

ST. CLAIR COLLEGE OF APPLIED ARTS AND TECHNOLOGY

MINUTES OF THE

FULL BOARD MEETING of the BOARD OF GOVERNORS

Held on May 23, 2023, at 5:30 p.m. in the President's Board Room #A3315E,
in Windsor ON.

Present:

Mr. A. Barron
Mr. M. Beale
Mr. K. Beaudoin
Mr. W. Beck
Ms. P. Corro-Battagello
Ms. P. France, **President**
Mr. C. Hotham
Ms. R. Khosla, virtually
Mr. J. Parent
Ms. J. Piccinato, **Chair**
Mr. A. Provost
Mr. R. Renaud, virtually
Mr. G. Rossi, **Vice Chair**
Ms. S. Sasseville, virtually
Mr. E. Sovran, **Past Chair**
Mr. A. Teshuba
Ms. M. Watters
Ms. G. Wrye

Also Present:

Ms. K. Adams, Board Secretary
Mr. E. Dominguez, Incoming President, Saints Student Athletic Association (SSAA presentation only)
Mr. J. Fairley, Vice President, College Communications and Community Relations
Mr. W. Habash, Vice President, Academic
Mr. M. Jones, Vice President, Finance and Chief Financial Officer
Mr. D. Moncur, President, St. Clair College Foundation (SCC Foundation Presentation only)
Mr. R. Nicoletti, Executive Director, President's Office, Corporate Secretary and Ministry Compliancy
Mr. C. Seguin, President, Saints Student Athletic Association (SSAA Presentation Only)
Mr. R. Seguin, Vice President, International Relations, Training and Campus Development
Mr. M. Silvaggi, Vice President, Academic and Registrar

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.

The Board Chair welcomed Saints Student Athletic Association to provide the Board with their annual presentation.

2022-2023 Saints Student Athletic Association (SSAA) Executive:

- Christian Seguin, President.
- Eric Dominguez, Vice President – Varsity.
- Peyton Huston, Vice President – Intramural.
- Michael Beale, Treasurer.
- Rya Cowan, Director of Marketing and Promotion.
- Directors of Sport: Amy Claydon, Joao Gabriel Paiva, Jared Hayes-Williams, George Karatzias, Alvin Ly, Brandon Magana, Matteo Palumbo and Deepak Sai Thurkral.
- Directors of Varsity: Ashley-Rae Brill and Jaclyn French.

Mr. Seguin and Mr. Dominguez outlined some of SSAA's activities and initiatives over the 2022-2023 academic year:

- Varsity Medals:
- Women's Softball – OCAA Gold Medalists, CCSA Gold Medalists and first undefeated women's team in College history.
 - Men's Cross Country – OCAA Gold Medalists, CCAA Bronze Medalists.
 - Women's Cross Country – OCAA Silver Medalists.
 - Saints Football – OFC Champions.
 - Men's Basketball – OCAA Gold Medalists.
 - Men's Baseball – OCAA Gold Medalists.
 - Women's Golf – OCAA Silver Medalists.
 - Men's Golf – OCAA Division 2 Champions.
- Mr. Seguin and Mr. Dominguez provided a video of the Varsity Year in Review.
 - October 22, 2023 was St. Clair College Championship Saturday with Women's Softball OCAA Gold Medalists, Saints Football becoming OFC Champions and Men's Baseball OCAA Gold Medalists.
 - Intramurals directly impacted 2,561 St. Clair College students over the 2022-2023 academic year.
 - Extramural.
 - Community Involvement:
 - Spikin 4 SACU.
 - CMHA Suicide Awareness Walk.
 - Polar Plunge Kick-Off Event.
 - Start Here Go Anywhere Run/Walk.

- OFSAA Boys AA Basketball Championship.
- Jr. Saints Grade School Classic.
- Charity Cup Pong Tournament.
- Hoopin Around the Clock.
- Social Media – Launched the Saints Student Athletic Association on Instagram.
- Partnerships:
 - Windsor Tennis Management Inc.
 - Herc's Nutrition.
 - St. Clair Sports Park.
 - Zekelman Tennis Centre.
 - St. Clair College Woodland Hills Golf Course.
 - Sexual Violence Prevention Committee.
- Merchandise – Development of the SSAA brand.
- Future Plans:
 1. Create More Direct Communication With Students.
 2. Grow Student/Fan Experience at Varsity Events.
 3. Continue a Consistent Intramural Schedule.
 4. Expand Partnerships.
- St. Clair College will host two major events in 2023-2024:
 - OCAA Golf Championships.
 - CCAA Men's Soccer National Championship.
- Spring Semester Activities.

The Board Chair thanked the SSAA for all of their efforts over the past year. She noted that the SSAA Awards Banquet was an impressive event, hearing all of the athletic stats and award nominations. She added that sports are not just for athletes but create a culture within the school.

President France took the opportunity to thank Christian, Eric and the SSAA Executive for their hard work and initiatives on behalf of the students. She stated that while it was great that the varsity teams brought home numerous medals, St. Clair College is proud of the professionalism of the athletes, teams and coaches, in victory or defeat.

The SSAA PowerPoint presentation is attached to the minutes.

Foundation Board Report

The Board Chair called upon Mr. J. Fairley for this item. Mr. Fairley introduced Mr. David Moncur, President of the St. Clair College Foundation. Mr. Moncur provided a PowerPoint presentation, outlining the following:

Mr. Moncur outlined the St. Clair College Foundation Board of Directors, noting that he will be retiring as Board President and Mr. Alex Toldo will be the President for the 2023-2024 term.

- Mr. Moncur provided a summary of the scholarship and endowment activity for 2022-2023. He reported that the Foundation received 2,897 applications in 2022-2023, which resulted in the awarding of 690 scholarships. The total payout from the Foundation in 2022-2023 amounted to \$579,263 and the average award of the scholarships was \$839.
- The SCC Foundation obtained a total of ten new annual scholarships and five new endowment scholarship funds.
- Giving Tuesday, held during November 2022, raised \$18,000 which allowed for scholarships for seven additional recipients.
- The total portfolio of the St. Clair College Foundation at March 31, 2023, is \$16,733,789 with a net portfolio investment return in 2022-2023 of \$554,638, an increase of 0.63%.
- Mr. Moncur thanked the staff of the St. Clair College Advancement Office.

The Board Chair thanked Mr. Moncur for his presentation. The St. Clair College Foundation presentation is attached to the minutes.

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 April 25, 2023, in Chatham, 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 April 25, 2023 meeting.

3.0 Constituent Reports

Retirees' Association

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

The Retirees' Association Executive meeting was held on Wednesday, May 17, 2023.

- Mr. J. Fairley provided a comprehensive report to the Retirees' Association regarding the following:
 - The College's upcoming Spring convocation sessions will include 3,330 students graduating, bringing the total number of alumni to 125,000.
 - Construction of the new Welcome Centre has commenced outside of the Classic Gym and Pool entrance.
 - Mr. Fairley thanked retiree Ken Garber for updating the Retirees' website.
- There are currently 348 registered members of the Retirees' Association.
- The trip to the Victoria Playhouse in Petrolia was a sold-out success! The star of the show thanked the group for attending.
- Retirees' Association had representatives at the Windsor and Chatham Scholarship events.
- Upcoming activities for that the Retirees' Association will be participating in include:
 - Spring Convocation.
 - Staff Appreciation Day.
 - Retirement Planning Workshop in Chatham.
 - Fireworks at the St. Clair Centre for the Arts.
- The next Retirees' Association Executive meeting is scheduled for June 21, 2023, in Chatham.
- Thirty-three members attended the Annual General Meeting on Thursday, May 4, 2023.
- The Facilities Department is exploring options for additional meeting space or capacity solutions in the current space.
- Archive work continues on Mondays and the College is providing a computer to assist in this process.

Support Staff

Ms. Parrinello reported the following initiatives and activities on behalf of the Support Staff:

- OPSEU convention was held on April 19 – April 22, 2023. Local 137 sent three delegates and one alternate to participate. As this is not an election year, JP Hornick will continue as OPSEU President until 2024.
- OSPEU Local 137 has donated gift cards in the amount of \$250 for door prizes for the staff volleyball tournament. The Registrar's Office is organizing their 2nd Annual Staff Volleyball Tournament on Saturday, June 3, 2023. All full-time, part-

time staff and retirees are invited to join. All event proceeds will go to fund student scholarships.

- The Windsor and District Labour Council and Workers Health and Safety Centre is offering the Psychosocial Hazards and Workplace Mental Health training on Thursday, June 8, 2023. Local 137 will sponsor the registration fees of support staff who are interested in attending the training.

Student Representative Council (SRC)

Ms. Shabbir Mala reported the following initiatives and activities on behalf of the SRC:

Ms. Mala provided the 2023-2024 SRC Board:

- Muskan Shabbir Mala, President.
- Rishi Vatish, Vice President South Campus.
- Nour Takach, Vice President Downtown Campus.
- Directors: Keith Luize M. De Ramos, Isabella Milner, Rudri Ravi Pota, Harnoor Kaur, Khushi Patel.

The SRC held Spring Orientation at the Windsor and Downtown campuses.

The Executive Director is working with Transit Windsor to improve services for students moving forward.

SRC Vice Presidents are getting set to commence the Spring semester Class Rep meetings.

Food services on campus for the Spring semester include Tim Hortons, Subway and Booster Juice.

The SRC is looking to hire four new staff members and have posted the positions.

Student Activities for the Spring semester include:

- Weekly yoga.
- Bi-weekly therapy dogs.
- Gaymes nights.
- EDM Glow Party.
- Bird Scooters are now available at the Windsor Campus.
- Food Bank at Windsor and Ace Acumen campuses.
- Volunteer Opportunities.
- SafeWalk will return to campus in Fall 2023.
- The Sexual Violence Prevention team continues to work on activities to promote consent.
- SRC has partnered with Joni to install feminine hygiene products in the Student Centre Washrooms, and in the washrooms at the TD Student Centre and Ace Acumen campuses.

- SRC has purchased two healthbot vending machines for the Windsor and Downtown campuses that dispense various health items.
- Traffic in the Esports Nexus area continues to be busy.
- Studio Nostalgia will be on campus until June 1, 2023 for students who want to have grad photos taken.
- Club applications are available for the Spring semester.
- The computer labs are open at full capacity for the Spring semester.
- The SRC continues to meet bi-weekly with the Academic Integrity Facilitator and Thames Students Incorporated to develop ideas to promote academic integrity.
- The student coordinator is organizing events at the Ace Acumen campuses that includes ice cream trucks, Canada's Wonderland excursion, Class Rep program, the Food Bank and other initiatives.
- The SRC continues to guide students through grade and academic conduct appeals.
- The new SRC Executive has been busy with the onboarding of new Board members.

Ms. Mala thanked the Board and Senior Management Team for their ongoing support and the new SRC Executive looks forward to continuing this partnership over the upcoming academic year.

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 by email and has been posted to the Board portal. She outlined the events and initiatives that have occurred since the last Board meeting:

- President France was presented with a cheque for \$10,000 by the organizers of the Hoopin Around the Clock fundraising event, Reid Innes and Dwayne St. John along with three students, that was held November 25 – November 27, 2022. The funds will go towards Saints Scholarship.
- The St. Clair Jr. Saints basketball program hosted more than 100 youth in house league play, camps and tournaments in the region and throughout the province. The Jr. Saints provide the opportunity for St. Clair College Basketball Alumni to continue with the game of basketball with both their own children and those in the community. Through the past season, the Jr. Saints have raised \$10,000 for athletic scholarships.
- On Friday, April 29, 2023, the College participated in the Hospice's Dove Pin fundraising campaign through the sale of pins to the College community. The one-day event raised \$715 on campus. This year's campaign in Windsor-Essex raised over \$58,500 which will stay in the community and will directly support care for local Hospice patients and their families.
- As previously mentioned, the Ontario government established a blue-ribbon panel to "provide advice and recommendations to the Minister of Colleges and Universities on matters related to financial sustainability in the publicly-assisted post-secondary education sector", guided by five principles. Submissions for the panel were due by

May 12, 2023. St. Clair College and the Committee of Presidents (COP) submitted a response by the deadline.

- On Thursday, May 4, 2023, the Multicultural Council of Windsor-Essex held their 21st annual MCC Awards Gala. President France was honoured with the Herb Gray Harmony Award for her contributions to building a welcoming community. President France thanked the Board members who were able to attend, noting how honoured she was to be the recipient of the Herb Gray Harmony Award. The College will continue to support students, international students and newcomers in our community.
- St. Clair College students participated and showcased their talents at the Skills Ontario Competition in Toronto, from May 1 - 2, 2023, with great success! St. Clair College students brought home eight medals; two Gold, four silver and two bronze. President France congratulated our students and thanked their faculty for supporting our students. Medal winners are listed in the attached President's Report.
- On Friday, May 5, 2023, St. Clair College students showcased their research projects to a panel of top executives at our Annual Ford Innovation Showcase Competition, held at the Windsor Campus. President France thanked Ralph Nicoletti and Career Services for their efforts in organizing the event. The event also included networking and mentoring opportunities with top industry professionals. President France congratulated the winners of the showcase and thanked the College's industry partners for supporting the event and our students.
- As of Monday, May 22, 2023, the intersection of Geraedts Drive and Cabana Road will be closed until the end of June, in order to support the City of Windsor Cabana Road Widening Project. As part of the project, the College's entrance from Cabana Road will be upgraded and straightened to allow for better traffic flow. As a result, all access to the St. Clair College campus will be from the Highway 3 entrance, during the closure.
- The Business Excellence Awards (BEA) were presented at the Chrysler Theatre on Wednesday, May 17, 2023, followed by an elegant dinner in the Skyline Ballroom of the St. Clair College Centre for the Arts. St. Clair College was the proud sponsor of the 2023 Company of the year (over 26 employees) Award. President France presented the award to Ken Kapusniak, President of HGS Limited.
- On Thursday, May 25, 2023, the College will be thanking all of our Program Advisory Committee (PAC) volunteers and student placement sites at the PAC and Placement Reception at the St. Clair College Centre for the Arts. The College recognizes and appreciates their contributions to the delivery of the College's real-world education.
- President France noted that the Spring Orientation was a great success and thanked the SRC, TSI, SSAA, the Registrar's Office, Student Retention, the Marketing and Recruitment department, as well as the faculty and coordinators for their efforts.

A Governor congratulated the College on its banner year for Varsity Athletics and inquired if this great success is contributing to attracting top athletic talent?

President France responded that this success is contributing to recruitment efforts. She noted that the Athletic department, along with our varsity coaches are continuously recruiting potential students and are providing tours of the College. St. Clair College offers state of the art facilities and the opportunity to join the St. Clair family. People are taking notice, not only in our community but also in the Greater Toronto Area. This success contributes to the efforts to spread the College brand and demonstrates the student life opportunities at St. Clair College.

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 Information Items

- 5.1 St. Clair College Annual update on Sexual Violence Reports and Sexual Violence Prevention Committee Initiatives.

After a brief discussion it was,

RESOLVED THAT the Board of Governors receive and approve the contents of the May 23, 2023 Consent Agenda, as presented.

6.0 Approval Items

6.1 Audit Committee Report

- The Audit and Finance Committee meeting was held on Wednesday, May 17, 2023, and the meeting met quorum as there were four Committee members present.
- The minutes of the March 10, 2023 and March 27, 2023 meetings were approved.
- Mr. Jones, Vice President, Finance and Chief Financial Officer, highlighted the significant items in the audited financial statements.
- The 2022-2023 fiscal year was KPMG's sixth year on the College audit and the College's contract with KPMG will continue to August 31, 2026.
- Ms. Cynthia Swift of KPMG presented the Audit Findings Report to the Audit and Finance Committee:
 - Ms. Swift thanked College administration and staff for assisting KPMG in carrying out their audit work.

- On March 10, 2023, KPMG distributed an Audit Planning Report to the Audit and Finance Committee. During the audit, no significant changes from the Audit plan occurred.
- KPMG focused on eleven areas of risk during the audit.
- Based on the audit procedures performed, including discussions with management, KPMG did not identify any:
 - Significant financial reporting risks that would impact the College’s financial reporting.
 - Corrected or uncorrected differences.
 - Exceptions relating to fraud risk.
 - Significant weaknesses in internal controls or financial reporting processes.
 - Unreasonable accounting estimates.
- KPMG stated that in their opinion, the financial statements are free of material misstatement and will be issuing an unqualified opinion on the College’s financial statements. Once the financial statements are approved by the Board of Governors, KPMG will sign and date the Auditor’s Report.
- A motion was proposed and approved that the Audit and Finance Committee “recommend to the Board of Governors that the Audited Consolidated Financial Statements for the Year ending March 31, 2023, be approved”.
- The Board of Governors has received a report from College Administration, included in the documents distributed at the Full Board meeting, outlining a recommendation to allocate \$3 million to the St. Clair College Foundation for domestic student scholarships and an additional \$7 million to the Deferred Maintenance Reserve. The Audit and Finance Committee supported Administration’s recommendation and approved the recommendation being presented to the Board of Governors at the May 23, 2023, Full Board meeting.

After a brief discussion it was,

RESOLVED THAT the Board of
Governors approve the Audit
and Finance Committee Report
for the Year Ended March 31, 2023.

6.2 Audited Consolidated Financial Statements for the Year Ended March 31, 2023, for Submission to the Ministry

The Board Chair called upon Mr. Jones to speak to this item. Mr. Jones provided a high-level overview of the Audited Consolidated Financial Statements for the year ended March 31, 2023, highlighting the following:

Statement of Financial Position: Assets

- Cash and temporary investments had a combined total of \$317 million, a decrease of \$24 million over the prior year as the College had less payments on record for future semesters.
- Accounts Receivable are at \$10.1 million, a decrease of \$1.4 million and is made up largely of Ministry and student receivables.
- Long-term investments are at \$16.5 million, an increase of \$4.8 million from the prior year which can be attributed to the Board approval of the transfer of \$5 million to the St. Clair College Foundation for endowments.
- Capital assets had a net book value of \$218.2 million, which reflects an increase over the prior year of \$29 million with the capitalization of the Zekelman Centre this year, as well as significant deferred maintenance initiatives.
- Construction in Progress is at \$2.5 million, which reflects a decrease over the prior year of \$20.7 million as projects were completed during this fiscal year.

Statement of Financial Position: Liabilities

- Accounts Payable and Accrued Liabilities decreased by \$20.3 million to \$33.3 million, which can largely be attributed to the following:
 - A significant decrease of construction related invoices owing at the end of the fiscal year.
 - The transferring of significant funds to the student government through the fiscal year.
- Deferred revenue is at \$138.9 million, a decrease of \$31.6 million from the prior fiscal year which can largely be attributed to lower future semester payments on record.
- The current portion of the College's Long-term Debt increased \$2.4 million to \$23.4 million, which can be attributed to the \$4 million advance taken on the loan from the Ontario Financing Authority (OFA). This was netted against the in-year principal payments that were made to complete the Zekelman Centre.
- Deferred Capital Contributions and Construction in Progress is at \$531,000, a decrease of \$8.3 million from the prior year as a result of the student levies that contributed to the Zekelman Centre project.
- Asset Retirement Obligation is a new accounting standard that the College adopted this fiscal year, as well as restate the prior year results. The Asset Retirement Obligation is a \$1 million liability on the Statement of Financial

Position which has a corresponding Capital Asset, as well as a \$677,000 negative adjustment to Net Assets.

Statement of Financial Position: Net Assets

- Unrestricted Operating Assets are at \$41.9 million, a decrease from the prior year of \$2.8 million, which can be attributed to the College's contributions to the Internal Reserves.
- Externally Restricted are at \$15.3 million, an increase over the prior year of \$5.4 million which can be attributed to the endowments held by the St. Clair College Foundation.
- Internally Restricted are at \$123.1 million, an increase over the prior year of \$30.6 million.
- The details of the contributions and withdrawals from the various reserves throughout the year is included in the notes of the financial statements.

Statement of Operations

St. Clair College has once again had strong financial results for this fiscal year and has realized its fifth consecutive surplus of over \$30 million.

Revenue:

- Total Revenue is at \$292 million, an increase of \$29 million from the prior fiscal year which includes the following:
 - Tuition Revenue is at \$94.6 million, an increase of \$4 million from the prior year. This increase can be attributed to higher international student enrolment.
 - Contract Training is at \$16.7 million, a decrease of \$3.6 million which can be attributed to lower participation in the Personal Support Worker (PSW) Accelerated program.
 - Other Income is at \$25.1 million, an increase of \$6.1 million over the prior fiscal year which can be attributed to higher Interest Income.
 - Ancillary Revenue is at \$11.7 million, an increase of \$5.3 million over the prior fiscal year as COVID-19 is not impacting operations such as the St. Clair College Centre for the Arts, parking and Residence.

Expenditures:

Overall Expenditures are at \$255 million, an increase of \$22 million from the prior fiscal year.

- Salaries and Benefits are at \$94.7 million, an increase of \$2.5 million from the prior year. This reflects compensation adjustments over all constituent groups, as well as additional part-time staffing to support College operations.
- Amortization Expenses increased significantly over the prior year as a result of the large capital budget. The College continues to invest in our infrastructure.
 - Ancillary Expenditures also increased significantly by \$3.5 million. As a result of the higher Ancillary Revenue, the College incurs higher variable costs to generate the surpluses.

PCPP Disclosure

Mr. Jones reviewed the PCPP Disclosure in regards to the Financial Statements, as there is the continued disclosure that was suggested by the Office of the Auditor General of Ontario report surrounding the PCPP Operations and the Statement of Management's Responsibility for Financial Reporting.

After a brief discussion, it was

RESOLVED THAT the Board of
Governors approve the Audited
Consolidated Financial Statements
for the Year Ended March 31, 2023.

Mr. Jones' presentation is attached as Item #6.2.

6.3 Internal Reserves

The Board Chair called upon Mr. Jones to speak to this item. Mr. Jones noted that the Internal Reserves memo was included in the Full Board agenda package for review and he highlighted the following.

As stated at the March 28, 2023 Board meeting, during the 2023-2024 Budget presentation, College Administration noted that the 2022-2023 fiscal year surplus was anticipated to be approximately \$10 million higher than the Mid-Year Budget projection. Should this surplus be realized, College Administration would bring forward two recommendations to the Board:

1. Three million dollars to be allocated from the College's Unrestricted Reserve to the St. Clair College Foundation for annual scholarships to allow for greater flexibility.
2. Seven million dollars to be allocated from the College's Unrestricted Reserve to the Internally Restricted Deferred Maintenance Reserve.

The 2022-2023 fiscal year surplus was \$37,618,488, which is \$7,506,008 higher than the \$30,112,480 budget projection. Though the College did not reach the \$10 million threshold, College Administration would like to proceed with the

recommendation as the College's non-committed cash can accommodate the allocation.

A Governor inquired if the College realized a surplus of \$3 million less than the anticipated \$10 million will College Administration adjust the allocations from the College's Unrestricted Reserve?

Mr. Jones responded that following a financial review, College Administration is recommending proceeding with the full \$10 million allocation as the Unrestricted Reserves and Assets can accommodate the additional \$3 million.

After a brief discussion it was,

RESOLVED THAT the Board of Governors approve a College transfer of \$3,000,000 from its unrestricted net assets to the St. Clair College Foundation for annual scholarships.

After a brief discussion it was,

RESOLVED THAT the Board of Governors approve a College transfer of \$7,000,000 from its unrestricted net assets to its internally restricted net assets where the funds will be placed into the Deferred Maintenance Reserve.

7.0 By-law and Policy Review

7.1 By-law 19: Removal of Members – 2nd Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 2nd reading of By-law 19: Removal of Members, as amended.

7.2 By-law 27: Indemnities to Governors – 2nd Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 2nd reading of By-law 27: Indemnities to Governors, as presented.

7.3 By-law 28: Protection of Governors, Officers and Employees – 2nd Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 2nd reading of By-law 28: Protection of Governors, Officers and Employees, as presented.

7.4 By-law 29: Conflict of Interest – 2nd Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 2nd reading of By-law 29: Conflict of Interest, as presented.

7.5 By-law 30: Disclosure of Interests in Contracts – 2nd Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 2nd reading of By-law 30: Disclosure of Interests in Contracts, as presented.

7.6 By-law 31: Execution of Documents – 2nd Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 2nd reading of By-law 31: Execution of Documents, as presented.

7.7 By-law 32: Cheques – 2nd Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 2nd reading of By-law 32: Cheques, as presented.

7.8 By-law 33: Deposit of Securities for Safekeeping – 2nd Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 2nd reading of By-law 33: Deposit of Securities for Safe Keeping, as presented.

7.9 By-law 34: Borrowing – 1st Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 1st reading of By-law 34: Borrowing, as presented.

7.10 By-law 35: Books and Records – 1st Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 1st reading of By-law 35: Books and Records, as presented.

7.11 By-law 36: Auditors – 1st Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 1st reading of By-law 36: Auditors, as presented.

7.12 By-law 37: Financial Year – 1st Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 1st reading of By-law 37: Financial Year, as presented.

7.13 By-law 38: Committees – 1st Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 1st reading of By-law 38: Committees, as presented.

7.14 By-law 39: Other Committees of the Board – 1st Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 1st reading of By-law 39: Other Committees of the Board, as presented.

7.15 By-law 40: Adjournment – 1st Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 1st reading of By-law 40: Adjournment, as presented.

7.16 By-law 41: Amendments

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 1st reading of By-law 41: Amendments, as presented.

7.17 Policy 2003-4.1: Audit and Finance Committee – Terms of Reference – 1st Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 1st reading of Policy 2003-4.1: Audit and Finance Committee – Terms of Reference, as presented.

7.18 Policy 2003-19: Fiscal Condition – 1st Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 1st reading of Policy 2003-19: Fiscal Condition, as presented.

7.19 Policy 2003-27: Monitoring President’s Performance – 1st Reading

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 1st reading of Policy 2003-27: Monitoring President’s Performance, as presented.

7.20 Policy TBD: Whistleblower Policy

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 1st reading of Policy TBD: Whistleblower Policy, as presented.

7.21 Policy TBD: Whistleblower Procedure

After a brief discussion, it was,

RESOLVED THAT the Board of Governors approve the 1st reading of Policy TBD: Whistleblower Procedure, as presented.

8.0 Date of the Next Meeting

8.1 The next Board meeting is scheduled for Tuesday, June 27, 2023.

The Full Board meeting adjourned at 6:50 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

509th FULL BOARD MEETING

of the

BOARD OF GOVERNORS

NOTICE OF MEETING

DATE: Tuesday, May 23, 2023

TIME: 5:30 p.m. – Meeting

PLACE: Room #A3306 (Previously Room #326)

NOTE: Dinner will be available for Board members, Senior Operations Group, Saints Student Athletics Association and Constituents in Room #A3306 at 5:00 p.m.

The Saints Student Athletic Association (SSAA) Annual Presentation to the Board will take place 5:30 p.m. – 6:00 p.m., followed by 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 APRIL 25, 2023, IN CHATHAM, 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 St. Clair College Annual Update on Sexual Violence Reports and Sexual Violence Prevention Committee Initiatives

Information Item – Administration has provided the Annual Update on Sexual Violence Reports and Sexual Violence Prevention Committee Initiatives, attached as Item #5.1.

6.0 APPROVAL ITEMS

6.1 Audit Committee Report

Approval Item – The Chair of the Audit Committee will present a report to the Board.

6.2 Audited Consolidated Financial Statements for the Year Ended March 31, 2023, for Submission to the Ministry. (Regulation 34/03, Article 9.1, Board Policy #2003-18, Budget Development, Board By-law 38.1)

Approval Item – Administration will present the Audited Consolidated Financial Statements for the year ended March 31, 2023, if approved by the Audit and Finance Committee on May 17, 2023, for Board approval, as required by the Ministry.

6.3 Internal Reserves

Approval Item – Administration will present the Board with a recommendation regarding the Internal Reserves.

7.0 BY-LAW AND POLICY REVIEW

7.1 By-law 19: Removal of Members

Approval Item – The Board will review By-law 19: Removal of Members for 2nd reading, attached as Item #7.1.

7.2 By-law 27: Indemnities to Governors

Approval Item – The Board will review 27: Indemnities to Governors, for 2nd reading, attached as Item #7.2.

7.3 By-law 28: Protection of Governors, Officers and Employees

Approval Item – The Board will review By-law 28: Protection of Governors, Officers and Employees for 2nd reading, attached as Item #7.3.

7.4 By-law 29: Conflict of Interest

Approval Item – The Board will review By-law 29: Conflict of Interest, for 2nd reading, attached as Item #7.4.

7.5 By-law 30: Disclosure of Interests in Contracts

Approval Item – The Board will review By-law 30: Disclosure of Interests in Contracts, for 2nd reading, attached as Item #7.5.

7.6 By-law 31: Execution of Documents

Approval Item – The Board will review By-law 31: Execution of Documents, for 2nd reading, attached as Item #7.6.

7.7 By-law 32: Cheques

Approval Item – The Board will review By-law 32: Cheques, for 2nd reading, attached as Item #7.7.

7.8 By-law 33: Deposit of Securities for Safekeeping

Approval Item – The Board will review By-law 33: Deposit of Securities for Safekeeping, for 2nd reading, attached as Item #7.8.

7.9 By-law 34: Borrowing

Approval Item – The Board will review By-law 33: Borrowing, for 1st reading, attached as Item #7.9.

7.10 By-law 35: Books and Records

Approval Item – The Board will review By-law 35: Books and Records, for 1st reading, attached as Item #7.10.

7.11 By-law 36: Auditors

Approval Item – The Board will review By-law 36: Auditors, for 1st reading, attached as Item #7.11.

7.12 By-law 37: Financial Year

Approval Item – The Board will review By-law 37: Financial Year, for 1st reading, attached as Item #7.12.

7.13 By-law 38: Committees

Approval Item – The Board will review By-law 38: Committees, for 1st reading, attached as Item #7.13.

7.14 By-law 39: Other Committees of the Board

Approval Item – The Board will review By-law 39: Other Committees of the Board, for 1st reading, attached as Item #7.14.

7.15 By-law 40: Adjournment

Approval Item – The Board will review By-law 40: Adjournment, for 1st reading, attached as Item #7.15.

7.16 By-law 41: Amendments

Approval Item – The Board will review By-law 41: Amendments, for 1st reading, attached as Item #7.16.

7.17 Policy 2003-4.1: Audit and Finance Committee – Terms of Reference

Approval Item – The Board will review Policy 2003-4.1: Audit and Finance Committee – Terms of Reference, for 1st reading, attached as Item #7.17.

7.18 Policy 2003-19: Fiscal Condition

Approval Item – The Board will review Policy 2003-19: Fiscal Condition, for 1st reading, attached as Item #7.18.

7.19 Policy 2003-27: Monitoring President's Performance

Approval Item – The Board will review Policy 2003-27: Monitoring President's Performance, for 1st reading, attached as Item #7.19.

7.20 Policy TBD: Whistleblower Policy

Approval Item – The Board will review Policy TBD: Whistleblower Policy, for 1st reading, attached as Item #7.20.

7.21 Policy TBD: Whistleblower Procedure

Approval Item – The Board will review Policy TBD: Whistleblower Procedure, for 1st reading, attached as Item #7.21.

8.0 NEW BUSINESS

9.0 DATE OF THE NEXT MEETING

9.1 The next meeting is scheduled for Tuesday, June 27, 2023, at the Windsor Campus.



ST. CLAIR

C O L L E G E

TO: BOARD OF GOVERNORS

FROM: PATRICIA FRANCE, PRESIDENT

DATE: MAY 23, 2023

RE: ANNUAL REPORT ON THE SEXUAL MISCONDUCT POLICY AND PROCEDURE, REPORTING AND PREVENTION STRATEGIES

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

AIM:

To provide the Board of Governors with an update regarding the College's Annual Report on the Sexual Misconduct Policy and Procedure, Reporting and Prevention Strategies for the 2022-2023 academic year.

BACKGROUND:

The intent is to provide an update to the Board of Governors, in accordance with the requirements set out in subsection 17(7.1) of the Ministry of Training, Colleges and Universities Act (MTCU Act), on the number of reported incidents of sexual violence as well as the number of times that supports were provided to students who reported sexual violence.

This report covers the 2022-2023 academic year and provides statistics from the previous four years for the purpose of comparison. An update on the prevention activities promoted by the Sexual Violence Prevention (SVP) Committee during the same time has also been provided for information.

This report must be made public by June of each year for the prior academic year. This report will be posted on the College's Sexual Violence Prevention webpage at <http://www.stclaircollege.ca/svp/>.

RECOMMENDATION:

IT IS RECOMMENDED THAT the Board of Governors receive the attached Annual Report on the Sexual Misconduct Policy and Procedure, Reporting and Prevention Strategies, 2022-2023, for information.



Annual Report on the Sexual Misconduct Policy and Procedure, Reporting and Prevention Strategies 2022-2023

Background

Pursuant to subsection 17(7.1) of the *Ministry of Training, Colleges and Universities Act* (MTCU Act), St. Clair College is required to provide an Annual Report to its Board of Governors annually. This Annual Report must be publicly available and include the following information:

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

St. Clair College has a stand-alone policy related to sexual violence entitled “Sexual Misconduct Policy and Procedure.” This policy was updated, with legal review, in February 2022. St. Clair College also has a webpage designed to specifically communicate supports, initiatives and reporting information so that students have easy access to this information. This Policy is established under the Health and Safety umbrella and a Sexual Violence Lead has been appointed to ensure a consistent approach.

Since 2017, the College has been tracking the number of sexual violence incidents that are reported to Security, the College Resolution Office and the Sexual Violence Lead. The College’s protocol is that disclosures made to the Health Centre staff, counsellors, faculty, student representatives or other areas are communicated, in general terms, to the SVP Lead for tracking purposes. However, the numbers shown on the chart may not be fully represented if the disclosure was not communicated properly.

In all cases, College representatives inform the victim of available supports and services (internal and external), as well as options for investigation. If a student wishes to pursue an investigation through the College, the College supports the students involved and has an external party (lawyer) conduct the investigation.

It is also important to note that the term ‘sexual assault’ can include a wide range of sexual misconduct including inappropriate touching to rape. Therefore, when reporting sexual assaults, one must keep in mind that while all sexual assaults are illegal and prohibited, the severity levels do vary and are not differentiated for the purpose of reporting.

Number of Sexual Violence Incidents and Supports Provided

	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Number of Informal Reports (Disclosures – Not Investigated by College)	2	7	9	10	15	10
Number of Formal Reports (Investigated by College)	7	3	5	2	1	3
Incidents That Occurred off Campus	1	1	3	8	13	7
Incidents That Occurred on Campus	6	2	2	2	2	5
Unknown Where Incidents Occurred	2	7	9	2	1	1
Services or Accommodations Provided	5	6	14	6	13	11

Supports

Supports provided to all students impacted by sexual violence include a range of options and comprise the following at a minimum:

- Counseling – Two Social Workers on site (CMHA) in Windsor, one in Chatham.
- Referral to Sexual Assault Crisis Centre.
- Medical follow-up with College Health Centre.
- Academic Accommodations and supports through Student Services.
- Safety Plans.
- Interim measures (separation, change of sections, etc.).
- Follow up by Sexual Violence Lead.
- Reporting through REES (Respect Educate Empower Survivors) portal.

Sexual Violence Prevention (SVP) Committee

The SVP Committee meets monthly to review initiatives and suggestions towards educating students and the College community about sexual violence prevention. The Sexual Violence Prevention Committee is comprised of representatives from the following areas:

- Student Safety & Wellness Administrator – Chair.
- Associate Vice President, Safety, Security and Facilities Management.
- Director, Student Services.
- One student representative from the Student Representative Council (SRC).

- One student representative from the Thames Student Institute (TSI).
- One student representative from the Saints Student Athletic Association (SSAA).
- 2-4 Sexual Violence Student Ambassadors.
- Academic Counselors from Student Services, one from Windsor and one from Chatham.
- One CMHA counsellor.
- College Resolution Officer.
- Management representatives from both on-campus Residences.
- Director, Athletics.
- A representative from Human Resources.
- Manager, Health, Safety and Wellness.

The mandate of this Committee includes:

- Fostering greater awareness of sexual violence on campus through educational and awareness programs.
- Reviewing and proposing revisions to policy and procedures related to sexual violence and ensuring that the policy and procedures are reviewed annually.
- Remaining up to date on emerging best practices in the area of prevention and support, to make recommendations for the creation of new programs, and/or services where the need arises, or research suggests.
- Ensuring ongoing and appropriate training for faculty, staff, and student leaders.
- Develop strategies and introduce initiatives aimed at promoting a culture of respect and ending sexual violence on campus.
- Receive and review the Annual Report from the College Resolution Officer related to sexual violence which includes the following information:
 - The number of times students requested or received services, support or accommodations following an act of sexual violence and details on the services, support or accommodation measures requested or received.
 - Initiatives and programs introduced to promote awareness of services and support available to students.
 - The number and types of incidents and complaints of sexual violence reported by students. Details of implementation and effectiveness of the Policies and Protocols around Sexual Violence.

2022-2023 Initiatives

- Collaboration with REES Community.
 - REES (Respect Educate Empower Survivors) is an online reporting portal that allows students to anonymously report sexual violence incidents.
 - Students can remain anonymous or connect with the College.
 - Students can easily access supports within the community or at the College without having to talk to anyone at the College. They are also able to see our process for reporting sexual misconduct.
 - The College has appointed two leads to follow up with any students who reach through the REES community portal.

- REES provides the College with reports on disclosures at the end of each semester.
- REES provides promotional materials for students in both print and digital formats.
- Training
 - The residences located at St. Clair College hold training sessions on consent and healthy relationships with students during orientation and throughout the school year.
 - Onboarding of Bringing in the Bystander (A Prevention Workshop for Establishing a Culture of Responsibility and Respect) training for both staff/faculty and students; delivered separately.
 - <https://www.soteriasolutions.org/bringing-in-the-bystander>
 - Onboarding of [EAAA: Flip the Script](#) Sexual Assault Resistance Program for female-identifying students.
 - <https://sarecentre.org/infographic.html>
 - Windsor Police Services hosting an education session specific to Intimate Partner Violence and Human Trafficking for students at Gem Residence for all to attend.
 - Offered a 2-day Wen-Do Women's Self Defense course to students/staff.
- Awareness
 - Student-led groups provided a range of events and opportunities for students to engage in learning about healthy relationships, consent, sexual violence resistance and prevention.
 - Student-led groups provided a range of events and opportunities for students to engage in learning about healthy relationships, consent, sexual violence resistance and prevention.
 - Onboarding of social media page @StClairStudentWellness to promote awareness and share information regarding on-campus supports, consent culture, and workshops/training opportunities for students.
 - Hiring four student ambassadors to facilitate both Flip the Script & Bringing in the Bystander programs through a peer-led model. Students also support social media posts and outreach opportunities to engage students in conversations regarding sexual violence, distribute promotional materials, and participate in activities to create sexual violence awareness.
 - The SVP Student Ambassadors facilitated educational and awareness campaigns related to consent, positive relationships, sexual violence prevention, mental health, etc.



**BOARD OF GOVERNORS
BY-LAWS**

Policy Title:	Removal of a Board Member	Area of Responsibility: Board of Governors
Policy Section:	Board of Governors By-law	By-law No: 19
Effective Date:	January 17, 2015	Page: 1 of 1
Supersedes:	November 24, 1998	Last Review Date: May 23, 2023
Mandatory Review Date:	May 23, 2028	

Removal of a Board Member

19.1 Any member of the Board, other than the President, who fails to attend 75% of the regular monthly meetings of the Board (In Camera/Full Board) in a 12 month period (7 of 9 scheduled meetings) ~~is absent for three (3) consecutive scheduled meetings of the Board or who is absent for more than four (4) scheduled meetings of the Board within any twelve (12) month period,~~ without having been granted a leave of absence from the Board, may be removed as a member by the Board by resolution and upon such removal the said member’s position on the Board shall be deemed vacant.

“Scheduled meeting of the Board” shall mean the regularly scheduled nine (9) monthly meetings (In Camera/Full Board) within a 12-month period. any duly called meeting of the full Board of Governors, including regular meeting, in-camera meeting, committee of the whole meeting, or special meeting. For clarity, where two or more meetings of the full Board are held on the same day, each meeting for which the Board member is absent shall be counted as a missed meeting, such that if two meetings are scheduled in one day and the Board member misses both, this shall count as two absences.

“Leave of absence” shall mean a leave which is requested by a member of the Board for a specified period of time and granted by resolution at the discretion of the Board at an in-camera meeting of the Board of Governors.

19.2 In addition to remedies available to the Board to terminate a Board member due to absence, by resolution, the Chair and the Vice Chair may be removed from their respective offices if they are absent for two three (3)(2) consecutive meetings of the Board, without having been granted a leave of absence from the Board.

19.3 The process for the declaration of any vacancy referred to in sections 19.1 and/or 19.2 shall be initiated by Board motion and returnable at the next regularly scheduled meeting of the Board for decision by the Board.

**BOARD OF GOVERNORS
BY-LAWS**

Policy Title:	Indemnities to Governors	Area of Responsibility: Board of Governors
Policy Section:	Board of Governors By-law	By-law No: 27
Effective Date:	November 24, 1998	Page: 1 of 1
Supersedes:	N/A	Last Review Date: May 23, 2023
Mandatory Review Date:	May 23, 2028	

Indemnities to Governors

Every member of the Board and the heirs, executors and administrators, and estate and effects, respectively, of every member of the Board shall from time to time and at all times, be indemnified and saved harmless, out coverage provided by the College, from and against:

- a) All costs, charges, expenses and judgments whatsoever which such member of the Board sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against that member for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by that member in or about the execution of the office of that member, and
- b) All other costs, charges and expenses which that member sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by the willful neglect or default of that member.

**BOARD OF GOVERNORS
BY-LAWS**

Policy Title:	Protection of Governors, Officers and Employees	Area of Responsibility: Board of Governors
Policy Section:	Board of Governors By-law	By-law No: 28
Effective Date:	November 24, 1998	Page: 1 of 1
Supersedes:	N/A	Last Review Date: May 23, 2023
Mandatory Review Date:	May 23, 2028	

Protection of Governors, Officers and Employees

- 28.1 No member of the Board or officer or employee of the College shall be liable for the acts, receipts, neglects or defaults of any other member of the Board or officer or employee of the College or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the College through the insufficiency or deficiency of title to any property acquired by the College or for or on behalf of the College or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the College shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage or misfortune whatever which may happen in the execution of duties of the office or trust of that member or in relation thereto unless the same shall happen by or through the wrongful and willful act or neglect or default of that member.
- 28.2 The members of the Board of the College shall not be under any duty or responsibility or respect of any contract, act or transaction whether or not submitted to and authorized or approved by the Board in accordance with the provisions of Section 31 Execution of Documents.
- 28.3 Subject to the provisions of Conflict of Interest rules if any member of the Board or officer or employee of the College shall be employed by or shall perform services for the College otherwise than as a member of the Board or officer or employee of the College or shall be a member of a firm or a shareholder, director or officer of a company which is employed by or performs services for the College the fact of that person being a member of the Board or officer or employee of the College shall not disentitle such person or such firm or company, as the case may be, from receiving proper remuneration for such services.

**BOARD OF GOVERNORS
BY-LAWS**

Policy Title:	Conflict of Interest	Area of Responsibility: Board of Governors
Policy Section:	Board of Governors By-law	By-law No: 29
Effective Date:	November 24, 1998	Page: 1 of 2
Supersedes:	N/A	Last Review Date: May 23, 2023
Mandatory Review Date:	May 23, 2028	

Conflict of Interest

- 29.1 Every member of the Board or any Committee thereof who has a conflict of interest in any matter under consideration by the College is required to declare the nature of such conflict to the Chair or Vice Chair as soon as said member is aware of the conflict and prior to discussion of such matter at any meeting of the members of the Board or Committee thereof and shall refrain from discussing and voting thereon.
- 29.2 The obligations of Board members shall be prescribed by the Ministry Binding Policy Directive on Conflicts of Interest.
- 29.3 Secretary to the Board and/or Corporate Secretary shall record in the Minutes of the College, the nature of any conflict of interest so declared on the part of any member of the Board.
- 29.4 a) For purposes of Sub-Sections (1) and (2), conflict of interest normally relates, but is not limited, to a direct pecuniary interest of the member, either personally or through a member's family.
- b) Direct pecuniary interest shall be interpreted as an individual interest rather than one that is common to a class of persons, including situations where a member or a member's immediate family could benefit personally from a decision while a larger group of people could not.
- c) Immediate family shall be interpreted to include the spouse, parents or children of a member.
- 29.5 A member of the Board or any Committee thereof
- a) shall not use information obtained as a result of the member's appointment for personal benefit,

b) shall not divulge confidential information obtained as a result of the member's appointment unless legally required to do so, and

c) shall declare any conflict of interest at the earliest opportunity.

29.6 An undeclared conflict of interest may be identified by a majority vote of the Board in which the member who is the subject of the motion shall not vote.

29.7 Where a Board member fails to comply with this section and/or the Minister's Binding Policy Directive on Conflict of Interest, unless the member's failure is the result of a bona fide error in judgment, the Board shall:

a) issue a verbal reprimand; or;

b) issue a written reprimand; and/or;

c) request that the Board member resign; and/or;

d) remove the Board member and declare the member's position vacant.

29.8 Removal of a Board member shall be initiated on the basis of Board motion and returnable at the next regularly scheduled meeting of the Board and determined on the basis of a three quarters ($\frac{3}{4}$) majority of the Board, in which the member found to have been in conflict shall not vote.

Policy Title:	Disclosure of Interests in Contracts	Area of Responsibility: Board of Governors
Policy Section:	Board of Governors By-law	By-law No: 30
Effective Date:	November 24, 1998	Page: 1 of 2
Supersedes:	N/A	Last Review Date: May 23, 2023
Mandatory Review Date:	May 23, 2028	

Disclosure of Interests in Contracts

- 30.1 Without limiting the generality of Section 29, every member with a proposed contract or a contract with the College shall declare said interest at a meeting of the members of the Board as required by Ministry Binding Policy Directives and any applicable statute or law.
- 30.2 In the case of a proposed contract, the declaration required by this Section shall be made at the meeting of the members of the Board at which the question of entering into the contract is first taken into consideration or, if the said member of the Board is not at the said meeting, at the next meeting of the members of the Board held after that member becomes so interested.
- 30.3 In a case where the member of the Board becomes interested in a contract after it is made, the declarations shall be made at the first meeting of the members of the Board held after that member becomes so interested.
- 30.4 For the purposes of this section, a general notice given to the members of the Board of the College by a member of the Board to the effect that said member is a shareholder of or otherwise interested in any other company, or is a member of a specified firm and is to be regarded as interested in any contract made with such other company or firm, shall be deemed to be a sufficient declaration of interest in relation to a contract so made, but no such notice is effective unless it is given at a meeting of the members of the Board or the said member takes reasonable steps to ensure that it is brought up and read at the next meeting of the members of the Board after it is given.
- 30.5 If a member of the Board has made a declaration of said member's interest in a proposed contract or a contract with the College in compliance with this section and has neither taken part in the discussion nor voted in respect of the contract, that member is not accountable to the College or to any of the Board members or creditors for any profit realized from the contract, and the contract is not voidable by reason only of that member holding that office or of the fiduciary relationship established thereby.

Policy Title:	Execution of Documents	Area of Responsibility: Board of Governors
Policy Section:	Board of Governors By-law	By-law No: 31
Effective Date:	November 24, 1998	Page: 1 of 1
Supersedes:	N/A	Last Review Date: May 23, 2023
Mandatory Review Date:	May 23, 2028	

Execution of Documents

- 31.1 Deeds, transfers, licenses, contracts and engagements on behalf of the College shall be signed by any two of the Chair, the Vice Chair, the President and Treasurer or by any two members of the Board if authorized by the Board to do so, and the Corporate Secretary or any member of the Board may affix the seal of the College to such instruments as require the same.
- 31.2 Contracts in the ordinary course of the College's operations may be entered into on behalf of the College by the Chair, the Vice Chair, the President or Treasurer or by any other person authorized by the Board.
- 31.3 Any two of the Chair, the Vice Chair, the President and the Treasurer or any two members of the Board if authorized by the Board, may transfer any and all shares, bonds or other securities from time to time standing in the name of the College in its individual or any other capacity or as trustee or otherwise and may accept in the name and on behalf of the College transfers of shares, bonds or other securities from time to time transferred to the College, and the Corporate Secretary or any member of the Board may affix the corporate seal to any such transfers or acceptances of transfer, and make, execute and deliver under the corporate seal any and all instruments in writing necessary or proper for such purposes, including the appointment of an Attorney or Attorneys to make or accept transfers of shares, bonds or other securities on the books of any company or corporation.
- 31.4 Notwithstanding any provisions to the contrary contained herein, the Board may, by resolution, delegate to any person or persons the right to execute instruments, agreements, contracts, obligations or other similar documents of the College and prescribe policies and procedures relating to the above delegation of duties and responsibilities.

**BOARD OF GOVERNORS
BY-LAWS**

Policy Title:	Cheques	Area of Responsibility: Board of Governors
Policy Section:	Board of Governors By-law	By-law No: 32
Effective Date:	November 24, 1998	Page: 1 of 1
Supersedes:	N/A	Last Review Date: May 23, 2023
Mandatory Review Date:	May 23, 2028	

Cheques

All cheques, bills of exchange, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the College shall be signed by such officer or officers, agent or agents of the College and in such manner as shall from time to time be determined by resolution of the Board and any one of such officers or agents may alone endorse notes and drafts for collection on account of the College through its bankers, and endorse notes and cheques for deposit with the College's bankers for the credit of the College, or the same may be endorsed "for collection" or "for deposit" with the bankers of the College by using the College's rubber stamp for the purpose. Any one of such officers or agents so appointed may arrange, settle, balance and certify all books and accounts between the College and the College's bankers and may receive all paid cheques and vouchers and sign all the bank's forms or settlement for balances and release or verification slips.

**BOARD OF GOVERNORS
BY-LAWS**

Policy Title:	Deposit of Securities for Safekeeping	Area of Responsibility: Board of Governors
Policy Section:	Board of Governors By-law	By-law No: 33
Effective Date:	November 24, 1998	Page: 1 of 1
Supersedes:	N/A	Last Review Date: May 23, 2023
Mandatory Review Date:	May 23, 2028	

Deposits of Securities for Safekeeping

The securities of the College shall be deposited for safekeeping with one or more bankers, trust companies or other financial institutions to be selected by the Board. Any and all securities so deposited may be withdrawn, from time to time, only upon the written order of the College signed by such officer or officers, agent or agents of the College, and in such manner, as shall from time to time be determined by resolution of the Board and such authority may be general or confined to specific instances. The institution which may be so selected as custodian by the Board shall be fully protected in acting in accordance with the directions of the Board and shall in no event -be liable for the due application of the securities so withdrawn from deposit or the proceeds thereof.

Policy Title:	Borrowing	Area of Responsibility: Board of Governors
Policy Section:	Board of Governors By-law	By-law No: 34
Effective Date:	November 24, 1998	Page: 1 of 1
Supersedes:	N/A	Last Review Date: May 23, 2023
Mandatory Review Date:	June 27, 2028	

Borrowing

The Board may:

- a) borrow money on the credit of the College; or
- b) issue, sell or pledge securities of the College; or
- c) charge, mortgage, hypothecate or pledge all or any of the personal property of the College, including book debts, rights, powers, franchises and undertakings to secure any securities or any money borrowed, or other debts,, or any other obligation or liability of the College.

The Board may authorize any member of the Board, officer or employee of the College or any other person to make arrangements with reference to the moneys borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loan thereof, and as to the securities to be given therefore, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any moneys borrowed or remaining due by the College as the members of the Board may authorize and generally to manage, transact and settle the borrowing of money by the College.

34.1 The Board shall ensure that borrowing and lending transactions comply with the Financial Administration Act appended hereto as Appendix “B”.

**BOARD OF GOVERNORS
BY-LAWS**

Policy Title:	Books and Records	Area of Responsibility: Board of Governors
Policy Section:	Board of Governors By-law	By-law No: 35
Effective Date:	November 24, 1998	Page: 1 of 1
Supersedes:	N/A	Last Review Date: May 23, 2023
Mandatory Review Date:	June 27, 2028	

Books and Borrowing

- 35.1 The Board shall see that all necessary books and records of the College required by the By-law of the College or by any applicable statute or law are regularly and properly kept.
- 35.2 Minutes of Proceedings which accurately reflect the proceedings of the Board shall be made available to the public and shall be posted to the College Internet web site within 30 days of approval by the Board.

**BOARD OF GOVERNORS
BY-LAWS**

Policy Title:	Auditors	Area of Responsibility: Board of Governors
Policy Section:	Board of Governors By-law	By-law No: 36
Effective Date:	November 24, 1998	Page: 1 of 1
Supersedes:	N/A	Last Review Date: May 23, 2023
Mandatory Review Date:	June 27, 2028	

Auditors

Auditors licensed under the Public Accountancy Act shall be appointed annually by the members of the Corporation for the ensuing year at such remuneration as may be determined by the Board; the auditors shall make an annual audit of such part or all of the books of the Corporation as the Board or the members may direct and shall report to the Board (which shall constitute itself for this purpose as a meeting of the members of the Corporation) not later than the September meeting of the Board following the end of each fiscal year.

**BOARD OF GOVERNORS
BY-LAWS**

Policy Title:	Financial Year	Area of Responsibility: Board of Governors
Policy Section:	Board of Governors By-law	By-law No: 37
Effective Date:	November 24, 1998	Page: 1 of 1
Supersedes:	N/A	Last Review Date: May 23, 2023
Mandatory Review Date:	June 27, 2028	

Financial Year

Unless otherwise prescribed by Regulation, the financial year of the College shall end on the thirty-first (31st) day of March.

**BOARD OF GOVERNORS
BY-LAWS**

Policy Title:	Committees	Area of Responsibility: Board of Governors
Policy Section:	Board of Governors By-law	By-law No: 38
Effective Date:	March 29, 2016	Page: 1 of 1
Supersedes:	November 24, 1998	Last Review Date: May 23, 2023
Mandatory Review Date:	June 27, 2028	

38.1 The Board shall appoint an Audit Committee. Membership shall be established by resolution on or before the September meeting of the Board in each calendar year in accordance with policy adopted by the Board.

38.2 There shall be a Committee of the Whole, comprised of all current members of the Board, which shall meet regularly as determined by the Chair of the Board. The Committee of the Whole shall meet to receive information and reports on matters of interest to the College, to informally discuss such matters without being bound by strict rules of procedure for debate and to prepare such reports of its proceedings as the Committee of the Whole considers appropriate. The Committee of the Whole shall not have any final decision-making authority but shall be limited to making a report of its deliberations, which may include recommendations, to the Board.

38.3 The Board shall elect and maintain, an Executive Committee whose members shall include not fewer than three (3) Board members including the Chair, Vice Chair and College President and may delegate to the Executive Committee any powers of the Board subject to the restrictions, if any, imposed by the Board or upon the request by two (2) members of the committee. The Executive Committee shall exercise its delegated authority in matters of urgency or when it is not otherwise reasonably feasible to convene a full Board meeting, such as during the summer months of June, July and August. Minutes of all meetings of the Executive Committee shall be presented at the next regularly scheduled meeting or in-camera meeting of the Board, as the case may be.

38.4 The Board shall ensure that an Advisory College Council is established and whose structure, composition, terms of reference and procedures are determined by this By-law appended hereto as Appendix “C”.

38.5 The Board shall ensure that a Program Advisory Committee for each program of instruction or cluster of related programs offered at the College is established and that the structure, terms of reference and procedures are determined by this By-law appended hereto as Appendix “D”.

**BOARD OF GOVERNORS
BY-LAWS**

Policy Title:	Other Committees of the Board	Area of Responsibility: Board of Governors
Policy Section:	Board of Governors By-law	By-law No: 39
Effective Date:	March 28, 2018	Page: 1 of 1
Supersedes:	November 24, 1998	Last Review Date: May 23, 2023
Mandatory Review Date:	June 27, 2023	

- 39.1 The Board may from time to time appoint Committees consisting of such persons as the Board may appoint to act in an advisory capacity. Membership on Board Committees shall not be limited to Board members only but in all cases a majority of Committee members must be members of the Board. The members of such Committees shall hold office at the pleasure of the Board and the Chair and the President shall be ex officio members of each such Committee.
- 39.2 The Board may fill any vacancies occurring from time to time in such committees and may dissolve and/or re-appoint any such committee.
- 39.3 Minutes of the proceedings of any such Committee shall be kept in a book or books for that purpose, which shall be open for inspection by any member of the Board. The minutes of all meetings of the Board of Governors shall be presented at the next meeting of the members of the Board and confirmed over the signature of the Chair.

**BOARD OF GOVERNORS
BY-LAWS**

Policy Title:	Adjournment	Area of Responsibility: Board of Governors
Policy Section:	Board of Governors By-law	By-law No: 40
Effective Date:	November 24, 1998	Page: 1 of 1
Supersedes:	N/A	Last Review Date: May 23, 2023
Mandatory Review Date:	June 27, 2028	

Any meetings of the members of the Board or a Committee thereof may be adjourned to any time, and from time to time, and such business may be transacted at said adjourned meeting as might have been transacted at the ordinary meeting from which such adjournment takes place. No notice shall be required of any such adjournment. Such adjournment may be made notwithstanding the absence of quorum.

**BOARD OF GOVERNORS
BY-LAWS**

Policy Title:	Amendments	Area of Responsibility: Board of Governors
Policy Section:	Board of Governors By-law	By-law No: 41
Effective Date:	November 24, 1998	Page: 1 of 1
Supersedes:	N/A	Last Review Date: May 23, 2023
Mandatory Review Date:	June 27, 2028	

The By-law may be amended or repealed at a regular meeting of the Board by an affirmative vote of not less than two-thirds of the Board members present and eligible to vote PROVIDED THAT a notice of motion of the proposed amendment or repeal is brought before the Board at a regular meeting, after which the motion shall be presented at the next regular meeting of the Board, to be read, discussed and voted upon.

Policy Title:	Audit and Finance Committee – Terms of Reference	Area of Responsibility: Board of Governors
Policy Section:	Governance Process	Policy No: 2003-4.1
Effective Date:	January 25, 2022	Page: 1 of 3
Supersedes:	April 28, 2020	Last Review Date: January 25, 2022
Mandatory Review Date:	January 26, 2027	

In accordance with Policy 2003-4, Committee Principles, an Audit and Finance Committee will be established by the Board of Governors at the appropriate time with primary responsibility to ensure compliance with Board policy through financial oversight and inquiry.

Policy 2003-4.1 outlines the Audit and Finance Committee Terms of Reference.

1. Composition

3 external Board members + President, and/or an external voting member at the discretion of the Board.

The Committee Chair will be elected by the members of the Committee. As defined in the By-laws, the Committee Chair may also be appointed Treasurer of St. Clair College. Only those members of the Committee can vote.

The Committee Chair, where possible, should be an active designated Chartered Professional Accountant (CPA) of Canada member in good standing.

2. Meetings

The Committee will meet a minimum of 3 times per year at the call of the Chair.

3. Responsibilities

i. Communication

- The Committee Chair and the Vice-President, Finance & CFO should have an effective working partnership, as the Vice-President, Finance & CFO has a fiduciary responsibility to the Board. The partnership must feature trust, respect, professionalism, collaboration, openness, and transparency.

- The Committee Chair and the Vice-President, Finance & CFO should meet privately on a quarterly basis. Some informality is encouraged to foster open dialogue.
- The Committee Chair and the Vice-President, Finance & CFO should have a comfortable two-way communication to one another by phone or email as needed.
- The agenda for Committee meetings should be jointly set by the Committee Chair and the Vice-President, Finance & CFO.
- All approved minutes from Committee meetings will be provided to the Board at the subsequent in-camera Board meeting following the respective Committee meeting.

i.ii. **Audit**

- Appointing external auditors.
- Reviewing and approving the audit plan for the external auditors to ensure that the combined evaluation of risks and testing of controls is comprehensive.
- Review the scope of the external auditor's reviews of the College's internal controls, any significant findings and recommendations by the external auditors and the responses of the College's staff to those findings and recommendations.
- Ensure that external auditors have access to the Committee to ensure that no management restrictions have been placed on their scope, extent of audit examinations or reporting of their findings.
- Review with the external auditors the results of the audit and determine if there were any difficulties or disputes with management, any significant changes in the audit plan, any significant changes in accounting policies and any management estimates that required significant judgement.
- Review and discuss the annual financial statements and related note disclosures with management and the external auditors.
- Seek assurance that the financial statements of the College are prepared in accordance with public sector accounting standards, which would include oversight of the selection of accounting policies used in the preparation of the financial statements, and consideration of all relevant alternatives.
- Review the annual draft financial statements and, where appropriate, suggest improvements in the financial information and, when accepted, recommend the final statements for approval by the Board.
- Have the right to make inquiries and call upon corporate officers of the College, as the Committee deems necessary.
- Review the performance of the external auditors annually and recommend to the Board their appointment and related fees.

ii.iii. **Financial**

- Review the annual budget and mid-year budget and recommend its approval to the Board. The Committee has a duty to review and monitor throughout the year, the College's actual operational and capital expenditures in relation to the approved budget.
- Receive reports from management, external auditors and legal counsel, if appropriate or necessary, on all significant deficiencies or indications/detection of fraud along with the corrective activity undertaken.
- Evaluating the adequacy and effectiveness of the Board's policies as well as the College's administrative, operating and accounting policies through communication with management and the external auditors and make recommendations to the Board regarding necessary changes.
- Ensuring the College has an Investment Policy for the operating, reserve, and endowment funds, and periodically review its relevancy.

iii.iv. Other

- Acting as a resource to administrators with respect to financial matters.
- Assisting the Board in identifying and managing financial risk posed to the College by being an objective party to review, critique, and advise with respect to financial information.
- Reviewing major proposals as submitted by administration or highlighted by the Board of Governors.
- The Committee must discuss with management, the adequacy and effectiveness of the accounting and financial controls (including the system to monitor and manage business risks, legal, regulatory and ethical compliance programs), the adequacy of such controls and any remedial steps being undertaken to address any material weaknesses or significant deficiencies in internal controls.



**POLICY AND PROCEDURE
MANUAL**

Policy Title:	Fiscal Condition	Area of Responsibility: Board of Governors
Policy Section:	Executive Limitations	Policy No: 2003-19
Effective Date:	June 28, 2022	Page: 1 of 1
Supersedes:	May 26, 2009	Last Review Date: June 28, 2022
Mandatory Review Date:	June 22, 2027	

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

The President must act in a manner that ensure the financial sustainability of the College. To the Board, financial sustainability means using resources and funds wisely and economically to ensure an optimal learning environment for our learners and working environment for our employees, now and in the future. The College must be able to generate and steward our resources effectively while offering a mix of programming and services that meet community needs. Balanced guiding principles, policies and processes are required to ensure that each year we do not experience an arduous task of closing the gap between revenue and expenses while developing a balanced budget.

Accordingly, the President shall not:

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

Accordingly, the President ~~must will provide include, no less than three times a year, the following reports on the Board’s Annual Workplan in order to provide the Board with regular updates -financial statements and commentary-~~ on the fiscal health of the College:-

<u>Report</u>	<u>Annual Frequency</u>	<u>Month</u>
<u>Financial Plan / Original Budget</u>	<u>Once</u>	<u>March</u>
<u>Mid-Year Budget</u>	<u>Once</u>	<u>November</u>
<u>Financial Monitoring</u>	<u>Quarterly</u>	<u>September, October, February, June</u>
<u>Capital Budget</u>	<u>Quarterly</u>	<u>September, October, February, June</u>
<u>Internal Reserves</u>	<u>Once</u>	<u>May</u>
<u>Ministry Financial Sustainability Metrics</u>	<u>Thrice</u>	<u>November, March, June</u>
<u>Ministry Accrual Budget Template</u>	<u>Twice</u>	<u>November, June</u>
<u>Audited Financial Statements</u>	<u>Once</u>	<u>May</u>
<u>Investments</u>	<u>Once</u>	<u>September</u>
<u>Professional Services</u>	<u>Once</u>	<u>September</u>
<u>Section 28 Compliance</u>	<u>Once</u>	<u>May</u>
<u>New Academic Program Status</u>	<u>Once</u>	<u>April</u>



**POLICY AND PROCEDURE
MANUAL**

Policy Title:	Monitoring President’s Performance	Area of Responsibility: Board of Governors
Policy Section:	Board-Staff Relationship	Policy No: 2003-27
Effective Date:	September 28, 2021	Page: 1 of 3
Supersedes:	November 24, 2009	Last Review Date: September 28, 2021
Mandatory Review Date:	September 22, 2026	

In keeping with good governance practice, the Board of Governors of St. Clair College is committed to adopting and implementing a fair and unbiased, formal performance management process to assess the effectiveness of the College President on a regular and on-going basis. By employing a formal process, performance expectations can be made clear for both the Board and the ~~Chief Executive Officer~~ President as outlined in Appendix A.

The President, Board Chair, and each Board member have responsibilities for ensuring the consistency and effectiveness of the performance plan and process.

Purpose:

The purpose of performance management is to:

- Ensure the President and Board effectively work together to achieve the goals and priorities of the College, consistent with the approved Strategic and Operational/Business plans.
- Identify where performance gaps may exist and develop plans to address those shortfalls.
- Foster open, transparent, two-way communication as a way to build trust between the Board and CEO.
- Allow for a determination of compensation and other performance awards, subject to the applicable compensation system and/or legislative requirements.

Performance Management Process:

The performance management process consists of:

- Defining the criteria upon which the performance will be evaluated.

- Determining specific goals/objectives to be achieved, including specifying the measures for goal achievement.
- Determining the behavioural competencies required of the President for successful goal achievement.
- The Board receiving progress reports from the President on a regular basis throughout the performance year.
- A formal evaluation of the President's performance relative to the criteria established at the outset.
- Feedback to the President on the evaluation findings.

Role of the President:

Working with the Board Chair and the Vice Chair, the President will be responsible for providing the Board with preliminary performance objectives, written in SMART format, derived from the Strategic and Business/Operational Plans.

The President will keep the Board informed of progress toward the achievement of the agreed upon objectives at each Board meeting under the agenda item "President's Report". A document outlining the progress to date will be distributed to Board members at each meeting. In addition, the President must provide regular (annual basis at a minimum) consent and/or monitoring reports to the Board on each measurable that corresponds to the respective objective, goal and strategic direction.

At the regular Board meeting following the end of the performance year (March 31st), the President will:

- Provide the Board with a copy of his/her self-assessment (Report Back) of his/her achievements on meeting the agreed upon goals and performance measures for the past fiscal year. The President's Report Back must be in the format noted as outlined in Appendix A.
- Provide the Board with a signed attestation, to his or her knowledge, that he/she was compliant with Board Policies and Executive Limitations, College Polices, and Ministry of Colleges and Universities Frameworks and Directives. This will include confirming compliance with all executives reporting directly to the President.

Role of the Board Chair and Vice Chair:

The Board Chair will assume a lead role in keeping the lines of communication open with the President, including providing regular and constructive feedback on the President's effectiveness in meeting the results and behavioural competencies of the performance plan and ensuring that all agreed upon timelines with respect to the performance management process are adhered to. The Vice Chair will assist the Board Chair with these duties and responsibilities.

The Board Chair (or designate) will manage the process of obtaining Board member feedback on the evaluation of the President's achievements and competencies.

The Board Chair (or designate) will compile the feedback from the Board and ensure the preparation of a report outlining the evaluation of the various items on the performance plan, an overall evaluation and an assessment of key strengths of the President, as well as any areas identified for improvement. This report will be presented to the Board at the regular Board meeting in May of each year. The Board Chair and Vice Chair will meet with the President on or before the June Board meeting for the purpose of providing the President with constructive feedback from the performance evaluation, identifying opportunities for future improvements which may include the development and completion of a learning and development plan for future growth.

When appropriate, the Board Chair and Vice Chair will recommend to the Board performance-based compensation awards for the President.

The Board Chair (or designate) will ensure that all performance evaluation documentation, including any written instructions regarding a change in the President's compensation, is filed with the Corporate Secretary. The Corporate Secretary will also be responsible for forwarding any instructions regarding the President's compensation to the Director of Human Resources.

Role of Board Members:

Board members will participate in the development/approval of the performance objectives of the President on an annual basis.

They will receive and, as required, ask questions related to the progress being made relative to the achievement of the agreed upon objectives during the year.

Board members will provide constructive feedback on the performance management process and performance criteria to the Board Chair in order to improve the utility of the process for future years.

External Board members will provide their individual assessment of the effectiveness of the President's performance to the Board Chair (or designate) at the end of the performance year.

Board members will respect the confidentiality of the performance management process, including the performance objectives to be achieved, the performance ratings assigned to the performance criteria and the deliberations of the Board with respect to determining the President's performance rating and the determination of any rewards flowing from those discussions.

1. The Presidential assessment is based on the following three areas and their relative weightings:

<u>Performance Objectives/Community Engagement</u>	<u>75%</u>
<u>Competencies</u>	<u>15%</u>
<u>Learning & Development</u>	<u>10%</u>

2. The President will provide the Board with a Report Back which highlights their professional development undertakings, their community engagement activities and the progress that was made over the past year on the College's Strategic Directions. Templates are attached as **Appendices B, C and D.-and E.**

3. Who is involved with providing feedback?

The 12 external Board members are involved with assessing the President's performance. The Chair and Vice Chair have a meeting with the President to review the results and comments.

4. Below is a sample workplan for the Presidential evaluation.

5.

PRESIDENTIAL EVALUATION SAMPLE WORKPLAN

<u>Events/Tasks</u>	<u>Target Date</u>
<u>Presidential Evaluation – Stage One: Critical Dates.</u>	<u>March</u>
<u>Board Meeting – Presidential Performance Objectives Report Back.</u>	<u>April</u>
<u>Files sent to External Board members asking for evaluation.</u>	<u>April</u>
<u>Presidential evaluation results due from Board members.</u>	<u>May</u>
<u>Evaluation results summarized.</u>	<u>May</u>
<u>Calculation of Presidential performance bonus.</u>	<u>May</u>
<u>Share results with Board – May Board Meeting.</u>	<u>May</u>
<u>Schedule a meeting with President – provide results.</u>	<u>Before June Board Meeting</u>



REPORT BACK – PRESIDENTIAL PERFORMANCE OBJECTIVES

Appendix B

April 1, 20XX to March 31, 20XX

1. Strategic Directions

<u>Strategic Direction</u>	<u>Objective</u>	<u>Measure</u>	<u>Goal Achievement</u>		<u>Report Back</u>	<u>Board Update Provided</u>
			Met			
			Partially Met			
			Not Met			



PRESIDENTIAL PERSONAL DEVELOPMENT OBJECTIVES –
APRIL 1, 20XX TO MARCH 31, 20XX

<u>Development Initiative</u>	<u>Objective</u>	<u>Measure</u>	<u>Weight</u>
1 <u>Leadership Development</u>			%
2 <u>Personal Development</u>			<u>10</u> %



PRESIDENT'S COMMUNITY ENGAGEMENT

Appendix D

April 1, XXXX to March 31, XXXX

April 2022

May 2022

June 2022

July 2022

August 2022

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<u>January 2023</u>	
<u>February 2023</u>	
<u>March 2023</u>	

**POLICY AND PROCEDURE
MANUAL**

Policy Title:	Whistleblower Policy	Area of Responsibility: Board of Governors
Policy Section:	Governance Process	Policy No: TBD
Effective Date:	mm/dd/yyyy	Page: 1 of 7
Supersedes:	NEW	Last Review Date: NEW
Mandatory Review Date:	mm/dd/yyyy	

1. Background

1.1 St. Clair College is committed to accountable and transparent operations. Whether involved in research, teaching or the governance and administration of the College, all members of the College community are expected to conduct themselves in a manner that is consistent with the College's stated values regarding integrity, respect, transparency, and ethical conduct. In serving the interest of the public, the College shall provide for the disclosure of Wrongdoing (Whistleblowing) in order to maintain and enhance public confidence in the College, its brand and reputation, and the integrity of its employees. It is expected that all parties involved in the Disclosure and investigation of Wrongdoing will respect the process set out in this Policy and associated procedures with the goal of reaching internal resolution.

1.2 Capitalized terms are defined in Section 4.

2. Purpose

2.1 The College strives to maintain high standards of integrity and accountability in conducting business and maintaining sound management of its resources as it continually strives for transparency throughout its operations. The purpose of this Policy is to provide for the disclosure of complaints and concerns relating to such issues as questionable accounting, internal controls or auditing processes, non-compliance with the College's guiding principles and codes of conduct, non-compliance with Ministry Directives, and unethical or illegal behaviour and to prohibit retaliation against any College Community Member who, in good faith, makes a Disclosure under this Policy.

College Community Members are often in the best position to observe unethical misconduct or abuse of public trust because of their proximity to day-to-day operations. The College relies on these individuals to report such activities so that it may take prompt correction action.

As such, this Policy:

- 2.1.1 Confirms the rights of College Community Members in reporting conduct that does not meet the College's ethical standards;
- 2.1.2 Provides a mechanism through which individuals can confidentially disclose perceived or suspected Wrongdoing;
- 2.1.3 Confirms the College's obligation to protect from Reprisal person(s) disclosing Wrongdoing in good faith; and
- 2.1.4 Confirms the College's obligation to protect the rights of the person(s) against whom allegations are made.

3. Scope

- 3.1 This Policy applies to all College Community Members.
- 3.2 This Policy applies to the Disclosure of Wrongdoing as defined by this Policy that includes but is not limited to perceived or suspected unethical or illegal behaviour, or questionable accounting, failure to comply with any legal obligation, failure to comply with Ministry Directives, academic and/or professional malpractice, endangering of health or safety or the environment, misappropriation of College property or funds, internal controls or auditing processes.
- 3.3 This Policy does not apply to the expression of individual concerns, grade or other appeals, intellectual property issues, student conduct or complaints or grievances which shall be dealt with through other internal operational policy or process or matters covered by a collective agreement. If the circumstances or nature of an issue is such that an individual does not feel satisfied or comfortable with reporting the concern to a supervisor or other primary contact according to established policies, this Policy may be invoked.

4. Definitions

4.1 Chair

Chair of the St. Clair College Board of Governors.

4.2 College and St. Clair College

The St. Clair College of Applied Arts and Technology.

4.3 College Community Members

All College employees regardless of rank, title or position, governors, students, contractors, suppliers of services, individuals who are directly connected to any College initiatives, volunteers, and visitors.

4.4 Disclosure

Communication of a concern, complaint or a report of any Wrongdoing or suspected Wrongdoing to the proper authorities as identified in this Policy.

4.5 Ethical Conduct

Action and behaviours that are fair, free from deception and impropriety, upholding the principles of integrity, respect, transparency, and accountability supported by awareness of and compliance with accepted standards as identified in St. Clair College's policies and procedures.

4.6 Good Faith

An honest and sincere belief or motive without any malice or the desire to defraud others.

4.7 Gross Mismanagement

Exercise of management responsibilities in a reckless and inefficient manner grossly deviating from the standard of care or competence that a reasonable person would observe in the same situation. To assess whether a particular conduct, while not motivated by bad faith or improper purpose, is Gross Mismanagement, the following list of non-exhaustive factors are considered:

- The seriousness of the conduct. For instances, mere errors will not constitute gross mismanagement, but an error that is serious and not debatable among reasonable people could.
- The frequency of systemic nature of the conduct. Patterns of conduct are more likely to constitute gross mismanagement than are isolated incidents.
- The College's interest, brand and reputation. Gross mismanagement is more likely to exist if the conduct is something that would shock or concern a reasonable member of the College community.
- The impact on the organization and/or program area. Gross mismanagement is more likely to exist if the conduct has significantly affected, or could significantly affect, the organization's ability to carry out its mandate, the organization's employee, clients or the public trust.
- The conduct of a manager. Gross mismanagement is more likely to exist if the conduct is reckless or willfully disregards established policies, practices and procedures.

4.8 Policy

This Whistleblower Policy.

4.9 Principal Investigator

The individual judged by the College to have the appropriate level of responsibility, authority and independence to oversee the process in compliance with the applicable laws and regulations, as appointed by the President, or if in conflict, the Chair.

4.10 Procedures

The procedures that provide a mechanism for making a complaint under this Policy.

4.11 Procedural Fairness

The right of a person to be heard in a fair and unbiased manner prior to a decision being made that may have a negative impact on their rights or interests.

4.12 Reasonable Belief

A set of facts or circumstances which would cause a person of ordinary and prudent judgment to believe beyond a mere suspicion that a Wrongdoing is being or has been committed.

4.13 Reprisal

Reprisal is any harassment, intimidation, discipline, demotion, or termination or threat to do so with the intent to compel a College Community Member to abstain from disclosing Wrongdoing or to retaliate against an employee who has disclosed, or who is suspected of disclosing, a Wrongdoing in good faith.

4.14 Whistleblowing

The release or disclosure of information that is evidence of Wrongdoing.

4.15 Wrongdoing

4.15.1 A contravention of any Act of Parliament or the legislature of the province of Ontario, or of any regulations made under any such Act;

4.15.2 A misuse of College funds or assets or public funds or assets;

4.15.3 Gross Mismanagement;

4.15.4 An act or omission by an individual that creates a substantial and specific danger to the life, health, or safety of persons, or to the environment, where the danger is unreasonable, having regard to his or her duties, powers and functions and any other relevant circumstance;

4.15.5 An unethical or fraudulent business practice;

4.15.6 Knowingly directing or counseling a person to commit a Wrongdoing set out in any of items 4.15.1 to 4.15.5.

5. Disclosure of Wrongdoing (Whistleblowing)

5.1 If any College Community Member reasonably knows or has reason to believe that the College or a College Community Member has or is engaged in an act of Wrongdoing as defined by this Policy, they may file, in confidence, a Disclosure in accordance with the Procedures. The College Community Member may also disclose the matter to any Manager, Senior Manager or Executive Team Member who shall advise them on the Procedures for filing a Disclosure.

- 5.2 The President, or if in conflict, the Chair of the St. Clair College Board of Governors shall determine the appropriate investigation process of all legitimate Disclosures as defined by this Policy, all in accordance with the Procedures. Anonymous Disclosures will only be acted upon if the evidence collected during the preliminary investigation indicates the disclosure can be properly investigated.
- 5.3 Depending on the nature of the Disclosure the matter may be referred to an independent external investigator (i.e. legal counsel) or special committee.
- 5.4 The discloser has the right to withdraw a Disclosure at any stage of the process by written notice in accordance with the Procedures. The College, however, may continue to act on the issue identified in the Disclosure in order to comply with the College's obligation under its other policies and/or its legal obligations. This action is independent of the Disclosure process, and is to be determined on a case-by-case basis.
6. Protection from Reprisal
- 6.1 Any College Community Member who, in good faith and on the basis of reasonable belief,
- a) seeks advice about making a Disclosure, or
 - b) makes a Disclosure to appropriate authority, or
 - c) denies to participate in the Wrongdoing, or
 - d) co-operates or denies to participate in an investigation under this Policy,
- shall not be subjected to reprisal by the College or any person acting on behalf of the College.
- 6.2 Disclosures should, wherever possible, be made within 30 days of the Wrongdoing coming to the attention of the individual making the disclosure.
- 6.3 The College recognizes that making Disclosures of Wrongdoing may be stressful, and encourages staff who wish to do so to contact the Employee Assistance Program, through which they can confidentially access external counseling services.
- 6.4 Any College Community Member who believes that they are the subject of Reprisal or any manager or supervisor who becomes aware of Reprisals against any member shall notify the Vice President, Human Resources, or if in conflict, the President.
- 6.5 Allegations of Reprisals shall be subject to investigation. Investigations may be conducted by an independent external investigator (i.e. legal counsel), if necessary.
- 6.6 Any College Community Member found responsible for a Reprisal shall be subject to disciplinary action up to and including dismissal. The Vice President, Human Resources shall recommend appropriate actions to stop, reverse or remedy a Reprisal against a College Community Member.
7. False Complaints

A College Community Member who knowingly makes a false Disclosure of Wrongdoing or of Reprisal in bad faith or who knowingly makes a false or misleading statement that is intended to mislead an investigation under this Policy, and therefore deemed to be without merit shall be subject to disciplinary sanctions, including reprimand, suspension, demotion, expulsion or termination, or legal action as determined by the Vice President, Human Resources.

8. College Response to Disclosures of Wrongdoing

- 8.1 The College will treat all Disclosures of Wrongdoing and Reprisals made in good faith under this Policy in a confidential and sensitive manner.
- 8.2 The review and investigation of all alleged Wrongdoings and Reprisals will be carried out in accordance with the principles of Procedural Fairness.
- 8.3 The College or any member of the College community found responsible for Wrongdoing shall be subject to appropriate action. Specific sanctions will depend on the type and seriousness of the wrongdoing. In addition to any sanctions that may be required by law, the President has the authority to apply administrative and disciplinary penalties. These may include and are not limited to: the return of all monies; financial penalties; reprimands; suspensions; demotions; and termination of employment.
- 8.4 The principles outlined in this Policy apply equally to all College Community, Members regardless of their position, past performance or length of service.

9. Confidentiality

- 9.1 As much as possible, the College shall respect the confidentiality of all persons involved in a Disclosure.
- 9.2 However, confidentiality cannot be assured in the following circumstances:
 - 9.2.1 An individual is at imminent risk of self-harm;
 - 9.2.2 An individual is at imminent risk of harming another; and/or
 - 9.2.3 There are reasonable grounds to believe that others in the College or wider community may be at risk of harm.

In such circumstances, information would only be shared with necessary services to prevent harm.

- 9.3 The College may also have an obligation to take steps to ensure that the matter raised in a Disclosure is dealt with in order to comply with the College's legal obligation and/or its policies to investigate such allegations. In such cases, certain College administrators will be informed about the reported Wrongdoing on a "need to know" and confidential basis, but not necessarily of the identities of the persons involved.

10. Monitoring

The President and the Chair shall provide an annual report to the Board of Governors summarizing the resolution of all Disclosures. All Disclosures will be presented in-camera.

11. References

Code of Ethics in Ontario, the Public Services of Ontario Act, 2006, provides similar protection to whistleblowers in Ontario's public sector. The whistleblowing protections of the Act are contained in part VI (sections 108 to 150) and are similar in scope and application to the federal Public Servants Disclosure Protections Act.

The Public Service of Ontario Act prohibits employers from reprising again a public servant who has made a protected Disclosure or has, in good faith, cooperated in an investigation into a disclosure or an investigation commenced under the Act.

**POLICY AND PROCEDURE
MANUAL**

Policy Title:	Whistleblower Procedure	Area of Responsibility: Board of Governors
Policy Section:	Governance Process	Policy No: TBD
Effective Date:	mm/dd/yyyy	Page: 1 of X
Supersedes:	NEW	Last Review Date: NEW
Mandatory Review Date:	mm/dd/yyyy	

1. Policy
 - 1.1 Refer to Whistleblower Policy Number TBD
 - 1.2 Capitalized terms used in this document that are not otherwise defined have the meaning set out in the Policy.
2. Purpose
 - 2.1 The purpose of these Procedures is to provide a process through which complaints and concerns relating to Wrongdoing can be disclosed without Reprisal and investigated with Procedural Fairness. As such, these Procedures:
 - 2.1.1 Provide a mechanism through which College Community Members can confidentially disclose a perceived or suspected Wrongdoing, and
 - 2.1.2 Provide a mechanism for appropriate investigation of and response to Disclosures.
3. Procedures
 - 3.1 If any College Community Member reasonably knows or has reason to believe that the College, or a College Community Member, has or is engaged in activity covered by the Policy, he or she (the "discloser") may file, in confidence, a Disclosure by electronic mail, with the term "Confidential Disclosure" in the Subject line. The discloser should first review other College policies and procedures to determine whether their complaint falls within the definition of Wrongdoing or if it should be dealt with through an alternative internal process.
 - 3.2 The Disclosure shall be factual rather than speculative and shall include sufficient specific information, such as:

- 3.2.1 Details of the specific incidents, acts or decisions constituting Wrongdoing;
- 3.2.2 The circumstances that surround the Wrongdoing, including but not limited to the relevant times and places;
- 3.2.3 Identification of individuals involved in the Wrongdoing;
- 3.2.4 Name and contact information of the individual making the Disclosure; and
- 3.2.5 Any other information necessary to evaluate the Disclosure.
- 3.3 If the discloser wishes to orally discuss any matter, this request should be indicated in the Disclosure. To facilitate such a discussion, the discloser may include a telephone number at which he or she can be contacted.
- 3.4 Once the Disclosure is filed, it will be forwarded to the President's Office and the Chair of the St. Clair College Board of Governors (the "Chair") where a Principal Investigator will be appointed by the President or, if in conflict, the Chair and a detailed written record of the submission will be made.
- 3.5 When a Disclosure is received, the Disclosure shall be investigated to determine the Disclosure meets the following criteria:
 - 3.5.1 The Disclosure was made in good faith, and is not frivolous;
 - 3.5.2 The alleged act or misconduct falls within the definition of Wrongdoing under the Policy;
 - 3.5.3 The discloser has a reasonable belief that a Wrongdoing has been or is about to be committed.
- 3.6 A Disclosure may be rejected if at the time of filing, a substantially similar disclosure is currently under investigation.
- 3.7 The Principal Investigator shall contact the discloser following the preliminary review to advise if the investigation will proceed.
- 3.8 The Principal Investigator shall ensure that an appropriate investigation is carried out. Depending on the nature of the Disclosure, the Principal Investigator may refer the matter to an independent external investigator.
- 3.9 If, in investigating a Disclosure, it is found that the complaint has been made in bad faith or knowingly provides false or materially inaccurate information and therefore is without merit, the investigation will be terminated with written notification to the discloser giving reasons for the decision. The Principal Investigator may also recommend that sanctions be imposed against the discloser for filing a complaint deemed to be without merit, made in bad faith or by knowingly providing false or materially inaccurate information.
- 3.10 The Principal Investigator may be required, in order to comply with the College's legal obligations, to inform police or other external authorities or may take immediate action to ensure the safety of College Community Members.

3.11 The discloser may withdraw the Disclosure by written notice to the Principal Investigator. Upon receipt of the withdrawal notice, the Disclosure file will be closed. In the event that a Disclosure is withdrawn, the Principal Investigator shall determine whether any action regarding the subject matter of the Disclosure needs to be taken.

This action is independent of the Disclosure process, and is to be determined on a case-by-case basis.

3.12 The review and investigation of all alleged Wrongdoings will be carried out in accordance with the principles of Procedural Fairness. All persons involved in a Disclosure of Wrongdoing are to be treated fairly and impartially and will maintain the rights, privileges and protection afforded to them through applicable federal and provincial legislation, College policies and collective agreements in effect at the time of the alleged Wrongdoing, regardless of their position or the length of their involvement with the College.

3.13 Those persons against whom allegations are made (respondents) must be treated in a fair and reasonable manner. The respondents are entitled to:

3.13.1 Be informed of the alleged Wrongdoing;

3.13.2 Be provided enough details pertaining to the allegation to respond accurately;

3.13.3 Representation/support at meetings;

3.13.4 Confidentiality where possible;

3.13.5 Be given fair opportunity to be heard; and

3.13.6 Have the matter resolved in an expedient manner.

3.14 The Principal Investigator will document the outcome of the investigation in the Disclosure file and where possible communicate the outcome and actions toward resolution to the discloser and the respondent.

3.15 Appropriate action shall be taken where a College Community Member is found responsible for Wrongdoing.

3.16 Upon resolution of a Disclosure the discloser and respondent shall be notified and a formal report will be completed.

4. Maintenance of Disclosure Files

4.1 Each Disclosure must be maintained in a separate file.

4.2 To the extent possible, Disclosure files will be treated as strictly confidential, maintained in a secure manner and location, and protected from unauthorized access.

4.3 All written information obtained as a result of the receipt of the Disclosure, review of the Disclosure, or the investigation of the alleged Wrongdoing must be included in the Disclosure file. All pertinent

information obtained verbally must be documented in writing in the Disclosure file and dated and signed by the person receiving the information.

4.4 The Office of the President shall retain the Disclosure file and the report for a period of seven (7) years upon formal closure of an investigation.

5. Disclosure of Reprisals

5.1 An employee who feels that they have been subjected to reprisals must bring a complaint of Reprisal to the Vice President, Human Resources or, if in conflict, to the President within sixty (60) days of the day on which the complainant knew or ought to have known when Reprisal action was taken.

5.2 The employee should provide the following information at the time of their complaint, preferably in writing:

5.2.1 The nature of the complaint and why the action would constitute reprisal;

5.2.2 The name of the person(s) alleged to have committed Reprisal action;

5.2.3 The date and description of the act of Reprisal and any other relevant information; and

5.2.4 Their name, telephone number and department address so that they may be contacted for further information.

5.3 When an allegation of Reprisal is received, the complaint shall be investigated to determine whether the complaint was made in good faith, and is not frivolous, and that the alleged behaviour falls within the definition of Reprisal under the Policy.

5.4 An appropriate investigation shall be carried out following the principles and process similar to those for Disclosures of Wrongdoing.

5.5 The Vice President, Human Resources shall recommend appropriate action to be taken, up to and including dismissal, where a College Community Member is found responsible for Wrongdoing.



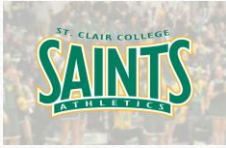
SSAA 2022-2023

A Year In Review and Future Plans

Agenda

- Varsity
- Intramural
- Extramural
- Community Involvement
- Partnerships
- St. Clair College Sportspark
- Other Initiatives
- Future Plans





Varsity Results

- Women's Softball: 34-0. OCAA Gold Medalists, CCSA Gold Medalists, first undefeated women's team in school history.
- Men's Cross Country: OCAA Gold Medalists, CCAA Bronze Medalists
- Women's Cross Country: OCAA Silver Medalists
- Saints Football: 8-0, OFC Champions
- Men's Basketball: 15-3, OCAA Gold Medalists
- Men's Baseball: 17-1, OCAA Gold Medalists
- Women's Golf: OCAA Silver Medalists
- Men's Golf: OCAA Division 2 Champions
- Women's Basketball: 7-9
- Women's Volleyball: 14-4
- Men's Volleyball: 8-10
- Women's Soccer: 2-7-1
- Men's Soccer: 5-4-1

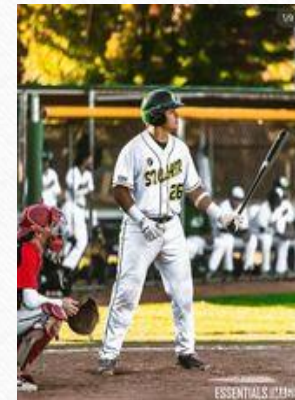


Tournaments and Championships

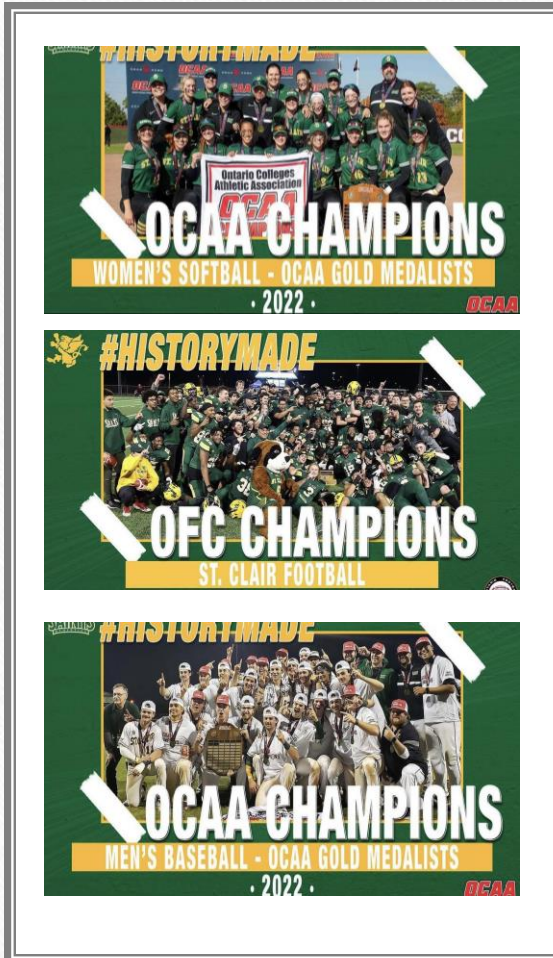


Varsity: Year In Review

- https://www.youtube.com/watch?v=rl4xp4pGqHU&ab_channel=PowerplaySports



October 22nd, 2023: Championship Saturday



- A day that surpassed ordinary expectations
- There were SSAA members in 3 places at one time
- The most successful single day in St. Clair College athletic history

Intramurals

- Spring/Summer Semester: 5 events & **233** students impacted
- Fall Semester: 9 Events, 1 student league & **750** students impacted
- Winter Semester: 11 Events, 3 student leagues & **1578** students impacted



Year End Total: 2,561 St. Clair College Students Directly Impacted



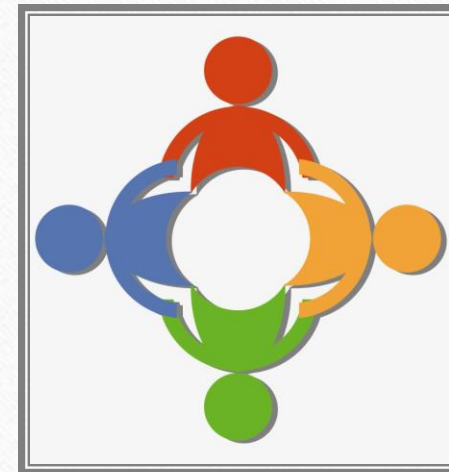
Extramural

- Annual Cross City Intramural All-Star Game: Saints trounce Lancers 82-55.
- Saints Crickets dominates OCR league with a record of 23-3
- Won 4 out of 5 tournaments they entered including the St. Clair Innovational
- OCR Cup Champions



Community Involvement

- Spikin' 4 Sacu
- CMHA Walk
- Polar Plunge
- Start Legacy Run
- OFSAA
- Jr. Saints
- Charity Cup Pong
- Hoopin Around the Clock





Spikin 4 Sacu

1300.00 Raised

CMHA Suicide Awareness Walk



Donated \$1000.00

Polar Plunge Kick Off Event

- Donated \$2500.00
- Had full board participation
- Led to representation at the Polar Plunge downtown



Start Here Go Anywhere Run/Walk



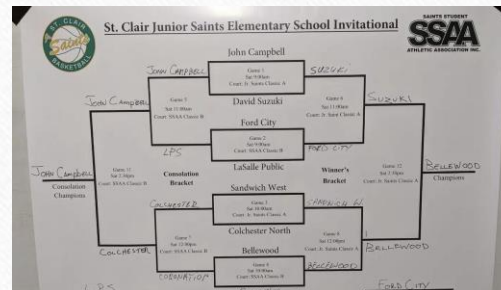
Donated \$500.00



OFSAA Boys AA Basketball Championship

- Donated \$350.00
- Coordinated and volunteered at the championships
- 18 Teams got to view and experience our facilities

Jr. Saints Grade School Classic



- Donated \$230.00 to the tournament to help offset referee and merch fees.
- Helped organize, plan and facilitate.

Charity Cup Pong Tournament

- \$830.00 raised for the pair of charities: Harmony in Action & Save The African Child Uganda
- Students were offered a discounted rate to participate in this tournament
- 15 Teams participated and the charities also donated raffle prizes



Hoopin' Around the Clock



Donated \$1,750.00 & Participated in the annual SRC V SSAA Game

Social Media

saintsstudentathletic [Edit profile](#) [Ad tools](#)

145 posts 1,286 followers 757 following

Saints Student Athletic Association
The Official SSAA Inc.
Providing the students of @stclaircollege with:
-Intramural Events
-Varsity Operations
-Community Engagement
(INC 2020.)
www.saintsathletics.ca/Custom/SSAA

Community Intramural Board Trip 23' Events Varsity Elections! Amenities

By the Numbers

- First year in SSAA History that we ran a separate social media channel.
- **In just one year:**
- Over 1,300 Followers
- 207,562 Accounts reached avg: 1,461 per post
- 3961 Shares avg: 27 per post
- Primary Communication Channel



Partnerships



WTM Partnership



WTM STAFFS GAMEDAY
CONCESSION STAFF AT
SPORTSPARK, SSAA TAKES 15% OF
LIQUOR SALES AND 10% OF FOOD
AND SOFT DRINK SALES



WTM PROVIDES A SOFTWARE
RENTAL SYSTEM TO TRACK AND
HANDLE RENTERS WITH SSAA
APPROVAL AND SPLIT THE RENTAL
FEE 50/50



WTM PAYS FOR NECESSARY
INSURANCE AND LIQUOR
LICENSING EXPENSES

St. Clair Sportspark



25 CONSISTENT COMMUNITY
RENTERS



VARSITY BLOCKS ASSIGNED FOR
PRACTICES, GAMES, AND
WORKOUTS (NO INTERFERENCE)



50% OF ALL NON-VARSITY
RENTALS GOES BACK TO THE
SSAA



Zekelman Tennis Center (WTM)

- Free courts for all full-time St. Clair Students
- State of the art play by point system available at no cost
- State of the art booking system
- All necessary equipment available at no cost to all students
- Discounted private lessons for students
- Student Usage: 2,390 Student Bookings last calendar year

St. Clair College Woodland Hills Golf Course

- Free golf for all full-time students
- The course was open from April to November in 2022
- In the 2022 season, there were 3150 student visits, along with 672 guests of students.



Sexual Violence Prevention Committee

- Had a representative from SSAA attend weekly meetings
- Collaborated with student athletes for a video of the importance of consent
- Will continue to have student leads take part in ongoing training



Merchandise



Future Plans



1. Create More Direct Communication With Students



2. Grow Student/Fan Experience at Varsity Events



3. Continue a Consistent Intramural Schedule



4. Expand Partnerships



Important Dates

- St. Clair College will play host to 2 major events in the upcoming seasons
- They each take place in the fall semester
- Hosting a Provincial Championship and National Championship



OCAA Golf Championships

OCT 1-4, 2023



CCAA Men's Soccer National Championship

Nov. 8-11, 2023



CCAA  ACSC

MEN'S SOCCER
NATIONAL CHAMPIONSHIP
CHAMPIONNAT CANADIEN DE SOCCER MASCULIN

ST. CLAIR COLLEGE • WINDSOR • 2023

2023 Spring Semester Activity



Open Intramural activities every Wednesday night (May 31st excluded)



Third Annual Cross Campus Cricket Cup



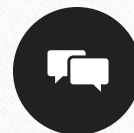
Second Annual Spikin 4 SACU Charity Volleyball Tournament



SSAA Presents: Miracle Softball Day



Various other one-time sporting events and tournaments



Keeping communication strong on campus for Spring semester students

Thank You!





ST. CLAIR COLLEGE

FOUNDATION

ANNUAL UPDATE

2022 - 2023



ST. CLAIR COLLEGE

FOUNDATION

DAVID MONCUR
President, *SCC Foundation*

FOUNDATION BOARD OF DIRECTORS



David Moncur
President



Alex Toldo
Vice-President



Egidio Sovran
Secretary/Treasurer



Pat Best
Director



Jeff Casey
Director



Cathy Geml
Director



Joe Mastromattei
Director



Fernando Brunone
Director



Renu Khosla
Director



Marc Jones
SCC CFO



Patti France
SCC President



John Fairley
Executive Director



ST. CLAIR COLLEGE
FOUNDATION



2,897

**COMPLETED STUDENT
APPLICATIONS**



ST. CLAIR COLLEGE FOUNDATION

SCHOLARSHIPS

690

SCHOLARSHIPS
AWARDED

\$579,263

TOTAL VALUE
OF SCHOLARSHIPS

\$839.51

AVERAGE
SCHOLARSHIP

NEW ANNUAL SCHOLARSHIP FUNDS

- Anita Beaulieu (McCrary) Memorial Scholarship
- AIS Technologies Group Scholarship
- Arnold DeRoy Memorial Scholarship
- Bickel Family Scholarship
- Dr. Patricia France Scholarship
- Dr. Patti France - Saints Nation Scholarship
- Fulger Transport Bright Futures Scholarship
- Suzie Bruce Memorial Scholarship
- Thersea Jennings Memorial Scholarship
- Town of LaSalle Fire Chief Ken Day Memorial Scholarship



GIVING TUESDAY

\$18,000+

IN DONATIONS DURING NOVEMBER 2022
LEADING TO 7 MORE RECIPIENTS



NEW ENDOWMENT SCHOLARSHIP FUNDS

- Burstyn Scholarship
- Thomas & Carol Deane Scholarship
- Administrative Staff Association Scholarship
- Margaret Montrose Memorial Scholarship
- Donald J. Beneteau Scholarship.





ST. CLAIR COLLEGE
FOUNDATION

\$16,733,789

TOTAL PORTFOLIO AS OF
MARCH 31, 2023





ST. CLAIR COLLEGE
FOUNDATION

\$554,638.00

NET PORTFOLIO INVESTMENT RETURN
BETWEEN APRIL 1, 2022 - MARCH 31, 2023

+0.63%





ST. CLAIR COLLEGE
FOUNDATION

QUESTIONS?



St. Clair College In The News

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	12	Windsor approves extended transit services in Leamington for the next two years AM800 CKLW- Tuesday, April 25th, 2023
	13	Dieppe Park the target of damage to spring gardens and flower beds AM800 CKLW - Thursday, April 27th 2023
	14	New Chimczuk Museum Exhibition Gives Glimpse Inside The Ford Foundry windsoriteDOTca News Staff - Sunday April 30th, 2023
	15 – 16	Saints send six members into OCAA hall of fame Windsor Star - May 02, 2023
	17	Letting it fling for spring! The Chatham Voice - May 2, 2023
	18	Local roundup: Finch signs with St. Clair Sarnia Observer - May 03, 2023
	19	Local roundup: Former Saints' hockey coach Serviss headed to CCAA hall of fame Windsor Star - May 03, 2023
	20	Wellness Wednesdays back in downtown Windsor Blackburn News - May 3, 2023
	21 – 22	City of Windsor and downtown core partners kick off Wellness Wednesdays AM800 CKLW – May 3, 2023
	23 – 25	MCC Awards Gala expresses gratitude to those who have made Windsor-Essex more welcoming AM800 CKLW – Friday, May 5, 2023
	26 – 27	PHOTOS: Students Impress At Ford Innovation Showcase WindsoriteDOTca News - Friday May 5th, 2023
	28	Miss Windsor set to represent the city at national beauty pageant CTV News Windsor Multi-Skilled Journalist - Saturday, May 6th 2023

- 29 Second Annual Alumni And Student Pow Wow Celebrates Indigenous Cultures
 And Traditions
 windsoriteDOTca News Staff - Tuesday May 9th, 2023
- 30 Winning 'Works of Heart'
 The Chatham Voice - May 10, 2023
- 31 Mother's Day celebrations across Windsor-Essex enjoyed by many
 Windsor Star - May 15, 2023

College to host annual Atelier Fashion Show

Windsor Star - Apr 21, 2023



Cindy Nguyen, a student in the Fashion Design Technician Program at St. Clair College displays a look from her final collection before the upcoming Atelier Fashion Show, on Tuesday, April 19, 2022.

St. Clair College's annual Atelier Fashion Show will be held Saturday at 8 p.m. in the Student Life Centre at the college's South Windsor campus.

The event showcases the projects created by the Fashion and Design students for their final projects of the school year.

First and second-place designers from the 2022 event will be returning to open the show with new collections.

The highlight of the show will be the graduate collections from the second-year students. The top three collections will be awarded scholarships sponsored by the St. Clair College Alumni Association and a CAD software license sponsored by PAD System.

"This event is the capstone project for the Fashion Design students, collaborating with the Graphic Design, Hairstyling, Esthetician, Marketing and Culinary programs at the college," said fashion design professor Elaine Chatwood.

"Highlighting the student collections to industry professionals, business leaders and potential employers, creates a direct link to employment and networking within the industry. Thinking outside the box, our grads are using their skill set not only in the fashion industry, but crossing over into automotive and other speciality areas."

New this year to the event is the Pop-Up Shop Marketplace, which includes pop-up booths from brands and start-ups owned by St. Clair College Fashion Design graduates. Guests can shop, place orders, and meet designers.

For Atelier Fashion Show ticket information, visit Eventbrite at stclaircollege.ca/atelier. A portion of the proceeds from ticket sales will be used by the Fashion Club for future industry-based field trips.

Tickets for the show are \$25 for general admission and \$50 for a VIP ticket that includes a reception.

Doors open for the event at 7 p.m.

Full Board Minutes:

May 23, 2023

Media Report

1 of 31

PHOTOS: St. Clair College Atelier Fashion Show

[windsoriteDOTca News Staff](#) - Sunday April 23rd, 2023

St. Clair College hosted their annual Atelier Fashion Show Saturday evening showcasing what the Fashion and Design students have created for their final projects of the school year.

The Atelier Fashion Show is used for Fashion and Design Students at St. Clair College to highlight their creativity, personalities, and visions through their designs.





41st Annual Easter Seals Telethon brings in over \$124k

CTV Windsor - April 23, 2023

The 41st Annual Easter Seals Telethon in Windsor, Ont. ran Sunday afternoon, raising \$124,222.

Hosted by CTV Windsor's own Bob Bellacicco at St. Clair College, the telethon aims to raise funds that will directly impact the lives of the kids and families who depend on the support of Easter Seals.

Easter Seals is Canada's largest local provider of programs, services, and issues-leadership and development for the disability community.

This year marks the 101st anniversary of Easter Seals, which was founded in Windsor In November 1922.

PHOTOS: Dr. Bruce & Kathryn White Memorial Park Unveiled

[WindsoriteDOTca](#) News - Monday April 24th, 2023



St. Clair College has formally transfer stewardship of the Dr. Bruce and Kathryn White Memorial Park, a 12.2-acre property at 3860 Lauzon Road, to the City of Windsor.

The area was formerly the site of the home of the late Dr. Bruce and Kathryn White, before the parcel was donated to St. Clair College in 2011. The college used the land as a training site for horticulture students while investigating options for its long-term use and preservation. Following the transfer of land to the City St. Clair College's Horticultural Department will continue to attend the site for learning , purposes.

Named Dr. Bruce and Kathryn White Memorial Park, the site includes approximately 7,000 mature trees covering the 12-acre property. These trees consist of approximately 3,000 red oak trees, about 2,000 black walnut trees and around 2,000 white pine trees. The acquisition by the City will guarantee that the site is never developed and will be retained in a naturalized state as natural heritage parkland in perpetuity.

The Dr. Bruce and Kathryn White Memorial Park is located in the Little River Corridor, in close proximity to Little River and within the Little River sub watershed, making this acquisition consistent with the Parks & Outdoor Recreation Master Plan and the Environmental Master Plan's goal of expanding, enhancing and linking the city's greenway system.





City acquires ‘heaven on earth,’ ensuring late Windsor couple’s ecological legacy

Windsor Star - Apr 24, 2023



Mayor Drew Dilkens unveils the sign for the Dr. Bruce and Kathryn White Memorial Park, on Monday, April 24, 2023. The park is located on Lauzon Road, south of the E.C. Row Expressway.

It was a dream grown from love, dedication — and pilfered yard waste.

Decades after the late Bruce and Kathryn White bought some old farmland off Lauzon Road with hopes of creating a protected park and forest oasis, their vision has been realized.

St. Clair College, which received the property at 3860 Lauzon Rd. as a donation, formally handed it over to the City of Windsor on Monday.

Transfer of the land, now called the Dr. Bruce and Kathryn White Memorial Park, means the expanse of trees and wildflowers will be forever preserved near a section of east Windsor set to undergo massive development.

“My parents’ dreams did come true,” said Lyn Robinet, one of the Whites’ six children. “Not only did they walk in the trees with their grandchildren, my mother lived long enough to walk down the path carrying her first great-grandson. And my father gave nature lessons to all his great-grandchildren when they came to visit. When I think back to that original dirt field, I’m amazed by what they accomplished.”

“My parents worked hard to create this sanctuary, and wanted others to enjoy the calming effects a forest can bring.”

Also in attendance Monday were three of Robinet’s siblings Kirk, Carol and Carl White.



Lynn Robinet, daughter of Dr. Bruce and Kathryn White, speaks during the official unveiling of the memorial park named in their honour, on Monday, April 24, 2023. Photo by Dax Melmer /Windsor Star

The new 12-acre city park, which will remain closed for the immediate future to allow “naturalization” to continue, includes roughly 7,000 mature red oak, black walnut, and white pine trees. College and city officials joined the White family Monday to unveil a new sign.

“We are incredibly proud to add this to our parks inventory and to name this the Dr. Bruce and Kathryn White Memorial Park,” said Mayor Drew Dilkens. “And to make sure that in perpetuity, your parents’ dream, your parents’ vision about a naturalized space takes hold.”

Windsor’s takeover of the land has been more than a decade in the making. When Bruce White decided to donate the property in 2011, three years after his wife’s death, the city wasn’t prepared for it. So he gave the land, then worth more than \$1.8 million, to St. Clair College.

The college has been using it as a training ground for horticulture students, something that will continue. But with developments including a new regional hospital planned for the area, college president Patti France said this was the right time to transfer ownership.

She called Monday’s event a “long overdue tribute to the rare and selfless generosity” of Bruce and Kathryn White.

The couple was also known for their missionary work in Kenya. And France said the Whites were among the “most significant donors” to the college’s scholarship fund for decades.

“It was their hope that students receiving scholarships would remember the help they received on their journey, and in turn will strive to help others,” said France.



Patti France, president of St. Clair College, speaks during the official unveiling of the Dr. Bruce and Kathryn White Memorial Park, on Monday, April 24, 2023. St. Clair passed on the land — donated by the White family — onto the city for use as a park, on Lauzon Road, south of the E.C. Row Expressway.

Bruce White, a former Navy man and retired doctor, bought the Lauzon Road property with his wife in 1978. With it, they sacrificed the earned rest and relaxation of their retirement years in service of a greater cause.

“They were setting themselves up for years of hard physical work,” said Robinet.

“This would be their way of honouring the earth.”

Robinet said the Essex Region Conservation Authority (ERCA) agreed to provide 9,000 trees at a penny a tree, if the ground was prepared.

It took her parents six years to get the land ready, including clearing out the remains of an old house, abandoned cars, and other junk. They built a new house and barn, which have since been removed.

“They composted, tilled, and nurtured the soil,” said Robinet. “Then the planting began.”

But as the trees grew, the workload only increased.

“Yard waste days would see dad in his truck around town collecting bags of leaves to spread around his trees,” said Robinet. “He got to those leaves before the city. There were lots of trips next door to the pig farm for free manure. The trees were his babies.”

Robinet said it’s gratifying to know the result of her parents’ sweat and hard work will remain standing tall for generations. She just wishes they could have seen it.

“It’s hard being here,” said Robinet. “No barn, no house, no mom and dad. But it also brings me peace. This was their heaven on earth.”

Land donated to the city for new park



Dr. Bruce and Kathryn White Memorial Park sign unveiled along with family, Patti France, and Mayor Drew Dilkens, April 24, 2023

Blackburn News - April 24, 2023

The City of Windsor is now the steward of 12.2 acres of naturalized property in the southeast end of the city.

St. Clair College officially transferred the land to the city to maintain as natural heritage parkland. The parcel was originally donated to St. Clair College by the late Dr. Bruce and Kathryn White.

“My parents worked hard to create this sanctuary and wanted others to enjoy the calming effects a forest can bring. Shaded paths, the sounds and sights of nature and a beauty you can’t duplicate,” said Lyn Robinet, daughter of Dr. Bruce and Kathryn White.

The Dr. Bruce and Kathryn White Memorial Park is home to approximately 7,000 mature trees including red oak trees, black walnut trees and white pine trees. It is located on Lauzon Road just north of County Road 42.

Naturalized area of Dr. Bruce and Kathryn White Memorial Park, April 24, 2023. (Photo by Maureen Revait)

“The City of Windsor is honoured to carry on the legacy of ecological conservation left behind by Dr. Bruce and Kathryn White, through the transfer of this land,” said Windsor Mayor Drew Dilkens. “We are always looking for opportunities to expand our conservation efforts within the city of Windsor, and greatly appreciate the college coming forward with this impactful proposal.”

The City of Windsor Parks and Recreation Department will maintain the site and plant more trees and other native plant species.

“We are aware that immediate plans will not offer public access and the property will be left alone to naturalize. Our family hopes the city will continue to appreciate the value of 12 acres of forest in an area that is gearing up for more industrialization,” said Robinet.

St. Clair College horticultural students will continue to attend the site for learning purposes.

“While we were honoured to receive the donation of the property from the Whites a dozen years ago, and to have been using it as an important training site for our Landscaping students, the College always felt that it was just a custodian of the land. Long-term, it was always our goal – as it was that of Bruce and Kathryn – to see the entire community enjoy this beautiful setting as a public park. It is the wonderful legacy of a wonderful couple,” said Patti France, president of St. Clair College.

Diverse cultures join to celebrate in C-K

Penticton Herald / The Chatham Voice – April 25, 2023

Spring has sprung and with it comes the return of the Chatham-Kent Asian Cultural Association's Spring Music & Food Festival on April 29.

Open to everyone, the event will be held at the Chatham W.I.S.H. Centre beginning at 5:30 p.m.

According to organizer Maru Lakshmanan, spring is special to the Indian community and is marked around the world with names such as Baisaki, Puthand, Vishu, Pohela and Pana Sankaranthi.

The festival signals a new beginning, Lakshmanan said, getting it back on track after it being on hold due of the pandemic.

"Everyone knows in the past two years; we couldn't do anything," he said. "The CK association would like to do something to break that and we want to celebrate spring events."

Founded in 1999, the association now has around 600 members who hail from international Asian communities. Most community members are from Sub Himalayan (South Asian) countries, with an increasing number from the Middle East. The group includes the CK Muslim community, the CK Hindu community, the CK Sikh community, the CK Malayalee community and the CK Nepali community, among others.

Lakshmanan said that Chatham is a place for new immigrants to start their life in Canada and the festival is a great way to network.

"With this community event, we are connecting everyone with a way to meet and get to know each other," he added.

Lakshmanan said many Asian people have started businesses in the region and increasingly, students are coming to Chatham-Kent to attend St. Clair College.

The CKACA supports the community in a variety of ways donating to various agencies such as the Chatham-Kent Health Alliance and the Chatham-Kent Hospice and it also hosts annual events such as the Diwali Festival.

Tickets for the Spring Festival are \$20 for adults, \$15 for college students and \$10 for Grades 6-12. Children in Grade 5 and under are free.

For more information call 519-380-5973. Dinner will be served at 5:30 p.m.

Windsor approves extended transit services in Leamington for the next two years

AM800 CKLW- Tuesday, April 25th, 2023



Transit Windsor bus (AM800 file photo)

Windsor city council has agreed to extend transit services in the Town of Leamington for the next two years.

During the meeting on Monday afternoon, council approved a report that Transit Windsor be authorized to update and renew the existing agreement to an extended two year term, from April 1, 2023 until March 31, 2025.

The agreement with the Municipality of Leamington will continue to provide a transit route that services the Town of Essex, the Town of Kingsville, and Leamington with a connection to Transit Windsor services at St. Clair College.

In 2019, Leamington entered into an agreement with the Province of Ontario to provide a long-range transit service.

[The report was brought to Leamington council in August 2022](#), where council approved a report to enter into a Transfer Payment Agreement with the Province of Ontario for a two-year extension of the Community Transportation Grant Program, as well as authorizing to extend the service.

The service is available to the general public and operates three round trips per day, five days per week, Monday through Friday, and two trips per day on Saturday.

All revenue from the Leamington route will be provided to the Municipality of Leamington to offset the hourly service costs.

Dieppe Park the target of damage to spring gardens and flower beds

AM800 CKLW - Thursday, April 27th 2023



Someone is responsible for damages to vibrant blossoming spring flower beds at Windsor's Dieppe Park.

The destruction was reported to the city on Tuesday. Crews were quick to clean up the debris – but the damage has been done.

Stomped underfoot, dug up and run over by bicycle tire tracks – the vandalism and mischief appears deliberate.

Local residents overwhelmingly are not amused.

"People are like destroying it for no reason really," said Amelia Miotto, a St. Clair College student who walks to the park to enjoy the scenery. "It's just very unnecessary, disrespectful for anybody who wants to come down here really."

The city's manager of horticulture agrees.

Wanda Letourneau says the city's crews work incredibly hard to prep our parks for the season and throughout the year to maintain them. It's a timely and costly enterprise.

In addition, it's not just damage to the gardens – it's occurrences of illegal dumping, garbage thrown on the ground and into the fish pond at Dieppe Park that contribute to the frustration experienced by those who care for these important public spaces.

"We have over 78,000 tulip bulbs that we plant through our three premiere parks [in Windsor] and that was a value of \$15,000 which is a lot, not including the labour of the staff," said Letourneau.

For the vast majority of city residents and visitors who walk through Dieppe Park and other popular green spaces in the city it's an effort that is appreciated.

"It's nice to enjoy the spring season, so it really sucks that someone wants to ruin that for everyone," said Eric Pitzel, a college student, at the nearby St. Clair College campus on Riverside Drive.

Anyone with information about this vandalism or any other incidents is asked to call police or report it to by dialing 311.

New Chimczuk Museum Exhibition Gives Glimpse Inside The Ford Foundry

[windsoriteDOTca News Staff](#) - Sunday April 30th, 2023



A new exhibition at The Chimczuk Museum provides an intimate look into the processes taking place inside the foundry and the employees carrying out their daily tasks.

The Last Cast: Inside the Ford Foundry showcases 25 photographs taken from inside the Windsor Casting Plant by photographer Thomas Danyluk.

Danyluk's passion for photography started at a very young age; he took his first photograph at 8 years old. Danyluk went on to study photography at St. Clair College, and he has won several international awards and competitions for his work.

Saints send six members into OCAA hall of fame

Windsor Star - May 02, 2023



Members of the St. Clair College Saints, from left, Dave Cooper, Lindsay Verkoeyen, Jason Hernandez, Shanon Bedard, and Pavel Shtefan, are pictured before being inducted into the Ontario Colleges Athletic Association at the St. Clair Centre for the Creative Arts. Photo by Dax Melmer /Windsor Star

An expanded Ontario Colleges Athletic Association hall of fame class welcomed six new members of the St. Clair Saints.

The last OCAA hall of fame class was inducted in 2019. Held every two years, the 2021 ceremony was cancelled due to the COVID-19 pandemic and the OCAA opted to expand the induction class this year and in 2025.

This year's class, which was honoured at a reception at the St. Clair Centre for the Arts, featured 32 new members with that group including St. Clair products Shannon Bedard, Kyle Breitner, Jason Hernandez, Pavel Shtefan and Lindsay Verkoeyen in the athlete's category along with Dave Cooper in the coaching category.

Bedard competed for the St. Clair cross-country team for three seasons from 1990 to 1992 and is the most successful female runner in the program's history.

Bedard won individual bronze at her first conference championship and helped the team to a gold-medal victory. She earned individual silver in her second season as the Saints claimed silver in the team competition. She capped her career with a fourth-place finish in 1992 and helped the team to a bronze-medal finish.

A right-handed pitcher, Breitner compiled an impressive 37-3 record on the mound with a 1.52 earned-run average in 280 innings pitched for St. Clair. In his final appearance for the Saints at the 2017 national championship, his 11th strikeout in the semifinals gave him 300 career strikeouts for the Saints. Breitner overall playoff record was 8-1 as he helped the Saints win every major championship over his five seasons with the lone exception being the 2016 national championship.

Breitner was a four-time OCAA all-star, a three-time pitcher of the year and also earned a player of the year award.

Hernandez joined the St. Clair men's volleyball team in 2013 and the club finished over .500 for the first time in 11 seasons. A year later, Hernandez was recognized as the OCAA player of the year and earned CCAA All-Canadian status while moving into second in the OCAA all-time with 1,145 career points and 950 career kills. That season, Hernandez also helped the Saints to the school's first-ever OCAA medal with a silver-medal performance and then capped his career with a bronze medal at the national championship.

A native of the Ukraine, Shtefan played two seasons with the Windsor Spitfires and remained in the area after his junior career finished and helped the Saints to three OCAA finals with two ending in titles.

Shtefan spent three seasons with the St. Clair men's hockey team from 2001-04 and averaged better than a goal and two assists per game. Shtefan won the OCAA scoring title in his final season and was named a conference all-star in all three seasons. He finished with 47 career goals and 98 assists in 45 games with the Saints boasting a 39-2-4 record during his time.

Verkoeyen joined the Saints in 2003, which was just a year after the program began, and played three seasons. She played catcher and first base and batted .325 in her rookie season to earn the Saints' rookie of the year honours.

She was twice named an OCAA all-star and in her final season was named OCAA player of the year after batting .390 and helping St. Clair to its first-ever conference championship.

Over eight seasons with the men's baseball program, Cooper amassed a 97-15 regular-season record along with a 37-7 playoff record.

Between 2014-16, the Saints compiled a 41-game OCAA winning streak and guided the program to five-straight conference titles from 2013-17.

A three-time winner of coach of the year, Cooper had 22 players named OCAA all-stars along with producing three batting champions and five pitcher of the year recipients.

Letting it fling for spring!

The Chatham Voice - May 2, 2023



Wallaceburg District Secondary School Alternative Learning and Life Skills student Adam Allaer, in blue, and Chatham-Kent Secondary School student Boyd Tyhurst, to his left, were front and centre at the recent Spring Fling event held at John McGregor Secondary School in Chatham.

More than 400 high school students from across Chatham-Kent, as well as students from the Options program at St. Clair College, had a fun-filled day featuring a talent show, lunch and a hot hits dance party.

The Spring Fling is an annual event open to students facing learning challenges.

Local roundup: Finch signs with St. Clair

Sarnia Observer - May 03, 2023

Eagles' Finch signs with St. Clair

Cameron Finch of Forest has committed to the St. Clair College cross-country team for next season.

The North Lambton secondary school student was third in the senior boys' division at the LKSSAA championship last fall.

“Cameron is a multi-sport athlete in track and cross-country and one of the best distance runners in Lambton County who is coming off a podium finish this season,” St. Clair Saints head coach Paul Boots said in a statement. “Cameron’s work ethic and positive attitude is what every coaching staff wants in a student-athlete. We are excited to see what Cameron brings to the team next season.”

Local roundup: Former Saints' hockey coach Serviss headed to CCAA hall of fame

Windsor Star - May 03, 2023



Former St. Clair Saints men's hockey head coach Jerry Serviss, who guided the team to a national title, is set to be enshrined in the CCAA hall of fame. Photo by Dax Melmer /Windsor Star

Jerry Serviss, who guided the St. Clair Saints men's hockey team to a national championship in 1976, will be inducted into the Canadian Collegiate Athletic Association hall of fame in the coaching category.

Serviss served as head coach of the Saints for seven seasons with the club winning gold at the national championship in 1976 while also securing a bronze-medal finish in 1977 and 1979.

“Without a doubt, my fondest memory was in my first season at St. Clair College where our hockey team won a national championship while remaining undefeated all season long,” the 85-year-old Serviss said in a release.

Serviss led the Saints to three Ontario Colleges Athletic Association titles and six podium finishes during his tenure and compiled an impressive 98-22-3 record for an .809 winning percentage.

In 2005, Serviss was inducted into the OCAA hall of fame in the coaching category and he was the Windsor/Essex County Sports Persons of the Year (WESPY) Awards male legacy winner in 2019. In 2006, St. Clair renamed its coach of the year award as the Jerry Serviss Intercollegiate Coach of the Year Award.

Serviss, who won an Allan Cup title while playing for the Windsor Bulldogs in 1963, will be formally inducted at the CCAA hall of fame banquet on June 13 in Niagara Falls.

Wellness Wednesdays back in downtown Windsor



Downtown employees ready to take part in the Wellness Wednesday initiative, May 3, 2023.
Blackburn News - May 3, 2023

The City of Windsor and other downtown businesses are marking mental health awareness month by relaunching Wellness Wednesday.

During the month of May, employees of the City of Windsor, Caesars Windsor, University of Windsor, St. Clair College, Windsor Police Service, Windsor Fire and Rescue Services, Windsor Public Library, and the downtown financial banking institutions will be encouraged to take a small fitness break during their workday.

“The health and well-being of our City staff is an important component to our success, and we know that physical and mental health go hand-in-hand,” said Ward 3 Councillor Renaldo Agostino. “Knowing that one in five Canadians will personally experience a mental illness during their lifetime, we are proud to take a stand for mental health in support of the Sole Focus Project and to bring much-needed awareness and education about mental health to our employees and our community.”

The Canadian Mental Health Association- Windsor Essex Chapter encourages all workplaces to embrace wellness programs.

“We see an increasing number of workplaces adopting mental wellness programs for their staff. It’s an important element to our overall wellness so when you can incorporate small breaks you’re helping not just your physical health but your mental health,” said Kim Willis, Director of Communications and Mental Health Promotion.

City of Windsor and downtown core partners kick off Wellness Wednesdays

AM800 CKLW – May 3, 2023



(Photo taken by AM800's Aaron Mahoney)

Wednesday's in downtown Windsor will be busy during the lunch hour in the month of May.

The City of Windsor and Canadian Mental Health Association, along with supporters from Caesars Windsor, University of Windsor, St. Clair College, Windsor Police, Windsor Fire and Rescue, Windsor Public Library and the downtown financial banking institutions, kicked off the "Sole Focus" 2023 Wellness Wednesday initiative this week.

This is the 7th year that the City of Windsor has partnered with their partners to encourage employees to take a healthy fitness break during their workday.

Numbers have grown each year, and officials hope to welcome more partners than ever for 2023.

Kim Willis, director of Mental Health Promotion with the local CMHA branch, says programs like this are important and they're seeing an increasing number of workplaces put in place mental wellness programs.

"It's an important element to our overall wellness. So when you can incorporate some of those aspects you're helping not just your physical health but your mental health," she continued. "And we know increasingly workplaces have a lot of staff or individuals that have been impacted by a mental health challenge at any given time."

Willis says even just 20 to 30 minutes of physical exercise outdoors a day can have a big impact for people.

"I think there's so many benefits. You know, coming together, being able to take in the environment, get away from your devices and technology. And also we know that loneliness is a growing problem and in the US they're even calling it an epidemic."

She says anything we can do to increase human connection is really important.

Willis says it's all about balance when it comes to workplaces encouraging mental wellness for their employees, from online sessions to things as simple as just getting up for a walk from your desk a few times a day.

"Or different elements that the workplace could adopt. I know they do things like healthy eating challenges, it's really diverse what they're doing. But it's just good to see that people are conscious of it, and making an effort to include it as part of their overall wellness programs in the workplace," she said.

The one-kilometre walks will continue weekly, starting at Charles Clark Square, over the lunch hour each Wednesday throughout the month of May.

MCC Awards Gala expresses gratitude to those who have made Windsor-Essex more welcoming

AM800 CKLW – Friday, May 5, 2023



(From left to right) Fred Francis, Kobra Safi, Dr. Patti France, and Bill Marra at the MCC Awards Gala. May 4, 2023 (Photo Credit: Courtesy of AM800's Patty Handysides)

The Multicultural Council is expressing its gratitude to individuals and organizations who have directly contributed to making Windsor-Essex a more welcoming community for all.

The 21st annual MCC Awards Gala was held Thursday night at the Ciociaro Club to thank those in the region.

Three award were presented during the event including the 'Herb Gray Harmony Award' to Dr. Patti France, the President of St. Clair College, for her contribution to building a welcoming community.

The 'MCC Champion Award' celebrates the contributions that first-generation Canadians make to the community, and it was presented to Bill Marra, the President and CEO of Hôtel-Dieu Grace Healthcare.

Lastly, the 'Kathleen Thomas Inspire Award' recognizes a newcomer for their perseverance and optimism. This year's honouree is Kobra Safi.

Marra says when he was told he was nominated, his thoughts went right to his parents.

"We came over, the three of us, as immigrants and I vividly remember many of their struggles and I was just, in the moment, I was so grateful for their decision. And then you take a look at the roster of people who have been on that stage many years before me, many of whom I've known or gotten to know, it's incredibly humbling and wonderful."

He says people need to focus on the work of the MCC.

"Now more than ever, newcomers require support and I think that's the celebration for me. I'm grateful for the recognition of whatever small part I played throughout my career, and hopefully it imparts some motivation to others to do the same. But, we need to get behind the MCC because they can't do it alone."



Bill Marra, President and CEO of Hôtel-Dieu Grace Healthcare, awarded 'MCC Champion Award'. May 4, 2023 (Photo Credit: Courtesy of AM800's Patty Handysides)

Marra adds that history has shown how newcomers have played a critical role in improving the quality of life in the region.

"This city was built by newcomers over the years so it adds to our community. And I think what we need to do is check the negativity at the door because it really is not based on fact. The facts are this, there are people that come to Canada for a variety of different reasons under a variety of different circumstances, some would've preferred to stay home but they couldn't. But they chose Canada, so we should see that as a privilege that we are a chosen country."

France says she was surprised to be honoured with this award.

"We just try and do everything we can to support students, our international students, newcomers, and we're so, so very fortunate to live in Windsor-Essex with all of the diversity, ethnicity, inclusively, and to be honest, that newcomers are willing to tell their stories and embrace them and that we can be part of those. So, it truly is an honour."

She says international students at St. Clair are honoured to be in Canada, and they have tons of hopes and dreams.

"We started with a very low number of international students, and right now we have about 4,000. And everyone always says 'well, what did you do?', well obviously we put supports in place. But you know what, it was really embracing the supports and the friendliness of the people in the organizations that are within our community. And they were so willing to open their arms out to our students."



Dr. Patti France, President of St. Clair College, receives the 'Herb Gray Harmony Award'. May 4, 2023 (Photo Credit: Courtesy of AM800's Patty Handysides)

France says every story from newcomers is different and shows their unique journey.

"Some are more difficult than others and some still have to come here and work, and do everything they need to do in addition to doing their studies. But, again, it's that hope and focusing on at the end of the day when they graduate they can get that post-graduate work permit and that they can potentially get permanent residency. And a lot of them stay in our community."

Proceeds from the event will benefit the MCC Foundation.

The Multicultural Council of Windsor and Essex County was officially established 50 years ago in April of 1973.

Over time, the MCC modified its services enhancing core programs and now offers programs such as Settlement and Integration, Language and Skills, Translation and Interpretation, Health and Wellness, Education, Diversity, and Special Events to Windsor's newcomers and the community.

PHOTOS: Students Impress At Ford Innovation Showcase

[WindsoriteDOT](#)ca News - Friday May 5th, 2023



St. Clair College hosted its annual Ford Innovation Showcase event Friday where students showcased their research projects to a panel of top executives.

Three St. Clair College Research and Innovation students, Filipe Monsores Krummenauer, Quinton Gignac, and Enrique Mendoza Bustos, were selected as finalists to present their research projects.





Miss Windsor set to represent the city at national beauty pageant

CTV News Windsor Multi-Skilled Journalist - Saturday, May 6th 2023



Nineteen-year-old Rebecca Drouin says she never saw herself as a pageant queen — but this winter took home the Miss Windsor crown and punched her ticket to the Miss Universe Canada competition in the summer.

Having only competed in one pageant before claiming the Miss Windsor 2023 title, Drouin says the old beauty pageant might not be what you expect. “There’s a big stereotype around pageantry but I think it’s so inspiring for Windsor and for our local queens,” she says.

“We really show people what we’re about and what we have to offer our community.”

Drouin says she has learned a lot about Windsor and Canada as a whole since signing up for her first competition, crowned first runner-up Miss Tecumseh last August. However, while putting on the gowns and taking to the stage herself might be new, it was her sister who introduced her to the pageant game at a young age.

“I remember being a little girl watching her in the audience and I thought she was the biggest princess ever,” says Drouin. “She really told me to go after what you want and don’t worry about what people think.”

For the first time, the Miss Universe Canada pageant will be held in Vancouver this August, as opposed to Toronto. Drouin says that only adds to her anticipation, as she’s never been to the city before. The winner of that competition goes on to represent Canada at the Miss Universe pageant – watched by millions worldwide every year.

“I’m very excited and grateful,” she says. When she’s not preparing, Drouin’s a bartender in the city. She’s also preparing to study medical esthetics at St. Clair College this fall, hoping to someday own her own medical spa. She says she’d tell any young girl considering giving pageants a try: “Do it.”

“Even if it feels uncomfortable, because even now sometimes I don’t feel the most comfortable but I learn and grow from it.”

Second Annual Alumni And Student Pow Wow Celebrates Indigenous Cultures And Traditions

[windsoriteDOTca News Staff](#) - Tuesday May 9th, 2023



The University of Windsor Aboriginal Education Centre and St. Clair College's Indigenous Student Services are co-hosting the second annual Alumni and Student Pow Wow this week.

It takes place from May 11th to May 13th at the Toldo Lancer Centre at the University of Windsor and will celebrate the strength and resilience of Indigenous cultures and traditions.

More than 1,000 students from partnering school boards have been invited, and the planning committee expects over 2,000 spectators to attend the two-day event.

The festivities will kick off on May 11th at 7:00pm with Juno-award-winning musician DJ Shub hitting the stage at the Toldo Lancer Centre. Friday and Saturday will feature dancing, crafts and traditional food during the Pow Wow celebrations.

More information [can be found online here](#).

Winning ‘Works of Heart’

The Chatham Voice - May 10, 2023



Aspiring cartoonist Emma Fogarty, 17, shows off some of her colourful work at the Panther’s Palette event at John McGregor Secondary School May 4. The awards night featured an art show and music. Fogarty is the winner of the Thames Art Gallery Graduation Art Scholarship of \$1,000. In September, she plans on entering the 2D/3D animation program at St. Clair College in Windsor.

Mother's Day celebrations across Windsor-Essex enjoyed by many

Windsor Star - May 15, 2023



WINDSOR, SUNDAY, The Jozwiak family celebrated Mother's Day with a brunch at the St. Clair College Centre for the Arts Sunday, May 14, 2023. Mum Becky helps Jack with some orange juice while Dad Alan, Aleena and Ava look on. All four sittings for the brunch sold out. Photo by Brian MacLeod /Windsor Star

It was a day for mothers — and, of course, families.

Countless brunches, lunches and dinners across the region honoured mom on Sunday for all she does.

One such affair was the special Mother's Day brunch held Sunday at the St. Clair Centre for the Arts, with its great view of the Detroit skyline.

There were four separate sittings held for the event with each of them sold out, a common theme at Mother's Day events across the region.

PRESIDENT'S REPORT

Meeting of the Board of Governors
Full Board – May 23, 2023

1. Hoopin' Around the Clock Fundraiser

R. Innes and D. St. John, along with three (3) Event Management students, presented the President with a cheque in the amount of \$10K from the Hoopin' Around The Clock fundraising event that was held from November 25 – 27, 2022. The funds raised will go towards the Saints Scholarship. The last time the event was held was in 2020 just prior to the pandemic. Congratulation to R. Innes, D. St. John and the Event Management students for all of their efforts. *Way to go, Saints!*



2. St. Clair Jr. Saints Check Presentation

The St. Clair Jr. Saints basketball program raised \$10,000 this past season for athletic scholarships. Over the past year, there have been over 100 youth participating in house league, basketball camps and tournaments in our region and across the province. The St. Clair Jr. Saints Basketball organization was founded in 2019 and run by St. Clair College Basketball Alumni – Jimmy Parsons, Steve Brnardic and Greg Layson.

The purpose of the organization is to give St. Clair College Basketball Alumni the opportunity to remain in the game of basketball in the community and/or with their kids. The St. Clair Jr. Saints Basketball Organization has a total of 4 teams in the boys and girls divisions, ranging from 10 – 17 and are looking to expand, allowing for youth in the community to experience the greatness that St. Clair College has to offer their top-notch athletic facilities.

The St. Clair Jr. Saints Basketball Organization runs a Summer basketball camp, house league and skills sessions for kids in the community of all ages and is also a member of the OBA (Ontario Basketball Association). *Way to go, Jr. Saints!*



3. Hospice Fundraiser

On Friday, April 29, 2023, the College participated in the Hospice’s Dove Pin fundraising campaign. College volunteers sold the pins to the College community. During the one-day College campaign, an impressive \$715 was raised. The Hospice has announced that, thanks to the generosity of the Windsor-Essex community, the community total for the second year of Hospice Dove Pins raised over \$58,500 – bringing the two-year fundraising total to \$93,500. These funds will stay in #WindsorEssex and will directly support care for local Hospice patients and families.



4. Blue-Ribbon Panel Consultations

In February 2023, the Ontario government established a blue-ribbon panel to “provide advice and recommendations to the Minister of Colleges and Universities on matters related to financial sustainability in the publicly-assisted post-secondary education sector”. The ministry has indicated that the panel’s work should be guided by the following five principles:

- 1) Enhancing student experience and access;
- 2) Rewarding excellence and financial sustainability;
- 3) Improving labour market alignment;
- 4) Promoting economic growth and prosperity;
- 5) Keeping education affordable for lower and middle-income families.

The Blue-Ribbon Panel initiated a consultation process and invited colleges and universities to participate in the process. The ministry provided the panel with six key questions for consideration and invited institutions to provide a written response to the six questions. Submissions were due by May 12, 2023. Both the College and COP submitted a response prior to the deadline date.

5. Herb Gray Harmony Award

The Multicultural Council of Windsor-Essex held their 21st annual MCC Awards Gala on Thursday, May 4, 2023 at the Ciociaro Club. President France accepted the Herb Gray Harmony Award for her contributions to building a welcoming community. Two other awards were presented that evening, the MCC Champion Award to Bill Mara (President & CEO, Hotel-Dieu Grace Healthcare) and the Kathleen Thomas Inspire Award to Kobra Safi (a newcomer to Canada).

President France advised the audience that she was truly honoured to be the recipient of the Herb Gray Harmony Award and that, “we just try and do everything we can to support students, our international students, newcomers, and we're so, so very fortunate to live in Windsor-Essex with all of the diversity, ethnicity, inclusively, and to be honest, that newcomers are willing to tell their stories and embrace them and that we can be part of those.”

President France said that international students at St. Clair are honoured to be in Canada, and they have tons of hopes and dreams. In addition, every story from newcomers is different and shows their unique journey.

Proceeds from the event will benefit the MCC Foundation. The Multicultural Council of Windsor and Essex County was officially established 50 years ago in April of 1973.



6. Skills Ontario Competition

Our students got to showcase their talents at the Skills Canada – Ontario Competition. The competition, held at the Toronto Congress Centre from May 1–2, 2023, had over 75 skilled trade and technology contests with a Career Exploration Showcase. St. Clair College is proud to announce its medal winners as follows:

IT Office Software Applications:

- Ashley Woelk, Gold
- Cassy Sutton, Silver
- Fizz Chaudhuri, Bronze

IT Network Systems Administration:

- Nikolai Zriachev, Gold

Refrigeration – HRAC:

- Josh Bosse, Silver

Landscape Design – Horticulture:

- Sydney Bachmeier and Thomas Kegel, Silver

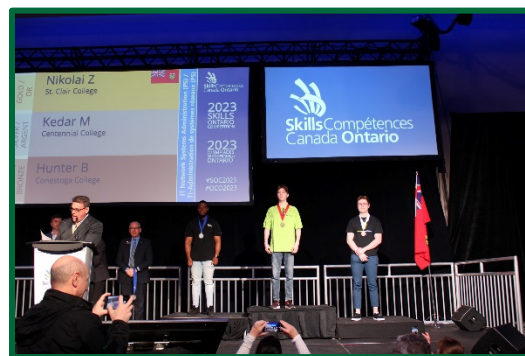
Powerline Technician:

- Kyle Wesley and Heath McIntyre, Silver

Computer Aided Manufacturing:

- Raj Desai, Bronze

Our students brought home 8 medals: 2 Gold, 4 Silver, 2 Bronze. Congratulations to all our students that had the opportunity to participate and show their skills.



Thanks to our faculty leads for their support and passion. *Way to go, Saints!*



7. 2023 Ford Innovation Showcase

On Friday, May 5, 2023, our students showcased their research projects to a panel of top executives at our Annual @Ford Innovation Showcase Competition. Congratulations to our 2023 Showcase winners Quinton Gignac, Caroline Conlon, Anna Vandehoven, Filipe Monsores Krummenauer, Nathan Romero and Devon Divinecz! The competition, held at the Main Campus of St. Clair College, also included speed networking opportunities with top industry professionals for our students. Thanks went out to all of our industry partners for coming out and supporting our students as they continue to Rise Above the Ordinary.



8. Cabana Road Intersection

The intersection of Geraedts Drive and Cabana Road will be closed effective Monday, May 22, 2023. The closure is due to the City of Windsor Cabana Road Widening Project. As a result of this project, our intersection is being upgraded and straightened to allow for better traffic flow. The closure is currently estimated to be closed until the end of June 2023. All access to the St. Clair College site will be from the Highway 3 entrance during this time. Access to the Sport Plex will be maintained during this time of closure but access to Lot V will not be available as the road will be closed from the north end of the traffic circle to Cabana Road.

As always, we appreciate your patience during this very busy Summer construction schedule as we make important improvements to the College infrastructure and student experience on campus.

9. 2023 Business Excellence Awards

The Business Excellence Awards (BEAs) were presented at the Chrysler Theatre on Wednesday, May 17, 2023 with many high-profile members of the community present. The award show was followed by an elegant dinner in the Skyline Ballroom of the St. Clair College Centre for the Arts. A total of nine (9) Award winners were announced.

St. Clair College was the proud sponsor of the 2023 Company of the Year (over 26 employees) Award. President France presented the award to HGS Limited and is shown in the photo below with the President of the company, Ken Kapusniak.



10. PAC and Placement Reception

The College will be hosting a “thank you” reception on Thursday, May 25, 2023 at the St. Clair College Centre For The Arts for all of our Program Advisory Committee volunteers and student placement sites. The “real world” education delivered by the College provides rewarding careers for our graduates and will build the economy and social well-being of our community for decades to come. In large part, we have these volunteers to thank for that. Their contributions are deeply appreciated by the entire St. Clair family of faculty, staff and alumni.



Financial Statements

Fiscal Year-Ended March 31, 2023

Presentation to the Board of Governors

May 23, 2023

START **HERE** GO ANYWHERE

Statement of Financial Position: Assets

- Cash & Temporary Investments
 - At \$317M. Lower than prior year by \$24M.
- Accounts Receivable
 - At \$10.1M. Lower than prior year by \$1.4M.
- Long-Term Investments
 - At \$16.5M. Higher than prior year by \$4.8M.
- Capital Assets
 - At \$218.2M. Higher than prior year by \$29M.
- Construction in Progress
 - At \$2.5M. Lower than prior year by \$20.7M.



Statement of Financial Position: Liabilities

- Accounts Payable and Accrued Liabilities
 - At \$33.3M. Lower than prior year by \$20.3M.
- Deferred Revenue
 - At \$138.9M. Lower than prior year by \$31.6M.
- Vacation Pay
 - At \$5.9M. Lower than prior year by \$153k.

START **HERE** GO ANYWHERE



Statement of Financial Position: Liabilities

- Long-Term Debt
 - At \$23.4M. Higher than prior year by \$2.4M.
- Deferred Capital Contributions
 - At \$1.8M. Lower than prior year by \$232k.
- Deferred Capital Contributions – C.I.P.
 - At \$531k. Lower than prior year by \$8.3M.
- Asset Retirement Obligation
 - New accounting standard. Prior year restatement.
 - At \$1M. Lower than prior year by \$27k.

ARO Disclosure?

- On April 1, 2021, the College adopted the PSAB ARO accounting standard. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets. The standard was adopted on the modified retrospective method. Under this method, the prior year financial statements do not require restatement, however, the College did restate the 2021-22 prior year comparative figures on the current year 2022-23 financial statements for comparability purposes.
 - An increase of \$1,046,550 to the Building Capital Asset account, and an accompanying increase of \$677,889 to Accumulated Amortization
 - An ARO Liability in the amount of \$1,046,550 representing the undiscounted obligation.
 - A decrease to Opening Accumulated Surplus of \$677,889, as a result of the recognition of the liability and the increase in amortization expenses.



Statement of Financial Position: Net Assets

- Unrestricted - Operating
 - At \$41.9M. Lower than prior year by \$2.8M.
- Invested in Capital Assets
 - At \$68.4M. Higher than prior year by \$4.6M.
- Externally Restricted
 - At \$15.3M. Higher than prior year by \$5.4M.
- Internally Restricted
 - At \$123.1M. Higher than prior year by \$30.6M.

Statement of Operations

- Revenue
 - Grants: At \$43.5M. Lower than prior year by \$70k.
 - Tuition: At \$94.6M. Higher than prior year by \$4M.
 - Contract Training: At \$16.7M. Lower than prior year by \$3.6M.
 - Other Income: At \$25.1M. Higher than prior year by \$6.1M.
 - Ancillary: At \$11.7M. Higher than prior year by \$5.3M.
- Expenditures
 - Salaries & Benefits: At \$94.7M. Higher than prior year by \$2.5M.
 - Operating: At \$61.6M. Higher than prior year by \$268k.

PCPP Disclosure

- PCPP Revenue: \$93.9M. Higher than the prior year by \$16.5M.
- PCPP Expense: \$73.6M. Higher than the prior year by \$14.7M.
- Note 20: Description of PCPP revenue stream.

- Statement of Management's Responsibility for Financial Reporting.



Questions?

START **HERE** GO ANYWHERE