special Olympics to raise money for athletes to participate in Special Olympics games. In collaboration with Chatham Kent Police Service raised over \$46,000 towards this cause. • "Torch Run and Torch Ride for Special Olympics" charity BBQ that raised money for Special Olympics athletes in Chatham Kent. • Sponsored the YMCA Pool Sharks swim team. • Sponsored the Chatham Kent Robotics teams by donating space at the Campus to allow them to fundraise and meet. • Hosted a Children's Christmas party for the College community. • Facilitated opportunities to fill the College student's community food bank and food pantry. • Provided space for local workshops in the TSI Student Centre where students and community members have the opportunity to learn new skills. • "Get Swabbed" an event where community members come to the College to add students to the bone marrow registry to help patients in need of a transplant.
Event Management Students	<ul style="list-style-type: none"> • Students organized "Hoops Around The Clock" Community basketball fundraising Event held at our Windsor SportsPlex.
Paralegal	<ul style="list-style-type: none"> • Students provided a Community Mediation Program with Family Services and the Bilingual Legal Clinic.
Event Management	<ul style="list-style-type: none"> • Students participated in the United Way of Windsor & Essex County iClimb Event at the WFCU.
Protection, Security and Investigation/Police Foundations	<p>The Society raised: \$4000 and sponsored families for the Windsor Essex Children's Aid Society and Holiday Program; \$14,300 for the Windsor Goodfellow paper drive; and \$600 for the Windsor Essex Community Outreach Program.</p>
Chatham - Police Foundations & Border Services	<ul style="list-style-type: none"> • Students volunteered security services for the Chatham-Kent & Lambton Children's Water Festival.

AREA	VOLUNTEER ACTIVITIES
Developmental Support Worker-DSW	<ul style="list-style-type: none"> • Students participated in a "We Inspire Day" during the first week of classes. Second-year students volunteered to be on a student panel. They engaged each other by answering questions, offering support, and sharing highlights of the program. This helped new students discover what to expect in placement. Local agencies attend, sharing career paths as they promote themselves as potential future employers and create awareness about future job opportunities. This encourages connections between students and motivates them to participate with our community partners. Our program and students were the catalysts for a "We Inspire Week" across the province for DSW programs. Each College now plans an event to promote how "DSW's Inspire" within our communities and with the people we support. Students participate in activities to raise awareness in our community about disability and those we support. This year, students planned and participated in a "Spread the Word to End the "R" Word" event in our College Community by creating games, banners, activities, education, and more to educate and advocate.☐
Developmental Support Worker-DSW	<ul style="list-style-type: none"> • Students planned and hosted three separate life skills classes for members of the community to support and engage them in building kitchen based life skills. • DSW students hosted two activity days in the Fall semester and three days in the Winter semester. There were 40-50 individuals attending with their staff. At these events, students plan and implement various activities, (games, cards, crafts) while setting a welcoming and engaging social environment. <p>Students volunteer with the following events:</p> <ul style="list-style-type: none"> • Community Living Box Lunch - Students volunteer for the Box Lunch in March. As a class group, they order lunch to support the agencies' program. • "Rock Your Socks" World Down Syndrome Day on March 21. Pictures of the crazy socks were posted on Social Media in order to raise awareness about Down Syndrome in our community. • Volunteered to sell the Community Living Chatham Kent Lottery Calendar to support this fundraising initiative for Community Living. ☐ • Christian Horizons International Day of Disability Banquet - Students volunteer to support individuals upon arrival and assisting them to their assigned tables.
Early Childhood Education-ECE-Chatham	<ul style="list-style-type: none"> • The ECE program at the Chatham campus has two ECE classrooms in Chatham that are located at elementary schools. One is at St. Ursula school and the other is at Winston Churchill school. ECE Year 1 and Year 2 hold their curriculum classes at these early learning labs. They work directly with kindergarten teaching teams, the kindergarten classrooms and the school community.☐
Staff & Students	<ul style="list-style-type: none"> • Coaching by staff and students for the St. Clair Saints Jr Basketball Program.
Advertising Program	<p>Advertising Program students participated in and worked with:</p> <ul style="list-style-type: none"> • Google Grants project. • Windsor Aquatic Club 50th Anniversary Integrated Campaign. • Local high school presentations.

AREA	VOLUNTEER ACTIVITIES
Advertising Program	<ul style="list-style-type: none"> • "Distinguished Speaker" series within the community. • Fizz Ad Agency. • Bondy Bait Company Inc. • Cannes Advertising Competition.
Board Member	<ul style="list-style-type: none"> • President of the Canadian Culinary Federation, Windsor Chapter. • Membership with the World Chef Association's Canada Chef Representative for International Chef's Day.
Corporate Training	<ul style="list-style-type: none"> • St. Clair College assisted in running the food service program for the City of Windsor. This program is heralded as the most successful retraining program the City of Windsor Social Services has ever run.
Protection, Security and Investigation/Police Foundations	<ul style="list-style-type: none"> • Staff has organized a team of St. Clair College students, staff, family, and friends to participate in the Heart Breaker Challenge. All funds raised for the event stay in our community and support the Cardiac Wellness and Pulmonary Rehab Centres at Hotel-Dieu Grace Healthcare, as well as the proposed Bob Probert Cardiac Centre in Tecumseh.
Data Analytics	<ul style="list-style-type: none"> • The Data Analytics Club created a 311 Analysis Report for the City of Windsor. On October 30, 2019 we presented the report to City of Windsor at a Department heads meeting. We are currently working with City of Windsor on several community projects. In 2020, we started a project with Hospice and the Downtown Mission.
Business	<ul style="list-style-type: none"> • Marketing and finance students participated in the Great Canadian Sales Pitch Competition. This is a national competition that included over 3,000 submissions from across University and College campuses. Students were required to create a two minute video pitch based on a business case they were provided. With mentorship from our industry sales professionals, our students were introduced to the fundamentals of creating a pitch. Two students were chosen to attend the finals in Toronto where they were paired up with corporate executives. There, they participated in a live sales meeting. Our students had the opportunity to network with a variety of companies and explore opportunities upon graduation.
Enactus Club	<ul style="list-style-type: none"> • Enactus Club competed in a regional and national competition. Our team has grown from 15 members back in 2017 to 50 members in 2019-2020. We partnered with Devonshire Mall to create a new recycling initiative that uses real-time data to determine their recycling and waste streams. Additionally, we engaged the Windsor Essex Catholic School Board to offer Entrepreneurship training modules to Grade 9 and 11 students.
Event Planning Class	<p>Working with the following charities:</p> <ul style="list-style-type: none"> • Habitat for Humanity with over \$30,000 donated. • Transition to Betterness. • Windsor Essex Humane Society. • John McGivney Centre. • Kevin DaSilva Lyme Disease Awareness. • Jumpstart.
Marketing Class	<p>Third year marketing students prepared and presented marketing plans to:</p> <ul style="list-style-type: none"> • Windsor Spitfires. • Habitat for Humanity.

AREA	VOLUNTEER ACTIVITIES
College President's Engagements	<ul style="list-style-type: none"> • Windsor Regional Hospital Board of Directors. • Windsor Regional Hospital Board Member. • Windsor Regional Hospital Human Resources Sub-Committee. • Connecting Windsor Essex, Board Member. • Windsor Family Credit Union, Board Member. • Windsor-Essex Regional Chamber of Commerce Gold Circle. • Chatham-Kent Community Leaders Cabinet. • Committee of Presidents (COP). • Public College Private Partner COP Sub-Committee. • Sexual Violence Task Force COP Sub-Committee. • 100 Women Who Care Windsor-Essex. • ProsperUs Leadership Council.



TO: BOARD OF GOVERNORS

FROM: PATRICIA FRANCE, PRESIDENT

DATE: FEBRUARY 25, 2020

**RE: HONOURS BACHELOR OF BUSINESS ADMINISTRATION
(INFORMATION COMMUNICATION TECHNOLOGY) DEGREE
PROGRAM**

SECTOR: WASEEM HABASH, VICE PRESIDENT, ACADEMIC

AIM:

To update the Board of Governors on student tuition and the related budget as it pertains to the approved Honours Bachelor of Business Administration (Information Communication Technology) [BBA ICT] degree program.

BACKGROUND:

It was determined that the delivery of degrees was necessary to heighten St. Clair's profile and brand and to expand the credentials offered at the College.

On November 24, 2015, the Board of Governors approved the submission and launch of the Honours Bachelor of Business Administration (Information Communication Technology) degree program.

Since that time, the College submitted the proposal to the Postsecondary Education Quality Assessment Board (PEQAB) and subsequently to the Ministry of Colleges and Universities (MCU), and received approval for launch; however, the tuition was approved at a much lower rate. The program is scheduled to receive its first intake of students in September 2020.

Program Tuition

On December 18, 2019, the College received notice from the MCU stating, *"The proposed tuition fee of \$8,012.00 is not approved. In 2019-20, tuition fees are to be decreased by 10% and in 2020-21 a tuition fee freeze will be implemented. The maximum tuition fee that will be approved for a baccalaureate degree program in 2020-21 is \$6,369.30 for 2 semesters.*

St. Clair College will proceed to offer the BBA ICT degree program for September 2020, with tuition fees based upon the above-noted Ministry-approved tuition rate of \$6,369.30 for 2 semesters.

Financial Implications

Due to the Ministry's requirement to reduce tuition, St. Clair College's administration has revised the financial projections of the program. The Board of Governors approved the program on November 24, 2015, based upon the budget submitted at the time (Appendix A).

However, since that time, tuition was not the only item that has changed and that will impact the program costing. Many other factors have been discovered that will impact the budget of the program. Administration feels that it is prudent to identify all of the factors, their impact, and include in the revised budget (Appendix B).

The following is the list of factors that have changed and their impact on the budget.

- 1) Reduced Tuition → Reduced Revenue.
- 2) Increase in Domestic Enrolment → Increased Revenue.
- 3) Included new International Enrolment → Increased Revenue.
- 4) Loss of Grant Funding Starting in Year 3 → Reduced Revenue.
- 5) Reduction of Grant in Years 1 and 2 → Reduced Revenue.
- 6) Increased Part-time Teaching Costs due to Bill 148 and Increased Enrolment.
- 7) Overhead Contribution Rate Change from 35% to 40%.
- 8) Budget template changed from a 5-year net present value (NPV) to an 8-year NPV.

As you will note, the program will provide a net present value of \$698,125 over 8 years. However, the deficit in the first year will increase from \$47,456 to \$79,013.

RECOMMENDATION:

IT IS RECOMMENDED THAT the Board receive this update, for information, on the Honours Bachelor of Business Administration (Information Communication Technology) degree program.

APPENDIX A

Business Admin- ICT Degree

		Year 1	Year 2	Year 3	Year 4	Year 5
Enrolment						
	AAL 1	20	20	20	20	20
	AAL 2	16	16	16	16	16
	AAL 3 **		22	22	22	22
	AAL 4		21	21	21	21
	AAL 5			20	20	20
	AAL 6			20	20	20
	AAL 7			19	19	19
	AAL 8			0	19	19
	AAL 9			0	18	18
	Total	36	79	138	175	175
Revenue:						
	Tuition per semester (1)	\$4,006	\$4,006	\$4,006	\$4,006	\$4,006
	# of Students (2)	36	79	119	156	156
	Tuition Revenue	A	\$144,216	\$316,474	\$476,714	\$624,936
	Deemed Grant per funding unit (3)		\$5,600	\$5,600	\$5,600	\$5,600
	FTE's		0.00	5.64	18.02	39.45
	Grant Revenue	B	\$0	\$31,594	\$100,925	\$220,924
	Total Revenue (A + B)		\$144,216	\$348,068	\$577,639	\$845,860
	Expenditures:					
	Teaching costs		\$110,196	\$149,976	\$249,954	\$285,491
	Support staff		-	-	60,000	61,200
	Support staff fringe benefits (@23%)		-	-	13,800	14,076
	Instructional supplies		6,000	6,000	6,000	6,000
	Professional Development		5,000	5,000	5,000	5,000
	Marketing Costs		20,000	10,000	10,000	
	Start up & equipment costs (4)			30,000	30,000	30,000
			141,196	200,976	374,754	401,767
	Overhead (5)		50,476	121,824	202,174	296,051
						332,829
	Expenditures & Overhead		\$191,672	\$322,800	\$576,928	\$697,818
	Net Contribution		(\$47,456)	\$25,268	\$712	\$148,042
	Net Present Value (@2%) Yr 1-5		\$309,786			

Notes:

- 1 Tuition is assumed to grow 0% / year.
 - 2 Semester 7 students subtracted from total in tuition summary as they would be on WIL.
 - 3 Grant is assumed to grow 0% / year.
 - 4 Software and licensing costs for IBM SPSS
 - 5 Overhead is 35% of operating revenues
- ** Intake from bridging program into year 2
bridging from business diploma

APPENDIX B

Program Budget

Name of program:

			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8
Enrolment :										
Domestic	AAL 1		20	30	30	30	30	30	30	30
International	AAL 1		10	10	10	10	10	10	10	10
Domestic	AAL 2		17	26	26	26	26	26	26	26
International	AAL 2		9	9	9	9	9	9	9	9
Domestic	AAL 3			14	22	22	22	22	22	22
International	AAL 3			8	8	8	8	8	8	8
Domestic	AAL 4			14	21	21	21	21	21	21
International	AAL 4			8	8	8	8	8	8	8
Domestic	AAL 5			24	36	42	42	42	42	42
International	AAL 5			0	8	8	8	8	8	8
Domestic	AAL 6			23	34	39	39	39	39	39
International	AAL 6			0	8	8	8	8	8	8
Domestic	AAL 7			0	22	32	37	37	37	37
International	AAL 7			0	0	8	8	8	8	8
Domestic	AAL 8			0	22	32	37	37	37	37
International	AAL 8			0	0	8	8	8	8	8
Total Student Enrolment:			56	165	262	310	321	321	321	321

Domestic Students		37	131	211	243	254	254	254	254
Tuition per semester (1)		\$3,184	\$3,184	\$3,184	\$3,184	\$3,184	\$3,184	\$3,184	\$3,184
Total Domestic Tuition Revenue	A	\$117,808	\$417,104	\$670,676	\$773,959	\$807,489	\$807,489	\$807,489	\$807,489

International Students		19	34	51	67	67	67	67	67
Tuition per semester (1)		\$8,600	\$8,600	\$8,600	\$8,600	\$8,600	\$8,600	\$8,600	\$8,600
Total International Tuition Revenue	B	\$163,400	\$294,980	\$440,320	\$577,920	\$577,920	\$577,920	\$577,920	\$577,920

Expenditures:									
International Student Recovery FEE (ISR)	C	\$	7,125	\$	12,863	\$	19,200	\$	25,200
Deemed Grant per funding unit (2)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FTE's		0.00	0.00	4.42	20.03	40.48	65.12	79.85	89.72
Total Grant Revenue	D	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Total Revenue A + B - C + D		\$274,083	\$699,222	\$1,091,796	\$1,326,679	\$1,360,209	\$1,360,209	\$1,360,209	\$1,360,209
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Teaching costs (FT/ PT faculty, FT/ PT support/admin)

Total FT Professor Costs (3)	\$111,600	\$115,320	\$229,226	\$243,572	\$260,546	\$280,765	\$304,990	\$334,166
Total PT Teaching Costs	\$64,863	\$174,879	\$128,449	\$119,687	\$122,062	\$124,486	\$126,957	\$129,478
Total FT Support Costs	\$0	\$0	\$73,800	\$75,276	\$76,782	\$78,317	\$79,883	\$81,481
Total PT Support Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Coordinator Costs (if applicable)	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
PT Administration Costs (if applicable)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Faculty/ Support Costs	\$182,463	\$296,199	\$437,475	\$444,534	\$465,390	\$489,568	\$517,831	\$551,126

Start Up Costs

Instructional supplies	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
Renovation Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment Costs (4)	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Accreditation (5)	\$20,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Professional Development & Curriculum	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
Field Placement Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Start Up Costs	\$61,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000	\$51,000

Total Expenditures	\$	243,463	\$	347,199	\$	488,475	\$	495,534	\$	516,390	\$	540,568	\$	568,831	\$	602,126
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Contribution Margin (40%)		\$109,633	\$279,689	\$436,719	\$530,672	\$544,084	\$544,084	\$544,084	\$544,084
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Expenditures & Contribution Margin		\$353,096	\$626,888	\$925,194	\$1,026,206	\$1,060,474	\$1,084,651	\$1,112,914	\$1,146,209
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Net Difference		(\$79,013)	\$72,334	\$166,603	\$300,473	\$299,735	\$275,558	\$247,295	\$214,000
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Net Present Value (@2%) Yr 1-8

\$698,125

Notes:

- 1 Tuition is assumed to grow at 0% per year
- 2 Grants can no longer be attributed to new programs based on new Ministry Funding model
- 3 Full time faculty hire in Year 1 and year 3.
- 4 Equipment costs are software upgrades and replacement machines.

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TO: BOARD OF GOVERNORS

FROM: PATRICIA FRANCE, PRESIDENT

DATE: FEBRUARY 25, 2020

RE: PROGRAM ADVISORY COMMITTEES

SECTOR: WASEEM HABASH, VICE PRESIDENT, ACADEMIC

AIM:

To provide a report to the Board of Governors on Program Advisory Committee (PAC) activities for the 2018 – 2019 academic year, as required by the Board of Governors' workplan.

BACKGROUND:

In keeping with the Colleges of Applied Arts and Technology Policy Framework, Program Advisory Committees are mandated under the Ministry's Binding Policy Directive, "Framework for Programs of Instruction". In addition, PACs are instrumental to the College in ensuring that the College's academic programs remain relevant and up-to-date with industry, business, and the needs of the community. PACs also serve as advisors on admissions, graduate requirements, quality assurance and program equipment.

The committee memberships consists of individuals from within the community who have vocational or academic experience and knowledge that enables them to best advise the College on matters relevant to College programs and services.

RECOMMENDATION:

IT IS RECOMMENDED THAT the Board receive the annual summary report on the Program Advisory Committees active at St. Clair College, for information.

Program Advisory Committee (PAC) Report Executive Summary 2018 – 2019

St. Clair College has a total of 161 academic programs, including apprenticeship and Ministry-funded programs, for example ACE and LBS.

A total of 83 Program Advisory Committees exist to support the entire program offerings at St. Clair College.

Forty-seven programs have stand-alone Program Advisory Committees, while the remainder of the programs have combined Advisory Committees due to similarity of vocations.

All programs met the obligation of a minimum of one meeting per year, except for the following newly launched programs:

- B018 – Data Analytics for Business – Program launched Fall 2018 semester (meeting scheduled for current semester).
- B906 – Esports Administration and Entrepreneurship – Program launched Winter 2019 semester.
- B999 – International Business Management-Logistics Systems – Program launched Spring 2019 semester.

A total of 101 PAC meetings were held across all programs during the 2018 – 2019 academic year. Twenty-four Program Advisory Committees met more than once during this period.

The 2018 – 2019 PAC Meeting Schedule is attached. The Program Advisory Committee membership lists and the Annual Reports can be found on the Board of Governors' portal.

School of Academic Studies

	Meeting Date	Minutes Rec'd	Meeting Date	Minutes Rec'd	Meeting Date	Minutes Rec'd	Meeting Date	Minutes Rec'd
1 K972 Academic and Career Entrance/Literacy Basic Skills (LBS) - Chatham	7-Feb-2019	Yes						
2 K200 Developmental Services Worker/K824 Developmental Services Worker Acc.	22-Nov-2018	Yes	4-Apr-2019	Yes				
3 K240 Early Childhood Education	11-Oct-2018	Yes	11-Apr-2019	Yes				
4 K766 Powerline	25-Oct-2018	Yes	14-Feb-2019	Yes	11-Apr-2019	Yes		
5 K813 Protection, Security & Investigation/K919 Police Foundations	18-Oct-2018	Yes	21-Mar-2019	Yes				
6 K384 Social Service Worker - Gerontology - Intake Suspended	11-Oct-2018	Yes	7-Mar-2019	Yes				
7 K789 Sustainable Energy/K788 Electrical Engineering Technician	10-Oct-2018	Yes	20-Feb-2019	Yes				

Zekelman School of Business & IT

1 B010/K150 Business - Accounting/B007/K007 Business Admin - Accounting/K600 Business	4-Jul-19	Yes						
2 B851 Business Administration - Finance	30-Apr-19	Yes						
3 B880 Business Administration - Human Resources/B802 Human Resources Management	2-May-19	Yes						
4 B012 Business - Marketing/B009 Business Administration - Marketing	24-Sep-18	Yes						
5 T860 Computer Systems Technician - Networking/T861 Computer Systems Technology - Networking	12-Feb-19	Yes						
6 B018 Data Analytics for Business - Launched Fall 2018	Launched in Fall 2018							
7 B906 Esports Administration and Entrepreneurship - Launched Winter 2019	Launched in Winter 2019							
8 B999 International Business Management - Logistics Systems - Launched Spring 2019	Launched in Spring 2019							
9 B989 International Business Management/B892 Business Administration - International - Suspended	Suspended Intake							
10 B948 Internet Applications and Web Development - Suspended	Suspended Intake							
11 B990 Mobile Applications Development	22-Feb-19	Yes						
12 B226 Office Admin - General/B227/K231 Office Admin - Executive	30-May-19	Yes						
13 B228/K238 Office Admin - Health Services	20-Mar-19	Yes						
14 B891 Office Admin - Legal - Suspended	Suspended Intake							
15 B904 Sport and Recreation Management	17-Apr-19	Yes						
16 B788 Supply Chain Management - Suspended	Suspended Intake							

School of Community Studies

1 C772 ACE/LBS	4-Feb-2019	Yes	18-Apr-2019	Yes	6-Jun-2019	Yes		
2 B935 Autism and Behavioural Science	2-May-2019	Yes						
3 B961/K967 Border Services	28-Mar-2019	Yes						
4 B992 Child and Youth Care/K994 Child and Youth Care - Accelerated	18-Oct-2018	Yes	18-Apr-2019	Yes				
5 C365 CICE	26-Mar-2019	Yes						
6 B603 Community & Justice Services	21-Feb-2019	Yes						
7 B101 Early Childhood Education/B820 Early Childhood Education Accelerated/B846 Concurrent Early Childhood Education	23-Oct-2018	Yes						
8 B899 Educational Support	30-Jan-2019	Yes						
9 C623 Liberal Arts/C862 General Arts and Science	25-Jan-2019	Yes						
10 B897 Paralegal/B959 Paralegal Acc.	28-Feb-2019	Yes						
11 B819 Police Foundations/B803 Protection, Security & Investigation	19-Nov-2018	Yes						
12 B895 Social Service Worker - Gerontology	16-Nov-2018	Yes						

School of Engineering Technologies

1 T020 Architectural Technology	20-Feb-2019	Yes						
2 T755 Biomedical Engineering Technology - Equipment and Devices	14-Nov-2018	Yes	5-Jun-2019	Yes				
3 T836 Chemical Laboratory Technology	24-Oct-2018	Yes	15-May-2019	Yes				
4 T154 Civil Engineering Technology/T036 Construction Engineering Technician	17-Oct-2018	Yes	10-Apr-2019	Yes				
5 T974 Electromechanical Engineering Technician - Robotics	13-Jun-2019	Yes						
6 T929 Electronics Engineering Technology - Industrial Automation	7-Nov-2018	Yes	29-May-2019	Yes				
7 T146 Interior Design	21-Jun-2019	Yes						
8 T826 Mechanical Engineering Technology - APD	27-Aug-2019	Yes						
9 T941 Power Engineering Technology - Mechanical	14-Feb-2019	Yes						

School of Health Sciences

Meeting Date	Minutes Rec'd	Meeting Date	Minutes Rec'd	Meeting Date	Minutes Rec'd	Meeting Date	Minutes Rec'd
1	H794 Cardiovascular Technology	15-Nov-2018	Yes	21-Mar-2019	Yes		
2	H915 Dental Assisting/H800 Dental Hygiene	12-Dec-2018	Yes	24-Apr-2019	Yes		
3	H796 Diagnostic Medical Sonography	20-Nov-2018	Yes	26-Mar-2019	Yes		
4	H879 Fitness and Health Promotion	28-May-2019	Yes				
5	H837 Medical Laboratory Science/H299 Medical Laboratory Technician	1-Oct-2018	Yes	28-Jan-2019	Yes		
6	K893 OTA/PTA	18-Oct-2018	Yes	9-May-2019	Yes		
7	K940/H840 Paramedic	11-Oct-2018	Yes	10-Apr-2019	Yes		
8	H812 Pharmacy Technician	23-Jan-2019	Yes	19-Jun-2019	Yes		
9	H795 Respiratory Therapy	7-Nov-2018	Yes	22-May-2019	Yes		
10	H258 Veterinary Technician	22-Nov-2018	Yes	2-May-2019	Yes		

School of Media, Art & Design

1	B875 Advertising and Marketing Communications Management/B792 Web and Interactive Advertising	18-Mar-2019	Yes				
2	T993 Animation - 2D/3D	19-Apr-2019	Yes				
3	B935 Culinary Management/415A Cook Apprentice Branch 2	17-Jun-2019	Yes				
4	A872 Entertainment Technology - Suspended	Suspended Intake					
5	B908 Event Management	29-May-2019	Yes				
6	B877 Fashion Design Technician	27-May-2019	Yes				
7	T809 Graphic Design	21-Mar-2019	Yes				
8	B940 Hospitality Management	9-Apr-2019	Yes				
9	B894 Journalism/B882 Media Convergence	9-Feb-2019	Yes				
10	A887 Music Theatre Performance	3-Jun-2019	Yes				
11	B791 Public Relations	8-Apr-2019	Yes				
12	B825 Tourism and Travel	30-May-2019	Yes				

School of Nursing - Chatham

1	K950 Collaborative Nursing/K963 Practical Nursing/K933 Personal Support Worker	24-Oct-2018	Yes	1-May-2019	Yes		
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School of Nursing - Windsor

1	H850 Collaborative Nursing/H863 Practical Nursing/H932 Personal Support Worker	5-Dec-2018	Yes	12-Jun-2019	Yes		
2	C904/K904 Pre-Health Sciences Pathway to Advanced Diplomas and Degrees	3-May-2019	Yes				

School of Skilled Trades

1	401 A Brick and Stone Masonry Apprenticeship	20-Mar-2019	Yes				
2	T947/K731 Electrical Techniques	21-Nov-2018	Yes				
3	B912/K946 Esthetician	1-Apr-2019	Yes				
4	T974 Hairstylist/332A Hairstylist	6-May-2019	Yes				
5	T207 Heating, Refrigeration & Air Conditioning Technician	24-Oct-2018	Yes				
6	T866 Horticulture - Landscaping	18-Mar-2019	Yes				
7	T855 Mechanical Engineering Technology - Industrial/433A Millwright	7-Mar-2019	Yes				
8	T867 Mechanical Technician CAD/CAM/T923 Mechanical Techniques - Precision Metal Cutting/429A General Machining/430A Tool and Die Maker/431A Mouldmaker	25-Oct-2018	Yes	4-Apr-2019	Yes		
9	T954 Plumbing Techniques/306A Plumber	5-Nov-2018	Yes				
10	T876 Pre-Service Firefighter Education and Training	18-Dec-2018	Yes				
11	T858 Truck & Coach Techniques/T167 Motive Power/310S Auto Service Technician/310T Truck & Coach Technician	25-Apr-2019	Yes				
12	T949 Welding Techniques	28-Nov-2018	Yes				
13	T805 Woodworking/T965 Carpentry and Renovation Techniques/403A General Carpenter	6-Nov-2018	Yes				

Skilled Trades Regional Training Centre

1	Precision Metal Cutting [Earn While You Learn]	16-Apr-2019	Yes				
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2020 CIGan Conference

May 1 – May 2, 2020: Pre-Conference

May 3 – May 5, 2020: Conference

Montreal, QC

The CIGan Conference offers a range of topics and guest speakers through various sessions. For those Governors who would like to consider attending, please review the agenda for full session descriptions at:

<https://conference.collegesinstitutes.ca/conference-at-a-glance/>

The conference is organized into six streams; Governing Excellence, Wiring for Student Success, Hacking Education, Embodying Sustainability, Driving Innovation and Going Global. A variety of keynote speakers will be presenting at the conference.

Should you wish to attend the conference, please forward your expressed interest via email to Kristen Adams at kadams@stclaircollege.ca. Further details will be sent in the near future.

May 1-2, 2020

Pre-Conference Forum for Colleges and Institutes Serving Rural, Remote and Northern Communities

May 3-5, 2020

CIGan Conference

Farewell Dinner

POLICY TYPE: Governance Process

NUMBER: 2003-10.

POLICY TITLE: Advocacy

DATE: May 2003

REVISED: May 2009

REVIEWED: November 2019

Background

The St. Clair College Board of Governors identified the importance of developing an Advocacy Policy, strategy, and action plan. The Board indicated the need for a formal process that would allow it to respond to political, economic and social issues impacting the College, the Ontario college system and post-secondary education. The Board also identified the importance of lobbying appropriate stakeholders on key issues affecting post-secondary education.

The Board recognized that lobbying on specific issues may involve joint action with College Administration, Colleges Ontario, or other interested parties. The Board also may lobby on its own.

The Policy

The Board of Governors will advocate on behalf of the College, post-secondary education and training system on issues of concern as needed. This advocacy may be undertaken in partnership with others. The purpose of the activity is to inform, educate and persuade governments and other stakeholders.

Goals of advocacy may include:

- to raise the profile of St. Clair College, its programs and services with members of the community, governments, business, industry, students, media and other key stakeholders;
- to position the College as a major force and a valuable partner in employment, economic and community development and technological innovation in the Windsor/Essex and Chatham/Kent communities;
- to advocate for adequate funding and resources to enable the College to continue to provide for post-secondary education and training;
- to establish and maintain effective relationships with the community, business, industry, government, other educational sectors and others who can assist the Board and the College in achieving its goals; and
- to promote and market the College and its position on issues.

Relationship of Board and Colleges Ontario in Advocacy

Colleges Ontario is responsible for advocating system-wide college issues. Certain advocacy issues may require collaboration with college boards, college administrators and other organizations.

Role of the St. Clair College Board of Governors

Annually, the Board will identify and prioritize issues that require an advocacy strategy, will formulate appropriate action plans and will develop a statement of key messages concerning these issues. These key messages will serve as position statements for individual board members when representing St. Clair College's Board of Governors in speaking engagements or other advocacy activities.

Role of Individual Board Members

St. Clair College's Board of Governors is a legal corporate entity and, as such, individual Board members must represent the views of the Board as a whole when speaking on an advocacy issue, rather than presenting their individual positions.

Role of the President and the College Administration

Although the Board and College Administration will collaborate on strategic advocacy issues, the President of St. Clair College and other senior administrative staff will advocate on an ongoing basis on emerging issues.

Criteria and Process for Identification of Advocacy Issues

Colleges Ontario, through its Advocacy and Communications Committee, identifies system-wide college advocacy issues and develops strategies to deal with these issues on an annual basis. These advocacy issues are communicated to colleges through various publications and committees.

St. Clair College advocacy issues will be identified at the Board's annual planning workshop. Board members will prioritize these advocacy issues based on the needs of the College and will determine which issues the Board should focus its attention in the upcoming year.

Advocacy issues identified by a sub-committee of the Board are referred to the Board for action.

Input on advocacy issues will be sought from employees, student and alumni groups, employers of our graduates and others in the community when appropriate.



ST. CLAIR

COLLEGE

Board of Governors Policy Manual

POLICY TYPE:	Governance Process	NUMBER:	2003-11.
POLICY TITLE:	Relationship to the Foundation	DATE:	May 2003
		REVISED:	May 2009
		REVIEWED:	February 2020

The College Board, in partnership with the Foundation, works toward accomplishing the strategic goals of the College, while at the same time, maintaining the values of the College.

To ensure appropriate communication and understanding between the two, the St. Clair College Board of Governors shall appoint a designate for a one-year term to the St. Clair College Foundation Board and that designate shall report back to the Board as required.

Minutes of the Foundation Board meetings will be available as a form of communication from the Foundation to the Board.

An annual report of the Foundation will be presented to the Board of Governors meeting of the College Board and the Foundation Board will be scheduled for May, as an opportunity to exchange information and share joint educational opportunities or areas of further interest to both groups.