

**ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY**

**MINUTES OF THE**

**FULL BOARD MEETING of the BOARD OF GOVERNORS**

Held on March 26, 2024, at 8:45 p.m. in the President's Board Room #A3315E,  
Windsor Campus.

**Present:**

Ms. R. Anguiano Hurst  
Mr. A. Barron  
Mr. W. Beck, virtually  
Ms. P. Corro-Battagello  
Mr. G. Fenn  
Ms. P. France, **President**  
Ms. B. Kressler  
Mr. J. Parent  
Ms. J. Piccinato, **Chair**  
Mr. A. Provost  
Mr. G. Rossi, **Vice Chair**  
Ms. S. Sasseville, virtually  
Mr. A. Teshuba  
Ms. M. Watters  
Ms. G. Wrye  
Ms. J. Yee, virtually

**Regrets:**

Mr. C. Hotham  
Mr. E. Sovran, **Past Chair**

**Also Present:**

Ms. K. Adams, Board Secretary  
Mr. E.P. Chant, Editor, SAINT, Student Newspaper, virtually  
Mr. J. Fairley, Vice President, College Communications & Community  
Relations  
Mr. M. Jones, Vice President, Finance & Chief Financial Officer  
Mr. R. Kobielski, Faculty Observer  
Ms. F. McLean, Manager, Marketing and Recruitment  
Mr. R. Nicoletti, Executive Director, President's Office, Corporate  
Secretary & Ministry Compliancy  
Ms. K. Parrinello, Support Staff Observer  
Mr. D. Rorai, Retirees' Observer  
Mr. M. Silvaggi, Vice President, Academic & Registrar  
Mr. J. Sirianni, Vice President, Human Resources, Safety & Facilities  
Management  
Ms. M. Staley Liang, In-coming, Vice President, Academic

Having a quorum of Governors in attendance either virtually or in person, 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'**.

Ms. J. Piccinato 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, February 27, 2024 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 February 27, 2024 meeting.

**3.0 Constituent Reports**

**Retirees' Association**

Mr. Rorai reported the following initiatives and activities on behalf of the Retirees' Association:

- Mr. Jones, the long-standing Retirees' Association observer has had to step back from his duties. He extends his thanks to the Board as he has greatly enjoyed his role over the years and will miss participating in the Board meetings. He wishes the Senior Management Team, the College and the Board great success moving forward.
- Mr. Dan Rorai will assume the role of Retirees' Association observer for the Board of Governors.
- In celebration of Valentine's Day, the Retirees held a luncheon at the Bourbon Tap and Grill in Tecumseh.
- On March 26, 2024, the Retirees participated in a painting class led by retiree Sandra Ellis, held at Sho Studios. Ms. Ellis has previously led these classes and her creativity and fun nature always make the events enjoyable for all.
- The Retirees' Association presented two \$750 scholarships to students in the Personal Support Worker (PSW) program at the College's 2024 Scholarship Events. Ms. Kyra Babcock was the recipient from the Chatham Campus and Ms. Tianna Giesbrecht was

the recipient from the Windsor Campus. Both students were very appreciative to be selected.

- The Retirees' Association will be assisting with the Western Ontario Institute of Technology (WOIT) Reunion, scheduled for Saturday, July 6, 2024. The Archive Committee is preparing items for the event.
- The Retirees' Association Annual General Meeting (AGM) is scheduled for Thursday, May 16, 2024, at Griff's in the Student Centre. Following the meeting, tours will be offered to the retirees, organized by Fiona McLean, Manager, Marketing and Recruitment.
- A bus tour to Grand Bend and the Huron Playhouse to see a production of "The Jersey Boys" is scheduled for Wednesday, July 10, 2024.
- The Retirees' Association continues to promote Woodland Hills Golf Course within its membership and will be providing information regarding the opening date in the Spring Newsletter.

### Support Staff

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

- Local 137 held a Membership Engagement event on February 1 – 2, 2024. The event saw the distribution of cross-body bags, each with a \$75 gift card to 200 full-time, 60 regular part-time and 11 Appendix D staff. Prior to distribution, members were asked to choose from a selection of gift cards.
- The OPSEU Regional Election meeting is scheduled for Saturday, April 6, 2024. At the meeting, elections for the Executive Board and various committees will be held.
- The 46<sup>th</sup> Annual OPSEU/SEFPO Convention will be held April 25 – 27, 2024 at the Metro Toronto Convention Centre.
- The Wellness Committee continues to offer staff fitness activities for all college staff, during the lunch hour. Activities currently include yoga, basketball and workouts led by staff.

### Faculty

Mr. R. Kobielski reported the following on behalf of the Faculty:

- The Community Integration Through Cooperative Education (CICE) program will be celebrating its ten-year anniversary at an Open House scheduled for Friday, June 14, 2024, in the Student Life Centre. Tickets are being sold for the event at [www.showpass.com/cice10year/](http://www.showpass.com/cice10year/) with all proceeds going to establish a scholarship fund for future CICE students.

CICE will also be participating in the OASIS Conference being held at Caesars Windsor, April 24 – 26, 2024. OASIS provides supports and services to individuals with an intellectual disability and their families.

- Students in their second year of the Paramedic program visited the Wayne County Medical Examiner's Office in January and were able to observe seven live autopsies under the supervision of Dr. Lokman Sung, Chief Medical Examiner. A transfer agreement with Wayne State University is being explored for students who have successfully completed the Paramedic program to be admitted into the Physician Assistant program.
- The Esthetics program participated in the College's Spring Open House with five student volunteers who led participants through interactive activities. Faculty of the program are excited to announce that the program is currently waitlisted for Fall 2024.

The Esthetician students are excited to begin their rotation at Hotel Dieu-Grace Hospital, Complex Care Unit. The students provide comfort care services to the Palliative Care patients, one day per week.

Two students enrolled in the Esthetician program will be competing in the Ontario Skills Competition, May 6 – 7, 2024 at the Toronto Congress Centre.

- The Community and Justice Services (CJS) Club held a Valentine Raffle with proceeds going to the Windsor Residence for Young Men. The Club also organized a Plasma Challenge for Canadian Blood Services and participated in the Rough Night Out event with the Windsor Residence for Young Men.

Students and faculty in the CJS program participated in the following:

- Camp CJS – to raise money and awareness of issues with youth homelessness.
- Coldest Night of the Year – proceeds to support the Downtown Mission.
- Polar Plunge – proceeds to support Special Olympics.
- Happy Harvesting – partnership with Canadian Mental Health Association (CMHA) to offer fresh fruit and vegetables to students, free of charge. CMHA also provided information regarding mental health resources.
- The Child and Youth Care Accelerated program continues to be active supporting children and youth both in our community, as well as in the Toronto area:
  - Collected books to donate to children and youth through the Children's Aid Society.
  - Collected and donated reusable water bottles to a Toronto group to support youth who are homeless.
  - Collected pop tabs to support the Children's Treatment Centre to provide new wheelchairs for children.
  - Collected non-perishable goods for Bill's Place, a drop-in center for the 2SLGBTQ community in Chatham. Students are also scheduled to tour the facility in May.
  - The promotion of mental health with youth in the community through activities at the College.



- Students in the Interior Design program are currently working with Hiatus House to develop a renovation project for their children's area, in 2025.

Students in the third year of the Interior Design program are currently working with the City of Windsor on a renovation project for the Capitol Theatre.

Six of the 24 students graduating from the Interior Design program will be furthering their education at the Atlantic Technological University in Sligo, Ireland.

- Students in the Heating, Refrigeration and Air Conditioning Technician (HVAC) program attended the Canadian Mechanical and Plumbing Exposition (CPMX) at the Metro Toronto Convention Centre, March 20 – 21, 2024. Eight students from the program competed in the Skills Competition, with one of the students earning a second-place finish.
- Students enrolled in the Honours Bachelor of Business Administration - Information Communication Technology (BBAICT) program, as well as some students in the Business Administration – Finance program toured the Rocket Mortgage locations both in Windsor and Detroit. They also had the opportunity to speak with the Analytics Department from the Detroit Pistons organization, regarding how they utilize analytics to predict game-day attendance.

Four students of the BBAICT program travelled to Simon Fraser University in British Columbia February 17 – 24, 2024, to participate in the CASE IT Competition. St. Clair was the only college that participated amongst institutions from around the world. The team was awarded a third-place medal in the MIS Business Case Competition, as well as third place overall for the Capture IT/Spirit event.

Students from BBAICT along with those from the Advertising and Marketing Communications program, toured Rogers Media; Sports Net and Hockey Night in Canada studios, Corus Entertainment and Cisco Systems. At each company, an industry panel provided advice to students and encouraged them to connect with them for further career guidance.

- There are currently 91 students in the Social Services Worker – Gerontology (SSWG) program completing their final field placements in the community, across 42 agencies.

The SSWG Club hosted an event in March in partnership with the Alzheimer's Society, spreading awareness regarding dementia and common aging myths. The event raised money through raffles with proceeds going to the Alzheimer's Society. The club is also exploring the possibility of working with Schlegel Villages to host an event in the future.

The SSWG students have had the opportunity to host several community agencies for guest lectures, including representatives from the Ontario College of Social Workers and Social Service Workers, the Parkinson Society of Southwestern Ontario, the Brain Injury Association and Schlegel Villages. The students will welcome a guest speaker from Assisted Living Southwestern Ontario (ALSO), who will be introducing the students to basic concepts of Non-Violent Crisis Intervention.

#### 4.0 **President's Report**

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

Ms. France noted that the President's Report was included in the Full Board meeting documents, distributed via email and posted on the Board portal. She outlined the events and initiatives that have occurred since the last Board meeting:

- The 10<sup>th</sup> annual Windsor Polar Plunge was held on Thursday, February 29, 2024, on the grounds of the Windsor International Aquatic and Training Centre. All funds directly benefit the Law Enforcement Torch Run for Special Olympics. The College has been the main sponsor of the event since its inaugural plunge in 2015. In addition, St. Clair College presents a \$500 bursary to all participants currently in Grade 12 who will be attending the College in September 2024.
- The Honourable Jill Dunlop, Minister, Colleges and Universities, announced on Monday, February 26, 2024, that it plans to allow Ontario colleges to offer applied master's degrees for programs that prepare students for high-demand careers. This will provide employers with access to more industry-ready employees in specialized fields such as advanced manufacturing, artificial intelligence and animation.
- St. Clair College welcomed the Honourable Techie Valdez, Minister of Small Business and Irek Kusmierczyk, Windsor-Tecumseh MP to the Windsor Campus on March 12, 2024. While on campus, they spoke with students at the Genesis Centre for Experiential Learning and Career Services, including members of Enactus St. Clair Project Dyssolve and Quinton Gignac, first-place winner of the 2023 Ford Innovation Showcase. The final stop on the tour was of the Research and Innovation department's workshop area in the Truck and Coach building, to view several electric vehicle projects.
- On Friday, March 8, 2024, St. Clair College celebrated International Women's Day and the incredible achievements, resilience and strength of women from around the world. President France was the Keynote Speaker at the Women's Enterprise Skills Training of Windsor Inc.'s (WEST) International Women's Day Gala 2024, with the theme Inspire the Future Generation #CountHerIn. President France was presented with the Lifetime Achievement Award.
- The annual Scholarship Awards Events were held in Chatham on March 18, 2024, at the Everest Convention Centre and in Windsor on March 20 and March 21, 2024. Donors have generously provided over 700 scholarships valued at over \$550,000 to 950 recipients. President France thanked the Board of Governors for supporting new scholarship initiatives for our students.
- The Spring 2024 Open House was held on each campus on Saturday, March 23, 2024. The events were an overwhelming success and provided prospective students with the opportunity to get program specific information and participate in campus tours.
- St. Clair College claims victory in the Data Science Challenge, hosted by industry leader Cisco, Learn-A-Thon, competition. The event was held February 12 – 26, 2024, for six hours, with teams from various educational institutions battling it out. The challenge serves as a platform to foster innovation and collaboration within the data science

community. The College's students had the chance to gain practical, real-world opportunities to apply their skills. President France thanked Ruth Susannah, Chair, Zekelman School of Information Technology, John Ulakovich, Coordinator, Data Analytics for Business programs, as well as all of the Data Analytics faculty for their efforts and dedication to our students.

- President France hosted a celebratory lunch for the St. Clair College Advertising students who won the Digital Marketing Competition (DMC) hosted by the Purdue University Northwest's College of Business. This is an amazing accomplishment as the team competed against 271 universities from across the globe. This group is the first team from Canada to win this prestigious competition, demonstrating that our students, the program and St. Clair College can compete at this level against some of the biggest universities in the world. President France thanked Stephen McEachern, Coordinator, Advertising, Marketing and Communications Management program, as well as professors Glenn Evans and Scott Briscoe for their leadership.
- President France sent condolences on behalf of the entire St. Clair College family to Mr. Ron Seguin and his family on the loss of his father, Mr. Ronald Seguin Sr.

The President's report is attached to the minutes as Item #4.0.

The President also noted that the media report was sent out electronically and is attached for information.

## **5.0 Consent Agenda**

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

- 5.1 Support Student Success – Document an Inventory of Current Events and Expand Outreach by Adding New Initiatives and Opportunities for Student Engagement.
- 5.2 Support Student Success – Maintain and Report on Athletic Performance Indicators (APIs) that align with Academic/Corporate Priorities.
- 5.3 Increase Enrolment – International Enrolment.
- 5.4 Development of Human Resources – Staff Development.
- 5.5 Support Student Success - To support the Ontario colleges efforts for the well-being of international learners to enhance their opportunities for academic and personal success with the establishment of a common set of standards for international student activity.

**RESOLVED THAT** the Board of Governors receive and approve the contents of the March 26, 2024 Consent Agenda, as presented.

## 6.0 Information Items

### 6.1 Audit Committee Report

The Board Chair called upon Mr. Allen Provost, Chair of the Audit and Finance Committee for this item. Mr. Provost provided a report, highlighting the following:

- An Audit and Finance Committee meeting was held on Monday, March 11, 2024, where quorum was met.
- The Audit and Finance Committee received the 2024-2025 Financial Plan from College Administration.
- The Audit and Finance Committee approved the recommendation that the Board of Governors approve the 2024-2025 Financial Plan.
- A full report, including the minutes of the March 11, 2024, Audit and Finance Committee meeting, will be provided to the Board of Governors at a future meeting.

### 6.2 Key Performance Indicator (KPI) Results

The Board Chair called upon Mr. C. Pyne for an overview of the 2022-2023 Graduate Key Performance Indicator (KPI) Results and he provided a brief PowerPoint presentation, highlighting the following:

- The Ministry of Colleges and Universities (MCU) mandates four KPIs related to graduate and employment outcomes.
- The data references the graduating cohort from Spring 2021 through to Winter 2022. Graduates are typically surveyed six months following graduation. Most responses were collected online, although phone surveys were also used, and the results were publicly released on February 28, 2024.
- The four outcomes mandated by the MCU for graduate and employment outcomes include:
  - Employer Satisfaction.
  - Graduate Satisfaction.
  - Graduate Employment.
  - Graduation Rate.
- Graduate Satisfaction includes all graduates in the sample time period, providing they respond to the survey.
- Mr. Pyne provided the summary of results for all four outcomes for both the provincial average and St. Clair College. St. Clair College is above the provincial average for each measure.

- In a year-over-year comparison, the College decreased in three of four of the measures.
  - In the measure of Employer Satisfaction, the College marked 88.9% for 2022-2023, as compared to 100% in 2021-2022. While this appears to be a negative result, in 2022-2023 there were nine employers that responded to the survey, while in 2021-2022, there were only two employers who completed the survey. As such, the College received more feedback as well as a positive response. Overall, the province received 294 responses for employer satisfaction.
- Graduate Satisfaction has slightly declined while Graduate Employment has increased and is a function of the economic performance of the region. The Graduation Rate has declined.
- Graduate Satisfaction both provincially and at St. Clair College, demonstrates a general decline in the overall perception of students of their graduate experience. St. Clair College is however, consistently above the provincial average.
- St. Clair College is mirroring the province in Graduate Employment and is slightly above the provincial average.
- Mr. Pyne noted that the Graduation Rate remains fairly consistent.
- Mr. Pyne outlined the KPI Rates by Quartile over a five-year trend.

A Governor inquired if the results can be broken down by program?

Mr. Pyne responded that the results can be broken down to the program level but there are some programs that have too small a sample size and are not included. There are also those graduates who are continuing their education and therefore are excluded from this survey.

Mr. Pyne's PowerPoint presentation is attached as Item #6.2.

## **7.0 Approval Items**

### **7.1 2024-2025 Budget Presentation**

#### **Summary of Revenues and Expenditures:**

The College is projecting a 2024-2025 budget surplus of \$13 million, which is a \$39 million decrease from the 2023-2024 Mid-Year budget forecast of \$52 million.

#### **Revenue:**

Revenues are projected to decrease \$32 million over the 2023-2024 Mid-Year Budget Review. This can largely be attributed to the January 22, 2024, IRCC announcement to restrict the volume of student permits issued.

The following highlights the major changes in revenue compared to the 2023-2024 Mid-Year Budget Review:

- Total Ministry of Colleges and Universities (MCU) Operating Grants have increased \$1.4 million as a result of the lower international student enrolment plan.
  - A decrease in the International Student Recovery program due to the planned lower international student enrolment.
  - Appropriate planning to reflect 2024-2025 being the fifth year of SMA3 performance-based funding and where the second year of activation is scheduled.
- Total Contract Income decreased by \$631,692, primarily due to the absence of wrap-up funding related to the Ontario government's Accelerated Personal Support Worker program.
- Total Tuition revenue decreased by \$22.8 million or 12% of the Mid-Year Review 2023-2024 budget, primarily due to the following:
  - Increase in domestic post-secondary tuition revenue of \$770,147, based on an enrolment projection of 7,225 domestic students.
  - Decrease in international post-secondary tuition revenue of \$24.7 million based on an enrolment decrease of 30% or 1,592 students.
  - Increase in Public College Private Partnership (PCPP) revenue of \$1.2 million, based on an enrolment projection of 4,119 international students.
- Total Other Income decreased by \$10.6 million or 14% of the Mid-Year Review budget due to decreases in Interest Income, Administration Fees and Insurance Fees related to the decrease in international student enrolment and forecasted lower interest rates.

Expenditures:

Expenditures are projected to increase \$6.4 million over the 2023-2024 Mid-Year Budget Review.

The following highlights the major changes in expenditures compared to the 2023-2024 Mid-Year Budget Review:

- Total Salaries and Benefits have increased by \$1.6 million from the 2023-2024 Mid-Year Budget Review due to the following:
  - Compensation adjustments across all constituent groups.
  - College re-organization.

- Part-time Administration salaries are decreasing while part-time Faculty salaries are increasing. This is due to a realignment of the Research and Innovation salaries.
- A decrease in the part-time staffing budget as there will be fewer requirements from an operations perspective.
- Total Non-Salary Expenditures are projected to increase by \$4.1 million from the Mid-Year Review, primarily due to the following:
  - A decrease in Contracted Services Other of \$4.6 million due to the plan for lower international student enrolment, which requires lower agent commissions.
  - An increase in Equipment Repairs and Maintenance of \$363,000 for PeopleSoft licensing fees.
  - An increase in Equipment Rentals of \$347,000 as a result of the College taking on the lease costs of the Esports arena gaming machines.
  - An increase in Instructional Supplies of \$615,979, that can be attributed to potentially higher kit/material fees to match the enrolment plan.
  - An increase in Stipends and Allowances and Scholarships of \$4.2 million as scholarships will now be funded through the Operating budget as opposed to the Reserve. The 2025-2026 budget preparation will have to consider if the scholarships are sustainable.
  - An increase in Other Expenses of \$959,799.
  - An increase in Amortization of \$1.7 million due to a full year of amortization from the 2023-2024 capital budget.

#### Ancillary Operations

The total Ancillary Operations surplus of \$427,585 is a decrease of \$510,245 from the Mid-Year Review 2023-2024 surplus of \$937,830. This decrease is due to a redesign of the lighting pole system drivers on all fields in the Sports Park, installation of LED lights at the Sports Park, as well as an increase in part-time staffing, scholarships and travel costs for Varsity sports.

#### Statement of Financial Position:

There are currently no cash flow concerns.

Assets - \$543 million.

- Cash and other current assets are in a good position.
- Other Current Assets are at \$230 million which reflects the College's GICs.

- Construction in Progress (CIP) is at \$138,000 and reflects the completion and capitalization of the Welcome Centre by September 1, 2024.
- Capital Assets reflect the College's 2024-2025 \$48.5 million capital plan, including \$5.4 million from Unrestricted Reserves, \$25 from Deferred Maintenance, \$4.1 million in MCU Capital Grants and \$13 million to capitalize the Welcome Centre.

Liabilities - \$265 million.

- Deferred Revenue is at \$61 million, which reflects a lower balance of international student tuition payments for future semesters due to the student cap.
- Debt levels are at \$19 million and are low relative to Total Assets.

Net Assets - \$278 million.

- Unrestricted Net Assets of \$9 million.
- Internally Restricted Assets of \$121 million.

#### Non-Committed Cash Projections:

- Non-Committed Cash Projections for the 2024-2025 fiscal year are at \$4.5 million.
- The Operating Surplus of \$23.1 million reflects the College's \$13.09 million surplus, as well as the \$9.9 million non-cash impact of the Amortization Expense and Revenue.
- Capital Outlay of \$5.4 million reflects the College's Capital Budget funded from Unrestricted Reserves.
- The Long-Term Debt of \$2.1 million reflects the estimated principal payment toward existing loans.
- The Internally Restricted Reserves adjustment of \$13.7 million.
- The Adjustment of \$5.4 million is the estimate of Uncollectible Receivables.

#### Financial Sustainability Metrics:

- The projections for the seven Financial Sustainability Metrics show strong financial results.
- The College's metrics are all above the MCU benchmarks and zero flags are expected.



## Capital

The Capital budget is \$5.4 million, and Mr. Jones outlined the capital plan:

- Welcome Centre vacated space of \$3 million.
- Access control for the Windsor Campus of \$1 million, from a risk mitigation perspective.
- Tennis/pickleball court of \$200,000.
- The total \$5.4 million capital budget will be funded through Unrestricted Reserves.

## Deferred Maintenance Spending Plan

Mr. Jones outlined the Deferred Maintenance 2024-2025 spending plan of \$25 million, noting that the Facilities department has an aggressive plan in place. Mr. Jones noted that some of the projects from the 2023-2024 plan will not be completed due to supply chain challenges and the costs will carry over into the 2024-2025 fiscal year.

The 2024-2025 Deferred Maintenance plan is subject to tender costs and supply chain.

## Internally Restricted Reserves

The projection for the Internally Restricted Reserves balance at March 31, 2025, is \$121 million.

## Student Fee Structure 2024-2025

- The Student Fee Structure for 2024-2025 was included in the Financial Plan and was prepared by the Compulsory Ancillary Fee Protocol Committee on March 8, 2024. With Board approval of the 2024-2025 Financial Plan, the Student Fee Structure will also be approved.
- The intent of the Committee is to approve tuition and ancillary fees, within the MCU regulations for the upcoming academic year. The Student Fees have continued to be prepared in accordance with the existing MCU Tuition Fee Framework and Ancillary Guidelines.

Following the 2024-2025 Financial plan presentation, the Board Chair called for any additional questions or comments.

A Governor inquired if the ancillary fees are rolled into the tuition line item?

Mr. Jones responded that yes, for the most part ancillary fees are included in other revenue. However, some fees students are able to opt-out of, such as the SaintsPass or Health Insurance.

President France noted that each fee is listed for the purposes of transparency and are posted on the College's website. Some of the ancillary fees are also distributed to the applicable student organization.

A Governor asked about the Financial Sustainability Metrics and if the measurable regarding the Net Income to Revenue Ratio must be greater than 1.5%, does this indicate that a college cannot break-even and meet the Financial Sustainability Metrics?

Mr. Jones indicated that this is correct. In order to meet the Financial Sustainability Metrics, an institution cannot break-even.

A Governor asked if the Bare Trust reporting extends to the College?

Mr. Jones indicated that yes, Bare Trust reporting extends to the College. College Administration has been in consultation with KPMG and Council regarding this, as they are the experts in this area. St. Clair College does not have an issue regarding this.

The Governor asked specifically about the Labour Law Tracking.

There will be additional information forthcoming regarding the Labour Law Tracking and how it pertains to the college sector. He noted that there is some procedural rollout for this. As a Crown Corporation, the College confirms compliance with Labour Law tracking when sourcing products. In many instances the Ministry's Vendor of Record is utilized and would be screened for compliance at that level.

The College will continue to review obligations as it relates to the Labour Law Tracking policy and report back to the Board.

After a brief discussion it was,

**RESOLVED THAT** the Board of  
Governors approve the 2024-2025  
Financial Plan as presented.

Mr. Jones' PowerPoint presentation is attached as Item #7.1.

## 7.2 Foundation Investment Management Services

The Board Chair called upon Mr. Jones to speak to this item. He noted that the Foundation Investment Management Services report was included in the Full Board package, and highlighted the following:

The purpose of the report is to provide the Board with an update regarding the appointment of RBC Wealth Management Dominion Securities (RBS) and Jarislowky Fraser (JF), as the St. Clair College Foundation's investment services manager.

The Foundation reviewed its investment management services by issuing a Request for Proposals open competitive procurement, as the current services expire on June 30, 2024.

Following the closing of the RFP, a comprehensive review of the 16 firms who submitted a proposal was completed and three firms were shortlisted.

On February 21, 2024, the Foundation Board of Directors approved the appointment of RBC and JF as the Foundations' investment services manager for a term of two year, plus eight optional extensions of one year each.

After a brief discussion, it was

**RESOLVED THAT** the Board of Governors approve the Foundation's Appointment of RBC and JF as its Investment services managers.

## **8.0 By-law and Policy Review**

### **8.1 Policy 2003-3: Corporate Secretary's Job Description**

The Board Chair spoke to this item, noting that upon review of Policy 2003-3: Corporate Secretary's Job Description prior to the February Full Board meeting, there is an inconsistency between the policy and by-law of the same matter. As Board By-laws are overarching, legal counsel has recommended the removal of the policy. The policy is now being brought back to the Board for a 2<sup>nd</sup> reading, for removal.

After a brief discussion, it was,

**RESOLVED THAT** the Board of Governors approve the 2<sup>nd</sup> reading of Policy 2003-3 Corporate Secretary's Job Description, for removal.

## **9.0 Date of the Next Meeting**

9.1 The next Board meeting is scheduled for Tuesday, April 23, 2024, in Chatham, ON.

The Full Board meeting adjourned at 9:35 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**

**515<sup>th</sup> FULL BOARD MEETING**

**of the**

**BOARD OF GOVERNORS**

**NOTICE OF MEETING**

**DATE:** Tuesday, March 26, 2024

**TIME:** Immediately Following the In-Camera Meeting.

**PLACE:** President's Board Room #AS3315E

**NOTE:** Dinner will be available for constituents at 5:00 p.m. in the President's Board Room.

**A group photo of the Board of Governors will be taken prior to the start of the Full Board 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 FEBRUARY 27, 2024, 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 a report to the Board apprising the Board of any new developments since the last meeting.

5.0 CONSENT AGENDA

5.1 Support Student Success – Document an Inventory of Current Events and Expand Outreach by Adding New Initiatives and Opportunities for Student Engagement

**Information Item** – Administration has provided a report on Strategic Direction #2 – Students (Retention, Graduation Rate and Success) – Continue to increase “Campus Life” activities by three new events per year, attached as Item #5.1.

5.2 Support Student Success – Maintain and Report on Athletic Performance Indicators (APIs) that align with Academic/Corporate Priorities

**Information Item** – Administration has provided a report on Strategic Direction #2 – Students (Retention, Graduation Rate and Success) – Collective Varsity GPA, scholarship achievement rate, departmental win/loss record, provincial/national recognition hits and increase athletic department revenue, attached as Item #5.2.

5.3 Increase Enrolment – International Enrolment

**Information Item** – Administration has provided a report on Strategic Direction #2 – Students (Retention, Graduation Rate and Success) – Maintain/grow current international enrolment in Windsor and Chatham, attached as Item #5.3.

5.4 Development of Human Resources – Staff Development

**Information Item** – Administration has provided a report on Strategic Direction #4 – Human Resources (Staff Development, Efficiency, Effectiveness and Wellness):

- a) Continuation of staff orientation (part-time/full-time, academic and non-academic) and appropriate orientation material; and
- b) 1% of budget allocation for staff development, attached as Item #5.4.

5.5 Support Student Success – To Support the Ontario colleges efforts for the well-being of international learners to enhance their opportunities for academic and personal success with the establishment of a common set of standards for international student activity.

**Information Item** – Administration has provided a report on Strategic Direction #2 – Students (Retention, Graduation Rate and Success) – Ensure compliance with the PCPP – MOU standards within 18 months (by May 2024). Plan developed in 2023-24 for full implementation in 2024-25, attached as Item #5.5.

6.0 INFORMATION ITEMS

6.1 Audit Committee Report

**Information Item** – The Chair of the Audit Committee will provide the Board with an update regarding the meeting held on Monday, March 11, 2024.

6.2 Key Performance Indicators (KPI) Results

**Information Item** – Administration has provided the Board with an update on the College's 2022-2023 Key Performance Indicator (KPI) results.

## 7.0 APPROVAL ITEMS

### 7.1 2024-2025 Budget Presentation

(a) **Approval Item** – Administration will present the 2023-2024 Budget to the Board for approval, attached as Item #7.1 (a).

(b) **Information Item** – Administration has provided the Board with an update regarding Scholarships, attached as Item #7.1 (b).

### 7.2 Foundation Investment Management Services

Approval Item – Administration will provide the Board with a report regarding the Request for proposal for the St. Clair College Foundation's investment management services, attached as Item #7.2.

## 8.0 BY-LAW AND POLICY REVIEW

### 8.1 Policy 2003-3: Corporate Secretary's Job Description

**Approval Item** – The Board will review Policy 2003-3: Corporate Secretary's Job Description for 2<sup>nd</sup> reading, attached as Item #8.1.

## 9.0 DATE OF THE NEXT MEETING

9.1 The next meeting is scheduled for Tuesday April 23, 2024, at the Chatham Campus.



**TO: BOARD OF GOVERNORS**

**FROM: PATRICIA FRANCE, PRESIDENT**

**DATE: MARCH 26, 2024**

**RE: STRATEGIC DIRECTIONS UPDATE (2023-2024) – STUDENTS (RETENTION, GRADUATION RATE AND SUCCESS) – SUPPORT STUDENT SUCCESS: CAMPUS LIFE ACTIVITIES**

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

**AIM:**

To provide the Board of Governors with an update on the Strategic Directions (2023-2024). This update pertains to Strategic Direction #2 - Students (Retention, Graduation Rate and Success) - Document an inventory of current events and expand outreach by adding new initiatives and opportunities for student engagement. Specific details include the following:

<b>Goal</b>	<b>Objective</b>	<b>Measure</b>	<b>Target</b>
Support Student Success.	Document an inventory of current events and expand outreach by adding new initiatives and opportunities for student engagement.	Continue to increase "Campus Life" activities by three new events per year.	March - Annually.

**BACKGROUND:**

St. Clair College prioritizes student life as a vital component of the college journey, aiming to cultivate an atmosphere that encourages teamwork, cooperation, and active community participation – all crucial facets of a rich and holistic educational experience.

In alignment with this strategic focus, the College presents the Board with three innovative initiatives geared towards enhancing the student experience. These initiatives are either led by the College, the Student Representative Council (SRC), Saints Student Athletic Association (SSAA) or Thames Students Incorporated (TSI).

## **Student Representative Council (SRC)**

1. The SRC hosted Prom Rewind on April 6, 2023 at the St. Clair College Centre for the Arts (SCCCA) with over 200 students from Windsor and Chatham attending. The event was a Moulin Rouge themed evening, with dinner, dancing, photobooths and entertainment. This event is scheduled to take place again this year on March 28, 2024, with a Masquerade theme.
2. SRC took to the road to participate in College Night at the Roger's Centre for a Toronto Blue Jays game on September 14, 2023. A total of 95 students and 34 College Alumni attended the event. Also in attendance were 65 students from Ace Acumen Academy in Toronto. Each attendee received a one of a kind, complimentary Saints Nation branded Blue Jays hat. There were representatives from many of the Ontario colleges and universities participating in this memorable event.
3. In October, SRC hosted two Alisha Fisher events. Alisha Fisher is an International Award Winning Speaker, PhD Human Sexuality Student, and Relationship Coach, who has been involved with the field of Sexology and Sexual Violence for over a decade. She works with individuals and people in relationships to enhance their intimate lifestyles, as well as speaking on numerous panels and to communities about her role in sexual violence prevention education. Her enthusiasm for combining research and trauma informed practices into sexual connection has been the driving force for her presentations, workshops and coaching sessions. Alisha has been certified with Sexual Attitude Reassessment, and has received training in Intensive Sex Therapy, Diversity, Consensual Non- Monogamy and Sexuality and Disability. She has been a guest at many of the other Ontario colleges.

Sexy Trivia event was held on October 26, 2023, and Sexy Lingo Bingo on February 13, 2024, in partnership with our Sexual Violence Prevention (SVP) team. These events were quite engaging for students who reported a 38% increase and 54.4% increase respectively in rating their knowledge about consent, sexual health and healthy relationships, as excellent.

## **Thames Students Incorporated (TSI)**

1. Anti Bullying Mural – In September 2023, TSI partnered with Shannon Rose, a local Chatham artist, to create an anti-bullying mural. Chatham students painted vinyl records with positive messages and encouragement. The artist created three large murals out of all the vinyl's, and the murals are now displayed around the TSI Cafeteria and the FAAS Student Centre. Students who participated in the event can see their vinyl record as a part of the mural, which will continue to spread a positive message to all who view it.
2. Café 78 Paint and Sip – In November 2023, TSI's on-campus café hosted its very first Paint and Sip night. Café 78 was open for students to participate in creating a winter scene painting while sipping caffeinated beverages. TSI partnered with Expressive Brush Studios to have an artist on campus to guide students through the painting. This event was hosted in the cafeteria and allowed students to stay warm in November with a fun activity before exam season.
3. Indoor Cricket – TSI partnered with the HealthPlex to offer indoor cricket during the winter months. Students have always enjoyed playing outdoor cricket in Chatham, but finally received a dedicated spot to play indoor cricket once a week.



## **Saints Student Athletic Association (SSAA)**

1. Splashin' for SACU Winter Edition. On December 15, 2023, SSAA once again collaborated with SACU to host a Charity Cup Pong Tournament, following the Fall semester exams. The event saw 16 teams compete in tournament style play. The event raised \$600 for the cause.
2. This year the SSAA took the Intramural Leagues to the next level by introducing a Soccer league to our student body. This expansion of the intramural program was to meet the requests of our students. The SSAA offered a six-week season that brought out 779 students to participate as both players and spectators.

The SSAA also brought back the incredibly successful basketball league and now offers custom SSAA jerseys and game-by-game statistics, to give all students the feeling of being a varsity athlete. We are four weeks into the season and have 12 student teams competing for the SSAA Intramural Basketball Championship. So far, the regular season has seen 602 students being directly impacted, an average of 150 students per league night.

## **St. Clair College**

1. St. Clair College is delighted to share an exciting partnership with Centro Studi Italiani located in Urbania, Italy. In March 2023, Michael Silvaggi, Vice President, Academic and Registrar and Nate Veltkamp, Director, International, visited and toured Centro Studi Italiani's three locations in Urbania, Milan and Genoa. They explored available educational opportunities in Italy for St. Clair College students and faculty. During this visit, Michael Silvaggi and Carlo Amedeo Pasotto, Founder and President of Centro Studi Italiani, signed an official Memorandum of Understanding and collaboration between our two institutions.

On May 20, 2023, our first cohort from St. Clair College left Canada to travel to Italy. A total of 18 students from the Culinary Management program took part in Centro Studi Italiani's culinary experiential program, "Tasty Italia: Flavours and Colours of Authentic Italy". The program focused on social, economic and environmental justice of Italy's culinary heritage. This exciting and impactful student experience was subsidized by St. Clair College's scholarship funding. Students were afforded the opportunity to immerse themselves in the Italian food and wine industries under the new "Start Here Go Anywhere" global scholarship. During their stay in Urbania, the students studied the Italian language, attended meetings and seminars with food and wine experts, visited a local truffle producer, took part in a traditional Italian pizza making class, visited the medieval town of Gubbio in the Umbria Region of Italy, and savored typical local products. The group proceeded to visit the Emilia Romagna region, where they had the opportunity to tour the world renowned "Food Valley of Italy" (Modena and surroundings). Here, they were able to further explore the culinary richness of Italy by visiting top level food companies and organizations. The program ended in Rome, where students had the opportunity to learn about ancient Roman culture and admire the wonders of the Eternal City.

The College looks forward to building new, exciting educational opportunities in Italy through ongoing Experiential Learning (EL) initiatives and creating brand awareness in Europe, in support of our overall international strategic plan.

2. Due to the success of the Ford Innovation Showcase held annually at the College in collaboration with the Ford Motor Company, to highlight student projects and research, a new career mentorship program was developed as follows:
  - Volunteer mentors from the Ford Motor Company were recruited.
  - Recruitment was limited to students from the School of Engineering Technologies.
  - The first round will be capped at a maximum of 13 mentors.
  - The Genesis Centre will lead an in-person onboarding/preparation session with all mentees.
  - The Ford mentors will select one topic each month; mentors will meet with mentees virtually, for one hour, each month.
  - The program will run from October and will conclude in March with an in-person student wrap-up session at Genesis Centre.

This program is an amazing opportunity for our students. We believe that this program will be a success and we hope to expand the program to other academic schools. St. Clair College thanks Ford Motor Company for continuing to support our students.

3. The first annual Rise Above Health Conference took place on Saturday, September 23, 2023. The conference is an interdisciplinary event, which unites industry partners and students from our Health Sciences and Nursing programs. There were several guest speakers during the morning part of the conference with breakout sessions in the afternoon. The event was very well attended and is anticipated to become an annual event.
4. Congratulations to our Culinary program on winning the “Best Pasta Dish” at The Pastabilities Luncheon, hosted at the Ciociaro Club on Tuesday, October 17, 2023. Culinary Students from St. Clair College under the guidance of Chef Michael Jimmerfield won the Best Pasta Dish title at UHC's first-ever Pastabilities Luncheon fundraiser. The event had patrons vote on the finest pasta creation among 25 participating restaurants. St. Clair College, along with various local restaurants, participated, serving up delicious pasta dishes. The luncheon, which was put on by The Culinary Federation of Windsor in partnership with UHC – Hub of Opportunities, supports the Plentiful Harvest Food Rescue Program, which has rescued over 30 million pounds of produce, helping those in need in Windsor-Essex County.
5. St. Clair College hosted the first annual St. Clair College Night with Windsor Spitfires on Thursday, November 2, 2023, at the WFCU Centre. Michael Silvaggi Vice President, Academic and Registrar, had the pleasure of dropping the puck along with mascot Griff, to kick-off the hockey game against the Kitchener Rangers. There was a great representation of College students, staff and alumni. The jerseys worn by the Spitfire players were designed by a graduate of our Graphic Design program. There were videos shown on the jumbotron promoting the College and student experience. The Alumni Association had an information table showcasing the Alumni Perks App and their upcoming events, in the concourse during the game. In true Saints Nation fashion, almost a third of the fans in the stands transformed the arena into a sea of green and gold and cheered the Spitfires to a 4-3 win over Kitchener.

### **RECOMMENDATION:**

**IT IS RECOMMENDED THAT** the Board of Governors receive this update on Strategic Direction #2 - Students (Retention, Graduation Rate and Success) – Continue to increase "Campus Life" activities by three new events per year, as information.



# ST. CLAIR

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C O L L E G E

**TO: BOARD OF GOVERNORS**

**FROM: PATRICIA FRANCE, PRESIDENT**

**DATE: MARCH 26, 2024**

**RE: STRATEGIC DIRECTIONS UPDATE (2023 – 2024) – STUDENTS (RETENTION, GRADUATION RATE AND SUCCESS) – SUPPORT STUDENT SUCCESS.**

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

**AIM:**

To provide the Board with an update on the Strategic Directions (2023-2024). This update pertains to Strategic Direction # 2 – Students (Retention, Graduation Rate and Success) - Maintain and report on Athletic Performance Indicators (API's) that align with academic/corporate priorities. Specific details include the following:

Goal	Objective	Measure	Target
Support Student Success.	Maintain and report Athletic Performance Indicators (API's) that align with academic/corporate priorities.	1. Collective Varsity GPA. 2. Scholarship Achievement rate. 3. Departmental win/loss record. 4. Provincial/national recognition hits. 5. Increase athletic department revenue.	March – Annually.

**BACKGROUND:**

The St. Clair College Athletics Department has designed and implemented a set of performance indicators that enable the College to measure the academic and athletic achievements of its varsity athletic programs.

Five metrics have been developed and are currently used by staff as a basis for improving performance:

Performance Indicator	2021-2022	2022-2023	2023-2024
1. Varsity Grade Point Average.	2.84	2.90	2.75
2. Scholarship Achievement Rate.	83%	85%	83%
3. Departmental Win/Loss Record.	66 – 23 – 1	110 – 42 – 2	133 – 32 – 5
4. Provincial/National Recognition.	P34 / N14	P59 / N19	P56 / N46
5. Revenue.	\$1,179,219	\$1,446,954	\$1,637,793

In summary, the API results indicate that:

- St. Clair College’s 166 varsity athletes had a collective grade point average of 2.75.
- 83% of our varsity athletes successfully completed each course they were enrolled in and maintained a minimum grade point average of 2.0, achieving the requirement to receive a \$1,500 athletic scholarship per sport semester. It should be noted that 20% of our athletes are currently enrolled in Degree Programs.
- Collectively, St. Clair’s 16 varsity teams had a record of 133 wins, 32 losses and 5 ties. A very successful season.
- At the time of this report, the “Saints” have won 4 Provincial Championships: Men’s Baseball, Women’s Softball, Football and Women’s Cross Country.
- Additionally, our Softball team won the CCSA Softball Championship for the second consecutive season.
- In 2023-2024, Saints teams were ranked provincially (56 times) and nationally (46 times), for a total of 102 recognized rankings.
- The various departments/programs comprising Saints Athletics brought in revenue totaling \$1,637,793 (sponsorships, tournaments, fees, admissions etc.).

**RECOMMENDATION:**

**IT IS RECOMMENDED THAT** the Board of Governors receive this update on Strategic Direction # 2 – Students (Retention, Graduation Rate and Success) - Maintain and report on Athletic Performance Indicators (API’s) that align with academic/corporate priorities, for information.



# ST. CLAIR

COLLEGE

**TO: BOARD OF GOVERNORS**

**FROM: PATRICIA FRANCE, PRESIDENT**

**DATE: MARCH 26, 2024**

**RE: STRATEGIC DIRECTIONS UPDATE (2023-2024 – STUDENTS (RETENTION, GRADUATION RATE AND SUCCESS) – INCREASE ENROLMENT**

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

**AIM:**

To provide the Board with an update on the Strategic Directions (2023 – 2024). This update pertains to Strategic Direction # 2 – Students (Retention, Graduation Rate and Success) – Maintain/grow current international enrolment in Windsor and Chatham. Specific details include the following:

Goal	Objective	Measure	Target
Increase Enrolment.	International Enrolment.	Maintain/grow current international enrolment in Windsor and Chatham.	March – Annually.

**BACKGROUND:**

Since Winter 2018, St. Clair College has accomplished significant international enrolment growth in our Windsor and Chatham campuses, growing from 2,315 to 6,342 full-time students.

Windsor - Chatham	
Day 10 International Enrolment	
2018 Winter	2,315 Students
2019 Winter	4,475 Students
2020 Winter	4,870 Students
2021 Winter	4,684 Students
2022 Winter	4,517 Students
2023 Winter	4,462 Students
2024 Winter	6,342 Students

This past year, St. Clair College has reached a number of milestones as it relates to international enrolment. The College rebounded nicely from a slight dip in Winter 2023 with strong international post-secondary intakes in Spring 2023, Fall 2023 and Winter 2024 for the Windsor and Chatham campuses, elevating our total international enrolment at these campuses to 6,342 full-time students.

The focus and efforts in diversifying the international student body over the last 12 months have also resulted in 1,052 students being enrolled from over 80 different countries, a doubling of that enrolled figure from 525 in Winter 2023. Specifically at the Chatham campus, international enrolment has grown from 221 in Winter 2023 to 430 in Winter 2024.

**RECOMMENDATION:**

**IT IS RECOMMENDED THAT** the Board of Governors receive this update on Strategic Direction # 2 as it pertains to maintain and report on Increase Enrolment – Maintain/grow current international enrolment in Windsor and Chatham, for information.



**TO: BOARD OF GOVERNORS**

**FROM: PATRICIA FRANCE, PRESIDENT**

**DATE: MARCH 26, 2024**

**RE: STRATEGIC DIRECTIONS UPDATE (2023-2024) – HUMAN RESOURCES (STAFF DEVELOPMENT, EFFICIENCY, EFFECTIVENESS & WELLNESS) – DEVELOPMENT OF HUMAN RESOURCES.**

**SECTOR: JOE SIRIANNI, VICE PRESIDENT, HUMAN RESOURCES, SAFETY, SECURITY AND FACILITIES MANAGEMENT**

**AIM:**

To provide the Board with an update on the Strategic Directions (2023 – 2024). This update pertains to Strategic Direction #4 – Human Resources (Staff Development, Efficiency, Effectiveness, and Wellness) regarding staff development. Specific details include the following:

Goal	Objective	Measure	Target
Development of our Human Resources.	Staff Development.	1. Continuation of staff orientation (part-time/full-time academic and non-academic) and appropriate orientation material.  2. 1% of Budget allocated for staff development.	March - Annually.

1. To support Strategic Direction #4, Human Resources holds employee Onboarding (orientation) for all new employees to the College, monthly. The orientation session introduces new employees to St. Clair College’s Vision, Mission, Values and culture. These sessions are important to explain roles, responsibilities, expectations and rights to the employees.

Other training initiatives (orientation) include:

- a) **Teaching & Learning** – To support all faculty in their Teaching and Learning (T&L) journey with the main aim of providing quality education for our students, there are a number of teaching and learning orientation, training and resources provided by the Centre for Academic Excellence (CAE).
- Orientation and Onboarding - An orientation in (T&L) is offered for new part-time and full-time faculty. The purpose of T&L training is to introduce the basics of good teaching practices along with introducing participants to semester and lesson planning and assessment strategies. All new part-time faculty are required to participate upon the commencement of their employment with the College. New full-time faculty are also required to participate in a one-week onboarding orientation immediately after their College Educators' Development Program (CEDP) residency.
  - Training – The main themes of various professional development opportunities offered to faculty include:
    - Academic Integrity and Artificial Intelligence.
    - Accessibility and Accommodation Plans.
    - Active Learning.
    - Assessment Strategies.
    - Pedagogical uses of Blackboard.
    - Classroom Management.
    - Equity, Diversity, and Inclusion in the classroom.
    - Lesson Planning and Syllabus Development.
    - Open Educational Resources (OERs).
    - Program Curriculum and Course Outline Development.
    - Teaching and Assessing Essential Employability Skills.
    - Teaching Philosophy and Portfolios.
    - Teaching for Critical Thinking.
    - Teaching with Technology.
  - Resources – A variety of resources are provided to faculty in the CAE Faculty Hub, website and Intranet. They include guides, videos and infographics. In addition, a space is provided for faculty to collaborate in discussions and explore new technology and teaching and learning strategies.
- b) **College Educators' Development Program (CEDP)** - The College Educators' Development Program (CEDP) is a faculty training program offered jointly by the six Western Ontario colleges of which St. Clair College is an active participant. CEDP is a fully outcome-based, assessed learning experience for faculty. Through the use of online modules, short residencies and applied learning activities (e.g. faculty mentors, teaching portfolios and teaching circles), participants obtain a thorough grounding in Outcome-Based Education, MCU standards, course and lesson planning, classroom management, integration of teaching with technology, effective assessment practices and professional development strategies. Newly hired full-time members of faculty are required to complete CEDP as part of their letter of employment.



- c) **Mentoring** - All new full-time faculty participate in a formal mentoring program. In addition, the Mutual Mentors mentoring program is open to all faculty who request it. It provides support by:
- Enhancing teaching skills and student engagement.
  - Improving assessment and feedback.
  - Expanding disciplinary knowledge.
  - Fostering personal and professional growth.
  - Cultivating mentorship and leadership skills.
  - Fostering a collegial and trusting environment.
  - Promoting diversity and inclusion.
  - Achieving a work-life balance.
  - Fostering reflective thinking for praxis.
  - Embracing life-long learning.
- d) **Instructional Skills Workshop** - To support interested part-time faculty, the CAE in conjunction with the Continuing Education Department offers the Instructional Skills Workshop (ISW) program. The ISW program is an intensive three day nationally recognized professional development activity, that enhances the teaching effectiveness of both new and experienced educators. The focus of the ISW program is on lesson plan development and delivery.
- e) **Internal Training Sessions** – To support further educational opportunities for all employees, Human Resources has offered the following courses during the year:
- Certificate in Leadership and Cultural Management.
  - CCDI - Diversity and Inclusion.
  - CCDI - Unconscious Bias.
  - Anti-Asian Racism: Preparing for a Changing Workforce.
  - Inclusive Workplace: Flexible Work Practices.
  - DEI Stories of Success: 2SLGBTQI+ Inclusion.
  - Reconciliations: Sisters on the Path.
  - Managing Microaggressions.
  - Women Self Defense.
  - Computer software applications including Canva, MS Outlook, MS OneNote, MS Publisher, Excel Level 1,2 & 3.
  - The Motivation Matrix.
  - Assertiveness Training.
  - Conflict Resolution.
  - Effective Listening.
  - Health Eating Series.
  - Eating Well to Optimize Performance.
  - 75 Ways to Save on Household Expenses.
  - Six Winning Strategies for Health and Happiness.
  - Steps to Increase Your Assertiveness.
  - Healthy Eating on the Move.
  - Living Well on Retirement Income.
  - How to Work Better with Almost Anyone.
  - Fitting Fitness into Your Busy Day.
  - Humour in the Workplace.

- Leadership Training:
  - Vacation Administration.
  - Performance Management.
  - PDF Fundamentals.
  - Recruitment and Selection.
  - Human Rights/Accommodations and Return to Work.
  - Respectful Work & Educational Policy.

f) **Training Guides** – Human Resources and the CAE developed the following guides for Administrators:

- Administrator’s Training Guide.
- SWF Handbook for Administrators.
- CAE guides and resources for Academic Chairs.

2. In addition, existing staff are eligible to participate annually in Professional Development (PD) to achieve personal growth and development. Such training includes participation in workshops, seminars, conferences and courses to pursue personal educational advancements.

The College traditionally experiences high participation and utilization in (PD) opportunities. The College has utilized 72% of the PD budget allocation for the fiscal 2023–2024 year.

The PD budget for 2023-2024 is \$ 599,415 (1% of Budget).

In addition to the PD training, the College also offers the following training and development initiatives:

- Tuition Reimbursement – upon successful completion, the College reimburses the employee for approved educational course(s) that align with the employee’s personal pursuit of their goals and will benefit the College.
- In House Service Training.
- Legislative Training.
- Coordinators Training.
- Strategic Credential Upgrading (PhD & Masters).

**RECOMMENDATION:**

**IT IS RECOMMENDED THAT** the Board of Governors receive this update on Strategic Direction #4 – Human Resources (Staff Development, Efficiency, Effectiveness, and Wellness) regarding staff development, for information.



# ST. CLAIR

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C O L L E G E

**TO: BOARD OF GOVERNORS**

**FROM: PATRICIA FRANCE, PRESIDENT**

**DATE: MARCH 26, 2024**

**RE: STRATEGIC DIRECTIONS UPDATE (2023-2024) – STUDENTS (RETENTION, GRADUATION RATE AND SUCCESS) – SUPPORT STUDENT SUCCESS**

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

**AIM:**

To provide the Board with an update on the Strategic Directions (2023 – 2024). This update pertains to Strategic Direction # 2 – Students (Retention, Graduation Rate and Success) – ensure compliance with PCPP-MOU standards within 18 months (by May 2024). Plan developed in 2023-2024 for full implementation in 2024-2025. Specific details include the following:

Goal	Objective	Measure	Target
Support Student Success	To support the Ontario colleges efforts for the well-being of international learners to enhance their opportunities for academic and personal success with the establishment of a common set of standards for international student activity.	Ensure compliance with the PCPP – MOU standards within 18 months, (by May 2024). Plan developed in 2023-2024 for full implementation in 2024-2025.	March 2024

**BACKGROUND:**

In March 2023, Colleges Ontario developed a document that builds on the ongoing strengthening of programs and supports for all students by establishing a common set of minimum standards for international student activity. The goal of these standards is to

support the well-being of international learners, to enhance their opportunities for academic and personal success.

All signatory colleges have committed to be guided by the following principles in their delivery of education to international students: student focused, professional, transparent, collaborative, culturally sensitive and responsive, accountable and committed to continuous improvement.

### **STANDARDS OF PRACTICE:**

Colleges Ontario has developed five key Standards of Practice:

- Marketing, Promotion and Admission.
- International Education Agents.
- International Student Orientation and Transition.
- Standards for Supports and Services to Promote Student Well-being and Safety.
- Standards for Post-Graduation Support Services.

The International Recruitment Department has developed a formalized plan and made significant progress to prepare for full implementation in 2024-25.

Our program progress to date is attached.

### **RECOMMENDATION:**

**IT IS RECOMMENDED THAT** the Board of Governors receive this update on Strategic Direction # 2 as it pertains to Students (Retention, Graduation Rate and Success) – ensure compliance with PCPP-MOU standards within 18 months (by May 2024), for information.

## PCPP – MOU Standards - Compliancy Plan

Standard	Requirement	Completed	Commenced	Planned
Marketing, Promotion and Admission	1.1 Undertake marketing of and communication about their academic programs and services that is accurate, consistent with Canadian and Ontario law and not misleading. This includes not guaranteeing any academic, immigration or employment outcome.	<ul style="list-style-type: none"> <li>• All international resources have been reviewed and updated where necessary. This includes online resources and printed material.</li> <li>• Utilizing the College’s SEO partner, unsolicited agents/links have been removed.</li> <li>• Registered Regulated International Student Immigration Advisor (RISIA) on staff.</li> <li>• The College has hired a “Communications Officer” to oversee marketing and communications within the International Department.</li> </ul>		
	1.2 Make information accessible to prospective students to support them in making informed choices about programs suited to their background, goals, and aspirations, including information about: <ul style="list-style-type: none"> <li>1.2.1 The nature of college education and student responsibilities at Ontario colleges.</li> <li>1.2.2 Entry requirements, including language proficiency.</li> <li>1.2.3 Student life in Ontario including the types and cost of accommodation and the types of part-time work available while studying.</li> </ul>	<ul style="list-style-type: none"> <li>• A dedicated webpage has been developed to ensure clarity on the College’s admission process, admission requirements and English proficiency needed for admissions. <a href="https://www.stclaircollege.ca/international/admission-policies">https://www.stclaircollege.ca/international/admission-policies</a></li> <li>• Student communications from St. Clair College have been revamped to provide additional information and clarity on campus location, housing costs, and all necessary steps to secure a seat within the program.</li> <li>• International focused social media pages include constant informative posts for prospective and current students. These pages are reviewed and maintained daily within the International Office.</li> <li>• Unibuddy, a student ambassador online resource has been purchased and executed to allow prospective students to chat with current students about life in Canada and at St. Clair College.</li> </ul>		<ul style="list-style-type: none"> <li>• A formal brochure will be developed and provided electronically for Fall 2024.</li> <li>• An online Orientation for International students will be developed and made mandatory, commencing Fall 2024.</li> </ul>

<p>1.2.4 The student profile at the campus at which the program is delivered.</p> <p>1.2.5 The services the College provides such as academic supports, health-care services, and housing services as well as related services that may be available in the community.</p>	<ul style="list-style-type: none"> <li>• A dedicated webpage has been launched to connect students to the above ambassadors at <a href="https://www.stclaircollege.ca/international/student-ambassadors">https://www.stclaircollege.ca/international/student-ambassadors</a>.</li> <li>• International orientation sessions are held to provide unique information, specific for our international students, regarding available supports, housing, community resources (cultural, etc.) and healthcare.</li> <li>• A partnership with the New Canadian Centre for Excellence (NCCE) has been established to provide ongoing on campus workshops for awareness and support. Services include immigration, housing, legal rights and services, document translation.</li> <li>• A recent RFP was conducted and awarded for International Healthcare to ensure coverage mirrors that of domestic students, including mental health supports.</li> </ul>		
<p>1.3. Recognizing the complexities of international admissions and visa approval processes, endeavor to provide alternative enrolment options when managing program capacity constraints.</p>	<ul style="list-style-type: none"> <li>• Recently the College has revised its process as it relates to “Admission Revocations” for those students that have <i>not</i> secured a seat within their program and the program is full. This process now includes a direct communication from St. Clair College, noting alternative options for students that are revoked because the program is full (deferral, open program list, etc.) This College communication is sent directly to the student prior to receiving a formal communication from OCAS.</li> <li>• The College follows a “two step” process, utilizing the International Application Service (IAS) provided by OCAS, for an applicant to secure their place in a program. The applicant is required to pay the required tuition payment (step one) and upload their approved study visa to the IAS (step two) to ensure their place is secure. This allows</li> </ul>		<ul style="list-style-type: none"> <li>• Developing an International-focused Admissions Viewbook.</li> </ul>

		the College to actively monitor program seat availability to ensure capacity is not exceeded.		
International Education Agents	2.1 Manage its relationships with international education agents and other partners in the marketing and admissions process to support honest business practices that are in the best interests of international students and uphold the reputation of Ontario's post-secondary sector.	<ul style="list-style-type: none"> <li>• Have conducted initial training of agents and compliance audits via phone, virtual call and in-person visits.</li> <li>• Hired in-country representatives in agent-heavy regions to increase compliance visits.</li> <li>• Partnered with "Trainhub" - an online agent training platform to house training documents, marketing materials and measure compliance.</li> </ul>		<ul style="list-style-type: none"> <li>• Launch "Trainhub" by Fall 2024.</li> </ul>
	2.2 Require its education agents and other recruitment partners to comply with the standards under marketing, promotion and admission outlined in section one and to be transparent with prospective students about the rationale for recommending alternate programs.	<ul style="list-style-type: none"> <li>• In conjunction with legal support (Bartlet &amp; Richardes LLP) developed and distributed an "Agent Contract" that clearly articulates the marketing, promotion and transparency requirements. This includes the College's expectations of all recruitment partners to respect branding and marketing guidelines.</li> </ul>		
	2.3 Require its international education agents to have completed an Ontario college sector endorsed agent training program.			<ul style="list-style-type: none"> <li>• Launch "Trainhub" by Fall 2024 as noted above.</li> </ul>
	2.4 Monitor the performance of its education agents and other recruitment partners, including terminating contracts with any education agent who has been involved in any serious, deliberate, or ongoing conduct that is false, misleading, deceptive, or in breach of the law.	<ul style="list-style-type: none"> <li>• Terminated contracts with agents involved in serious misconduct.</li> <li>• Developed agent metrics to monitor agent performance.</li> <li>• Renewed agent contracts with above "revised" contract after compliance audits were completed.</li> </ul>		

	<p>3.2 Make available information, both before and after arrival, on the services, supports, and facilities that the College offers to all students, including those specifically designed for international students. This would include information related to:</p> <p>3.2.1 Housing and residence options.</p> <p>3.2.2 Health, safety, and mental well-being.</p> <p>3.2.3 Education/academic progression.</p> <p>3.2.4 Learning support services, including accessible education services.</p> <p>3.2.5 Local community integration.</p> <p>3.2.6 Part time employment opportunities and federal and provincial government information on employment applicable to international students.</p> <p>3.2.7 Federal and provincial government information on immigration status of international students and citizenship pathways, including information related to the post-graduation work permit where applicable.</p> <p>3.2.8 Daily life (e.g., weather, transportation services, housing, childcare, communications, personal finance, and banking).</p>	<ul style="list-style-type: none"> <li>• Student orientation program includes the following introductions and awareness of services: <ul style="list-style-type: none"> <li>○ StudentVIP – Health Insurance.</li> <li>○ Windsor Police.</li> <li>○ Gurudwara Khalsa Prakash.</li> <li>○ Service Canada SIN Clinic.</li> <li>○ Tutoring Services and other available services through Student Services.</li> <li>○ New Canadian’s Centre for Excellence.</li> <li>○ Tenants’ rights.</li> <li>○ International Arrival and Housing Coordinator provides housing information, resources, connect with local landlords, etc.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Production of student arrival videos and peer-to-peer mentoring system.</li> </ul>	
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	3.3 Make available information on relevant College policies (e.g., academic policies, information technology use, students' code of conduct, harassment and bullying, anti-racism, sexual harassment, and misconduct).	<ul style="list-style-type: none"> <li>Implemented mandatory student modules on Academic Integrity, Sexual Violence Prevention and Emergency Response.</li> <li>Mandatory training for all students staying within the GEM residence.</li> <li>International student enrolment in Toolbox for Help and Resources to Increase Value and Empower Students (THRIVES) modules.</li> </ul>		
Standards for Support and Services to Promote Student Well-Being and Safety	4.1 Ensure that each international student who is enrolled for educational instruction has appropriate insurance covering medical care in Ontario.	<ul style="list-style-type: none"> <li>OHIP-equivalent and extended benefits coverage for all international students through StudentVIP Insurance.</li> </ul>		
	4.2 Take all reasonable steps to provide a safe environment on campus and advise international students on actions they can take to enhance their personal security and safety on and off campus, including how to seek assistance and report on an incident that significantly impacts their well-being.	<ul style="list-style-type: none"> <li>Online training modules developed and made mandatory for emergency response, campus safety and sexual violence.</li> <li>Increased security personnel patrolling campus buildings and residence.</li> <li>Increased on campus Police presence.</li> <li>Hiring of a College "Security Director".</li> <li>SRC SafeWalk program.</li> </ul>	<ul style="list-style-type: none"> <li>Police and emergency community service sessions throughout first semester focusing on frauds, human trafficking, relationship with law enforcement.</li> </ul>	
	4.3 Document critical on-campus safety incidents and remedial action taken by the College.	<ul style="list-style-type: none"> <li>Mandatory online training is conducted by all students informing them of their expectations and rights under the "Student Code of Rights and Responsibilities".</li> <li>All Code/Policy violations are documented and maintained within the College Depository.</li> <li>The St. Clair College "CARES Team" documents on-campus safety incidents and meets weekly.</li> </ul>		
	4.4 Provide international students with the opportunity to engage in experiences on-campus, off-campus and/or in the virtual	<ul style="list-style-type: none"> <li>Student and international-focused activities provided by campus clubs, SRC, TSI, SSAA.</li> </ul>		

<p>campus to improve their physical and mental health, well-being and safety.</p>	<ul style="list-style-type: none"> <li>Gym memberships are provided to students, promoting health and wellness for all campuses. (In addition, free swimming and tennis is also available for students at the Main campus.)</li> <li>Intramurals activities are available and promoted through the St. Clair Student Athletic Association at Windsor (SSAA) and the Thames Student Incorporated (TSI) at Chatham.</li> </ul>		
<p>4.5 Provide information to international students about how to access medical and mental health services through the College or through community and public services, including culturally responsive services where they may be available.</p>	<ul style="list-style-type: none"> <li>Provide workshops and booths around the campus through Student VIP health insurance to share information on accessing medical and mental health services.</li> <li>Sexual Assault &amp; Sexual Violence Support group hosting sessions and booths.</li> <li>Access to healthcare is provided through the on-campus Health Centre.</li> <li>On campus counsellors and the Canadian Mental Health Association counsellors are available for students in both Windsor and Chatham.</li> </ul>		
<p>4.6 Offer academic supports.</p>	<ul style="list-style-type: none"> <li>Student Retention and Academic Advising, Student Services, Tutoring Services, Accommodations, etc. are provided and communicated for student support.</li> </ul>		
<p>4.7 Provide professional development opportunities to College staff to help them continuously improve, engage with and support international students.</p>	<ul style="list-style-type: none"> <li>Three International Department staff enrolled in RISIA training.</li> </ul>		<ul style="list-style-type: none"> <li>Lunch &amp; Learn opportunities with departments of focus including Registrar's Office, Academic Advising.</li> </ul>
<p>4.8 Champion an on-campus environment that is safe and welcoming, and fosters greater equity, diversity, and inclusion for students from minority groups including racialized and 2SLGBTQQIA+ community</p>	<ul style="list-style-type: none"> <li>College/SRC initiatives in conjunction with the College's EDI Committee promotes various activities, resources, and initiatives to celebrate, promote and respect diversity within St. Clair College.</li> </ul>		

	members and students with disabilities.			
Standards for Post-Graduation Support Services	5.1 Provide graduating international students who choose to stay in Ontario with federal and provincial government information on the immigration status of international students and citizenship pathways, including information related to the post-graduation work permit where applicable.	<ul style="list-style-type: none"> <li>New Canadian's Centre for Excellence (NCCE) providing services to international alumni around immigration and citizenship pathways.</li> </ul>		
	5.2 Provide recent graduates with employment services.	<ul style="list-style-type: none"> <li>On site Career Services assists St. Clair College Students seeking permanent, part-time, temporary and seasonal employment.</li> </ul>		<ul style="list-style-type: none"> <li>Development of an alumni careers service portal with Careers Services Department.</li> </ul>
	5.3 Link graduating students to alumni networks, programs, and supports.	<ul style="list-style-type: none"> <li>St. Clair College Alumni Association and "Alumni Perks" app.</li> </ul>		



# ST. CLAIR

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C O L L E G E

**TO: BOARD OF GOVERNORS**

**FROM: PATRICIA FRANCE, PRESIDENT**

**DATE: MARCH 26, 2024**

**RE: 2022-2023 KPI RESULTS**

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

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**AIM:**

To provide the Board with an update on the College's 2022-2023 Key Performance Indicator (KPI) results.

**BACKGROUND:**

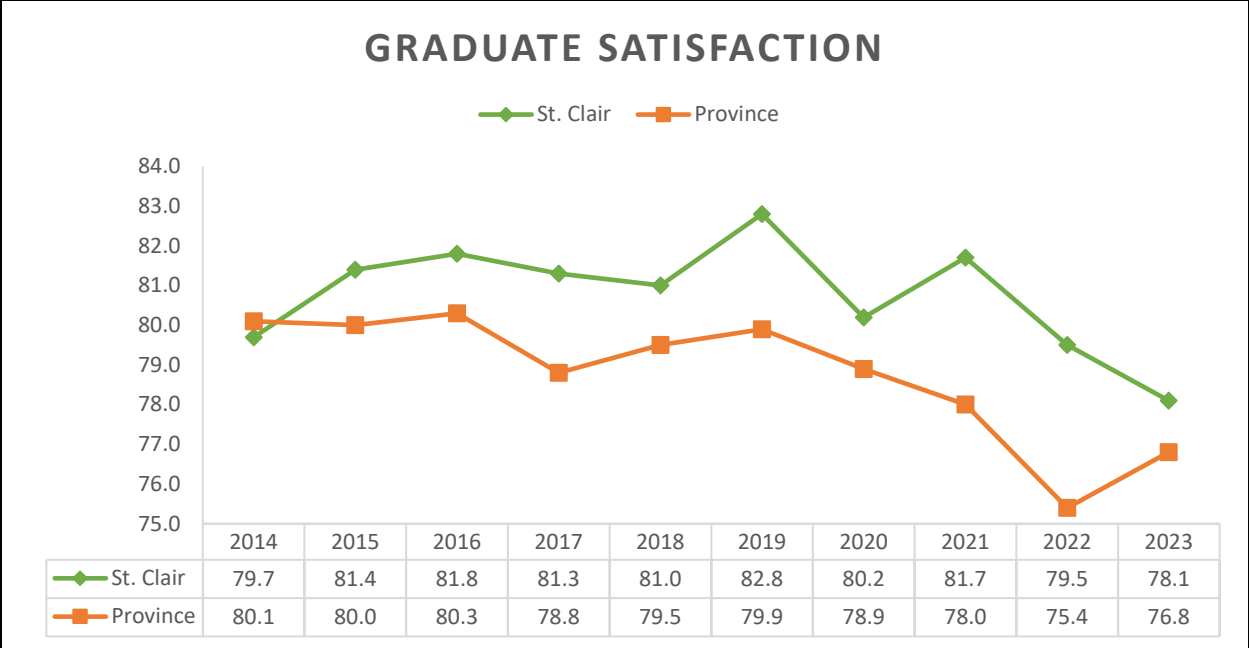
The Ministry of Colleges and Universities (MCU) mandates four key performance indicators (KPI) related to graduate and employment outcomes. The survey from which this data is derived was delayed and the results were subsequently released in February 2024, after a further delay from MCU.

**RESULTS:**

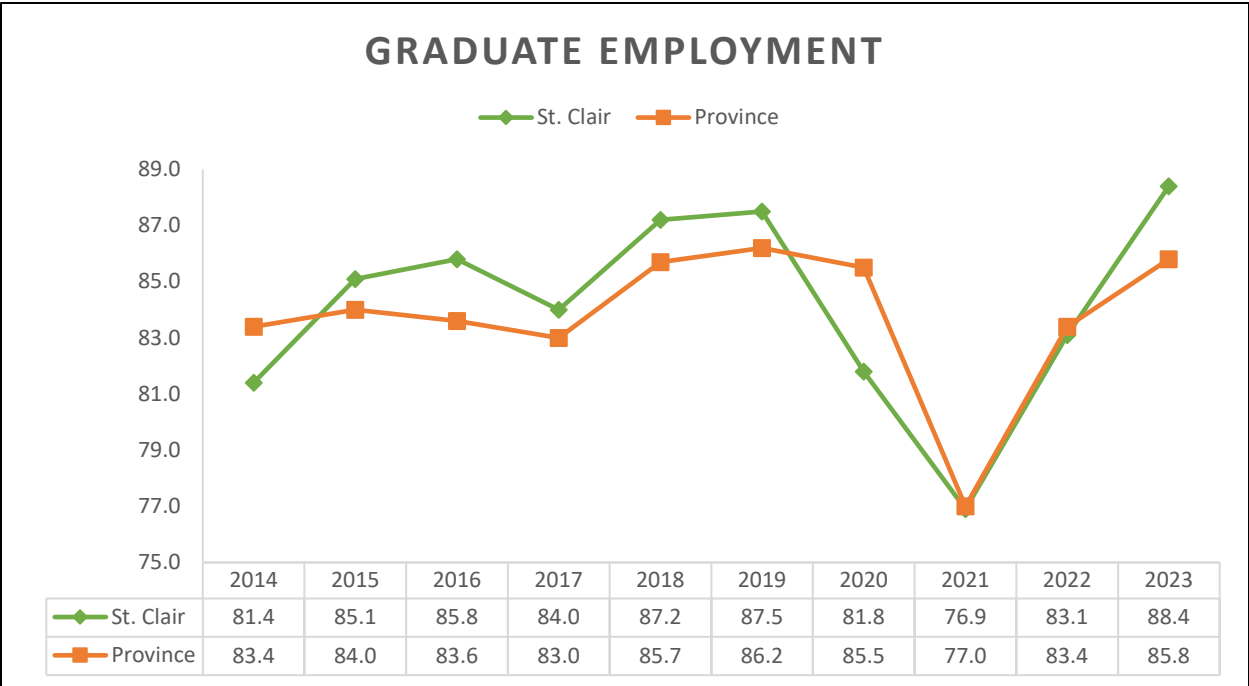
Below are the KPI published by MCU. The data references the graduating cohort from Spring 2021 through to Winter 2022. The majority of responses were online, although telephone responses are still included.

**RECOMMENDATION:**

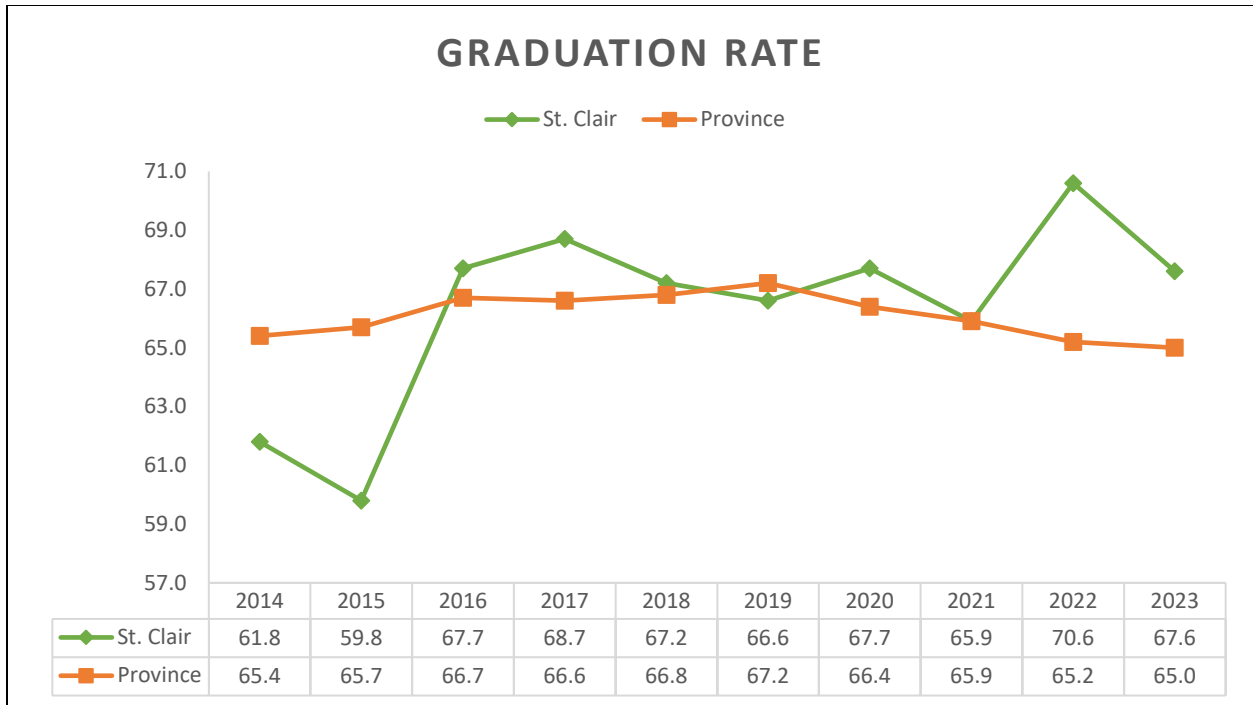
IT IS RECOMMENDED THAT the Board of Governors receive this update pertaining to the College's 2022-2023 Key Performance Indicator (KPI) results for information.



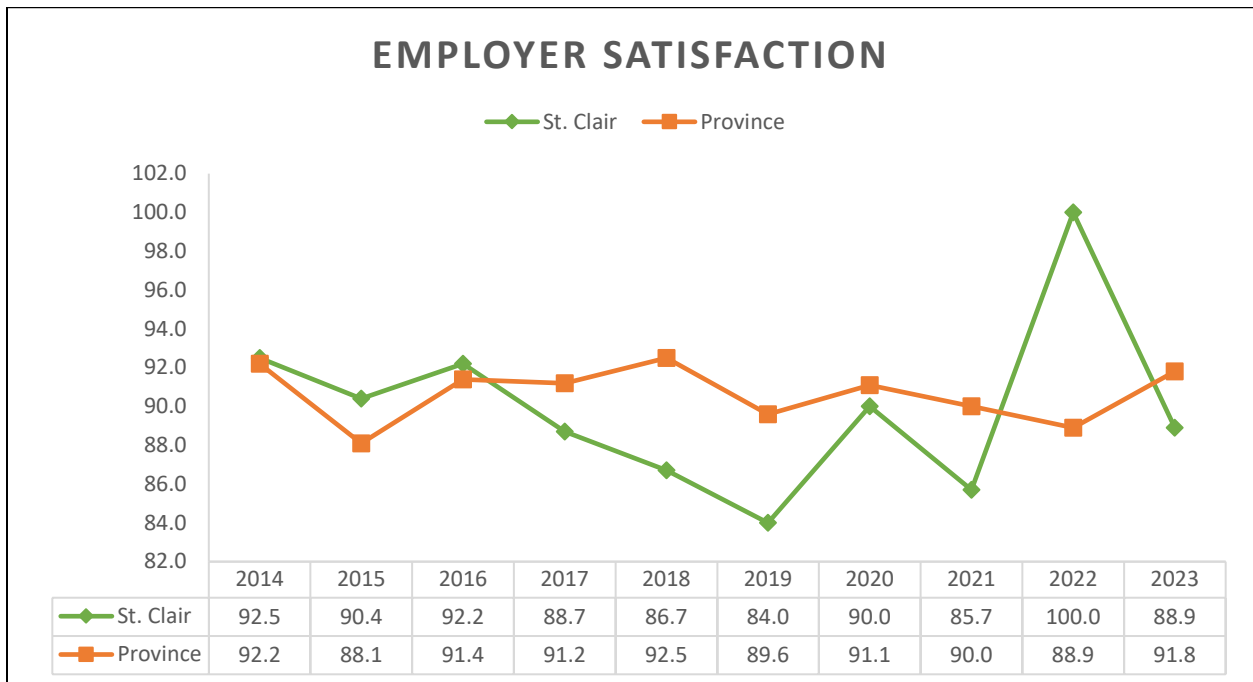
*Question: how would you rate your satisfaction with the usefulness of your college education in achieving your goals after graduation?*



*Calculation: the percentage of graduates in the labour force who are working full-time.*



*Calculation: the percentage of entrants to a program that graduated within a standardized timeframe.*



*Question: how would you rate your satisfaction with this employee's overall college preparation for the type of work he/she was doing?*



**TO: BOARD OF GOVERNORS**

**FROM: PATRICIA FRANCE, PRESIDENT**

**DATE: MARCH 26, 2024**

**RE: 2024-2025 FINANCIAL PLAN REPORT**

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

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**AIM:**

To obtain Board approval for the 2024-2025 Financial Plan Report.

**BACKGROUND:**

The proposed 2024-2025 Financial Plan Report incorporates the following financial information:

1. Statement of Operations Budget.
2. Statement of Financial Position Projection.
3. Non-Committed Cash Projection.
4. Financial Sustainability Metrics.
5. Student Fees: 2024-2025 Academic Year.

**RECOMMENDATION:**

IT IS RECOMMENDED THAT the Board of Governors approve the 2024-2025 Financial Plan Report.

## **STATEMENT OF OPERATIONS BUDGET**

### **EXECUTIVE SUMMARY (Schedule I)**

The purpose of the Financial Plan Report is to highlight the operating plan for the next fiscal year to the Board of Governors. The Financial Plan Report is consistent with the operational requirements and capital expenditures framework of the current Strategic Directions.

The Mid-Year Review 2023-24 budget approved by the Board on November 28, 2023 provided for a surplus position of \$52,113,848. The Statement of Operations Budget for 2024-25 is projecting a surplus of \$13,093,586, representing a decrease of \$39,020,262 or 75% over the Mid-Year Review 2023-24 budget.

The projection for total operating and ancillary revenue for 2024-25 is \$304,206,765, representing a decrease of \$32,568,161 or 10% over the Mid-Year Review 2023-24 budget of \$336,774,926.

The projection for total operating and ancillary expenditures for 2024-25 is \$291,113,179 representing an increase of \$6,452,101 or 2% over the Mid-Year Review 2023-24 budget of \$284,661,078.

### **CHANGES TO REVENUE (Schedule II)**

The following highlights the major changes in revenue compared to the Mid-Year Review 2023-24 budget:

- Total MCU Operating Grants increased by \$1,395,228 or 3% of the Mid-Year Review 2023-24 budget primarily due to the following:
  - Decrease in the International Student Recovery program due to planned lower international student enrolment.
  - Appropriate planning to reflect 2024-25 being the fifth year of SMA3 performance based funding where the second year of activation is scheduled.
- Total Contract Income decreased by \$631,692 or 6% of the Mid-Year Review 2023-24 budget primarily due to no wrap-up funding related to the Ontario government's accelerated Personal Support Worker program.
- Total Tuition revenue decreased by \$22,871,419 or 12% of the Mid-Year Review 2023-24 budget due to the following:
  - Increase in Domestic post-secondary tuition revenue of \$770,147 or 3%, based on an enrolment projection of 7,225 domestic students. This is a planned increase of 4% or 259 students from the Day 10 Fall 2023 enrolment of 6,966 and does not reflect a tuition increase.



- Decrease in International post-secondary tuition revenue of \$24,728,024 or 27% based on an enrolment projection of 3,677 international students. This is a planned decrease of 30% or 1,592 students from the Day 10 Fall 2023 enrolment of 5,269 and does not reflect a tuition increase.
- Increase in Public College Private Partnership (PCPP) revenue of \$1,163,256 or 1% based on an enrolment projection of 4,119 international students. This is a planned increase of 5% or 216 students from the Day 10 Fall 2023 enrolment of 3,903 and does not include a tuition increase.
- Total “Other” income decreased by \$10,619,203 or 14% of the Mid-Year Review 2023-24 budget due to decreases in Interest Income, Administration Fees and Insurance Fees related to the decrease in international student enrolment and forecasted lower interest rates.

### **CHANGES TO EXPENDITURES (Schedule III)**

The following highlights the major changes in expenditures compared to the Mid-Year Review 2023-24 budget:

- Total Salaries & Benefits increased by \$1,608,775 or 2% of the Mid-Year Review 2023-24 budget due to the following:
  - Administrative Full-Time salaries: \$918,545 increase.
  - Administrative Part-Time salaries: \$1,166,955 decrease.
  - Faculty Full-Time salaries: \$1,262,149 increase.
  - Faculty Part-Time salaries: \$1,164,301 increase.
  - Support Full-Time salaries: \$725,568 increase.
  - Support Part-Time salaries: \$1,723,990 decrease.
  - Fringe Benefits of \$429,157 due to the above salary increases and rising benefit costs.

The \$1,608,775 increase is due to full-time positions across several constituent groups not filled during the 2022-23 year and hiring was delayed, compensation and re-organization adjustments. In addition, part-time support staffing resources have been adjusted to those levels required to address projected enrolment levels.

- Total Non-Salary Expenditures increased by \$4,174,156 or 2% of the Mid-Year Review 2023-24 budget is primarily due to the following:
  - Decrease in Contracted Services Other: \$4,572,295.

- Increase in Instructional Supplies: \$615,979.
- Increase in Premise Rental: \$467,360.
- Increase in Stipends & Allowances & Scholarships: \$4,248,233.
- Increase in Other Expenses: \$959,799.
- Increase in Amortization: \$1,728,032.

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

The total Ancillary Operations surplus of \$427,585 is a decrease of \$510,245 from the Mid-Year Review 2023-24 surplus of \$937,830. The decrease in the surplus projection is due to the following:

- Sports Park due to a redesign of lighting pole system drivers on all fields.
- Varsity Sports due to increased part-time staffing, scholarships and travel costs.

**SCHEDULE I**

<b>St. Clair College of Applied Arts and Technology</b>				
<b>Statement of Operations Summary: 2024-25</b>				
	<b>A</b>	<b>B</b>	<b>B - A</b>	
	<b>23-24 Mid-Year Review</b>	<b>24-25 Original Budget</b>	<b>Variance</b>	
	\$	\$	\$	
<b><u>REVENUE</u></b>				
MCU Operating Grants	40,808,256	<b>42,203,484</b>	1,395,228	
Contract Income	9,924,989	<b>9,293,297</b>	<b>(631,692)</b>	
Tuition	195,591,571	<b>172,720,152</b>	<b>(22,871,419)</b>	
Other	77,341,457	<b>66,722,254</b>	<b>(10,619,203)</b>	
Total Operating Revenue	323,666,273	<b>290,939,187</b>	<b>(32,727,086)</b>	
Total Ancillary Revenue	13,108,653	<b>13,267,578</b>	158,925	
<b>TOTAL REVENUE</b>	336,774,926	<b>304,206,765</b>	<b>(32,568,161)</b>	-10%
<b><u>EXPENDITURES</u></b>				
Salaries & Benefits	101,451,633	<b>103,060,408</b>	1,608,775	
Non-Salary	171,038,622	<b>175,212,778</b>	4,174,156	
Total Operating Expenditures	272,490,255	<b>278,273,186</b>	5,782,931	
Total Ancillary Expenditures	12,170,823	<b>12,839,993</b>	669,170	
<b>TOTAL EXPENDITURES</b>	284,661,078	<b>291,113,179</b>	6,452,101	2%
<b>TOTAL SURPLUS / (DEFICIT)</b>	52,113,848	<b>13,093,586</b>	<b>(39,020,262)</b>	-75%

**SCHEDULE II**

<b>St. Clair College of Applied Arts and Technology</b>				
<b>Statement of Revenue: 2024-25</b>				
	<b>A</b>	<b>B</b>	<b>B - A</b>	
	<b>23-24 Mid-Year Review</b>	<b>24-25 Original Budget</b>	<b>Variance</b>	
<b>REVENUE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
Enrolment Based Envelope: see note 1	14,608,346	<b>12,471,033</b>	<b>(2,137,313)</b>	
Differentiation Envelope: see note 2	30,122,995	<b>32,260,308</b>	2,137,313	
Special Purpose / Other Grants: see note 3	<b>(3,923,085)</b>	<b>(2,527,857)</b>	1,395,228	
<b>Total MCU Operating Grants</b>	40,808,256	<b>42,203,484</b>	1,395,228	3%
Apprenticeship	5,143,137	<b>5,122,502</b>	<b>(20,635)</b>	
Literacy & Basic Skills	1,380,172	<b>1,380,172</b>	-	
School College Work Initiative	2,060,033	<b>2,060,033</b>	-	
Second Career	122,795	<b>98,835</b>	<b>(23,960)</b>	
Other: see note 4	1,218,852	<b>631,755</b>	<b>(587,097)</b>	
<b>Total Contract Income</b>	9,924,989	<b>9,293,297</b>	<b>(631,692)</b>	-6%
Post Secondary - Domestic	24,130,761	<b>24,900,908</b>	770,147	
Post Secondary - International	92,220,623	<b>67,492,599</b>	<b>(24,728,024)</b>	
Post Secondary - PCPP	77,459,889	<b>78,623,145</b>	1,163,256	
Continuing Education	1,780,298	<b>1,703,500</b>	<b>(76,798)</b>	
<b>Total Tuition</b>	195,591,571	<b>172,720,152</b>	<b>(22,871,419)</b>	-12%
Interest Income	18,442,059	<b>15,500,000</b>	<b>(2,942,059)</b>	
Contract Training	493,783	<b>490,000</b>	<b>(3,783)</b>	
International Projects	305,544	<b>130,000</b>	<b>(175,544)</b>	
PCPP Fee-for-Service	27,087,322	<b>26,217,812</b>	<b>(869,510)</b>	
Other: see note 5	3,362,039	<b>1,276,838</b>	<b>(2,085,201)</b>	
Divisional Income	21,463,466	<b>17,701,500</b>	<b>(3,761,966)</b>	
Amortization of DCC	6,187,244	<b>5,406,104</b>	<b>(781,140)</b>	
<b>Total Other</b>	77,341,457	<b>66,722,254</b>	<b>(10,619,203)</b>	-14%
<b>Total Revenue Before Ancillary</b>	323,666,273	<b>290,939,187</b>	<b>(32,727,086)</b>	
<b>Ancillary Revenue</b>	13,108,653	<b>13,267,578</b>	158,925	1%
<b>TOTAL REVENUE</b>	336,774,926	<b>304,206,765</b>	<b>(32,568,161)</b>	-10%

### SCHEDULE III

**St. Clair College of Applied Arts and Technology  
Statement of Expenditures: 2024-25**

	A 23-24 Mid-Year Review	B 24-25 Original Budget	B - A Variance	
<b>EXPENDITURES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
Administrative: Full-Time	8,724,413	9,642,958	918,545	
Administrative: Part-Time	2,976,273	1,809,318	(1,166,955)	
Faculty: Full-Time	35,901,287	37,163,436	1,262,149	
Faculty: Part-Time	14,214,779	15,379,080	1,164,301	
Support: Full-Time	15,352,472	16,078,040	725,568	
Support: Part-Time	6,336,820	4,612,830	(1,723,990)	
Fringe Benefits	17,945,589	18,374,746	429,157	
<b>Total Salaries &amp; Benefits</b>	101,451,633	103,060,408	1,608,775	2%
Advertising	3,157,828	2,660,531	(497,297)	
Contracted Cleaning Service	3,780,490	3,850,730	70,240	
Contracted Educational Services	82,314,267	81,999,316	(314,951)	
Contracted Services Other	22,489,603	17,917,308	(4,572,295)	
Equipment Maintenance & Repairs	4,298,771	4,662,531	363,760	
Equipment Rentals	3,013,093	3,360,108	347,015	
Instructional Supplies	6,641,896	7,257,875	615,979	
Insurance	7,594,449	7,315,882	(278,567)	
Janitorial & Maintenance Supplies	721,328	749,930	28,602	
Memberships & Dues	837,394	830,072	(7,322)	
Municipal Taxes	733,629	733,629	-	
Office Supplies	957,008	1,133,204	176,196	
Premise Rental	2,692,667	3,160,027	467,360	
Professional Development	599,415	713,372	113,957	
Security Services	2,830,200	2,937,500	107,300	
Stipends & Allowances & Scholarships	1,029,217	5,277,450	4,248,233	
Student Assistance: 30% Tuition	1,550,000	1,750,000	200,000	
Travel	935,224	1,324,953	389,729	
Utilities	4,671,614	4,700,000	28,386	
Other: see note 6	6,519,861	7,479,660	959,799	
Amortization	13,670,668	15,398,700	1,728,032	
<b>Total Non-Salary Expenditures</b>	171,038,622	175,212,778	4,174,156	2%
<b>Total Operating Expenditures</b>	272,490,255	278,273,186	5,782,931	2%
<b>Ancillary Expenditures</b>	12,170,823	12,839,993	669,170	5%
<b>TOTAL EXPENDITURES</b>	284,661,078	291,113,179	6,452,101	2%

**SCHEDULE IV A**

<b>St. Clair College of Applied Arts and Technology Statement of Ancillary Operations: 2024-25</b>				
	<b>A</b>	<b>B</b>	<b>B - A</b>	
	<b>23-24 Mid-Year Review</b>	<b>24-25 Original Budget</b>	<b>Variance</b>	
	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b><u>Ancillary: Revenue</u></b>				
Beverage Supplier	62,000	<b>79,000</b>	17,000	
Bookstore - Windsor & Chatham	190,000	<b>135,000</b>	<b>(55,000)</b>	
IRCDSS Special Events & Projects	144,000	<b>179,000</b>	35,000	
Lockers Administration	41,000	<b>42,000</b>	1,000	
Parking Lots	2,086,000	<b>2,300,000</b>	214,000	
Residence - Windsor	3,543,250	<b>3,705,778</b>	162,528	
St. Clair College Centre for the Arts	4,722,403	<b>4,451,800</b>	<b>(270,603)</b>	
Varsity Sports	1,645,000	<b>1,700,000</b>	55,000	
Sports Park	200,000	<b>200,000</b>	-	
Woodland Hills Golf Course	475,000	<b>475,000</b>	-	
<b>Total Revenue</b>	13,108,653	<b>13,267,578</b>	158,925	1%
<b><u>Ancillary: Expense</u></b>				
IRCDSS Special Events & Projects	125,000	<b>130,000</b>	5,000	
Parking Lots	1,863,834	<b>1,884,260</b>	20,426	
Residence - Windsor	2,409,361	<b>2,424,712</b>	15,351	
Residence - Chatham	152,695	<b>141,695</b>	<b>(11,000)</b>	
Residence - GEM	63,500	<b>48,740</b>	<b>(14,760)</b>	
St. Clair College Centre for the Arts	4,424,954	<b>4,210,922</b>	<b>(214,032)</b>	
Varsity Sports	2,483,479	<b>2,887,464</b>	403,985	
Sports Park	285,000	<b>735,000</b>	450,000	
Woodland Hills Golf Course	363,000	<b>377,200</b>	14,200	
<b>Total Expenditures</b>	12,170,823	<b>12,839,993</b>	669,170	5%

**SCHEDULE IV B**

<b>St. Clair College of Applied Arts and Technology</b>			
<b>Statement of Ancillary Operations Surplus/(Deficit): 2024-25</b>			
	<b>A</b>	<b>B</b>	<b>B - A</b>
	<b>23-24 Mid-Year</b>	<b>24-25 Original</b>	<b>Variance</b>
	<b>Review</b>	<b>Budget</b>	
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Beverage Supplier: Revenue	62,000	79,000	17,000
Bookstore - Windsor & Chatham: Revenue	190,000	135,000	(55,000)
Lockers Administration: Revenue	41,000	42,000	1,000
IRCDSS Special Events & Projects: Revenue	144,000	179,000	35,000
IRCDSS Special Events & Projects: Expenditures	125,000	130,000	5,000
	19,000	49,000	30,000
Parking Lots: Revenue	2,086,000	2,300,000	214,000
Parking Lots: Expenditures	1,863,834	1,884,260	20,426
	222,166	415,740	193,574
Residence - Windsor: Revenue	3,543,250	3,705,778	162,528
Residence - Windsor: Expenditures	2,409,361	2,424,712	15,351
	1,133,889	1,281,066	147,177
Residence - Chatham: Expenditures	152,695	141,695	(11,000)
Residence - GEM: Expenditures	63,500	48,740	(14,760)
St. Clair College Centre for the Arts: Revenue	4,722,403	4,451,800	(270,603)
St. Clair College Centre for the Arts: Expenditures	4,424,954	4,210,922	(214,032)
	297,449	240,878	(56,571)
Varsity Sports: Revenue	1,645,000	1,700,000	55,000
Varsity Sports: Expenditures	2,483,479	2,887,464	403,985
	(838,479)	(1,187,464)	(348,985)
Sports Park: Revenue	200,000	200,000	-
Sports Park: Expenditures	285,000	735,000	450,000
	(85,000)	(535,000)	(450,000)
Woodland Hills Golf Course: Revenue	475,000	475,000	-
Woodland Hills Golf Course: Expenditures	363,000	377,200	14,200
	112,000	97,800	(14,200)
Total Revenue	13,108,653	13,267,578	158,925
Total Expenditures	12,170,823	12,839,993	669,170
Surplus/(Deficit)	937,830	427,585	(510,245)

**Notes: Statement of Revenue & Expenditures**

**Note 1 REVENUE: Enrolment Based Envelope**

Core Operating Grant

**Note 2 REVENUE: Differentiation Envelope**

Performance Funding

**Note 3 REVENUE: Special Purpose / Other Grants**

Accessibility Funding  
Clinical Education / Nursing Expansion  
Collaborative Nursing  
International Student Recovery  
Mental Health Worker and Services  
Municipal Taxes

**Note 4 REVENUE: Other**

Access and Inclusion  
Campus Safety  
Indigenous Student Success Fund  
Personal Support Worker - Accelerated  
Summer Experience  
WSIB

**Note 5 REVENUE: Other**

Administration Fees  
Apprenticeship Classroom Fees  
Credit Transfer Fees  
CT In-Service Teacher Training  
Gain/Loss on Sale of Assets  
Graduation Fees  
Miscellaneous Income  
Unrestricted Donations

**Note 6 EXPENDITURES: Other**

Audit Fees  
Bad Debt  
Bank Charges  
Building Repairs & Maintenance  
Capital Non-Depreciable  
College Employer Council  
Field Studies  
Food Service  
Grounds Maintenance  
Learning Resource Material  
Long-Term Debt Interest  
Postage  
Professional Fees  
Staff Employment  
Telephone  
Vehicle



## **STATEMENT OF FINANCIAL POSITION PROJECTION**

The intent of this report is to provide the Board with a forecast of our 2024-25 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 budget was developed.

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

	11/28/2023	3/26/2024
	Mid-Year Review	Original Budget
	2023-24	2024-25
<b>1 Assets</b>	<b>594,881</b>	<b>543,799</b>
<b>11 Cash and Cash Equivalents</b>	<b>84,484</b>	<b>10,052</b>
<b>12 Accounts Receivable</b>	<b>10,156</b>	<b>9,175</b>
<b>14 Other Current Assets</b>	<b>227,333</b>	<b>230,374</b>
<b>15 CIP</b>	<b>12,695</b>	<b>138</b>
<b>16 Tangible Capital Assets</b>	<b>447,191</b>	<b>495,696</b>
161 Land	6,075	6,075
162 Site Improvements	30,914	32,336
163 Building	295,530	335,568
164 Furniture and Equipment	109,006	116,050
169 Other TCA	5,667	5,667
<b>17 Tangible Capital Asset Accumulated Amortization</b>	<b>(210,361)</b>	<b>(225,759)</b>
172 AA Site Improvements	(13,733)	(16,256)
173 AA Building	(100,235)	(107,586)
174 AA Furniture and Equipment	(91,061)	(96,417)
179 AA Other TCA	(5,332)	(5,500)
<b>18 Long-Term Receivable</b>	<b>-</b>	<b>-</b>
<b>19 Investments and Other Long-Term Assets</b>	<b>23,382</b>	<b>24,125</b>
<b>2 Liabilities</b>	<b>325,034</b>	<b>265,791</b>
<b>21 Bank Indebtedness</b>	<b>-</b>	<b>-</b>
<b>22 Accounts Payable and Accrued Liabilities</b>	<b>41,448</b>	<b>40,958</b>
221 Accounts Payable and Accrued Liabilities	39,300	38,893
222 Accrued Interest	-	-
223 Current Portion of Long-Term Liabilities	2,148	2,065
<b>23 Deferred Revenue</b>	<b>113,741</b>	<b>61,660</b>
231 Deferred Revenue	7,204	5,849
232 Deferred Tuition Revenue	106,537	55,811
<b>24 Restricted Contribution</b>	<b>17,881</b>	<b>14,454</b>
<b>25 Deferred Capital Contributions</b>	<b>128,152</b>	<b>126,972</b>
<b>26 Capital Lease</b>	<b>-</b>	<b>-</b>
<b>27 Debt</b>	<b>19,236</b>	<b>17,171</b>
<b>29 Other Long Term Liabilities</b>	<b>4,576</b>	<b>4,576</b>
<b>3 Net Assets</b>	<b>269,847</b>	<b>278,008</b>
<b>31 Unrestricted Net Assets</b>	<b>8,191</b>	<b>9,755</b>
<b>32 Internally Restricted Net Assets</b>	<b>138,439</b>	<b>121,012</b>
<b>33 Investment in Capital Assets</b>	<b>100,630</b>	<b>124,508</b>
<b>36 Restricted Contributions</b>	<b>-</b>	<b>-</b>
<b>37 Endowments</b>	<b>22,587</b>	<b>22,733</b>
<b>38 Accumulated Re-measurement Gain &amp; Losses</b>	<b>-</b>	<b>-</b>
<b>Assets - Liabilities - Net Assets</b>	<b>-</b>	<b>-</b>

## **NON-COMMITTED CASH PROJECTION**

The intent of this report is to provide the Board with an indication of our 2024-25 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 unrestricted reserves and estimated funds being allocated towards internally restricted internal reserves.

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

23-24 Mid-Year Review	24-25 Original Budget	Variance
\$	\$	\$

<b>Unrestricted Net Assets, Prior Year <sup>{1}</sup></b>	32,410	8,191	(24,219)
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<b>Operating</b>			
Budget Surplus	52,114	13,094	(39,020)
Amortization (net)	7,483	9,993	2,509
<b>Adjusted Budget Surplus</b>	<b>59,597</b>	<b>23,086</b>	<b>(36,511)</b>

<b>Capital</b>			
Grant Revenues	4,760	4,106	(654)
Grant Expenditures	(4,760)	(4,106)	654
Funded by Unrestricted Reserves	(9,900)	(5,445)	4,455
Asset Retirement Obligation Adjustment	-	-	-
<b>Net Outlay for Capital</b>	<b>(9,900)</b>	<b>(5,445)</b>	<b>4,455</b>

<b>Debt</b>			
Repayment of Long-Term Debt	(2,148)	(2,148)	-
Proceeds from Long-Term Debt	-	-	-
<b>Net Change in Long-Term Debt</b>	<b>(2,148)</b>	<b>(2,148)</b>	<b>0</b>

<b>iii. Other:</b>			
Internally Restricted Reserves (net)	(48,768)	(13,929)	34,839
Contribution to Foundation	(23,000)	-	23,000
<b>Net Change in Other</b>	<b>(71,768)</b>	<b>(13,929)</b>	<b>57,839</b>

<b>Unrestricted Net Assets, End of Year</b>	<b>8,191</b>	<b>9,755</b>	<b>1,564</b>
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<b>Unrestricted Net Assets Adjustment <sup>{1}</sup></b>	<b>(3,198)</b>	<b>(5,442)</b>	<b>(2,244)</b>
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<b>Non-Committed Cash Projection</b>	<b>4,993</b>	<b>4,313</b>	<b>(680)</b>
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<sup>{1}</sup> 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 2024-25 Ministry of Colleges and Universities Financial Health Indicators, based on information known when the budget was developed.

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

		<b>Actual</b>	11/28/2023 <b>MYR</b>	3/26/2024 <b>Orig. Budget</b>
		<u><b>3/31/2023</b></u>	<u><b>3/31/2024</b></u>	<u><b>3/31/2025</b></u>
Annual Surplus / Deficit	greater than \$0	\$ 37,618,486	\$ 52,113,848	\$ 13,093,586
Accumulated Surplus / Deficit	greater than \$0	\$ 224,036,791	\$ 247,260,402	\$ 255,274,997
Quick Ratio	greater than 1	8.19	7.77	6.09
Debt to Asset Ratio	less than 35%	12.01%	11.40%	12.03%
Debt Servicing Ratio	less than 3%	0.78%	0.64%	0.68%
Net Assets to Expense Ratio	greater than 60%	138.18%	131.88%	131.31%
Net Income to Revenue Ratio	greater than 1.5%	12.84%	15.47%	4.30%
<b>Number of Flags</b>		<b>0</b>	<b>0</b>	<b>0</b>

## **STUDENT FEES**

This annual document was prepared from the Student Fee Protocol meeting held on March 8, 2024. The Compulsory Ancillary Fee Protocol Committee is comprised of Administration, Student Representative Council Inc., Thames Student Incorporated, and the Student Athletic Association. The intent of the Committee is to approve tuition and ancillary fees, within the Ministry of Colleges and Universities regulations for the upcoming academic year. The Student Fees have continued to be prepared in accordance with the Ministry of Colleges and Universities Tuition Fee Framework and Ancillary Guidelines.

# Student Fees 2024-2025





## TABLE OF CONTENTS

<b>INTRODUCTION AND ACCOUNTABILITY</b> .....	3
<b>A - TUITION FEES</b> .....	3
1. Full-time Post-Secondary Fees-Regulated Programs .....	3
2. Full-time Post-Secondary Fees-Additional High Demand.....	3
3. Full-time Ontario College Graduate Certificate Fees .....	4
4. Fees for Part-time Activity.....	4
a) Fully Funded Part-time Activity .....	4
b) Other Part-time Activity .....	4
5. Fees for Prior Learning Assessment (PLA) Activity .....	4
6. Fees for Auditing Students .....	4
7. Fees for International Students .....	4
8. U.S.A. Fees.....	5
9. Special Fees .....	5
9.1 Special Reduced Fees .....	5
a) Students on Social Assistance.....	5
b) College Employees and Retirees.....	5
c) Employee Tuition Payroll Deduction .....	5
d) Senior Discount .....	5
e) City of Windsor Employees .....	6
9.2 Work Experience Fees.....	6
9.3 Course Overload Fee.....	6
<b>B - INCIDENTAL FEES</b> .....	7
1. Tuition Related Incidental Fees.....	7
2. Non-Tuition Related Incidental Fees.....	7
3. Summary of Non-Compulsory Non-Tuition Related Incidental Fees....	7
3.1 OSAP Deferral Fee.....	7
3.2 Grade Appeal Fee.....	7
3.3 Academic Integrity Appeal Fee.....	8
3.4 Income Tax Receipt.....	8
3.5 Locker Fee.....	8
3.6 Parking Fee.....	8
3.7 Course Description Fee.....	8
3.8 Credit Transfer Assessment Fee.....	8
4. Summary of Essential Non-Tuition Related Incidental Fees.....	8
4.1 Student Buildings Operating Fee – Windsor & Ace Acumen....	8
4.2 Student Buildings Operating Fee - Chatham.....	9
4.3 Student Centre Capital Fee - Chatham.....	9
4.4 Student Achievement and Records - Graduation/Transcripts...	9
4.5 Athletics and Recreation Operating Fee.....	9
4.6 Student Card Fee .....	10
4.7 Health Insurance Fee.....	10
4.8 Academic Support Fee.....	10
4.9 Campus Safety Fee.....	11

4.10	Health and Counselling Fee.....	11
4.11	Student Legal Support Fee .....	12
4.12	Athletics and Recreation - Recreation/Fitness Centre Capital Fee – Windsor.....	12
4.13	Career Services .....	12
4.14	Student Buildings - Academic Tower/Student Centre Expansion Fee – Windsor .....	12
4.15	Student Buildings - Healthplex Equipment Renewal Fee - Chatham.....	13
4.16	Program Material and Kit Fees.....	13
4.17	Apprenticeship Ancillary Fees.....	13
4.18	Transit Windsor Bus Pass.....	13
5.	Summary of Essential Membership Fees.....	14
5.1	Student Representative Council Membership Fee.....	14
5.2	Thames Students Incorporated Inc. Membership Fee.....	14
5.3	Alumni Association Membership Fee.....	15
<b>C -</b>	<b>TUITION FEE REFUNDS</b> .....	<b>15</b>
1.	Tuition Fee Refunds for P.S. & Tuition Programs.....	15
a)	Canadian Citizens and Landed Immigrants.....	15
b)	International/USA Students.....	16
2.	Part-time - Continuing Education.....	16
3.	Continuing Education Refund Policy.....	16
 <b><u>APPENDICES</u></b>		
APPENDIX I	Fee Schedule 2023-2024.....	17
APPENDIX II	High Demand Programs 2023-2024.....	19
APPENDIX III	Material Fees.....	21
APPENDIX IV	Definitions.....	30
APPENDIX V	Student Fee Approvals.....	33

ST. CLAIR COLLEGE  
REGISTRAR'S OFFICE  
STUDENT FEE POLICY 2024-2025

**INTRODUCTION AND ACCOUNTABILITY**

This document is a statement of College Policy relating to the assessment of student fees. The annual St. Clair College fee schedule is developed by applying our internal policy guidelines to the annual policy statement issued by the Ministry of Colleges and Universities (MCU).

Recommendations for changes to this policy are forwarded to the Senior Operations Group for approval. The fee schedules resulting from the application of these policies will be forwarded annually to the Board of Governors for approval.

The Registrar is accountable for the assessment and collection of all student fees in compliance with this policy. The Fee Schedule for 2024-2025 is shown in Appendix I.

*NOTE: As per February 26, 2024, MCU released the Tuition Fee Framework. As a result, tuition fees for the 2024-2025 academic year will be frozen.*

**(A) TUITION FEES**

1. Full-time Post-secondary Program Fees – Regulated Programs

The tuition fee charged to a full-time post-secondary student for a period of in-school activity (usually a term or semester) is defined by MCU and calculated as follows:

$$\text{S.T. F.} \times \text{T.F.F.} \times \frac{\text{Wks. per term}}{\text{Total program wks.}}$$

Where S.T.F. = Standard Tuition Fee; defined annually by MCU.

T.F.F. = Tuition Fee Factor for the specific program, as assigned by MCU.

2. Full-time Post-secondary Program Fees – Additional High Demand

At the discretion of the Board of Governors, the College can introduce additional high demand fees for programs where the Board identifies that there is demand for spaces, strong employment prospects and the expectation of high income for graduates, to a maximum of 15 per cent of College enrolment. (See Appendix II for a listing of High Demand Programs).

3. Full-time Ontario College Graduate Certificate Fees

At the discretion of the Board of Governors, additional high demand may be introduced for students in full-time Ontario College Graduate Certificate programs. This enrolment is excluded from the 15% overall enrolment calculation.

4. Fees for Part-time Activity

a) Fully Funded Part-time Activity

The standard tuition fee for all part-time activity that is recognized for full provincial funding is assessed based on the contact hour fee as specified annually by MCU (standard part-time tuition fee = \$6.11 per hour).

b) Other Part-time Activity

Colleges may charge fees, as they deem appropriate for courses that are not recognized for full provincial funding.

**NOTE:** To determine full-time or part-time status, the student's total course registrations less non-funded courses will be considered in the program registration.

5. Fees for Prior Learning Assessment (PLA) Activity

Tuition fees for portfolio development courses are to be assessed as a flat rate.

The established PLA fee = \$141.09.

In no case can the PLA fee exceed the regular course tuition fee, based on MCU's specified part-time rates.

6. Fees for Auditing Students

Colleges may charge fees, as they deem appropriate for auditing students. Auditing students are not to be included in the enrolment report for funding purposes.

7. Fees for International Students

The College defines international student fees each year. International students cannot be counted for funding purposes but are reported to MCU. International students are generally accepted into undersubscribed programs. High demand fees are excluded from the International Student Fees.

8. U.S.A. Fees

The College has a fee policy that is applicable only to students from the United States of America. These reduced fees do not apply to oversubscribed programs, as U.S.A. students are generally accepted into undersubscribed programs. High demand fees are excluded from the U.S.A. Fees.

9. Special Fees

9.1 Special Reduced Fees

St. Clair College recognizes the need to accommodate the special needs of certain members of its constituency and as a result may reduce fees for some of these populations.

a) Students on Social Assistance

Eligible part-time students, day or evening, will have tuition fees assessed based on 20% of the regular tuition to a minimum of \$20.00 per course. These reductions will apply only to fully funded (MCU) courses. The College reserves the right to exclude specifically designed courses. These reductions will be subject to available space in individual course sections. There will be no reduction of applicable service fees, registration, material fees, etc.

b) College Employees and Retirees

Any full-time employee, part-time employee (who is working at least 24 hours/week during the semester in which the course is offered), or a full-time College employee who has officially retired may take a funded College course upon payment of a non-refundable tuition fee of \$20.00. The College reserves the right to exclude specifically designated courses.

These reductions will be subject to available space in individual course sections. There will be no reduction of material fees, etc. Prior Learning Assessments (PLA) are excluded from the \$20.00 reduced fees.

c) Employee Tuition Payroll Deduction

Payroll deduction is available for full-time employees, for dependents enrolled in full-time programs. Please check with the Human Resources Department for details and available updates.

d) Senior Discount

Seniors (age 60 and over) who register for part-time evening courses will be given a 10% discount. Seniors will be exempt from ancillary fees. There will be no reduction of material fees. These reductions will apply

only to fully funded (MCU) courses. The College reserves the right to exclude specifically designated courses.

e) City of Windsor Employees

For a period of ten (10) years beginning March 2007, employees of the City of Windsor shall be permitted to enroll in any part-time credit course offered by the College at a discounted rate of thirty (30%) percent of the regular tuition charged to students for each course. The reduction is subject to space availability and provided priority of enrolment in each course shall be given to students paying full tuition. The College has approved an extension of this arrangement for the 2024-2025 academic year.

9.2 Work Experience Fees

There are three forms of work experience that impact upon a student's fee assessment – clinical training, field placement and co-operative education. Where the work experience is included within a full-time program schedule, the full-time fees include the assessment of Work Experience. Clinical training is included in a student's full-time assessment. Clinical training, taken on a part-time basis, is assessed on the current hourly standard tuition fee.

Field placement is included in a student's full-time assessment. Fees for field placement courses taken by part-time students will be established by program and program requirements (i.e., cost of supervision, field placement location, specialized skills for supervisors, etc.).

Co-operative education fees will be established by program and program requirements (i.e., cost of supervision, field placement location, specialized skills for supervisors, etc.).

**NOTE:** Where a student is enrolled in an additional course(s)

While in a Field Placement/Co-Op semester, the regular fee assessments will apply for those courses in addition to the Field Placement/Co-Op fees.

9.3 Course Overload Fee

A student whose course load (hours of contact) exceed that normally taken by students in that academic achievement level (AAL) of the program, will be assessed fees for the overload at the previously described part-time rates.

## (B) INCIDENTAL FEES

### 1. Tuition-Related Incidental Fees

Tuition-related incidental fees are included in the standard tuition fee. That is, having paid the required standard tuition fee, a student **cannot** be required to bear additional charges for any tuition-related fees.

Tuition-related fees include:

- Lab and shop costs
- Costs of consumable supplies and equipment and instruments not retained by the students
- Costs of mandatory field trips and mandatory field placement
- Costs of mandatory travel

### 2. Non-Tuition Related Incidental Fees

The College may assess non-tuition related incidental fees as described below:

- The cost of fees charged for Co-op program work semesters.
- To encourage the completion of some action by a specified deadline date (to permit College planning and resource allocation).
- To recover all, or part of the cost, of some activity requested by the student.
- To recover the cost of learning materials, equipment and/or clothing retained by the student.
- The cost of appeals, additional examinations and transcripts, graduation, parking charges and student identification cards.

A compulsory non-tuition related incidental fee is defined as a fee imposed or administered by the College in addition to standard tuition fees, which a student is required to pay to enroll in, or successfully complete, any course or program eligible for provincial funding. All compulsory non-tuition related incidental fees must be approved by the College's Compulsory Ancillary Student Fee Protocol Committee and the Board of Governors.

### 3. Summary of Non-Compulsory Non-Tuition Related Incidental Fees

#### 3.1 OSAP Deferral Fee

Full-time post-secondary students, who have applied for OSAP, may request to defer their fees with a payment of \$100.00 per academic year until their OSAP application has been processed. A payment of this fee is applied towards tuition fees.

#### 3.2 Grade Appeal Fee

Students requesting a review of a final grade will be assessed a fee of \$25.00 per course reviewed. This fee is refunded if the review is upheld.

3.3 Academic Integrity Appeal Fee

Students requesting an appeal of their Academic Integrity penalty will be assessed a fee of \$25.00. This fee is refunded if the review is upheld.

3.4 Income Tax Receipt

All eligible students are provided with a copy of their Income Tax Receipt free of charge through the SIS. A fee of \$15.00 will be required for students requesting receipts (if applicable) for tax years prior to 2004.

3.5 Locker Fee

Students at all campuses may lease a locker for a fee of \$15.00 per semester.

3.6 Parking Fee

Day students requiring parking at the South, Downtown and Chatham Campuses will be assessed a parking fee of \$141.00 per semester (\$282.00 per year i.e., Fall & Winter semesters) for a general non-gated lot and \$190.50 per semester (\$381.00 per year i.e., Fall & Winter semesters) for a gated lot at South and Chatham Campuses only. In the event shorter term parking is required, a weekly permit may be purchased for \$25.00 per week or \$47.00 per month. Hourly parking in the pay and display lots is \$2.00 per hour, with a daily maximum of \$12.00 per day.

3.7 Course Description Fee

A charge of \$1.00 per course description to a maximum of \$25.00 will be applied. Additional copies will be \$5.00 per set.

3.8 Transfer Credit Assessment Fee

A charge of \$25.00 per course evaluation, up to a \$100.00 maximum per submission is applicable.

4. Summary of Essential Non-Tuition Related Incidental Fees

These fees do not apply to contract training courses/programs.

4.1 Student Buildings Operating Fee – Windsor and Ace Acumen

A Student Buildings Operating Fee of \$190.00 per year will be assessed to all full-time students registered at the Windsor and Ace Acumen Campuses. This fee will provide funds to support projects that will improve student life and learning on the campuses. This fee will be split



with \$170 towards Operating expenditures & \$20 towards Capital expenditures.

A Student Buildings Operating Fee of \$2.75 per course per semester will be assessed to all part-time students.

#### 4.2 Student Buildings Operating Fee - Chatham

A Student Buildings Operating Fee of \$130.00 per year will be assessed to all full-time students registered at the Chatham Campus. This fee will provide funds to support projects that will improve student life and learning on the campus.

A Student Buildings Operating Fee of \$2.50 per course per semester will be assessed to all part-time students.

#### 4.3 Student Centre Capital Fee - Chatham

A Student Centre Capital Fee of \$150.00 per year will be assessed to all full-time students registered at the Chatham Campus for a period of ten (10 years). This fee was approved by a TSI referendum in Fall 2015 and has been extended to November, 2031.

#### 4.4 Student Achievement and Records - Graduation/Transcripts

A Student Achievement and Records Fee of \$55.00 will be assessed annually to all full-time students registered at all campuses. The fee offsets the costs associated with the ongoing management and production of student records. In addition, this amount incorporates a \$35 fee related to Convocation. The total fee also includes the \$20 annual cost of producing two (2) official transcripts annually. Each individual request beyond the above will incur an additional cost of \$10.00 per copy.

All part-time students will be assessed a \$9.00 per semester fee.

#### 4.5 Athletics and Recreation Operating Fee

An Athletics & Recreation Operating Fee of \$220.00 per year will be assessed to all full-time students registered at the Windsor Campus, where \$20.00 of this fee is used towards Sports Park operations. The remaining \$200.00 of the fee will be split amongst the College (\$140.) and SSAA (\$60) in Windsor. This fee offsets the costs to support athletic intramurals, recreation, & varsity sports.

An Athletics & Recreation Operating Fee of \$200.00 per year will be assessed to all full-time students registered at the Chatham & ACE Acumen Campuses. TSI & ACE Acumen will receive 100% to support their intramurals and recreation activities in Chatham and the ACE Acumen Campuses.

An Athletics & Recreation Operating Fee of \$2.75 per course per

semester will be assessed to all part-time students in a program of study.

#### 4.6 Student Card Fee

All full-time post-secondary students will be assessed a \$15.00 student card fee. Student cards provide students with the ability to prove their student status immediately. The student card is required to access the library, computer labs, and photocopy machines. A student card fee of \$15.00 will be allocated annually for renewal and maintenance purposes.

#### 4.7 Health Insurance Fee

All full-time domestic post-secondary students at all Campuses will be assessed a fee of \$335.00 per year (pro-rated for programs that start in Winter \$256.00 and Spring \$176.00) to cover the cost of a student health insurance plan. This \$335.00 includes a mandatory and non-refundable Accidental Death and Dismemberment fee of \$2.95. Full-time students are able to opt-out of their health insurance plan during the beginning of each academic year. See <https://wespeakstudent.com/> for details.

All international students are assessed a fee of \$700.00 per year (pro-rated for programs that start in Winter \$466.64 and Spring \$233.32). The fees associated with health insurance are mandatory as a result of the coverage and benefits afforded to international students. There are no opt-out opportunities provided to international students as it relates to health insurance. All international students are assessed a pro-rated fee per semester, to a yearly maximum of \$700.00.

#### 4.8 Academic Support Fee

A total Academic Support Fee of \$95.00 will be assessed to all students at all campuses to provide academic support that encourages and strengthens student success. Services includes amenities such as peer tutoring, group tutoring, faculty support and walk-in services for Math and English, open/general computer labs, workshops, support programing, THRIVES (Toolbox for Help and Resources to Increase Value and Empower Students) and other numerous on-line resources, Orientation, etc. This fee is split between St. Clair College (14%) and Thames Student Incorporated/Student Representative Council (86%) based on the service lead.

Included in this fee assessment are the following printing capabilities: All students will receive 250 B&W free impressions (single-sided page) each semester for academic purposes. The 250 impressions do not carry over from semester to semester. Once the 250 limit is reached each semester, the following charges will apply:

Printing fees regardless of paper size:

- Single: 15¢
- Two-sided: 20¢
- Colour Single: 30¢
- Colour Two-sided: 50¢

The Academic Support Fee of \$18.00 per course per semester will be assessed to all part-time students.

#### 4.9 Campus Safety Fee -- Windsor

A Campus Safety Fee of \$15.00 will be assessed to all full-time students at Windsor campuses to promote on-campus safety and wellness. Such programs and services may include a walk safe program, on campus programming, information, and awareness.

The Campus Safety fee of \$1.00 per course per semester will be assessed to all part-time students at Windsor campuses.

#### Campus Safety Fee -- Chatham

A Campus Safety Fee of \$5.00 will be assessed to all full-time students at the Chatham campus to promote on-campus safety and wellness. Such programs and services may include a walk safe program, on campus programming, information, and awareness.

The Campus Safety fee of \$1.00 per course per semester will be assessed to all part-time students at the Chatham campus.

#### 4.10 Health and Counselling Fee

A Health & Counselling Fee of \$25.00 will be assessed to all full-time students at all campuses to support on-campus access to health professionals/social workers for basic medical care, mental health care and online resources to support a culture of wellness on campus. Examples include wellness programming such as exam preparation support, mental health awareness and support activities, nutrition workshops and events. Online resources such as “Real Campus” and “Student Health 101” are also included.

The Health and Counselling Fee of \$1.00 per course per semester will be assessed to all part-time students.

4.11 Student Legal Support Fee

Students will be assessed a Legal Support Fee of \$30.00 per year at all Campuses. This fee would support students with legal issues they may experience, such as, landlord support, employment disputes, etc.

Students who feel they are not in need or do not require legal supports are eligible to opt out of this fee via the St. Clair Student Representative Council (SRC). Opting out will entitle you to obtain a refund of the fee that will be reimbursed by a process outlined by the SRC.

4.12 Athletics and Recreation - Recreation/Fitness Centre Capital Fee - Windsor

Beginning Fall 2008, a Recreation Centre Fee of \$150.00 will be assessed to all full-time students for a period of ten (10) years to offset capital construction costs. Part-time students will be assessed \$7.50 per course. The Student Representative Council Inc. has approved an extension of the capital construction fee for an additional fifteen (15) years (inclusive of Fall 2033) to enable the enhancement of recreation/fitness facilities available to students at the Windsor Campuses.

4.13 Career Services

A fee of \$10.00 per year will be assessed to all full-time students, at all campuses to support career related services made available to the broader student body, including career days, employer visits, workshops, resume clinics, information sessions, job fairs, job boards, job placement services, etc.

A Career Services Fee of \$1.00 per course per semester will be assessed to all part-time students enrolled in a program of study.

4.14 Student Buildings - Academic Tower/Student Centre Expansion Fee - Windsor

Beginning Fall 2018, an expansion/construction fee of \$100.00 per year will be assessed to all full-time Windsor students only for a period of 10 years (inclusive of Fall 2027). This fee will assist with the capital cost to build additional floors on top of the original Student Centre. This expansion coincides with the vision of the Student Representative Council Inc. Added amenities such as a pharmacy, banking facilities, etc. are being considered. In addition, the Zekelman School of Business and Information Technology will be relocated to the new tower.

4.15 Student Buildings - Healthplex Equipment Renewal Fee - Chatham

Beginning in Fall 2018, a Healthplex Equipment Renewal Fee of \$75.00 per year will be assessed to all full-time Chatham students only. This fee will be utilized to ensure the Healthplex continues to provide updated equipment, equipment maintenance and ongoing enhancements for students to enjoy, where up to \$10 per year of the fee may be utilized towards the procurement efforts to source the equipment, maintenance, and enhancements.

4.16 Program Material Fees

Please refer to Appendix III for a list of applicable material fees for the 2024-2025 academic year.

4.17 Apprenticeship Ancillary Fees

All registered apprentices will pay ancillary fees like those assessed in Continuing Education. Program material fees and kit fees are applicable as deemed necessary by the School of Skilled Trades and approved by the Compulsory Ancillary Student Fee Protocol Committee for 2024-2025.

4.18 Transit Windsor Bus Pass

Beginning in Fall 2022, for a period of 3 academic years, all full-time Windsor Campus students enrolling for the 2024-2025 academic year will be assessed a student fee of \$299.79 each Fall Semester. The payment of that fee will entitle them to a Transit Windsor bus pass for one full year (September 1, 2024, to August 31, 2025).

For January-start students (enrolling at the beginning of the Winter semester), an eight-month-long pass will be provided (until the end of August) for \$199.86. For May-start students (enrolling at the beginning of the Spring semester), a four-month-long pass will be provided (until the end of August) for \$99.93.

These are "universal" passes. They do not restrict ridership to transportation to and from school. They can be used on any day, at any time, to ride on any route, to go to anywhere serviced by Transit Windsor.

Students who reside in a community not serviced by Transit Windsor will have grounds to "opt-out" for this fee. Through a declaration that you live

in a community other than Windsor or LaSalle (serviced by Transit Windsor) will entitle you to obtain a refund of the bus pass fee that will be reimbursed by a process outlined by the Student Representative Council (SRC).

If you are a full-time student and live in a Transit Windsor serviced area, but must drive a car to campus, you may also “opt-out” for this fee. To qualify, the student must drive their own vehicle to campus, and have purchased a college parking lot permit.

It is important to note that up to 40 percent of a semester's enrolment may “opt-out” of the new fee, based solely on the two grounds cited above. In all cases, opt-outs will be processed on a "first-come/first-served" basis, by a deadline of either September 30 or when the 40 percent cap is reached. (There will be similar deadlines for January- and May-intake enrolment.) Once that date-deadline or 40 percent limit is reached, no further opt-outs will be allowed for any reason.

Any inquiries related to the Transit Windsor Bus Pass shall be directed to the Student Representative Council (SRC).

## 5 Summary of Essential Membership Fees

The following list includes essential membership fees at St. Clair College.

### 5.1 Student Representative Council Membership Fee

A membership fee of \$70.00 is applicable for students registered at the Windsor and Ace Acumen Campuses. Please see the Student Representative Council for a list of benefits and services. This is an annual fee regardless of date of membership.

### 5.2 Thames Students Incorporated Inc. Membership Fee

A membership fee of \$70.00 is applicable for students registered at the Chatham Campus. Please see Thames Students Incorporated Inc. for a list of benefits and services. This is an annual fee regardless of date of membership.

*The Student Representative Council (SRC) and Thames Students Incorporated (TSI) membership fees are used to actively engage and represent all students outside of the classroom and enrich their overall college experience through orientation; educational and engaging campus events; and health and wellness focused events and*

*workshops for personal growth both on and off campus. SRC/TSI provides access to study spaces, food services, employment and volunteer opportunities, graduation photos and other meaningful student related services.*

*Both student associations provide meaningful support for students throughout the academic year, including student representation to senior administration of the College. SRC/TSI consistently work and advocate for the student population to add valuable new supports.*

*St. Clair College encourages students to connect with their student associations through their offices or social media.*

### 5.3 Alumni Association Membership Fee

A membership of \$50.00 is applicable for students registered at all Campuses. Please see the Alumni Office for a list of benefits and services. This is an annual fee regardless of date of membership.

## **(C) TUITION FEE REFUNDS**

### 1. Tuition Fee Refunds for Post-Secondary Programs

#### a) Canadian Citizens and Landed Immigrants

Students who officially withdraw prior to the tenth (10) day of class of the beginning of a semester will receive a refund calculated as follows:

- i) Full-time Student – assessed semester fees less \$100.00 administration fee that the College will withhold.  
Part-time Student – assessed semester fees less \$25.00 administration fee per course that the College will withhold.
- ii) Fees paid in advance for a second and subsequent semesters will be refunded in full. Students who officially withdraw after the tuition refund date (i.e., ten [10] class days for a 15-week semester), will receive a full refund of any fees paid in advance for subsequent semesters (but will not receive a refund for the current semester they are withdrawing from).
- iii) For students who do not register on a semester basis (i.e., continuous intake), the principles implicit in the above policy will apply.

b) International and U.S.A. Students

International and U.S.A. students are provided with a student visa with the understanding that the student will register, and remain, as a full-time student. The College will require proof of registration at another institution in order to process a withdrawal and refund prior to the tenth (10) day of class for the current semester. Additional bank fees (i.e. wire transfer) may be applied upon processing a refund.

- i) International and U.S.A. students who officially withdraw prior to the tenth (10) day of class of the beginning of a semester will receive a refund of full tuition paid, less the \$2649.95 administration fee and any applicable bank fees (i.e. wire transfer) the institution will incur.
  
- ii) For International and U.S.A. students who do not register on a semester basis (i.e., continuous intake), the principles implicit in the above policy will apply.

2. Part-time - Continuing Education

REFUND TABLE	
TIMETABLE	AMOUNT
On or after the 1st day of classes but not later than the 10 <sup>th</sup> business day of the course	100% of tuition + GST minus a \$25.00 Administration Fee (per course)
On or after the 11 <sup>th</sup> business day of the course	NO REFUND

3. Continuing Education Refund Policy

Where a course or workshop is 20 hours or less in duration, an official withdrawal must be received on, or before, the business day prior to the date of the first class. For courses, or workshops, more than 20 hours in duration:

- An official withdrawal prior to the date on which the first class occurs will result in a full refund.
- An official withdrawal on, or after, the first day of class but not later than the tenth business day of the course will result in a full refund **LESS** a \$25.00 Administration Fee per course.
- No refund will apply to an official withdrawal on, or after, the eleventh business day of the course.



**A P P E N D I X I**

**FEE SCHEDULE 2024-2025**

<b>EXAMPLE OF ANNUAL STANDARD TUITION FEES FOR A FIRST-YEAR STUDENT</b>							
<b>FEES</b>	<b>WINDSOR</b>	<b>CHATHAM</b>	<b>INTL WINDSOR</b>	<b>INTL CHATHAM</b>	<b>USA WINDSOR</b>	<b>USA CHATHAM</b>	<b>ACE ACUMEN</b>
Standard Tuition	2722.62	2722.62	13,640.76	13,640.76	7,841.38	7,841.38	13,640.76
Student Buildings - Windsor Building Operating	190.00	N/A	190.00	N/A	190.00	N/A	190.00
Student Buildings - Windsor - Academic Tower/Student Centre Expansion	100.00	N/A	100.00	N/A	100.00	N/A	N/A
Student Buildings - Chatham Building Operating	N/A	130.00	N/A	130.00	N/A	130.00	N/A
Student Buildings - Chatham Student Centre Capital	N/A	150.00	N/A	150.00	N/A	150.00	N/A
Student Buildings - Chatham - Healthplex Capital Equipment Renewal	N/A	75.00	N/A	75.00	N/A	75.00	N/A
Student Achievement and Records - Graduation	35.00	35.00	35.00	35.00	35.00	35.00	35.00
Student Achievement and Records - Transcripts	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Health Insurance	335.00	335.00	700.00	700.00	700.00	700.00	700.00
Athletics & Recreation - Windsor Capital	150.00	N/A	150.00	N/A	150.00	N/A	N/A
Athletics & Recreation - Windsor Operating	220.00	N/A	220.00	N/A	220.00	N/A	200.00
Athletics & Recreation - Chatham Operating	N/A	200.00	N/A	200.00	N/A	200.00	N/A
Academic Support - Student Representative Council	81.70	N/A	81.70	N/A	81.70	N/A	81.70
Academic Support - Thames Student Incorporated	N/A	81.70	N/A	81.70	N/A	81.70	N/A
Academic Support - St. Clair College	13.30	13.30	13.30	13.30	13.30	13.30	13.30
Campus Safety - Windsor Campus	15.00	N/A	15.00	N/A	15.00	N/A	15.00
Campus Safety - Chatham Campus	N/A	5.00	N/A	5.00	N/A	5.00	N/A
Career Services	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Student ID Cards	15.00	15.00	15.00	15.00	15.00	15.00	15.00
Health & Counselling	25.00	25.00	25.00	25.00	25.00	25.00	25.00
Student Legal Support Fee	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Transit Windsor Bus Pass	299.79	N/A	299.76	N/A	299.76	N/A	N/A
SRC Membership Fee	70.00	N/A	70.00	N/A	70.00	N/A	70.00
TSI Membership Fee	N/A	70.00	N/A	70.00	N/A	70.00	N/A
Alumni Membership Fee	50.00	50.00	50.00	50.00	50.00	50.00	50.00
<b>Total Tuition Fees</b>	<b>\$4,412.41</b>	<b>\$3,997.62</b>	<b>\$15,695.52</b>	<b>\$15,280.76</b>	<b>\$9,896.14</b>	<b>\$9,481.38</b>	<b>\$15,125.76</b>

***Please Note: The College reserves the right to change, amend or alter fees as necessary without notice or prejudice.***

**A P P E N D I X   I I**

**H I G H   D E M A N D   P R O G R A M S   2 0 2 4 - 2 0 2 5**

## **HIGH DEMAND PROGRAMS 2023-2024**

<u>Program Code</u>	<u>Program Name</u>
H850/K950	Collaborative Nursing
H800	Dental Hygiene
H863/K963	Practical Nurse
H837	Medical Laboratory Science
H840/K940	Paramedic
H854/K954	Registered Practical Nurse Pathway to BSCN
H794	Cardiovascular Technology
H795	Respiratory Therapy
H796	Diagnostic Medical Sonography
H797	Diagnostic Cardiac Sonography

**A P P E N D I X III**

**MATERIAL FEES**

## 2024/2025 MATERIAL/KIT FEES

Program	Amount Requesting	New/Revised/ Same Fee	Details/ Rationale
B009 A04 Bus. Adm Marketing	\$76.00	Same	<p>Simple Survey is a Canadian company that provides an online marketing research web application that allows users to build and administer surveys, as well as create reports and analyze data. The price includes:</p> <ul style="list-style-type: none"> <li>• 1 Soho plan with Simple Survey per student for 1 year</li> <li>• 1 Enterprise plan with Simple Survey for the Instructor of MRK427 for 1 year</li> </ul> <p>The subscription to a web-based marketing research platform is essential for MRK427. This subscription ensures that we are teaching students current marketing research methodologies in the classroom. Through Simple Survey, students are able to create and administer surveys, enter data and create reports to analyze the data and turn it into actionable marketing insights.</p>
B009 A06/A04 Bus. Adm Marketing	\$129.00 USD	Same	<p>The price includes a bundled package from Student:</p> <ul style="list-style-type: none"> <li>• Digital Marketing Essentials textbook (Students have access to the textbook for life and the textbook is updated 2x per year by the Student publishers)</li> <li>• Digital Marketing simulation – Mimic Pro</li> <li>• Digital Marketing certification</li> </ul> <p>The Digital Marketing simulation is essential to this course. The simulation mimics the back end of ad serving and analytics platforms, such as Google. It allows the students to build, execute and analyze a digital media campaign as their final project for this course.</p> <p>The digital textbook is beneficial to this course because it is updated 2x per year by the Student publishing team. Digital marketing is a topic that is changing every day, it is important for our course to reflect those changes.</p> <p>Student sells the simulation and textbook as a bundled package for \$119 USD per student</p> <p>Student also provides the students who have completed the course with a Digital Marketing Certification that recognizes that the student is fully capable and skilled in applying digital marketing techniques.</p>
B012 A04 Bus. Marketing	\$76.00	Same	<p>Simple Survey is a Canadian company that provides an online marketing research web application that allows users to build and administer surveys, as well as create reports and analyze data. The price includes:</p> <ul style="list-style-type: none"> <li>• 1 Soho plan with Simple Survey per student for 1 year</li> <li>• 1 Enterprise plan with Simple Survey for the Instructor of MRK427 for 1 year</li> </ul> <p>The subscription to a web-based marketing research platform is essential for MRK427. This subscription ensures that we are teaching students current marketing research methodologies in the classroom. Through Simple Survey, students are able to create and administer surveys, enter data and create reports to analyze the data and turn it into actionable marketing insights.</p>
B012 A04 Bus. Marketing	\$129.00 USD	Same	<p>The price includes a bundled package from Student:</p> <ul style="list-style-type: none"> <li>• Social Media marketing textbook (Students have access to the textbook for life and the textbook is updated 2x per year by the Student publishers)</li> <li>• Social Media simulation – Mimic Social</li> </ul> <p>The social media simulation is essential to this course. The simulation mimics the back end of today's social media platforms. It allows the students to build, execute and analyze a social media campaign as their final project for this course.</p> <p>The digital textbook is beneficial to this course because it is updated 2x per year by the Student publishing team. Social media marketing is a topic that is changing every day, it is important for our course to reflect those changes.</p> <p>Student sells the simulation and textbook as a bundled package for \$119 USD per student</p>

B395 A01 Culinary	\$850 Kit \$646.90 Mat fee	Same	\$850 for kit and uniform. \$573.45 for food products needed in lab. Adding FST Basics Certification \$38.50 and Smart Service Certification \$34.95
B603	\$40.00 A01 \$20.00 A03	New	The purpose of the common fitness uniform t-shirt is to provide a shirt that adheres to clothing expectations of law enforcement agencies. Also, this aligns with what is done in the field in the basic training process, giving students a more realistic expectation of department regulations. First year students will be given two uniform shirts for fitness classes. Second year students will be given one uniform shirt for fitness classes. Having more than one shirt allows for weeks that have multiple fitness labs. These shirts will have multiple uses for students in Community and Justice Services, Border Services, Police Foundations and Protection, Security and Investigation as they will be used in the following classes: JUS101, JUS201, PFP308, PFP418, BRS306 and CJS403.
B803 B803/B819/K919	\$40 A01 \$20 A03	New	Dependent on vendor selected. Approx cost. \$35-40 per student for 2 shirts. The purpose of the common fitness uniform t-shirt is to provide a shirt that adheres to clothing expectations of law enforcement agencies. Also, this aligns with what is done in the field in the basic training process, giving students a more realistic expectation of department regulations. First year students will be given two uniform shirts for fitness classes. Second year students will be given one uniform shirt for fitness classes. Having more than one shirt allows for weeks that have multiple fitness labs. These shirts will have multiple uses for students in Community and Justice Services, Border Services, Police Foundations and Protection, Security and Investigation as they will be used in the following classes: JUS101, JUS201, PFP308, PFP418, BRS306 and CJS403.
B826 A01 Tourism	\$50.85	New	We will be adding a required Service Excellence certification to a current course TOR 115 - Tourism Service Excellence. This will be at a cost of \$45 + HST = \$50.85 per student for the certification with the Ontario Tourism Education Corporation (OTEC).
B877 A01 Fashion Design	\$722.00	Same	The Fashion Kit is given to all 1st year students on the 1st day of the semester. It includes essential specialized tools needed for the industry to complete pattern drafting and sewing construction samples and projects. List of items in the Fashion Kit available upon request. This is an existing kit and we have distributed this kit since the program began but the prices have increased. The fee is also combined with the Fabric Science Swatch Kit which has not changed in price. J.J. Pizzuto's Fabric Science Swatch Kit - Edition: 11th ISBN: 9781628926576 - current price in SCC bookstore is \$134.50 + tax. Students need these essential specialized tools that are not available locally. Students must use quality, industry standard tools to complete the samples and projects to meet their learning outcomes. We are able to purchase the tools and supplies wholesale in bulk and pass on those savings to the students. 1st year students need a Fabric Science Swatch Kit for the FAS108 Fabric Science course as part of the Fashion Design program. This essential swatch kit is needed to complete many assessments throughout the course, including swatch kit assignments and a final swatch kit project. Students keep their Swatch Kits after the course.

B877 A03 Fashion Design	\$375.00	Same	<p>2nd year students need these specialized supplies to complete their assignments and projects in semester 3.</p> <p>Photo Shoot Kit Fee: As part of the assessments in FAS411 Fashion Marketing and Presentation, the student is required to complete a photo shoot with fashion photographer, models, hair and make up stylists. Students receive copies of the photos taken in a digital format to use for their portfolios, branding-social media and websites, media kits, line sheets, look books and marketing materials.</p> <p>Included in our \$200.00 photo shoots, students work with a professional fashion photographer on location at the photographer's studio. Students collaborate with the hair and make up teams that are headed by industry professionals that work with students and graduates from the SCC Hairstyling and Esthetician programs.</p> <p>The fashion design program is able to offer the photo shoots at the very reasonable cost of \$200. per student due to the amount of shoots that are booked through the program for this project. If a student was to individually pay for a similar set up with a photographer, hair and make up stylists, the cost would be approximately \$500.00 minimum and up</p>										
B912 Esthetician	\$2587.50 Kit \$150.00 Mat	Kit Increase of \$857.50 Mat Same	<p>The Esthetician student kit is a complete kit to support the esthetician student with at home assignments and provides the opportunity for the student to practice their skills for labs and provides the student with a starter kit to work in the esthetics industry while in training.</p> <p>Nail Tech \$850, Make up \$550, Skin Care \$180, Hair Removal \$100, Infection Control \$50</p> <p>Bundle pkg. E-books/ Cima access card (LMS). The E-books are incorporated in this access card. Cost \$857.50</p> <p>The Full Specialty Cima pkg. is a platform that students require. This pkg. includes e-books and a learning platform of review for the material taught, videos, and activities offered for each course, which covers all student learning styles.</p> <p>In the last couple of years, we have experienced students not wanting to spend the money on purchasing books and or access cards, which impacts on their learning, increases number of unsuccessful students.</p> <p>Incorporating this fee as part of their material/kit Fee will be very helpful to students and will avoid issues and challenges.</p>										
B940 Hospitality	\$444.59	Decrease of \$146.90	<table border="0"> <tr> <td>1. FST Basics Certification</td> <td>\$43.50</td> </tr> <tr> <td>2. Service Excellence Certification</td> <td>\$56.50 (tax inc)</td> </tr> <tr> <td>3. Smart Serve Certification</td> <td>\$50.79 (tax inc)</td> </tr> <tr> <td>4. Uniforms service</td> <td>\$192.10 (tax inc.)</td> </tr> <tr> <td>5. Bartending Tool Kit</td> <td>\$101.70 (tax inc)</td> </tr> </table> <p>Items 1-3 are Industry standard certifications; students should have them before participating in any practical labs and work placements.</p> <p>Items 4/5. Students require professional industry uniforms, and equipment to participate in labs and work placements.</p>	1. FST Basics Certification	\$43.50	2. Service Excellence Certification	\$56.50 (tax inc)	3. Smart Serve Certification	\$50.79 (tax inc)	4. Uniforms service	\$192.10 (tax inc.)	5. Bartending Tool Kit	\$101.70 (tax inc)
1. FST Basics Certification	\$43.50												
2. Service Excellence Certification	\$56.50 (tax inc)												
3. Smart Serve Certification	\$50.79 (tax inc)												
4. Uniforms service	\$192.10 (tax inc.)												
5. Bartending Tool Kit	\$101.70 (tax inc)												
B961/K967 Border Services	\$40 A01 \$20 A03	New	<p>The purpose of the common fitness uniform t-shirt is to provide a shirt that adheres to clothing expectations of law enforcement agencies. Also, this aligns with what is done in the field in the basic training process, giving students a more realistic expectation of department regulations.</p> <p>First year students will be given two uniform shirts for fitness classes. Second year students will be given one uniform shirt for fitness classes. Having more than one shirt allows for weeks that have multiple fitness labs. These shirts will have multiple uses for students in Community and Justice Services, Border Services, Police Foundations and Protection, Security and Investigation as they will be used in the following classes: JUS101, JUS201, PFP308, PFP418, BRS306 and CJS403.</p>										
B992 per Year CYC	\$45.20	Same	<p>Membership is \$45.20 per year. Beyond it being a Condition of Accreditation, it will also give students access to e books and the professional journal (Relational Journal of Child and Youth Care). We currently pay a subscription fee through the library for this journal. I expect that at least one of the e books</p>										



			<p>will be used as a text in a future course.</p> <p>We will provide the OACYC with student names and student St Clair emails in Fall 2022 so that they can enroll everyone. They in turn will send us an invoice.</p> <p>Student membership is available to students who are registered in an accredited Child and Youth Care diploma or degree program. Student memberships are valid only while the member is enrolled in their program. Upon graduation, student members would apply to Full Professional Certified Membership. This level of Student Membership will not be entitled to vote at member meetings.</p>
B999/M999 IBM A01	\$500.00	Same	All FT students in this program are assessed a \$500 exam fee. This exam fee is required by the Forum for International Trade Training (FITT) for designation as a Certified International Trade Professional (CIPT). This is prepaying the exam fee for the students. The students still must write the exam with FITT.
H258 Vet Tech	\$12.25 A01 \$137.77 A02 \$75 A04	Kit Same Mat Increase of \$55	1st semester – Goggles – \$2.26, Name tags - \$10.17 2nd semester – Stethoscope – \$91.28, Bandage scissors- \$1.70 4th semester – Hesi exam - \$64.41 \$55 CompTracker – This is a secure website, CompTracker enables students, instructors, and administrators to replace the old paper ways of tracking students. To evaluate competencies as per accreditation for students while in placement
H795 Respiratory	Yr. 1 \$39.00	Decrease	All items have been searched for best price on a routine basis. Kit is necessary for students to enhance hands-on learning with basic respiratory therapy devices and to allow for their use by the student to whom the kit belongs. Equipment that would normally be disposed after one use can be used repeatedly (in lab and at home for practice) because only one person is using it. This reduces cost and maintains infection prevention and control
H796 Sonography	\$80 Kit	Kit Fee Decrease of \$5	Ergonomics arm band is used for scanning in every lab and intended to reduce the rate of injury. The towel kit – students are responsible for bringing towels to every lab to use on themselves for scanning.
H797 Cardiac Sonography	\$105 Kit	Same	<p>Cable Brace to prevent musculoskeletal injuries, provides support for student scanning.</p> <p>Patient gown to protect student patient modesty as students are undressed from the waist up for the procedure.</p> <p>Bath towels to protect student patient modesty as students are undressed from the waist up for the procedure, and for students to use to clean off ultrasound gel.</p> <p>\$150 Comp Keeper – This is a secure website, Comp Keeper enables students, instructors, and administrators to replace the old paper ways of tracking students. To evaluate competencies as per accreditation for students while in placement</p> <p>CompTracker Service</p> <p>Web based software for recording of clinical competencies. Required for Semesters 5 and 6.</p> <p>These reports are available to students post graduation.</p> <ol style="list-style-type: none"> <li>1. For clinical competencies, efficient recording, reviewing and assessing completed competencies</li> <li>2. Web based software accessible to the student, preceptors and faculty at any time</li> <li>3. Reporting for Accreditation is made easier with many more comprehensive reports.</li> <li>4. No paper is required and makes for efficient reporting from preceptors.</li> <li>5. No accessing Blackboard or problems with logging in or password expiring.</li> <li>6. Much more secure for student records.</li> <li>7. Students can access their results at any time in the future and download completed competencies for future reference.</li> <li>8. Can monitor students with real time updates and reporting.</li> <li>9. Apple or Android devices compatible</li> <li>10. Support provided 24 hours per day</li> </ol>
H800 Yr. 1 Dental Hygiene	\$3,039.10	Increase of \$210.84	Breakdown available upon request. The document identifies all the kit equipment and lab materials that are essential to complete clinical and lab requirements as per the course outlines. Prices were confirmed and compared for the lowest

			prices available at this date. The outlines are based on MAESD Program Standards, NDHCB Exam, CDHO Practice Standards, CDHO Entry to Practice Guidelines and CDAC Commission on Dental Accreditation of Ontario.
H800 Yr. 2 Dental Hygiene	\$4,169.41	Decrease of \$380.05	Breakdown available upon request. The document identifies all the kit equipment and lab materials that are essential to complete clinical and lab requirements as per the course outlines. Prices were confirmed and compared for the lowest prices available at this date. The outlines are based on MAESD Program Standards, NDHCB Exam, CDHO Practice Standards, CDHO Entry to Practice Guidelines and CDAC Commission on Dental Accreditation of Ontario.
H932/K933 PSW	\$22.54	Increase of \$5.65	The purpose for this kit is to provide students with the supplies needed to practice skills in lab to prepare them for their clinical experience. These supplies are current and are what they will be using to in their clinical settings. - 1 pair of googles - 2 face/wash clothes - 2 large towels - Simple calculator same as before - Toothbrush - Razor - Measuring tape - Nail file - Cuticle stick - 1 pair of googles - Needed in clinical for outbreaks and working with bodily fluids – it is replacing the Attends product. - 2 face/wash clothes- so students can have a supply as during lab time many other programs are using the college supplies. - 2 large towels so students can have a supply as during lab time many other programs are using the college supplies-
H850/K950/H854/K954 Collab Nrs	Yr 1 \$45 Yr 2 \$110	Yr 2 Increase of \$38	The cost of the kits are approximately \$110 per student per year. The difference in cost is due to an increase in supplier costs related to inflation as well as the cost of simulated medications that are added to each student kit. Change in thought skill sequence presents the need for additional supplies to be added to the student lab kit.
H863/K963 A01 RPN	\$721 Elsevier Kit Fee \$75.00	Same	The Elsevier Clinical Learning Suite (CLS) and 4 e-texts come to a cost of \$511.90 added to the student fees for the first term. The cost of the kits are approximately \$75 per student per year. \$721 Elsevier is related to addition of exit exams to prepare students for licensing exam REX-PN The difference in cost is due to an increase in supplier costs related to inflation as well as the cost of simulated medications that are added to each student kit.
H912 Med Esthetics	\$1,450.00	Same	The H912 student kit is a complete kit to support the Medical esthetician student with at home assignments and provides the opportunity for the student to practice their skills for labs and provides the student with a starter kit to work in the medical esthetics industry while in training. Dermaplaning kit and training certificate-\$236.00 Oncology kit and training certificate-\$161.08 Dermed Peel kit-\$253.72 Jane Iredale mineral make up kit-\$140.87 Body Treatment kit-\$198.18 Micro needling kit-\$100.00 ZO Medical grade skin care kit-\$183.50 Vivier Labs Skin care kit-\$176.65
H915 Dental Assisting	\$2,737.65	Decrease of \$69.77	Breakdown available upon request
K766	\$2,762.35	Increase of \$104.35	This is for the powerline student climbing kit used over the two-year program. It includes the climbing belt, safety harness, secondary safety rope attachment, climbing spurs, several assorted powerline tools and carrying bag. Each student tool kits cost \$2800.00 which is a slight increase due to supplier cost increase. The students need this equipment to climb powerline poles safely over the 2 years they are in the program. They will use this equipment and tools while on the job after they graduate. Students complete a variety of overhead and under

			ground work as part of the program.
K788 Yr 1 EET	\$240.00	Increase of \$40	Provide a set of Philips and cabinet tip slotted screwdrivers and terminal block screwdrivers and wire cutter/ strippers and pliers. Also require a keyed padlock and a small tool bag or pouch to store the tools and lock in. This can be provided at a cost of \$240, student would be responsible to store tools and would keep tools upon leaving the program. Student tool fee. The students are required to use hand tools such as screwdrivers and wire strippers and pliers to perform lab activities in the K788 program. They also require a keyed padlock to perform lockout/tagout. Providing them with a standard set of tools will ensure they have the proper industrial grade tools to perform tasks. Providing a padlock will also ensure that the student has a lock that meets industry standards. Providing a scientific calculator standardizes what is used during class and testing.
K893 A01 OTA PTA	\$90.50	Increase of \$45.50	Gentle Persuasive Approach ( GPA) course fee and certificate Goniometer for joint measurement.  Education on handling of clients with dementia  Joint ROM measurement. **Market Rate Adjustment**
T020/T026/T154 Arch/Civil/Construction	\$150.00	Decrease of \$150	Current fee covers, Hard Hat, safety glasses, Safety vest, Materials for a project, notebook for Surveying 1 and the Fall arrest Training ***Reduction in Kit Fee due to removal of Working From Heights. (Valued \$150.00)
T046 Construction Mgmt	\$300.00	Same	Looking to add \$125 to be able to cover the Working at Heights training by 3rd party. Current fee covers, Hard Hat, safety glasses, Safety vest , and working at Heights training/ certificate for their placements.
T167 A01 Motive Power	\$535.00	Same	Kits provided allow a good start to tooling required in the field to get started within the job requirements
T207 HRAC	\$639.80	Increase of \$19.80	Kits provided allows a good start to tooling required in the field to get started within the job requirements
T755 Bio Med Tech	\$87.50 Yr.1 \$278 Yr. 2	Yr.1 Same Yr. 2 Increase of \$28	\$87.5 – Year 1 – All existing kits: Electrical components. The price has increase by \$2.50 to reflect inflation of the cost. \$278 – Year 2 – This Year 2 kit allows students to have their own tools, gain a knowledge of basic tools and prepare them for life in the field. The price has increase by \$8 to reflect inflation of the cost. \$0 – Year 3 - Costs moved to Year 2 as the course was reorganized in the program chart into year 2. Year 1 – These electrical components are required for lab completion. Year 2 - This Enhanced Year 2 kit allows students to have their own tools, complete required lab work, gain a knowledge of basic tools and prepare them for life in the field.
T805 per year Woodworking	\$200.00	Same	\$200.00 per year material fee to cover the cost of materials that students will retain (i.e. projects).
T826 A01 Auto Prod Design	\$35.00	Same	This will pay for the material that they use to create and build their Cannon project to take home.
T836 A01 Chem Lab	\$200.00	Same	The money will be held until the end of semester in case any lab glassware is broken or goes missing. The balance will be refunded at the end of semester. Refundable fee of \$200 per year for glassware utilized for experiments, less deductions based upon glassware loss and breakage.
T855 Yr. 1 MET Ind Mech	\$135.00	same	Current fee covers, Project materials that they can take home when completed and a helmet, gloves and cotton jacket for welding lab that the students to have as their own to keep.

T866 A01 Horticulture	\$610.20	Increase of \$101.90	Students need to purchase items related to their study in horticulture. Kit Fee will allow them to acquire hand tools used in our industry as part of their job requirements. Material fee allows students to take home specific plants they grew, while in the program. This fee also allows the student to have on hand one program shirt and hoodie, helping provide a program / team support system.
T867 CAD/CAM	\$75 Mat/yr \$675 Kit/A01	Same	Current material fee covers the material that they make their project from and take home.  The tool box is filled with tools of the trade, Square, Caliper, file, scribe, punch, adjustable wrench, slip pliers, hammer, debur tool, 123 blocks, parallel set, indicator, drill point gauge, Stone, Micrometer set, steel rule, brush, c' sink, edge finder ,wiggler.
T876 Pre Serv Firefighter	\$1,279.00	Same	Kit covers most safety gear and accessories for the safe practice within the training. See items in kit; Certified fire helmet, Boots, 2-Gloves, safety glasses, hearing protection and
			hood, uniforms, safety shoes, 2 pair of pants, 3 t-shirts, collared shirt, sweatshirt, belt, and half-way through usually another pair of gloves
T914 Hairstyling	\$90.00 Mat Fee \$1415.00 Kit Fee	Mat Same Kit Same	Our student kit was \$1265 last year and with the increasing cost of products and tools I feel we need to increase our request. The student kit comes with all the equipment the student will need to complete the program and get started in industry. It comes with 4 manikin heads that are used to teach the students many haircuts, colors, and chemical services prior to live models. All kit items are used weekly in our lab. (breakdown attached) Material fee-\$90.00 students can have their hair coloured in the lab monthly at no cost
T941/T942/T940 Power Eng	\$175.00	Same	The fee currently is not covering all that is being put in the kit, Safety Shoes, Safety glasses, Hard Hat , Ear protection on the hard hat, 2 pair of gloves, ear pieces for the 2- way radios
T947/K731 Electrical Techn	\$600.00	Increase of \$25	This fee is for basic hand tools and meters that a student would be required to have when starting on the job with an Electrical Employer. These tools are also used in the lab throughout the semester. All of the tools are of very high quality and therefore when the student first arrives on the job site they can be confident that they have the proper tools to get started in the trade.
T949 Welding	\$365 A01 kit \$100 mat fee	Same	Kits provided allows a good start to tooling required in the field to get started within the job requirements, material allows the students to build a project and take it home upon completion.
T954 Plumbing	\$500.00	Increase of \$25	Kits provided allows a good start to tooling required in the field to get started within the job requirements
T965 Carpentry	\$100.00	Same	Fee covers material costs for cabinet, Mirror frame the students make and can take home.
T974 A01 Robotics	\$50.00	Same	This fee covers the materials purchased for the students to build their projects and take home when completed.
T976 A01 Robotics 3yr	\$50.00	Same	This fee covers the materials purchased for the students to build their projects and take home when completed.
APPRENTICESHIP			
332A A01/A02 Hair	\$20.00	Same	Material Fee is for personal hair colour students are able to have done monthly and materials retained.
403A Carpenter	\$75.00	Same	Lumber costs are increased. Kit fee would cover the material costs used to build the students project/ projects that they can take home when complete if desired to do So (Small Dog House) Fee supplies monies for the materials to build the project that they can take home should they desire to do so.
429A Gen Machinist	\$55 A01 \$305 A02 \$175 A03	Same	Material fees cover the projects that they Machine and build which they take home at the end if so desired. Fee supplies monies for the materials to build the project that they can take home should they desire to do so.
430A Tool & Die	\$55 A01 \$130 A02 \$150 A03	Same	Material fees cover the projects that they Machine and build which they take home at the end if so desired. Fee supplies monies for the materials to build the project that they can take home should they desire to do so.

431A Mould Maker	\$55 A01 \$276 A02 \$250 A03	Same	Material fees cover the projects that they Machine and build which they take home at the end if so desired. Fee supplies monies for the materials to build the project that they can take home should they desire to do so.
415A Cook	\$874 kit fee \$573.45 Material fee	Same	No change in fees is being requested, The material fee covers food prepared and taken home each class

***Please Note: The College reserves the right to change, amend or alter fees as necessary without notice or prejudice.***

## **A P P E N D I X I V**

### **DEFINITIONS**

## **DEFINITIONS**

### **Ancillary Fees**

Fees for items not covered by the tuition fees established for a course or program of instruction that students may be required to pay upon enrolment. The Ministry approves categories of ancillary fees.

### **Auditing Students**

Students who are registered in a course or program, but do not receive credit towards a diploma or certificate. Such students do not take examinations or receive grades. When a student audits a Ministry funded course, no Ministry funding is received.

### **Clinical Training**

Clinical training is non-paid work experience that is supervised and monitored by, or on behalf of, St. Clair College personnel. Clinical experiences are scheduled as a part of regular program offerings.

### **Compulsory/Essential Ancillary Fees**

Ancillary fees that a student is required to pay in order to enroll in any course or program of instruction.

### **Field Placement**

A field placement is the work experience component of a program. While there is no hour-for-hour supervision by St. Clair College personnel, there are periodic visits to the work setting. A report may be a part of the course requirement.

### **Full-time Student**

A full-time student is one who is registered for 66 2/3% of the courses or 70% of the hours in the suggested student program as outlined in the College Calendar. A student granted advance standing or an exemption from a course is not considered to be enrolled in the course.

### **High Demand Program of Instruction**

A program of instruction eligible for general purpose operating grant funding for which colleges have the discretion to charge fees above the maximum permitted for regular fee programs. This discretion is allowed for applied degree, post-basic or Baccalaureate of Nursing programs and/or for basic programs that have been determined to meet each of the following three criteria:

1. there is high demand for instructional space;
2. graduates have above-average prospects for employment; and
3. graduates have the potential to earn an above-average income

### International Student

An International Student for fee purposes is defined as a student who is not a Canadian or a U.S.A. citizen; not a permanent resident; not a dependent or a representative of a Foreign Government [Section 7(I) of Immigration Act]; or not a dependent of persons in Canada for the temporary exercise of their profession, trade or occupation [Section 7(I)h of Immigration Act].

### Ontario Student Assistance Program (OSAP)

Supplementary financial assistance based on demonstrated financial need, operated by the province to help students from lower-income families meet the costs of post-secondary education.

### Part-time Student

A part-time student is a student who is registered for less than 66 2/3% of the courses or 70% of the hours in the suggested student program, as outlined in the College Calendar. This includes students taking Continuing Education courses.

### Post Basic Program

A program designed to provide additional or advanced skills that will enhance an existing knowledge base for which a certificate, diploma or degree has been awarded.

### Post-Secondary Program

A program designed for individuals who have an Ontario Secondary School Diploma or equivalent.

### Semester

In the case of most full-time post-secondary programs, it is the objective to achieve two equal semesters per regular academic year, with minor variations as required.

### Student Contact Hour

A unit representing one student enrolled in one required hour of instruction.

### Term

A term will normally be a semester, or a quarter as determined by the student's program.



**A P P E N D I X V**

**S T U D E N T F E E A P P R O V A L S**

In consultation with the Compulsory Ancillary Student Fee Protocol Committee, we are recommending the proposed 'Student Fees 2024-2025' be applied for the 2024-2025 academic year. We have reviewed and accept the proposed 'Student Fees 2024-2025' as presented.

Signatures:

Naaz Tareek  
Student Representative  
Compulsory Ancillary Student Fee Protocol Committee

Date: March 8, 2024

Milica Weldon  
Student Representative  
Compulsory Ancillary Student Fee Protocol Committee

Date: March 8/2024

Paul Gyp  
Chair  
Compulsory Ancillary Student Fee Protocol Committee

Date: Mar 8/24

Patricia France  
President, St. Clair College

Date: March 15, 2024



# ST. CLAIR

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C O L L E G E

**TO: BOARD OF GOVERNORS**

**FROM: PATRICIA FRANCE, PRESIDENT**

**DATE: MARCH 26, 2024**

**RE: FOUNDATION INVESTMENT MANAGEMENT SERVICES**

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

**COLLEGE COMMUNICATIONS AND COMMUNITY RELATIONS,**  
**JOHN FAIRLEY, VICE PRESIDENT AND EXECUTIVE DIRECTOR,**  
**FOUNDATION**

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**AIM:**

To provide the Board with a report on the appointment of RBC Wealth Management Dominion Securities (RBC) and Jarislowky Fraser (JF) as the St. Clair College Foundation's (Foundation) investment services managers.

**BACKGROUND:**

It is the practice of the Foundation to review its investment management services by conducting a Request for Proposal (RFP) open competitive procurement. This process gives qualified firms an opportunity to present proposals for investment management services. The Foundation's current investment management services contract with RBC, expires June 30, 2024.

A RFP was issued in August 2023 and sixteen firms submitted a proposal. A comprehensive review process by College Administration occurred, and three firms were short-listed and ranked as follows:

1. RBC.
2. JF.
3. Foyston, Gordon & Payne.

On February 21, 2024, the Foundation Board of Directors approved the following:

1. Appointment of RBC and JF as the Foundation's investment services manager for a term of two years, plus eight optional extensions of one year each; and,
2. Administration's endeavour to equally allocate the Foundation's entire investment portfolio between RBC and JF.

Next steps will be for Administration to enter into the appropriate agreements and to work with the investment services managers on the division of the Foundation's investment portfolio. In addition, the Foundation Board has expressed interest in revising the Foundation's Investment Policy Statement (IPS). Should the Foundation Board propose any revisions, the IPS will be brought forward to the Board of Governors, for approval.

**RECOMMENDATION:**

IT IS RECOMMENDED THAT the Board of Governors approve the Foundation's appointment of RBC and JF as its investment services managers.

**POLICY AND  
PROCEDURE MANUAL**

<b>Policy Title:</b>	<b>Corporate Secretary’s Job Description</b>	<b>Area of Responsibility: Board of Governors</b>
<b>Policy Section:</b>	<b>Governance Process</b>	<b>Policy No: 2003-3</b>
<b>Effective Date:</b>	<b>March 23, 2010</b>	<b>Page: 1 of 1</b>
<b>Supersedes:</b>	<b>May 31, 2003</b>	<b>Last Review Date: March 26, 2019</b>
<b>Mandatory Review Date:</b>	<b>March 26, 2024</b>	

The Corporate Secretary is appointed by the Board of Governors. Whereas the Chair of the Board is responsible for the integrity of Board process, the Corporate Secretary is responsible for the integrity of Board documents. The Corporate Secretary has a key role to play in ensuring that Board procedures are both followed and regularly reviewed. All Governors should have access to the advice and services of the Corporate Secretary and should recognize that the Chair is entitled to the strong support of the Corporate Secretary in ensuring the effective functioning of the Board.

Specific issues include the following:

- a) In the absence of both the Chair and the Vice Chair, the Corporate Secretary shall call the Board meeting to order and shall serve as Chair while the Board elects a Chair Pro Tempore.

## PRESIDENT'S REPORT

Meeting of the Board of Governors  
Tuesday, March 26, 2024

### 1. Windsor-Essex County Polar Plunge 2024

The 10<sup>th</sup> annual Windsor Polar Plunge took place on Thursday, February 29, 2024 outside of the Windsor International Aquatic and Training Centre. As was done in previous years, plungers bravely jumped into a pool filled with frigid water to support a worthy cause. The College has been the main sponsor of this event since its inaugural plunge in 2015. Over 1,100 participants have taken the icy plunge locally. All funds directly benefit the Law Enforcement Torch Run for Special Olympics, with 75 percent of funds raised by any Special Olympics athlete or volunteer remaining within the host community. This year's fundraising goal is \$70,000. At the time of the event, 99% of that goal had been reached.

All plungers are eligible to receive great incentive items. As a bonus for future St. Clair College Saints, the College is presenting a \$500 bursary to any current grade 12 student who will attend St. Clair College in September 2024.

*Special Olympics Ontario provides individuals with an intellectual disability in communities across the province the opportunity to participate in sports and recreational activities. Windsor-Essex has 120 athletes that compete in Special Olympics programs.*



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## 2. Province Plans to allow Applied Master's Degrees

The Ontario government has responded to the colleges' strong longtime push to establish applied master's degree programs at colleges. Colleges and Universities Minister Jill Dunlop announced last week the province plans to allow the colleges to offer applied master's degrees for programs that prepare students for high-demand careers. A government news release said the applied master's degrees will provide employers with access to more industry-ready employees in specialized fields such as advanced manufacturing, artificial intelligence and animation.

## 3. Students Meet with Minister of Small Business During Campus Visit

St. Clair College welcomed The Honourable Rechie Valdez, Minister of Small Business, along with Windsor-Tecumseh Member of Parliament, Irek, Kusmierczyk, to our main campus on March 12, 2024.

Minister Valdez and MP Irek Kusmierczyk spoke with students at the Genesis Centre for Experiential Learning and Career Services, including members of Enactus St. Clair Project Dyssolve who brought along their photobioreactor prototype. Project Dyssolve placed first at Enactus's Central Canada Innovation Challenge and Environmental Sustainability Challenge last Friday. The team will be competing in the national championship in May.

Minister Valdez and MP Kusmierczyk also met with Quinton Gignac, first-place winner of the 2023 Ford Innovation Showcase. Quinton used his prize winnings in that competition to purchase a 3D printer for a new business venture which he now operates whilst continuing his studies in the Mechanical Engineering Automotive Product Design Program.

The visit concluded with a tour of the Research and Innovation Department's workshop area in the Truck and Coach building, where several electric vehicle projects were featured.





#### 4. International Women's Day

On Friday, March 8, 2024, St. Clair College celebrated the incredible achievements, resilience and strength of women from around the world. In Canada, we honor the trailblazers who have paved the way for progress and continue to inspire us every day. From the suffragettes who fought for women's right to vote to the activists advocating for gender equality in the workplace and beyond, Canadian women have always been at the forefront of change. Their contributions have shaped our society and made it more inclusive and equitable for all.

On International Women's Day and always, let's not only recognize the accomplishments of women, but also commit ourselves to creating a future where every woman and girl can thrive. Let's challenge stereotypes, break down barriers and uplift each other as we work towards a more just and equal world.



That evening, President France was the Keynote Speaker at the Women's Enterprise Skills Training of Windsor Inc.'s International Women's Day Gala 2024 which was held at the St. Clair College Centre For The Arts. The theme of the evening's celebration was Inspire the Future Generation #CountHerIn. Following President France's speech, WEST presented thirteen (13) achievement awards to individuals and organizations.

St. Clair College was the Presenting Sponsor for the event.





## 5. Scholarship Nights

The annual Scholarship Awards Events took place in Chatham at Club Lentinas on Monday, March 18, 2024 and in Windsor at the St. Clair College Centre for the Arts on Wednesday, March 20 and Thursday, March 21, 2024. All three events were well attended and the feedback received from our donors, award winners and their families were extremely positive.

Our donors have generously provided over 700 scholarships valued at over \$550,000. We are so thankful to our community donors who are investing in our student's journey. Congratulations to the 950 Scholarship recipients!

A special "thank you" to our Board members for supporting new scholarship initiatives for our students. We are grateful, as always, for your support!



## 6. Spring 2024 Open House

Open Houses took place at all campuses on Saturday, March 23, 2024 from 10:00 a.m. to 1:00 p.m. The events were an overwhelming success and very well attended. Prospective students were able to speak to our program Chairs, get program information and have all their questions answered, in addition to participating in campus tours.



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## 7. St. Clair College Claims Victory in Data Science Challenge at Learn-A-Thon

St. Clair College has emerged as the winner of The US and Canada Learn-A-Thon, Introduction to Data Science on Skills for All. Hosted by industry leader, Cisco, this competition unfolded for six (6) hours from February 12 to 26, 2024, with teams from various educational institutions battling it out for the title. The Data Science Learn-a-thon Challenge serves as a platform to foster innovation and collaboration within the data science community. St. Clair College's participation was driven by its unwavering commitment to educational excellence and its desire to provide students with practical, real-world opportunities to apply their skills. Recognizing the significance of such competitions in enriching students' experiences and showcasing their talents, the College seized the chance to shine on a broader stage.

St. Clair College intends to build on this triumph by further enhancing its data science education through curriculum advancements, industry partnerships, and the integration of cutting-edge technologies into its programs. The College remains committed to supporting students' participation in competitions, research endeavours, and experiential learning opportunities, ensuring they are well-equipped for success in the dynamic field of data science.

Our thanks go out to Ruth Susannah (Chair, Zekelman School of Information Technology), John Ulakovich (Coordinator, Data Analytics for Business Program) and all of the Data Analytics faculty for their efforts and dedication to our students.





## 8. International Digital Marketing Competition Champions

President France hosted a celebratory lunch for the St. Clair Advertising students who won the Digital Marketing Competition (DMC) hosted by the Purdue University Northwest's College of Business. This is an amazing accomplishment as the team competed against 271 universities across the globe. Past winners include the University of San Diego, Rutgers University, University of Hawaii at Manoa, IAE Angers (France), University of Missouri, Nanyang Technological University (Singapore) and Western Michigan University. This group is the first team in Canada to win this prestigious competition. As a team from St. Clair College in Windsor, Ontario, Canada, it shows that our students, the program and the school can compete at this level against some of the biggest Universities in the world. *Way to go, Saints!*

Our thanks go out to Stephen McEachern (Coordinator/Professor, Advertising, Marketing & Communications Management Program) and Professors Glenn Evans and Scott Briscoe for their leadership.



# St. Clair College In The News

## Table of Contents:

Page 1	St. Clair College honours MH100 founder at convocation BLACKBURN NEWS - FEBRUARY 22, 2024
2 – 3	St. Clair College Women's Basketball team only win away from Provincials AM800 CKLW – February 22, 2024
4	St. Clair College convocation celebrates academic and community achievement CTV Windsor - Feb. 23, 2024
5	Local roundup: Saints head to OCAA Final Four in men's and women's basketball Windsor Star - Feb 25, 2024
6 – 7	St. Clair College 'pleased' with \$1.3 billion in new funding for colleges and universities AM800 CKLW – February 27, 2024
8	First Taste Of Spring Maple Syrup Festival Is Back on March 9 The Kingsville Times - February 27, 2024
9	Windsor youth social services centre receiving money for victims of crime CBC News · Posted: Feb 29, 2024
10	Local police team up for annual Polar Plunge BLACKBURN NEWS – WINDSOR NEWS TODAY - FEBRUARY 29, 2024
11	Saints eye gold in men's and women's basketball at OCAA Final Four Windsor Star - Feb 29, 2024
12	Essex Announces Appointment Of Deputy Fire Chief windsoriteDOTca News Staff - Thursday February 29th, 2024
13	More than \$70,000 raised at 10th annual Polar Plunge AM800 CKLW – March 1, 2024
14	New 'toolkit' packed with information to support EV sector CTV Windsor News - March 6, 2024
15	Local roundup: Saints' new golf additions include Lakeshore's Hill and Oldcastle's Cowling Windsor Star - Mar 06, 2024
17 – 18	Advocates call for change following assault on teen with autism CBC News · Posted: Mar 13, 2024



*Transit Windsor bus near the St. Clair College Downtown Windsor campuses.*

## **St. Clair College honours MH100 founder at convocation**

BLACKBURN NEWS - FEBRUARY 22, 2024

Hundreds of graduating students at St. Clair College will pick up their diplomas on Thursday in downtown Windsor.

The college is celebrating its 56th Annual Winter Convocation at the Chrysler Theatre.

Students in skilled trades, community studies, health sciences, business and IT, and media arts and design will receive their diplomas.

The college will also bestow an honorary Bachelor of Applied Arts in Social Justice and Legal Studies Degree on the executive director of MH100.

"Mehari Hagos epitomizes the type of person who merits the sort of recognition associated with an honorary degree," said St. Clair College President Patti France. "For over a decade, he has dedicated his life, personally and professionally, to mentorship, advocacy, the delivery of life lessons, and inspiring the youth of our community."

The Hagos family settled in Windsor after escaping political strife and violence in Eritrea.

The family lived in the Glengarry neighbourhood of Windsor, where he witnessed the devastation brought by addiction and crime. Instead, Hagos found salvation at the YMCA.

In his early 20s, he founded MH100 Boot Camp, where pre-teen and teen members of the after-school organization spent at least 100 days being mentored by Hagos.

The organization has become a model for other grassroots programs across Ontario.

The convocation starts at 1 p.m.



# St. Clair College Women's Basketball team only win away from Provincials

[AM800 CKLW](#) – February 22, 2024



St. Clair College Women's Basketball team only win away from Provincials. February 21, 2024 (Photo Credit: Courtesy of St. Clair College Saints Athletics website)

The St. Clair College Women's Basketball team is only win away from Provincials.

The team will host George Brown College in the playoff quarterfinals on Saturday at the SportsPlex, where the winner will get to punch their ticket to move on to the OCAA Provincial Championship Final Four.

Last year, the team lost in the quarterfinals to Lambton College.

The Saints finished the regular season with a 13-3 record, sitting in second place in the West Division, and are ranked fourth in the latest OCAA poll. Meanwhile, George Brown was third in the East Division with an 8-6 record, holding an eighth place ranking in the province.

Leading the Saints will be guard Kaitlyn Overeem who became the seventh St. Clair Women's Basketball player in school history to be selected as a CCAA All-Canadian. She finished the regular season with a 20.9 points per game average.

Andy Kiss, Head Coach of St. Clair Women's Basketball Team, says while the girls are feeling confident, George Brown just knocked off Redeemer University who was one of the best teams.

"They've got a good team. They are collective, they go deep. He plays a lot of kids, the coach, and they have some weapons on their roster. They've got some size, they've got some kids that can slash and attack, and three-point shooters. So we're certainly approaching this game like it's a game we're going to have to fight to win."

He says St. Clair has had a great season.

"We play to our strengths, we really push the ball up the floor and run. We do shoot quite a few three's every game, but that's our DNA, that's how we play. We get the ball moving and push it up the floor. We play a pressing, harassing style. You have to be who you are, you have to be true to your strengths."

Kiss says at the end of the day the team wants to win gold.

"We need to get to the Final Four. It's not going to be easy. We've got a tough opponent coming up but that's our goal. We do have a team goal, and it requires that we make it through to the Final Four and then make it to the gold medal game, and win that game as well."

St. Clair advanced to the quarterfinals after a 75-37 win over Durham College last weekend.

The game time has been moved earlier to a 3:30 p.m. start.

All full-time St. Clair students in attendance will be eligible to win one of two \$500 scholarships that will be picked during game.

The SportsPlex is located at 2000 Talbot Road in Windsor.

# St. Clair College convocation celebrates academic and community achievement



St. Clair College convocation on Feb. 22, 2024. (Gary Archibald/CTV News Windsor)

CTV Windsor - Feb. 23, 2024

St. Clair College's 56th convocation took place at the Chrysler theatre Thursday afternoon.

The college awarded an honorary degree to community builder Mehari Hagos, whose MH100 Teen Bootcamp Youth Fitness Centre has flourished in the community helping to mentor at risk youth in the city.

Over 300 graduates walked across the stage fulfilling the ceremonial exercise, receiving certifications, diplomas and degrees – and now, embark on careers and ventures in their chosen fields.

This convocation is the last for retiring president of the college, Dr. Patricia France, who has held the position since 2015.

"It has been a privilege to serve the students of St. Clair and my greatest pleasure to have seen you achieve your aspirations as graduates," said France. "Thank you - and please remember, be kind."



# Local roundup: Saints head to OCAA Final Four in men's and women's basketball

Windsor Star - Feb 25, 2024



St. Clair Saints' forward Chad Vincent-Simon (5) dishes off the ball after colliding with Centennial Colts' Crawford Tayeshaun during Saturday's OCAA men's basketball quarter-final game at the St. Clair College SportsPlex.

The St. Clair Saints men's basketball team is headed to the OCAA Final Four for a third-straight year while the women's team will return after a one-year absence.

The defending OCAA champs, the men advanced with a 110-95 win over the Centennial Colts in quarter-final play on Saturday at the SportsPlex while the women scored an 87-53 win over the George Brown Huskies..

The St. Clair men trailed by six points in the second quarter, but closed with a 17-5 run to take a six-point lead at the half.

"We've got a lot of veteran players, who, in the second quarter, decided to takeover the game," Saint's co-head coach Brendon Seguin said. "A couple of the older guys really stepped up for us."

Kennedy high school product Glynn Willis-Paris came off the bench to score all 14 of his point in the first half. Tim Steward had 15 points off the bench and Galdo Tutu added 11 points.

The Saints poured it on in the second half opening a 20-point advantage and never being challenged. Darnelle Peddie had 20 points to lead the Saints offence while Jesiah Deerr add 16 points and 12 rebounds, Chad Vincent-Simon finished with 14 points and Andrew Loyuk added 13 points.

"We just knew we had to lock in on defence," Peddie said. "(Centennial) is a very good offensive team, so we had the mindset that we had to handle defence first and the offence would come."

The women's team opened a 16-point lead at halftime and extended it to 35 points after three quarters in cruising to the victory at the SportsPlex.

# St. Clair College 'pleased' with \$1.3-billion in new funding for colleges and universities

AM800 CKLW – February 27, 2024



The entrance to St. Clair College's main campus in Windsor. Photo taken August 22, 2019.

The Vice President of College Communications and Community Relations at St. Clair College says while they aren't sure on an exact number, they are pleased the province is putting forward new funding for colleges and universities.

John Fairley reacted to the announcement made by the Ontario government on Monday where they've introduced nearly \$1.3-billion in new funding to stabilize the schools.

\$903-million will go towards a new Postsecondary Education Sustainability Fund starting in 2024-25, \$167-million in additional funding for capital repairs and equipment, \$100-million in 2023-24 to support STEM program costs, among many other areas.

Despite the funding, the province announced they will keep the tuition freeze, which was put in place in 2019, in place for at least three more years to keep costs down for students and parents.

The province is also introducing legislation called Strengthening Accountability and Student Supports Act, 2024 that would, if passed, support student mental health, support safe and inclusive campuses and allow for increased transparency of fees.

Fairley says the tuition freeze has a big difference between college and university.

"We know that our community of Windsor-Essex looks to us to fill the skills gap that we have with skilled trades, and technology, and construction, and nursing, and early childhood education, a lot of people come to us for the answers for this. So, we want to wait for the numbers to make sure that we are still a viable choice for people."

He adds in terms of the Sustainability Fund, the college already sets money aside.

"We've used that money for scholarships, and other things that we've never had the chance to pay for. When you look at what the college does, and how we've grown, and what we've been able to offer, I think with money that we've received and have used budgets for, we haven't used it all up, we're not out of money, but there is still a machine that needs to be run."

He says St. Clair currently offers a lot of mental health supports that were asked for by students.

"Our partnership with Canadian Mental Health locally, it is a big part of our day-to-day. And we got through it through COVID, we have as a budget, and a department that works and meets the students where they're at, so we're confident that anything that they [the government] can give us in funding, and other grants, we certainly do use."

Fairley says they will have to wait and see just how much St. Clair College actually receives through the funding.

This cap could cost St. Clair approximately \$40-million of their operating statement.

# First Taste Of Spring Maple Syrup Festival Is Back on March 9

The Kingsville Times - February 27, 2024



Making Maple Taffy in the snow is one of the traditional activities you can enjoy at the John R. Park Homestead's Maple Syrup Festival.

The First Taste of Spring Maple Syrup Festival is back, and it's sweeter than ever. Join this iconic celebration of Canadian culture at the John R. Park Homestead Conservation Area on March 9 & 10 and 16 & 17.

"Each weekend is distinctly themed, this year's Maple Fest again offers outdoor fun and unique experiences at this sweet-tasting tradition and celebration of natural and cultural heritage," said Danielle Breault Stuebing, ERCA's Director of Communications and Outreach.

"Early Settler maple making will be the focus of the John R. Park Homestead activities, with blacksmithing demonstrations, costumed interpretation, and the ever-popular maple taffy in the snow taking place each weekend."

Families can participate in the Lumber Games, Lumberjack Costume competition, Boast-Worthy Beard and Moustache competition, Best Butter Tart competition and so much more.

On Tasters' Weekend, guests can enjoy samples of delectable maple products, explore the artisans' tent and watch the best Backyard Maple Maker will be awarded.

Each weekend features special hikes and hands-on activities, of course, the ever-popular Maple Market.

A full slate of activities offered each weekend can be found at [www.essexregionconservation.ca/maple](http://www.essexregionconservation.ca/maple).

The Maple Trail returns, featuring nine local businesses with unique maple offerings during both Festival weekends.

"Families can find unique maple baked goods, family-friendly maple food pairings, decadent food and wine specials and much more along the Maple Trail," Breault Stuebing adds. "The #MapleTrail map will be available on the website by March 1."

Admission to the event ranges from \$6 – \$8 for individuals and \$30 for a family pass. ERCA's seasonal pass also provides admission to this event, and all conservation areas and special events for the entire year. Advance ticket purchases are encouraged so you can skip the line!

For more information and to download the Maple Trail map, visit [www.essexregionconservation.ca/maple](http://www.essexregionconservation.ca/maple).

The Maple Festival is proudly sponsored by St. Clair College and the St. Clair College Alumni Association.

# Windsor youth social services centre receiving money for victims of crime

## Province gives Windsor Essex Child Youth Advocacy Centre \$137,757

CBC News · Posted: Feb 29, 2024



The Windsor Essex Child/Youth Advocacy Centre is receiving funding from the province to help child victims of crime. (Windsor Essex Child/Youth Advocacy Centre)

The Windsor Essex Child/Youth Advocacy Centre (WECYAC) has been awarded \$137,757 in provincial money to support child victims of gun and gang violence and human trafficking.

The centre provides a comfortable place for children and youth to give evidence if they've been the victim of, or witnessed a crime.

The centre is partnering with St. Clair College to provide a mentoring program for impacted youth who don't have personal role models.

It is also working with the Windsor Essex Counter Exploitation Network (WECEN) to create an educational program to help people identify the warning signs of trafficking.

"So that all of us are aware of the warning signs and signals and how can we help a child and youth if they're being groomed or lured into human trafficking," said Nila Das, executive director of WECYAC. Bianca Colaluca is the anti-human trafficking coordinator with WECEN. She says they're "really happy" the advocacy centre has received money for this program.

"We're super excited to have this project led by the Windsor Essex Child and Youth Advocacy Centre and us act as support, as we're the experts in exploitation in our community," Colaluca said.



Nila Das is the executive director of the Windsor Essex Child/Youth Advocacy Centre.

Windsor-Tecumseh MPP Andrew Dowie made the funding announcement and says it is part of \$1.4 million the government is spending on similar youth crime programs across the province.

"What we want to do is, on one hand help those that are already experiencing violence," Dowie said. "But also preventative work to help those from all quarters get the kind of support they need if they find themselves in a vulnerable situation where they may be susceptible to [experiencing] with criminal behaviour."





*4th Annual Polar Plunge at the St. Clair College SportsPlex, Windsor, March 2, 2018.*

\*G; 9DHGDA = L=9E MH >GJ 9FFM D. GDJ . DMF? =

BLACKBURN NEWS – WINDSOR NEWS TODAY - FEBRUARY 29, 2024

Law enforcement across Windsor-Essex will get cold and wet Thursday evening for a good cause.

The 10th annual Polar Plunge for Special Olympics Ontario will take place on the front lawn of the Windsor International Aquatic and Training Centre, starting at 6 p.m. The event will feature officers from Windsor police, LaSalle police, Ontario Provincial Police, and other first responders who will jump into a freezing pool of water to raise money.

St. Clair College is once again joining law enforcement for the event.

"Whether you're plunging solo, with friends, or as part of a team, your participation helps make a positive impact and brings joy to countless individuals across Windsor-Essex and beyond," read a release from the organizers. "There is still time to join the cause. Register and join in 'freezin' for a reason'."

Organizers have set a \$70,000 goal for the Polar Plunge. As of Thursday morning, just under \$62,000 have been pledged.

Registration opens at 4:30 p.m., so participants are encouraged to sign in early as the plunge begins promptly at 6 p.m.

As an incentive for high school students to participate, St. Clair College is offering a \$500 bursary. Grade 11 and 12 students who are considering an education at the college should register for the plunge, take it, and then email the details.

Complete details on the bursary, as well as the plunge itself, can be found on the [Polar Plunge's official website](#).

# Saints eye gold in men's and women's basketball at OCAA Final Four

Windsor Star - Feb 29, 2024



St. Clair Saints' co-head coach Brendon Seguin talks to his players during Saturday's OCAA men's basketball quarter-final game at the St. Clair College SportsPlex.

The St. Clair Saints men's basketball will not be sneaking up on anyone.

The defending OCAA champs head the to Final Four as the West Division champs and eyeing a podium finish for the third-straight year. After a one-year absence, the St. Clair women's team will also play in the Final Four.

we just know we've built a culture at St. Clair," Saints' fourth-year guard Darnell Peddie said of the men's team. "We expect a lot from our guys, each and every night, all 14 guys, so we're locked in and ready for the Final Four."

While that success has made the Saints a target in recent years, it's also helped the team elevate its game on a daily basis.

"We've had a target on our backs all year from last year and it's been a good season," Saint's co-head coach Brendon Seguin said in reference to last year's title and this year's division crown. "Guys come in and have embraced it. A lot of our regular-season games were high intensity where teams want to knock you off. For us, there's not a lot of nervousness, but excitement."

The Saints will play East Division second-place finisher George Brown in semifinal play on Saturday at 7:30 p.m. The winner advances to Sunday's gold-medal match while the loser will play for the bronze medal on Sunday against either East Division champ Durham or Humber, who meeting in the other semi.

"It's an interesting one," Seguin said of facing George Brown. "They're very big across the board, wings and inside. We're more guard oriented. It's a big matchup and it should be interesting."

Thanks to last year's conference title, the OCAA will send two teams to the eight-team national championship, which is set for March 13-15 in New Brunswick. So, the semifinals winners will also earn an automatic berth at that tournament.



# Essex Announces Appointment Of Deputy Fire Chief

[windsoriteDOTca News Staff](#) - Thursday February 29th, 2024,



The Town of Essex and Essex Fire and Rescue Services has appointed Jacey Brockman to the position of Deputy Fire Chief.

Brockman, a third generation Firefighter, has played an integral role for Essex Fire and Rescue Services since 2001 when he joined as a Volunteer Fire Fighter at Station 2. Over the years, he has demonstrated exemplary commitment and dedication, earning promotions to various key positions within the department. Throughout his career, he has held the position of Firefighter, Captain, and most recently served as Assistant Deputy Fire Chief, Prevention and Public Education, a position which he started in 2021.

In addition to his outstanding service within the Town, he is a graduate of St. Clair College, where he earned a diploma in Primary Care Paramedic and Mould Maker Certification. He has also served as a Paramedic with Essex-Windsor Emergency Medical Services.

“Jacey’s extensive experience and exceptional work ethic will serve him well in his new roll as Deputy Fire Chief.” said Jason Pillon, Fire Chief. “His knowledge of fire administration, fire ground command, firefighter safety, fire operations, fire prevention and public education will be a great asset to the team.

# More than \$70,000 raised at 10th annual Polar Plunge

AM800 CKLW – March 1, 2024



A big turnout for the 10th Annual Polar Plunge in Windsor.

Lots of people came out to the Windsor International Aquatic and Training Centre on a chilly Thursday evening to help raise funds in support of Special Olympics Ontario.

This year's Polar Plunge was a collaborative effort between local law enforcement agencies and St. Clair College, which organizers say brought the community together.

Located on the front lawn of the Windsor International Aquatic and Training Centre, the specially constructed pool saw brave plungers take the leap for a great cause.

300 people signed up to jump into the pool, and over \$70,000 and counting has been raised for this year's event.

Isaiah Belanger, with Caesars, says this was his first time taking part but his father-in-law has been involved for over 20 years.

"One of the biggest things I like to do is give back to the community, whether it's through events like this or just like donating my time and stuff like that. This is obviously to raise money for the Special Olympics, the city is always doing a great job putting on events and stuff like this. It's a good way to give back, that's the main thing right," he said.

Vance Dalpe, with the Windsor Clippers lacrosse team, says it was his first time taking part as well after seeing some of his teammates get involved last year.

He says it's great to be able to raise funds for a good cause.

"Honestly this is the only thing that I've ever really been a part of I guess that has to do with the Special Olympics, but I think it's a really cool thing," Dalpe continued. "We can help out and make sure they have a good experience and they can still do the things that they love."

Teammate Kaden Ducharme says it was his first time out as well.

"Jumping in cold water for a good cause, with your friends too. I mean it's great," he said.

Organizers say the Polar Plunge isn't just about getting cold, but spreading joy and lasting memories for the Special Olympics athletes who will benefit from the funds raised this year.

# New 'toolkit' packed with information to support EV sector

CTV Windsor News - March 6, 2024

A [new toolkit released by Workforce Windsor-Essex](#) (opens in a new tab) Tuesday is packed with information to support the EV sector.

“The guide is a way to support workforce and talent development for our region which I know a lot of organizations have been looking for,” said Corey Shenken, author of the guide who would like key decision-makers in our region to read it.

There are case studies showing what other cities did to diversify and support the EV sector. It also outlines jobs necessary for various stages of the EV chain.

“We wanted to highlight our existing manufacturing, automotive labour force here,” said Shenken. “We have skilled workers that are available and ready to be trained and up-skilled for EV sector jobs.”

St. Clair College recognized the importance of upskilling workers introducing EV fundamental and EV technician programs.

“You know, service shops are going to need to know how to repair them so that's why we developed the program,” said Lido Zuccato, dean of skilled trades and apprenticeship. “You need to train mechanics how to work on this technology.”

Zuccato said the college also has courses for technicians who will be running the lines at the battery plant when it opens. “It hasn't launched yet but it is ready to go.”

The report highlights the attractiveness of our region including medical facilities, housing, affordability, and educational opportunities.

It also offers recommendations to community partners and decision-makers on how to help support the sustainability of the talent base in the EV sector.

One of those recommendations is to promote women in automotive.

“Through technology the barriers are coming down for our trade and all skilled trades. St. Clair offers great programming for anyone who is interested,” said Mega Mold President Dave Thibert, who feels there will always be jobs in the industry.

Another recommendations in the report includes leveraging newcomers and immigrants and increasing collaboration between industry and service providers.

# Local roundup: Saints' new golf additions include Lakeshore's Hill and Oldcastle's Cowling

Windsor Star - Mar 06, 2024



In this file photo Steven Hill, who is set to join the St. Clair Saints next season, blasts out of a sand trap at Roseland Golf Club. PHOTO BY NICK BRANCACCIO /Windsor Star

Lakeshore's Steven Hill, who was an OUA all-star this past season, is set to join the St. Clair Saints golf program next season.

A St. Anne high school product, Hill is one of three recruits set to join the program in an announcement on Tuesday along with Oldcastle's Alyssa Cowling, who is a Villanova high school product, and Jack Zylstra, who is from St. Thomas.

"Alyssa, Jack and Steven will make exceptional additions to our campus and our current golf team and athletic community," Saints' head coach Kevin Corriveau said in a release. "I am incredibly excited they have chosen our college to further their academic and golf careers."

Hill spent a year in the United States at Adrian College before joining the Lancers and was sixth overall at last year's OUA championship.

"St. Clair College provides the perfect balance for athletics and academics; foster my academic growth while also allowing me to continue my passion of playing golf," Hill said in a release.

The Saints took team bronze in the men's competition this past season and placed fourth nationally.

"I love the atmosphere at the college for all students and athletes and look forward to helping the Saints succeed provincially and nationally," Hill said.

Zylstra won the OFSAA high school division in 2022 while Cowling was a top 10 finisher at OFSAA and won a gold medal at the Ontario Summer Games in 2022.

"After speaking with and receiving offers from coaches from U.S. schools, I was hesitant to commit as I felt something was always missing, whether on the academic or athletic side," Cowling said in a release. "When I met with coach Corriveau, it felt like all the pieces just fit together."

# Advocates call for change following assault on teen with autism

## Windsor police say 14-year-old arrested, others sought in the case

CBC News · Posted: Mar 13, 2024



Rita Miceli, an educator with St. Clair College's autism and behavioural science program, and Jane McLaren of Autism Ontario, tell CBC's Chris Ensing that more needs to be done to prevent violence against autistic youth.

In wake of a group assault on an autistic teen at a bus stop in Windsor, advocates say work needs to be done to prevent incidents like this from happening.

Rita Miceli, an educator with St. Clair College's autism and behavioural science program, said she was heartbroken to learn of the incident.

"Clearly, children need more education and this is telling us that. This example is a prime example of, we need to do more. More needs to be done."

An arrest has been made in relation to the attack, according to Windsor police.

in a media release on Wednesday, police said the assault occurred on the night of March 9, just before 8 p.m., while the teen was waiting for a bus at the mall in the 3100 block of Howard Avenue.

Investigators are encouraging any members of the public with video evidence of the incident to contact police.



Autism advocate and educator Rita Miceli reacts to the group beating of an autistic teen at Windsor's Devonshire Mall. (Chris Ensing/CBC)

A 14-year-old youth was taken into custody, and investigators are continuing to try to identify others involved in the assault.

As of Wednesday afternoon, there's been no word on charges.

A Snapchat video has circulated of the incident. Windsor police described the 16-year-old male as being "confronted, chased, and attacked by a large group of teenagers." The assailants "punched and kicked the victim before fleeing the scene," police said.



The mother of the 16-year-old spoke with CBC News earlier this week. CBC News is not publishing her name at her request to protect her son's identity. The woman said the group of teens approached her son demanding to fight with him. The attack left the woman's son with a broken arm, and he will have a permanent scar on his face, she said.

"Every time he looks in the mirror, he's going to be reminded of this," she said.

The woman said her son is now resting and recovering, but isn't able to be alone or take the bus alone.



Jane McLaren of Autism Ontario reacts to the group beating of an autistic teen at Windsor's Devonshire Mall.

Miceli said she applauds the mother for allowing her son to take a bus independently.

"We don't know how much work it took to get to that. Those of who deal with [autistic individuals] on a daily basis can understand and relate," Miceli said.

"All I keep thinking about is. how much more it's now going to take to get him to where he was... This is like pushing him backwards."

The non-profit advocacy organization Autism Ontario condemned the Windsor incident, and noted that people with disabilities are twice as likely to become victims of violent crime, compared to people without disabilities.

Jane McLaren, a transition specialist with Autism Ontario, said society must strive to reach a point where those with autism "can go out into the community... and not be at risk." "That shouldn't factor into this at all — and yet, way too often, it does. Parents are absolutely worried and scared that their child might be victimized."



**ST. CLAIR**  
COLLEGE

2022-2023 Graduate  
KPIs

Full Board Minutes:  
March 26, 2024



Item #6.2  
1 of 10



## Background

- On Wednesday February 21, 2024, Colleges Ontario confidentially released the 2022-23 KPI data to college Presidents and their Communication Directors. The data was publicly released on Wednesday February 28, 2024.
- Data refers to the Spring 2021 to Winter 2022 graduates who are typically surveyed 6 months after graduation. MCU continued to have COVID-induced delays. Most responses were collected online although phone surveys were still used.





# ST. CLAIR

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C O L L E G E

## Summary Results

	Province	St. Clair College
Employer Satisfaction	81.8%	88.9%
Graduate Satisfaction	76.8%	78.1%
Graduate Employment	85.8%	88.4%
Graduation Rate	65.0%	67.6%



# ST. CLAIR

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C O L L E G E

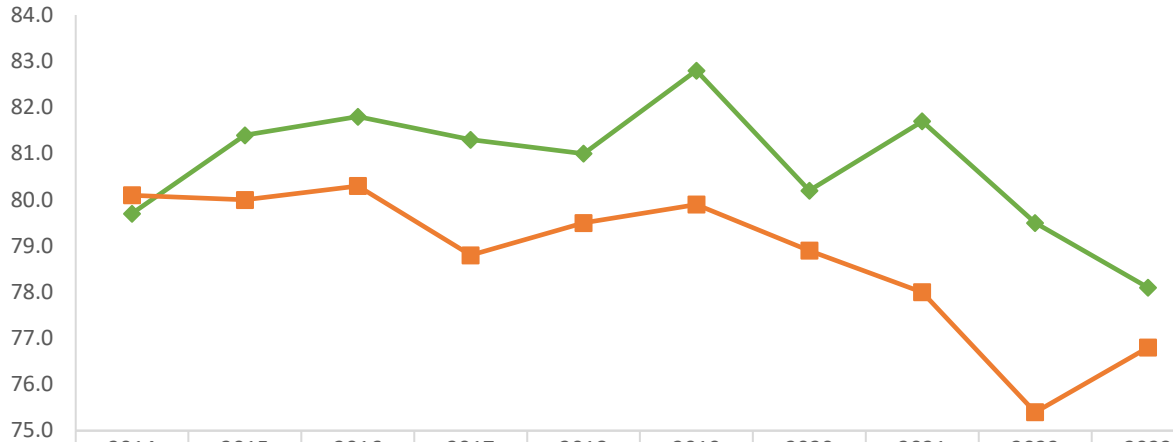
## St. Clair Previous Year Comparison

	2021-22	2022-23
Employer Satisfaction	100.0%	88.9%
Graduate Satisfaction	79.5%	78.1%
Graduate Employment	83.1%	88.4%
Graduation Rate	70.6%	67.6%

# KPI - Graduate Satisfaction

## GRADUATE SATISFACTION

—◆— St. Clair —■— Province



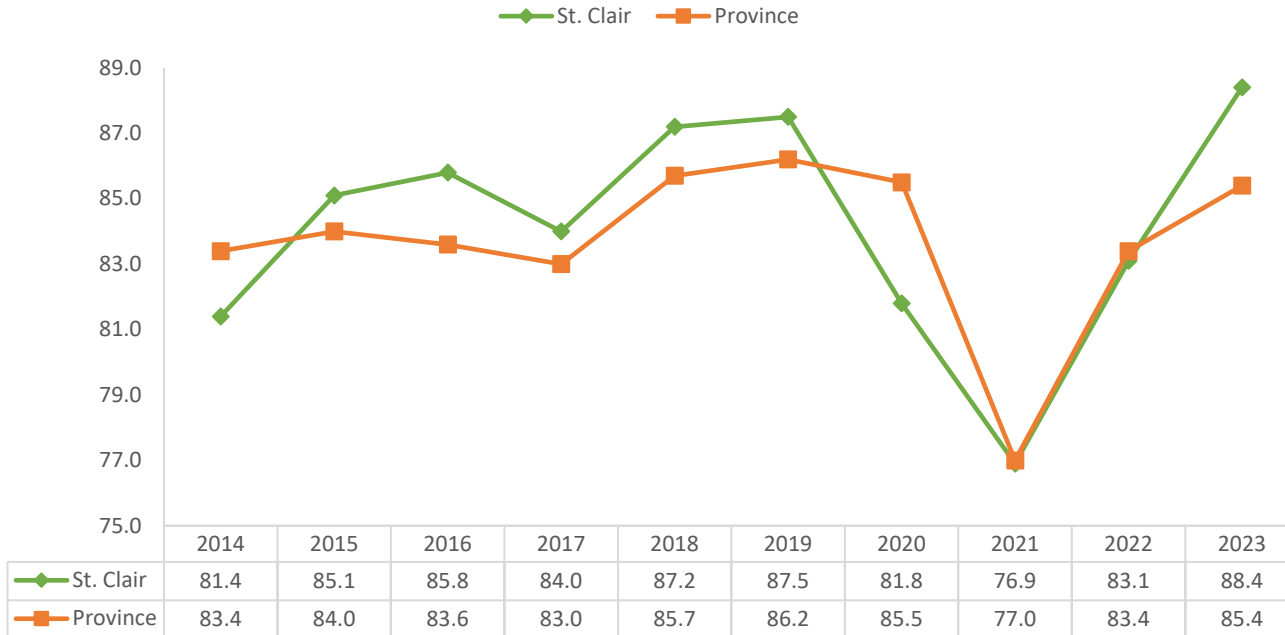
	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
◆ St. Clair	79.7	81.4	81.8	81.3	81.0	82.8	80.2	81.7	79.5	78.1
■ Province	80.1	80.0	80.3	78.8	79.5	79.9	78.9	78.0	75.4	76.8

Full Board Minutes:  
March 26, 2024

Graduate Satisfaction	
<b>Province</b>	<b>76.8%</b>
1 Boréal	87.3%
2 La Cité	85.5%
3 Northern	84.1%
4 Sault	83.7%
5 St. Lawrence	83.3%
6 Confederation	82.5%
7 Canadore	82.1%
8 Cambrian	81.6%
9 Conestoga	80.7%
10 Loyalist	80.5%
11 Niagara	79.3%
12 Georgian	78.8%
13 <b>St. Clair</b>	<b>78.1%</b>
14 Algonquin	77.3%
15 Fleming	77.3%
16 Fanshawe	77.1%
17 Durham	76.6%
18 Mohawk	76.5%
19 Seneca	75.8%
20 George Brown	74.6%
21 Centennial	74.5%
22 Lambton	73.6%
23 Sheridan	73.6%
24 Humber	71.7%

# KPI - Graduate Employment

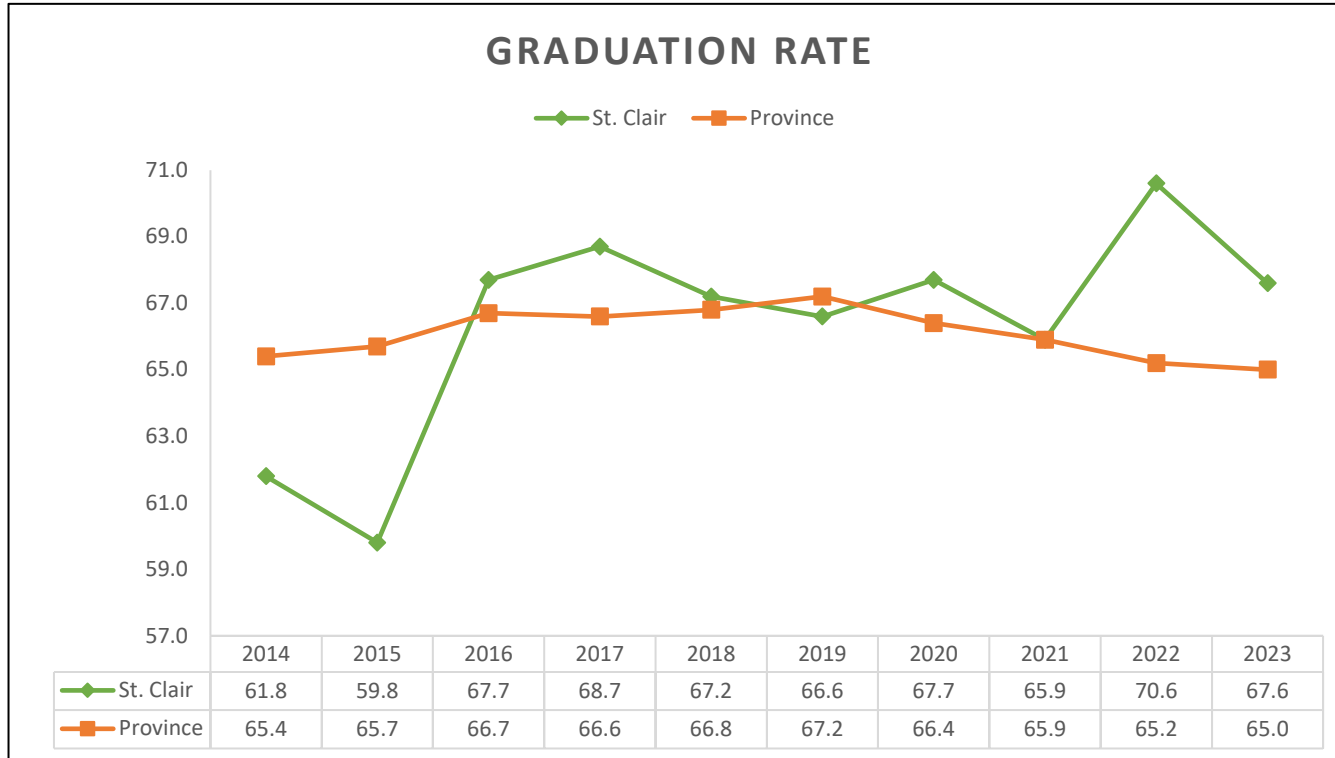
## GRADUATE EMPLOYMENT



Full Board Minutes:  
March 26, 2024

Employment Rate	
<b>Province</b>	<b>85.8%</b>
1 Northern	94.4%
2 St. Lawrence	93.2%
3 Georgian	90.3%
4 Conestoga	90.0%
5 Fanshawe	89.7%
6 Confederation	89.7%
7 Niagara	89.4%
8 Loyalist	89.3%
9 Cambrian	89.1%
10 Sault	89.0%
11 Durham	88.6%
12 <b>St. Clair</b>	<b>88.4%</b>
13 Canadore	88.4%
14 Fleming	87.5%
15 Mohawk	86.3%
16 Algonquin	86.2%
17 La Cité	85.1%
18 Boréal	84.8%
19 George Brown	83.6%
20 Humber	83.6%
21 Sheridan	82.2%
22 Centennial	80.5%
23 Lambton	79.7%
24 Seneca	79.1%

# KPI – Graduation Rate



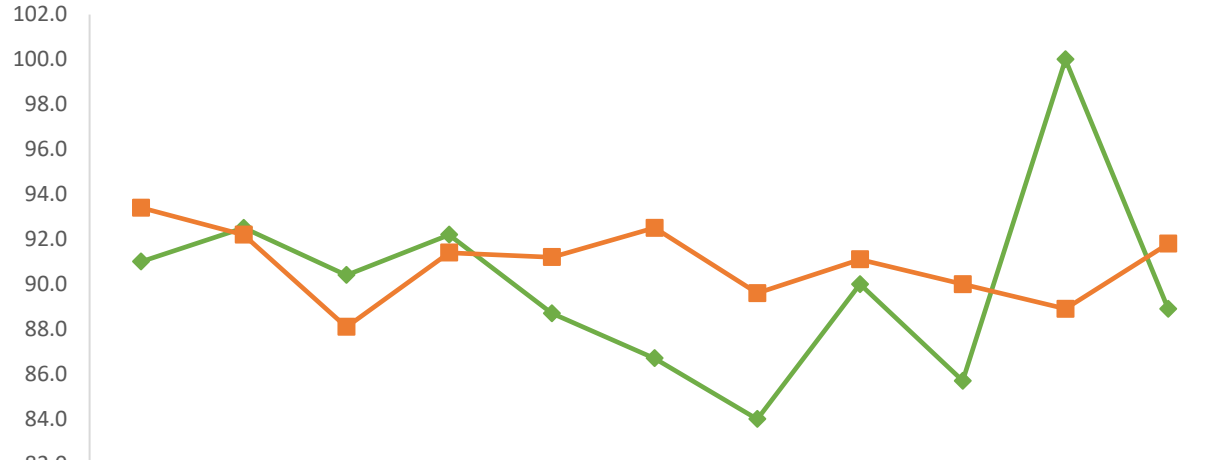
Full Board Minutes:  
March 26, 2024

Graduation Rate	
<b>Province</b>	<b>65.0%</b>
1 Confederation	72.9%
2 Boréal	71.3%
3 St. Lawrence	67.9%
4 <b>St. Clair</b>	<b>67.6%</b>
5 Georgian	67.0%
6 Fanshawe	66.4%
7 Niagara	66.4%
8 Northern	66.3%
9 Canadore	66.0%
10 Mohawk	65.9%
11 Durham	65.8%
12 Loyalist	65.6%
13 Sheridan	65.4%
14 Lambton	65.2%
15 Conestoga	64.5%
16 La Cité	63.9%
17 Humber	63.9%
18 George Brown	63.9%
19 Fleming	63.6%
20 Cambrian	63.5%
21 Seneca	62.8%
22 Algonquin	61.5%
23 Centennial	61.2%
24 Sault	60.5%

# KPI – Employer Satisfaction

## EMPLOYER SATISFACTION

—◆— St. Clair —■— Province

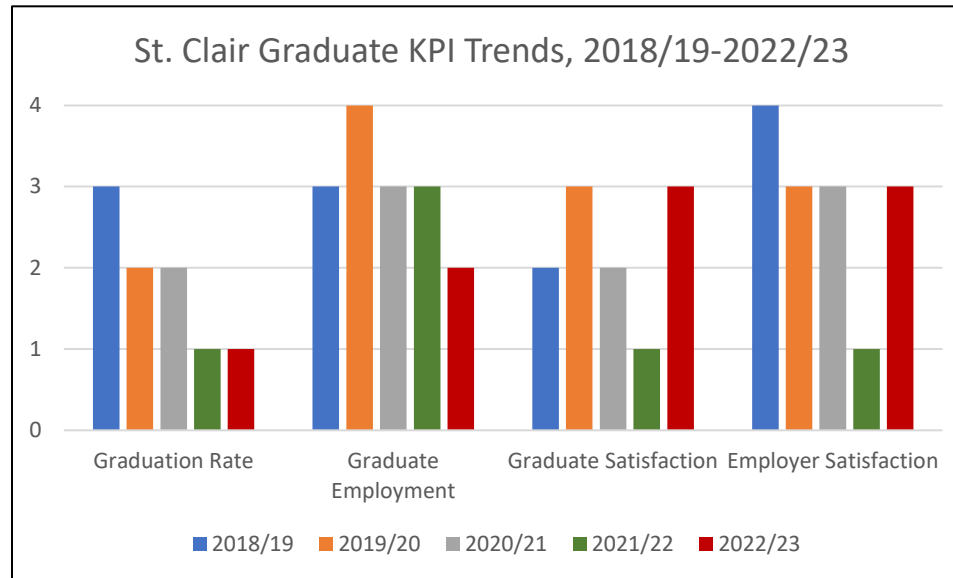


◆ St. Clair	91.0	92.5	90.4	92.2	88.7	86.7	84.0	90.0	85.7	100.0	88.9
■ Province	93.4	92.2	88.1	91.4	91.2	92.5	89.6	91.1	90.0	88.9	91.8

Full Board Minutes:  
March 26, 2024

Employer Satisfaction	
Province	91.8%
1 Boréal	100.0%
1 Northern	100.0%
1 Sault	100.0%
1 Confederation	100.0%
1 Loyalist	100.0%
1 Georgian	100.0%
1 Mohawk	100.0%
8 Humber	96.6%
9 Durham	95.0%
10 Sheridan	94.1%
11 Fanshawe	93.8%
12 Fleming	92.9%
13 Conestoga	92.3%
14 Algonquin	91.7%
15 Niagara	90.0%
16 George Brown	89.3%
17 St. Lawrence	88.9%
17 <b>St. Clair</b>	<b>88.9%</b>
17 Seneca	88.9%
20 Canadore	85.7%
21 Centennial	81.3%
22 Cambrian	77.8%
23 La Cité	60.0%
24 Lambton	0.0%

# KPI - Rates by Quartile – 5 Yr. Trend





Full Board Minutes:  
March 26, 2024



# ST. CLAIR

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COLLEGE

Questions?

Item #6.2  
10 of 10





**ST. CLAIR**

COLLEGE

**Financial Plan  
2024-25**

**Full Board Presentation  
Board of Governors  
March 26, 2024**

**RISE** ABOVE THE ORDINARY  
Full Board Minutes:  
March 26, 2024



Item #7.1  
1 of 19

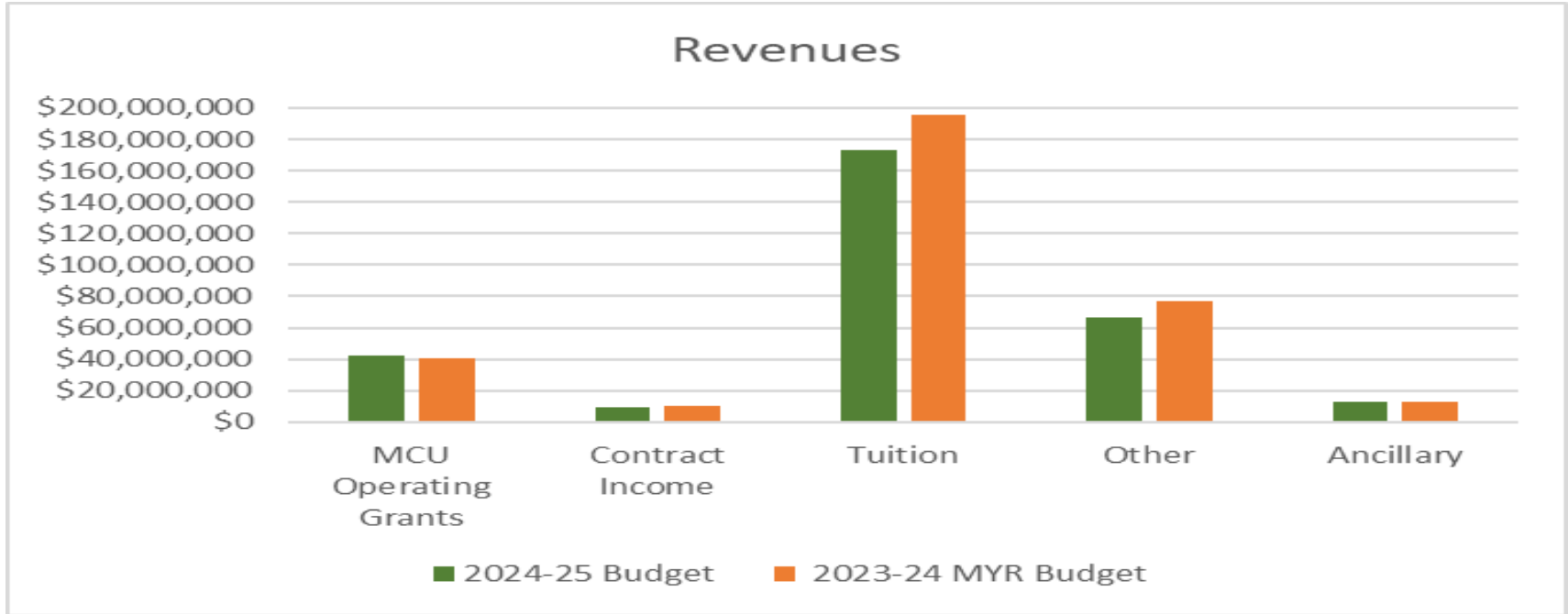


# Statement of Operations Budget

Schedule I (in 000s)			
Line Item	2023-24 Mid Year Budget	2024-25 Budget	Variance
Revenue	\$336,774	\$304,206	(\$32,568)
Expenditures	\$284,661	\$291,113	\$6,452
Surplus	\$52,113	\$13,093	(\$39,020)

**RISE** ABOVE THE ORDINARY

# Revenues



# Revenues



\* International Student Recovery

\* International Tuition

\* Interest Income

\* Administration Fee

\* Health & Dental Insurance Fee

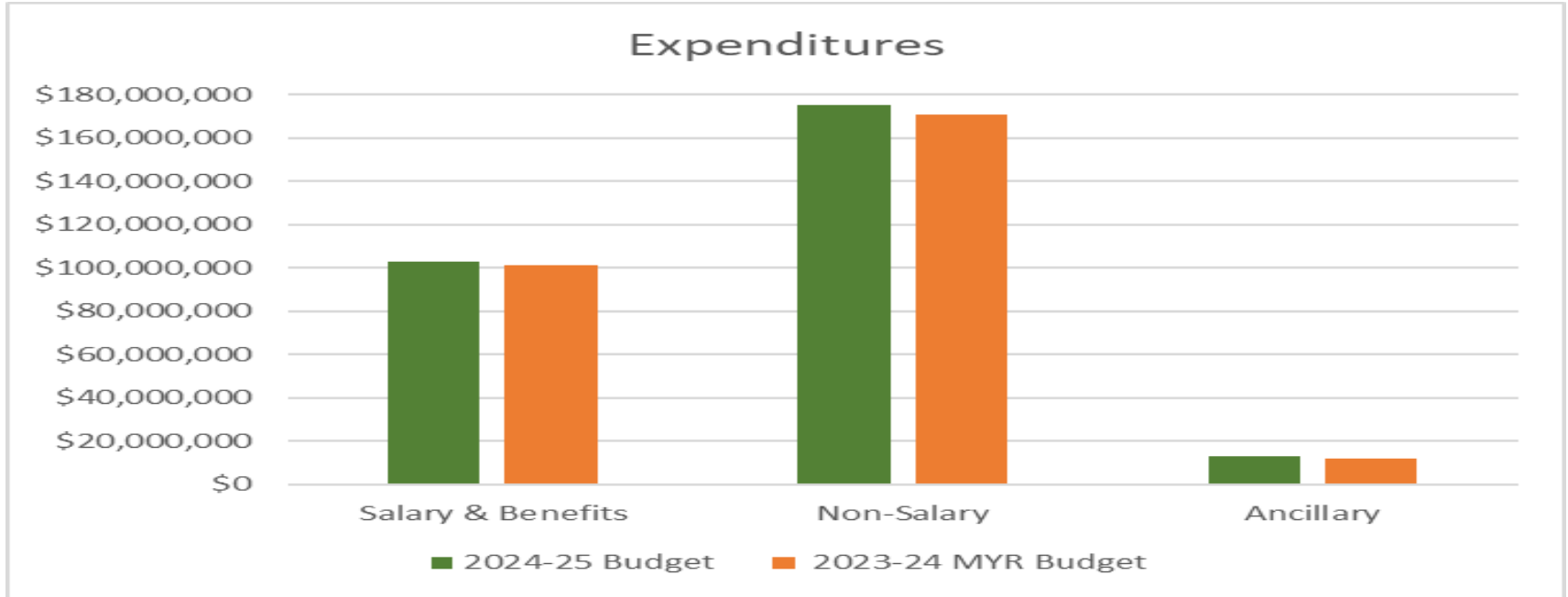


Overall, revenues decreased \$32,568,161 or 10%.

- Domestic Post-Secondary Tuition
  - Based on 7,225 Fall 2024 Day 10 full-time domestic students.
  - Planned increase of 3.7% or 259 students from Fall 2023 Day 10.
  - Reflects a \$ nil tuition increase.
  - 66% of Windsor-Essex / Chatham-Kent enrolment.
- International Post-Secondary Tuition
  - Based on 3,677 Fall 2024 Day 10 full-time international students.
  - Planned decrease of 30.2% or 1,592 students from Fall 2023 Day 10.
  - Reflects a \$ nil tuition increase.

- PCPP Post-Secondary Tuition
  - Based on 4,119 Fall 2024 Day 10 full-time international students.
  - Planned increase of 5.5% or 216 students from Fall 2023 Day 10.
  - Reflects a \$ nil tuition increase.
  - Wind down in effect; Spring 2025 will be final semester.

# Expenditures



# Expenditures



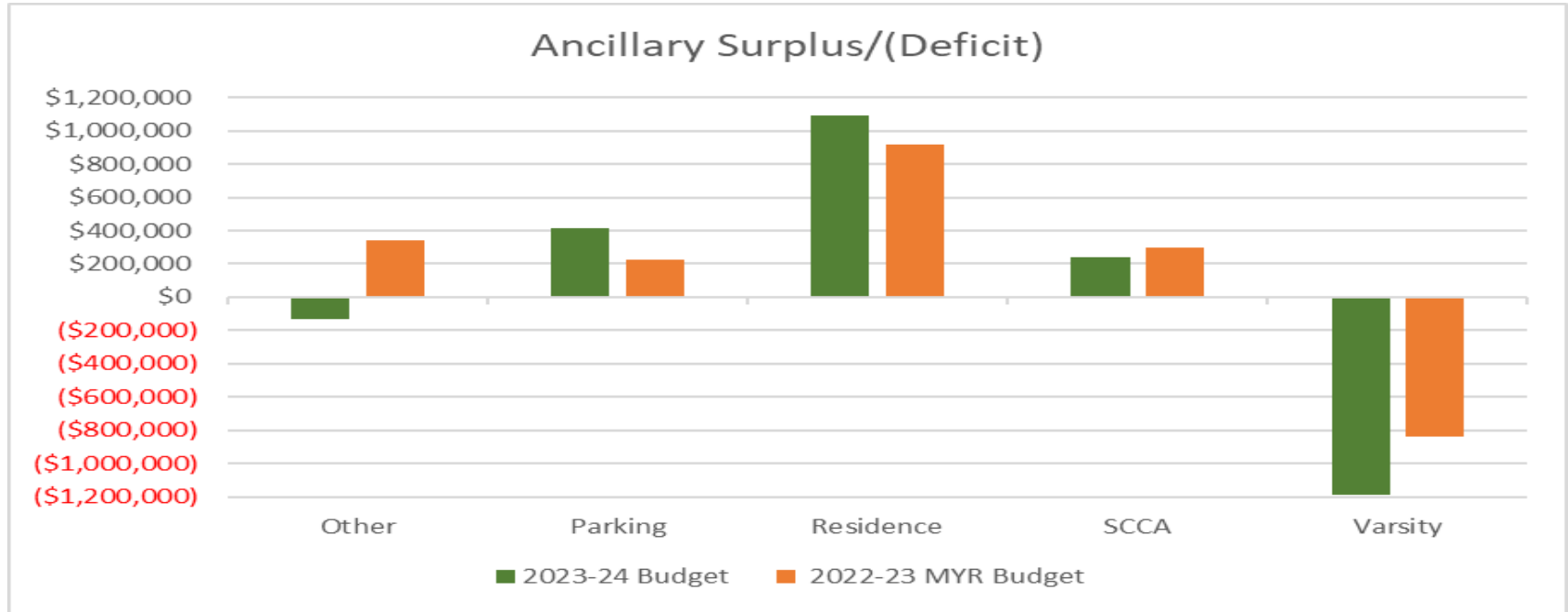
- \* Salary and Benefits
- \* Instructional Supplies
- \* Equipment R&M
- \* Equipment Rentals
- \* Scholarships
- \* Other
- \* Amortization

- \* Part-time Support
- \* Contracted Services





# Ancillary





# Statement of Financial Position Projection

- Assets \$543M
  - ❖ Cash and Cash Equivalents \$10M
  - ❖ Other Current Assets \$230M
  - ❖ CIP \$138k
  - ❖ Capital Assets \$270M (net).
- Liabilities \$265M
  - ❖ Deferred Revenue \$61M.
  - ❖ Debt \$19M.
- Net Assets \$278M
  - ❖ Unrestricted \$9M.
  - ❖ Internally Restricted \$121M.



# Non-Committed Cash Projection (in 000s)

Line Item	2023-24 MYR Budget	2024-25 Budget	Variance
Prior Year Balance	\$32.4M	\$8.1M	(\$24.2M)
Operating Surplus	\$59.5M	\$23.1M	(\$36.5M)
Capital Outlay (net)	(\$9.9M)	(\$5.4M)	\$4.4M
Long-Term Debt	(\$2.1M)	(\$2.1M)	-
Internally Restricted	(\$71.8M)	(\$13.7M)	\$58.0M
Adjustment	(\$3.2M)	(\$5.4M)	\$1.8M
Non-Committed Cash Projection	\$4.9M	\$4.5M	(\$0.4M)

**RISE** ABOVE THE ORDINARY



# Financial Sustainability Metrics

Metric	Measure	Actual 2022-23	Estimate 2023-24	Estimate 2024-25
Annual Surplus / Deficit	> \$0	\$37,618,486	\$52,113,848	\$13,093,586
Accumulated Surplus / Deficit	> \$0	\$224,036,791	\$247,260,402	\$255,274,997
Quick Ratio	> 1	8.19	7.77	6.09
Debt to Asset Ratio	< 35%	12.01%	11.40%	12.03%
Debt Servicing Ratio	< 3%	0.78%	0.64%	0.68%
Net Assets to Expense Ratio	> 60%	138.18%	131.88%	131.31%
Net Income to Revenue Ratio	> 1.5%	12.84%	15.47%	4.30%
Number of Flags	-	-	-	-

# Capital

- Capital Budget = \$5.445 million
- Welcome Centre vacated space = \$3,000,000
- Access control Main campus = \$1,000,000
- Tennis/pickleball court = \$200,000
- SCCCA ballroom floor = \$145,000
- Health Sciences/Nursing FF&E = \$100,000
- Contingency = \$1,000,000

The total \$5.445 million capital budget is being funded through unrestricted reserves.



# Deferred Maintenance: 2024-25 Spending Plan

- Renovations = \$8,952,000
- HVAC/boilers = \$6,355,000
- Building/Site Envelope = \$3,381,000
- Roofs = \$2,854,000
- Access Controls = \$500,000
- Engineering = \$500,000
- Mechanical = \$470,000
- Electrical = \$250,000
- Contingency = \$1,738,000



# Internally Restricted Reserves: Projection to March 31, 2025

Date	Financial Sustain.	Defer. Maint.	Strategic Projects	Int'l Sch.	Risk Mgmt	Env. Sustain.	Total
March 31, 2024*	\$73.9M	\$31.5M	\$20.5M	\$2.3M	\$10.0M	-	\$138.4M
Contribution	-	\$15.4M	-	-	-	\$2.0M	\$17.4M
Interest	\$4.12M	\$1.7M	-	-	-	-	\$5.8M
Withdrawal	-	(\$25.0M)	(\$13.3M)	(\$2.3M)	-	-	(\$40.6M)
March 31, 2025*	\$78.1M	\$23.7M	\$7.2M	-	\$10.0M	\$2.0M	\$121.0M

\*indicates estimated balances.

# Student Fee Structure 2024-2025

- This annual document was prepared for the Student Fee Protocol meeting held on March 8, 2024.
- The Compulsory Ancillary Fee Protocol Committee is comprised of Administration, Student Representative Council Inc., Thames Student Incorporated, and the Student Athletic Association.
- The intent of the Committee is to approve tuition and ancillary fees, with the Ministry of Colleges and Universities regulations for the upcoming academic year.
- The Student Fees have continued to be prepared in accordance with the existing Ministry of Colleges and Universities Tuition Fee Framework and Ancillary Guidelines.



# Strategic Direction Update

GOAL	OBJECTIVE
Financial Sustainability	Balanced budgets. <ul style="list-style-type: none"> <li>Achieve balanced budgets annually.</li> </ul>
	College sustainability. <ul style="list-style-type: none"> <li>Increase sustainability fund.</li> </ul>
	Maintaining financial sustainability in accordance with MCU financial metrics. <ul style="list-style-type: none"> <li>Meeting or exceeding Ministry defined benchmarks.</li> </ul>

- The College forecasts that it will balance the budget and meet the MCU financial metrics for the 2023-24 fiscal year. In addition, the College estimates the financial sustainability reserve balance will increase \$3.85M to \$73.96M for the 2023-24 fiscal year.

# Recommendation

- IT IS RECOMMENDED THAT the Board of Governors approve the 2024-25 Financial Plan Report.



Questions?